

1. INTRODUCTION

The City of River Falls has a number of natural amenities that provide a quality living and working environment for its residents and visitors. The local streams, rivers, lakes, park areas, topography, and trees are some of these valued resources. All of these amenities must be properly managed to both maximize their potential and prevent deterioration.

1.1 HISTORY

Urban forestry is one aspect of the natural amenities that must be managed efficiently within the City. Trees are a very valuable resource to any community. They provide aesthetic value, shade, wind protection, reduce air pollution and improve air quality, and increase property values. Therefore, to increase and protect the benefits obtained from these trees, the City of River Falls created an Urban Forestry Management Plan in 1985. The initial boulevard tree inventory was taken by Davey Environmental Service in 1984. They provided an inventory of trees within the right-of-way, along with some management recommendations. In 1985, University of Wisconsin-River Falls professor, Dr. Michael Kaltenberg, was hired as a consultant to prepare the management plan for the City.

In this plan Dr. Kaltenberg gave recommendations for tree selection, planting procedures, and planting locations. He also recommended the addition of a City Forester to the Staff and a computerized tree inventory. The City has since established both of these recommendations. The most recent update to the street tree inventory was taken in the summer of 2000 and implemented into a Geographic Information System (GIS) for record keeping and reference.

Because of this established Urban Forestry Program, the City of River Falls has been an Official Tree City USA since 1993. One of the major benefits of being certified as a Tree City is that a City will gain points toward any Department of Natural Resources (DNR) environmental grants. There are requirements that a city must meet to establish itself a Tree City USA. They are:

- A Tree Board or Advisory Committee
- An Urban Forestry Program a budget of at least \$2 per capita.
- An Official Arbor Day Activity

1.2 PURPOSE

The purpose of this plan is to update the procedures that take place in the Urban Forestry Program for the City of River Falls. The procedures include street tree planting, tree removal and inspection, pruning and maintenance, inventory record keeping, forestry procedures included as part of the River Falls Main Street Program, and budgeting.

2. TREE INSPECTION AND REMOVAL

In order to ensure safety for all residents and businesses within the City of River Falls and preserve aesthetic value, an annual tree inspection is made by the City Forester. This is done twice per year, once in late spring and another in August. Through the process of a windshield survey, dead, diseased or trees considered to be safety hazards are marked for removal with red paint.

2.1 TREES ON CITY RIGHT-OF-WAYS

All trees on City right-of-ways and other official City property are the City's responsibility. After the inspection an official letter is sent out to all property owners that have a hazardous tree on the right-of-way adjacent to their property. A tree may need to be either removed completely or have one or more limbs trimmed off. The letter is sent out within one week of the inspection notifying them that the appropriate corrective action will take place within the next month. An example of this letter is included as Appendix A. There is no charge to property owners for maintenance of trees on City right-of-ways, but if there are any questions, the City Forester will be available to answer them.

City Public Works Crews can remove smaller trees that are less than 6 inches Diameter at Breast Height (DBH).

Larger trees are removed by a private tree service that is under contract with the City. The length of such contract should be no greater than three years. When it is time for renewal, bids are advertised in the newspaper and posted on the City web page. After bids are accepted from area tree services, the best offer is determined. The terms and specifications of the contract are attached as Appendix B. The current removal costs are \$160.00 for tree removal and \$40.00 for stump removal.

Before any payments are made, a follow up inspection is made to verify that all designated trees have been properly removed. Removal of the tree stumps requires additional machinery and is done in early fall, prior to the new street tree plantings. All payments are drawn directly out of the Urban Forestry Budget.

2.2 TREES ON PRIVATE PROPERTIES

The City Forester also makes special inspection visits when residents request a tree to be removed due to storm damage or diseases such as Dutch elm disease. Under the City of River Falls Municipal Code, Sections 10.05 (4), (5), (6), and 10.06, trees that are deemed as safety hazards or public nuisances are in need of removal. This also includes trees that are considered to be an obstruction because they violate the Vision Triangle of a street intersection and could create a potential safety hazard. Copies of these Ordinances are attached as Appendix C.

After inspection, if the tree is found to be infected with Dutch elm disease or a safety hazard, a letter is sent to the property owner notifying them that the tree will be removed at their expense. Examples of letters for these circumstances are included as Appendices D and E.

At this point, if there is a question of ownership between neighbors they are asked to settle the matter amongst themselves. Staff will do a field check on the official survey stake to verify lot lines only if the question of ownership involves City right-of-way.

As part of the contract, the tree service will remove any Dutch elm diseased tree on private properties for the same rate as they charge the City of River Falls. This only applies to trees that are infected with Dutch elm disease. All other diseased or hazardous trees will be the property owners' responsibility to make arrangements for tree removal. The property owner is notified by letter that they have one month to properly remove the tree or designated limbs. If the tree is not removed within the designated time the City will remove the tree and a special assessment charge will be added to the property owners tax records.

2.3 TREE REMOVALS BY PRIVATE DEVELOPMENT FIRMS

As part of the Developer's Agreement in all new projects, developers must plant new street trees along City right-of-ways. Under such contract, there is a one-year guarantee on all new trees planted by the developer. If a tree dies within a one-year period of planting, the individual development company is responsible to replace the trees.

Each spring, an inspection of all recently planted trees along City right-of-ways is done. If it is deemed that there are dead or diseased trees on new development properties, the tree is marked with red paint. An official letter (Appendix F) will be sent out to the development company asking them to replace the designated trees within 30 days.

3. STREET TREE PLANTING PROGRAM

In order to enhance the aesthetic appeal, provide shade, protection and preserve character within the City of River Falls new trees are planted each fall. Approximately one hundred new trees are planted along City streets and parks annually. The tree planting procedures are done during the fall, generally in mid October. This does not include any trees that are planted as part of any special development project or construction.

3.1 BIDS FROM TREE VENDORS

The first step in the street tree planting procedure is advertising for bids from area tree nurseries. Letters are sent out to all area vendors stating that the City of River Falls will be accepting bids for the annual street tree-planting program. An announcement is also placed in the newspaper and posted on the City web page. A sample copy of the Notice, Instructions, and Quote Form are attached as Appendix G. Included in each bid are the following:

- Species of Desired Trees
- Desired Size
- Quantity of each species
- Individual Cost
- Total Cost

The advertising starts in late August. A deadline date for bids is set approximately one month from the day of the advertisement. After all bids have been received, the City Forester will

determine the best quote based on cost and availability of desired trees. The Council must officially approve all expenditures over \$15,000.

3.2 SPECIES SELECTION

Proper selection of street tree species is important because of the adverse conditions involved with urban areas. In addition to common adversities such as inadequate moisture, sunlight, nutrients, growing space, and insects and diseases there are many factors that a street tree also must contend with. These factors include:

- Exposure to air pollutants from automobiles and industry
- Soil compaction from heavy pedestrian traffic
- Limited growing space due to buildings, roads, and sidewalks
- Salt contamination from winter road maintenance
- Mechanical damage
- Vandalism

It is very important to select a species that is tolerant to these urban stresses or they might become susceptible to insects and diseases. Below is a list of recommended trees for urban areas and advantages of each.

Photos of each tree are also attached as Appendix H.

Table 3.2.1 – Small Trees (Mature Height of Less Than 30 Feet)

No.	Species	Height	Spread	Growth Rate	Remarks
1	Washington Hawthorn	20 – 30'	15-20'	Medium	Bears thorns; red to orange autumn foliage. Tolerant to adverse city conditions.
2	Flowering Crabapple	20 – 30'	18-20'	Medium	Use only where fruits can be tolerated. Very disease resistant.
3	Ironwood	25'	20'	Slow	Tolerant of dry soil and shade, but intolerant of soil.
4	Globe Norway Maple	20'	20'	Slow	Low crown globe, withstands salt very well.

Table 3.2.2 – Medium Trees (Mature Height 30 – 40 feet)

No.	Species	Height	Spread	Growth Rate	Remarks
5	Columnar Norway Maple	30-40'	10-15'	Fast	Grows fast and has a narrow spread, avoids conflict with adjacent trees.
6	Autumn Blaze Red Maple	40'	10-20'	Fast	A cultivated hybrid maple that is made for urban environments. Has bright red fall color.
7	Greenspire Linden	40'	30'	Medium	Very tolerant to urban conditions, large pyramid spread.

