

Policy to Govern Campus Memorial Dedications

The County of DuPage recognizes that individuals often wish to dedicate memorials on the County's campus in remembrance of passed loved ones. For this reason, the County has established the following policy.

Purpose

The purpose of the policy is to allow for the provision of memorials, including but not limited to dedicated trees, benches and commemorative plaques (hereafter "Memorials"), for the remembrance of deceased individuals. Memorialized individuals may be County residents and/or other deceased persons who, though not residents, devoted extensive time and efforts to County service, community affairs, charitable activities or other volunteer service within DuPage County. Such Memorials shall be provided for at the cost of the individuals requesting the Memorial (the "donor"). Responsibility for, and the costs of, maintaining Memorials is allocated by this policy.

Scope

The policy applies to all Memorials on the DuPage County Governmental Campus. With regards to Memorials located at:

- DuPage County Care Center
- DuPage County Animal Services
- DuPage County Health Department buildings and property
- DuPage County Campus Memorial Park

the County shall institute separate and/or additional policies specific to those facilities and their grounds (please refer to Appendices A and B). Limitations to the sites for Memorials are provided in recognition of the fact that Memorials often affect the growth habit of trees and interfere with maintenance operations. For the purpose of implementing and administering this policy, the County employee designated to manage the operations of the DuPage County Governmental Campus shall be the person charged with interpreting,

executing and enforcing this policy, and exercising acts of discretion, or making any determination, on behalf of the County whenever called upon to do so.

Procedures

The following Procedures covers the most common requests for Memorials; however, requests for other types of Memorials may be allowed and will be evaluated as consistently with these Procedures as possible. Permission to erect a Memorial other than a tree, bench or plaques as specified below, may be granted on a case by case basis as guided by the Policy considerations expressed herein.

1. Application for Memorial.

1.1 The County shall develop and make available an application for a Memorial request. As used herein, the term “Memorials” shall include but not be limited to: plaques, signs, engraved bricks or pavers, trees, benches, garden stones, and any other outdoor ornamentation. Applicants shall identify the type of Memorial. An applicant may suggest a proposed location for the Memorial, however, the County shall have sole discretion to determine every Memorial location.

1.2 Following receipt of an application, the County, acting through Facilities Management, shall review the application and determine whether the Memorial requires any special or unique features (e.g., hard surface pad for a bench) due to any locational, installation, or safety considerations as deemed necessary or prudent by Facilities Management. The County shall thereafter respond to the applicant informing that party of whether their application has been approved or rejected. If approved, the County’s response will also include: i) the approved Memorial location, and ii) the costs of the Memorial, including any special or unique installation expenses.

1.3 If the Memorial is approved, the applicant shall be deemed to be (and shall hereinafter be referred to as) a “donor.” The donor shall then prepay to the County the full costs to procure, deliver and install the Memorial. Procurement, delivery, and installation of the Memorial shall not occur until all costs are paid by the donor in full.

1.4 Following receipt of payment the County shall procure the Memorial (but not plaques) and schedule installation, though the work may be postponed or delayed at any time for any or no cause. Due to concerns of risk management, quality, product safety, ease of installation and maintenance, and legal compliance (local building codes, land use regulations, Prevailing Wage Act, etc.) the County shall undertake all installation, maintenance, repair and, if necessary, relocation work. Further, the County shall have exclusive discretion in the selection of any contractors, vendors, or materialmen, and may substitute same as it deems appropriate. The use of private contractors, or do-it-yourself work shall not be permitted. The County will use its best efforts to inform the donor when the Memorial has been installed.

1.5 Plaques shall be ordered and paid for directly by the donor but only after receipt of all County approvals. The County may require donors to purchase plaques from specific plaque vendors or manufacturers and may, at its sole discretion, further restrict plaque sizes, shapes, and designs as necessary or prudent for the ease and cost of installation and maintenance purposes.

1.6 In the event the County determines, at any time prior to installation, that it is not possible, practical, or in the County's best interests to proceed with the proposed Memorial, the County shall promptly refund any unspent amount prepaid to the donor.

