

**BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA**

**RESOLUTION AUTHORIZING CHAIRMAN TO SIGN THE AWARD FOR THE TREES FOR NEBRASKA TOWNS  
GRANT**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, a Grant for the new trees is available to Sarpy County through the Nebraska Environmental Trust; and,

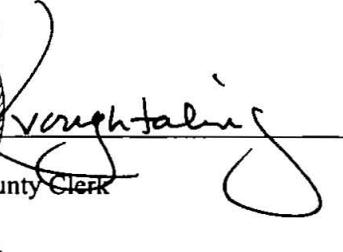
WHEREAS, Sarpy County was awarded \$2,500 to plant trees on the Sarpy County Courthouse Campus; and,

WHEREAS, Sarpy County is committed to and supports the grant application for the Trees for Nebraska Towns Grant for the Sarpy County Courthouse Campus; and;

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners that the Board Chairman is hereby authorized to sign the attached Award for the Trees for Nebraska Towns Grant.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 8<sup>th</sup> day of January, 2013.

  
Sarpy County Board Chairman

ATTEST:  
  
  
Sarpy County Clerk

# Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE  
PAPILLION, NE 68046-2895  
593-4155

[www.sarpy.com](http://www.sarpy.com)

ADMINISTRATOR Mark Wayne

DEPUTY ADMINISTRATOR Scott Bovick

FISCAL ADMIN./PURCHASING AGT. Brian Hanson



## COMMISSIONERS

Don Kelly District 1  
Jim Thompson District 2  
Tom Richards District 3  
Brenda Carlisle District 4  
Jim Warren District 5

## MEMO

TO: Sarpy County Board

FROM: Lisa A. Haire

RE: Trees for Nebraska Towns Grant for the Sarpy County Courthouse Campus

On January 8, 2013 the County Board will be asked to authorize the Chairman to sign the Trees for Nebraska Towns Grant award.

The grant offers communities the opportunity to request funding for new trees to help reduce stormwater runoff, provide wildlife habitat and help clean the air.

Sarpy County was awarded \$2,500 from the Nebraska Environmental Trust to plant large maturing trees on the Sarpy County Courthouse Campus. Sarpy County is required to match by planting \$2,500 in trees for a project total of \$5,000. The county match will come out of FY 2014 Building and Facilities Management budget.

Please do not hesitate to contact myself or Ross Richards if you have comments or questions.

January 4, 2013

Lisa A. Haire  
593-1565

cc: Mark Wayne  
Scott Bovick  
Brian Hanson  
Ross Richards  
Mike Hayes  
Deb Houghtaling



December 7, 2012

Lisa-A. Haire  
Sarpy County  
1210 Golden Gate Dr.  
Papillion, NE 68046

Dear Lisa:

Congratulations again on being selected to receive funding from the 2013 Trees for Nebraska Towns (TNT). This letter outlines the funding provisions for your project. Funding for your project is contingent upon the provisions noted below that must be satisfied before projects can receive the Notice-to-Proceed, begin the physical work or be reimbursed.

There are three bulleted provision categories below. Some categories may not have any provisions. Some of the provisions will require action or documentation. Others are provided for clarification or to make you aware of discrepancies that may have been found in your application and may not require any action or documentation. The following provisions are based on the grant program guidelines as found in the *TNT Description & Application* and the goals of the Nebraska Statewide Arboretum (NSA) to promote diverse and sustainable landscapes.

- Budget limitations: 75% of the grant reimbursement must be for large maturing trees and installation (not exceeding 50% of plant purchase costs). Please keep in mind that all submitted expenses must be documented and reasonable.
- Size/type of nursery stock: Project must use high quality nursery stock not exceeding 1 ½" caliper (6' for conifers) and meeting NSA specifications for **high quality root systems**. Plants must be purchased from nurseries licensed to do business in Nebraska.
- Landscape design and species selection: Consider massing/grouping trees and companion plants to reduce conflict with turf. Notify us of any changes in the design or species selection.

