

**Museum Advisory Board Meeting
March 17, 2022 4:00pm
Greeley History Museum**

Meeting to be digitally recorded; transcribed by Samantha Foyle

Roll Call: Adrian Sdano, Daina Bustillos, Emma Pena-McCleave, Floris Mikkelsen, Gary Alexander, George Junne, Joseph Lesko, Laura Reeser, Michael Weiland

Approval of February 17, 2022 Museum Advisory Board Meeting Minutes

Approval of February 22, 2022 Funding Team Minutes

Culture, Parks and Recreation Department Report (Kelly Snook):

Culture Division Report (Jason Evenson):

Museums Report (Sarah Saxe):

Friends of the Greeley Museums Report (Laura Reeser):

Public/Board Input - Committee Reports:

- Funding Team (Daina/Flo/Emma/George/Mike/Gary) –
- Experiences Team (Mike/George) –
- Acquisitions Committee (Adrian/Joe) –

New Business:

- CPRD Naming Policy
- CPRD Memorial Policy

Old Business:

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Next Meeting: Thursday, April 21, 2022, 4:00 p.m., Greeley History Museums

Adjourn:

**Museum Advisory Board Meeting
February 17, 2022 4:00pm
Greeley History Museum**

Meeting digitally recorded; transcribed by Samantha Foyle

Call to Order: 4:00 PM

Roll Call:

Members Present- Adrian Sdano, Daina Bustillos, Emma Pena-McCleave, Floris Mikkelsen, Gary Alexander, George Junne, Laura Reeser, Michael Weiland,

Staff Present- Holly Berg, Samantha Foyle, Geoff Havens, Katie Ross, Kelly Snook, Sarah Saxe

Members absent – Joseph Lesko

Approval of January 20, 2022, Museum Advisory Board Meeting Minutes Motion to approve by Floris Mikkelsen, seconded by George Junne. Motion passed unanimously.

Approval of January 11, 2022, Funding Team Minutes Motion to approve by Floris Mikkelsen, seconded by Emma Pena-McCleave. Motion passed unanimously.

Approval of January 31, 2022, Funding Team Minutes Motion to approve by Floris Mikkelsen, seconded by Emma Pena-McCleave. Motion passed unanimously.

Culture, Parks and Recreation Department Report (Kelly Snook): Finalizing a proposal for the Community Needs Assessment City of Greeley is planning to have a comprehensive city-wide diversity training.

Culture Division Report (Jason Evenson): No updates at this time.

Museums Report (Sarah Saxe): The Faces of Dearfield opened on January 20th. JoAnna Luth Stull returned to work after an extended absence. Greeley Museums coordinated with the Denver Center of Performing Arts to loan our Rattlesnake Kate reproduction dress to the musical Rattlesnake Kate. Sarah Lester completed two more modules for the Virtual Museum to You program. Continuing to look for sponsors for Museum at Twilight.

Friends of the Greeley Museums Report (Laura Reeser): Had a successful annual meeting last Thursday, February 10th. Currently at 35 memberships and added a board member. The website has been enabled to take donations for the Capital Campaign Project.

Public/Board Input - Committee Reports:

- Funding Team (Daina/Flo/Emma/George/Mike/Gary) – Continuing to reach out for donations for the Capital Campaign Project from local businesses as well as larger foundations for grant applications. Advertisement materials such as flyers, brochures, and pop-up banners are either made or in progress.
- Experiences Team (Mike/George) – No meeting this month. The next meeting will be on March 8th, 2022. The Black and White in Black and White exhibit officially opened today. The exhibit has drummed up a lot of attention with interviews about the exhibit from Cheyenne, Wyoming, and local outlets including KUNC. Staff is getting ready for spring at Historic Sites. Removed and replaced wallpaper in the Hall House. Replaced floors at the Fire House. Demolition of the old Ice House was a success. Continuing snow removal at all locations to protect structures. City arborists are working on tree removal at White Plumb Farm. 1st official event at Centennial Village will be Baby Animal Day opening on April 15th. Several Field trips have been set up for History Fest. Centennial Village is looking to hire two Historic Sites Interpreters, a Facility Tech, and an additional Groundskeeper. We have two returning staff including a Visitor Services Coordinator and Groundskeeper.
- Acquisitions Committee (Adrian/Joe) – Several offers were declined because they were already represented in the collections such as school chalkboards, maps, and books. Accepted 5 photographs of Rattlesnake Kate in the boots she wore that were previously accepted.
- Community Engagement Team (Flo/Mike/George/Emma/Gary) – No updates at this time. Currently tabled until further notice.

