



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: **Public Works Committee of the City of Stoughton**
Date /Time: **Tuesday, January 21, 2014 @ 6:00 PM**
Location: **Hall of Fame Room, City Hall (lower level) – 381 E. Main St, Stoughton, WI 53589**
Members: **Michael Engelberger - Chair, Tom Majewski, Tom Selsor - Vice Chair, Sonny Swangstu, May Donna Olson**

Item #	CALL TO ORDER
1	Communications

2	Reports: Activity, Street Openings, Yardwaste
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Item #	OLD BUSINESS
3	Update on Reducing Single Use Plastic Bags in City

Item #	NEW BUSINESS
4	Approve December 17, 2013 Meeting Minutes

5	Request from Tree Commission for Budget Adjustment to Support 6 Year Plan to Treat & Remove Ash Trees for Emerald Ash Borer (EAB)
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6	Request from Tree Commission to approve changes to Ordinance 64-14 Street Trees (member terms and number of members)
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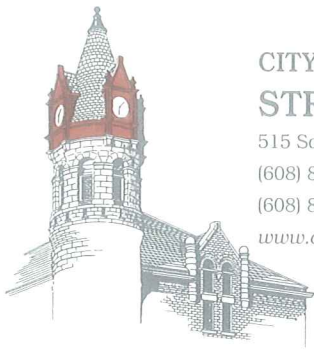
7	Future Agenda Items
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ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, Acting Clerk Pili Hougan, Tim Onsager Stoughton School District, Deb Blaney, Bill Livick Oregon Observer, Stoughton Newspaper/WI State Journal/Capital Times, Gerald Olsen - 317 Prospect Lane

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

NOTE: For security reasons, the front doors of the City Hall Building (including the elevator door) will be locked after 4:30 p.m. If you need to enter City Hall after that time, please use the Fifth Street entrance or if you are physically challenged and are in need of assistance, please call 873-6677 prior to 4:30 p.m.



CITY OF STOUGHTON
STREET DEPARTMENT

515 South Fourth Street, Stoughton, WI 53589
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www.cityofstoughton.com

KARL D. MANTHE
Street Superintendent
kmanthe@ci.stoughton.wi.us

**Activity Report
Streets & Parks
Department**

December 15, 2013 – January 15, 2014



I included a picture of an iceberg for this month's report because that's what it has felt like for the start of the year as we saw temperatures bottom out at minus 20 degrees with wind chills nearing 50 below zero. It has been many years since we have experienced frigid cold like this.

Crews have stayed busy dealing with the snow, ice, sleet and whatever Mother Nature can throw at us. It has been a crazy winter to say the least with more ice lately then snow and temperatures fluctuating 50 degrees within a week.

During the extreme cold days, crews took time to cleanup snow removal equipment, with washing and waxing plow trucks and other vehicles in the fleet.

Crews have started Christmas tree collection. Crews are chipping trees and will be out for the entire month of January.

Crews took down Christmas decoration and seasonal banners from downtown light poles.

Crews have started trimming trees during the winter tree pruning maintenance program. Crew will be out daily except for snow events until the end of March. Crews will also remove trees while out pruning if tree condition meets criteria.

Tree Commission continues to work with McKay Nursery to finalize brochure for Heggstad Arboretum located in Racetrack Park and is also working on completing Emerald Ash Borer (EAB) Plan. Staff is also working on updating Tree Inventory now that some minor web hosting issues have been taken care of.

The Fleet Maintenance Manager continues to perform preventive maintenance, perform repairs, and fabricate improvements to city wide fleet. Monitor winter snow removal equipment for repairs.

Parks Department continues to perform sidewalk snow removal and ice rink activities.

S:\public works\Activity Reports\Activity Report - December 15, 2013 - January 15, 2014.doc



Other tasks completed during the last month include; dumping trash barrels downtown, check sand barrels, cleaning fleet and garage, monitor water levels at dam, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection) repair downtown street lights and traffic signals.

Hope you had a great Holiday and Well Wishes for a Great Year in 2014.

Can't wait for summer!!!!!!!!!! ☺

Respectfully Submitted,

Karl D. Manthe

Karl D. Manthe
Street Superintendent

2014 Street Opening Permits

#	Street Name	Block	Date		By	Amt Paid	Date Paid	Contact	Phone	Reason For Opening	Date		Status #
			Opened	Closed							Closed	Status #	
1	Prairie St	409	1/24/14		A T & T			Justin LeRoy	920-288-8991	place fiber cable	2/24/14		
2													
3													
4													
5													
6													
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2013 Street Opening Permits

