



## **Park and Tree Board Memorial Program**

The City of Louisburg, Park and Tree Board offers a Memorial Program for those who wish to contribute to the beauty of the parks by donating a memorial in someone's honor or memory. Donated memorials may be a planted tree, bench, picnic table or playground equipment donation.

### **Memorial Tree Donation**

A memorial tree is a long-lasting opportunity to honor or remember a loved one. At the same time, it improves the beauty and quality of the City of Louisburg parks.

Species of trees shall be chosen by the Park and Tree Board. These trees shall be indigenous, durable and drought tolerant. Donated trees shall be 2" to 3" in diameter larger trees may be installed at a higher cost.

Trees will be planted between November 1 and March 1. You may select a specific park for your tree donation from the list on the application. The tree's exact location will be determined by The Park and Tree Board during a regularly scheduled meeting. The Community Forest Manager shall coordinate all actions to ensure that all donated trees are properly placed and planted in a timely manner. Memorial trees will be planted adjacent to trails or near parking lots within a chosen park. Donors will be notified by the Community Forest Manager once a tree has been planted, and will be made aware of its location. The city cannot guarantee a specific planting date.

It shall be the Park and Tree Boards responsibility to periodically check the donated trees to ensure that charms/cables have enough slack to facilitate tree growth. The Park and Tree Board shall inform Staff to purchase replacement cables and a Board Member will install the new cable.

Donors are not permitted to add additional plantings, flowers or decorations to the memorial's area. You may choose a memorial tree with or without an accompanying memorial tree charm.

The cost for a memorial tree with an accompanying memorial tree charm is approximately \$500. This includes:

- Supply and professional planting of a 2" to 3" diameter tree. Newly planted tree shall have adequate support and include a watering bag.
- 5" Round Tree Charm with locking Cable. Authorized messages are outlined on the application form.

The cost for a memorial tree without an accompanying tree charm is approximately \$400. This includes:

- Supply and professional planting of the tree



The City of Louisburg shall not be responsible for replacement costs associated with vandalism or acts of nature to any tree memorial.

Tree Charm –Copper colored 5” Round with locking Cable  
SKU: TC-ROUND-TWL-P

*Tree Charm Supplier:*

Big Hug LLC  
1945 Tiverton Road  
Bloomfield Hills, MI 48304  
Phone: 248-594-1560  
bighugllc.com

Estimated Cost of 5” round charm and cable is \$54.95 (The Cost is included in the \$500 fee)

**Memorial Bench**

Memorial benches provide another option to honor or remember a loved one, as well as offer respite to park visitors to help them enjoy their surroundings. Benches may be installed at any time at the City’s discretion. The Donor shall be responsible for all costs associated with the installation of memorial bench including associated parts/supplies. The Public Works Department shall install the bench in the desired park and location as requested by the Donor and the Park and Tree Board.

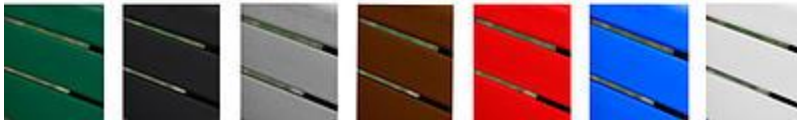
A Park and Tree Board member will be assigned as a liaison to ensure that the bench is installed in a timely manner and as desired by the Donor. Donors will be notified by the Park and Tree Board liaison once the bench has been installed, and will be made aware of its location. The city cannot guarantee a specific installation date. All benches will be installed adjacent to trails or near parking lots within a chosen park. Donors are not permitted to add additional plantings, flowers or decorations to the memorial's areas.

Two (2) styles of bench are available.

The first option is a “Comfort Park Avenue Bench” with recycled base and 2” x 4” resin wood slats. The bench shall be 6’ long and maybe placed on a 4’ x 6’ concrete pad using Surface Elite Bolt (Part # PB 1008JAY). The bench may also be installed without concrete as determined by the Park and Tree Board. Installation without concrete pad will require an In Ground J-Bolt (Part # PB 1999). The color shall be dark brown.

Part Number: PB 6BROCPAE

Estimated Cost: \$470      Engraving: \$40 per board; 38 characters per 6’ board.



The second option is the “Creekside” Bench. The bench shall be 6’ long and maybe placed on a 4’ x 6’ concrete pad using in ground mounting frame or In Ground J-Bolt with pier holes and concrete. The bench may also be installed without concrete as determined by the Park and Tree Board. The color shall be dark brown.

