



City of Waukesha
 201 Delafield Street
 Waukesha, WI 53188
 Tel: 262.542.3700
 waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Finance	Meeting Date: May 27, 2025
ID Number: 25-00889	Ordinance/Resolution Number (if applicable):
Department Submitting: City Administrator	Submission Date: May 13, 2025
Agenda Item Title: Review and possible action on Waukesha Christmas Parade Permanent Memorial Fund Agreement with the Waukesha County Community Foundation	

Issue Before the Council: Whether or not to approve an agreement with the Waukesha County Community Foundation to establish a Parade Memorial Fund at the Community Foundation and for the City of Waukesha to be the only organization to draw funds for it to maintain the Waukesha Christmas Parade Memorials.
Options & Alternatives: <ol style="list-style-type: none"> 1. Approve the draft agreement 2. Approve the draft agreement with modifications 3. Reject the draft agreement and not have access to donated and grant funds to support the maintenance of each memorial.
Additional Details: The funds will be used for maintenance and any future expenses related to the Downtown Memorial and the Parade Memorial at Grede Park. The previous agreement with the Community Foundation was for a project fund. The fund is now moving to a maintenance fund. If approved, Staff has a plan for a Memorial Maintenance Project Team consisting of representatives of the Public Works Department, Parks Recreation and Forestry Department, and the City Administrator's Office. This team will develop a yearly budget that will be part of the annual City budget process. The budget for this would be included in the City Administrator's section of the General Fund. This means that each year, the Council would review the proposed expenses as part of the overall budget process



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and have the authority to approve or reject them. If unplanned expenses arise, they will be discussed by the team and reviewed by the City Administrator and Finance Director for approval. Any purchases for the memorials will follow the City's Purchasing Policy.

What is the Strategic Plan Priority this item relates to:

This item relates to Financial Sustainability, Service in Excellence, and Engaged Community.

What impact will this item have on the Strategic Plan Priority?

Approval of this agreement supports the Financial Sustainability priority because it establishes a funding mechanism to ensure the memorials are well cared for into the future. For Service in Excellence, this funding allows the opportunity to maintain these places of remembrance in a state they deserve to be held in. The Parade Memorial project was a large community effort that touched many across the community with thousands donating the funds that are in the account (Engaged Community).

Financial Remarks:

This agreement does not cost the City. It simply continues the relationship with the Waukesha County Community Foundation and allows for the fund to turn into a maintenance account and for the City to access them for maintenance activities.

Executive Recommendation:

Approval of the agreement is recommended.

Recommended Motion:

I move to approve the contract for the Waukesha Christmas Parade Permanent Memorial Fund with the Waukesha County Community Foundation.



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Reviewed By:

Reviewer #1 Name & Title Joe Ciurro, Finance Director	Date: 5-23-25
Reviewer #1 Name & Title	Date
City Administrator Anthony Brown	Date: 5-22-23

DONOR DESIGNATED FUND AGREEMENT

Approximately \$519,000 has been received to establish and maintain a Donor Designated Fund under the administration of the Waukesha County Community Foundation (the "Foundation"). This gift, together with additional gifts, made by us and other donors, advisors or related parties to the fund hereafter described, shall be used to establish and maintain a component fund (the "Fund") of the Foundation, which will be held and administered as follows:

1. **Fund Name:** The Fund shall be known as the **Waukesha Christmas Parade Permanent Memorial Fund** and shall be identified as such by the Foundation in the course of its administration and distribution. Distributions from the Fund shall be used only for the maintenance and repair of the Waukesha Christmas Parade Memorial at Grede Park and the Downtown Parade Memorial at intersection of Main Street and Broadway.
2. **Investment:** We request that the assets of the Fund be invested with the Foundation's primary investment manager in their pool of investments.
3. **Distribution:** Distributions from the Fund shall be made to the **City of Waukesha** in amounts that are in accordance with the Foundation's distribution policy as in effect from time to time, and as the Foundation's board of directors may determine each year.
4. **Fees:** It is understood that the Fund may be charged regularly for direct and indirect expenses attributable to the maintenance of Fund's administration. Currently the fee charged is 0.25% per quarter based upon the quarterly fund balance.
5. **Management and Control:** All assets of the Fund shall be assets of the Foundation and not a separate trust. The Fund shall be held and administered subject to the provisions of the Foundation's Articles of Incorporation and By-Laws as presently in effect or as each may from time to time be amended, including those provisions that may permit the Board to amend, modify or vary any of the purposes, directions, restrictions or conditions set forth herein.

If at any time in the future the Foundation board of directors determines that the **City of Waukesha** participates in improper business practices, changes the primary scope of their services, is no longer viable as an organization or should cease to exist, the Fund shall repurpose funds in keeping with donor intent at the discretion of the Foundation's Board of Directors.

We understand that the Foundation may publish any information regarding the Fund, including the creation of the Fund, the donors to the Fund, the beneficiaries of the Fund and the amounts distributed.

Dated this ____ day of May 2025

Shawn Reilly, Mayor
City of Waukesha

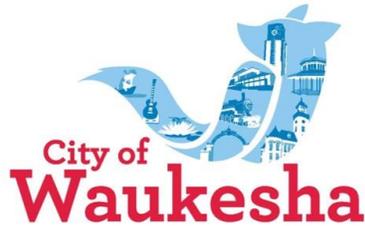
Katie Panella
City Clerk, Waukesha



DONOR DESIGNATED FUND AGREEMENT

Accepted as of the date set forth above
Waukesha County Community Foundation, Inc.

By: _____
Melissa Baxter, President & CEO
Waukesha County Community Foundation



Administrative Procedure

Waukesha Parade Memorial Fund

Established: __/__/2025

File Location: P:Communications Team/WaukeshaParadeMemorials

Purpose

This procedure outlines the City of Waukesha Parade Memorial Maintenance Project Team and the process for developing an annual maintenance scope of work and budget for the Parade Memorial at Grede Park and the Downtown Parade Memorial.

Roles and Responsibilities

The Parade Memorial Maintenance Project Team will consist of at least one representative from the following City Departments:

- Mayor/City Administrator's Office
- Department of Public Works, Streets Division
- Department of Public Works, Engineering Division
- Parks, Recreation and Forestry Department

Members of the group will meet at least annually to discuss the work needed and budget for the Waukesha Parade Memorials for the upcoming year.

General Information

1. A General Fund account(s) within the City Administrator's budget will be established to track expenses and reimbursements from the Waukesha County Community Foundation.
2. The Mayor/City Administrator's Office member of the team will communicate to the City Administrator, or their designee, the requested dollar amount to be entered into the related account(s).
3. The annual budget for the account(s) will be included as part of the City's overall budget process and subject to approval by the Common Council.
4. All expenditures will be required to follow the City's Purchasing Policy.
5. No budgeted funds may be transferred out of the account(s) to be utilized for other purposes.

6. A maintenance account for the Parade Memorial at Grede Park and the Downtown Parade Memorial is held at the Waukesha County Community Foundation and the City can request reimbursement for work on these two memorials.
7. The City may seek reimbursement for any work completed on each memorial.
8. To request reimbursement and distribution of the funds, an invoice is submitted to the Waukesha County Community Foundation, accompanied by receipts for expenses. This process is handled through the Mayor/City Administrator's office.
9. The Mayor/City Administrator's office has access to the online account balance and will share the balance with the project team each year or as requested.