2. New Tree without Plaque.

2.1 The County shall develop a list of tree and shrub species (collectively "tree species"), which list may be revised at any time in the County's sole discretion. Only tree species from that list shall be planted as a Memorial.

2.2 The County retains sole discretion to select actual planting locations subject to site specific considerations.

2.3 The County retains sole discretion to schedule planting/installation dates of trees and shrubs to maximize their chances of survival.

3. New Benches without Plaques

3.1 The installation of new benches shall only be permitted on, or along, existing hard surface walking/seating areas at locations deemed suitable by the County. A donor shall pay for the construction of a suitable hard-surface pad to accommodate a bench whenever the County determines that a pad is necessary.

3.2 A donor may also contribute to replace an existing bench that has reached the end of its life cycle. A donor may be required to pay for the repair of an existing pad, or the construction of a new hard-surface pad, whichever the County deems appropriate, whenever the County determines that an existing pad is no longer functional or safe for use for a replacement bench.

4. Installation of Plaques with New Trees or Benches

4.1 A Bronze plaque may also be purchased to accompany the dedication of a new tree or bench. See **7.1** for plaque content standards.

4.2 A Bronze plaque installed in conjunction with the planting of a new tree shall be installed mounted to a memorial stone placed near the base of the tree. Such plaques shall be kept for a ten (10)-year dedication period, and upon lapse of the dedication period, the County will exercise reasonable effort to notify the donor and allow for the plaque's return to the donor or the donor's designee. The donor shall be responsible for keeping their, or their designee's, contact information updated with the County's Facilities Management.

4.3 Bronze plaques installed with new benches shall be installed flush-inset on the back support of the bench. Such plaques shall be kept for a ten (10)-year dedication period, and upon lapse of the dedication period, the County will exercise reasonable effort to notify the donor and allow for the plaque's return to the donor or the donor's designee.

4.4 The donor shall be solely responsible for keeping their, or their designee's, contact information updated with the County's Facilities Management. In the event the County is unable to locate the donor, or the donor's designee, or is otherwise unable to return a plaque, the County will dispose of the bronze plaque in any manner it deems appropriate.

5. Installation of Plaques Near Existing Trees and Benches

5.1. A Bronze plaque may be purchased for placement near an existing tree or mounting on an existing bench when that bench allows for a flush-inset plaque to be mounted. Such plaques shall be installed and maintained for a 10-year dedication period as provided for above, and upon lapse of the dedication period will be disposed of in the same manner as provided in Section 4, above.

6. Memorial Engraved Pavers

6.1 Select locations on campus will allow for engraving and installation of Memorial Pavers.

6.2 The County retains sole discretion to select actual Memorial Paver locations subject to site specific considerations.

6.3 The County retains sole discretion to schedule installation dates of Memorial Pavers.

6.4 Once placed, engraved pavers that are later damaged or broken will be removed and replaced with a nonengraved paver.

7. Memorial Names and Wording

7.1 Dedication Memorials are only permitted for persons who are deceased at the time of application. The contents of the Memorial must be reviewed and approved by Facilities Management prior to being ordered and purchased by the donor.

7.2 Memorials shall not contain any language, images, or other material: a) that is obscene or vulgar; b) that references tobacco, alcohol, drug paraphernalia or illicit substances, or the use thereof; c) with a proprietary component; d) which constitutes a criminal act; e) that promotes, advocates or endorses any criminal, terrorist, seditious, supremacist or segregationist organization or activity; f) that is patently offensive, derogatory or demeaning of any person or persons on account of their race, religion,

gender, ethnicity, national origin or sexual orientation; g) that promotes, advocates or endorses any partisan political organization or activity, or which involves electioneering.

7.3 The County reserves the right to remove any memorial from public display, and to rescind any prior approvals to install a Memorial, in the event the County determines in its sole discretion that the continued display of the subject Memorial would not be in the County's best interests. The County shall determine what matters are in or affect its best interest but will specifically consider whether the memorial's honoree engaged in any unlawful, immoral or notorious act.