Table 3.2.3 – Large Trees (Mature Height of 40 feet or greater)

No.	Species	Height	Spread	Growth Rate	Remarks
8	White Ash	50-80'	50'	Medium	Broad crowned tree, purple colored fall foliage.
9	Green Ash	50-60'	30-40'	Fast	Tolerant of both wet and dry soil types, and road salt. Foliage turns yellow in autumn
10	Norway Maple	50'	50'	Medium	Withstands salt well; avoid using in locations where turf is to be maintained.
11	Northwoods Red Maple	50-60'	30-40'	Fast	Intolerant of salt, requires a moist and acidic soil. Deep red fall foliage.
12	Imperial Honeylocust	60'	40'	Fast	Casts only a light shade. Tolerant of salt. Tolerant of all soil types.
13	Pin Oak	40-50'	30-40'	Medium	Avoid using on alkaline soils. Tolerant of wet soils.
14	Red Oak	60'	40-50'	Medium	Intolerant of heavy or poorly drained soils.
16	Hackberry	40-50'	40'	Slow	Very sensitive to salt spray, "witches broom" is a problem. Tolerant of wet and dry soils.
17	Kentucky Coffeetree	60'	40'	Medium	Low litter because of twigless branches. Very picturesque.

3.3 SITE SELECTION AND PLANTING RECOMMENDATIONS

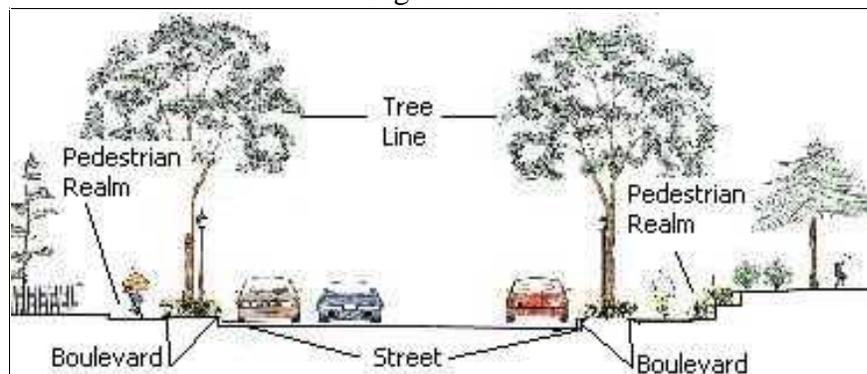
The process for locating individual sites is based on four criteria. They are ranked in order as follows:

1. Properties where trees have been recently removed
2. Citizen Requests
3. Neighborhood Needs Assessment
4. City Parks

A windshield survey is taken to determine locations for new tree plantings. Records are kept that will show where the City has replaced trees in previous years. It is the goal of the Urban Forestry Program to place trees where the need is the greatest.

There are many aspects that must be considered in site selection. One of the issues that are looked at is the scale of the neighborhood. A pedestrian realm must be established or preserved where there are sidewalks. It is important that the most heavily trafficked and more densely populated residential areas of the city have abundant tree resources, with an emphasis on symmetry and balance. Trees planted along city streets provide character, shade, as well as a protective barrier for pedestrians. If there is a sidewalk adjacent to the right-of-way, there will be pedestrian traffic and trees with higher branches are most suitable. An example diagram of the pedestrian realm is included in Figure 3.3.1 below.

Figure 3.3.1



The form of the individual tree is also important. Trees must be located and planted with a specific design in mind. For example, to reduce heat where hard surfaces, such as concrete, create heat islands during summer months, trees that produce a large amount of shade are most suitable. Other trees are needed to provide windbreaks or visual screens. Smaller, more dense trees are more suitable for this type of situation. Trees with a mature height of less than 30 feet should be planted underneath utility lines to prevent future problems such as storm damage and unnecessary trimming. If trees are planted along a boulevard for aesthetic purposes, such as Main Street in River Falls, a symmetrical balance is the best option. Choosing the same species with identical form can create that visual effect.

Another factor that plays a role are intersection vision triangles, trees should never be planted in an area where they could create an obstruction to drivers.

Also, staff will look at the recent history of planting locations and determine where there is a need for trees. Staff will attempt to replace a new tree at each location where a recent tree removal was made. One of the factors to look at is if the placement of a tree will create a spacing problem with existing trees on site.

Generally, 5-10 trees are set aside for planting in an established City Park. Also, individual citizens can request a new street tree. A standardized form is available from the planning department for citizen requests. The requests are generally accommodated, given the sites are acceptable and meet the necessary requirements.

Below is a general list of planting recommendations for new street trees.

- 1) Select species suitable for soil conditions, pollutants present, exposure, elevation and climate.
- 2) Tree stock 1.5 to 2 inches DBH is appropriate for street tree plantings. These sizes are small enough for fast establishment, yet large enough to reduce the chances of vandalism.
- 3) Trees should be planted 3 to 4 feet back from the curb. If the width of the area between the curb and the sidewalk is less than three feet, the terrace will probably not accommodate a tree. If the tree survives, it may damage the sidewalk or curb.
- 4) Trees should not be planted within 50 feet of an intersection and within 15 feet of driveways and alleys.
- 5) Trees should not be planted where they will create a visual problem of existing or proposed road signs.
- 6) Trees should not be planted within 15 feet of utility poles, electrical boxes, fire hydrants and water service shut-off locations.
- 7) Large trees (mature height or greater than 40 feet) should be planted a minimum of 40 to 60 feet apart.
- 8) Medium trees (mature height of 30 to 40 feet) should be planted a minimum of 35 feet apart.
- 9) Small trees (mature height of less than 30 feet) should be planted a minimum of 25 feet apart.
- 10) In business districts, trees should be planted a minimum of 30 inches from the curb to prevent damage to bumpers and doors.
- 11) Only trees with mature heights less than 30 feet should be planted under utility lines.
- 12) Location for planting should depend on growing space needs, potential conflicts with overhead wires, and existing trees present, both along the street and in adjacent yards.
- 13) Keep trees as far back as possible from the street.
 - This will keep trees away from areas continually subject to injury by street traffic.
 - Usually more favorable soil conditions will be found.

3.4 CITIZEN INVOLVEMENT

Appropriate resources are available for the citizens of River Falls to be involved with the selection of street trees. If they would like to request a tree be planted on the right-of-way adjacent to their property there is information that can guide them. Street tree request forms are available at the City Hall front desk and over the City web page.

A brochure will be sent out to every home and property owner that will be receiving a street tree. The brochure will include information that briefly describes the Urban Forestry Program in the City of River Falls and the fall street tree-planting procedures. It will also include information on general tree care practices for the recently planted trees. Citizens are encouraged to help in some general tree care practices, such as watering and mulching.

Copies of the brochure will also be available in the City Hall lobby.

3.5 SCHEDULING OF TREE PLANTINGS

After bids have been taken and the sites have been selected, a schedule must be set up for the fall tree-planting program. Below is an example of a timeline that can be used.

- **MID AUGUST** – Organize labor force to assure there will be sufficient labor at time of planting. Also, establish a planting date, set aside three days during the middle to end of October. Coordination must be established with the City Public Works and the Street Department to make sure the necessary equipment and labor force will be available. In the past, the labor has consisted of three parties:
 1. City Public Works Crew
 2. Non-Profit Volunteer Organizations/Prison Crew
 3. Private contractor
- **LATE AUGUST** – Advertise and send out notifications to area tree nurseries and suppliers.
- **MID TO LATE SEPTEMBER** – Complete survey of tree planting locations and mark locations on curbside where tree will be located.
- **1st WEEK IN OCTOBER** – Set up a meeting with Public Works Superintendent and Street Department to confirm proper locations of tree plantings. Also during this period an official letter is sent out to each property owner notifying him or her that the City will be planting a tree on the right-of-way adjacent to their property. They will have two weeks to respond if they wish not to have a tree planted. An example of this letter is attached as Appendix I.
- **2nd WEEK IN OCTOBER**- Call Digger’s Hotline and notify them of the tree locations. A meeting is set up with local utility locaters so they can properly perform locates at all tree planting sites prior to planting date. They will need to know each address and the distance from the curb that the tree will be planted. A map that shows each location is provided for each utility locater. The following is a list of utility companies that will be notified:

- Northern States Power
- River Falls Municipal Utilities
- Ameritech – Phone
- Media One – Cable
- Williams Pipeline – Gas
- St. Croix Valley Natural Gas

Upon approval of each site each Utility Company marks an “OK” at the planting site.

