

Town of Algoma Memorial Tree Program

I. PURPOSE:

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated trees to the Town. The Town desires to encourage donations to the parks while maintaining their function and aesthetics. This policy offers a consistent and standardized process to be used by the Town of Algoma in which to inform individuals wanting to donate a tree to one of the town's public parks comprised of Jones Park and Kewaunee Park.

II. STATEMENT OF POLICY:

The purpose of donating trees to the Town is to remember an individual, such as a family member or friend and to enhance the aesthetics and function of the public parks.

- a. Individuals wanting to donate a tree are to complete the one-page application that includes an inscription on the 6"x 8" aluminum marker, which will be placed at the base of the tree.
- b. The Town requests a \$150.00 application fee to cover the cost of the marker, as well as the cost of ordering and installing the marker.
- c. The Town contracts with Roe Nurseries, Inc. at 72 W. Waukau Avenue, Oshkosh, WI 54902 for the purchase and planting of the trees.
- d. Once an application is completed and submitted to the Town for approval, individuals will be directed to contact Roe Nurseries, Inc. for the selection and purchase of the tree they would like planted in one of the three public parks. A list of tree varieties that donors can select from are provided in this policy and also available at Roe Nurseries, Inc.
- e. The cost of the tree and the planting of the tree will be at the cost of the donor.
- f. Staff from Roe Nurseries, Inc. will contact the Town to determine a location within the park to plant the tree as outlined in the landscaping plans. Roe nurseries will be responsible for planting, fertilizing, staking, and mulching of the tree. The Town will notify you when the tree is scheduled for planting.
- g. The Town will maintain the tree and replace the tree if it dies within the first year.
- h. The Town will install the memorial marker and replace it if removed or damaged within the first year.
- i. The Town is not responsible for the tree or memorial marker after one year.

III. POLICY FOR APPROVAL:

Requests for memorial trees will be evaluated and approved by the Town of Algoma Administrator based on the following objective criteria:

- a. The space or need for trees
- b. The species and size of tree to ensure diversity and health of plantings

c. Time of the year (preference is to plant trees in the spring and fall)

IV. TYPES OF APPROVED TREES: (Recommend trees 2" diameter)

a. Ornamental Tree Species-

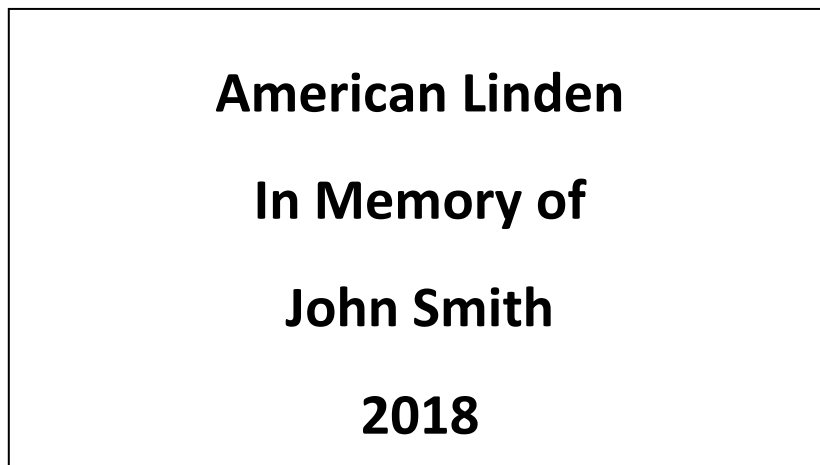
- American Hornbeam
- Autumn Blaze Pear
- Flowering Crabs
- Hawthorn
- Ironwood
- Japanese Tree Lilac
- Serviceberry

b. Shade Tree Species-

- | | |
|-------------------|-------------------|
| • Bur Oak | • Norway Maple |
| • Catalpa | • Honey Locust |
| • Freemanii Maple | • River Birch |
| • Hackberry | • Spruce |
| • Kentucky Coffee | • Sugar Maple |
| • Linden | • Swamp White Oak |

V. MEMORIAL MARKER (size is 6"x8"):

The Memorial Marker will be placed in the ground near the tree. The inscription on the marker can be up to 3 lines in addition to the tree species name, with a maximum of 15 letters and spaces per line (sample below).



Town of Algoma

Memorial Tree and Marker Application

Donor Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Preferred Park: Jones Park, Kewaunee Park **(circle one)**

Tree Species: _____

Marker Inscription: (3 Lines with a Maximum of 15 letters and space per line)

Tree Species identified on first line: _____

Memorial Marker Cost is \$150.00

Please make checks payable to: Town of Algoma Memorial Tree Program

Mail check and form to: Town of Algoma
15 N Oakwood Drive
Oshkosh WI 54904

Signature: _____ *Date:* _____

Completed by Office Staff

Approved By: _____ Date: _____

Payment Received: _____

Memorial Marker Ordered: _____

Planting Date: _____ Memorial Marker Installed: _____

Thank you for your Donation!