

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Tree Commission of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Date /Time:

Location:

Members:

TREE COMMISSION OF THE CITY OF STOUGHTON

Wednesday, August 14, 2013 @ 6:30 p.m.

Hall of Fame Room/City Hall (381 E Main St, Stoughton WI 53589)

Jay Schotzko, Kevin Short, Dave Moyer, John Archer, Bonnie Kennedy, Alderperson Tom Selsor, Urban Forester Randy Nelson, Street Department Foreman Rick Gullickson, Stoughton Utilities Director Bob Kardasz and Mayor Donna Olson

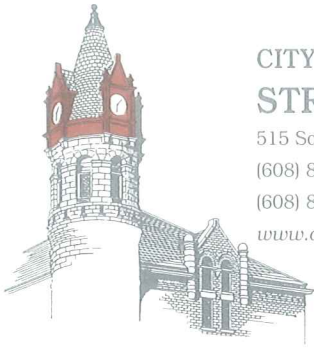
Item #	CALL TO ORDER
1	Communications
Item #	OLD BUSINESS
2	EAB Plan – Treatment and Permit
3	ATC Grant Application
4	Street Department Budgeting & Staffing Needs (Letter from Jay)
Item #	NEW BUSINESS
5	Approve July 10, 2013 Minutes
6	Heggestad Crabapple Arboretum – Response
7	Clarification on – Ord 64-14(f) (Jay)
8	Raffle Review, Suggestions and Discussion
9	Future Agenda Items
	ADJOURNMENT

cc:

Mayor Donna Olson (Packet) - email
Council Members
Leadership Teams
City Clerk (Packet) - email
Debbie Myren (e-mail)
Matthew Dregne, City Attorney (e-mail)
Robert Kardasz (e-mail)
Maria Hougan (e-mail)
Sean Grady (email)
Deb Blaney
Bill Livick (email)
Stoughton Newspaper
WI State Journal / Capital Times

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
(608) 873-6303 Ext. 622
(608) 877-8387 Fax
www.cityofstoughton.com

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

Street Department Forestry Report

2013 Year to Date

New Tree Inquiries: 115 (requests to city staff or city staff noticing in field)

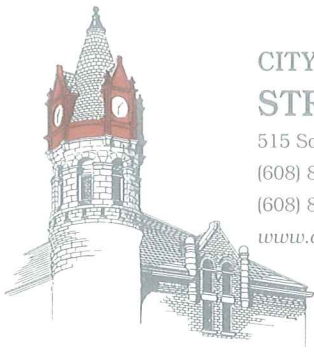
Tree Removals: city staff 65, contracted 18

Tree Trimming: full trim 17, maintenance prune over 100 trees

Tree Plantings: city staff 138 trees, contracted 79 trees

Stump Removals: 65





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

Date: October 30, 2013
To: Tree Commission
From: Karl D. Manthe – Street Superintendent
Subject: Heggestad Crabapple Arboretum – McKay Presentation

Eric Seidel from McKay Nursery will make presentation to Tree Commission as to the schedule to plant the remaining crabapple trees at Racetrack Park and provide a map that defines where each variety of crabapple is planted.

City staff has recommended that McKay Nursery plant all available trees this year (2013), with a final planting by spring (2014) for those varieties currently not available. The final design map is also to be completed at this time.

Please let me know if you have any questions



Tree Commission Meeting Minutes

Wednesday, October 9, 2013 at 6:30 PM

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

Members Present: Tom Selsor, John Archer, Jay Schotzko, Bonnie Kennedy, Dave Moyer, Kevin Short, Bob Kardasz and Randy Nelson

Absent & Excused:

Guest: David Kneebone & Greg Jenson

Call to order: Meeting called to order at 6:35 PM by Schotzko

- 1) **Communications:** 1) *Erdahl* informed the committee that MSA was working on the glitches in the new tree inventory.
- 2) **Pesticide Treatment Permit:** A disclaimer was added to the permit – there was discussion as to whether the disclaimer should reference to the maintenance policy and all agreed that it should. The information will be inserted and ask for public works opinion. A question was asked whether there will be a charge for this permit. At this time – NO. *Moyer* suggested keeping track of the amount of permits and keep in mind that in the future there may need to be a small fee assessed to the permit.
- 3) **Heggestad Crabapple Arboretum Discussion:** *Schotzko* personally went to the Arboretum and developed a list of trees still needed and counted/identified most of the trees there. According to the map given to us, there are some errors as to where trees are planted.

Schotzko and Nelson met with *Eric Seidel, McKay Nursery* before the Tree Commission meeting today October 9th. Mr. Seidel wants to work with the commission directly to resolve the issues and will be attending the November meeting with an updated brochure. Mr. Seidel stated that most of the trees listed would be available but not until spring and what he can get he will plant yet this fall. Trees will also be mulched and a first time watering at the time of planting will be handled by McKay, however, the City or someone will need to water after that if necessary.

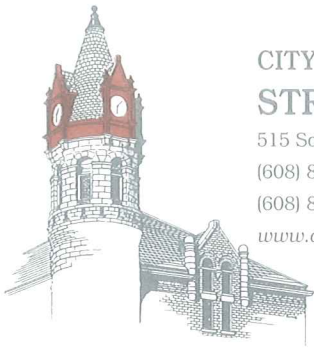
Moyer volunteered to help with identification as he actually helped Mr. Heggestad when the arboretum was created.