Also, after all other arrangements have been made; coordination must be made with the tree vendor to set up a delivery date to the City Garage. The deliveries should be made two to three days prior to the established planting date in case there is problem with the stock and changes need to be made.

- **3rd WEEK OF OCTOBER** – Following an inspection of the stock, trees are distributed and planted throughout the City

4. TREE TRIMMING AND MAINTENANCE

City trees must be pruned periodically for the health and safety of those around them, as well as for the general health of the trees themselves. The City of River Falls has a program that outlines the pruning process for all City trees. Other maintenance is also needed periodically in the Urban Forestry Program.

4.1 BOULEVARD AND PARK TREE PRUNING

There are two basic types of pruning. One is what is known as Training pruning and is done on young trees up to ten years old. Training pruning is needed to establish the basic structure of a tree by eliminating double leaders, weak crotches, and conflicting inward growing branches. City crews or a hired Forestry Intern can do this type of pruning during the summer months.

The second is known as routine pruning. Older, established trees require less pruning, but it is much more dangerous. At this point, pruning is only needed for corrective purposes - to avoid safety hazards and to improve the health and appearance of the tree. Listed below are a few possible situations where mature tree pruning is needed.

- Branches/Limbs are dead, dying, or split
- Secondary branches are crossing other limbs, crossing branches rub together and damage bark, opening pathways for diseases and insects.
- Roots are damaged. The remaining healthy roots can no longer provide the necessary amount of water and nutrients for the existing crown.
- Branches form a narrow-angle crotch. These branches split easily and are vulnerable to storm damage.
- Sprouts are growing at or near the base of the tree trunk.
- Limbs or branches are interfering with Utility Lines.

A guide for tree maintenance practices can be located through the City computer network under the V:/COMDEV/Forestry directory under a folder titled "Maintenance Guide".

Routine tree pruning is also under the current contract with a hired tree service. Safety tree pruning is done once every year under the current contract. The tree service is notified with a work order form during the late winter months to set aside a week where they can come do the necessary trimming. Currently the system is set up where a section of the city is chosen and surveyed by the City Forestry staff, and then the tree service is notified. The current pruning schedule is as follows:

- Spring 2000 – East Side of City, North of Cascade and East of Main Street
- Spring 2001 – West Side of City, North of Cascade and West of Main Street
- Spring 2002 – South Side of City, All City Properties South of Cascade Avenue

This is an ongoing cycle that should be renewed every three years. The hired tree service does the tree trimming procedure during the late winter months (Late February or March) because pruning wounds heal most quickly in spring. The fees for tree trimming under the current contract are \$70.00/Hour for a two-man crew, truck and aerial lift.

4.2 OTHER MAINTENANCE

General care for the younger trees is also needed from time to time. Activities such as tree pruning and mulching commonly are needed on an annual basis throughout the City. This does include work in the developed City Parks. These activities are generally handled by a hired Forestry Intern. Occasionally, larger scale jobs need additional labor force provided by City Public Works Crews and Parks Department. From time to time property owners also might decide to perform tree themselves. Diagrams displaying proper tree care techniques are attached as Appendices J and K. These handouts can be distributed to homeowners during the spring months.

Tools for general forestry maintenance are available in the City Garage and their use is coordinated between the Forestry staff and the Street Department. Tools may need to be acquired if the City Garage cannot supply them.

The City has vehicles available for use at all times for maintenance and surveys. If a larger truck is needed, arrangements are made with the Public Works Superintendent two to three days in advance to confirm that there will be a vehicle available for the date specified.

4.3 STORMDAMAGED TREE MAINTENANCE PROCEDURES

Occasionally, in the case of a storm, trees may be damaged and become a safety hazard. In this case, additional tree maintenance will have to be done. The day following a storm the Street Department will clear all brush and tree debris to the side of the street for pickup. Property owners are expected to help with the clean up process and make a pile of brush and debris on the curbside so the City crews can haul it to the compost site for chipping.

Also, a complete survey is made after the storm to determine trees that either need to be removed or trimmed to eliminate safety hazards. This process is done the same way that the annual tree inspection is done. A windshield survey is taken and problem trees are listed and

marked. A list is sent to the contracted tree service with the most serious safety hazards listed as the highest priority. The tree service will remove or trim these trees first. Some of the safety concerns include the following:

- Hanging limbs caught up in trees that could potentially fall onto street or building.
- Limbs that are in the way of a sidewalk or path where there are pedestrians.
- Limbs that are split or cracked and represent a future safety hazard.
- Remove trees which have lost too much of the central leader and will eventually die.
- Remove trees that have lost more than 50% of their canopy, thus losing their character.
- Fallen trees that block alleyways.

Due to the occasional storms, additional funds may be requested to accommodate for the unanticipated tree maintenance needs.

5. MAIN STREET PROGRAM

As part of the Main Street 2000 plan, trees were planted on the center boulevard of Main Street between Pine and Locust streets in 1995. There are also gardens located in the Business Improvement District (BID) along 2nd Street and city parking lots. Funds have been set aside in the Urban Forestry Budget to properly maintain these gardens and street trees. There are some volunteers who help in the Main Street garden maintenance program, but most of the general maintenance tasks are handled annually by a hired Forestry Intern. The following is a schedule for the maintenance program.

- 1) Meet with the Main Street Group to coordinate tasks involved with the maintenance program. At this time the locations of the gardens in need of maintenance will be assigned.
- 2) Coordination of vehicles and tools. City vehicles are available for use at all times. If a truck is needed for larger projects, arrangements are worked out with the Public Works Superintendent. Tools are available in the City Garage.
- 3) Actions to be taken:

Table 5.0.1 – Main Street Forestry Tasks

Task	Timeframe
Pruning of Main Street Trees	As Needed
Mulching of Main Street Trees	Annually
Weeding and cleaning of community and parking lot gardens in BID district.	Spring, Summer, and Fall
New plantings in gardens	As Needed
Mulching of community and parking lot gardens in BID district	Annually

Attached, as Appendix L is a map of the downtown area showing the locations of the gardens and trees in the BID involved with the Main Street Program.

The work done on the Main Street gardens and trees is ongoing throughout the summer. The work is done on a priority need basis. It is recommended that a full time gardener be hired by

the City to keep up with the necessary work or incorporate the use of community service volunteers.

Mulch is available from the City Compost Site, however it is recommend that higher quality mulch be used for the Main Street Program. Main and Second Streets are the most heavily used areas of town and are highly visible. It is important that the area is maintained in a high quality manner to enhance the aesthetics of the downtown area. Better quality mulch, such as bark mulch from Oak or Cedar, not only looks better, but also is more efficient in protecting against competing weeds and pests. Mulch is available for sale from surrounding landscaping companies.

6. GIS TREE INVENTORY

Currently, as of October 2000, there are approximately 5,100 City owned street trees. A statistical breakdown of species and size class is shown in graphs as Appendix M. Updated tree records, as of October 2000, have been placed into a Geographic Information System (GIS) database and map. Tree locations were taken from the existing AutoCAD database and transferred into a GIS system. Also incorporated into the system were the tree plantings from 1997 – 1999 and the tree removals from 1997 –2000.

6.1 DATABASE INFORMATION

Each individual tree has a unique ID that can be selected to receive information. The database contains the following information:

- ID Number
- Street Address
- Common Name for Tree
- Latin/Scientific Name for Tree
- Tree Size in DBH
- Maintenance Action
- Condition
- Overhead Utilities
- Adjacent Sidewalk

The database is linked to the map so that all information can be directly related to a specific tree ID and location on the map. The database can be sorted and analyzed based on any of the above listed fields.

6.2 PROGRAM INSTRUCTIONS

The following is a general list of instructions to open and operate the GIS tree inventory.

- 1. Open ArcView from Windows Program Menu**
- 2. Open Project in ArcView**
- 3. File location is V:/ComDev/Forestry/UrbFor**
- 4. Project Name is tree_map.apr**

- Once the project is open, the map displaying tree point locations and two tables will appear. One table is labeled “Attributes of tree1.shp”. This is a table that is linked directly to the tree points layer on the map. The other table is a database that is labeled “Tree_Info2000.dbf”. This contains all the information of each tree on the map. The tables are joined together based on their ID #.

5. To find information on a specific tree based on a known address:

Query on an address in the database. To do this: Make sure that Tree_Info2000.dbf is the selected table. Use the Query function, (the tool button that has a hammer on it). Make sure the “Update Values” box is checked. A sample of an address query should look like this:

([Address] = “920”) and ([Street] = “Leroy Ln.”)

