

**RESOLUTION 2023-10-576
A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON,
ADOPTING THE WHITE SALMON DONATION AND MEMORIAL AMENITY
POLICY**

WHEREAS, the City Council appreciates the ability of residents to participate in the beautification of the City of White Salmon; and

WHEREAS, after outreach from White Salmon residents, the Community Development Committee has identified a need for a Memorial Bench Program; and

WHEREAS, the City desires to have a donation and memorial amenity program.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON AS FOLLOWS:

SECTION 1

The City Council adopts the following White Salmon Donation and Memorial Amenity Policy, as described in Exhibit "A" attached hereto and incorporated by reference, for the benefit of employees, managers, residents, and customers of the City of White Salmon.

SECTION 2

The provisions of this Resolution shall be effective immediately.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 18th day of October 2023.

DocuSigned by:

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Marla Keethler, Mayor

ATTEST:

DocuSigned by:

F5160DB0A83C4B3...
Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

DocuSigned by:

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Shawn MacPherson, City Attorney

City of White Salmon Donation and Memorial Bench Policy

PURPOSE

The City of White Salmon provides the opportunity for the members of the community to make donations within the park system and other city-owned property. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established the following guidelines.

The guidelines were developed based on research of the best practices used with similar agencies, the needs and resource capabilities of the City of White Salmon, and the desire for residents to make monetary donations in remembrance of loved ones through specific lasting memorials.

APPROVAL PROCESS

Donations requests are initially accepted and reviewed by the Public Works Director, who may consider recommendations from the Community Development Committee, the City Administrator, and the Mayor for the proposed donation and the "Donation Agreement." If the proposed donation has significant policy or fiscal impacts, the Clerk Treasurer will make a recommendation to the City Council for a final decision. Any approval as may be granted shall be within the sole discretion of the City of White Salmon and the City reserves the right to relocate, permanently move, or replace any bench or amenity due to capital construction, landscape redesign, or other extenuating circumstances. If any removal occurs within the 10-year initial adoption period as described herein the City shall utilize its best efforts to collaborate with the Donor.

SCOPE

The City of White Salmon Donation Guidelines allow for several types of opportunities, including memorials. Residents are encouraged to contact the Public Works Director to discuss ideas for locations of memorials. Final memorial locations will be dependent on the needs of the department and the planning process already underway.

Donations to the City of White Salmon may be tax deductible. {Please contact your tax advisor.}

Donations and memorials are accepted in the following categories:

- **Benches and other like-scaled amenities**
- **General Donations**

Donation and memorial opportunities are outlined in detail below. For additional information or to pursue a memorial donation, please contact the Public Works Director at andrewd@whitesalmonwa.gov.

BENCHES AND OTHER PARK AMENITY DONATIONS

The City will accept donations for benches and other like-scale amenities. The following guidelines apply:

- All amenities will be constructed of materials selected by the City staff to meet design and maintenance considerations of The City of White Salmon.
- Prior to the beginning of each calendar year, staff will identify existing amenities to be replaced. Donors will be encouraged to support replacement amenities at these locations.
- Donors may make suggestions for particular locations; however, placement of park amenities in the park system must meet the master plan and requirements of the particular park. Final decisions will be determined by the Public Works Director.
- Gift contributions for amenities and memorials will be in the amount listed in the City of White Salmon Donation Guidelines. The donation amount includes the cost of the item, installation, a ten-year maintenance plan, and administrative costs of the program.
- Amenities will be maintained for at least ten years in their original location. After ten years, the amenity may be removed or relocated pending redevelopment of the park site.
- The donor may also elect to have a small plaque included on the bench. The design, placement, and language must meet the requirements determined by city staff or their designee. Any plaque is symbolic, is subject to review and approval of any inscription thereon and does not entitle one to ownership of the bench or amenity. Further, in keeping with the optional nature of the plaque, any profanity, obscenities and hate speech or symbols which may be prohibited by law including but not limited to RCW Chapters 9.68 and 9A.36. No lifespan information (birth date or death date) is allowed on any plaque to meet privacy limitations.

Benches and Other Amenities Donation Process

Please submit a letter to the Public Works Director, outlining your donation request, including ideas as to the location of the amenity or memorial. We encourage donors to consider the placement of park amenities where an existing bench is scheduled to be replaced.

Staff will consider the request in conjunction with park construction and renovation plans. If the donation request falls within a current park site concept plan, approval of the Community Development Committee or City Council may be required.

Due to the timing of park planning processes and the annual review of park amenity requests, the total process may take one year or more.

Donations to this program will be recognized with a letter of appreciation from the City of White Salmon.

Staff will inform the donor of the scheduled installation time and location to offer an opportunity for the donor to be present during the installation. Families and friends are welcome to plan and conduct a dedication ceremony for persons being memorialized.

GENERAL DONATIONS

The City of White Salmon will acknowledge general donations with a letter of appreciation. Funds generated by these donations will be used to best meet the current needs of the city, or department if the donation specifies a department, as determined by the Mayor or their designee. Alternatively, as stated above, the city will maintain a list of specific projects that may be sponsored by a donor.



City of White Salmon Memorial Bench Application

Thank you for your interest in donating a memorial bench to the City of White Salmon. The donation will benefit residents and the community for many years and is much appreciated. Standard bench donation is **Global Industrial 6' Outdoor Bench with Back, Vertical Steel Slat, Black.**

The maintenance of the bench will be the responsibility of the City of White Salmon Public Works Department within the confines of any allocated budget. Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City of White Salmon for the life of the bench.

There is a ten-year (10) guarantee of future maintenance and plaque replacement which will be kept in place if it is serviceable beyond the 10-year period in the sole discretion of the City. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

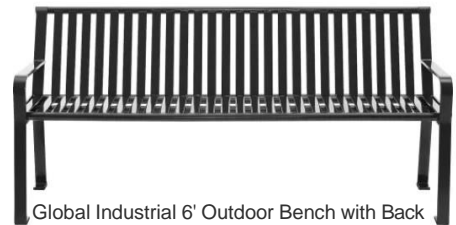
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

E-mail Address: _____



Global Industrial 6' Outdoor Bench with Back

Proposed Plaque Message: _____

Ordering Process

Upon receiving the signed Memorial Bench Application, city staff will contact the donor to discuss bench location and plaque options. Forms may be emailed or mailed to:

City of White Salmon
Attn: Clerk Treasurer
PO Box 2139, White Salmon, WA 98672

Phone: (509) 493-1133 x205
Email: clerktreasurer@whitesalmonwa.gov

The City of White Salmon will provide a Donor Plaque.

- After a bench location and plaque proof are approved by city staff, donors will submit a payment of the current price of the bench including shipping and tax (average \$800) to City of White Salmon.
- Upon receipt of payment, city staff will order the plaque and bench or amenity.
- City staff will contact the donor when the plaque and bench are received to discuss the installation timeline.
- City staff will email the donor a photograph of the Memorial Bench after installation.
- The city will provide the donor with a donation recognition letter.

I understand and agree to all the terms and conditions stated above. I acknowledge that donors may not design their own bench or amenity and that all installations shall be for the use of the general public. I further understand it is my duty to update the City in writing with my current contact information.

Signed: _____ Date: _____