- 4) **Tree Inventory Discussion:** *Nelson* discussed the findings about the number of removals, safety prunes and monitored trees and reminded the committee that these trees were only evaluated from the ground and the numbers would be changed if there was an aerial assessment. The committee feels that more staff is needed and will continue on that mission to get the word out and feel the urban forest has been neglected and now is the time to get started on getting things under control. *Selsor* stated that *Mr. Solcum* was very effective at the Council meeting when he gave his tree inventory presentation and the tree budget will be his main focus at the budget meetings. *Selsor* also stated that *Nelson* should be full time only in forestry and have some dedicated staff to train as tree removal is extremely dangerous. Other suggestions by the committee were to check to see how other communities are handling their forests and what their budgets are.
- 5) **Stoughton Tree Recycle Program Discussion:** *Nelson* stated that the following entities are now involved, at some level, with the tree recycling program: FFA & FFA Alumni, Cummins Filtration, Youth Center, Senior Center, and Stoughton High School. Cummins has donated monies to purchase a trailer and a mobile kiln will be built which would dry boards in 2-3 months instead of a year and could also be used for educational purposes. During Syttende Mai 2014 multiple artists will be in the Street Department's parking lot carving different items which will be available for sale. There will be a 50/50

auction for many carvings and the monies will be deposited into the Tree Commission Donation account and used for more boards and costs involved with making products. *Nelson* has also inquired as to whether the fees charged to obtain a tree trimming license for Stoughton could be put in the tree recycling account – at this time there has been no response from the cities finance director.

- 6) **Approval of minutes from August 14, 2013 meeting:** Motion by Selsor, seconded by Archer to approve the minutes. Carried 5-0.
- 7) **Future Agenda Items:** Crabapple Arboretum/McKay Nursery, Tree Recycle Program, Wollenzien Tree Dedication/Moyer

Motion by Moyer seconded by Selsor to adjourn the meeting at 7:55 p.m. Respectfully submitted 10/10/13, Vickie Erdahl - Staff



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

Date: October 30, 2013
To: Tree Commission
From: Karl D. Manthe – Street Superintendent
Subject: Tree Commission Meeting Procedures

First of all I would like to thank the Tree Commission for all the great things you do to promote a healthy urban forestry.

As we move forward to protect the urban forestry, I believe city staff can better assist commission members and expedite items on the agenda with taking the leadership role to provide the guidance that is needed to the members of the Tree Commission so you have a better understanding with making final decisions. The main goal is to have efficient and productive meetings. We can achieve this with the following;

- City staff from Utilities & Streets Departments will work through the logistics of day to day forestry operations and provide recommendations and resolutions for items placed on agendas.
- City staff will provide memo(s) for agenda item(s) to provide information to review prior to meetings.
- City staff will provide monthly forestry report that includes information on tree removals, trimmings, plantings, inquiries, and stump removals.
- City staff will follow Council Policy/Roberts Rule to assist Tree Commission to effectively run a committee meeting. (staying focused, keeping discussions to items on agenda, making proper motions, etc).
- I also believe this would be a good time to review the current structure of the Tree Commission and make any needed improvements that will benefit the Tree Commission.

Please let me know if you have any questions, I look forward to strengthening our working relationship.



TECHNICAL ADVISORY COMMITTEE

01. Donna Olson, Mayor	873-6459
02. Karl Manthe, Street Department Superintendent	873-6303
03. Tom Lynch, Parks and Recreation Director	873-6746
04. Sean Grady, Utilities Operations Superintendent	877-7416
05. Scott Grady, Utilities Engineering Technician	877-7417
06. Robert Kardasz, Utilities Director	877-7423
07. Rodney Scheel, Planning Director	873-6619
08. Martin Lamers, Fire Chief	873-7218
09. Greg Leck, Police Chief	873-3374

TREE COMMISSION

01. Bonnie Kennedy, 1225 W. Milwaukee St	669-7544	3yr, 2016
02. John Archer, 1836 N Van Buren Street	772-6668	3 yr, 2014
03. Vacant		3 yr, 2013
04. Kevin Short, Vice-Chair, Citizen Rep., 316 W Jefferson St.	692-3536	3 yr, 2014
05. Jay Schotzko, Citizen Rep., 2698 Cty. Trk. B, Chair	516-9101	3 yr, 2014
06. Randy Nelson, Arborist, 1029 Cty Rd. A, Edgerton 53534	873-6303	1 yr, 2014
07. Craig Wood, Electric Systems Supervisor Robert Kardasz Utilities Director	873-6303	1 yr, 2014
08. Tom Selsor, (Council Rep)	205-6434	1 yr, 2014
09. Dave Moyer, 936 Starr School Road		1yr, 2014
Staff: Rick Gullickson, Street Department Foreman	873-0446	
Staff: Vickie Erdahl, Street Department Administrative Assistant	873-6303	

UTILITIES COMMITTEE

01. Donna Olson, Mayor, Chair	873-6459	
02. Jon Hajny, 708 E. Main St.	873-8473	3 yr, 2014
03. Alan Staats, 709 Paradise Dr	873-6604	3 yr, 2015
04. David Erdman, 436 Seamonson Circle	873-7229	3 yr, 2016
05. Sonny Swangstu, (Council Rep)	873-9428	1 yr, 2016
06. Paul Lawrence, (Council Rep), Alternate Liaison to Council	516-2392	1 yr, 2016
07. Eric Hohol, (Council Rep), Vice Chair, Liaison to Council	873-0930	1 yr, 2016
Staff: Robert Kardasz, Utilities Director	877-7423	

CITY REPRESENTATIVES ON NON-CITY COMMITTEES

CARPC

(Representing Stoughton and DCCVA)

01. Eric Hohol, 1716 Roby Rd.	873-0930	3 yr, 2014
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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 members, seven 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 citizen members shall also be appointed by the mayor. The eighth member shall be appointed by the utilities director and shall be a non-voting member. The ninth 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 members appointed by the mayor shall be appointed as follows: One council member for one year and six 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)