This should highlight all trees at selected address. All tree attribute data such as size, species and maintenance needs can be accessed through this table. This also will give the ID number for each tree at the address.

6. To pull up point on map:

Query on the “Point” field in the shapefile attributes table. To do this: Make sure Attributes of tree1.shp is the selected table. Again use the Query function. Make sure the “Update Values” box is checked. As an example, use an ID # for one of the trees at 920 Leroy Ln. (#1462). A sample of the point query should look like this:

([Point] = 1462)

After the point is selected the Map labeled “All Coverages Together” should be the selected window. Under the View Menu, choose the “Zoom to Selected” option. This will zoom onto the selected point on the map.

7. To update tree removals and replacements

- First, the point must be deleted from the map. The “All Coverages Together” must be selected. Select “Start Editing” from the Theme menu. Select the desired point and delete. Save edits before finishing removing points.
- The information must also be deleted from the database. Select the “Tree_Info2000” database. And again select “Start Editing” from the Theme menu. All information on each removed tree must be deleted from the database, simply by selecting the information and select the “Delete Records” option from the Edit Menu. Make sure to make a note of the ID# that is being deleted so that number can be re-used when adding new trees to the inventory. Save all edits before quitting program.
- To enter new Points into the inventory. The information must first be entered into the database and the tree must be assigned an ID number. An ID number that was removed can be used. Make sure the “Tree_Info2000.dbf”

is selected and again select “Start Editing” from the Theme menu. Add the desired information and Save Edits.

- The individual points can be added on to the “All Coverages Together” map by simply zooming to the desired address and selected the “Draw Point” command from the toolbar.
- The point must also be added on to the map and into the “Attributes of Tree1.shp” table. First make sure the attribute table is selected and select “Start Editing” from the Theme menu. The two fields that information must be added into are “Point” and “On_Map”. In the point field the selected ID number should be added and in the On_Map field a “True” statement must be added for confirmation.

8. Tracking of Tree Maintenance Procedures

All pruning tree maintenance information can also be tracked on an individual basis. To find out which trees are in need of Immediate Pruning select the “Tree_Info2000” database and use the Query function. An example of the query should look like the following:

([Maintenance_Priority] = “Immediate”)

This can be used for any type of maintenance need. To find out the pruning needs for a specific street a query may also be used. An example should look like the following:

([Maintenance_Priority] = “1-3 Years”) and ([Street] = “N. Falls St.”)

7. RECORD KEEPING

All purchases that are made for the Urban Forestry Program are noted and kept track of in a database and organized on an annual basis. Information that should be included in the file is:

- Type of service (Pruning, Removal, Purchase of Trees, Supplies, Mulch etc.)
- Name of Business/Supplier
- Final cost
- Where the funds are drawn from (Subsection of Forestry Budget)

All in-coming bills must be approved and verified by the City Forester and Planning Director before payment is made. Bills are given to Accounts Payable and payment is made. A Purchase Order (PO) is made for payments that are large and for those that will be ongoing throughout the year, such as tree removals. The PO number should also be noted in the database.

Other records kept on file include:

- An annual list of addresses where trees are removed
- An annual list of addresses where trees are planted
- An annual list of requests from citizens for street trees
- GIS Inventory and Information databases

All computer files should be stored in the **V:/ComDev/Forestry** directory under a folder entitling the year of the information.

All letters and forms should be stored in the **V:/ComDev/Forestry/Tree Letters** directory with a title of the document and the year.

8. COMMUNICATIONS

The Forestry staff for the City of River Falls works in cooperation with many other branches of the City, as well as private firms hired out to perform maintenance procedures. The City staff also works in close cooperation with the citizens of River Falls who have questions, concerns, or requests.

8.1 COMMUNICATIONS WITHIN CITY DEPARTMENTS

Occasionally there will be communications with the other Departments within the City. Forestry tasks might need to be performed by the City Public Works, Street Department, and Parks and Recreation Staff. Also from time to time the Municipal Utilities will have to do some trimming work from power lines. Attached, as Appendix N is a standard form that can be used for work orders to other departments within the City.

8.2 COMMUNICATIONS WITH CONTRACTOR

A variety of procedures need to be done every year by a private tree service that the City has hired. The tasks involved on the current contract include tree pruning, removal, and stump chipping. The private tree service is either contacted by phone, fax, or mail with the description of the work order. The same work order form mentioned in Chapter 8.1 can be used in communications with the private tree service.

8.3 COMMUNICATIONS WITH CITIZENS

In addition to the previously discussed interactions with citizens, there are also a lot of requests from citizens for new street trees adjacent to their property. Currently, their name is taken and put onto a list. As part of involving citizens more, a brochure will be available to the public describing the fall street tree planting program and a request form is available to them. A copy of a Street Tree Request Form is included as Appendix O.

The Urban Forestry Program will also be incorporated onto the City of River Falls' Web Page. The information will include a background and history, why trees are an important amenity to the community, inventory statistics, tree photos, the request form for a new street tree and other useful information.

9. BUDGET INFORMATION

The Urban Forestry Program has an annual budget of approximately \$30,000. The funds are drawn out of the Community Development Department and the General Account of the City of River Falls. The budget covers all of the following:

- Fall Street Tree Planting Program

- Tree Trimming and Removal
- General Operating Supplies and Fuels
- Travel, Conference, and School
- Arbor Day and Main Street Programs
- Salaries for Forestry Intern

The majority of the account is set aside for tree maintenance and removal. Each fall the City of River Falls purchases approximately 100 trees to plant throughout the City. The Main Street Society also contributes every year for the care taking of the Main Street trees and gardens. These funds are also used to hire a Forestry Intern each summer and for supplies, such as tools, mulch, tree wrap and stakes.

9.1 ADDITIONAL FUNDS

In case additional funds are needed, an official request must be made to the City Clerk. All funds should first be spent from within the forestry budget requesting a transfer. City Council approval may be needed for additional funds. Below is a list for reasons that additional funds might be needed for the Urban Forestry Program:

- Storm damaged tree cleanup and removal
- Unanticipated disease breakout, such as Dutch Elm Disease or Gypsy Moths
- A special project, such as planting trees for a new park or boulevard
- Purchase of additional street trees
- Under estimate of tree removal expectations

9.2 BUDGET ASSESSMENT AND APPROVAL

An annual report will be presented to the City Council. The previous years' accounts and expenditures will be presented to them and a statistical breakdown of where the funds were spent. This includes the number of tree removals and plantings and the locations of each. After a look at the previous year a discussion of needs for the upcoming budget year will be presented. It is assumed that a 4% increase is needed per year for inflation purposes. This is assuming there will be no changes to the program and the appropriate allocation of funds is adequate. If there is need for a justification for an increase greater than 4%, this will be presented in the report to the Council. There might be plans for a special project or improvement, or there might be sufficient reason to estimate a greater mortality rate in the upcoming year. Whatever the reason may be, a justification will be established and presented to the Council.

10. SUMMARY

The urban forest can define an entire community. It is a very significant factor in the design of a community. Not only do trees have incredible environmental benefits such as improving air quality, providing shade and reducing temperatures, but also have an effect on the visual appeal that they can bring to a community. Trees provide a sense of balance and form to the streetscape and the neighborhood. They also create character and a sense of place that defines our community. Trees also perform as effective buffers along city streets that protect the safety of pedestrians while traveling on sidewalks.

The Urban Forestry Program in River Falls is as strong as ever. In the year 2000 all records have been updated and incorporated into a Geographical Information System. The inventory results show good diversity between species and a large number of young trees that will be mature in 40-50 years. This insures a healthy population in the future. The City is also consistent with its planting program. Approximately 100 trees are planted on an annual basis.

11. IMPLEMENTATION POLICIES

11-I-1 Expand the capacity of the Urban Forestry program and budget in order to keep pace with rapid growth.

As the City of River Falls continues to grow so will the need for maintenance of public trees as well as increasing the quantity of tree plantings in order to accommodate for future growth.

11-I-2 Educate the public with the efforts of the Urban Forestry Program.

An informative brochure is available to all citizens of River Falls. The brochure will include information on the importance of tree resources to our community, general maintenance and tree request information as well as some general tree care information. Homeowners will be encouraged to assist with some of the necessary tree care procedures.

Also, information on the program will be available to the public over the Internet. General information on the program, photos of recommended trees and other useful links can be accessed on the City's official web page, www.rfcity.org.