This packet also contains two copies of the Project Agreement. Please sign and return one copy to NSA and retain a copy for your files. The Agreement is based upon your satisfying the provisions noted above, thus **your next action should be to address the provisions and provide the requested documentation and information and return the signed Project Agreement in the enclosed envelope.**

# PROJECT AGREEMENT

## Trees for Nebraska Towns Program 2013

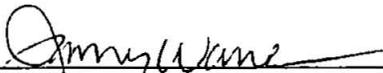
December 7, 2012

The Trees for Nebraska Towns (TNT) Program was created primarily to help improve the diversity of large-growing trees in communities across Nebraska. The Initiative is coordinated by the Nebraska Statewide Arboretum, Inc. (NSA) and funded by the Nebraska Environmental Trust, a beneficiary of the Nebraska Lottery. For its part, NSA agrees to reimburse the **Sarpy County** (hereafter referred to as the Project Sponsor) up to **\$2,500.00** for eligible costs associated with implementing the **Sarpy Co. Courthouse Campus** project.

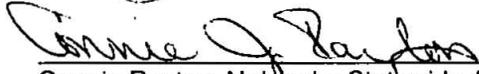
For their part, the project sponsor agrees to the following conditions:

1. The project application and all associated notifications from NSA are hereby considered a part of this agreement.
2. The project will be implemented according to plans submitted to, and approved in advance by NSA. Changes to approved design plans and/or plant species must be approved in advance by NSA.
3. Because of the threat of emerald ash borer, native ash species including green ash (*Fraxinus pennsylvanica*), white ash (*F. americana*), black ash (*F. nigra*), and blue ash (*F. quadrangulata*) will not be allowed for planting in the project without prior approval of NSA.
4. NSA retains the right to reject overused or other problematic species or cultivars proposed for use in the grant project.
5. The project shall conform to the *NSA-NFS Specifications for Partnership Projects*, which are attached.
6. To be eligible for reimbursement, project expenses must conform to the requirements listed in the attached *TNT Funding Limitations*. Project costs submitted for reimbursement are subject to verification by NSA before reimbursement is made.
7. At least 50% of the total project value will be contributed locally as matching funds including cash and eligible in-kind sources. At least 50% of the required match amount must be cash (eligible materials or services paid with local funds).
8. The project will conform to all applicable local, state and federal laws and regulations, including those regarding bidding practices.
9. The project must be completed by November 31, 2013 unless an extension is granted in advance from NSA. Projects must submit for reimbursement within 30 days after project completion.
10. Upon completion of the project, the Project Sponsor agrees to ongoing maintenance of the project.
11. The Project Sponsor understands and agrees that failure to comply with any of the terms of this agreement may result in the revocation or cancellation of NSA approval and funding and/or a demand for repayment of any funds previously paid to the Project Sponsor by NSA. NSA may terminate the project, in whole or in part, at any time before the expiration date of this contract whenever NSA determines that the Project Sponsor has failed to comply with the conditions of the grant.

Signed:

  
\_\_\_\_\_  
Representative, (local project sponsor)

1/8/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Connie Paxton, Nebraska Statewide Arboretum, Inc.

\_\_\_\_\_  
Date

# PROJECT AGREEMENT

## Trees for Nebraska Towns Program 2013

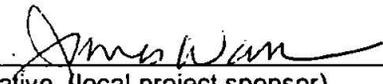
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Signed:

  
\_\_\_\_\_  
Representative, (local project sponsor)

1/8/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Connie Paxton, Nebraska Statewide Arboretum, Inc.

\_\_\_\_\_  
Date

# Nebraska Statewide Arboretum & Nebraska Forest Service

## SPECIFICATIONS FOR PARTNERSHIP PROJECTS

### Bidding ♦ Design ♦ Tree Removal ♦ Purchasing ♦ Planting ♦ Initial Care

The Nebraska Statewide Arboretum, Inc. and Nebraska Forest Service (hereafter referred to as NSA/NFS) have developed the following specifications and guidelines in order to help grant funded and other partnership projects achieve success and establish healthy landscapes.