31	Veterans Rd	(VOIDED)	809	7/30/13	Alliant				Rob Nachreiner		install natural gas service	8/20/13	
32	Harding St		124	7/31/13	Fuller Exc	\$	100.00		Brad Fuller	873-7098	sewer replacement	7/31/13	3
33	US Hwy 51		1925	9/13/13	A T T	\$	50.00		Brian Scholz	282-6899	boring - new fiber cables	10/4/13	1
34	Ridge St		726	8/26/13	Alliant	\$	50.00		Steve Schuett	877-1650	retire gas service	10/1/13	1
35	Harrison St, N		225	8/20/13	Util	\$	50.00		Martin Seffens	877-7430	replace leaking curb stop	8/20/13	1
36	Academy St		601	8/27/13	Fuller Exc	\$	150.00		Brad Fuller	873-7098	sewer repair	8/27/13	1
37	Hamilton St		800	8/28/13	Sto Util	\$	100.00		Chip Vike	877-7430	repair leaking water lateral	8/28/13	2
38	Lincoln Ave		216	9/9/13	Alliant	\$	50.00		Steve Schuett	877-1650	installing gas service	10/9/13	1
39	Hill St,		533	9/6/13	Peckham	\$	100.00		Donovan Peckham	206-6888	install sewer lateral	9/10/13	1
40	Nygaard St		1201	9/9/13	Fox & Son	\$	150.00		Bill Fox	884-3266	sewer & water installation	9/12/13	1
41	Hilldale Lane		709	10/2/13	Alliant	\$	50.00		Rob Nachreiner	877-1642	install gas service	11/2/13	3
42	US Hwy 51		1525	11/13/13	Blackhawk	\$	50.00		Fanning Excav	314-1432	taking out median in entryway	11/20/13	
43	Hilldale Lane		732	10/28/13	Alliant	\$	50.00		Steve Schuett	877-1650	install gas service	12/2/13	
44	Hilldale Lane		801	10/28/13	Alliant	\$	50.00		Steve Schuett	877-1650	install gas service	12/2/13	
45	Dunkirk Ave		830	5/20/13	All Serv Spec	\$	50.00		Matt Wingrove	443-6889	replaced steps	5/20/13	1
46	Industrial Circle		400	11/4/13	Pertzborn	\$	150.00		Jesse Pertzborn	256-3900	install new watermain	11/8/13	
47	Lake Woods Way		2316	10/30/13	Alliant						install gas service	11/30/13	
48	Eisenhower		932	10/29/13	Fuller Exc	\$	50.00		Brad Fuller	873-7098	sewer repair	10/29/13	
49	Garden ave		1217	10/30/13	Monona Plumb	\$	50.00		Jen Post	273-4556	sewer repair	10/30/13	
50	Lowell St		508	10/23/13	Fox Const				Bill Fox	774-0883	replace manhole	10/23/13	
51	Lowell St		524	10/22/13	Fox Const				Bill Fox	774-0883	replace manhole	10/22/13	
52	Main St W		124	11/8/13	Alliant				Steve Schuett	877-1650	retire gas service	12/31/13	
53	Madison St, N		103	11/4/13	Sto Util				Chip Vike	877-7430	replace curbstop	11/4/13	
54	Forrest St		207	11/18/13	A T T				Brian Scholz	282-6899	place fiber cable	??	
55	Van Buren, N & Roby Rd	inter		11/15/13	Sto Util					877-7430	repair water main	11/15/13	
56	US Hwy 51-Mayville Eng			11/25/13	Charter	\$	50.00		Nick Fischer	209-8655	fiber optic install	12/25/13	
57	Hoel/McComb - Summit			11/25/13	Charter	\$	50.00		Nick Fischer	209-8655	fiber optic install	12/25/13	
58	Eighth St		616	11/21/13	Alliant	\$	50.00		Steve Schuett	877-1650	install gas service	12/31/13	
59	Mandt Plwy (WWPlant)			11/26/13	Util -WW				Midwest Tree	752-4330	expose gas/water put in electric	11/26/13	
60	East Street		1127	12/2/13	A T T				Brian Scholz	282-6899	bury drop wire to new pole	12/16/13	
61	Mandt Plwy		400	11/29/13	Util				Chip Vike	877-7430	replace valve	11/29/13	
62	West St		432	12/26/13	A T T	\$	50.00		Justin LeRoy	920-288-8991	place fiber cable	1/24/13	
63	Page St		1602	12/26/13	A T T	\$	50.00		Justin LeRoy	920-288-8991	place v-Rad cabinet	1/24/13	

1=Ok, 2=Sawcut, 3=Terrace, 4=Other, 5=Not Completed



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KARL D. MANTHE
Street Superintendent
kmanthe@ci.stoughton.wi.us

Date: January 15, 2014
To: Public Works Committee
From: Karl D. Manthe – Street Superintendent
Subject: Update on Reducing Single Use Plastic Bags

Working with the Media Services Department, on Wednesday January 8, 2014 we sent out a notification to residents who had signed up for snow emergencies if they would be willing to sign up for notification and surveys on city services and business.

We are in the process now of building the data base of emails so when we send the survey out to residents we will get a good number of responses that will assist with decision making on how we proceed with reducing single use plastic bags.

