



City of Boise Resolution Policy

Parks & Recreation
150 N Capitol Blvd
Boise, ID 83702
(208) 972-8531

TO: Mayor and Council
FROM: Doug Holloway, Parks & Recreation
NUMBER: RES-191-21
DATE: April 19, 2021
SUBJECT: Boise City Department of Parks and Recreation "Memorial" Policy

BACKGROUND:

There are additional memorial options that the Boise Parks and Recreation Department would like to include in its Memorial Policy.

The first option added is a Memorial Wall. This would be erected in a city-owned open space reserve or in a certain park. A plaque, in honor of someone, would be placed on the Memorial Wall and plaques are established for renewable 20-year terms.

The second option added to the policy would be Trailhead Plaques. Trailhead plaques would only be available at the start of a newly constructed trail on city-owned open space reserves. To be eligible for a trailhead plaque, the donation must be specific to the trail and must have assisted with the construction of trail. A minimum contribution of \$10,000 shall be accepted and these memorials would be established for the lifespan of the trail.

Other changes to the Memorial Policy are mostly changes to verbiage, language, city code reference, including city-owned reserves and identifying procedures already in place such as the maximum number of characters allowed per line on a plaque.

For existing memorials, we did want to include a timeline of the policy changes over the years. Initially, memorials established prior to August 1999 had a term of 100 years. Then, memorials

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established between August 1999 and November 2009 did not have a specific term but would be maintained through the life of the memorial. After November 2009, the department changed the policy that unless otherwise specified, a memorial would have a 20-year term.

FINANCIAL IMPACT:

None

ATTACHMENTS:

- Boise City Department of Parks and Recreation "Memorial" Policy Final Executed Document (PDF)

CITY OF BOISE

Resolution NO. RES-191-21

BY THE COUNCIL

BAGEANT, CLEGG , HALLYBURTON,
SANCHEZ, THOMSON AND
WOODINGS

A RESOLUTION APPROVING AND ESTABLISHING A MEMORIAL POLICY FOR THE DEPARTMENT OF PARKS AND RECREATION; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BOISE CITY, IDAHO:

Section 1. That the Memorial Policy, a copy of which is attached hereto and incorporated herein by reference, for the City's Department of Parks and Recreation, shall be, and is hereby, approved as to both form and content.

Section 2. That the Memorial Policy shall be, and is hereby, formally established as an official policy of the Boise City Department of Parks and Recreation.

Section 3. That Parks and Recreation Department staff be, and hereby is, authorized and directed to all things reasonably necessary to implement and adhere to the Memorial Policy.

Section 4. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED by the Council of Boise City, Idaho, on May 4, 2021.

APPROVED by the Mayor of the Boise City, Idaho, on May 4, 2021.

APPROVED:

ATTEST:


Lauren McLean, Mayor




Lynda Lowry, Ex-Officio City Clerk

MEMORIALS
Parks and Recreation Department
Policy

PURPOSE

To allow individuals and groups to arrange for a memorial to be placed on designated City of Boise's Parks and Recreation Department property, and to ensure that the proposed locations and memorials are consistent with adopted park plans or Boise Foothills management plans, construction standards, and placement guidelines.

AUTHORITY

The Parks and Recreation Commission is authorized by, Boise City Code 02-03-05 to propose, adopt, promulgate, and ratify rules, regulations, and policies governing all public park grounds, park and recreation facilities, open space, zoos, and cemeteries in the City.

TYPES OF MEMORIALS

Trees: Existing trees that have been established for at least two (2) years and larger than 10 inches in diameter are eligible for memorials. Donors also may request that a new tree be planted as a memorial. The planting site and requested species are coordinated through Community Forestry. Tree memorials are established for renewable 20-year terms.

Benches: Benches are available for memorials in certain park areas. Bench memorials are established for renewable 20-year terms.

Memorial Wall: Plaques can be selected for a memorial wall in city-owned open space reserve or in certain park areas. Memorial wall plaques are established for renewable 20-year terms.

Trailhead Plaques: Memorials are available at the start of a newly constructed trail on city-owned open space reserves. To be eligible for a trailhead plaque, the donation must be specific to the trail and must have assisted in the cost of the trail construction. A minimum contribution of \$10,000 shall be accepted. These memorials are established for the lifespan of the trail.

Park Amenities: Existing park amenities or the installation of new features such as drinking fountains, permanent picnic tables, and individual pieces of playground equipment may be considered for memorials. These memorials are established for renewable 20-year terms.

Park and Facility Naming Opportunities: Installation of an entire facility or amenity that fulfills an identified public recreation need or is a system improvement that is consistent with the adopted master plan, or is a proposed trail or trailhead name within city-owned open space reserves, that is new or has

been gifted to the city, may be considered by the Parks and Recreation Commission for naming opportunities under the Park and Facility Naming Policy (Resolution 358-15) and will be reviewed according to this established policy.

