



MEMORIALS IN CITY PARKS, CEMETERIES AND ON PUBLIC PROPERTY POLICY

I. Purpose

The City recognizes the desire of citizens to commemorate an event or individual of particular significance to the community through the dedication of a permanent memorial in a City park, cemetery, or on City owned property. The memorial may be a tree, bench, sculpture, piece of equipment, etc.

This policy provides a general guideline for the acceptance of such requests providing consistency in how City-owned property is used and ensures dedicated items do not detract from the value or use of the property and/or creates additional maintenance for the City.

II. Policy

1. All offered gifts will be reviewed for their compatibility with, contribution to, and support of the theme, character, usage and aesthetics of the property in which it is to be placed.
2. The qualities of timelessness, broad community interest, and public significance should be evident in memorials.
3. Memorials must be compatible with the diverse spectrum of heritage, traditions, and moral values of the community.
4. Memorials should provide public benefit by enhancing or enriching the property and/or experience of a park user.
5. Donors will work with City staff to purchase products similar to existing park equipment in an effort to complement or enhance existing aesthetics without significantly increasing park maintenance.
6. Donors must agree to pay the complete costs associated with the memorial including installation by a professional contractor, if necessary. The City, in an effort to financially support a donation, may request an endowment fund from donor to sustain the original donation.
7. The City will provide general upkeep of the memorial, as it fits with regular maintenance of the property.
8. The City does not guarantee the safety of memorials. The City will not pay to replace any memorial that is damaged due to vandalism or weather-related incidents. If the memorial is destroyed or vandalized to the extent that it is not feasible for the City to repair the memorial, the donor will have the option of paying for the repair or replacing it. If the donor chooses not to pay for the repair or replacement, the memorial will be returned to the donor or disposed of.
9. The City shall retain approval over the location, design, materials, inscription, and installation of all memorials.

III. Application Process

1. Letter of Request / Proposal. Applicants shall submit a written request/proposal to the Director of Public Services that outlines the main purpose and concept of their proposal. The applicant should include as much information about the memorial as possible including rough sketches or like pictures and desired location as possible.
2. Staff will meet with the applicant to discuss the appropriateness of the proposed memorial as it relates to this policy.
3. The applicant may be asked to submit additional information regarding the proposal including design, shape, material, cost, colors, and plaque wording.

IV. Criteria for Evaluating Requests

1. Staff shall review the proposal.
 - a. For donations valued at less than \$1,000 staff will use its discretion in accepting or denying the memorial. Staff will notify the Park & Recreation Advisory Board and Council of the donation.
 - b. For all other gifts, staff will prepare report/recommendation to the Park & Recreation Advisory Board for review/consideration.
2. The Park & Recreation Advisory Board shall review the request and make recommendation to the City Council.
 - a. The Park & Recreation Advisory Board may seek input from individuals and community groups in arriving at its recommendation.
 - b. If the Park & Recreation Advisory Board recommends rejections of the proposal, the recommendation stands unless the City Council requests a review of the proposal.
3. The City Council makes all final decisions on donations.

V. Installation Process

1. The City will oversee and has final approval of all installation activities.
2. If deemed necessary, the donor will be required to enter into an agreement with the City in which the donor becomes responsible for hiring a professional contractor to complete the installation of the project and the City is held harmless during construction.

As this is a policy, the City Council has a right to deviate from this policy if it is in the best interest of the City to do so.

Policy History

Initially Adopted: 08.02.2010