11-I-3 Consider offering a refund for residents who wish to plant their own trees along City boulevards.

This will offer an incentive for residents to plant trees and contribute to the Urban Forestry Program. A reasonable refund would be in the \$60-80 range based on the current costs for nursery trees.

11-I-4 Maintain the summer Urban Forestry Intern position to work during the summer months in order to appropriately keep up with the work in the BID district public gardens.

The amount of work and attention that is needed to keep the gardens clean is not a process that can be done occasionally throughout the summer, but a continuous process that needs additional attention. If needed, an additional part-time gardener position might be needed to keep up with the tasks.

11-I-5 Establish an official Arbor Day event in the City of River Falls.

In order to keep receiving Tree City USA recognition an official Arbor Day event is needed. One of the most important accomplishments of the Tree City USA recognition is gaining points toward environmental grants. Funds are already set aside for an official event. Children will be educated of the

importance of tree resources as part of the ecosystem. Young seedlings can be handed out to children at area elementary schools, along with instructions on how to plant a tree in their own yard or area park.

11-I-6

Update the GIS tree inventory on an annual basis.

All information should be updated in October after all the necessary removals and new plantings have been done for the year.

APPENDIX A – Example Letter for Tree Removals on City Right-of-Ways



<<Date>>

«Name»
«Address»
«City»

RE: Removal of Hazardous Tree (s)

Dear «Secondname»:

Following an inspection of the trees located on the City right-of-way, I have determined that one of the trees adjacent to your property located at «location» is in need of removal. The tree has been marked and will be removed by St. Croix Tree Service in the near future. There will be no charge to you for the removal of trees on the City right-of-way.

Please contact my office at 425-0900, ext. 111, should you have any questions concerning this matter.

Sincerely,

«Name»
City Forester

APPENDIX B – Terms and Specifications of Tree Service Contract

SPECIFICATIONS

CONTRACT DOCUMENTS FOR THE REMOVAL OF TREES AND STUMPS ON PRIVATE AND PUBLIC PROPERTY INCLUDES TRIMMING & SHAPING ON PUBLIC TREES

CITY OF RIVER FALLS

1. **Trees/Stumps/Tree Trimming Removal**
 - a. Tree/stump/tree trimming address list shall be furnished to the Contractor.
2. **Inspection of Site**
 - a. Each bidder should visit the sites of the proposed work and fully acquaint himself with the existing conditions there relating to the removal of trees and/or stumps and tree trimming and should inform himself as to the facilities involved, the difficulties and restrictions attending the performance of the contract.
3. **Execution of Agreement: Performance and Payment Bond**
 - a. Subsequent to the award and within ten (10) days after prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City of River Falls an agreement in the form included in the contract documents in such number of copies as the City of River Falls may require.
 - b. Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Bidder shall within the period specified in paragraph "a" above furnish a surety bond on a penal sum of not less than the amount of the annual estimated cost of tree and stump removal and tree trimming as set out in the accepted proposal as security for the faithful performance of the contract, and for the payment of all persons, firms, or corporations to whom the contractor may become legally indebted for labor, materials, tools, equipment or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bond shall be in the same form as that included in the contract documents and shall bear the same date as or a date subsequent to the date of the agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. This bond shall be signed by a guarantee or surety company listed in the latest issue of the U.S. Treasury Form 570 and licensed to do business in the State of Wisconsin, and the penal sum shall be within the maximum specified for such company in said Form 570. The minimum amount of the bond shall be \$10,000.
 - c. Failure of the successful Bidder to execute such agreement and to supply the required bond or bonds within ten (10) days after the prescribed forms are presented for signature or

APPENDIX B CONTINUED

within such extended period as the City of River Falls may grant in writing, based upon reasons determined sufficient by the City of River Falls, shall constitute a default; and the City of River Falls may either award the Contract to the next best responsible Bidder or re-advertise for bids and may charge against the Bidder the difference between the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond.

4. Superintendence by Contractor

a. Except where the contractor is an individual and gives his personal superintendence to the work, the Contractor shall have a competent superintendent, satisfactory to the City of River Falls and the City Forester, on the work site at all times during working hours with full authority to act for him. The Contractor shall also provide an adequate staff for the proper coordination and expediting of his work executed by him under the agreement.

5. Subcontracts

a. The Contractor shall not execute an agreement with any subcontractor or permit any subcontractor to perform any work included in this contract until he has received written approval for such subcontractor from the City of River Falls.

b. No proposed subcontractor shall be disapproved by the City of River Falls except for cause to be determined by the City of River Falls.

c. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to require compliance by each subcontractor with applicable provisions of this contract for tree and stump removal and tree trimming.

d. Nothing contained in this contract shall create any contractual relationship between any subcontractor and the City of River Falls.

6. Other Contracts

a. The City of River Falls may award, or may have awarded, other contracts for additional work; and the Contractor shall cooperate fully with such other contractors by scheduling his own work with that to be performed under other contracts as may be directed by the City of River Falls. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor as scheduled.

7. Notice to Proceed

a. After execution of the agreement, a Notice to Proceed will be issued to the Contractor which shall clearly and accurately set forth the area which is thereby released to the Contractor for tree and stump removal and tree trimming and shall fix the starting and

APPENDIX B CONTINUED

completion dates therefore, in accordance with the contract time established in the SPECIAL CONDITIONS contained herein.

8. Payments

a. Final Payment: After final inspection and acceptance by the City of River Falls of all work under the contract, the Contractor shall prepare a requisition for final payment and submit it to the City for approval. The final payment shall consist of the total cost of tree and stump removal and tree trimming as adjusted in accordance with approved change orders less all previous payments and subject to withholding of any amount due the City of River Falls under the section entitled "Liquidated Damages" under SPECIAL CONDITIONS.

b. The City of River Falls, before making any payment, may require the Contractor to furnish releases or receipts from any or all persons performing work and supplying material or services to the Contractor, or any subcontractor if this is deemed necessary to protect its interest. The City of River Falls, however, may make payment in part or in full to the Contractor without requiring the furnishing of such releases or receipts. Any payments so made shall in no way impair the obligations of any surety or sureties on any bond or bonds furnished under this contract.

c. The payment to the Contractor by the City of River Falls shall be made subject to the following:

That no payment made under the contract shall act as a waiver of the right of the City of River Falls to require the fulfillment of all of the terms of the contract.

9. Changes In The Work

a. The City of River Falls may make changes in the scope of the work required to be performed by the Contractor by making addition thereto, or by omitting work therefrom, without invalidating the contract, and without relieving or releasing the Contractor from any of his obligations under the contract or any guarantee given by him pursuant to the contract provisions, and without affecting the validity of the guaranty bonds, and without relieving or releasing the surety or sureties of said bonds.

10. Claims For Extra Cost

a. If the Contractor claims that any instructions by drawings or otherwise involve extra cost or extension of time, he shall, within ten (10) days after the receipt of such instructions and in any event before proceeding to execute the work, submit this protest thereto in writing to the City of River Falls stating clearly and in detail the basis of his objections. No such claim will be considered unless so made.

APPENDIX B CONTINUED

b. Any discrepancies which may be discovered between actual conditions and those represented by the drawing shall at once be reported in writing to the City of River Falls, and work shall not proceed except at the Contractor's risk until written instructions have been received by him from the City of River Falls.

c. If, on the basis of the available evidence, the City of River Falls determines that an adjustment of the contract price and/or time is justifiable, the procedure shall then be as provided for in Section 9 - Changes In The Work.

