



CITY OF RAPID CITY

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To: Mayor Sam Kooiker and City Council Members
From: Jeff Biegler, Director
Department of Parks and Recreation
Subject: Policy on Placement of Items in the Public Park System
Date: July 1, 2013

The Department of Parks and Recreation currently has a Policy on Placement of Memorial or Recognition Plaques, Benches and Plantings. Due to the increased number of requests to place various items in the park system, the Advisory Board reviewed the policy in an attempt to stipulate when memorial benches and other items would be allowed. The name of the policy was changed to "Policy on Requests for Placement of Memorial, Community or Public Service Items on City Park Land, Open Space or Recreation Facilities".

The policy was modified to include the following criteria which would be used as a basis for approval of the requests:

1. Must honor an individual who has contributed significantly to the community.
2. Letter and completed check list must be submitted.
3. All costs must be paid by the person making the request.
4. Identification or recognition signs must accompany some type of park amenity and be an appropriate size.
5. Individual must be deceased for at least one year, and
6. City reserves the right to remove or relocate any item in the city park system.

An application was also developed to provide the Advisory Board with appropriate information prior to making a decision on individual requests. It is the intent of the Parks and Recreation Advisory Board that this policy should apply to requests for placement of any item in the park system.

The Policy has been submitted to the Public Works and Community Planning Offices for input; no changes were made based on those reviews. Minor changes were recommended by the City Attorney's Office and those changes have been incorporated into the final document. Please contact me if you have any questions.