



## PARKS & RECREATION ADVISORY BOARD AGENDA

Monday, March 9, 2020 ~ 5:00 p.m.

At Kitchen #2, in Borst Park

### PARKS & RECREATION ADVISORY BOARD

Mark Dulin, Chair  
(360) 520-3582  
Term: 4/2023

Sybil Kuhn  
(360) 388-6651  
Term: 5/2022

Mary Dawn Kurtzbein, Vice Chair.  
(360) 880-2418  
Term: 1/2022

Chelsea Kane  
(360) 508-8736  
Term: 8/2020

Rebecca Demaris  
(360) 508-2544  
Term: 7/23/2021

**City Staff**  
Emil Pierson, Director  
[epierson@cityofcentralia.com](mailto:epierson@cityofcentralia.com)  
(360) 330-7662

Julie Liseth, Recreation Supervisor  
[jliseth@cityofcentralia.com](mailto:jliseth@cityofcentralia.com)  
(360) 330-7688

Barry Hughes, Lead Park Tech.  
[bhughes@cityofcentralia.com](mailto:bhughes@cityofcentralia.com)

Parks Plan Link:  
[Parks Master Plan](#)

### 1. CALL MEETING TO ORDER

- A. Introductions
- B. Roll Call
- C. Minutes

### 2. PUBLIC COMMENTS

### 3. REPORTS & DISCUSSIONS

- A. Review Draft Park Donations & Memorial Program
  - 1. Staff requesting a recommendation to the City Council
- B. Staff update on the Park and Recreation Plan
  - 1. Review goals and policies
  - 2. Capital budget

### 4. OTHER BUSINESS

- **Next meeting will be on April 13, 2020**

### 5. ADJOURNMENT

*Please contact the Community Development at 330-7662 or by email at [epierson@cityofcentralia.com](mailto:epierson@cityofcentralia.com) if you are unable to attend the meeting. Thank you.*

**CITY OF CENTRALIA**  
**DRAFT 2.18.2020 - PARK DONATION AND MEMORIAL PROGRAM**

**PURPOSE**

The City of Centralia receives numerous inquiries from individuals and organizations about donations and memorials to the City's park system significant to create a program that is flexible and responsive to the needs of our community's donors and to establish policies and procedures for accepting donations made for the benefit of the City's parks system.

**DEFINITIONS**

“Administrator” – Refers to the Community Development Director or designee.

“Board” – refers to the Parks and Recreation Advisory Board.

“City” – refers to the City of Centralia

“Department” – refers to the Community Development Department or Parks and Recreation Department

“Donation” – Gift of funds, physical objects or structures, and tree(s).

“Park” – Any park, natural area, and open space managed for recreational use and/or resource protection owned by the City of Centralia.

“Pathway” – Trail, sidewalk, or any on or off-road pathway owned, controlled, or operated by the City of Centralia.

“Plan” – Centralia Parks, Recreation, Trails, and Open Space Plan adopted by the City Council.

**DONATION TYPES**

Artwork, cash, markers, memorial plaques, monuments, structure and site furnishing donations, tree and other donations.

**APPROVAL PROCESS**

The Department shall be responsible for administering the Park Donation and Memorial Program, including processing applications and coordinating the installation of any donations. The Parks & Recreation Department may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.

The donor shall meet with Department staff prior to submitting a Donation Program Application. The purpose of this meeting is for the donor to share ideas regarding the proposed donation and/or memorial. Once this meeting has occurred, the donor may submit a completed application at the Community Development Department. The application will be reviewed by the Parks and Recreation Advisory Board with a recommendation provided to the Community Development Director. If the proposed donation is a monument, work of art, or has a significant policy or fiscal impacts, the proposed donation will go to the City Council for a final decision after a recommendation from the Board.

**POLICIES**

- A. To encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the parks system and the residents of

the City.