As we move forward on this issue, it will be beneficial for the city to have adequate information based on a strong number of survey responses.

Please let me know if you have any questions



Public Works Committee
Tuesday December 17, 2013 at 6:00 PM
Hall of Fame Room, 381 E Main St

Members Present: Alderpersons; Tom Selsor, Michael Engelberger, Sonny Swangstu, Tom Majewski, and Mayor Donna Olson

Absent/ Excused:

Staff: Street Superintendent Karl Manthe, Street Department Secretary Vickie Erdahl, Planning Director Rodney Scheel

Guests: Larry Eifert

Call to Order: Engelberger called the Public Works Meeting to order at 6:00 PM

1) **Communications:** *Manthe* reported that the E-Waste collection had started and that there was a great response. *Manthe* informed that committee that the following projects that have been extended to 2014 – Forton St Hill (wall), windows at the Parks Dept. and stormwater greenway sediment cleaning project behind the bowling alley.

2) **Activity Reports:** (*Manthe* reported)

- Starting off to be a long cold winter, crews have already been busy dealing with snow plowing events. The first one wasn't too bad as about 3 inches of snow fell. The second snow event was larger with 5.0 inches of light fluffy snow. Street crew applied anti-icing blend 80/20 before second snow event. Parks employees cleaned city sidewalks after both snow events.
- Leaf collection was extended one additional week because of the first snow event. The 2 leaf vacuums collected 189 loads for 4,725 yards during the seven weeks of collection. Street sweepers collected another 129 loads of leaves for 640 yards.
- Yardwaste Site closed for the year. There were 852 permits sold to city residents this season (sold 750 in 2012) and issued 171 permits to Dunkirk Township residents. Brush pile is scheduled to be mulched the week of December 9th.
- Tree stump removal didn't get completed this fall and will continue in spring.
- Crews have started trimming trees during the winter tree pruning maintenance program. Crews also removed a couple trees while out pruning.
- McKay Nursery came in to plant 23 Crabapple Trees at Racetrack Park as part of the Nelson Global project that required moving Heggstad Arboretum. Remaining trees will be planted in spring of 2014.
- Crews installed curb markers in parking lots and cemeteries to prevent damage to curbs from snow removal equipment.
- Fall cleanup in Riverside and Wheeler Prairie Cemeteries. Plastic flowers, flower pots and fall decorations removed. Wreaths and blankets are allowed during winter season and must be removed by April 1.
- The Fleet Maintenance Manager continues to perform preventive maintenance, perform repairs, and fabricate improvements to city wide fleet. Winter equipment has been installed and is monitored for repairs after each snow events.
- Parks Department is down to sidewalk snow removal and ice rink activities for the remainder of the year.
- Other tasks completed during the last month include; hauling yard waste, dumping trash barrels downtown and cemeteries, put out and check sand barrels, cleaning fleet and

garage, monitor water levels at dam, garage safety inspections (fire extinguishers, eye wash stations, exit lights, fall protection) repair downtown street lights and traffic signals.

Manthe reported out accomplishments for the year 2013.

- Change in **Brush Collection Schedule** that allowed Street Department crews to work and complete more street and stormwater maintenance items (spray patching, street sweeping, street painting, greenway maintenance, silt removal, etc.).
- Creation of **E-Waste Drop off** container at Street Department for city residents for no charge.
- **Vehicle & Employee Safety**, no at fault motor vehicle accidents by Street & Parks Department full time employees. Through the end of November, there was 69,737 miles and 3,569 hours this year put on Street & Parks Department fleet. Out of 12 full time employees who worked a combined total of 24,960 hours, tentatively will have only 1 workers comp claim that will result in only 168 hours lost time.
- **Turf Management Policy**. Parks Department is now able to treat parks and other city owned green space to control broadleaf weeds to improve the appearance and safety of parks system.
- **Compliance with Department of Safety and Professional Services**. Spent many hours to update/modify required written safety programs and train staff that included; Personal Protective Equipment (PPE), Respiratory Protection, Blood Borne Pathogens, Hazard Communications, Energy Control Program (lockout/tagout), Hearing Conservation, Confined Space, and Fall Protection
- **Wood Recycling Program**, City has partnerships with Stoughton School and Cummins to increase wood recycling program to recycle trees removed by city staff. In the process of making a solar powered kiln to dry boards that can be used for city projects and by local artists. City also planted 217 trees this year to replace trees removed.
- Completed **Tree Inventory** of city parkrow trees and public lands. Inventory also assisted with providing information to develop Emerald Ash Borer Plan (EAB)
- **Awarded Grants** for Recycling Program, Streambank Restoration, Local Road Improvement Plan, and Tree Inventory that totaled \$165,000 dollars.
- Assisted city staff and attorney with mediations to resolve **East Main Street Pavement** issue. City negotiated with contractors resulting in a \$107,000 dollars savings due to unsatisfactory pavement.
- **Public Works Facility Space Needs Study** was completed and identifies the needs to properly address space needs for Street & Parks Department fleet, fleet maintenance for all city fleet, and employee space needs. Potential site is Listol property located off County Highway A and Racetrack Road

