

**CITY OF LA VISTA**  
**PARK & RECREATION ADVISORY COMMITTEE REPORT**  
**DECEMBER 16, 2015 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
COMMEMORATIVE TREE PROGRAM	RESOLUTION ORDINANCE *RECEIVE/FILE	SCOTT STOPAK RECREATION DIRECTOR

**SYNOPSIS**

The City of La Vista Commemorative Tree Program is submitted for discussion and your recommendation to forward on to City Council. Upon their acceptance and approval it shall constitute the official Program Guidelines and Rules of the Commemorative Tree Program for the City of La Vista, Nebraska.

**FISCAL IMPACT**

No impact as the staff services for administration of the program would be part of the annual operating budget.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The Thompson Creek Channel Rehabilitation Project required the removal of many trees along the creek to allow for utility relocations and for widening of the channel with flatter slopes to reduce runoff velocity and decrease erosion potential. This led to many inquiries about the City's plans to replant trees. A couple of citizens identified the idea of a commemorative tree program and one citizen submitted a copy of the Commemorative Tree Program from Gothenburg, Nebraska for consideration.

The attached policy was patterned in large part after the Gothenburg example but adjustments were made based on staff review. This program would apply not only to the City-owned property along Thompson Creek but to City Parks in general. The Parks Superintendent would have the primary responsibility to review the applications and determine acceptable species and work with applicants on suitable locations.



**City of La Vista**  
**Commemorative Tree Program**

To honor and commemorate a person,  
persons, or organization

**Program Guidelines and Rules:**

The City of La Vista's Commemorative Tree Program is intended to allow trees to be planted on City Property to honor and commemorate a person, persons, or organization.

1. The La Vista Park and Recreation Advisory Committee and the La Vista City Council are proud to offer this program as a way for citizens to commemorate their loved one(s) or to honor an organization. However, it is also our desire to use this gifting opportunity to provide for orderly development of our parks and public areas. Therefore, no tree shall be planted on City property without application to the City. The Parks Superintendent will review all applications and approve the species and placement of the tree. The Parks Superintendent and the La Vista Park and Recreation Advisory Committee will maintain a current listing of eligible trees and placement sites for applicant reference.
2. All Commemorative Tree Applications (Attachment A) and Commemorative Tree Marker Requests (Attachment B) must be submitted in person or by mail to City Hall, 8116 Park View Boulevard, La Vista, NE 68128.
3. All trees shall be planted between May 1<sup>st</sup> and June 30<sup>th</sup>, and/or between September 1<sup>st</sup> and October 31<sup>st</sup>.
4. All trees shall be purchased from a retailer currently licensed in the State of Nebraska as a nursery. Trees shall be a minimum 2" caliper and be a minimum of 6' tall. All trees will be balled and bur lapped.
5. All trees shall be planted by the commercial nursery.
6. All trees shall carry a minimum one-year replacement warranty. Replacement shall include the tree, planting, staking, mulching, and first watering.
7. The City will be responsible for watering and care of the tree.
8. The City will be responsible for providing a marker describing the donated tree. The donor shall be required to fill out the desired marker information on the Commemorative Tree Marker Request (Attachment B). The markers are mounted on lumber, placed by the City and removed by the City once deteriorated. A donor may have the tree re-marked, but shall be responsible for the cost of all materials required by the City.
9. The City will be responsible for tree maintenance and will replace any Commemorative Tree that has died or becomes diseased for a period of five years (except those replaced under warranty by the nursery). After five years, the City will no longer be responsible to replace any Commemorative Tree.
10. Once planted, the tree is the property of the City and will be maintained as such. The marker supplied by the City shall be the only marker permitted, and no other decorative items will be allowed.
11. All trees will be planted in accordance with the Statewide Arboretum standards including proper depth, hole size, removal of wire basket and nylon, proper mulching, staking and first watering.

CITY OF LA VISTA  
*Commemorative Tree Program*  
APPLICATION

The La Vista Park and Recreation Advisory Committee is proud to offer this program as a way for citizens to commemorate their loved one(s), or to honor an organization. However, it is also our desire to use this gifting opportunity to provide for orderly development of our parks and public areas. Therefore, no tree shall be planted on City property without application to the City. All applications must be returned to City Hall and receive approval by the Parks Superintendent before planting. Trees must be planted under the rules of this program.

Name \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Person(s) or organization you are commemorating: \_\_\_\_\_

Species of tree you wish to plant \_\_\_\_\_

Would you like to meet with the Parks Superintendent to discuss placement?

\_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, please contact the Public Works Department at 402-331-8927 to set up a time to meet.
- If no, the City will place the tree in the Parks system and notify you of the location.

\*Applicant must also fill out Attachment B

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CITY PORTION

I have reviewed the application and have approved the proposed tree species and placement into the City Parks or Trail System.

Parks Superintendent \_\_\_\_\_ Date of Approval \_\_\_\_\_

Approved Location (or attach map) \_\_\_\_\_

Date of Planting \_\_\_\_\_ Nursery that Planted Tree \_\_\_\_\_

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***Commemorative Tree Program***  
**MARKER**

1. There is a maximum of four lines available for your message.
2. You must use CAPITAL LETTERS.
3. 1/2" lettering allows for approximately 15 letters/spaces per line.
4. 3/8" lettering allows for approximately 24 letters/spaces per line.
5. It is suggested that line 4 be the planting date, but not required.
6. Line 5 shall be the species of tree.

Example:                   Line One:                   IN MEMORY OF  
                                 Line Two:                   JOHN DOE  
                                 Line Three:  
                                 Line Four:                   PLANTED MAY 2015  
                                 Line Five:                   BUR OAK

FILL OUT:                   Line One: \_\_\_\_\_  
(Please Print)

Line Two: \_\_\_\_\_

Line Three: \_\_\_\_\_

Line Four: \_\_\_\_\_

Line Five: \_\_\_\_\_  
(Tree species, if known)

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