



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Consider Adoption of a Commemorative Bench and Tree Policy

DISCUSSION: The proposed Commemorative Bench and Tree Policy is designed to improve the appearance and functionality of the City's parks and outdoor facilities, while allowing individuals to create lasting memorials for friends and family. When reviewing the current *Monument Policy* adopted by the City Council in February 2010, it was noted that the requirements to establish a Monument could be burdensome for an individual who wanted to provide a donation to the City for a simple memorial. There is also an identified need in the City parks and at other City-owned facilities, for additional outdoor furnishings and landscaping. Numerous communities have donation programs for benches and trees at community-owned facilities that allow individuals to donate these items with an associated commemorative plaque. The City of Monroe could benefit from a similar policy, providing for the donation and installation of benches and trees at City-owned facilities. Based on this identified need and the desire to improve the appearance of City parks and outdoor facilities, the Department of Economic and Community Development is recommending that City Council consider adopting a commemorative bench and tree policy. Attached you will find a draft policy that outlines the program, provides for oversight and input from the Recreation Advisory Committee, and sets forth an application process. Included with the proposed policy is an example application form, which could be utilized to implement the program.

IT IS RECOMMENDED that City Council approve the attached "City of Monroe Commemorative Bench and Tree Policy" and authorize the City staff to implement the policy.

CITY MANAGER RECOMMENDATION:

- ☒ For
☐ For, with revisions or conditions
☐ Against
☐ No Action Taken/Recommended

APPROVAL DEADLINE: May 16, 2011

REASON FOR DEADLINE: Pending request for a memorial bench.

STAFF RECOMMENDATION: ☒ For ☐ Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Economic and Community Development,
Department of Public Services, Department of Recreation.

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 0
Cost of This Project Approval	\$ 0
Related Annual Operating Cost	\$ TBD*
Increased Revenue Expected/Year	\$ TBD*

* Minor increases in maintenance costs to manage areas around the benches and trees. Material and installation costs covered by the applicant.

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	<u>Other Funds</u>		
	Individual contributions		

Budget Approval: _____

FACT SHEET PREPARED BY: Daniel E. Swallow, Dir. of Economic and Community Development **DATE:** May 10, 2011

REVIEWED BY: George Brown, City Manager

Daniel Swallow

DATE:

COUNCIL MEETING DATE: May 16, 2011

City of Monroe

Commemorative Bench and Tree Policy

Intent

The City of Monroe Commemorative Bench and Tree Program is designed to improve the appearance and functionality of the community's outdoor facilities, while allowing individuals to create lasting memorials for friends or family members.

Recreation Advisory Committee

The Recreation Advisory Committee (RAC) will serve as an advisory committee to recommend parks, facilities, and locations for the commemorative benches and trees. The RAC may review the style of benches that will be approved to ensure consistency with other park furnishings and quality standards to minimize maintenance. The specifications for trees including minimum size and species to ensure quality and diversity may also be reviewed by the RAC. The RAC will review the application process and make recommendations on how to improve the program. This committee will also help ensure that the process for commemorative memorials is consistent with the policy's intent statement and that the policy has a positive impact on our community. The RAC is an advisory committee and will submit their recommendations regarding final bench and tree locations, bench styles and tree species, as well as the application process to City Council.

Locations for Commemorative Memorials

The proposed locations for the commemorative benches and trees shall be reviewed at least every 2 years by the Recreation Department and the Department of Public Services following the recommendations from the Recreation Advisory Committee (RAC) and submitted to the City Manager or their designee for approval. The approved locations shall be consistent with the City Recreation Master Plan (a.k.a. Recreation Systems Plan) and the intent statement of this policy. The approved location list shall designate at least one city park or facility and identify at least 5 possible bench locations (description or map) and 5 possible tree locations (description or map). When the approved locations are filled, the list shall be updated to provide additional locations, subject to approval by the City Manager or their designee. The approved locations list shall be published and provided with the Commemorative Bench and Tree Program Application.

Application

The Recreation Department and Department of Public Services shall prepare and regularly update the application form for the Commemorative Bench and Tree Program. The application shall include at a minimum the applicant's name and contact information, a template for the permitted wording on the commemorative plaque, a description of the approved bench(es) and trees, current costs to include installation by the City or its selected vendor, a risk statement and limits of warranty, and a signature line.

Costs

The Recreation Department and the Department of Public Services shall annually solicit quotes from reputable vendors to supply benches and trees based on the approved bench styles and tree specifications. In NO case shall the applicant or someone other than the City of Monroe determine the style of bench or the tree specifications.

The cost of the commemorative benches and trees shall be determined by including all materials, hardware, installation, equipment, labor and the cost of the memorial plaque. The cost of the benches and trees shall be attached to the application and may increase over time. In NO case shall the applicant or someone other than the City of Monroe or its approved vendor(s) be allowed to install a commemorative bench or tree.

Maintenance

All memorial donations become the property of the City of Monroe.