#### I. BIDDING OF PROJECTS

- All projects are expected to comply with local bidding ordinances and requirements (ordinances or requirements of the governmental unit or sponsoring authority that is responsible for the project). However, it is not the intent of the NSA/NFS that the lowest bid be automatically accepted, but rather that the lowest **responsible** bid is accepted. Bids shall be carefully evaluated considering nursery standards, project specifications and plant material requirements. If it is a requirement of the local governmental unit or sponsoring authority to accept the lowest bid only, then NSA/NFS shall be allowed to review all bids to determine that the lowest bid is indeed responsible and acceptable. If such a bid is not acceptable, the bidding process will be redone.
- If there are no local bidding ordinances or requirements governing the project, then the NSA/NFS bidding specifications shall govern the bidding process.
- Projects with a projected total cost of over \$10,000.00 shall show evidence of contacting more than one contractor to compare costs of materials and services. The NSA/NFS may waive this requirement upon written request by the project coordinator, citing reasons for a waiver request.
- Bids shall contain itemized plant material information including species, size (trees by trunk caliper), quantity and cost. Plant installation, plant delivery, mulch, or any other materials or labor shall be itemized and listed separately from plant material cost.
- Nurseries shall be licensed by the Nebraska Department of Agriculture. It is suggested that all plant material be guaranteed for at least one year from the planting date. No plant substitutions shall be allowed without the permission and approval of NSA/NFS. It is allowable for plant material to be obtained from more than one plant contractor.
- The grant coordinator reserves the right to refuse plant material that does not meet the specifications in this document or looks to be of poor quality.
- The *NSA/NFS Specifications for Partnership Projects* (this document) shall be included in all bid documents and all contractors shall comply with it.

#### II. PROJECT DESIGN AND IMPLEMENTATION

**Note:** *Project implementation should not begin until written notification of design approval is received.*

Developing good landscape design plans is very important to the success of partnership projects. All projects are required to be implemented from NSA/NFS approved design plans. In general, design plans should emphasize sustainable landscape practices including wise species selection and placement that help reduce the need for costly inputs of supplemental water, fertilizers, pesticides and difficult maintenance practices. NSA/NFS will review design plans and offer suggestions for changes if needed. Design plans must be legible and drawn at an appropriate and accurate scale and should include:

- a scale and north arrow
- major existing site features (including structures and roadways)
- existing trees and important landscape plants
- proposed new plantings with plant names clearly identified and hardscape improvements (if any)

Design service fees are typically an allowable use of grant funds. To be eligible for reimbursement, such fees must be paid to professional landscape designers or landscape architects. If needed, please contact the NSA, Inc. office for a list of design professionals in your area. Also, NSA, Inc. has design professionals on staff that can provide creative design solutions if so desired.

moist packing material and bundled to ensure against heat or mold damage. Plants shall be protected against the elements while in transit and shall be thoroughly inspected before acceptance. The project coordinator or individual(s) responsible for ordering plant material shall contact the nursery supplying the order to ensure compliance with these standards.

### C. Plant Size Specifications

All plants installed in projects shall follow required specifications as detailed in the *American Standard for Nursery Stock* ANSI Z60.1, including height, caliper and volume measurements as applicable. A web copy of ANSI Z60.1 can be found at the website noted at the end of this specs document under heading "Resources". Plant materials not meeting these specifications shall be rejected prior to installation.

In general, smaller caliper trees will establish in the landscape more quickly. Smaller plants will often catch up to and exceed the size of larger plants that were planted at the same time. Plant sizes at the time of planting shall conform to the following size ranges. These ranges apply to all plants whether bare-root, containerized, balled and burlapped or spade dug. NOTE: Any plant larger than the size range listed will require prior approval.

- ♦ **Deciduous Trees:** ½" to 1.5" trunk caliper (measured at 12 inches above the ground). **Evergreen Trees:** 3 to 6 feet tall. Trees shall be well branched. **Spade Dug Trees:** Pre-approval is required for use of spade dug trees. If approved, the minimum spade size shall be 24" for each one inch trunk caliper (measured at 12 inches above ground).
- ♦ **Shrubs:** 12" to 24" inch-height and/or width, depending on natural growth habit.
- ♦ **Herbaceous Perennials and Grasses:** Plant size shall vary depending on species, but plants shall be well-rooted and of an appropriate size to establish successfully in the landscape.

