



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, October 9, 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
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1	Communications
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Item #	OLD BUSINESS
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2	EAB Plan – Treatment and Permit
3	Heggestad Crabapple Arboretum – Progress and Discussion
4	Tree Inventory – Update Discussion
5	Stoughton Tree Recycle Program – Update Discussion

Item #	NEW BUSINESS
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6	Approve August 14, 2013 Minutes
7	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.

Permit Application

Pesticide applications permit for municipally owned trees in R. O. W.

Please complete and return to the City of Stoughton Street Dept. for consideration. Incomplete applications will not be processed – all info is required. Please print legibly.

Company: _____ Phone: _____

Address: _____ City: _____ State: _____

Applicator License No: _____

Tree address: _____

Adjacent Property Owner: _____ Phone: _____

Type of tree(s): (species) _____ DBH: _____

Type of Treatment: _____ or circumference in inches

Product, Chemical: _____

EPA No: _____ Application Type/Rate: _____

Date/Time of Application: _____

Signature (Home Owner): _____ Comments: _____

Signature (applicator): _____

*Approval based on city inspection

*Attach certified Arborist report & photos (if available)

*Trees must exhibit structural soundness

*Pesticide permit may be revoked at any time

*Homeowner must renew the permit **EVERY** two years

Authorization: _____ Date: _____

Permit Expires on: _____

(Permit may be renewed by the City Forester at their discretion)

NOTE: If tree is found positive for infection(s) this permit may be voided and tree removed.

Submit application to: City of Stoughton
515 South Fourth Street, Stoughton WI 53589
608.873.6303

I agree to comply with City of Stoughton _____ regarding trees and shrubbery. I agree to hold harmless the City of Stoughton, its agents, officers, and employees for any damage or injury caused by reason of pesticide treatment of street trees. **I understand that treating trees is not a guarantee of their survival and that any street tree that fails, even though it has been treated, will be removed.**

Street Trees Removal and Maintenance Policy

Definitions. For the purpose of this section the following terms, phrases, words and their derivations shall have the meaning given herein:

- (1) Public streets include all public streets, roads, alleys, sidewalks and easements
- (2) Public place include all public streets, parks and other lands owned or leased by the city.
- (3) Public trees and/or public shrubs include all woody vegetation presently or hereafter planted on any public areas.
- (4) Plant refers to any living organism which possesses a cell wall and is capable of synthesizing its own food from inorganic substances. It may or may not be woody.
- (5) Maintenance and protection shall include all operations of: trimming, pruning, spraying, injecting, fertilizing, treating, bracing, or cutting above or below the ground.
- (6) Hazard is any tree, or tree part with a potential to fail and with the presence of an adjacent target.
- (7) Target includes people or property potentially affected by tree failure.
- (8) Nuisance tree is any tree described as such in the standards and specifications.
- (9) Standards & Specifications refer to the Parkrow Tree Specifications addendum that describes those arboricultural standards and specifications which shall be followed relating to the planting, culture, and removal of any trees and shrubs. The addendum is not set out herein but is on file in the office of the Street Department.
- (10) Parkrow is the road right-of-way, typically the landscaped easement between the sidewalk and curb or street edge.

(m) *Public tree care.*

- (1) *Removal.*
 - a. The city may, on the recommendation of the Tree Commission to the Street Superintendent, remove or cause to be removed any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power, gas, or water rights-of-way, or other public improvements or is affected with any injurious disease or insect pest. Notification of such removal shall be given to adjacent land owners prior to such removal.
 - b. No property owner and/or individual may remove or cause to be removed any tree on city-owned property without first obtaining written permission from the Street Superintendent. An application for the removal of a tree or trees shall be submitted to the Street Superintendent for review. The Street Superintendent shall consider among other things, the aesthetics of the area and shall weigh the harm to the city and the general area against the benefit of such removal to the property owner and/or individual when deciding on whether or not to grant the permission. The application for permission from the Street Superintendent will include: the reason for the removal and who will remove the tree. Any removal allowed under this section will be at the expense of the applicant. The city may require that a replacement tree be planted also at the applicant's expense if deemed necessary.
- (2) *Pruning.*
 - a. All public deciduous trees in parkrows shall be pruned as needed by the City per the recommendation of the tree commission on a rotational basis of not more than ten years. This involves pruning each city-owned deciduous tree at least

once during this time period as needed based on the prune specifications described in the Standards and Specifications, which are not set out herein but are on file in the office of the street superintendent.