New Business:

- 3) **Approve November 19, 2013 Meeting Minutes:** Motion by Selsor seconded by Majewski to approve minutes. Motion carried 4-0.
- 4) **Reconsider Request to Allow Fence in City Right of Way at 924 W Main Street:** *Scheel* addressed the committee regarding the situation as to how the fence was positioned, the vision triangle issues and that it appears the fence encroaches into the city right-of-way along Gjertson Street. *Scheel* explained that staff provided *Mr. Eifert* information about the code requirements for the fence installation and believed he understood where the property lines are located.

Prior to the November Public Works Committee meeting, application materials describing *Mr. Eifert's* request had not been provided. Such materials would outline a specific request by the applicant with a diagram showing requested infringement locations into the rights-of-way. Since staff had not been provided a specific request to review, the Planning Department was not represented at the Public Works Committee meeting in November. However, *Mr. Eifert* met with the Committee at that meeting and the committee said they would let him have the fence in the right-of-way with a special permit that Street Superintendent *Manthe* would draft. In the days following the meeting, the Planning Department learned of the Committee's action and raised questions that warranted a second look at this situation before issuing a permit to allow private property in the public rights-of-way.

Selsor asked if this can be reconsidered and Chairperson *Engelberger* indicated it can. *Manthe* had been drafting the special permit and had asked the committee to review. From the feedback received it was decided to hold off issuing the permit and bring this issue to the December Public Works meeting for more discussion. The permit was never finalized.

Motion by Selsor seconded by Engelberger to reconsider the motion made at the November 19, 2013 meeting that allowed the fence to remain as is in the right-of-way on Gjertson Street. Motion carried 4-0-1 (with the Mayor voting yes) (Swangstu abstaining from the vote).

Alderman *Majewski* arrived at 6:30 pm.

Mr. Eifert stated that he did give the Planning Department information and wasn't sure where his property lines were and after the fence was installed it became an issue. He indicated the Planning Department told him that he could take his appeal to the Public Works Committee.

Mr. Eifert stated that most of his conversations were with Assistant Planner, *Michael Stacey* and questioned whether *Mr. Scheel* understood the interaction and discussions they held. *Mr. Scheel* indicated *Mr. Stacey* had provided him the information on which he was basing his comments.

Multiple members agreed that this issue, if left as is, would set some type of precedence when other residents deviate from the requirements. The City continues to pursue violations such as vision triangle encroachments; some of which require the issuance of tickets.

Mr. Eifert left the meeting.

The committee decided that the property lines should be determined and the fence should be installed to fully comply with the ordinances, including any encroachments into the public right-of-way.

Motion by Selsor, seconded by Mayor Olson to deny a request to allow the fence to be in the Gjertson Street right-of-way and that the fence is brought into full compliance with City Ordinances by May 14, 2014. Motion carried 4-0 with the Mayor voting yes.

In addition, the Committee directed staff to send out an informational letter to the owner at 215 S. Gjertson Street to reinforce that their parking arrangement that utilizes the public right-of-way will be affected when sidewalks are installed on the east side of Gjertson Street. There is currently no schedule for installation of sidewalks at this location.

- 5) **Update on Reducing Single Use Plastic Bags in City:** *Manthe* informed the committee that he has been working with *Bill Brehm* on creating a database to send out the survey on the cities website. The goal is to a great response from the community.

Manthe also spoke with the SWAPS group – none who are currently involved with this situation and were not aware of any bans in Dane County. They did, however, know of few communities that had worked something out with their trash contractors to pick the bags up with recyclables collection however there was a process to that needed to be followed.

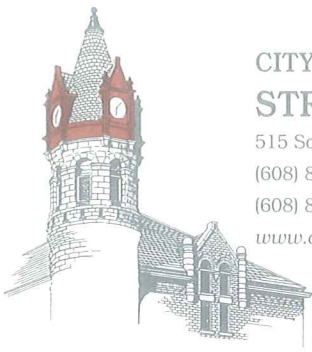
Manthe will ask Johns Disposal if they have a program or would they consider trying something to alleviate the waste.

Mayor Olson suggested having discussions with local businesses to see how a ban would affect them and what their current costs are. A better idea would be not to ban, but reduce the use and encourage using reusable bags – perhaps an article could be put in the Tower Times stating the facts about single use bags in order to educate the community.

6) **Future Agenda Items:** Tree Commission structure, Emerald Ash Borer Plan

Moved by Selsor, seconded by Swangstu to adjourn meeting at 7:30 pm. Motion carried 4-0.