### D. Planting Seasons

Spring and fall are the best times to plant most landscape plants in Nebraska. Planting can occur into winter if the ground is workable and plants are properly protected. **Planting should not occur and will not be approved without permission for any time during July and August.** Weather conditions can vary greatly from day-to-day and from year-to-year across Nebraska. Consequently those coordinating planting projects shall be cognizant of recent weather patterns and be prepared to take the steps necessary to ensure successful transplanting. It is especially important that irrigation be available if the post-planting period is dry. Dry periods are common throughout the growing season in Nebraska, especially during mid to late summer. Planting during extremely wet periods can also be problematic if the planting area cannot be prepared properly, or if water stands around the root zone of transplanted plants for extended periods of time.

### E. Landscape Planting Practices

**Pavement Cut-out Plantings:** Trees planted in pavement cut-outs in downtowns, parking lots and medians are exposed to harsh and stressful growing conditions. They are subject to construction soils, compaction, temperature extremes, decreased horizontal root space and decreased gas exchange and moisture to roots. It has been the experience of the NSA/NFS that these plantings have greatly reduced life spans. Any plantings in sites such as those mentioned will require approval. Approval will be based on recommendations for minimum open soil space and will require the use of species that have been shown to be more tolerant of these areas. An engineering plan may be required before approval of any planting in these areas. Planting strips are less stressful than individual cut-outs because they create a larger open space. At least 3 feet of good soil should be added to planting areas after construction and before planting.

**Preparing the Planting Site:** Before any planting begins confirm that the soil is suitable for growing the selected plants. For questionable soils, a soil test would be helpful. If the soil is heavy clay or very compacted, the soil should also be tested to ensure that there is adequate drainage. If drainage is poor and the area seasonally wet, wet-tolerant species such as maple, sycamore, bald cypress and swamp white oak should be considered.

For most soils, amendments to the planting area are not necessary. New construction sites shall have at least 8 inches of top soil present or applied after construction. If soils are heavy clay or very compacted, consider replacing the soil with a good loam soil and/or incorporating composted organic materials to a depth of several inches.

Mulch perennials and grasses with only enough mulch to cover the soil (typically one inch or less). Many perennials and grasses, especially native species, will not tolerate heavy mulching.

Wood chips, shredded or chipped, serve as the best mulches. Be careful with lighter materials such as bark nuggets since they have a tendency to float out of the chip bed during heavy rains. Avoid cypress mulch as it tends to form dense mats and poor growing conditions, and is often harvested from endangered trees. Do not use rock mulches. Rock does not insulate against temperature extremes, and rock absorbs and radiates heat, which can lead to plant desiccation. Do not use black plastic or landscape fabric under the mulch layer. They inhibit proper air and water exchange by the roots.

**Staking and Guying of Trees:** The purpose of most staking and guying is to prevent a newly planted tree from tipping over in the wind. In Nebraska this practice is often necessary. Excessive movement can dislodge the small, fibrous roots in the soil before they are firmly established. However, many trees are lost because guying materials are not removed or are improperly installed.

Staking is especially important on open, windy and exposed sites, and sites with high use by people. Staking and guying materials shall be strong enough to provide support, but flexible enough to allow some movement. Guying materials shall have a broad surface at the point of contact with the tree to prevent damage from rubbing. Commercial tree ties and cloth or canvas webbing or straps that are at least one and one half inch wide are examples of good guying materials. **Do not use garden hose**. All staking and guying shall be monitored and adjusted as needed to prevent tree damage and girdling. **It shall be removed at the end of one year**. Stakes without guying may be left in the place longer in high use areas if needed to prevent damage from humans, mowers and other equipment or vehicles.

**Wraps and Guards:** Tree wraps can be used to protect the tree from damage while it is being transported and planted. Otherwise, trunks should not be wrapped during the growing season. Trunk wrapping may be desirable on some thin-barked trees such as red maple to prevent winter injury. Consult with NFS staff for recommendations.

Tree trunk damage from rodents, deer, mowers and weed trimmers can be prevented by using plastic trunk guards. Guards should be monitored regularly and removed before rubbing or girdling problems occur. It is preferable to use guards that allow for air movement. A variety of wire mesh/netting cages can be used to protect shrubs from rabbits in winter.

**Watering:** All plants should be thoroughly watered at the time of planting. This shall be done by the nursery contracted to do the installation. Supplemental watering is often needed for 1-2 years or more after planting. The amount of watering required will vary with the type of plant, type of soil, time of year and weather conditions. Avoid over-watering, especially in poorly drained soils.