New Business:

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Old Business:

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Next Meeting: Thursday, March 17, 2022, 4:00 p.m., Greeley History Museums

Adjourn: Mike adjourned the meeting at 4:45 pm

**Fundraising Committee Minutes
Tuesday, February 22, 2022, 10:00 a.m.
Greeley History Museum**

Meeting transcribed by Sarah Saxe

Call to Order: 10:02am

Roll Call: Mike Weiland, Emma Pena-McCleave, George Junne, Sarah Lester, Geoff Havens, Katie Ross, Sarah Saxe

1. Update on marketing materials
 - a. Review/finalize PowerPoint – C&E created a template and Sarah S. has begun the PowerPoint to be used when presenting to various organizations and groups. She will send it via email to the group this week for feedback.
 - b. Distribute brochures – half page documents were available at today's meeting for pick-up/distribution. Still waiting on full brochures back from printers for distribution.
 - c. Banner – banner and stand came back from printer and look great/are ready to be used for community presentations.
2. Committee member updates on progress
 - a. Geoff: working through second round of follow ups to assigned companies. He is being directed to specific people at the company rather than a generic email and is hoping for better results.
 - b. Emma: reached out to Envirotech with no call back; struggling to figure out who to contact at 5 Rivers and JBS but will look for other contacts; was placed on hold for long time with Tribune and asked if anyone has better email than the generic subscriptions account. Katie said she will send Emma contact info for new director. Emma got redirected when tried to contact Occidental; got good response from Richmark Real Estate (she will send brochure via mail and ask for in-person meeting).
 - c. Lester: reached out to schools assigned to her with no response. She will follow up and also see if later in the project (during facility and program development) is a more appropriate time for them to get involved.
 - d. Mike: Allo Fiber seems interested and Mike will follow up; materials were sent to Colorado Premium for consideration; has a few calls in with Weld County Garage and will follow up. Northern Feed & Bean said they are not interested. Mike will contact his individual donors next.
 - e. Katie: left voicemail to VP at Laprino about Foundation applications. Might be a good fit; Katie will follow up again.

- f. George: will meet with Sarah S. following meeting to answer questions before he reaches out to his assigned companies.
- 3. Update on grants/foundations
 - a. No info on Tointon Family Foundation (don't know who manages fund). Emma might know someone who knows, and a former City employee might know. They will pass along info to Sarah S. if/once known.
 - b. Sarah reached out to Norm Lyster via phone/email with no response. Sent letter and brochure to contact at Weld Community Foundation (who manages Lyster's DAF) and they said they'd be happy to pass info along to Mr. Lyser.
 - c. Applied to State Farm Community Grants – we will be notified 4/18 if we are in top 200, then public voting for top 100, each receives \$25,000.
 - d. Waiting to hear back about Boettcher Fund and if we are invited to apply.
 - e. Had meeting with El Pomar Grant, they sound like a good fit but we need 50% of funds raised (if we have less, we can still apply for a contingency grant, to be distributed in full when we have reached 50%).
 - f. Littler Youth, Monfort Foundation, Weld Trust, and D6 School Success Foundation are not interested/not applicable. Have not heard back from Coca-Cola Foundation.
 - g. Walmart grant website not cooperating. Geoff said with his previous work with Walmart grants, they are more interested in project specific grants – we can follow up with them down the road.
 - h. Cache la Poudre Heritage Area grant would be a good fit once we have 50% raised.
 - i. Sarah will investigate IMLS grant next.
- 4. Update on building/site quotes
 - a. Geoff will reconnect with City-appointed project manager Abe Theiss to continue discussion on permitting/approval process; will reconnect to pursue quotes on earthwork; and will circle back with Morton Buildings at end of year for updated quote to account for inflation.
- 5. Determine next steps
 - a. Committee members will continue to pursue contacts they have started to reach out to, and will make initial contact with donor assignees they have yet to contact. Persistence is the name of the game.
 - b. Sarah (and a few committee members who have special connections to particular organizations) will reach out to community clubs/organization on donor list to begin scheduling presentations. Committee members will share workload when making actual presentations to group.
 - c. Question was asked “how do we know when to stop calling/emailing particular contact?” – personal judgment call was answer. Another point was made that when dealing with an organization, if the

