

**CITY OF EDGERTON  
CITY HALL  
12 ALBION STREET  
EDGERTON, WI**

**TREE BOARD**

Wednesday, August 1, 2018 at 6:00 p.m.

1. Call to order; Roll Call.
2. Confirmation of Appropriate Meeting Notice Posted on Friday, July 27, 2018.
3. Approve June 11, 2018 meeting minutes.
4. Discuss street tree replacement prioritization policy.
5. Discuss transplanting trees from existing tree nursery.
6. Discuss grant programs.
7. Discuss Racetrack Park planting project.
8. Set next meeting and agenda items.
9. Adjourn.

cc: All Commission Members  
Department Heads

City Administrator  
City Engineer

All Council Members  
Newspapers

**NOTICE:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

"Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision-making responsibility. The only action to be taken at this meeting will be action by the Public Works Committee."

**JUNE 25, 2018 TREE BOARD MEETING MINUTES  
CITY OF EDGERTON**

Adam Gould called the meeting to order at 6:00 p.m.

Present: Adam Gould, Barb Bublitz, Barb Steponkus, Bill Sachse and David Mancheski. Sarah Beckwith arrived at 6:03

Others Present: City Administrator Ramona Flanigan and Public Works Director Tom Hartzell.

Flanigan confirmed the meeting agendas were properly posted on Friday, June 22, 2018 at the Post Office, Edgerton Library and City Hall.

**APPROVAL OF MINUTES:** A Gould/Bublitz motion to approve the April 23, 2018 Tree Board meeting minutes passed, all voted in favor.

**BIGGEST TREE COMPETITION:** We received five entries for the competition. The largest tree, a white oak tree, located at 303 Stoughton Rd was submitted by two citizens.

**TREE CITY USA APPLICATION:** The last step in the Tree City application is the Arbor Day Proclamation. One that is complete, staff will submit the application. If any changes need to be made the Board can address them as needed.

**RACETRACK PARK PLANTING PROJECT:** Tom Hartzell will count how many trees are needed to line the entrance to the park. The trees will be planted in the fall. Ramona contacted other municipalities regarding tree planting along streets and also in parks. This will help in the selection of trees for the parks or other streets.

**NEXT MEETING DATE & AGENDA ITEMS:**

Next meeting June 23<sup>rd</sup> at 6:00 pm

Tree City Application

Bare root nursery stock

Choosing trees for Race Track Park planting

Being no other business before the Board, a Beckwith/Gould motion to adjourn passed, all voted in favor.

The Board gathered at Race Track Park briefly to look at the entrance where the trees are to be planted.

Ramona Flangan/wjl  
City Administrator

# Memo

**To:** Tree Board  
**From:** Staff  
**Date:** 7/25/2018  
**Re:** August 1, 2018 Meeting

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**Tree replacement policy:** With the existence of the Tree Board and the future gravel bed, we are hopeful that we will have more street trees to plant than we have in the past. The Board should discuss how to best prioritize the location in which these trees are planted. For example:

- **Focus on one street or neighborhood:** Each year one street or neighborhood could receive that year's allotment of all street trees. This would allow for easier communication with and education of tree recipients to determine who is interested in a street tree near their property; it would make a visible statement and draw attention to the tree planting project; and it would reduce maintenance costs for staff to water and care for the trees since they are in one location. Streets could be selected based on need and on traits that will provide the best opportunity for survival (such as wide terraces).
- **Random:** Trees would be planted in locations where trees were recently removed.
- **First ask first plant:** Develop a list of people who want a street tree and plant them in order of the request. These citizens are more apt to take care of a tree if they have requested one.
- **Leverage private contributions:** To increase the number of trees planted, plant a street tree near a property where the owner is willing to pay for half of the cost of the tree. This is apt to preclude lower income residents from having trees planted in their terrace.

**Existing tree nursery trees:** The Public Works Department has the trees listed below in the City's tree nursery. These trees should be transplanted this fall. The Committee should discuss where these trees should be planted. Should some of them be planted at Racetrack Park to start the "linear arboretum"? The Committee debated planting different varieties of oak trees at the main entrance to Racetrack Park. There are 5 types of oaks currently available in the City's nursery. The Committee could plant one of each of the oaks from the nursery and complete the oak planting with other varieties of oaks purchased from nurseries.

- Swamp White Oak -4
- Red Oak -1
- White Oak -3
- Chinkapin Oak – 1
- Burr Oak - 8
- Sycamore – 2
- White Pine -28
- Crabapple – 6
- American Plum -1

**Grant Programs:** Attached are DNR tree grant program summaries. Staff is investigating other grant opportunities through ATC and Alliant Energy.

