



CITY OF NEW HOLS
2110 Washington Street
New Holstein, WI 5306
920-898-5766 / FAX 92

MEMORIAL BENCH & TREE PLANTING POLICY AND APPLICATION

CHECKLIST

- Provided applicant with a copy of approved tree list.
 - Provided a copy of Municipal Code 6.11 Tree Planting and Maintenance
 - Provided a copy of the Tree Policy and Application.
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MEMORIAL BENCH

Over the years many people have turned to the City of New to find comfort and to remember joyous occasions in their lives through Memorial Benches and Memorial Trees. As loved ones pass on, people frequently look to the beauty of New Holstein's Parks and request to place a tree or bench in a certain space that they can visit over the years.

The intent of this policy is to provide people with an opportunity to commemorate or honor family, friends, or events in one of New Holstein's parks.

REVIEW PROCESS: All memorial bench requests must go before the Committee of the Whole for review and approval. The Public Works Director will meet with the applicant to verify the specific location for placement, if needed. The Public Works Director must approve the location which may change depending on installation conditions.

COST: Cost is based on actual cost of the bench, cement slab, installation, and plaque fees. The donor is required to prepay for all items before the order is placed. Payment can be made after the application is approved by the Committee of the Whole. The cement and bench will be installed by the Public Works Department.

NEW BENCHES: The original style bench did not hold up to the elements such as UV rays which caused the appearance to deteriorate after a few years. Therefore all new benches will be ordered through Gerber Leisure, Model 143PL at a cost of \$950. The average cost of the plaque is \$135. The cement cost varies and could be around \$350. (Prices will vary depending on the market.)

REPLACEMENT: If a donor would like to replace an existing bench that is greatly deteriorated or damaged the same application process applies. In addition, the City will try to make contact with the original donor to provide first right to restore or replace the bench. The original donor has the opportunity to share the cost of a new bench which would allow two plaques on one bench. No more than two plaques will be allowed on each bench. If the original donor does not want to restore or replace their bench, the original bench and plaque will be disposed of 30 days after removal.

MAINTAINANCE AND REPAIR: The City of New Holstein reserves the right to remove deteriorated benches that are neglected. Donors are responsible for the upkeep and repairs of the bench and plaque. The City of New Holstein will not be responsible for replacement of damaged, stolen, or deteriorated benches. When an existing bench is restored or refurbished, they must be stained and varnished to resemble the bench (Renaissance Park Bench by Kay Park Recreation Corp., No. RPB60) in its original appearance. No paint. The manufacturer has a replacement slat available made of composite recycled material (Park No. RPB60HSLATHD), cedar color.

PLAQUES: Plaque size shall be 5 inches by 10 inches. Messages should be simple statements recalling the event or person memorialized. The Committee of the Whole must approve the final wording before the order is submitted. Demeaning, negative, or racial comments will not be approved.

MEMORIAL/STREET TERRACE TREES

Subject to Municipal Code 6.11 Tree Planting and Maintenance

PLACEMENT: The Public Works Department shall plant all donated trees and trees planted in the terrace area 6.11(3)(f).

REPLACEMENT: The City is not responsible for survival of donated trees and/or replacement. Your donated tree must be at least 1 ½” to 2” in diameter (depending on variety) to increase its stability and chance for survival in a park setting.

REVIEW PROCESS: All **memorial tree** requests must go before the Committee of the Whole for review and approval. All **terrace tree** requests must be submitted to the Director of Public Works 5 days prior to planting. The Public Works Director must approve the location which may change depending on installation conditions.

COST: For Memorial Trees, the donor is required to prepay for the plaque before the order is placed. Payment can be made after the application is approved by the Committee of the Whole. The tree should be purchased and delivered to the Public Works garage on a prearranged basis by the applicant after approved.

TYPE: The donated and terrace trees must be on the pre-approved list of tree types provided by the City.

Date of Application: _____

Type of Request: (circle one) MEMORIAL TREE BENCH TERRACE TREE

Donor/Property Owner Name: _____

Street Terrace Address: (if same as above, write same)_____

State: _____ Zip: _____ Phone No.: _____

Name of person honored by memorial: _____

Location: PARK_____ Location_____

Tree Type: _____

Bench: (circle one) NEW REPLACE EXISTING

Plaque Wordage: _____

Donor Signature: _____ Date: _____

OFFICE USE ONLY

Date of Committee of the Whole Meeting: _____ (circle one) APPROVED DENIED

Reason for Denial: _____

If this is a replacement bench, original donor name, address, phone number:

Date notified: _____ Is the original donor interested in replacing or restoring the bench? YES NO
If they are not repairing the bench, do they want the plaque returned? YES NO Where should it be mailed?

If no, date of disposal of the deteriorated bench. _____

Make note on the Master File of the disposal date.

Total Payment Due: _____ (circle one) CASH CHECK # _____

Date the bench was ordered: _____ Date the Plaque was ordered: _____