

## FARGO PARK DISTRICT POLICY FOR MEMORIALS/DEDICATIONS

### Background and Purpose:

The Fargo Park District (“Park District”) receives requests from time to time to add an amenity to a facility as a memorial/dedication to recognize the financial or community contributions of a person or organization or a significant event that the requesting party wants to recognize. The Park District feels that consenting to a memorial/dedication should be a thoughtful process. A memorial/dedication can be enduring and stay with a piece of property long after any knowledge of its origin has passed. The granting of a requested memorial or dedication should be purposeful and systematic. The memorial/dedication may honor a person of significant stature within the community, recognize an organization or group of citizens which has contributed to the development of a facility or program, or recognize a significant event. This is different than a “naming right,” which protocols are already in place. This policy is to provide a thoughtful review process for gifts and donations that are meant as memorials/dedications.

### Management Philosophy:

The following procedures are adopted to give the Board of Park Commissioners and the Park District staff a means by which they can have a uniform policy regarding memorials/dedications that may be posted at or affect Park District properties. Each request will be considered on a case by case basis. The following guidelines have been established in order to be consistent the review process and give appropriate recognition in a tasteful manner. Smaller and less expensive memorial/dedication requests may be reviewed and approved by Park District staff provided the memorial/dedication is consistent with the needs of the Park District and conforms with other amenities to Park District facilities. Examples of staff-approved memorials are included on Exhibit “A” attached hereto.

We encourage citizens to contact the Park District to discuss ideas for locations of memorials/dedications. However, final memorial/dedication locations will be dependent on the needs of the Park District and planning processes already underway.

A memorial/dedication for an individual, organization or event is a special circumstance. Years from now someone should be able to ask “why this name,” or “why this amenity” and the answer should be that the person, organization or event provided significant contributions to either the community, facility or a Park District program that, without such commitment and efforts of that person, organization or event, the facility or program would have not been enhanced.

The Park District does not guarantee permanency of the memorial/dedication. The Park District takes no responsibility to replace stolen, vandalized plaques or to maintain or replace landscape materials that are not watered properly or diseased.

### Procedure:

The memorials/dedication procedure is intended to minimize the emotional impact of the

process of reviewing and deciding on a memorial/dedication request. The Park District desires that all parties involved (the requesting party, the Park District staff and commissioners and the general public are given time to think through the long-term implications of the memorial/dedication. The applicants are encouraged to work with Park District staff to determine how a memorial/dedication can enhance the experience of park users as well as meet the needs of a requesting party or organization. This procedure takes time and may require several planning meetings.

A. Larger Memorials/Dedications. The following procedure should be followed in granting requests to establish or allow for a larger or more substantial memorial on Park District property:

1. Staff will accept the specific request from an organization or individual, together with their rationale in writing. The staff will gather such other information as may be reasonable under the circumstances, including talking with staff or the general public with knowledge of the person, organization or event. Staff will then review the information and determine the appropriateness of the proposal as measured by the approval criteria.

2. Staff will present the request and related information to the Facility Committee on at least two (2) occasions. At the first meeting, the committee will discuss the memorial/dedication and its relative merits. The Facility Committee may have the requesting party or staff provide additional information.

3. At the next Facility Committee meeting, staff will provide any additional information requested by the committee. The Facility Committee, with or without its recommended action, will place the proposed memorial/dedication on the next regular Board of Park Commissioners meeting agenda.

4. The Board of Park Commissioners will take action on the request at the board meeting, again having authority to request that additional information be provided.

5. The Park District shall be responsible for the installation, maintenance and protection of the installation, within reason, at the cost of the person/group requesting the memorial/dedication. Once installed, the memorial/dedication becomes Park District property.

B. Smaller Memorials/Dedications. The following procedure should be followed for Park District staff approved memorials for those consistent with the Exhibit "A" types:

1. Staff will accept the specific request from an organization or individual, together with their rationale in writing. The staff will gather such other information as may be reasonable under the circumstances, including talking with staff or the general public with knowledge of the person, organization or event. Staff will then review the information and determine the appropriateness of the proposal as measured by the approval criteria.

2. Staff will present the request and related information to the Executive Director and discuss the memorial and its relative merits. The Executive Director may have the requesting party or staff provides additional information.

3. The Executive Director will take action on the request and provide notice to the Facility Committee at its next meeting.

4. The Park District shall be responsible for the installation, maintenance and protection of the installation, within reason, at the cost of the person/group requesting the memorial/dedication. Once installed, the memorial/dedication becomes Park District property.