Memorial Bricks: Some park amenities involve the installation of brick paths or brick features. As opportunities become available, individual memorial bricks may be offered for purchase. These memorials are established for the lifespan of the facility or amenity.

Julia Davis Rose Garden: *The Idaho Rose Society* coordinates and manages all the memorials and memorial roses for the site. Memorial inventory is kept by the Idaho Rose Society.

Zoo Memorials: *Friends of Zoo Boise* offers a variety of memorial opportunities and is responsible for the establishment and management of memorials related to Zoo Boise. Memorial inventory is kept by Friends of Zoo Boise.

Veteran's Park Memorials: While the Parks and Recreation Department coordinates requests for veteran memorials on Veterans Memorial Park, all requests must be approved by the *Idaho Veterans Advisory Council* and the *Idaho Department of Parks and Recreation*, in compliance with the City's lease, executed by Resolution #14426 on June 3, 1997, by the Mayor and City Council. Memorial inventory is kept by either Idaho Veterans Advisory Council or the Idaho Department of Parks and Recreation.

LOCATION

As the steward of the parks and city-owned open space reserves, the Parks and Recreation Department will control and manage the location, placement, spacing, and number of all memorials on park properties, trails, and Greenbelt areas owned or managed by the city. Preference will be expressed for memorials on existing amenities, but opportunities to provide memorials on a new amenity may be allowed if they conform to the following four (4) basic location requirements:

1. They do not materially detract from the significance or quiet value of an existing memorial or the park or open space reserve itself; and
2. They do not conflict with a primary public purpose or facility; and
3. They comply with the Parks and Recreation Comprehensive Plan, the Boise Foothills management plan and any adopted master plans; and
4. They do not pose a potential public safety or security risk.

A particular park location may reach a saturation point with memorials. Therefore, the department reserves the right to limit acceptance of memorial installations for any park or location. In all cases, the department will seek to ensure that new ancillary park features, such as trash receptacles and park signs, are not placed too close to an existing memorial out of respect for the prior donor's contribution to the city's parks, open space reserves, and recreation facilities.

When a prospective donor requests a memorial, heavy consideration will be given to the primary use of public open space. While appropriate memorials may enrich a park experience, public open space is also a very precious commodity, and memorials will be carefully reviewed to balance these two public benefits to protect the greater good. For maintenance purposes, memorials will be accepted only for developed park settings or established trails and trailheads.

RECOGNITION OF MEMORIALS

For dedicated facilities, major park amenities, monuments, and trail or trailhead naming, appropriate recognition of donors and/or the memorialized person will be coordinated with the department and will be consistent with the city's adopted Park and Facility Naming Policy (Resolution No. 358-15), and with existing legal standards.

For all other park or open space memorials, plaques are ordered and installed by the department. Plaque size is determined by the amenity to which it is attached. The plaques are set in concrete or affixed to an object and may be a metal plate, granite, bronze plaque, or a similarly durable material approved by the department. Upon compliance with the four (4) location requirements set forth above, the department shall approve all memorial plaques which conform to the following:

1. First line of introductory text shall be limited to one of the approved phrases on the attached list (see Exhibit A) or left blank.
2. Second line is limited to the name of a person or persons, including a title or affiliation, or an animal or animals.
3. Third line is limited to calendar dates (such as birth and death dates or other calendar dates of significance) or is left blank.

Examples:

In Memory of
Jane Marie Doe
1942 – 2009

Buddy the dog
1995-2009

In Recognition of
Boy Scout Troop 121
2009

Only words and numbers will be allowed. Symbols, images, artwork, commercial messages, obscenity, and libelous statements will not be accepted. Identification of the donor is allowed if space on the plaque is available. A maximum of 28 characters, including spaces and punctuation are permitted for each line.

All requests for memorial plaque text that is similar to, but not exactly the same as, the examples contained in Exhibit A will be considered, but shall not be allowed unless and until reviewed and approved by the Parks and Recreation Commission or by the Parks and Recreation Director.

MEMORIAL INVENTORY

All approved memorial applications shall include a description of the memorial, date of installation, name and address of donor, location, plaque text, and life expectancy of the memorial. All units responsible for memorials must forward the original copy of the memorial application to the Parks and Recreation Administration Office to be cataloged in the Memorial Inventory.

COST

Costs of established memorial programs are reviewed annually according to the department's fees and charges policy and approved by Boise City Council. Costs are based on original purchase price, installation, cost of plaque, and plaque installation, and include a contingency for repair or replacement of the memorial (or any part thereof). The amount of contingency will be established for each memorial program and deposited in a Heritage Trust memorial account.

RENEWAL AND DISCONTINUANCE

The Department of Parks and Recreation will make reasonable efforts to contact the donor or their heirs in advance of the expiration of a memorial so that donors may request a renewal (if permitted) at their expense. Renewals will be granted if the memorial remains in compliance with the four (4) location requirements set forth above.