Respectfully submitted by Vickie Erdahl, Admin. Asst. 12/20/13



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KARL D. MANTHE
Street Superintendent
kmanthe@ci.stoughton.wi.us

Date: January 15, 2014

To: Public Works Committee

From: Karl D. Manthe – Street Superintendent

Subject: Request from Tree Commission for Budget Amendment to address Emerald Ash Borer

At the January 8, 2014 Tree Commission meeting, the committee discussed the plan to address Emerald Ash Borer (EAB). The plan is a 6 year plan and combines proactive treatment and removal to help limit the spread of EAB.

Although the Street Department increased the 2014 budget for tree trimming/removal (100-53300-215, Urban Forestry Offer) to \$25,000 dollars, the increased budgeted funds was planned to address “High Priority” trees identified in the Tree Inventory completed in 2013. This additional request is strictly for addressing EAB.

The proposed 6 year plan (included in packet) addresses Ash trees that will be treated to prevent EAB or have ash trees removed that are considered high priority removals.

Please let me know if you have any questions.



Tree Commission Meeting Minutes

Wednesday, January 8, 2014 at 6:30 PM

Hall of Fame Room at City Hall, 381 E Main, Stoughton, WI

Members Present: Tom Selsor, Jay Schotzko, Kevin Short, John Archer, Randy Nelson

Absent & Excused: Bonnie Kennedy and Dave Moyer

Guest: Karl Manthe, Street Superintendent and Eric Seidel – McKay's

Call to order: Meeting called to order at 6:30 PM by Schotzko

- 1) **Communications:** *Nelson* discussed a letter he received from the Syttende Mai Committee regarding a chain sawing event the Commission was thinking of doing again on a larger scale during Syttende Mai. This item will be placed on the February agenda.

Nelson also reported on a cold weather study of the Emerald Ash Borer. This report will be posted online for all to see and read if interested.

- 2) **Reports:** *NONE* – *Manthe* stated crews were busy with snow / ice events. Tree trimming will begin as the weather gets warmer.

- 3) **Heggestad Crabapple Arboretum Update & Brochure:** *Eric Seidel* from *McKay's Nursery* reported the fall planting of crabapple trees and the upcoming spring planting. Seven species were unavailable and Mr. Seidel is working with Moyer on replacements for them with the final list being available at the February meeting. When the spring planting is finalized, *Seidel* asked that mulch and water is available.

Seidel requested: Better T.C. logo file and bio/picture of Dr. Heggestad {*Moyer* actually worked on the original project with Dr. Heggestad} to be incorporated into the brochure. Some suggestions made from *Mr. Seidel* was an insert to use for training purposes (i.e. kids on a field trip) or posting the brochure to website if people interested in donating to the arboretum. The committee requested the support text with twitter and face book be removed. McKay will print 100 copies in color of the approved brochure and then send us the file to use in the future.

Kardasz suggested checking into the Arbor Day Foundation for grants and such things that are available to apply for to help with tree projects.

- 4) **Emerald Ash Borer Plan Update & Discussion:** An original proposal was introduced by *Selsor* at the December meeting which included a six year plan for removal of 25% of the total ash population and treatment of 25% of the ashes that meet the required health stipulations. The total estimated cost is \$156,000 with \$72,000 needed for the year 2014.

Nelson distributed a report with cost analysis from the current tree inventory for tree removal and treatment for the ash trees in the City of Stoughton for the next several years beginning with the "high priority" trees. The goal is to remove 25% of the ash trees in 2014. This work may be contracted out as the commission would like to be pro-active in this situation as EAB has surrounded the city. Also, included in the report was the same information of all the other trees removals in Stoughton lumped under the category non-ash trees.

Treatment cost information was provided, if done in-house, or contracted out using the count of 75 trees per year to reach the goal of 25% of the ash trees that are rated as excellent or good with an average dbh of 12 inches. *Short* also provided an analysis from the tree inventory which provided a count of ash trees that qualify with the following breakdown – 80 White Ash and 70 Green Ash. Weather is a critical factor when treating the trees and lower doses can be used if done in advance before the borer is found. Generally when the bug is found the determination after investigating is that the bug has been around for 3-5 years.

Stump grinding and tree replacement will be dealt with at a later time as the focus is on removing the trees so the bug cannot spread the disease.

Discussion from the committee : 1) This problem needs to be addressed and should be forwarded to the Public Works Committee to request extra funds and include a timeline for the work with a reassessment in the fall to determine the needs for the following year. 2) A question was asked regarding what is being done on determining where a marshalling yard will be if the plan is put into action, what if the bug is found then there will be even more wood and what about private trees? 3) Any consideration of using the requested funds for hiring someone in Stoughton and keep the monies in the community instead of contracting out to companies outside of Stoughton. 4) The current budget amount for tree removal should be used for non-ash trees.

