

**Tree Commission Meeting Minutes**  
**Thursday January 14, 2021 @ 5:00 PM**  
**Virtual Meeting - Stoughton, WI**

**Members Present:** Mitch Bergeson, Mike Point, Kevin Short, Jim Fitzgibbon, Fred Hundt and Dean Tangeman

**Absent & Excused:** None

**Staff:** City Forester John Kemppainen and Admin Asst. Vickie Erdahl

**Guest:**

**Call to order:** Bergeson called to order @ 5:05 PM

1) **Communications:**

- Vickie Erdahl announced her upcoming retirement on January 15, 2021
- WI DNR Urban Forestry Grant recipients officially announced for 2021

2) **Approval of minutes from December 10, 2020 Meeting:** Motion by Tangeman, seconded by Short to approve the minutes. Carried 5-0.

3) **Forestry Reports:** *Kemppainen* stated:

**December:**

- In-house tree trimming started in December for the winter season. City staff will focus on small tree trimming (6" in diameter and less) while a tree trimming contractor will trim larger trees.
- Work was completed in Amundson Park to remove ash trees. ***Bergeson states he thinks he saw an ash tree that was missed in the woods recently-tree was small to medium in size and hard to access. Kemppainen stated that if it wasn't near a trail or property it would not be removed.***
- I met with 2 employees from Cummins to discuss repairs and maintenance work on the solar kiln. During the winter I will deliver the kiln to their facility in Stoughton for the work to be completed. Work includes repair/replacement of the main doors, replacement of some lighting on the trailer, possibly a paint job.
- I assisted with snow plowing operations on several occasions in December.
- Quotes were received for 2021 Tree Trimming operations in December. The low bidder was Tree Wise Men, LLC for the second year in a row.
- Stoughton was awarded an Urban Forestry Grant in the amount of \$2,072.30 from the Wisconsin DNR for a tree planting project on private property. The Stoughton Tree Commission submitted the grant application and will be in charge of administering the grant.

4) **Discussion on Zoning / Landscape Ordinance:** *Bergeson put the final touches on the proposed appendix and language to submit to Plan Commission for review.*

- Changes were made to language in section 78-611 to reflect changes in table
- Footnotes were amended in table to reflect new sources used in revisions

Tangeman motioned to approve final draft, Short seconded. Kemppainen will send final draft and language to Michael Stacey in Planning Department to go to Plan Commission.

5) **2021 DNR Grant – Gravel Beds, Outreach and Tree Application / Criteria:** Final grant recipients announced.

- Trees will need to be ordered in spring to install in gravel bed-given away later in year.
- Kemppainen will request list from McKay Nursery for bare root trees and send to committee by email before next meeting.
- Discussion on outreach and need: target residents who've lost trees to EAB? Look for areas in town with low canopy coverage?
- Advertising methods? Kemppainen stated that the Hub reporter who interviewed him previously expressed an interest in writing a follow up piece if the grant was awarded. Facebook?
- Announcement should be done after trees are selected.
- Who should be responsible for receiving applications for trees? Can the committee set up a private email account? No. The form could possibly be embedded on the Forestry website, Kemppainen will explore this option with IT department. Maybe a fillable pdf file would be best.
- Committee should pick one date to allow residents to pick up their trees, information on planting and care could be provided as well. Kemppainen will look into options on hand for this.

6) **Arbor Day Discussion (spontaneous)**

- Schools may not allow visitors still this spring
- DNR cancelled 2020 tree orders-Kemppainen will inquire about 2021 availability.

7) **Future Agenda Items:**

- 2021 DNR Grant – discuss criteria for application process
- Arbor Day 2021

**Motion by Fitzgibbon seconded by Hundt to adjourn the meeting at 6:20 p.m. Respectfully submitted 01/21/21, John Kemppainen - Staff**