Part Number: PB 6BROCKR

Estimated Cost: \$445      Engraving: \$40 per board; 38 characters per 6’ board



Both bench designs were selected for their durability, ease of maintenance and uniformity throughout Louisburg parks system. The Donor shall be responsible for all cost associated with installation and maintenance of the bench and concrete pad. Contact Jayhawk Plastics for price and purchase information:

*Bench Supplier:*

Jayhawk Plastics  
15285 S. Keeler St.  
Olathe, KS 66062  
Tel: 913-764-8181

<http://frogfurnishing.com/>

All engraving shall be provided by Jayhawk Plastics. Engraving is limited to 4 inches by 12 inches in total size and centered on either backrest or seat. Authorized messages are outlined on the application form. A 4' x 6' concrete slab maybe required as determined by the Park and Tree Board. Installation of a concrete pad shall be done by a professional contractor or coordinated with the Boy Scouts as a service project. It is the responsibility of the Donor to coordinate with a contractor or Boy Scouts and fund the installation of the concrete pad.

If the desired bench and color are not available, the Park and Tree Board shall determine a suitable substitute. The City of Louisburg shall not be responsible for replacement costs associated with vandalism, acts of nature, or normal wear and tear of any donated memorial.

## **Memorial Picnic Table**

Opportunities to donate a memorial picnic table are limited. All donations shall be considered by the Park and Tree Board on a case-by-case basis. All prospective Donors shall attend a regularly scheduled Park and Tree Board meeting to discuss donation options. Picnic tables shall be placed within pavilions or in areas mutually agreed upon by the Donor and Park and Tree Board. Picnic tables shall be placed on an appropriately sized concrete pad. Installation of a concrete pad shall be done by a professional contractor or coordinated with the Boy Scouts as a service project. It is the responsibility of the Donor to coordinate with a contractor or Boy Scouts and fund the installation of the concrete pad.

A Park and Tree Board member will be assigned as a liaison to ensure that the picnic table is installed in a timely manner and as desired by the Donor. Donors will be notified by the Park and Tree Board liaison once the picnic table has been installed, and will be made aware of its location.

All engraving shall be provided by Jayhawk Plastics. Engraving is limited to 10 inches by 12 inches in total size and centered on the table. Authorized messages are outlined on the application form.

The Donor shall be responsible for all cost associated with installation and maintenance of picnic table. Contact Jayhawk Plastics for price and purchase information.

Jayhawk Plastics  
15285 S. Keeler St.  
Olathe, KS 66062  
Tel: 913-764-8181  
<http://frogfurnishing.com/>

Donated picnic tables will be the "Park Place" model; 6' long, ADA compliant, mounted with an In Ground J-bolt (Part # PB 1999) or Surface Elite Bolt (Part # PB 1008JAY). The table color shall be dark brown.

Part Number: PB 6BROPARKPADA  
Estimated Cost: \$770      Engraving: \$40 per board; 38 characters per 6' board



If the desired picnic table and color are not available, the Park and Tree Board shall determine a suitable substitute. The City of Louisburg shall not be responsible for replacement costs associated with vandalism, acts of nature, or normal wear and tear of any donated memorial.

### **Playground Equipment Donations**

Playground Equipment Donations are always welcome. Because of their uniqueness and the particular needs of our community, all donations shall be considered by the Park and Tree Board on a case-by-case basis. All perspective Donors shall attend a regularly schedule Park and Tree Board meeting to discuss donation options. All playground equipment shall meet Standard Consumer Safety Performance Specification for Playground Equipment for Public Use. All equipment shall be professionally installed and fully funded by the Donor.

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Sign/Date  
Bob Bazin  
Chairperson  
Parks & Tree Board

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Sign/Date  
Marty Southard  
Mayor  
City of Louisburg

## Memorial Request Form

Requester's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Submitted \_\_\_\_\_

### Select type of donation:

Memorial bench (Comfort Park Avenue) / Engraving: Y or N

Memorial bench (Creekside) / Engraving: Y or N

Memorial Picnic Table / Engraving: Y or N

Memorial tree / With Tree Charm: Y or N

Playground Equipment Donation

### Tree Donation Payment:

\$400 Check # \_\_\_\_\_ (Tree without Tree Charm)

\$500 Check # \_\_\_\_\_ (Tree and Tree Charm)

### This donation is made:

In memory of       In loving memory of (person only)       In honor of

Honoree's Name \_\_\_\_\_

Dates \_\_\_\_\_

### Park in which donation is to be placed. Only parks on this list will be considered:

Lewis-Young Park

City Park

Ron Weers

-----Official Use-----

Park and Tree Board Meeting Date: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Park Tree Board Coordinator: \_\_\_\_\_