Motion by Selsor, seconded by Archer to forward the request to approve the six year plan for the proactive removal and treatment of 25% of Stoughton's ash trees to the Public Works Committee and for the Public Works Committee to find a way to fund the request of \$72,000 for the 2014 project. Motion carried 4-0

- 5) Approval of minutes from December 11 & 18, 2013 Meetings: Motion by Selsor, seconded by Short to approve the minutes. Carried 4-0.
- 6) Future Agenda Items: Crabapple Arboretum Report / Brochure / Map, EAB Plan, Wood Carving Event (Sytende Mai)

Motion by Selsor seconded by Short to adjourn the meeting at 8:00 p.m. Respectfully submitted 1/--/14, Vickie Erdahl
- Staff

Stoughton Proposed Response Plan Regarding Emerald Ash Borer Infestation of City Ash Trees

Current Inventory: Approximately 642 Ash trees currently identified on City property

Plan of Action:

- 1) Give Ash trees priority on list of dead, marginal, weak or unsafe City trees recommended for removal. Accelerate schedule to insure full removal of 25% of Ash trees by end of 2015.

Estimated 25% of existing trees creates cost of \$120,000 at 160 trees at \$750 average per removal.

Cost per year is \$60,000

Contract out a portion or all of this work to avoid disruption to Street Department scheduling and workforce with City Forester to supervise planning and quality control.

- 2) Begin treatment of selected specimen and heritage trees based on health, location, and prominence for protection from infestation. Three treatments over 6 years with all first treatments completed in 2014.

Estimate 25% of existing trees at 3 treatments over 6 years creates 160 trees at cost of \$12,000 in first year and \$4,800 per year over the next 5 years ($2 \times 12,000 \div 5$).

This work might be done most efficiently by City personnel since it requires less equipment, less risk and liability, and can be more easily worked into an existing work schedule.

- 3) The remaining 290 trees could be monitored for health, safety, and infestation with a plan based on these results to be developed by mid-2015 for future action as needed.

Financial Summary

2014

60,000 Removal
12,000 Treatment

72,000 Total

2015

60,000 Removal
-0- Treatment

60,000 Total

2016

6,000 Treatment/Total

2017

6,000 Treatment/Total

2018

6,000 Treatment/Total

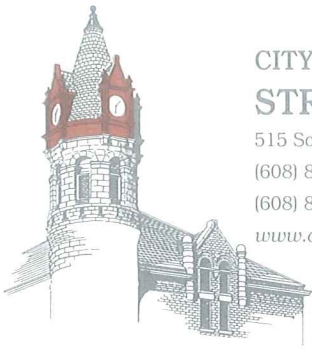
2019

6,000 Treatment/Total

Total Cost \$156,000 As Proposed (Leaves 290 trees as is)

Average Cost /Year over 6 Years \$30,000

*Note: Does not include cost of disposal or of replacement trees



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KARL D. MANTHE
Street Superintendent
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Date: January 15, 2014
To: Public Works Committee
From: Karl D. Manthe – Street Superintendent
Subject: Tree Commission Member Terms & Structure

At the December 11, 2013 tree Commission meeting, the committee discussed the terms of members and the structure of the Tree Commission as to how many members should sit on the commission.

As for the terms, many members would have terms expire in the same year, potentially having new members with limited experience. By rearranging the terms, the Tree Commission will remain strong and experienced every year if members decide not to be re-appointed.

As for the structure, the Tree Commission is reducing number of members serving on committee from nine (9) down to eight (8). There are also some minor changes to where members reside from to form the committee that go hand in hand with the number of members.

Staff supports and recommends this change.

Please let me know if you have any questions.



Tree Commission Meeting Minutes

Wednesday, December 11, 2013 at 6:30 PM

Hall of Fame Room at City Hall, 381 E Main, Stoughton, WI

Members Present: Tom Selsor, Jay Schotzko, Bonnie Kennedy, Dave Moyer, John Archer, Randy Nelson

Absent & Excused: Kevin Short, Bob Kardasz and Rick Gullickson

Guest: Karl Manthe, Street Superintendent

Call to order: Meeting called to order at 6:30 PM by Schotzko

- 1) **Communications:** *Nelson* reported on a wood utilization workshop that he attended which showed how to determine if a tree had board value in order to recycle and what should be kept or tossed as waste. Wood can still be chipped for usage and if not used can be kept and turned into soil. Firewood is an option – but need a market. Another avenue is to treat the trees – the city needs more info. On this as people are inquiring about what time of options they have. *Moyer* stated that *Moyers Inc* Nursery will be hosting an event in the spring on Emerald Ash Borer (all aspects) to create public awareness.
- 2) **Reports:** *Manthe* stated why there was little activity on the report and the inability to get numbers according to the tree inventory. At the November meeting it was asked what the value of trees was and from the inventory it was \$7,557,499.52 which, of course, will be ever changing as trees are removed, planted or grow. *Schotzko* stated that since we have a donation account for the tree commission he felt there should be a report out on the monies in that account. Also there was discussion concerning any monies coming from other partners on sales – this will be looked into.
- 3) **Heggestad Crabapple Arboretum Update & Brochure:** *Moyer* reported that he had been working with McKay Nursery and that 23 approved trees were planted at the Crabapple Arboretum. These trees were either B/B or container grown with an average size of 1 ½". The trees were planted by hand and checked by *Moyer* for stability. Trees still need be checked to make sure they were mulched. The additional trees that will be planted in the spring will be disease resistant new varieties and will also be B/B or container grown.