11. Termination: Delays: and Liquidated Damages

a. Termination of Contract: If the Contractor refuses or fails to prosecute the work with such diligence as will insure completion within the time specified in these contract documents, the City of River Falls, by written notice to the Contractor, may after 14 days terminate the contractor's right to proceed with the work. Upon such termination, the City of River Falls may take over the work and prosecute the same to completion, by contract or otherwise; and the contractor and his sureties shall be liable to the City of River Falls for the liquidated damages for any delay in the completion of the work as provided hereafter. If the Contractor's right to proceed is terminated, the City of River Falls may take possession of and utilize in completing the work such materials, tools, equipment and plant as may be on the site of the work and necessary therefore.

b. Liquidated Damages for Delays: If the work is not completed within the time stipulated including any extensions of time for excusable delays as herein provided or reductions in time due to omission of part of the work, the Contractor shall pay to the City of River Falls as fixed, agreed and liquidated damages for each calendar day of delay until the work is completed the amount as set forth and his sureties shall be liable to the City of River Falls for the amount therefore.

c. Liquidated Damages: As actual damage for any delay in completion of the work which the Contractor is required to perform under this contract are impossible of determination, the Contractor and his sureties shall be liable for and shall pay to the City of River Falls the sum of fifty dollars (\$50.00) as fixed, agreed and liquidated damages, for each calendar day of delay from the date stipulated for completion in the "Notice to Proceed" or as modified in accordance with Section 9 - Changes in the Work and Section 11 - Terminations: Delays: and Liquidated Damages under General Conditions, until such work is satisfactorily completed. A calendar day shall be any whole or fractional part of a working day.

d. Excusable Delays. The right of the Contractor to proceed shall not be terminated nor shall the Contractor be charged with liquidated damages for any delays in the completion of the work due:

APPENDIX B CONTINUED

1. To any acts of the government, including controls or restrictions upon or requisitioning of material, equipment, tools, or labor by reason of war, National Defense or any other national emergency;
2. To any acts of the City of River Falls;
3. To causes not reasonably foreseeable by the parties to this contract at the time of the execution of the contract which are beyond the control and without the fault or negligence of the Contractor including, but not restricted to, acts of God or of the public enemy, acts of another contractor in the performance of some other contracts with the City of River Falls, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and weather of unusual severity such as hurricanes, tornadoes, cyclones and other extreme weather conditions; and
4. To any delay of any subcontractor occasioned by any of the causes specified in subparagraphs 1, 2, and 3 of this paragraph.

Provided, however, that the Contractor promptly (within 10 days) notified the City of River Falls in writing of the cause of the delay. The City of River Falls shall then ascertain the facts concerning the cause of the delay and the extent to which completion of the project as a whole has been delayed. If the facts show the delay to be properly excusable under the terms of this contract time by a period of commensurating with the period of excusable delay.

12. Permits and Codes

a. The Contractor shall give all notices required by and comply with all applicable laws, ordinances, rules, regulations and codes of the City of River Falls within three (3) days after the date of said contract. Before beginning the work, the Contractor shall examine Technical Specifications for compliance with applicable ordinances and codes and shall immediately report any discrepancy to the City of River Falls. Where the requirements of the Technical Specification fail to comply with such applicable ordinances or codes, the City of River Falls will adjust the contract by Change Order to conform to such ordinances or codes (unless waivers in writing covering the difference have been granted by the governing body or department) and make appropriate adjustment in the contract price. Should the Contractor fail to observe the foregoing provisions and do work at variance with any applicable ordinance code, including any written waivers (notwithstanding the fact that such methods are in compliance with the Technical Specifications), the Contractor shall correct the methods of doing such work without cost to the City of River Falls; but a Change Order will be issued to cover only the excess cost the Contractor would have been entitled to receive had the change been made before the Contractor commenced work on the items involved.

APPENDIX B CONTINUED

b. The Contractor shall comply with the applicable laws, ordinances, rules and regulations governing the disposal of materials, debris, rubbish and trash on or off the area and shall commit no trespass on any public or private property in any operation due to or in connection with tree and stump removal and tree trimming.

c. The Contractor, at his own expense, will comply with all requirements of public service commission with respect to public utilities.

13. Care of Work

a. The Contractor shall be responsible for all damages to persons or property that occur as a result of his fault or negligence in connection with the prosecution of the work and shall be responsible for the proper care and protection of all work performed until completion and final acceptance, whether or not the same has been covered in whole or in part by payments made by the City of River Falls.

b. In an emergency affecting the safety of life or property, on or adjoining the site, the Contractor shall act, either at his own discretion or as instructed by the City of River Falls, to prevent such threatened loss or injury. Any compensation claimed by the Contractor on account of such emergency work will be determined by the City of River Falls.

c. The Contractor shall avoid damaging sidewalks, streets, curbs, pavements, utilities, structures or any other property (except that which is to be replaced or removed), either on or adjacent to the site. He shall repair at his own expense and in a manner satisfactory to the City of River Falls any damage thereto caused by his operations.

14. Accident Prevention

a. The contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damage to persons or property either on or off the site which occur as a result of his fault or negligence in connection with the prosecution of the work. The safety provisions of applicable ordinances and laws and building and construction codes and all ordinances and rulings hereon concerning work under the contract shall be observed, and the Contractor shall take or cause to be taken such additional safety and health measures as the City of River Falls may determine to be reasonably necessary. Machinery, equipment and all hazards shall be guarded in accordance with the safety provisions of all local, county, state and federal laws and regulations.

b. The Contractor shall maintain an accurate record of all cases of death, occupational disease and injury requiring medical attention or causing loss of time from work arising out of and in the course of employment on work under contract. The Contractor shall promptly furnish the City of River Falls with reports concerning these matters.

APPENDIX B CONTINUED

c. The Contractor shall indemnify and save harmless the City of River Falls from any claims for damages resulting from personal injury and/or death suffered or alleged to have been suffered by any person or corporation, public or private, any damage to or destruction of property, public or private, as a result of any work conducted under this contract.

15. Use of Premises

a. The Contractor shall confine his equipment, storage or materials and operations to the limits prescribed by ordinances or permits or as may be directed by the City of River Falls.

b. The Contractor shall comply with all reasonable instructions of the City of River Falls and the ordinances and codes of the City of River Falls regarding signs, advertising, traffic, fires, danger signal barricades and fire prevention and all safety laws, ordinances and rulings.

16. Review by Local Public Agency

a. The City of River Falls, its authorized representatives and agents shall, at all times, have access to and be permitted to observe and review all work, materials, equipment, payrolls, personnel records, employment conditions and other relevant data and records pertaining to this contract provided, however, that all instructions and approvals with respect to the work will be given to the Contractor only by the City of River Falls through its authorized representatives or agents.

17. Final Inspection

a. When the work of tree and stump removal and tree trimming is substantially completed, the Contractor shall notify the City of River Falls in writing that the work will be ready for final inspection on a definite date which shall be stated in such notice.

18. Deduction for Uncorrected Work

a. If the City of River Falls deems it not expedient to require the Contractor to correct work not done in accordance with the contract documents, an equitable deduction from the contract price will be made by agreement between the Contractor and the City of River Falls and subject to settlement, in case of dispute, as herein provided.

19. Insurance

a. The Contractor shall carry or require that there be carried Workmen's Compensation Insurance for all his employees and those of his subcontractors engaged in work at the site, in accordance with State Workmen's Compensation Laws.

APPENDIX B CONTINUED

b. The Contractor shall carry or require that there be carried Manufacturer's and Contractor's Public Liability Insurance with limits of \$100,000/\$300,000 to protect the contractor and his subcontractors against claims for injury to or death of one or more than one person of accidents which may occur or result from operations under the contract; such insurance shall cover the use of all equipment, including but not limited to excavating machinery, trenching machines, cranes, hoists, rollers, concrete mixers and motor vehicles, in the construction of the improvements embraced in this contract.

c. The Contractor shall carry, during the life of the contract, Property Damage Insurance with limits in an amount of not less than \$50,000 to protect him and his subcontractor from claims for property damage which might arise from operations under the contract. Such policy will include provisions for damage resulting from any explosion, the collapse or structural injury to any building or structure, due to excavation including borrowing, filling or backfilling, in connecting therewith, or to tunneling, moving, shoring, underpinning or demolition. This insurance will also include injury or destruction of wires, conduits, pipes, mains or other similar property below the surface of the ground.

d. Before commencing work, the Contractor shall submit executed policies as evidence of the coverage required above to the City of River Falls for review and approval within 10 days after award of the contract. The City of River Falls will, in writing identify the policies and indicate its approval or disapproval. New policies from other companies shall be provided in place of those disapproved. Such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City of River Falls, and shall be kept in force until the Contractor's work is accepted by the City of River Falls. Contracts of insurance (covering all operations under this contract) which expires before the Contractor's work is accepted by the City of River Falls for its approval.

e. As to hold harmless coverage, the insurance shall protect the Contractor as to his obligations assumed under Section 19 and 20 of the General Conditions.

f. The City of River Falls requires that the Contractor's insurance policy carry an endorsement providing that the City of River Falls receive ten (10) days notice before such insurance is canceled or changed by the Contractor or the insurance company issuing the policy and endorsements. Policies shall be submitted to the City of River Falls within (10) days after the award of the contract has been made to the Contractor.