Newly planted trees and shrubs should receive the equivalent of one inch of rainfall per week during the growing season. It is best to water trees thoroughly and slowly with enough water to fully moisten the root ball. In general, container and B&B plantings require more water at application than do bare root plantings. If rainfall is adequate during the growing season (1 inch per week) supplemental water is not required.

Perennials of small size or grown in porous media may dry out more quickly than trees and shrubs, and thus require closer monitoring. This is especially important during the first several weeks after planting when watering more frequently may be required. Native perennials and grasses typically require less moisture to become established and thereafter.

**Fertilizing:** Most top soils contain sufficient levels of available nutrients to supply the requirements of newly planted landscape plants, thus fertilization is not needed. Planting species that are tolerant of existing soil conditions will provide the greatest success. In situations where construction has altered the soil, the addition of good top soil and organic material such as compost may be necessary. Future determination of additional nutrient needs shall be made based upon the condition and vitality of the plants and analysis of soil samples. The addition of compost to perennial beds, rather than fertilizer, is also best.

## V. RESOURCES:

It is highly recommended that professional help be used for all planting and maintenance projects. Technical assistance can be obtained from several sources including:

- Nebraska Forest Service - (402) 472-2971 or [eberq2@unl.edu](mailto:eberq2@unl.edu); [kweyers2@unl.edu](mailto:kweyers2@unl.edu); or [choyt2@unl.edu](mailto:choyt2@unl.edu).
- UNL Extension Offices and Research Centers
- Local Natural Resources District Office

Sources of publications and information:

- Nebraska Forest Service: <http://www.nfs.unl.edu>
- Nebraska Statewide Arboretum: <http://arboretum.unl.edu>
- University of Nebraska Extension: <http://www.unl.extension.edu>
- International Society of Arboriculture, Box 3129, Champaign, IL 61826-3129 at <http://www.isa-arbor.com>
- TreeLink website <http://www.treelink.org/>
- American Standard for Nursery Stock ANSI Z60.1  
<http://anla.org/applications/Documents/Docs/ANLAStandard2004.pdf>
- Tree Planting Depth Information:  
<http://mortonarb.org/research/rootpdf/AvoidingExcessiveSoilRootSystemTrees.pdf>

Private-sector professionals: Arborists, landscape architects and others in the nursery industry are good information sources. The Nebraska Nursery and Landscape Association and the Nebraska Arborists Association maintain lists of their members in Nebraska. These lists may be obtained free of charge by contacting their respective offices:

Nebraska Nursery and Landscape Assoc.  
4200 Witherbee Blvd.  
Lincoln, NE 68510  
402-450-7192  
<http://www.nnla.org>

Nebraska Arborists Association  
Box 81414  
Lincoln, NE 68501  
402-476-3852  
<http://nearborists.org>

State law requires that all distributors of nursery stock in the state of Nebraska be licensed by the Nebraska Department of Agriculture. This includes tree spade operators. The department maintains a list of all currently licensed nursery growers and dealers (including tree spade operators). This list may be obtained by writing or calling the department.

Nebraska Department of Agriculture Bureau of Plant Industry  
Box 94756  
Lincoln, NE 68509  
402-471-2394

## COOPERATING AGENCIES OF PARTNERSHIP PROGRAMS:



# Plant Diversity Initiative

## Including Design, Plant Selection and Maintenance Recommendations

November 2012



*"We are only temporary stewards of the land. What we leave to the next generation can be either a gift or a burden."*

An important goal of the Nebraska Statewide Arboretum is to enable the development of botanically diverse landscapes. This goal is based on the general premise that diverse landscapes are both healthier and visually more appealing than many of the "cookie cutter" landscapes that are so common today. Such landscapes typically include a relatively narrow group of plant species and cultivars that are repeated throughout much of the country but which often do not reflect the native flora or the local soil and climatic limitations.