b. Any public tree which because of growth habit, age, condition or disease becomes a hazard to public safety or obstructs a clear view of streets, signs, signals or intersections, will be maintained to correct the problem.

c. Hanging limb and branch growth will be maintained 14 feet above streets and nine feet above sidewalks provided also that no part of the tree shall extend nearer than ten feet to the center of the street unless part of the tree is more than 20 feet over the surface of the street. Any trees not trimmed as herein provided shall be deemed hazardous. The city has the right to prune or remove any tree or shrub on private property when it interferes with the safe use of the street or sidewalk or when it interferes with the visibility of any traffic control device or sign at the owners' expense.

d. There shall be no pruning of oaks (*Quercus* sp.) or elms (*Ulmus Americana*) between the periods of April 15 through November 1 to prevent the spread of disease. Any emergency trimming (from the period of April 15 through November 1) necessary to correct storm damage must have pruning wounds treated with a wound treatment compound or non-toxic thick paint at the time of limb removal. It is the responsibility of the person doing the pruning to treat those wounds.

(3) *General care.*

a. Public trees shall be managed to promote their general health by providing the necessary cultural practices which may include insect and disease control, fertilization, irrigation, staking, wrapping, and pruning.

b. Trees shall be maintained as not to endanger, interfere or otherwise conflict with requirements of safe public use of an area. Any tree which, because of an epidemic disease or insect infestation, poses a threat to other trees or plants in the community shall be treated to control the spread of the problem organism. The city will manage the public trees in such an instance and it is the responsibility of each homeowner to comply with this section as it relates to trees located on private property.

- (4) *Protection of trees.* All trees on any street or other city owned improved property adjacent to any excavation site or site of construction of any building, structure, or street work, shall be guarded with a substantial fence not less than four feet high and eight feet square with the protected tree sited in the center of said fence; or at a distance in feet from the tree equal to the diameter of the trunk in inches at breast height, which ever is greater. All building material, soil or other debris shall be kept outside the barrier. Caution should be used during the construction process to avoid damage to the roots, trunks, and branches of all street trees. Damage caused to any street tree, or irrigation system will be repaired at the discretion of the Street Superintendent and the costs of repair, rejuvenation, and/or value lost will be billed to the contractor or credited against the contract at the option of the city. Tree species which appear on the nuisance trees or other prohibited trees list within the standards and specifications of the tree commission, which are not set out herein but are on file in the office of the Street Superintendent, may be exempt from protection following consent of the tree commission.

Vickie Erdahl

From: Jay Schotzko [schotzkoj@rocketmail.com]
Sent: Thursday, August 22, 2013 4:17 PM
To: Vickie Erdahl
Subject: Re: Tree Comm Minutes

Vickie,

The minutes are fine with me. I met with the mayor but got nothing done. Will talk with her again before our next meeting. Thanks.

Jay

From: "verdahl@ci.stoughton.wi.us" <verdahl@ci.stoughton.wi.us>
To: schotzkoj@rocketmail.com
Sent: Thursday, August 15, 2013 1:51 PM
Subject: Tree Comm Minutes

Hi Jay,

I wasn't able to proceed with the permit form as the City of Stoughton does not have an official disclaimer so we would have to develop when and get it approved. I will work on this and the permit will be on September's agenda.