20. General Guaranty

a. Neither the final certificate of payment nor any provisions in the Contract Documents nor partial or entire use of occupancy of the premises by the City of River Falls shall constitute an acceptance of the work not done in accordance with the contract or relieve the Contractor of liability in respect to any express warranties or responsibility for failure to comply with terms of Contract Documents. The City will give notice of observed non compliance with reasonable promptness. The Contractor will pay for or

APPENDIX B CONTINUED

repair any damage to other work or property resulting from the pursuit and performance of the work under this contract.

21. Risk of Loss

a. The City of River Falls assumes no responsibility for the condition of existing buildings and structures and other property on the project areas nor for their continuance in the condition existing at the time of issuance of the invitation for bids or thereafter. No adjustment of contract price or allowance for any change in conditions which may occur after the invitation for bids has been issued will be made.

22. Live Utilities and Other Property

a. The Contractor shall assume all responsibilities for damage attributable to him to any property upon, or passing through, the project area.

b. If disconnections of overhead or underground utility services are required to be made, the Contractor shall comply with all River Falls Municipal Utility, Wisconsin Telephone, local and St. Croix County requirements and regulations including the barricading of streets, the removal and restoration of pavement and other pertinent matters.

23. Liens

a. The Contractor will protect the City of River Falls and real estate owned by it against any liens of any nature whatsoever, whether mechanics or material-men or otherwise, and in the event any statement for a lien should be filed against said premises or any portion thereof, and shall not be discharged of record within thirty (30) days after notice by the City of River Falls to the contractor of said lien. The City of River Falls may, but shall not be required to, pay whatever amount shall be deemed by it necessary to secure a discharge of said lien record and upon demand by the City of River Falls for all its expenses, including attorney's fee, if any, in a reasonable amount, incident to securing the discharge of record of said lien together with interest at the rate of 6% per annum from the time any advance or payment shall have been made by the City of River Falls for said purposes, or any of them.

24. Time for Completion

a. The bidder shall remove all trees furnished to him on a list provided by the City River Falls after notification of award within 30 days after said notification. Thereafter, the contractor agrees to remove all trees and stumps within 30 days after notification by the City of River Falls to remove said trees. This time limit may be amended by City forester for reasonable cause.

APPENDIX B CONTINUED

The Contractor must perform the work in a continuous operation and shall be fully completed with the work on or before the date established in the Notice to Proceed for Tree and Stump Removal and Tree Trimming.

25. Responsibilities of Contractor

a. Except as otherwise specifically stated in the Contract Documents and Technical Specification, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, superintendence, temporary construction of every nature, changes, levies, or fees or other expenses incurred; and all other services and facilities of every nature whatsoever necessary for the performance of the Contract within the specified time.

26. Safety, Cleanup and Special Provisions

a. The removal of trees and stumps and tree trimming as required under the terms set forth in this contract shall be performed in a coordinated and safe manner as herein provided and particularly:

1. No combustible debris shall be thrown, stored, or burned on adjacent parcels, sidewalks, streets or alleys. Debris created from tree and stump removal and tree trimming at each property must be disposed of as demolition or removal work proceeds.

2. Dropping of trees, branches, limbs or other materials on adjacent property, sidewalks, streets or alleys is forbidden. All tree and stump removal and tree trimming operators, storing or processing of debris outside the boundaries of the properties covered by this contract is forbidden except as provided for in the Technical Specifications.

b. General. The operations of the Contractor shall be done in such manner as to avoid fires and other hazards to persons and property and interference with the use of other buildings or interruption of free passage to and from such buildings.

27. Severability

a. If any portion of this agreement is found to be unenforceable or invalid by judicial authority, it shall not affect the remaining portions of the agreement.

28. Term

a. This agreement shall terminate on >>Date>> unless extended by mutual agreement of the parties.

APPENDIX B CONTINUED

**TECHNICAL SPECIFICATIONS
CONTRACT DOCUMENTS FOR THE REMOVAL
OF TREES AND STUMPS ON PRIVATE
AND PUBLIC PROPERTY
INCLUDES TRIMMING & SHAPING ON PUBLIC TREES**

CITY OF RIVER FALLS

- 1. Disposal of Trees, Tree Trimmings and Chips:**
 - a. All logs, branches and chips from stump removal shall be removed and hauled by the Contractor to an approved landfill or burning site at his expense.
 - b. The Contractor must comply with mandated recycling laws.
- 2. Stump Removal:**
 - a. All stumps and roots will be removed a distance of not less than four (4) inches below ground level.
- 3. Property Access/Notification:**
 - a. Notification shall be given by the City Forester whenever it is determined that a public nuisance exists on private premises. Notice shall be in accordance with the procedures outlined in Section 10.06(c) of the Municipal Code. The City Forester shall forward proof of notification to the contractor.

Upon receipt of notice from the City Forester, contractor shall make personal contact with the owner of property and or tenant of the property at least 48 hours before beginning his operation on that property. Objections shall be forwarded to the City Forester for review and resolution with the parties involved. In such cases no work shall commence until a determination has been made by the City Forester. The contractor shall also obtain permission to use adjacent property for access to or from work site.

In the case of trees located in the right-of-way the contractor shall make contact with adjacent property owners at least 48 hours prior to commencement of work. Primary contact shall be by door hanger or whenever possible, in person. Objections shall be forwarded to the City Forester for review and resolution with the parties involved. No work shall commence until a determination has been made by the City Forester.

APPENDIX B CONTINUED

SPECIFICATIONS

CONTRACT DOCUMENTS FOR THE REMOVAL
OF TREES AND STUMPS ON PRIVATE
AND PUBLIC PROPERTY
INCLUDES TRIMMING & SHAPING ON PUBLIC TREES

CITY OF RIVER FALLS

BID FORM

_____ will remove any and all City boulevard
(Bidder)
trees in River Falls at the rate of \$_____/per tree. This includes removal and clean
up of said trees. Proper disposal and dump fees are included in this price. We will provide all
men and equipment necessary to complete the job.

_____ will remove all the City boulevard stumps in
(Bidder)
River Falls at the rate of \$_____/per stump. This includes all clean up and disposal
of debris.

_____ retains the right to bid competitively for any
(Bidder)
private property owners work with the above rates acting as a maximum.

_____ will do all the City of River Falls' tree
(Bidder)
trimming including clean up and disposal at hourly rate of \$_____/ per hour.

_____ will provide the use of a bucket truck as
(Bidder)
soon as practicable at the rate of \$_____ per hour,
\$_____ per 1/2 day,
\$_____ per day.

APPENDIX B CONTINUED

SPECIFICATIONS

CONTRACT DOCUMENTS FOR THE REMOVAL
OF TREES AND STUMPS ON PRIVATE
AND PUBLIC PROPERTY
INCLUDES TRIMMING & SHAPING ON PUBLIC TREES

CITY OF RIVER FALLS

BIDDER'S QUALIFICATIONS

1. List of personnel available for this contract.

2. Name of person who will supervise this contract and the number of years of experience.

3. List of motorized equipment available for this contract. List type, size, (i.e. 2 ton truck)

4. List of other available equipment such as chippers, stumpers, tractors, bucket truck, loaders, power saws, etc.

APPENDIX C- Related Ordinances in River Falls Municipal Code

10.05 Section (4), (5) and (6) – Public Nuisances

10.05 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY. The following acts, omissions, places, conditions and things are declared to be public nuisances affecting peace and safety; but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within the definition of §10.02:

(1) DANGEROUS SIGNS, BILLBOARD, ETC. All signs, billboards, awnings and other similar structures over or near streets, sidewalks, public grounds or places frequented by the public, so situated or constructed as to endanger the public safety.

(2) ILLEGAL BUILDINGS. All buildings erected, repaired or altered in violation of City ordinances relating to materials and manner of construction of buildings and structures within the City.

(3) UNAUTHORIZED TRAFFIC SIGNS. All unauthorized signs, signals, markings or devices placed or maintained upon or in view of any public highway or railway crossing which purport to be or may be mistaken as official traffic control devices or railroad signs or signals or which, because of their color, location, brilliance or manner of operation, interfere with the effectiveness of any such device, sign or signal.

(4) OBSTRUCTION OF INTERSECTIONS. All trees, hedges, billboards or other obstructions which prevent persons driving vehicles on public streets, alleys or highways from obtaining a clear view of traffic when approaching an intersection or pedestrian crosswalk.

(5) LOW-HANGING TREE LIMBS. All limbs of trees which project over and less than 10' above any public sidewalk, street or other public place.

