

**CITY OF SEABROOK  
RESOLUTION NO. 2022-33**

**BAY AREA VETERAN'S MEMORIAL  
POLICY FOR DEDICATIONS, MEMORIALS, DONATIONS  
AND MEMORIAL GUIDELINES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEABROOK, TEXAS ESTABLISHING A POLICY FOR CITY STAFF AND/OR FUTURE DESIGNEES TO PROCESS REQUEST(S) FOR DEDICATIONS AND MEMORIALS AND ALLOW FOR AN ELIGIBILITY AND PROOF OF SERVICE VERIFICATION; ESTABLISH MEMORIAL GROUND GUIDELINES AND DONATION PROCESS; AND RELATED MATTERS**

**WHEREAS,** the City Council of the City of Seabrook donated property to Bruce and Jenny Arunyon in 2012 for the construction of the Bay Area Veteran's Memorial and the project was completed in 2013; and

**WHEREAS,** in May, 2017, the City of Seabrook accepted a transfer of ownership and maintenance of the memorial; and

**WHEREAS,** in the spirit of the gift to honor local veterans, the City Council desires to set a policy for dedication bricks and/or memorial plaques placed in or around the memorial; and

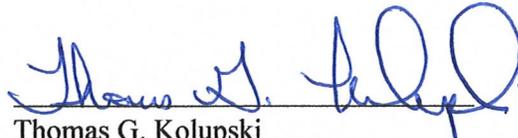
**WHEREAS,** the attached document titled, "Bay Area Veteran's Memorial Policy for Dedications and Memorials" be adopted as the city's guidelines for the memorial; and

**NOW THEREFORE, BE IT RESOLVED,** by the City Council of the City of Seabrook, Texas:

**Section 1.** That, the Seabrook City Council hereby adopt the attached Bay Area Veteran's Memorials and Dedications Policy.

PASSED AND APPROVED THIS 6<sup>TH</sup> DAY OF December, 2022.

CITY OF SEABROOK, TEXAS

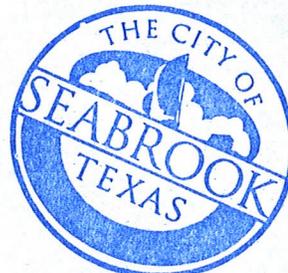


Thomas G. Kolupski  
Mayor

ATTEST:



Robin Lenio, TRMC  
City Secretary





**BAY AREA VETERAN'S MEMORIAL  
POLICY FOR DEDICATIONS, MEMORIALS, DONATIONS AND  
MEMORIAL GROUNDS GUIDELINES**

**1. INTRODUCTION:**

Bruce and Jenny Arunyon constructed the Bay Area Veteran's Memorial in 2013 in honor to local veterans who served or are actively serving our Nation. In May 2017, the City of Seabrook approved the transfer of ownership and maintenance on the memorial to the city. A website by the city was established for the receipt of applications for plaques, bricks or donations to the memorial.

**2. PURPOSE**

The purpose of this policy is to establish an ongoing policy to assist with the procedure of approving memorial bricks and dedication plaques within the vision of the memorial and allowing for a verification process.

**3. MISSION:**

To honor our community members and their family members who have selflessly served our Nation.

**4. ELIGIBILITY:**

Individuals honored must have some connection to Seabrook, Texas. This includes:

- a. Living in or have lived in Seabrook, including their relative(s)
- b. Individuals that currently serve or have served in an elected or appointed role, including their relative(s)
- c. Individuals that currently work or have worked for the City of Seabrook, including their relative(s)

If the above eligibility is met, they must also meet one or more requirements listed below to have their given birth name or marriage name (no nicknames), rate/rank, branch of service, honors, and dates of service inscribed on a granite memorial or brick for display on the memorial.

- a. Served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable by means of an honorable or

- under honorable conditions (general) discharge
- b. Was a member or former member of the selected reserve
- c. Completed at least one (1) enlistment as a member of the selected reserve or, in the case of an officer, completed the initial obligated service as a member of the selected reserve
- d. Died while a member of the active component or selected reserve
- e. Retired from an active component or selected reserve
- f. Has served honorably in one of the Armed Forces of the United States of America and has a Department of Defense DD-214 form

5. AUTHORIZED PROOF OF SERVICE:

- a. DD Form 214 (Active Component or Selected Reserves)
- b. NGB Form 22 or NGB Form 55 (National Guardsman)
- c. Memorandum Eligibility for Retired Pay (20 Year Letter)
- d. Certificate of Honorable Discharge
- e. Verification of Eligibility of Burial in National Veterans Cemetery
- f. Memorandum, Notification of Eligibility for Retired Pay at Age 60
- g. DD Form 2 (Retired Identification Card)
- h. Documentation from the National Archives

6. PROCESS:

- a. Complete the application and submit with payment on the city's website
- b. Application is reviewed and approved or denied
- c. Memorial plaque is ordered and received
- d. Memorial plaques are scheduled to be positioned
- e. Memorial plaques will be placed within 3 months after order is received and approved

7. MEMORIAL GROUNDS:

To assure the memorial is properly maintained and displays sacred honor to those being memorialized, we maintain the right to enforce rules and remove items from the memorial.

- a. Flowers may be placed on the memorial grounds on the following dates:
  - a. Immediately after the plaque is placed
  - b. Veterans Day
  - c. Memorial Day
  - d. Flag Day
  - e. July 4<sup>th</sup>
- b. Fresh-cut flowers or artificial flowers made of silk, polyethylene, or similar material are permitted. However, they will be removed when, in the judgment of the grounds staff, they are unsightly
- c. Potted plants will not be permitted

- d. Public displays of ten or more people shall require the approval of the City staff prior to holding the event
- e. Nothing shall be affixed to the memorial wall
- f. Alcohol or drugs are not allowed on the memorial property
- g. No bicycles or skateboards shall be admitted to the memorial
- h. No signs or notices or advertisements of any kind shall be allowed in the memorial, unless placed by the City

8. MEMORIAL BRICKS AND DEDICATION PLAQUES PLACEMENT:

- a. Memorial plaques shall include at least the service members Rate/Rank full name, branch of service, and date of service
- b. It shall be the responsibility of the applicant to assure the information placed on the plaque is correct and subject to City staff verification
- c. City staff shall determine when and where the plaques shall be placed on the memorial
- d. The City shall maintain and insure the memorial on a regular basis and will replace damaged plaques at no cost to the applicant
- e. No touching, scraping, rubbing or spraying of liquids on the memorials or monument is permitted for any purpose

9. DONATIONS:

- a. Donations will be accepted to properly maintain capital items and/or expand the memorial.
  - i. Monetary donations shall be sent to the City of Seabrook with a notation for: BAY AREA VETERAN'S MEMORIAL DONATION on the check
  - ii. Funds for the memorial shall stay in a specific budgetary line item solely for capital improvements or large repairs to memorial itself