



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
Thursday, February 11th, 2021 @ 5:00 p.m.

This meeting will be Held Virtual

Please join the meeting from your computer, laptop or smartphone.

meet.google.com/bkr-untf-owc

Kevin Short, Dean Tangeman, Mike Point, Mitch Bergeson, Jim Fitzgibbon, Alder Fred Hundt, City Forester John Kempainen, Director Brett Hebert, and Mayor Tim Swadley

Item #	CALL TO ORDER
1	Communications
2	Approve January 14, 2021 Minutes
3	Forestry Reports – January 2021

Item #	OLD BUSINESS
4	Discussion on 2021 DNR Grant – Gravel Beds, Outreach and Tree Application & Criteria

Item #	NEW BUSINESS
5	Discussion on Arbor Day 2021 – Courier Hub was interested in a follow up article on the Grant; suggested outreach for “Free Trees” from The City to occur closer to Arbor Day. Could also include more general Arbor Day info
6	Future Agenda Items

ADJOURNMENT

cc:

Mayor Tim Swadley, Council Members, Leadership Teams, City Clerk – Holly Licht, Sarah Monette, Matthew Dregne, City Attorney, Sean Grady, Judi Krebs, stoughtonreporter@wcinet.com stoughtoneditor@wcinet.com
WI State Journal / Capital Times

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

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.

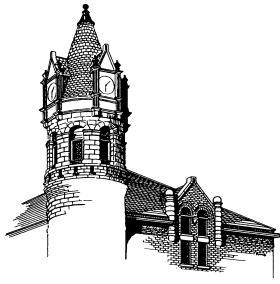
6) Arbor Day Discussion (spontaneous)

- 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



CITY OF STOUGHTON
PUBLIC WORKS DEPARTMENT

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(608) 877-8387 Fax
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BRETT HEBERT
Director of Public Works
BHebert@ci.stoughton.wi.us

To: Brett Hebert

From: John Kemppainen

Date: 02/04/2021

Re: January Forestry Activities Report

- In-house tree trimming continued in January for the winter season. City staff has been focusing on small tree trimming (6" in diameter and less) while a tree trimming contractor will trim larger trees.
- I assisted with snow plowing operations on several occasions in January.
- I attended (virtually) weekly meetings of the Woody/Ornamentals Species Advisory Group for the DNR Invasive Species Council. These meetings are being held to review currently regulated trees and shrubs under NR40, and also to assess new species to add to the regulated list.
- I contacted all of the elementary schools in Stoughton to determine which 4th and 5th Grade classrooms are interested in receiving tree seedlings for Arbor Day this coming April.

Respectfully Submitted,

John Kemppainen, C.A.
City Forester

Notice: Pursuant to US Public Law 95-313, s. 6(b), s. 23.097, Wis. Stats., and ch. NR 47, Wis. Adm. Code, you are required to provide information requested on this form to apply for reimbursement of an Urban Forestry Grant. The DNR will be unable to process your application unless complete information is provided as requested. Information will be used to determine payment, provide statistical information and potentially to use as an example for other grant recipients. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Instructions: Use one or more of this worksheet to document the labor provided by each project worker. Refer to this worksheet to summarize each project worker on a single line of the "SPONSOR EMPLOYEE AND DONATED LABOR & SERVICES SUMMARY" on p.2 of 6. Workers represented here should not be present on a WORKDAY VOLUNTEER LABOR SIGN-IN LOG, p.6 of 6.

Rates: 1) sponsor employees use actual base hourly rate
 2) donated labor at \$15/hour
 3) donated professional contractor labor at invoiced rate

SPONSOR EMPLOYEE OR DONOR LABOR WORKSHEET

Project Number: _____ Project Title _____

Project Sponsor: _____ Project Worker: _____

Check one: Employee: Basic Hourly Rate
 Donor: (modified as needed) _____

Grant Billing Period:
 From: _____ Through: _____

Date	Work Description	Hours	Rate	Total (\$)
Totals				

I hereby certify that the services covered by this claim have been performed and that the claim is just and correct.

Signature of Laborer	Date Signed
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Instructions: Use one or more of this worksheet to document the value and source (sponsor's existing inventory: "Sponsor Cost" or "Donated Value") of equipment used on project. Use the DOT rates associated with the year your grant was awarded. This worksheet is NOT for equipment expenditures should be documented on the CASH EXPENDITURES SUMMARY, p.5 of 6. Enter the full cost in the Sponsor Cost field then indicate whether the equipment was Sponsor Cost or Donated.

SPONSOR AND DONATED EQUIPMENT SUMMARY

Project Number: _____

Project Title: _____

Project Sponsor: _____

Billing Period: _____ T

Date	Equipment Classification (WisDOT equipment Class code)	Equipment Description	Work Description	Hours or Miles	Rate (\$)

Totals

I certify that the equipment named above was used as described and that this claim is just and correct.

Signature of Project Manager _____

Date _____

Name of School	Teacher Name	Grade	Number of Trees	Comments
Fox Prairie	Kari Reiser	4th	60	Reiser handling trees for all 4th grade classes, about 50 kids
Fox Prairie	Cassie Perkins	5th	60	Perkins handling 3 class orders, would like trees on 04/29/21
Kegonsa Elementary		4th	0	Lauren Powell replied saying "no thank you" due to schedule
Kegonsa Elementary	Tim Strandlie	5th	60	Strandlie handling trees for all classes, about 50 kids in 5th grade at school
Sandhill Elementary		4th	0	Tony Manzo replied saying 'next year'
Sandhill Elementary	Chris Erickson	5th	75	Erickson handling order for 3 classrooms

Total Trees

255