Schotzko also had spoken with Mr. Seidel about getting the new varieties approved. Also the brochure and map need to be completed. Suggestions regarding changes to the brochure were: sentence structure, spelling, spacing, bolding header and having the Tree Commission logo put on the form. The errors will be listed and forwarded to Mr. Seidel. *Schotzko* will keep in touch with Mr. Seidel. Mr. Seidel will be finished with the materials and attend the January 2014 meeting.
- 4) **Proposed Structure of Tree Commission Board:** *Manthe* informed the committee that the vacant position was not going to be filled due to enough members. *Manthe* also asked that the terms served be staggered because the current terms have multiple members grouped in one or two years. The Mayor will need to reappoint the members and change the terms. **Motion by Moyer seconded by Kennedy to recommend to the Public Works Committee to accept the changes to the membership terms and verbiage in Ordinance 64-14 street trees. Motion carried 5-0.**
- 5) **Approval of minutes from November 6, 2013 Meeting:** Motion by Moyer, seconded by Kennedy to approve the minutes. Carried 5-0.

At this time, *Schotzko* stated that after reviewing *Roberts Rules*, asked about where the minutes are placed on the agenda and should they be placed under old business? *Moyer* stated that no motions can be made on new business items. *Manthe* will discuss with the acting City Clerk whether this item needs to be moved on the agenda.

Schotzko also asked if he must, as chair, recognize someone to speak feeling that it may be to formal.

- 6) **Emerald Ash Borer Discussion (Selsor):** *Selsor* stated that he would like the committee and the City of Stoughton to be pro-active not reactive in this situation now that the borer is surrounding the city and probably is in Stoughton but yet to be discovered. *Selsor* feels that the issue is not being addressed properly. Many good articles are being published in the newspaper to educate the public and let them know how devastating and costly this will be to the community. We need to save trees, if possible, and the costs to save the trees is less than removing them – however this needs to be calculated out and also the treatment plans need to be investigated and understood to make a final decision. *Selsor* feels that the city arborist should be working on this issue full time and if the street department needs help in other areas than monies should come from the contingency / surplus account.

Schotzko suggested that an ad-hoc committee be formed to work on the plan and meet multiple times before the next tree commission meeting to get it finished and in place by March 2014. A meeting has been scheduled for Wednesday, December 18, 2013 @ 6:00pm in the Hall of Fame room in City Hall.

- 7) **Review EAB Plan:** Other communities will be contacted who have already dealt with the borer for suggestions. The current plan will be reviewed and will include but not limited to:
- Treatment options for the city to use and also residents for their private trees or adopt a city tree. The spring as is the time you should do injections and information on costs and when to do the injections
 - list of city ash trees – prioritize how the trees will be dealt with according to their rating in the tree inventory (remove immediately, within the year, etc)
 - list of “good” ash tree candidates to be saved
 - costs involved with treating and removal over multiple years

- 8) **Future Agenda Items:** Crabapple Arboretum Report / Brochure / Map, EAB Plan

Motion by Selsor seconded by Kennedy to adjourn the meeting at 7:55 p.m. Respectfully submitted 12/12/13, Vickie Erdahl - Staff

Sec. 64-14. Street trees.

(a)

Purpose. It is the purpose of this section:

(1)

To protect against dangerous conditions which may result in injury to persons or damage to property in public areas of the city.

(2)

To maintain plant health and guard against the spread of diseases and insect pests.

(3)

To regulate and control the planting, removal, maintenance and protection of trees, shrubs and other plants on the public streets, parkways and other municipally owned property within the city. This may include the identification and protection of trees with historic value or having unusual qualities.

(4)

To prescribe penalties for violations of the provisions set forth by this section.

(b)

Authority and power. There is created and established a tree commission for the city, which shall consist of nine ~~nine~~ **eight** members, seven ~~seven~~ **six** of whom shall be residents of the city. The remaining two members may reside in a neighboring township within the Stoughton School District. One of the members shall be from the city council and appointed by the mayor. Six ~~Six~~ **five** citizen members shall also be appointed by the mayor. The eighth ~~eight~~ **seventh** member shall be appointed by the utilities director and shall be a non-voting member. The ninth ~~ninth~~ **eighth** member shall be appointed by the street superintendent and shall be a non-voting member. All members shall serve without pay. The members of the commission will elect one member as chair and one member as vice-chair annually.