- B. To accept only those gifts, park improvements, and Donor recognitions that are consistent with the gift and donation guidelines as well as CMC 10.33 Parks, Playgrounds, and Public Ways and the City of Centralia Parks, Recreation, Trails, and Open Space Plan adopted by the City Council.
- C. To accept donations from public and private sources for the purposes of enhancing all City parks and park pathways and will become the property of the City.
- D. To accept donations or park improvements with no contingencies and the full understanding that they become the property of the City and are subject to the laws, ordinances, resolutions, policies, and procedures that govern the City.
- E. To enter into a written Donation and Gift Agreement with the Donor, where appropriate and advisable, that specifies the terms of any restricted gift, which may include provisions regarding maintenance, life span, and Donor recognition.
- F. To control and manage the placement, spacing, location, and the number of memorials, monuments, and plaques in the park system and at any given park. A special assessment may be considered depending on the park, placement, and historical local significance a monument may be approved where others were denied.
  - Occasionally a donor identifies a specific park for a donation, yet the park has no need for additional amenities. In this case, donors may choose to contribute funds towards an existing park amenity.
- G. To maintain the donation in accordance with the written agreement between the Donor and the Department and if no such agreement exists, the donation or memorial shall be maintained for a time period reflecting the reasonably useful life.
- H. To accept only donations that are of a quality to ensure long life and are resistant to the elements and deterioration with the knowledge that the Department is in no way obligated to replace the donation or park improvement if it is stolen, vandalized, worn out, irreparably damaged, or destroyed.
- I. To calculate, review, and evaluate the useful life, repair, and replacement costs, estimated employee labor and all types of maintenance costs as well as only accept those donations that do not cause an undue financial burden on Department staff and/or resources.
- J. To require, the Donor to cover the full cost (in-advance) of the purchase, construction, installation, and maintenance of the useful life of the donation. This may require, a separate fee schedule agreement that the Department will enter into with the Donor to ensure the installation or on-going maintenance costs do not have a negative impact on the resources available for maintenance of other park facilities.
- K. To make a reasonable effort to contact the Donor or heirs in advance of the expiration of a memorial so that Donors may request a renewal at their expense. 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 returned/offered to the Donor or heirs at no charge if they are in Lewis County, Washington.
- L. To reject any donations that could possibly infer in any way the Department or City's endorsement of the Donor's goods or services or any proprietary interest of the Donor.
- M. To ensure that all Donor recognition objects are consistent with design guidelines approved at the discretion of the Director and/or approval from the Board.
- N. To make it known that the Donor is responsible for any fees for independent legal counsel retained by Donor for completing a gift to the Department; any appraisal and appraisal report fees; the cost of all environmental assessments, audits and reviews; all title searches, reports, insurance or

binders in the case of real estate; and all other third-party costs and fees associated with the transfer of the gift or donation.

- O. To ensure that donations for properties located on the National Register of Historic Sites meet the requirements for those properties. This may include obtaining approval from the Washington State Department of Historic Preservation, National Park Service, or the City's Historic Preservation Commission or other State or Federal agencies.
- P. To provide written acknowledgment of all gifts made to the Department and comply with the current IRS requirement in acknowledgment of the gifts.
- Q. To strongly discourage donations, park improvements and Donor recognition proposals that are a memorial or headstone in nature. While the Department respects the desire of individuals to memorialize their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public places. Therefore, care must be taken to recognize and remember loved ones in a discreet manner.

### Specific Requirements

- 1. **Memorial & Donor Recognition.** Individual memorial or donation plaques may be placed directly on donated items (i.e. benches, drinking fountains, etc.) but not on trees.
- 2. **Installation.** Donors should be responsible for all costs associated with the donation including installation.
- 3. **Removal and/or Relocation.** The City reserves the right to remove and/or relocate donations or monuments when they interfere with the site safety, maintenance, or construction activities, become unsightly due to vandalism or lack of maintenance and repair, or if Federal, State, or local laws prohibit it. The City will notify the Donors, heirs, or alternate contact of any action related to the relocation or disposition of the donation. In certain situations, such as safety or emergency, the notification may be made after the action is taken. In the event a memorial is to be discontinued, a concerted effort will be made to return the plaque to the Donor or heirs.
- 4. **Damages.** If the donation, gift, and/or memorial meet the intended useful life or becomes damaged or destroyed, the Department will make a reasonable effort to contact the Donor, heir, or alternate contact specified on the Donation and Gift Agreement. In advance of the expiration of a memorial or notification of damage or destruction, Donors will be contacted first to allow for renewal or replacement at their own expense. If a Donor, heir, or alternate is unable to be reached after one (1) month of initial attempted contact, the location, gift, memorial, or donation may be opened to allow for an additional or new Donor. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.
- 5. **Art Work.** Donations of art, or cash donations to purchase or commission art must be pre-approved by the Parks and Recreation Advisory Board with final approval by the City Council. An agreement should be entered into with the City on the design, construction, timeline, and installation of the artwork.
- 6. **Borst Home donations.** Donations of items of historic significance are allowed as long as the items fit the time period and the overall plan for the home. The Department doesn't recommend borrowing or items on loan due to the possibility of breakage and maintenance.
- 7. **Cash Donations.** Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the recommendation to by Parks and Recreation Board with final decision by the City Council. Except donations that are earmarked for a specific project (Borst Fort, Borst Home, etc.)
- 8. **Monuments and Markers.** Monuments and markers should be of the highest quality materials (granite, marble, bronze, etc.). The donation must be compatible with the existing facilities or monuments located within a park (size, material, etc.). Consistency and standards in size, as

related to "like" projects shall be maintained. Educational and/or historical information related to the park or the amenity can be included in the monument if it will enhance the value to the public. These forms of recognition are the responsibility of the donor to supply and the Department staff will be responsible for installation coordination.