- DNR grants (see attached): Both grants require 50% matching funds. The city would have to budget for the local share in next year's budget. The startup grants are smaller and less competitive. Staff suggests a startup grant to complete a tree inventory or funding the gravel bed and bare root stock. Applications are due October 1.

# Urban forestry startup grants

Urban forestry startup grants support small projects focused on initial steps in community tree care and management. A long-term goal for applicants should be development of a sustained community tree management program.

Application deadline is October 1 for projects to be completed between January 1 and December 31 of the coming year. Resolution required with application.

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## About

### About urban forestry startup grants

- Grants range from \$1,000 to \$5,000 and require a 50–50 match (total project cost range is \$2,000 to \$10,000).
- The project sponsor must initially fund 100 percent of project costs with cash, in-kind contributions and/or donations. Upon completion, the project sponsor requests reimbursement for 50 percent of eligible costs (501(c)(3) nonprofit organizations may request an advance when a grant is awarded).
- Only one startup grant may be awarded to an applicant per year.
- Projects begin January 1 and must be completed within one calendar year.

## Who may apply

### Who may apply for a startup urban forestry grant

- Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations who meet two or more of the following conditions:
  - Starting, or recently started, a community-wide tree care program.
  - Resuming tree care and management activities that were once a regular community-wide program that ended.
  - Community tree care (planting, pruning, removal) by staff or contractors is infrequently performed.
  - Involvement and support for community trees and their care by boards/committees, elected officials, organizations and/or residents is low to non-existent.
  - There are no trained staff, contractors or volunteers authorized to handle, advise or oversee community tree care and management.
- A maximum of three urban forestry startup grants may be awarded to an applicant within the lifetime of the startup grant program.
- To be eligible for a third startup grant, an applicant must either: a) have an existing tree inventory; or b) use the grant process to complete one.

## Eligible projects and costs

### Eligible urban forestry startup grant projects and associated costs

- Projects must relate to community tree management, maintenance or education within Wisconsin cities, villages or other areas of concentrated development.
- Projects by 501(c)(3) organizations must focus on their community's trees.
- Projects may consist of no more than three of the following eight components:
  - tree planting;
  - tree pruning;
  - tree removal;
  - tree inventory;
  - insect and disease treatment;
  - staff training;
  - urban forestry management plan; and
  - information/education/outreach (may include forming a tree board, writing a tree ordinance, staff and/or volunteer training, or improving awareness of the importance of community trees and their management).
- Eligible costs are those necessary for completing the project and incurred during the project period. Costs must be documented, reasonable and consistent with the project scope. Examples include:
  - salaries and fringe benefits of people working directly on the project;
  - cost of services, supplies, equipment or facilities used on the project; and
  - value of labor, services, supplies, equipment or facilities donated to the project by third parties.

# Regular urban forestry grants

Regular urban forestry grants support projects that improve a community's capacity to manage its trees.

Application deadline is October 1 for projects to be completed between January 1 and December 31 of the coming year. Resolution required with application.

## About

### About regular urban forestry grants

- Grants range from \$1,000 to \$25,000 and require a 50–50 match (total project cost range is \$2,000 to \$50,000).
- The project sponsor must initially fund 100 percent of project costs with cash, in-kind contributions and/or donations. Upon completion, the project sponsor requests reimbursement for 50 percent of eligible costs (501(c)(3) nonprofit organizations may request an advance when a grant is awarded).
- Projects begin January 1 and must be completed within one calendar year.

## Who may apply

### Who may apply for a regular urban forestry grant

Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations in or conducting their project in Wisconsin may apply for a regular urban forestry grant.

## Eligible projects and costs

### Eligible regular urban forestry grant projects and associated costs

- Projects must relate to community tree management, maintenance or education within Wisconsin cities, villages or other areas of concentrated development.
- Eligible project components include, but are not limited to:
  - tree inventory or canopy assessment;
  - urban forestry strategic or management plan;
  - urban forest pest response, storm response or risk reduction plan;
  - tree ordinance development/revision;
  - public outreach;
  - staff or volunteer training;
  - tree board or volunteer group development; and
  - tree planting, maintenance and removal.
- Ineligible projects include, but are not limited to:
  - construction projects (such as trails, fences, shelters, buildings and site grading) not directly related to planting;
  - land clearing or stump removal projects not directly related to tree planting or removal; and
  - land or boundary surveys or title search, appraisal, sale or exchange of real property.
- Eligible costs are those necessary for completing the project and incurred during the project period. Costs must be documented, reasonable and consistent with the project scope. Examples include:
  - salaries and fringe benefits of people working directly on the project;
  - cost of services, supplies, equipment or facilities used on the project; and
  - value of labor, services, supplies, equipment or facilities donated to the project by third parties.