#### Memorial/Dedication Criteria:

Listed below are the criteria which should be used to approve or disapprove a requested memorial/dedication when undertaking the procedures described above. The Board of Park Commissioners or the Executive Director, when appropriate, is not limited to the criteria below and other facts and circumstances might be considered.

1. The contribution of the person, organization or event, its character and reputation.
2. The requested location of the memorial, and its support of current park use.
3. The requested form of the memorial/dedication and, if a larger or more substantial memorial/dedication, whether or not it will be a relatively permanent fixture at the site.
4. The requested form of the memorial/dedication being consistent with the location and its fit with design standards required of public spaces.
5. The cost of the memorial/dedication and how it will be funded.
6. The cost of maintaining the memorial/dedication and how that will be funded.
7. Trees, shrubs, flowers and other landscaping that are installed as part of a memorial/dedication shall not detract from the scenic or architectural value of the existing environment. The materials need to meet the design and maintenance considerations of the Park District and trees and other botanical products should be approved by the Park District forester.
8. Larger memorials/dedications that are park amenities will be accepted on the basis that they will be maintained for 10 years in their original location or in an area near their original location. After 10 years, the amenity may be removed or relocated pending redevelopment of the park site.
9. Larger memorials/dedications such as statues, fountains, plazas and garden areas may be accepted under specific circumstances. The Park District will determine placement of all such memorials. A written agreement will be required to outline the maintenance and commitment of costs by each party.
10. Smaller monetary memorial/dedications donations that are not designated will be used to meet the current needs of the Park District as recommended by the Executive Director. Larger

donations, if not funded to the Fargo Park District Foundation, will be used as the Board of Park Commissioners shall determine following input of Park District staff and the Facility Committee.

Removal of a Memorial/Dedication:

A. If a larger or more substantial memorial/dedication must be relocated or removed, the following procedures will be followed:

1. Upon receipt of a written request for removal from staff, a commissioner or the general public, Park District staff will research the background information to find or confirm the reason or circumstance for the initial memorial/dedication and any overriding commitment to the memorial/dedication. This includes attempting to notify the original requesting party or organization that funded the memorial's/dedication's installation and maintenance.

2. If the Park District staff finds no compelling reason to retain the memorial/dedication at its current location or to keep the memorial/dedication at all, the request will be presented to the Facility Committee. If the Facility Committee finds that there is a reason to relocate or remove the memorial/dedication, the matter will be placed on the agenda of the Board of Park Commissioners meeting for final action.

B. If a smaller memorial/dedication (Exhibit "A" type) must be relocated or removed, the Executive Director, after similar research and recommendations of Park District staff, shall take final action on the request.

## **Exhibit “A”**

### **Executive Director Approved Memorials/Dedications**

The Executive Director, following the appropriate input and recommendations of Park District staff, may approve memorials/dedications of the following nature and at the cost of the requesting party, provided the same are consistent with other amenities of the Park District:

1. **Park Memorial/Dedication Bench** – These can be placed in Park District Parks.  
Available Color - Black  
Bench  
Concrete if necessary  
Park District installation of bench  
Engraving of plaque – market price, individual’s responsibility.
2. **Playground Memorial/Dedication Bench** – These can be placed adjacent to Park District playgrounds.  
Available Colors – Blue, Green, Red, Yellow  
Bench  
Concrete if necessary  
Park District installation of bench  
Engraving of plaque – market price, individual’s responsibility.
3. **Sports Complex Memorial/Dedication Bench** – These can be placed within a Park District Sporting Complex.  
Color Available – Black  
Bench  
Concrete if necessary  
Park District installation of bench  
Engraving of plaque – market price, individual’s responsibility.

**Memorial/Dedication Tree** – Trees can be selected to be place within a Park District Park. Species and location must be approved by Park District Forester and Park Staff.  
Species – Various, must be approved by Park Forester  
Varies with species and size, Contractor Installation as approved by Forestry Staff.  
12” x 18” granite stone marker – Engraving and Stone market price, individual’s responsibility.  
Park District installation of marker

- Samples of approved benches are available through Park District Office.
- Park district staff will purchase benches, arrange for concrete pad if necessary and install bench.
- Purchase, installation cost of trees and granite marker will be the responsibility of the requesting individual. Contractor installation will need to be coordinated with park district forestry staff as per park district planting specifications. Watering of new trees will be handled by forestry staff. Park staff will install granite marker.