outreach/philanthropy representative changes from year to year, it is worth it to circle back with new contact person because attitude to project may change and they might become more interested.

New Business:

Old Business:

Next Meeting: Tuesday March 22, 10am, Greeley History Museum

Adjourn: 10:44am

Museums' February 2022 Report

Major Events

- *Unmentionable: The Indiscreet Stories of Artifacts* closed on 2/5. *Black and White in Black and White: Images of Dignity, Hope, and Diversity* opened to the public on 2/17 with an opening reception on 2/18 sponsored by the Friends of the Greeley Museums.
- Hiring of summer staff is underway and interpretive trainings for staff and volunteers are being scheduled.
- Preparation has begun to open Selma's Store for the first time since 2019.

Visitor Services - GHM

	February 2022	January 2022	February 2020*
Attendance	220	170	292
Admissions	\$892.00	\$983.00	\$605.00
Store	\$534.40	\$350.00	\$207.00
Research Center	\$20.00	\$330.00	\$305.50
Donations	\$0.00	\$0.00	\$0.00
Facilities Rentals	\$0.00	\$0.00	\$100.00
Combined Revenue	\$1,446.40	\$1,663.00	\$1,217.50

*GHM not open in February 2021 due to pandemic shutdowns

Collections

	February 2022	January 2022	September 2021*
Donations completed	6	32	20
Items cataloged	56	97	299
Images added	0	1	327
Research requests	22	12	23
Reproduction orders	2 (3 images)	4 (6 images)	6 (55 images and 51 oral histories)

*September saw height of work completed by contract cataloger who is no longer on staff

- JoAnna and Katalyn worked with Holly to arrange for the incoming loan of digital images of Dearfield for the *Black and White in Black and White* exhibit, as well as loans of digital posters from the Smithsonian for the upcoming *Bittersweet Harvest* Braceros program exhibit.
- Katalyn began work on a contract project to process items donated by HPLD from the old Greeley Tribune building. Funds for this project come from donations made in Peggy Ford Waldo's name.
- Katie prepared deaccessioned *Greeley Tribune* newspapers to be shipped to the Library of Congress.

Museums' February 2022 Report

Virtual Exhibits and Programs

	February 2022	January 2022	February 2021
Beyond Suffrage Virtual Tour	54	39	NA
Meeker Home Virtual Tour	123	38	NA
Centennial Village Audio Tour	24	21	7
War Comes Home Virtual Exhibit	47	24	NA
Exhibit-related Virtual Programs	0	14	NA

- Holly has held multiple interviews with reporters and radio hosts to promote *Black and White in Black and White*.
- New exhibits assistant Adriana Trujillo designed and managed the archaeology section of the *Black and White in Black and White* exhibit.

Historic Sites

- New floors are complete in the Fire Station. Drywall repairs are finished in the Church. Work continues on the painting of the interior of the Church, Ice House reconstruction, and texturizing and painting the front rooms of Hall House,
- Geoff represented COGM at Opening Night of the Rattlesnake Kate musical in Denver and made contact with appx. 95 theatre patrons to promote Kate/Greeley Museums.

