

**TOWN OF TIMNATH, COLORADO
RESOLUTION NO. 9, SERIES 2024**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TIMNATH,
ESTABLISHING A MEMORIAL POLICY FOR PARKS, TRAIL SYSTEMS AND
ROADSIDES**

WHEREAS, the Town Council is pursuant to § C.R.S. 31-15-103, has the power to pass resolutions; and

WHEREAS, attached hereto as **EXHIBIT A** is a policy for Parks, Trail Systems and Roadside Memorials; and

WHEREAS, with recommendations and comment from PROST Committee, to create a Memorial Policy to provide guidelines which allow Town Residents and/or family to dedicate and sponsor a memorial in memory of an individual who has resided within the Town of Timnath to be placed within the Towns Parks and Trails System or Right-of-Way.

WHEREAS, the Town Council is familiar with the resolution and finds it to be in the best interest of the Town, its residents, and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO as follows:

Section 1. Approval

The Town of Timnath Memorial Policy Parks, Open Space and Roadsides is hereby approved in substantially the form as attached hereto, subject to technical or otherwise non-substantive modifications, as deemed necessary by the Town Manager in consultation with the Town Planner, Engineer, Legal Council, and other applicable staff or consultants.

INTRODUCED, MOVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, ON JANUARY 9, 2024.

TOWN OF TIMNATH, COLORADO

DocuSigned by:
Mark Soukup
35DD94686F9C4E8...
Mark J. Soukup, Mayor

ATTEST:

DocuSigned by:
Milissa Peters-Garcia
07A6AF3B02114D7
Milissa Peters-Garcia, CMC
Town Clerk

EXHIBIT A
POLICY



TOWN COUNCIL ADOPTED POLICY

SUBJECT: Memorial Policy

ISSUE DATE

January 9, 2024

EFFECTIVE DATE

January 9, 2024

Purpose:

- To provide guidelines which allow Town Residents and/or family to dedicate and sponsor a memorial in memory of an individual who has resided within the Town of Timnath to be placed within the Town's Parks and Trails System or Right-of-Way.

Park Memorial Options:

- \$1000 – An existing bench within the Town's Parks and Trails System will be selected
 - The Town currently uses a standard wooden 6-foot bench with black metal trim
 - A standard plaque (approximately 2 in. x 10 in.) will be purchased by the Town and installed by Town staff. The Town will have final approval of plaque size, style, and wording.
- \$3000 – A new bench will be purchased and Town staff will work with memorial sponsor on selecting an appropriate location.
 - The Town currently uses a standard wooden 6-foot bench with black metal trim, but will have final approval of bench size, style and location.
 - A standard plaque (approximately 2 in. x 10 in.) will be purchased by the Town and installed by Town staff. The Town will have final approval of plaque size, style, and wording.
- The Town will consider alternative memorials on a case by case basis, in the Town's discretion, but the memorials cannot alter or change the character or the aesthetics of the park. The entire cost, including installation, will be the responsibility of the memorial sponsor.
 - Additional Criteria for acceptance:
 - No additional maintenance costs associated with upkeep or operations
 - Cannot interfere with the intended current or future use of the park
 - Must meet current design and amenity standards
 - Memorials cannot require relocation of other equipment or infrastructure to accommodate the memorial

Policy:

- The memorial must be in reference to a Town Resident and cannot be used for advertising in any form.
- The Town retains the right to relocate a memorial, bench and plaque at any time. If a memorial or bench needs to be relocated, the Town will attempt to contact the memorial sponsor to discuss alternative locations; the Town will make the final determination.
 - The Town reserves the right to limit the number of memorials approved on a year to year basis. If there is a pause on the program, a waitlist will be created.
- Timing of installation is at the discretion of the Town and will depend on delivery timeline, staff availability, and weather.
- Payment will be required in full prior to purchase. Town staff will be responsible for purchasing memorial.
- The life of a memorial is not intended to remain in the park or trail in perpetuity. After 10 years, benches that have plaques on them will be up for renewal. The original sponsor will have the first right of refusal. If the memorial sponsor opts not to renew, the memorial and plaque may be removed or rededicated at any time.
 - Alternative memorials will be maintained through the life of the manufacture warranty and will continue to be maintained and evaluated annually thereafter as long as the memorial remains functional.
- If vandalism occurs to a plaque or an alternative memorial, the memorial sponsor has a choice on whether or not they will replace, repair or remove the memorial at their own expense. The Town has no responsibility to replace lost or stolen memorials. If the memorial sponsor elects not to replace or repair the damaged or missing memorial, the Town retains the right to remove the damaged memorial from park grounds. The Town will be responsible to replace or repair any damaged or missing benches.
- Additional plantings, flowers or decorations on or near the memorial bench location are not permitted.

Process:

To participate in the memorial program for the Town of Timnath, potential sponsors should email the Town's Parks and Recreation Director.

Roadside Memorials:

A temporary roadside memorial as defined for the purpose of this policy is as follows: A roadside memorial is a temporary roadside display of an item or items that memorializes a site where a person passed away suddenly and unexpectedly.

All roadside memorials that are on Town of Timnath property or right of way will be considered temporary and may not be in place any longer than 90 days starting from the day of the qualifying event. Memorial items remaining longer than 90 days will be removed by Town of

Timnath staff. Town staff will hold removed items up to 30 days to allow time for families or designee to retrieve memorial items and may dispose removed items after that time.

Any items that are considered unacceptable will be immediately removed regardless of whether the 90 day deadline has arrived. This includes but is not limited to liquor, cigarettes, flowers that have wilted, empty chip bags or anything that could be defined as refuse, lights that shine intermittently or any item that could be considered distracting to vehicular traffic, etc.

Regardless of location, if items are considered unacceptable as listed above, the Town of Timnath staff will remove them.

Roadside Memorial Signs:

A Roadside Memorial Sign can be requested by the family after a temporary memorial has been removed. All roadside memorial signs will be on Town of Timnath property or right of way and will be considered temporary. There is no fee for the sign fabrication, installation, maintenance and removal. One sign will be installed as close to the accident location as possible and will remain in place for five (5) years, after which the sign will be removed and donated to the sponsor. The applicant or any immediate family member may request removal at any time during the five-year period.

Process:

To participate in the roadside memorial program for the Town of Timnath, potential sponsors should email the Town's Public Works Director.