Let me know about the minutes,

Vickie

Vickie Erdahl

From: Jay Schotzko [schotzkoj@rocketmail.com]
Sent: Wednesday, September 25, 2013 4:43 PM
To: Donna Olson; Vickie Erdahl
Subject: Re: Crabapple Arboretum

Donna,

This is Jay Schotzko on behalf of the Tree commission. I have personally done a little research at racetrack park and have some information for you. Hopefully we can get started planting ASAP. Please forward this info wherever is needed.

- We only want crabapple trees planted there
- 62 trees are identified / 8 unidentified on the site but these are not exactly in all the correct locations according to the map
- 68 trees still need to be planted and they are listed below
 - Adirondack-1
 - Coral cascade-1
 - Coral burst-1
 - Cardinal-1
 - Louisa-2
 - Red Swan-2
 - Red Peacock-2
 - Anne E-2
 - Luwick Weeper-2
 - Royal Fountain-2
 - White Cascade-2
 - Mary Potter-2
 - Molton Lava-2
 - Liset-2
 - Harvest Gold-2
 - Red Jewel-2
 - Nargansette-2
 - Orange crush-2
 - Jackii-2
 - Winter Gold-2
 - Purple prince-2
 - Royalty-2
 - Strawberry parfait-2
 - Doubloons-2
 - Indian Summer-2
 - Prairie Rose-2
 - Red Splendor-2
 - Indian magic-2
 - Velvet pilar-2
 - Thunderchild-2
 - Firebird-2
 - Jewel berry-2
 - Lollipops-2

-Candymint-2
-Pink princess-2
-Sargent-2

I scheduled a meeting with you on Monday afternoon. I can show you the map that I used at that time and where mistakes were made in the original plantings there. I did some research on the varieties needed and found most of them in nurseries nearby. 12 varieties were unavailable in my quick search. That means we should be able to get 44 trees in the ground soon, and 24 trees need to be found or replacements for them put in the ground by next spring at the latest. Thank you.

Jay Schotzko
608-516-9101

From: "dolson@ci.stoughton.wi.us" <dolson@ci.stoughton.wi.us>
To: kmanthe@ci.stoughton.wi.us
Cc: schotzkoj@rocketmail.com; rjscheel@ci.stoughton.wi.us; RNelson@ci.stoughton.wi.us
Sent: Tuesday, September 10, 2013 2:16 PM
Subject: RE: Crabapple Arboretum

Please recommend/remind us all of the tree species that still need to be replanted. In the event that certain types are not available, what do you recommend is planted instead?
Donna

From: Karl Manthe
Sent: Tuesday, September 10, 2013 8:51 AM
To: Donna Olson
Cc: Jay Schotzko; Rodney J. Scheel; Randy Nelson
Subject: RE: Crabapple Arboretum

Hi Donna,

Randy Nelson and I reviewed the list of trees to be planted and offer the following comments;

- The original plan with moving the Crabapple Arboretum was to preserve the legacy of Dr. Howard Heggstad by replacing all the species (approximately 71 different species with 2 planted for each).
- McKay is proposing planting 50 trees, when actually 69 trees need to be planted to have the total of 143 crabapple trees (malus – Latin term)
- Latest design plan has a lot of discrepancies and overload of certain species (moved 2 Profusion from Arboretum, McKay has planted 2 more already and have plans to plant 4 more Profusion for total of 8 Profusion-should only have 2 total).
- List contains many non-crabapple species.

- Numerous other discrepancies exist with this entire project and the project has not gone smoothly to say the least.

Please let me know if you have any questions

Karl

From: Donna Olson
Sent: Monday, September 09, 2013 3:15 PM
To: Karl Manthe
Cc: Jay Schotzko; Rodney J. Scheel
Subject: FW: Crabapple Arboretum

Karl,
Please review the following proposal with Randy and let me know if the species identified are approved for planting. Todd stated that as soon as the list is approved, McKay will begin planting.
Donna

From: Todd Kane [<mailto:todd.kane@nelsonglobalproducts.com>]
Sent: Monday, September 09, 2013 10:36 AM
To: Donna Olson
Subject: FW: Crabapple Arboretum

Donna, please review the list of trees below with Tree Commission and let me know if the species are ok to plant.

thanks

From: Eric Seidl [<mailto:eseidl@mckaynursery.com>]
Sent: Tuesday, June 25, 2013 9:49 AM
To: Todd Kane
Subject: Crabapple Arboretum

Here is a breakdown of the remaining work and what has been billed to date. All prices include tax. Original contract was \$35,179.84. We are now looking at a price of \$32,679.91. Please verify your records.