Education

	February 2022	January 2022	February 2020*
Group visits	0	18	32

**GHM not open in February 2021 due to pandemic shutdowns*

- Sarah Lester coordinated numerous spring field trip and History Fest reservations to Centennial Village Museum.

Social Media Reach

	February 2022	January 2022	February 2021*
Posts	7	9	23
Reach	6167	3996	5115
Impressions	6202	3996	5205
Events Reach	4314	2515	202

**February 2021 includes posts across 3 FB pages (not yet merged into one)*

Culture, Parks & Recreation Department Facility and Property Naming Policy

Adopted 03.04.22

by Parks & Recreation Advisory Board

PURPOSE

The Culture, Parks, and Recreation Department (CPRD) acquires lands, and constructs facilities and other amenities as part of the normal operation and growth of the department. Many of the facilities and properties are named through a community engagement process. This policy will detail the process and standards from which the City will solicit community input, provide recommendations, and secure approval for naming of applicable CPRD facilities.

SCOPE

This policy is applicable to all existing and future CPRD managed properties, facilities, and other amenities that have been/will be named.

This policy is not intended to supersede or place restrictions on naming of facilities through sponsorships or similar underwriting of events, facilities, or amenities within CPRD. The process and standards for sponsorship naming rights are provided through the Guidelines for Naming Rights, adopted by City Council in 2003 (Appendix A).

SITE NAMING

As new properties and facilities are acquired and developed, they need to be named, or an existing site may need to be renamed for a variety of reasons. The Greeley Municipal Code (section 2-422) currently provides that the Parks & Recreation advisory board submit name recommendations for City parks to City Council for approval and adoption by Resolution. The naming process is set out below.

Greeley municipal code section (section 2-805) currently provides similar guidance for the Island Grove Park Advisory Board, using the naming process set out below, except that City Council's approval not required.

While specific code guidance isn't detailed for the Museum, Rodarte Center, and other advisory boards, this policy, and its associated process and guidelines, should direct the naming process for those boards as well.

NAMING PROCESS

The City, through staff and the above-referenced advisory boards, shall use the following process to name or rename CPRD properties and facilities.

A. Newly Acquired/Constructed Property or Facility

- 1) The applicable advisory board or commission, by way of CPRD staff, will solicit suggestions from the public to name the property/facility. Additional effort should be made to garner feedback from groups that do not typically engage in public processes, and nearby populations that require specific engagement efforts.

- 2) Staff will provide a report to the advisory board or commission that summarizes the background of the property based on Division standards and management goals. Staff will also compile and provide the full list of submitted name suggestions to the Board within the report, along with a short list of recommended names that all meet the criteria in subsection C below.
- 3) The advisory board or commission shall review the suggested names and select one name to recommend to City Council.
- 4) The City Council shall affirm the name of the property/facility by resolution.

B. Name Changes to Existing Properties/Facilities

In some cases, a need may arise to change the name of a property or facility. When the applicable advisory board or commission or CPRD staff identifies the need to change the name of an existing property or facility, staff will present options and a recommendation to the Board for consideration. If the Board concurs with the recommendation to change a name, the process detailed in subsection A above will be followed.

C. Naming Criteria

The applicable advisory board or commission will select a name for a property or facility that meets one or more of the following criteria:

- The name of a culturally relevant and/or historical event, structure or artifact that occurred or was found on the property or in the vicinity
- The name of an individual or family name linked to the history of the property or facility, with the following guidelines:
 - the name should have local significance
 - displayed outstanding, long-term commitment and made significant contributions to the betterment of the community;
 - made noteworthy contribution to the development and improvement of culture, parks and recreation, conservation, or outdoor recreation activities;
 - prominent in the history of the development of Greeley;
 - historic landowner and/or the homesteading family of the property
 - name of person/family that has contributed significant funds for the specific park, natural area or trail, or for parks and recreation in general.
 - the immediate former landowner's name may be used if the property was donated or significantly discounted when conveyed to the City (typically greater than 50% of overall cost/value of the project)
- A natural landmark, feature or habitat type in the vicinity of the natural area or trail section
- The name of a native wildlife or plant species that occupies the property or vicinity, and/or has occupied the vicinity in the past
- A person or family that has contributed significantly to the applicable division's mission and management goals over a long period of time in the Greeley community

Other Considerations:

Acquisition of new parcels and construction of new trail sections contiguous to existing properties or trail sections, respectively, should use the same name as the original natural area or trail section unless significant circumstances dictate another name should be chosen, compliant with

the criteria set forth in this policy. An exception to this guideline will be stand-alone and/or trail spur sections that connect to larger regional trail sections that may necessitate a different name to aid in wayfinding.