In the event of replacement or upgrading, the original memorial plaque may be reused or replaced with a new plaque at the donor's direction and cost. In the event a memorial is to be discontinued, the plaque will be offered to the donor or their heirs at no charge.

EXISTING MEMORIALS

Memorials established prior to August 25, 1999 (Resolution #15579) and if no earlier expiration is specified, shall be maintained and/or replaced by the department for a 100-year term.

Memorials established between August 25, 1999 and November 19, 2009 shall be maintained for life of the memorial. Once it deteriorates, it will be removed and no longer be part of the memorial inventory.

Unless otherwise specified, memorials established on November 20, 2009 to present day shall be maintained and/or replaced by the department for a 20-year term.

MAINTENANCE

Department staff will care for and maintain memorials consistent with the department's maintenance standards. Damaged or vandalized memorials will be repaired or replaced by the department through the established life expectancy of the memorial, at no additional cost to the donor. Plant material will be placed as part of the department's replacement program, giving due consideration to the annual planting season.

RELOCATION

The Parks and Recreation Department provides memorials in locations that are considered permanent during the identified term of the memorial. However, future circumstances may arise requiring the relocation of a memorial. The department will make reasonable attempts to work with the donor to agree upon a relocation site. The costs of memorial relocation will be the responsibility of the department.

Donor-requested relocation will be reviewed by the department to determine appropriateness of

the proposed location, with all expenses borne by the donor.

In all cases, the Parks and Recreation Department will have the final decision on memorial location.

SUPERSEDING DOCUMENTS

Boise City Council – Resolution #15579 – adopted August 24, 1999

APPROVED

DATE

By:  Rob Lockward, Deputy City Attorney
Office of the City Attorney

4/27/2021

By:  Doug Holloway, Director
Parks and Recreation Department

4/15/2021

By:  Angela Johnson, President
Parks and Recreation Commission

4/15/2021

Exhibit A

Memorial Plaque Introduction Choices

1. IN HONOR OF
2. TO HONOR THE LIFE OF
3. IN CELEBRATION OF
4. CELEBRATING THE SPIRIT OF
5. CELEBRATING THE LIFE OF
6. IN OBSERVANCE OF
7. IN MEMORIAM OF
8. IN MEMORY OF
9. IN APPRECIATION OF
10. IN RECOGNITION OF
11. IN REMEMBRANCE OF
12. IN COMMEMORATION OF
13. IN THANKS
14. THANKS TO
15. DONATED IN THANKS TO
16. DONATED TO/BY/FOR
17. DONATED IN MEMORY OF
18. DONATED IN LOVING MEMORY OF
19. KINDLY DONATED BY THE
20. THIS "AMENITY" DONATED TO/BY
21. THIS "AMENITY" DONATED IN MEMORY OF
22. THIS "AMENITY" DONATED IN LOVING MEMORY OF
23. "FAMILY NAME, INDIVIDUAL, OR ORGANIZATION" DONATES THIS "AMENITY" TO/FOR
24. DONATED IN PARTNERSHIP WITH
25. DONE IN PARTNERSHIP WITH
26. A GIFT TO/BY
27. CONTRIBUTED TO/BY
28. PRESENTED TO/BY
29. DEDICATED TO/FOR
30. DEDICATED IN MEMORY OF
31. DEDICATED IN LOVING MEMORY OF
32. DEDICATED ON BEHALF OF
33. THIS "AMENITY" DEDICATED TO/FOR
34. THIS "AMENITY" DEDICATED IN MEMORY OF
35. THIS "AMENITY" DEDICATED IN LOVING MEMORY OF
36. ON BEHALF OF
37. IN OUR HEARTS FOREVER
38. OH HOW WE MISS YOU
39. PLANTED BY
40. THIS TREE PLANTED AS PART OF
41. THIS TREE PLANTED BY

42. THIS TREE PLANTED IN MEMORY OF
43. THIS TREE PLANTED IN LOVING MEMORY OF
44. THESE TREES PLANTED BY
45. THESE TREES PLANTED IN MEMORY OF
46. THESE TREES PLANTED IN LOVING MEMORY OF
47. PRESENTED BY/TO
48. FOR/TO
49. FOR/TO OUR "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)"
50. IN LOVING MEMORY OF
51. IN MEMORY OF OUR "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)"
52. IN LOVING MEMORY OF OUR "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)"
53. BELOVED "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)"
54. FOR OUR FURRY FRIEND(S)
55. "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)" IN OUR HEARTS FOREVER
56. FOREVER LOVED
57. REMEMBERING "FRIEND OR FAMILY RELATION (SON, DAUGHTER, BROTHER, SISTER, FATHER, MOTHER, PARENT, AUNT, UNCLE, GRANDFATHER, GRANDMOTHER, GRANDPARENTS, ETC.)"
58. FOREVER CHERISHED
59. IN FOND REMEMBRANCE
60. ALWAYS IN OUR THOUGHTS
61. UNTIL WE MEET AGAIN
62. MISSING YOU ALWAYS
63. EVERLASTING LOVE