Work completed, Total of 73 trees- Cost of \$20705.66:

- Per Task 1, all has been completed except for the Key Plan. \$1750 Billed (\$250 Remains)
- Transplanting of Crabapple Trees- 23 Small, 32 Large crabapple trees
- Watering and Mulching of initial trees \$1875.00
- 17 Crabapples Planted \$1,275.00

Work to be completed, planting of 50 Trees for a total of \$11,974.25. In addition we will provide a final plan and key/ brochure/map for the site.

For the remaining trees, we have the following availability. I still highly recommend planting for diversity for health and longevity.

Amelanchier Autumn Brilliance
Beech Purple Fountain Weeping
Peashrub Walker's Weeping

Crab Candymint
Crab Coralburst
Crab Donald Wyman
Crab Golden Raindrops
Crab Lollipop
Crab Louisa Pink Weeping
Crab Mary Potter
Crab Pink Spires
Crab Purple Prince
Crab Red Splendor
Crab Sugartyme
Crab Tina
Hawthorn Thornless
Hawthorn Winter King
Hydrangea PeeGee tree #10
Lilac Ivory Silk
Lilac Palabin tree
Magnolia Royal Star #5
Mountainash
Pear Cleveland Select
Nannyberry Viburnum tree form

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Eric P. Seidl, LEED-AP
Sales Director


MCKAY NURSERY COMPANY

750 S. Monroe Street Waterloo, WI 53594

(P) 920.478.2121 (C) 608.843.0030

(F) 920.478.3615

www.mckaynursery.com



Please consider the environment before printing this email.

Vickie Erdahl

From: Donna Olson
Sent: Sunday, August 25, 2013 8:12 PM
To: Karl Manthe; Vickie Erdahl
Subject: Fwd: Plan
Attachments: image001.jpg; ATT00001..htm; key plan Layout1 (1).pdf; ATT00002..htm

Vickie,
Please forward this on to the Tree Commission.
Thanks
Donna

Sent from my iPad

Begin forwarded message:

From: Todd Kane <todd.kane@nelsonglobalproducts.com>
Date: August 22, 2013, 8:59:57 AM CDT
To: Donna Olson <dolson@ci.stoughton.wi.us>
Subject: FW: Plan

Donna, sorry it's taken so long to get you this. I haven't even looked at it, but will take time tomorrow. Please review and give feedback when you have time.

Todd

From: Eric Seidl [<mailto:eseidl@mckaynursery.com>]
Sent: Thursday, August 22, 2013 7:43 AM
To: Todd Kane
Subject: Plan

sorry for the delay. There are a couple trees I would like to verify species for accuracy on Monday. I will get those corrected and get the master plan/ brochure to you after we verify those trees. For now, use this key plan. We were able to translate the info back into autocad.
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Eric P. Seidl, LEED-AP
Sales Director

There is also a survey available at displays located in Stoughton City Hall, Stoughton Public Library, the Stoughton Area Senior Center, and Dunn and Pleasant Springs Town Halls, and on the project webpage: www.capitalarearpc.org/Stoughton_FUDA.html

- Alder Swangstu announced that there will be a fish boil at the American Legion this Saturday, September 28.
- Alder Hohol announced that the Stoughton Dream Park Organization is having a Dream Fest Event on Saturday, September 28.
- Evan Slocum of the Urban Tree Alliance gave a presentation on the 2013 Stoughton Tree Inventory and Urban Forest Management Plan. The Urban Tree Alliance have inventoried the trees in the City and will be updating the existing inventory and management plan. They found the most dominant species was the Norway Maple. The Emerald Ash Borer has not been discovered in Stoughton yet. The full report can be found on the City website and in the Council packet. Mr. Slocum also mentioned that the Streets Department doesn't have enough dedicated staff to take care of the trees. Mayor Olson commended and thanked the tree specialists along with Karl Manthe and his staff.
- Scheel reported that City staff is preparing to have the general development plan for Kettle Park West reviewed by the Planning Commission.

