Thomas B Fitzgerald [redacted] [redacted] tfitz@itsmedia.net

October 27, 2026

VIA CERTIFIED MAIL
Custodian of Public Records Town of Vivian 112 W. Alabama Vivian, LA 71082

RE: Louisiana Public Records Act Request — Magnolia Tree Removal at Vivian Post Office

To the Custodian of Records:

Pursuant to the Louisiana Public Records Law, La. R.S. 44:1 et seq., I hereby request copies of all public records in the custody or control of the Town of Vivian concerning the proposed, authorized, or actual removal of the mature magnolia tree located at or adjacent to the United States Post Office in Vivian, Louisiana.

Specifically, I request the following records:

1. **Communications involving Mayor Ronnie Festavan:** All emails, text messages, letters, memoranda, electronic messages, and other written communications sent or received by Mayor Ronnie Festavan concerning the removal, proposed removal, condition, maintenance, or disposition of the magnolia tree.
2. **Communications with federal officials:** All correspondence, emails, text messages, and other written communications between any Town of Vivian official or employee and the office of U.S. Representative Mike Johnson, the United States Postal Service, or any other federal official or agency concerning the magnolia tree.
3. **Internal municipal communications:** All communications between the mayor, town council members, town clerk, public works personnel, and other municipal officials or employees concerning the tree or its removal, including communications conducted through personal email accounts or electronic devices to the extent they concern official municipal business and constitute public records.
4. **Authorization, Permits, and Decision-Making Records:** All documents concerning the decision to remove the tree, including written approvals, authorizations, directives, permit applications, issued or denied permits, work orders, requests for removal, and records identifying the person or entity requesting, approving, directing, or performing the removal. This request specifically includes any required municipal, state, or federal permits or approvals; applications or correspondence concerning such permits; documentation of any permit exemptions; and any records explaining or establishing why a permit or other authorization was determined to be unnecessary.
5. **Meeting records and public notice:** All meeting agendas, minutes, resolutions, supporting documents, public notices, and records of discussions or deliberations by the mayor, town council, or municipal committees concerning the removal of the tree.

6. **Tree assessments and supporting documentation:** Any arborist reports, inspections, photographs, safety assessments, complaints, maintenance records, or other documentation concerning the tree's health, structural condition, potential hazards, or justification for removal, including any evaluations of alternatives to complete removal.
7. **Contracts and expenditures:** Any contracts, bids, estimates, purchase orders, invoices, payment records, or other financial documents relating to the removal of the tree, including records reflecting the use or proposed use of municipal funds, equipment, personnel, or other public resources.
8. **Property ownership and jurisdiction:** Any documents in the Town's possession identifying ownership, maintenance responsibility, easements, agreements, or legal authority concerning the property on which the tree stands, including agreements with the United States Postal Service relevant to the tree or surrounding grounds.
9. **Public consultation and preservation:** Any records concerning public complaints, petitions, inquiries, historical recognition, preservation efforts, or public consultation regarding the tree or its proposed removal.

Timeframe: This request encompasses records created or received from January 1, 2023, through October 27, 2026, including any earlier documents still maintained by the Town that specifically establish ownership, maintenance responsibility, or authority for the tree's removal.

This request includes responsive records maintained in electronic or physical form, including attachments to electronic correspondence. It is limited to records concerning the identified magnolia tree and its removal.

Preservation of Records Given the ongoing nature of this matter, I request that the Town preserve all responsive records, including electronic communications, consistent with its obligations under La. R.S. 44:36.

Production and Response I request that responsive records be provided electronically to tfitz@itsmedia.net, preferably in their existing electronic formats. Please provide readily available records without delay and produce additional records as they become available.

If copying or transmission fees apply, please provide an itemized estimate before incurring any charges.

If any responsive records are withheld or redacted, please identify the specific legal authority supporting the withholding or redaction. If responsive records are not within the Town's custody or control, please provide the applicable written certification under La. R.S. 44:34.

Pursuant to La. R.S. 44:32, 44:33, and 44:35, I request timely production or a written determination and, where necessary, a reasonable estimate of the time required to fulfill this request within the applicable statutory periods.

Please acknowledge receipt of this request.

Thank you for your prompt attention to this matter.

Sincerely,

Thomas B Fitzgerald