



Mount Pleasant Park and Recreation Memorial Donation & Gift Program Policy

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in Village-owned facilities, parks, natural areas and trail system.

Background

Memorials and gifts have augmented Village of Mount Pleasant Parks and Recreation properties and facilities. Historically, the Village has accepted these donations without a formal written policy. Although the Village Board has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property these policies do not apply to memorial donations within the Village's Parks and Recreation system.

Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the Village.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the Village of Mount Pleasant Parks and Recreation Office may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Parks and Recreation Department. Memorials may have a commercial appearance or corporate label.

Approval Criteria

All proposals will be evaluated by Parks and Recreation staff according to the following:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing Parks, Recreation and Open Space Master Plan, Parks Management Plan, Parks Operations Manual, Individual Park plans, and/or Capital Improvement Program (CIP) requirements of the Office.
- The location will be determined by the Parks and Recreation Office.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed using materials that meet the design and maintenance considerations of the Parks and Recreation Office.
- Memorial donations, which are large in scale, may be considered on a case-by- case basis, as they relate to park planning processes and the CIP process.
- Non-designated monetary memorial donations will be used to meet current needs of the Office as recommended by the Parks and Recreation Manager.

Procedures

The donor will contact Office staff to share ideas then submits a completed Memorial Donation Agreement Form to the Parks and Recreation Office.

Office staff will review and determine the appropriateness of the proposal as measured by approval criteria. Office staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.

Memorial Donations that are part of the commemorative bench, table and living tree menu only require approval for exact location (species for trees) of the desired memorial donation.

With a positive review decision, Office staff will finalize the Memorial Donation Agreement Form between the Village and donor and submit it to the Parks and Recreation Advisory Board for final approval.

The Village does not guarantee permanency of the memorial. If a memorial must be relocated, Office staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The Village takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree. Once donate, the memorial becomes the property of the Village and the Village shall not be liable to any entity for any damages pertaining to the memorial.

The Park and Recreation Advisory Boards approval must be received before ordering and installation of the memorial. The Village shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes Village property. The Village does not guarantee permanency of the memorial. If a memorial must be relocated, Office staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.

Review and Update

This policy may be reviewed annually in the fourth quarter of the calendar year by Office staff and updated as indicated.

ISSUED & APPROVED: PARKS & REC ADVISORY BOARD: 04/02/2014 | EDITED: 12/17/2019