2. Minutes and Reports

Mayor Olson noted there is a letter in the reports section regarding *Jerry and Maxine King vs. City of Stoughton*, and requested Council members to discuss it if they wanted to. There was no discussion.

Minutes (placed on file): CIP 06/17/2013, 06/19/2013; Opera House Board 07/23/2013; Utilities Committee 08/19/2013; Finance Committee 08/27/2013; Planning Commission 09/09/2013; Landmarks Commission 09/12/2013; Personnel Committee 08/15/2013, 08/26/2013

Reports: Utilities July 2013 Financial Summary; Utilities July 2013 Statistical Information; Utilities Payments Due List; August Claims and August Treasurer's Report; *Jerry and Maxine King vs. City of Stoughton*

3. Public Comment: Kathleen Kelly, 909 Summit, registered to speak regarding the Dane County Library Tax. Kathleen thanked the community for supporting the library and asked the alders to continue to support the library.

CONSENT AGENDA

4. Common Council minutes of 09/10/2013: *Moved by Lawrence, second by Jenson, to approve. Motion carried 11-0 by acclamation.*

OLD BUSINESS

MEMO

DATE: October 2, 2013

TO: Tree Commission Members

FROM: Randy Nelson, Staff Member
Tree Commission

SUBJECT: Stoughton Tree Recycle Program

Attached are account balance copies of donations to the Tree Commission and Raffle Ticket earnings along with expenditures. The current balance left in the fund is \$459.00.

Departments involved with the recycle program are: Tree Commission, Street Department and Senior Center. The Syttende Mai Committee has agreed to a free listing in the 2014 Syttende Mai brochure. Syttende Mai will be held on May 16, 17 & 18th.

The event being planned is another chain saw carving with multiple carvers participating along with a 50/50 auction which will be held in the Street Department parking lot for the three days. Volunteers are needed to help get this program event in place. More details will be explained at the meeting.

Also, please check out the items for sale at the Senior Center. A percent of the sales will be donated into the recycle program.

Account Name:	DONATIONS: TREE COM	Year-To-Date Balance:	\$1,282.00
Account Number:	236-48507	Total Budget:	\$0.00
Account Type:	Revenue	Variance:	\$1,282.00

Date	Journal Code	Reference Number	Description	Amount
03/18/2013	CR	12000150	ARBOR DAY DONATION TO STREET DEPARTMENT	\$250.00
05/01/2013	CR	12000178	RAFFLE TICKETS - TREE COMMISSION DONATIO	\$180.00
05/17/2013	CR	12000192	TREE COMMISSION DONATION - RAFFLE TICKET	\$486.00
05/22/2013	CR	12000195	RAFFLE TICKET SALES - ARBOR DAY CELEBRAT	\$366.00
				\$1,282.00

Account Name:	OPERATING EXPENSES	Year-To-Date Balance:	\$823.00
Account Number:	236-53300-340	Total Budget:	\$0.00
Account Type:	Expenditure	Variance:	(\$823.00)

Date	Journal Code	Reference Number	Description	Amount
04/08/2013	AP	626	INKWORKS INC	\$130.00
05/01/2013	AP	726	TRAYER, LUKE	\$168.00
05/06/2013	AP	725	YOUNGER'S WOODERY	\$125.00
09/13/2013	AP	644	KVALHEIM, KEITH	\$400.00
				<hr/>
				\$823.00

M E M O

DATE: September 5, 2013
TO: Stoughton Tree Commission
FROM: Randy Nelson, Staff Member
SUBJECT: Tree Recycle Program

Nelson will be discussing the program, the partnerships, the progress including a bill that needs to be paid for boards that were done for the city.