**9. Memorials and plaques.**

- The donation must be compatible with the existing facilities or monuments located within a park.
- To review requests for plaques that accompany donations. For memorials, gifts, and recognition of individuals, plaque text shall be limited to the name of donor and/or person being honored, and year of donation. Recommended wording for a plaque is shown below:

Donated by the friends and family of

(Name)

(Year)

- The use of words "In memory of" or use of birth and death dates are not permitted. The words "In honor of" may be used.
- Plaques and installation components shall be provided by the donor and shall be a bronze marker either installed at ground level or attached to an approved object in a park. City staff reserve the right to perform or supervise the installation.
- Plaque size will be established by specified use, with a maximum number of text lines and restricted letter font style and size as follows:
  - Pre-approved plaque sizes:
    - 2" x 10" two (2) inches wide by ten (10) inches long with a limit of 3 lines of text up to 48 characters per line. A typical application is directly upon a park bench, table, or similar dedication.
    - 5" x 6" five (5) inches wide by six (6) inches long with a limit of 4 lines of text and a maximum of 32 point and a minimum of 20 point font sizes. A typical application is directly upon a park bench, table, or similar dedication.
    - 6" x 9" six (6) inches wide by nine (9) inches long with a limit of 4 lines of text up to a maximum of 32 point and a minimum of 20 point font sizes. A typical application is directly upon a park bench, table, or similar dedication.

**10. Structures and Site Furnishings.** The City has established general aesthetic standards for furnishings in parks. Donations of structures or furnishings should maintain this aesthetic standard and be commercial grade, require little to no maintenance, and blend into the natural environment of the park. Therefore the Department will offer donors a list of pre-approved furnishings and associated costs that they may choose from. The list shall include the following items and may be added as necessary.

- Small items: trail marker signs, etc..
- Medium items: picnic tables, metal benches, litter receptacle, etc..
- Large items: picnic shelter, playgrounds, sports fields, fountains, splash pads, etc..

**11. Trees.** The City will accept living trees and monetary gifts allocated for the purchase of trees to be planted in designated locations in city parks. The following guidelines will apply:

- Tree species must be approved by the City staff and/or be on the City's approved tree list. Native trees are approved which includes: Western Red Cedar, Western Hemlock, Douglas Fir, and Oregon White Oak (Borst Park).
- Trees must be purchased from a licensed nursery and be considered high-quality stock.
- Tree caliper must be at least 2-inches for deciduous trees and 6-feet in height for evergreens.
- Donated trees are recommended to be planted by those who are donating the tree. Families

and friends are welcome to plan, conduct, and plant the tree for the person being memorialized.

- Acceptance of trees by the City is based upon whether it furthers the design theme established in the park.
- Planting locations will be determined by City staff who will try to honor special park location requests by the donor.
- The request may be made any time of the year but planting trees will be strongly recommended for early spring (March/April) and in the fall (October/November) other times of the year will require the donor to water the tree(s).
- Damaged or death of trees. In instances where tree(s) do not survive, Donors will be contacted to allow for renewal or replacement at their own expense.
- Removal and/or Relocation of trees. The City reserves the right to remove and/or relocate donations when they interfere with the site safety, maintenance, or construction activities, become unsightly due to vandalism or lack of maintenance and repair.

### **Specific Requirements?**

How many is too many?

Loans – Borst Home people in the past have “loaned” items to the City

- What if it is lost, stolen, damaged, or needs to be maintained?

Washington Park – only memorials that have State or National significance?

Tree donations – focus on Bridge Street, Riverside, or Borst Parks

Open space/Natural areas – only native trees, what about signs, monuments, etc...

Chelsea comments –

- Loaned items have them sign a contract
- Bench plaques will we get too many of them?
- Washington Park – we need to limit to keep it from getting too cluttered
- Info/trail signs/markers –tree of mystery...