D. Exclusions

The following guidelines provide direction of names for CPRD properties and facilities that should be avoided:

- a current City employee (former employees' names may be considered)
- a current local elected official
- a person, family, organization, business, or other affiliation with an overt political, controversial, or otherwise divisive nature
- a name that is similar to an existing facility, road, trail, property, etc. that may cause confusion for the public.

In addition to the exclusions above, the following guidelines provide direction for names that should be avoided for a natural area or trail:

- The name of non-native or invasive wildlife or vegetation species
- Any names of the subdivision, development, or developer of an adjacent property, even if the natural area or trail section was conveyed and/or constructed as a part of the development agreement, unless the name meets the criteria in Section C above.

Culture, Parks & Recreation Department Memorial Donation Policy

Adopted 03.04.22

By Parks & Recreation Advisory Board

PURPOSE

The Culture, Parks, and Recreation Department (CPRD) receives requests for memorial furnishings, trees, and other items to honor a loved one within City properties and facilities. This policy provides a coordinated and consistent structure and process for receiving and processing these requests, and identifying appropriate locations for memorials.

SCOPE

Requests for memorials for CPRD managed properties and facilities will be reviewed on an individual basis through the established process detailed in this policy, and a staff recommendation will be made to the CPRD Director for final decision. Staff understands the sentiment to memorialize a loved one through a bench or other means. However, there are a limited number of suitable locations for memorials. Each division has specific standards and criteria that any approved memorial should be in alignment with and are provided below in the Division Standards section. All amenities placed for memorials have a finite useful life, and there is no guarantee that memorials will be replaced if damaged or destroyed. Memorial amenities that have reached the limits of their useful life, are irreparably damaged, or the location of the memorial is no longer appropriate due to site management objectives/use may be moved or removed.

TYPES OF AMENITIES

CPRD divisions field a variety of memorial requests, from the typical memorial bench to other types of amenities. CPRD will accommodate these memorial requests where appropriate based on availability, if maintenance funding is secured and the memorial is within applicable Division Standards. Types of donations for memorials may include (based on location and type of facility):

- Benches or other seating
- Trees or other vegetation
- Other types of site amenities

All donated amenities (benches, trees, etc.) will become property of the City of Greeley with the understanding that there are no guarantees as to replacement or repairs due to wear and tear, vandalism, etc. Bench repair/replacement decisions will be based on budget priorities and site maintenance and management objectives. Donor is responsible for replacing a plaque if damage or vandalism occurs. Commemorative trees will receive yearly inspections and individual care and maintenance by City staff. If the tree dies, the City will provide a one-time replacement with an equivalent 2" caliper tree.

PROCESS

All interested parties seeking a memorial on CPRD properties or within facilities will proceed via the following process:

- 1) Fill out and submit request form on CPRD webpage. Details will include:
 - Donor contact info
 - Type of memorial
 - Park bench
 - Park tree

- NAT bench
 - NAT restoration fund
 - Golf bench
 - Golf tree
 - Centennial Village bench
 - Other donation
 - Preferred location(s)
 - Acknowledgement of costs
 - Acknowledgement of terms
 - Other items
- 2) Staff Review – provide recommendation to CPRD Director
 - 3) Administrative approval/denial by CPRD Director
 - 4) Appeals to applicable advisory board

Donors should allow six to eight weeks for an application to be processed.