### **Botanical Diversity**

In regard to tree planting one need only look at the problems associated with Dutch elm disease, pine wilt disease or the emerging threat of emerald ash borer to realize the importance of botanical diversity in limiting disease and insect problems. In Nebraska, we still plant large numbers of just a few types of trees including Scotch pine, Colorado spruce, 'Patmore' green ash, and 'Red Sunset' maple among others. Because of a lack of diversity, the tree cover in many communities is under an almost constant threat of significant decline from diseases, insects or weather events.

Several types of shrubs, herbaceous perennials and grasses also become overused in many landscapes. 'Goldmound' spirea, feather-reed grass, 'Stella d'Oro' daylily and 'Maynight' salvia are just a few examples of plants that seem to have magically appeared in nearly every planting during the last few years. These are good plants when properly used. However, because of our tendency to stick with the familiar, an incredible variety of plants, many of which are native, are being overlooked. Few people in Nebraska know about some of the most promising landscape plants such as chinkapin oak (*Quercus muehlenbergii*), mountain mahogany (*Cercocarpus montanus*), Fremont's clematis (*Clematis fremontii*), purple prairie clover (*Dalea purpurea*) and prairie dropseed (*Sporobolus heterolepis*) to name just a few.

*In regard to tree planting one need only look at the problems associated with Dutch elm disease, pine wilt disease or the emerging threat of emerald ash borer to realize the importance of botanical diversity in limiting disease and insect problems.*

### **Adaptability**

Beyond overuse another issue to consider is adaptability. One of the more common garden plants, purple coneflower (*Echinacea purpurea*), provides a good example. Although this beautiful plant deserves its spot in the landscape, it isn't the only or even the best *Echinacea* choice for much of Nebraska. This plant is actually native to woodland edges in the eastern U.S. In Nebraska, *E. purpurea* should at least share the stage with pale purple coneflower (*E. pallida*) and western purple coneflower (*E. angustifolia*), both native plants that thrive in hot, dry conditions and provide an ornamental display that many consider to be superior in the genus.

### **Plant Diversity Initiative**

In an effort to increase visual and genetic diversity in the landscape, the Nebraska Statewide Arboretum has implemented the Plant Diversity Initiative to encourage the use of a greater variety of plants. The attached Sustainable Landscape Development Guide provides information and recommendations to help with plant selection. It also includes a list of some plants that are considered to be problematic or

- **Herbaceous Plants:** 'Karl Foerster' feather reed grass, Miscanthus grass, 'Stella d'Oro' daylily, 'Kobold' gayfeather, 'Purple Dome' aster, Echinacea purpurea, creeping phlox, Japanese fleecflower.
3. **Do not use plants that are an invasive threat to native landscapes.** Russian olive, salt cedar, common buckthorn, multiflora rose, Tatarian honeysuckle, purple loosestrife and brome grass are some of these.
  4. **Limit the use of unusually shaped or colored species** since they can detract from the rest of the landscape. Shrubs on standards are especially difficult to use in good taste and are usually not long lived.
  5. **Limit the use of cloned (grafted) plants.** Genetic diversity is important to a healthy landscape. In Nebraska, some grafted trees are more prone to injuries from weather events than non-grafted types.
  6. **DO NOT select trees and shrubs on flower or fall color effect alone.** Spring and fall colors are short lived – especially in Nebraska. Remember that the tree will need to look good the other 50 weeks of the year.
  7. **Fruit adds interest to the landscape.** Walnuts, acorns, berries, samaras, crabapples, pods and many other fruits add another element of interest to the landscape and provide great benefit to wildlife.

