



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: General Purpose/Public Works Administration

SUBJECT: Christmas Lights on Public Terrace Trees

POLICY NUMBER: 5.050

PAGES: 1

EFFECTIVE DATE: December 3, 1996

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

The following shall be the policy for the granting of permission for residents to install Christmas lights on public terrace trees.

1. A written request shall be made to the director of Public Works and a copy given to the Street Superintendent.
2. Christmas lights are allowed on the terrace trees located on Central Avenue and Roddis Avenue.
3. The lights shall be similar to the lighting installed in the downtown area through the Main Street program. (i.e. white lights)
4. The applicant is responsible for the installation and will provide the proper electrical source for the Christmas lights as required by the inspection of the Electrical Inspector.
5. The applicant is responsible for any damage to the public terrace trees caused by the Christmas lights.
6. The applicant assumes any liability for installation of these lights and will provide a written release of liability for the City of Marshfield prior to the installation of the Christmas lights.
7. The applicant shall remove the Christmas lights by February 1 of the next year.