MEMORIAL TEXT

Where plaques or inscriptions are appropriate, donors are encouraged to consider inspirational or tribute language versus memorial language and each division may have additional specific requirements for language for those facilities/properties/amenities. This may provide inspiration to all visitors. Examples include:

“Lives are like rivers: eventually they go where they must. Not where we want them to.”

Richard Russo

“As is a tale, so is a life. Not how long it is, but how good it is, is what matters.”

Seneca

Proposed memorial text will be reviewed and approved as part of the standard process.

Memorial Bench/Seating Donation Guidelines:

- All costs for the purchase and installation of a bench/stone seat, plaque, maintenance, and other associated costs are included in the fee.
- The donation of a memorial bench is for the typical life of a public bench, which is approximately 15 years for a commercially available bench. After that time, a bench may be replaced and re-adopted by the original donor (if they can be reasonably found by staff), or the location may be adopted by another interested party if the location still meets management goals of the respective division.
- Stone seating (Natural Areas & Trails division only) is more durable and does not typically have the maintenance requirements of a commercially made bench. A donated stone seat will be valid for as long as the stone seat remains at the location in good repair and the associated plaque remains on the stone.
- If a bench is damaged or destroyed during the typical 15-year useful life of the amenity, the City may replace the bench if funding is available, and as long as the location is still desirable for public seating.

- The City reserves the right to relocate seating to meet management objectives and public usage patterns. Efforts will be made to contact the original donor to notify of this move.
- The design and construction material specifications for each division are incorporated to this policy in the applicable Division Standards appendix.
- The applicable division will determine location and placement of the bench based on management and maintenance needs, and will consider requests or suggestions for location and placement.

GENERAL DONATIONS

Donors may approach CPRD to provide donations for other amenities, specific programming, staffing, a capital project, or to fund another purpose. Nothing in this policy shall restrict CPRD from accepting these types of cash or in-kind donations as long as the naming of an amenity is not a prerequisite for the donation. If a donation request has a memorial as a component of the donation, staff will make a recommendation to the CPRD Director, and the Director will make a final determination in their discretion, using this policy as a general guideline.

FEES

Fees for various memorials are based on specific amenity and materials costs, along with installation and anticipated maintenance costs for the term of the memorial. Fees will be adjusted as costs change, and will typically be adjusted during the City's annual budget process, unless specifically approved by the CPRD Director.

DIVISION STANDARDS

PARKS DIVISION

- Commemorative Bench Criteria

Commercial Metal Strap Bench, with Optional Plaque

Cost: \$3,000

Donor will be obligated to pay the fee to begin the process. The fee covers:

- Cost of bench (including shipping and handling) and a 3" x 9" plaque, if desired.
- 7' x 12' x 4" thick permanent concrete base on which to place the bench
- Cost of any landscape materials (sod, irrigation, etc.) needed to restore area after installation.
- Maintenance costs.

- Commemorative Tree Criteria

Deciduous or Evergreen Tree

Cost: \$350

- Donor is obligated to pay the fee to begin the process.
 - Cost includes purchase of the tree, supplies and labor for installation.
 - Each commemoration will be engraved on a brass "leaf," which will be added to the official Tree of Recognition located within the Greeley Family FunPlex, 1501 65th Avenue. One certificate with a map showing the actual location of the

Commemorative Tree will be provided to the donor upon completion of the planting or dedication.

2. An existing living tree within a City park may also be selected as a Commemorative Tree for the same fee)

For requests to be placed in **Island Grove Regional Park**, the same fees and standards apply as above, except that the Island Grove advisory board will provide their recommendation and final approval/denial will be provided by the CPRD Director.

