

Dunlap Parks and Recreation Memorial Donation Program

The City of Dunlap supports the addition of memorial furnishings, trees, flower beds, and other memorial enhancements to Dunlap City property as approved by the Dunlap City Council on a case-by-case basis. The following guidelines explain the prior approval, maintenance, and renewal processes required for these additions.

Prior Approval

The individual(s) seeking the addition must bring a thorough plan to the City Council. The Dunlap City Clerk must be made aware of the request at least one week prior to the council meeting to ensure that it is included as an item of discussion on the agenda. The City Council may request more time to consider the proposal and make plans to vote to deny/approve it at a future meeting, or the Council may deny/approve the proposal at the meeting in which it was originally proposed. The timing of the vote is at the discretion of the current City Council members.

Information proposed to the council should include at a minimum:

- Specific location in which the addition is intended,
- A line drawing, sketch and/or rendering of the addition if applicable, and
- Plans for how the addition will be maintained ongoing.

Benches/Trash Cans/Planters and other related Outdoor Furnishings

To uphold a unified look, contact the City of Dunlap for recommendations on styles of benches, trash cans, and planters.

Damages/costs to repair or replace memorial furnishings are the responsibility of the donor. A cement pad is required to accompany each furnishing, if applicable, at the expense of the donor.

Once the furnishing has reached its “end of life” per the discretion of City representation, the furnishing may be removed and disposed of without consent from the donor. The donor will **NOT** be contacted.

Trees

Trees make a great memorial and/or general donation to Dunlap’s City spaces. The City Foreman can advise on the desired species of trees and best placement opportunities for the variety. Biodiversity is important at the Dunlap Parks and city-owned spaces to ensure optimum coverage and lifespan.

Damages/costs to repair or replace trees are the responsibility of the donor. Watering the trees to encourage initial growth is also the responsibility of the donor. Memorial plaques may not be staked in the ground near trees as they will be a hazard when mowing.

Once the tree has reached it's "end of life" per the discretion of City representation, the tree may be removed and disposed of without consent from the donor. The donor will **NOT** be contacted.

Garden and Flower Bed Memorials

After being approved by the City Council, the donor of the Garden and/or Flower Bed must renew the request annually for the life of the plot. It is the responsibility of the donor to contact the City Clerk to be on the agenda and attend the appropriate council meeting to address the renewal.

The renewal process allows the City Council to ensure that the garden and/or flower bed is being properly maintained by the donor.

Damages/costs to repair or replace any aspects of the flower bed/garden are the responsibility of the donor. Watering and ongoing maintenance are also the responsibility of the donor. Memorial plaques may not be staked in the ground nearby as they will be a hazard when mowing.

Once the flower bed or garden has reached it's "end of life" per the discretion of City representation, it may be removed and seeded back to grass without consent from the donor. The donor will **NOT** be contacted.

Liability, Maintenance and Cost

The City of Dunlap and its employees will not be held responsible for costs associated with any of these types of memorial additions. The City will not be held responsible for accidents or injuries that happen in conjunction with the installation, maintenance or removal of these items. The City is not responsible to determine owners of sponsored items with missing donor plaques.

Contact Info

Contact City Hall at (712) 643-5721 with questions or to be added to a future City Council agenda.

Description of approved sponsorship:

Signed

Sponsor

Date

Mayor of Dunlap

Date