8. Policy Limitation

8.1 Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the County for the purpose of funding tree plantings or the installation of new or additional benches at the DuPage County Governmental Campus. Such monetary donations may be utilized at the County's sole discretion, including being held by the County for future replacement of trees and benches.

9. Maintenance

9.1. All Memorials installed under this policy become the property of the County of DuPage.

9.2. In the event a Memorial is damaged by accidents, Acts of God, vandalism or other criminal act, the Memorial, or any damaged component thereof, may be removed, replaced or repaired at the County's discretion. If a plaque can be salvaged, the County will use its best efforts to return it to the donor or donor's designee.

9.3. If a Memorial is damaged within the ten (10)-year memorial period, and the Memorial remains in good condition, the County will use best efforts to notify the donor or the donor's designee and permit that party to replace a plaque for the remaining duration of the memorial period.

9.4. Nothing herein shall prevent the immediate removal of any Memorial deemed by the County to constitute an immediate threat or danger to the public's health, safety or

welfare without notice to the donor. This policy specifically includes removing a Memorial tree, without notice to the donor, whenever such tree is infested or diseased and there is a risk of such infestation or disease spreading to other trees.

9.5. In the event any part of the DuPage County Governmental Campus is redeveloped, the County shall make its best efforts to relocate or replace Memorials within the redeveloped area.

10. Public Works Committee Oversight

10.1 County staff charged with carrying out this policy may report to the Public Works committee from time to time on the effectiveness of this policy, the need to amend the policy and to seek direction on policy matters involving:

- Policy updates;
- Fees;
- Resolution of disputes;
- Financial implications; and
- Other matters as deemed appropriate.

10.2 The Public Works Committee may revoke a previously approved memorial, or direct that a memorial, or portion(s) of a memorial, be removed or relocated, at any time and in the Committee's sole discretion. After the County has incurred expenses ordering goods or performing work the Donor is not eligible for reimbursement or restitution for the revocation of a Memorial. The decisions of the Public Works Committee regarding this policy are final and not appealable to the County Board.

Appendix A

The County shall institute separate and/or additional policies specific to these facilities and their grounds. Please refer to Appendix B for a County Campus map illustrating these areas.

DuPage County Care Center Dedication Policy

Memorials to be placed near the concrete paths, patios, associated landscaping areas and inside the buildings at 400 N. County Farm Road are to be determined by County staff at the DuPage County Care Center.

DuPage County Animal Services Dedication Policy

Memorials to be placed near the concrete paths, patios, associated landscaping areas and inside the building at 2255 Manchester Road are to be determined by County staff at DuPage County Animal Services.

DuPage County Health Department Dedication Policy

Memorials to be placed near the concrete paths, patios, associated landscaping areas and inside the buildings at 111, 115 and 117 North County Farm Road are to be determined by DuPage County Health Department staff.

DuPage County Campus Memorial Park Monument Dedication Policy

The concrete path, patio and associated landscaping areas located east of the pond at 422 N. County Farm Road serves as a general Memorial Park dedicated to victims of violence in DuPage County. In addition to the requirements of DuPage County's Policy to Govern Campus Memorial Dedications, the following policies and requirements shall be and remain applicable to all Memorial Dedications at the DuPage County Campus Memorial Park.

- 1.0** All memorials considered for the Campus Memorial Park shall be reasonably related to victims of violence in DuPage County.
- 2.0** The County shall develop a list of memorial selections specifically for Memorial Park that includes variety of scope and pricing options for potential donors to choose from. The donor may select from this list via an Application for Memorial as described in **Section 1** of the County's Policy to Govern Campus Memorial Dedications.
- 3.0** Any unauthorized memorials or other items placed at the Campus Memorial Park will be removed from the site by County staff. This includes unauthorized decorations being added to trees, shrubs, fences, benches, brick pavers or any other items on site. All unauthorized memorials or other items will be disposed of by the County without notice. Any private groups that would like to use the Memorial Park area for scheduled events must give notice of the event to the County by completing an outdoor event application with DuPage County Facilities Management.

Appendix B

The County shall institute separate and/or additional policies specific to these facilities and their grounds. Please refer to Appendix A for additional information.