- Once installed the Department of Public Services, Recreation Department and/or its vendors will maintain the benches like all other park benches.
- The City reserves the right to determine the level of general care depending on budget availability. General care is defined as the mowing, raking, pruning, and general cleaning of the grounds around the memorial benches and trees as determined by the City.
- Replacement: **The City will NOT be responsible for replacement of damaged or stolen benches.** The City reserves the right to remove deteriorated benches without replacement.
- Once planted the tree will be maintained like all other trees at City facilities. If the tree expires within 2 years, the City will replace the tree. **Following the 2-year warranty period, the City will not be responsible for replacement of dead, diseased or damaged trees.**
- Decoration of the memorial is limited to the Commemorative Plaque. Any items placed on or near the memorial will be removed as part of the normal maintenance of the City facilities. Flowers, vegetation, crosses, pictures & other adornments not installed by the City are strictly prohibited on or near the memorial site.
- The application materials shall include a risk statement and noted limits to warranty.

Commemorative Plaque

Each bench and tree shall include a Commemorative Plaque to be affixed to a bench or staked in the ground near a tree. The City cannot guarantee against damage due to vandalism, theft, or normal wear-and-tear of the Plaque. However, the City will make a conscious effort during regular maintenance activities to maintain the integrity and good condition of the Commemorative Plaques.

Wording

The Commemorative Plaque includes up to 2 lines of text and shall **ONLY** include the following text:

- In honor of _____ (*name or organization*)
- In memory of _____ (*name*)
- In loving memory of _____ (*name*)
- Donated by _____ (*name or organization*)

NO other language or alternate inscription shall be allowed.

Maximum 20 characters per line (space = character)

Installation Time Frame

Applications for the Commemorative Bench and Tree Program will be accepted year-round, however due to seasonal weather limitations, deadlines for applications must be established for the calendar year. When applications and/or payments are received after the deadlines, the installation will occur in the following calendar year.

Benches

To allow time for processing of orders, availability of benches, preparation of the Commemorative Plaque, and avoidance of inclement weather conditions; there will be up to a 120-day waiting period between application submittal and installation. No installations will occur from December through March. In order to ensure the bench will be installed in the same calendar year, the application must be submitted and all fees must be paid in advance.

Application Deadline – September 1.

Trees

To help ensure the survival of the trees and allow time for the City to complete the orders, there are two application deadlines for tree planting. The application paperwork and payment of the all fees must be paid prior to the deadline in order for the installation to occur in the following planting season.

Fall Deadline –Sept 1 (Oct & Nov Planting)

Spring Deadline – April 1 (May & June Planting)

CITY OF MONROE
COMMEMORATIVE BENCH AND TREE APPLICATION

Applicant's Name: _____

Street Address: _____

Phone #: _____ Other #: _____

E-mail Address: _____

☐ Commemorative Bench ☐ w/Plaque, Requested Style: _____

See Attached Description of Approved Styles and Costs

☐ Commemorative Tree ☐ w/Plaque, Requested Species: _____

See Attached List of Approved Species and Costs

Requested Location: _____

See Attached List of Approved Locations

INSCRIPTION ON PLAQUE:

The Commemorative Plaque includes up to 2 lines (choose 1 or 2 lines) of text and shall **ONLY** include the following text. Maximum 20 characters per line (space = character):

☐ In honor of _____

☐ In memory of _____

☐ In loving memory of _____

☐ Donated by _____

Sorry, **NO** other language or alternate inscriptions shall be allowed.

FEE WORKSHEET (TO BE COMPLETED BY CITY STAFF):

Cost of Bench or Tree: \$ _____

Cost of Plaque: \$ _____

Cost of Installation \$ _____

TOTAL FEE: \$ _____

The City of Monroe distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, whether the damage be direct or collateral, other than as herein provided. If a bench or tree is damaged or destroyed, the donator has the option to purchase a new bench or tree. The City reserves the right to determine if the bench or tree is damaged beyond usability and/or has deteriorated to a poor condition and must be removed.

I have read and understand the above disclaimer and release the City from any and all responsibility for repair or replacement of the Commemorative Bench or Tree.

Applicant's Signature: _____

EXAMPLE APPLICATION FORM -- EXAMPLE APPLICATION FORM -- EXAMPLE APPLICATION FORM
DO NOT WRITE ON THIS PAGE, FOR OFFICE USE ONLY:

Comments: Recreation Department

The Application Meets the Intent & Requirements Commemorative Bench and Tree Program ☐ Yes ☐ No

I have reviewed the proposed location and approve with comments above.

Date: _____

Name: _____ Title: _____

Comments: Department of Public Services

I have reviewed the proposed location and approve with comments above.

Date: _____

Name: _____ Title: _____

Payment of Fees: Clerk/Treasurer's Office

The Required Fees have been PAID IN FULL for the installation of the commemorative bench or tree ☐ Yes ☐ No

Date: _____

Name: _____ Title: _____

Bench or Tree and Installation Order:

Forwarded to Department of Public Services and/or Approved Vendor for Ordering and Installation

Date: _____

Name of Vendor (If Applicable): _____