



Justin Mc Auly
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Memorial Bench & Tree Policy

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

MEMORIAL BENCH

REVIEW PROCESS: All memorial bench requests must be approved by the Director of Public Works. The Director will meet with the applicant to verify the specific location for placement, if needed. The Director must approve the location which may change depending on installation conditions.

COST: Cost is based on actual cost of the bench, cement, installation. The donor is required to prepay for all items before the order is placed. The cement and bench will be installed by the Parks & Recreation Division.

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 replace the bench. The original donor has the opportunity to share the cost of a new bench, replace it in full or deny sharing or replacing in full. If the original donor does not want to replace their bench, the original bench will be disposed of 30 days after removal.

MAINTENANCE AND REPAIR: The City of Clintonville reserves the right to remove deteriorated benches that are neglected. Donors are responsible for the upkeep and repairs of the bench. The City of Clintonville will not be responsible for replacement of damaged, stolen, or deteriorated benches. Donors will be notified if their bench has been stolen, needs repair or replacement. If a bench is unusable the donor will have 30 days to make a decision on whether they plan on repairing or replacing their bench. When a decision is made the donor will have 60 days to repair or replace. If a decision isn't made within 30 days the bench will be removed by the Parks & Recreation Division.



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MEMORIAL TREE

PLACEMENT: The Parks & Recreation Division shall plant all memorial trees.

REPLACEMENT: The City is not responsible for survival of memorial trees and/or replacement. A Memorial tree will have at least a 1 1/2" to 2" caliper (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 City Forester for review and approval. The City Forester must approve the location which may change depending on installation conditions.

COST: The donor is required to prepay for the tree before the order is placed. Payment can be made after the application is approved by the City Forester. There will be a price list available for the donor upon request. The cost will also include a picture of the tree in its planted location, a certificate, mulch and stakes.

TYPE: There will be a list of trees available for the donor to pick from depending on availability from local nurseries.



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Memorial Bench & Tree Application

Date of Application: _____ Type of Memorial: Bench Tree

Donor Name: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Name of person honored by memorial: _____

Location: _____

Tree Type: _____

Bench: NEW REPLACE EXISTING

Engraved Wordage (Bench Only):

Donor Signature: _____ Date: _____

OFFICE USE ONLY

Bench/Tree Approval: 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

Is the original donor interested in sharing the replacement or restoration cost of the bench?

YES NO

Date of disposal of the deteriorated bench: _____

Make note on the Master File of the disposal date.

Total Payment Due: \$ _____ CASH CHECK # _____

Date the bench was ordered: _____