### **Maintenance Recommendations**

1. **Keep the mowers and string trimmers away from trees and shrubs.** Mower "blight" typically causes more harm to young plantings than most insects and diseases combined.
2. **Mulching is beneficial when done properly.** Trees and shrubs should be mulched with a two to four inch layer of organic material (wood chips typically) spread in a five to six foot diameter circle around the trunk (or to the drip line). Avoid piling the mulch deeply or burying the base of trunks and stems. Trees and shrubs planted close together should be mulched in one large bed. Mulch breaks down and usually needs to be replaced every two to three years.
3. **Use only organic materials for mulch.** Do not use of rock mulch as it reduces soil fertility and reradiates heat back onto the plants.
4. **Plastic weed barriers and landscape fabric should not be used.** Weed barriers limit or prevent the healthy exchange of important gasses in the root zone and they often pull up and become unsightly over time.
5. **Hard edging (plastic or steel) is not necessary for most planting beds.** Edging limits the flexibility of the landscape to change over time and can actually increase maintenance requirements. Trench edging is preferred. It provides a more naturalized edge.
6. **Don't over-prune.** Not all trees should be single-stemmed or pruned to eight feet above the ground. The natural growth habit of trees and shrubs should be considered when pruning. Lower branches should be left on evergreens unless there are visual/safety issues that need be addressed. Lower branches should also be left on young deciduous trees until they are well established in the landscape.
7. **Grass and perennial plantings need to be cut back at least occasionally** which can be hard work if not adequately prepared. A brush mower or trimmer will come in handy. Prairie plantings require intense weed control and periodic mowing for the first three years to become well established. After establishment try to burn prairie plantings at recommended intervals.
8. **Strive for low maintenance landscapes** through diverse appropriate plant selection and placement. There is no such thing as a "no maintenance" landscape.

### **Additional Recommendations for Environmentally-Sound Landscapes**

1. **Embrace the natural – native plants, native landscapes, and native ecosystems.**
  - Learn to enjoy native plants and how they grow.
  - Let the landscape reflect our place on the Great Plains – Celebrate Nebraska!
  - Don't expect perfection in the landscape - be willing to put up with some rough edges.
  - Enjoy the dynamic and ever-changing nature of the landscape.
2. **Reduce the need for supplemental watering.**
  - Water is a finite resource that will only become more valuable as time goes on.
  - Emphasize plants that require little or no supplemental water to survive after establishment.
  - Zone plants according to natural moisture requirements.
  - Where possible, use drip and other low-output irrigation systems in place of high-volume spray heads.
  - Keep turf-irrigation to a minimum and avoid permanent in-ground sprinkler systems if possible.
3. **Reduce the reliance on fertilizers, herbicides and pesticides.**
  - Nitrates in streams and groundwater are often traced to misuse of fertilizers.
  - A vast palette of plants are available that require no supplemental fertilizing in most soils.
  - Most landscape plants grow better in soils with high organic matter.

*Let the landscape reflect  
our place on the Great  
Plains –  
Celebrate Nebraska!*

# PROJECT CHECK LIST – Trees for Nebraska Towns Initiative

Please fill out the check list below as you complete your project. Read through the list in its entirety before starting the project. Place a check mark in each box verifying that you have read and completed each step.

Questions? Contact Kendall Weyers at (402) 472-6693, [kweyers2@unl.edu](mailto:kweyers2@unl.edu),  
or Justin Evertson (402) 472-5045, [jeverson1@unl.edu](mailto:jeverson1@unl.edu).

## Prior to starting any physical work on the project:

- Project Agreement signed and returned to NSA.
- Plan and plant list submitted to, and approved by NSA.
- Notice to Proceed received.
- Project complies with local bidding requirements. For projects allocated \$10,000 or more in grant funds, evidence of bidding or price comparison has been submitted to NSA.
- Changes in plant list or design submitted to, and approved by NSA.

## Site Preparation and Planting:

- Site preparation done and tree locations flagged.
- All underground utilities have been marked (Digger's Hotline).
- Plant material inspected and approved by grant coordinator before being accepted from nursery provider.

Plants must comply with "Specifications for Partnership Projects". Look for damage to trunk and branches, signs of stress, check root systems for girdling/circling, etc. Deciduous trees with trunk caliper over 1.5" and evergreens over 6' tall must have prior approval from NSA.

***I inspected and approved plant material:***

Coordinator's signature \_\_\_\_\_ date \_\_\_\_\_

- B & B trees: Burlap and baskets removed or cut back to a depth of 12" into the planting hole.
- Plastic Pots: Checked for girdling/circling roots; any root issues fixed.
- Tree spade trees: 24" ball for every 1" caliper trunk.
- Important!** Planting depth is correct. First main lateral roots are no deeper than 2" below soil surface.
  - NSA requires that all trees planted at the improper depth be corrected. Save yourself money and do it right the first time! Be extremely careful if augering holes to prevent plants from settling too deep.
- Extra tree wraps, guards, ties etc. are removed from tree. Tree name tags should be left on the tree.
- Staking is done properly. Strap-like materials used to contact tree. No wire or wire through hose was used.