Tree Commission Meeting Minutes

Wednesday, August 14, 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, Rick Gullickson, Sean Grady and Randy Nelson

Absent & Excused: Kevin Short

Guest: David Kneebone

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

- 1) **Communications:** 1) *Nelson and Gullickson* met with Evan Slocum to discuss the tree inventory and give information for Evan to write a management plan. *Nelson* stated the inventory should be completed by early September. Evan will meet with the Tree Commission in September. 2) *Nelson* informed the committee that a bench had been made and placed in Norse Park by Mayor Johnsons' tree that was recently planted there. This bench was made by "*Avery Royer*" with recycled wood from the city,
- 2) **EAB Plan – Treatment and Permit:** The permit was reviewed and multiple changes were made including adding a disclaimer, comment section and stating incomplete applications will not be processed. The arborist will review the form and his report will be attached. A suggestion was made to charge a minimal fee for the permit and use the money to purchase more trees. *Nelson* stated that he had asked for \$5,000 to be budgeted for treating city ash trees. The City of Edgerton has offered to cost share (City would be responsible for their own chemicals) with them as they have already purchased the injection equipment. **Motion by Schotzko, seconded by Moyer to make the necessary corrections to the permit and recommend to the Public Works Committee to require a resident to fill out the permit if they choose to treat a public tree on their property. Motion carried 5-0.**
- 3) **ATC Grant Application:** *Nelson* is currently working on the application and talked with Adam on several areas that would qualify. Cummins has agreed to participate in the planting / caring of the trees. They also suggested using fruit trees that could be harvested and donated to the food pantry. Two locations were reviewed – the corner of Page & Williams Drive and an area in Bjoin Park. *Nelson* is working with nurseries to supply the trees. This application must be submitted by September 1st.
- 4) **Street Department Budgeting & Staffing Needs – Letter to Mayor Olson:** The committee reviewed the letter and a few minor changes will be made. Gullickson stated that the Mayor had indicated that additional personnel have been taken out of the process due to an extremely tight budget. The city's urban forest has hazard trees that need attention and if EAB arrives there will be an additional work load. After much discussion regarding the conditions of the trees the committee felt that it was still important to speak up and discuss what is needed. **Motion by Schotzko, seconded by Moyer to send the letter and back up materials to the Public Works Committee for review. Motion carried 5-0.**
- 5) **Approval of minutes from July 10, 2013 meeting:** Motion by Kennedy, seconded by Archer to approve the minutes. Carried 5-0.
- 6) **Heggestad Crabapple Arboretum:** The committee was not happy with the response from Nelson Global. *Schotzko* met with Mayor Olson on Monday, August 12 to discuss the situation. Mayor Olson is going to meet again with Nelson Global to discuss receiving the plan/brochure/map and other

discrepancies. *Moyer* stated that there are at least 2700 varieties of crab trees and McKay Nursery should be able to find crab trees and not plant other species as suggested – this is a crabapple arboretum which was funded by the Heggestad family. The committee has agreed to give the Mayor some time to resolve the issue before proceeding in a different direction.

- 7) **Ord 64-14(f):** *Schotzko* wanted to discuss the wording on this ordinance to verify that the homeowner wasn't going to be restricted by the changes that were made. After discussion the committee felt the wording was ok.

- 8) **Raffle Review, Suggestions and Discussion:** --- *Tabled until October.*

- 9) **Future Agenda Items:** EAB Treatment Permit, Crabapple Arboretum, ATC grant application, Tree Inventory, PW Meeting – Mayor Letter

Motion by Selsor seconded by Moyer to adjourn the meeting at 8:12 p.m. Respectfully submitted 8/15/13, Vickie Erdahl - Staff