- Linn Grove Cemetery
 - Monuments and Markers
 - No memorial or grave marker will be allowed on any grave until the space has been fully paid for and the certificate of title has been delivered to the purchaser.
 - Only one central or family memorial shall be allowed on a family lot.
 - Only one monument or marker for each grave shall be permitted.
 - No lot owner shall erect or place or pause to be erected or placed, on any lot in the Cemetery, any memorial in respect of which the Cemetery Superintendent disapproves.
 - The area of the face of the memorial shall not exceed twenty percent (20%) of the area of the lot. The length of the base of the memorial shall not exceed seventy-five (75%) of the width of the lot. The width of the base of the memorial shall not exceed twenty percent (20%) of the length of the lot.
 - In flat marker sections, grave markers, approved stone or bronze shall not exceed two feet in length or one foot in width. Double grave markers may be used and shall not exceed one foot in width and four feet in length.
 - The bottom surface of all monuments or markers shall be cut level and true.
 - While the City will exercise due care to protect raised lettering, carving, or ornaments on any memorial or other structure on any lot in the Cemetery, it disclaims responsibility for any injury thereto.
 - No coping, curbing, hedging, grave mounds, borders, enclosures or any kind, or walks of any kind shall be allowed to be built or placed on any lot in the Cemetery. The City reserves the right to remove the same without recourse, if so planted, erected, or placed.
 - The use of tiles, bricks, and gravel crushed rock, oyster shells, cinders or other material on any lot in the Cemetery is strictly forbidden. Any of these used may be removed by the City without notice to the lot owner.
 - Design, Finish & Workmanship

- Memorial dealers shall be required to furnish for the approval of the Cemetery Superintendent, a blue print or sketch of the proposed memorial or marker, specifying size, location on lot, inscription, kind and quality of stone and the name of the producer supplying said stone.
 - The Cemetery Superintendent shall have the power to reject any plan or design for any memorial which on account of size, design, inscription or kind or quality of stone, in his opinion, is unsuited to the lot on which it is to be placed.
 - The City reserves the right for the Cemetery Superintendent to stop all work of any nature, whenever, in his opinion, proper preparations therefore have not been made; or when tools or machinery is insufficient or defective; or when work is being executed in such a manner as to threaten life or property, or when any reasonable request on the part of the Cemetery Superintendent has been disregarded; or when work is not being executed in accordance with specifications; or when any person employed on the work violates any of the Cemetery rules and regulations.
 - The completed work is subject to the approval of the Cemetery Superintendent, and if unsatisfactorily, it may be removed by the Cemetery Superintendent.
 - All die stones shall be finished on at least the front surface.
 - Photographing of memorials shall not be allowed except on signed order of the owner or Cemetery Superintendent.
 - Graves can be memorialized on either the head or the foot of the grave. However, Blocks 15, 16, 11 sections 3 and 4, and all infant sections require the memorial to be flush with the ground. All other sections in which an upright monument is acceptable requires the upright monument to be consistent with the existing monuments, as to whether the said monument is on the head or the foot of the grave. There is no restriction as to whether flush markers are placed on the head or the foot of the grave.
- Materials
- All memorials, markers, or stonework of any kind shall be constructed from natural stone from quarries approved by the City. No artificial stone of any kind shall be permitted, unless samples are submitted to the Cemetery Superintendent, in advance, and approved in writing by the Cemetery Superintendent.

NATURAL AREAS & TRAILS DIVISION

NAT may accept benches, restoration support, and other amenities on a case-by-case basis. In addition to the general requirements set forth in this policy, the following guidelines will apply to memorials within the NAT system.

Commemorative Benches and Stone Seating Criteria:

Requests for memorial bench donations are the most popular request NAT receives for memorials, and as such, opportunities for benches are limited. Bench locations are determined by visitor use and comfort and based on best practices for spacing.

As required in the IGA with Poudre River Trail Corridor, Inc. (PRTC), memorial bench applications within the Poudre River Trail corridor must be presented to the board by NAT staff in one of their regular meetings for input and consultation. For memorial requests that originate from the PRTC, their Executive Director will present it to NAT staff, and staff will process it based on this policy for approval by the Director. For memorials on any other part of the city's natural areas and trail corridors, the application will only be reviewed and processed internally and does not require any additional stakeholder consultation.