(c)

Duties. The duties of the tree commission shall be:

(1)

To study the problems and determine the needs of the city as they relate to tree planting, protection and maintenance.

(2)

To recommend to the street superintendent, the type and kind of trees to be planted in public places such as municipal streets or parks as designated.

(3)

To assist the city with the dissemination of news and information with regard to the selection, planting and maintenance of trees.

(4)

To help educate the public on the value of trees.

(5)

To pursue grant monies to promote a healthy urban forest.

(d)

Term of office. The seven ~~seven~~ **six** members appointed by the mayor shall be appointed as follows: One council member for one year and six ~~six~~ **five** citizen members for three years. Successors to those citizen members appointed by the mayor shall be appointed for terms of three years. Vacancies caused by death, resignation or otherwise, shall be filled for the unexpired term in the same manner as original appointments are made. A member of the tree commission may be removed by the mayor with approval of a majority of the city council.

(e)

Applicability. This section provides full power and authority over all trees, shrubs and other plants located within street right-of-way, city and municipal utility easements, parks and public places of the city and to trees, plants and shrubs located on private property that constitute a hazard or threat as described herein. The commission shall make recommendations to the public works committee on such rules and regulations as it may deem appropriate for carrying out the purpose of this section.

(f)

Licensing. It shall be unlawful for any person to engage in the business of planting, pruning, removing, spraying or otherwise treating trees, or woody plants within the city without first producing evidence of certification/license before the city, pursuant to [§ 14-311](#)

(g)

Permits.

(1)

Required. No person shall plant or remove a tree from a public area, without first obtaining a written permit from the street superintendent for which no fee shall be charged. If an activity entails the felling of any tree or part thereof, located on private property, which as a result of such felling reasonably may be expected to fall upon city-owned property, a permit must be obtained.

The application must:

a.

State the applicant's name and address and must be signed by the applicant.

b.

Indicate in detail, the location, number, size and species of trees, shrubs or other plants that will be affected by such action.

c.

Include additional information that the commission may find reasonably necessary.

(2)

Performance of work. The applicant agrees to perform the work for which the permit is sought in accordance with the provisions of this section.

(3)

Standards and specifications list. If the requested plant material is on the tree commission standard and specifications list, which is not set out herein but is on file in the street superintendent's office, the permit may be signed by the street superintendent. Requests for plant material not appearing on said list must be submitted to the city forester for approval prior to signing by the street superintendent.

(4)

Denial. The commission has the authority to deny a permit if the request is not in accordance with the provisions of this section.

(Code 1986, § 8.11; Ord. No. 0-6-2011, 3-22-2011; Ord. No. 0-6-2012, § 1, 3-27-2012; Ord. No. 0-13-2013, 7-23-2013)

Tree Commission

1. John Archer 3 yr 2014
 2. Kevin Short 3 yr 2014
 3. Jay Schotzko- Chair 3 yr 2015
 4. Bonnie Kennedy 3 yr 2016
 5. Dave Moyer 3 yr 2016
 6. Tom Selsor – Council 1 yr 2014
 7. Bob Kardasz – Council ex-officio
 8. Randy Nelson – staff ex-officio
- Vickie Erdahl – staff administrative

December 5, 2013

CITY OF STOUGHTON, 381 E. Main Street, Stoughton, WI 53589

ORDINANCE OF COMMON COUNCIL COMMITTEE

To amend Section 64-14(b)(d) related to the Tree Commission- Authority and power & Terms of office

Committee Action: Approved 4-0

Fiscal Impact: None

File Number: O- 5 - 2014

Date Introduced: January 28, 2014 (1 st reading)
February 11, 2014 (2 nd reading)

The Common Council of the City of Stoughton do ordain as follows:

Sec. 64-14 (b) – Authority and power.

Authority and power. There is created and established a tree commission for the city, which shall consist of eight members, six of whom shall be residents of the city. The remaining two members may reside in a neighboring township within the Stoughton School District. One of the members shall be from the city council and appointed by the mayor. Five citizen members shall also be appointed by the mayor. The seventh member shall be appointed by the utilities director and shall be a non-voting member. The eighth member shall be appointed by the street superintendent and shall be a non-voting member. All members shall serve without pay. The members of the commission will elect one member as chair and one member as vice-chair annually.

Sec 64-14 (d) – Term of Office

Term of office. The six members appointed by the mayor shall be appointed as follows: One council member for one year and five citizen members for three years. Successors to those citizen members appointed by the mayor shall be appointed for terms of three years. Vacancies caused by death, resignation or otherwise, shall be filled for the unexpired term in the same manner as original appointments are made. A member of the tree commission may be removed by the mayor with approval of a majority of the city council.

This ordinance shall be in full force and effect from and after its date of publication.

Dates

Council Adopted: _____

Mayor Approved: _____

Published: _____

Attest: _____

Donna Olson, Mayor

Maria Hougan, Acting City Clerk