# Trees for Nebraska Towns Program (TNT)

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## 2013 Reimbursement Request Form

This form lists the rules governing reimbursement of projects funded through the Trees for Nebraska Towns Program (TNT) and includes the official reimbursement request form that must be completed before reimbursement can be made.

### Rules Governing Reimbursement

#### A. Eligible Reimbursable Costs (subject to the limitations noted):

1. Trees and Companion Plants: Costs of purchasing trees and appropriate companion plants (shrubs, perennials, ornamental grasses and/or groundcovers planted in association with trees for massing purposes and general project benefit). **At least 75% of grant funds must go toward the purchase of large maturing trees (trees that have the potential to grow at least 40 feet tall and at least 30 feet wide for deciduous trees and 20 feet wide for evergreens).** Additional tree planting requirements:
  - The average **direct cost of trees should not exceed \$200** (not including planting fee) per tree without prior approval of NSA.
  - Size range limitations for new plantings: **Deciduous Trees** should not exceed 1.5 inch trunk caliper (measured at 12 inches above the ground) and be well branched. **Evergreen Trees** should not exceed 6 feet tall and be well branched. Note: Anything larger shall require prior approval.
2. Plant Installation: Costs associated with installing plant material, including mulching and staking. Installation costs should not exceed 50% of plant material costs.
3. Site Preparation: Activity and materials necessary to prepare the project site for planting including removal of dead or dying trees, brush or other plants; *minor* soil improvement (including compost and/or topsoil); or grading or land forming necessary for proper site drainage. All grading work must be approved in advance by NSA to be eligible for reimbursement.

#### B. Eligible Matching Costs (costs not eligible for reimbursement but eligible for local match):

1. Eligible Grant Funded Costs: All eligible costs listed in item A above not reimbursed by grant funds automatically qualify for matching costs.
2. Project Design & Planning: Reasonable costs of planning, designing and preparing for the project **AFTER** grant funding is awarded.
3. Watering Supplies: The reasonable cost to purchase watering hoses, sprinklers, low-output irrigation supplies, water wagons, etc. to get water to plant material. Turf irrigation materials are not eligible.
4. Signage: The cost of signage indicating tree species or other related educational information. To qualify, such costs must be reviewed and approved in advance.
5. Educational activities: The costs associated with educating project representatives and/or caregivers about proper tree care and landscape stewardship practices. Costs cannot exceed 20% of total matching funds.
6. Initial Maintenance: The reasonable cost to properly care for trees and associated plantings for up to one year after planting. Eligible care activities include watering, weed control, re-mulching and removal of staking materials. Maintenance must be provided by city personnel, trained volunteers or a business normally involved in landscape care. A billing and/or activity summary must be submitted at the end of the first-year maintenance period.

#### C. Cash requirement: 50% of the required match amount must be cash (eligible materials or services paid with local funds).



## Trees for Nebraska Towns Program (TNT)

### Project Reimbursement Request Form

Project Name & Town: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Note: The reimbursement check will be mailed to this address unless noted otherwise.)

Make reimbursement check payable to: \_\_\_\_\_

(Note: The reimbursement check can not be made payable to any individuals or businesses).

Is the grant funded portion of the project completed? (yes or no) \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

1. Total value of project or this phase of project:  
(Include all matching and in-kind values) \_\_\_\_\_

2. Total value of in-kind and matching contributions: \_\_\_\_\_

4. **Total amount requested for reimbursement**  
(line 1 - line 2, not exceeding grant award): \_\_\_\_\_

- Reimbursement cannot exceed 50% of total project value.
- All reimbursed expenses must be verified by original invoice.

As the project coordinator or an agent of the project sponsor, I hereby claim reimbursement from the Nebraska Statewide Arboretum for the attached and itemized expenses. I certify that this report is correct and just; that all expenses were necessary expenses of the project and were incurred in accordance with the approved grant agreement, including any amendments thereto; and that progress of the work and services under the grant contract is satisfactory and consistent with the amount billed.

\_\_\_\_\_  
Signature of Project Representative Date

\_\_\_\_\_  
Name typed or printed Title