Commercial bench or Stone seat, with optional plaque

Cost: \$3,000

1. Donor will be obligated to pay the fee to begin the process. The fee covers:
 - A. Cost of bench (including shipping and handling) and a plaque, if desired.
 - B. Concrete base or crusher fines pad on which to place the bench. Bench placement requiring an access path will have an additional cost based on the length of the path.
 - C. Cost of any landscape materials (seeding etc.) needed to restore area.
 - D. Maintenance costs.
2. Commemorative Seating Standards
 - A. Benches will typically not be placed in sensitive areas such as riparian areas or raptor nesting areas.
 - B. Benches will be placed in the shade if possible for visitor comfort and to minimize maintenance from sun damage.
 - C. Benches will be located away from private property boundaries or other areas that may lead to conflicts with adjacent landowners.
 - D. NAT will maintain a waiting list for memorial requests that cannot be fulfilled currently but may be at some point in the future.

Cash and In-Kind Donations for Other Amenities:

Occasionally, NAT receives offers for donations and/or in-kind construction of larger amenities, habitat restoration, or other donations. Each request is unique and will be assessed on an individual basis, both internally and with any applicable approval authorities, and guided by this policy.

While not an exhaustive list, donation opportunities may include:

- Renovations of existing facilities (shelters, signage, fencing, etc.)
- Replacement of existing picnic tables, trashcans, doggy pots, bike repair stations, etc.
- Sponsoring construction and installation of new interpretive signs, kiosks, wayfinding signage, etc.
- Sponsoring the upgrade/re-route/new installation of a trail section or bridge replacement

- Habitat restoration
- Environmental education materials (binoculars, spotting scopes, cameras, books)
- General monetary donations that support departmental mission

While each project is unique, the following guidelines should help ensure that a proposed donation results in a tangible net benefit for both the users of an area and NAT who is responsible for maintaining the amenity for its useful life.

- Replacement of any existing amenity should be with the current NAT specifications for manufacturer, color, and other details for that type of amenity.
- If replacing an existing amenity, staff will assess whether that amenity in that location is still useful and desired. If not, staff reserves the right to move the location, and/or change the type and style of amenity to be more useful and desirable for users.
- Proposed amenities should be complimentary to any existing site master plans, and property management plans, if applicable.
- Donation should cover full cost of installation/replacement of amenity including labor, administrative costs, materials, and other initial costs. Donation should also cover anticipated regular maintenance of the amenity for its useful life, unless NAT waives this requirement.
- NAT, the Parks & Recreation advisory board, and the Director of CPRD reserve the right to deny applications, change locations or types of amenities, or ask for a different type of support from donors if the proposed amenity does not meet management objectives.
- Amenities should be constructed of materials that are easy to maintain, hold up to commercial usage typical in a public natural area and trail setting, and do not require special maintenance skill sets not typical in a natural areas program maintenance crew.
- Donor recognition for significant amenities may be appropriate, and NAT staff will work collaboratively with donor to recognize contribution in a sustainable and non-obtrusive manner.

GOLF DIVISION

- **Commemorative Bench Criteria**

6' Belson Outdoors Heritage Customized bench, with optional engraving

Cost: \$2000

Donor will be obligated to pay the fee to begin the process. The fee covers:

- A. Cost of bench (including shipping and handling) and an optional personal memorial phrase up to 44 characters, with an additional \$88 for each additional board engraved.

- **Commemorative Tree Criteria**

Deciduous or evergreen tree

Cost: \$500

1. Donor is obligated to pay the fee to begin the process.
2. All trees will become property of the golf course and the City of Greeley at the time of donation with the understanding that the City will provide planting materials, labor and future maintenance. Commemorative tree will receive yearly inspections and individual care and maintenance by City staff. The golf course and City of Greeley are not liable for the short or long-term health of the tree.

CULTURE DIVISION

All memorial bench requests for Culture division properties will adhere to the Parks Divisions standards and pricing.

RECREATION DIVISION

The Recreation Division does not have any specified need for memorial items. The donor may contact the Recreation Superintendent if they have a proposal for a donation.

APPENDICES

- A. Park and Culture Bench Specifications
- B. NAT Bench Specifications
- C. Golf Bench Specifications