

# ***City of Wyoming Parks***

## ***Dedication of Memorials & Objects Placement Policy***

City park areas and facilities within parks shall be named for geographic, natural, or historic feature of that park, local folk usage, historic events, to commemorate people who have made outstanding contributions to the City or persons of local historic outstanding civic service.

### **Guidelines & Conditions:**

1. The individual, family, group or organization sponsoring a dedication/memorial must provide sufficient funds to the City to purchase, install, and maintain any memorial plaque or dedication object (e.g. bench, picnic table, play equipment, living trees, rocks, gardens, flagpoles, sculptures, etc.) associated with the recognition.
2. Plaques and markers located on City park property must be in accordance with City standards.
  - a) The location, size and writing on plaques require approval by the designated Park & Recreation Board and Public Works staff.
  - b) Designed to blend with the compliment of the existing park.
  - c) Plaque or marker must be made of bronze or any other pre-approved material by the City.
  - d) Each plaque, marker or memorial object request will be reviewed and by the Parks and Recreation Board and approved by the City Council.
  - e) Selection (with input from the petitioner), purchasing and installation of markers and objects will be coordinated by City.
3. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment, living trees, rocks, gardens, flagpoles, sculptures, etc.) the City will provide its regular standard of care and maintenance for the object.
4. If the object is damaged due to vandalism, becomes unusable due to age, wear, and tear, or is stolen, the City is not obligated to replace or repair the object.
5. If necessary, due to repair of surround areas, construction or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained, it may be removed by the City.
6. If the dedication includes the gift or a tree or other plant the City will provide its regular standard of landscape care for the tree. If the tree does not survive, the City is not obligated to provide a replacement.
7. The City will not be responsible for upkeep, repair or replacement of any dedication or memorial plaque whose placement was not sponsored by the City. Dedication or memorial plaques may not be placed in or on City facilities without written City approval.
8. The Park and Recreation Board will, on behalf of the City Council, oversee the provisions of this policy. The City Council will refer naming or dedications in public park, recreation and open space areas and facilities to the Park and Recreation Board for recommendation. The Park and Recreation Board will initiate the naming of new facilities and their features. The City Council will be advised of dedications covered by this policy and asked to confirm facility names.

9. When naming a park or recreational facility for a outstanding individual, is allowed posthumously (at least 3 years since date of passing), and where that person's significance and good reputation have been accepted in the Cities, Counties, State's and/or Nations history.
10. When considering the naming of a park, recreational facility, trail or natural area after a person, consideration will be given when:
  - a) The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, Wyoming Parks & Recreation, the City of Wyoming, State of Minnesota or the United States.
  - b) The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
  - c) The person risked his or her life to save or protect others.
11. A guideline, the threshold for considering the naming of a Park asset will include one or more of the following:
  - a) Land for the majority of the park was deeded to the City by the donor.
  - b) Contribution of a minimum of 50% of the capitol construction costs associated with developing the park/recreational facility.
12. Any individual, family, group or organization can apply for a dedication of memorials and objects in a Wyoming City park in honor of, individuals, groups or organizations that has contributed to the facility or community.
13. Dedications are encouraged to be in the form of facility improvements or enhancements. The approval, placement, and identification of these dedications will be at the discretion of the Parks and Recreation Board and the City Council.
14. Requests must be done so in writing (see Process). Approval is subject to the following guidelines and conditions.

### **The Process & Procedures**

1. All requests to the dedication of memorials in a Wyoming City Park must be submitted in writing to the office of the City Administrator.
2. At a minimum, the attached application form must be completed. Additional information (photos, brochures, area map, drawings, etc.) is recommended.
3. The City Administrator will then transmit the form and supporting documents to the Parks & Recreation Board for review.
4. Application for a dedication/memorial will be reviewed by the Park & Recreation Board at a regular scheduled meeting.
5. The City Administrator will notify the petitioner of the date **for** Park & Recreation Board consideration.
6. After action has been taken on the request by the Parks & Recreation Board, the recommendation will be sent to the City Clerk to be placed on the City Council agenda.
7. The Clerk will notify the petitioner of the date for Council for approval.