City of Mayville

Parks Department

Guidelines for the Tree Donation Program

**General:** The purpose of this program is to provide the opportunity to donate a tree in celebration, honor or memory of a person or event. The following are standard procedures and guidelines for tree donations within the park system and on property owned and managed by the City of Mayville.

**Authorization:** Tree donation and planting requests shall require approval by the Parks/Rec/Tag Center Board and/or the Common Council.

1. Tree donation and planting requests shall be submitted in writing to the Director of Parks. The Director will forward the requests to the Parks/Rec/Tag Center Board and Common Council when appropriate.
2. Trees will be placed int the City of Mayville parks system. Donations to the program will provide a lasting memory and beautify the community.

**Plant, Repair or Replacement:**

1. All costs associated with the planting a tree shall be paid for by the person or organization submitting the request. This cost may be absorbed by the City if authorized by the Common Council
2. Repair or replacement due to vandalism, theft, or other circumstances will be the responsibility of the person or organization who made the initial donation. Replacement cost may be absorbed by the City if authorized by the Common Council.
3. If owner chooses not to repair or replace, the city reserves the right to not replace the tree.

**Sunset Clause:**

1. The City reserves the right to establish a sunset clause on all donations.
2. The sunset clause will be based on the life expectancy of the donated item.
3. When the donated item reaches the end of its life, the donor will no longer be recognized.

**Recognition:** Tree donors are recognized with a certificate of donation and map identifying the location of the trees. Additionally, tree donors are recognized for their contributions on the City of Mayville website.

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| --- | --- | --- | --- |
| Donor | Species | Occasion | Location/Year Planted |
| MHS Student Counsil | Fiesta Maple | Arbor Day |  |
| MHS Interact | Fiesta Maple | Arbor Day |  |
| Mayville Park and Rec | Spring Glen Maple | Kim Mittelstadt |  |
| Mayville Park and Rec | Spring Glen Maple | Tug Hockers |  |
| Mayville Park and Rec | Autumn Blaze | Lisa Schmidt |  |
| Mayville Park and Rec | Autumn Blaze | Roger Billington |  |
| Dan Spittel | Autumn Blaze | Julie Spittel | Lion’s Point |
| Dan Spittel | Autumn Blaze | Georgiann Voss | Lion’s Point |
| Jill Christian | Autumn Blaze | Julie Spittel | Lion’s Point |
|  |  |  |  |

TREE DONATION & PLANTING REQUEST FORM

|  |
| --- |
| CONTACT INFORMATION |
| NAME: |
| PHONE: |
| EMAIL: |
| FULL ADDRESS: |

|  |
| --- |
| DONATE A TREE TO BE PLANTED IN A CITY PARK. |
| AMOUNT TO DONATE(cost per tree is around $200 depending on species). |  $ |
| PARK LOCATION TO PLANT TREE. |
| TREE IN HONOR OF OR PLANTED FOR. |
| NOTES. |

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Signature Date