

City of Monona  
Tree Donation Policy  
Adopted 12/16/19

**Purpose:** The Tree Donation Policy provides a framework to guide the donation and placement of trees within the City-owned property in Monona.

The objectives of the Policy are to:

- Inform the community about the City's process of receiving tree donations;
- Provide for a tax-deductible contribution to the City's urban forestry system;
- Support the community to actively participate in increasing the quantity and quality of the City's urban forest with native species.

**Scope:** The Policy applies to all City Right-of-Way and Parks in the City of Monona.

**Financial Mechanism:** Donations to the City's Tree Donation Program will be to *Fund 800-48-48500-039* – a dedicated sinking fund for received community tree donations. City staff will utilize this fund to purchase trees from a local nursery for planting within the City's park system and City-owned Right of Way. All donations to this fund may be considered tax-deductible to the extent allowed by law.

**Policy Description:** The Tree Donation program provides individuals and organizations with the opportunity to honor people and commemorate special events by planting trees in City Parks and/or appropriate terrace areas within City-owned Right of Way.

A resident or business owner's donation may be considered tax-deductible to the extent allowed by law and will be used to purchase trees planted in the City's park system, street terrace areas, or other public property. As part of this tree donation policy, markers or plaques are not allowed to be placed by the tree, however, the City will host a presentation at the tree location with the donor at their request.

The City will accept tree donation requests year-round, however, trees will only be planted in the spring or fall to give the trees the best chance to survive. Through communication between City staff and the donor, an approved native species will be chosen. The donor may provide their preference for a park, right-of-way location, or other public property, which staff will consider, however that preference is not guaranteed. Deciduous trees will be at least two (2) inches in diameter (approximately ten (10) to twelve (12) feet tall) and evergreen trees will be five (5) to six (6) feet in height. The cost of an individual tree(s) will be based on current pricing from local nurseries, and may vary due to species, size, and time of purchase. A typical tree costs approximately \$250.00.

**Staff Contact:** For more information about the Tree Donation Program and to coordinate a donation, please contact: Bryan Gadow, City Administrator, 608-222-2525 or [bgadow@ci.monona.wi.us](mailto:bgadow@ci.monona.wi.us).