(6) DANGEROUS TREES. All trees which are a menace to public safety or are the cause of substantial annoyance to the general public.

APPENDIX C CONTINUED
River Falls Municipal Code 10.06 Dutch Elm Disease

10.06 DUTCH ELM DISEASE. (1) PUBLIC NUISANCE DECLARED. The City Council, having determined that the health of the elm trees within the City is threatened by a fatal disease known as Dutch elm disease, hereby declares the following to be public nuisances:

(a) Any living or standing elm tree or part thereof infected with Dutch elm disease fungus or which harbors any of the elm bark beetles Scolytus multistriatus (Eichh) or Hylurgopinus rufipes (Marsh).

(b) Any dead elm tree or part thereof, including logs, branches, firewood, stumps or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle destroying insecticide.

APPENDIX C CONTINUED

(2) CITY FORESTER. The City Forester shall have the powers and perform the duties imposed by this section and by Ch. 27, Wis. Stats.

(3) DEFINITIONS. For the purpose of this section, the following phrases are defined as follows:

(a) Public Nuisance. 1. Dutch elm disease.

2. Elm bark beetles Scolytus multistriatus (Eichh) or Hylurgopinus rufipes (Marsh).

3. Any living or standing elm tree infected with Dutch elm disease fungus or in a weakened condition which harbors any of the elm bark beetles.

4. Any dead elm tree or part thereof, including logs, branches, firewood, stumps or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle destroying concentrate.

(b) Public Property. Any premises owned or controlled by the City, including but not restricted to public sites, parks, playgrounds, streets, alleys, sidewalks, boulevards and terrace strips between the lot line and the curb or improved portion of any public way.

(4) INSPECTIONS. (a) The City Forester shall inspect at least twice a year all premises and places within the City to determine whether any public nuisance exists thereon. He shall also inspect any elm tree reported to be or suspected of being infected with Dutch elm disease or any elm bark bearing material reported or suspected to be infested with elm bark beetles.

(b) Whenever necessary to determine the existence of Dutch elm disease or elm bark beetles in any tree, the City Forester shall remove or cut specimens from the tree in such manner as to avoid permanent injury thereto and forward them to the State Department of Agriculture for analysis to determine the presence of such nuisances.

(c) The Forester and his agents or employees may enter upon private premises at reasonable times for the purpose of carrying out any of the provisions of this section.

(5) ABATEMENT OF NUISANCES. (a) The Forester shall order, direct, supervise and control the abatement of public nuisances by spraying, removal, burning or other means which he

APPENDIX C CONTINUED

determines to be necessary to prevent as fully as possible the spread of Dutch elm disease fungus or the insect pests or vectors known to carry such disease fungus.

(b) Whenever the Forester determines that a public nuisance exists on public property in the City, he shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of Dutch elm disease or the insect pests or vectors know to carry such disease fungus.

(c) When the Forester determines with reasonable certainty that a public nuisance exists upon private premises, he shall immediately serve personally or by registered mail upon the owner of such property, if he can be found, or upon the occupant thereof, a written notice of the existence of such nuisance, directing that the nuisance be abated within 10 days after service of such notice. Such notice shall describe the nuisance and recommend the procedure for its abatement and shall state that, unless the owner abates the nuisance as specified in the notice, the Forester will cause the abatement thereof at the expense of the property served. If the owner or occupant cannot be found, such notice shall be given by publication in a newspaper of general circulation in the City.

(6) SPRAYING. (a) Whenever the Forester determines that any elm tree or part thereof is infected with Dutch elm disease fungus or is in a weakened condition and harbors elm bark beetles, he may cause all elm trees within a 1,000-foot radius thereof to be sprayed with an effective elm bark beetle destroying concentrate.

(b) To facilitate the work and minimize the inconvenience to the public of any spraying operation conducted under this section, the Forester shall cause to be given advance public notice of such operation by newspaper, radio, television public service announcements or other effective means and shall cause the posting of appropriate warning notices in the areas and along the streets where trees are to be sprayed at least 24 hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the Forester shall also notify the Chief of Police who shall make and enforce such temporary parking and traffic regulations on such streets as conditions require. Temporary "no parking" notices shall be posted in each affected block of any street at least 24 hours in advance of spraying operations.

(c) If appropriate warning notices and temporary "no parking" notices have been given and posted in accordance with par. (b) above, the City shall not allow any claim for damages to any vehicle caused by such spraying operations.

APPENDIX C CONTINUED

(d) When trees on private property are to be sprayed, the Forester shall notify the owner of such property and proceed in accordance with sub. (5)(c).

(7) SPECIAL ASSESSMENTS FOR TREE CARE AND ABATEMENT. (a) The cost of abatement of a public nuisance or spraying elm trees or elm wood at the direction of the Forester, if the nuisance tree or wood is located in a public park or on other public grounds, shall be borne by the City.

(b) The cost of abating a public nuisance or spraying elm trees or elm wood located on private premises or in the public right-of-way, when done at the direction and under the supervision of the Forester, shall be assessed to the property on which such nuisance tree or wood is located or which abuts on the public right-of-way in which such nuisance tree or wood is located, as follows:

1. The Forester shall keep account of the cost of such work or spraying and the amount chargeable to each lot or parcel and shall report such work charges, the description of lands to which they are chargeable and the names and addresses of the owners of such lands to the City Clerk on or before October 15 of each year.

2. The City Clerk shall mail notice of the amount of such final assessment to each owner of property assessed at his last known address, stating that, unless paid within 30 days of the date of the notice, such assessment shall bear interest at the rate of 8% per annum and shall be entered on the tax roll as a delinquent tax against the property; and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such assessment.

3. The City hereby declares that, in making assessments under this section, it is acting under its police power. No damages shall be awarded to any owner for the destruction of any diseased or infested elm tree or elm wood or part thereof.

(8) PROHIBITED ACTS. No person shall:

(a) Transport any bark bearing elm wood, elm bark or elm material on public streets or highways or other public premises without first securing the written permission of the Forester.

(b) Interfere with or prevent any act of the Forester or his agents or employees while they are engaged in the performance of duties imposed by this section.

APPENDIX D – Example Letter For Dutch Elm disease Tree Removal



<<Date>>

«FirstName»
«Address2»
«City»

RE: Dutch Elm Diseased Tree

Dear «SecondName»:

Following an inspection of trees on your property located at «StreetAddress», the River Falls City Forester has determined that one of your trees is infected with the Dutch Elm disease. In accordance with Section 10.06 of the Municipal Code of the City of River Falls, Dutch Elm disease has been declared a public nuisance and infected trees must be removed.

The City has contracted with St. Croix Tree Service, 425-2006, for removal of trees at a cost to the property owner guaranteed not to exceed \$160 (One Hundred Sixty Dollars) per tree, plus \$40 (Forty Dollars) for the removal of the stump. The infected tree on your property is scheduled for removal under the City contract unless the City Clerk is notified that you have made other arrangements for the proper removal of the tree within a reasonable time of receipt of this letter.

If you elect to keep the wood for burning, all bark must be removed and properly disposed of prior to storage.

Please contact my office at 425-0900, ext. 111, should you have any questions concerning this matter.

Sincerely,

<<Name>>
City Forester

APPENDIX E – Example Letter For Hazardous Tree Removal



<<Date>>

<<Name>>
<<Address>>
<<City>>

RE: Hazardous Tree

Dear <<SecondName>>:

Upon recent inspection it was noted that there is a broken tree limb located on your property at <<Location>>. The tree limb is in a state of decay and poses a hazard to public safety.

In accordance with Section 10.05 of the City of River Falls Municipal Code, the tree is being declared a public nuisance.

Please take immediate measures to remove the broken limbs. Please remove the broken limbs no later than <<Date>>. After <<Date>> the City will remove the trees and a special assessment will be charged to your property.

Please call me at 425-0900 ext. 111 if you have any questions.

Sincerely,

<<Name>>
City Forester

Enclosure

APPENDIX F – Example Letter for Tree Removal by Development Companies



<<Date>>

<<Name>>

<<Address>>

<<City>>

Dear <<SecondName>>:

In a recent inspection of the boulevard trees in the new <<Title>> Subdivision, it came to my attention that there are five (5) young trees that have died over the winter. In the original Developer's Agreement, we agreed that there will be a one-year guarantee on all trees from the time of the planting, and these particular trees were planted <<Date>>. We have marked the trees with a red dot. Please remove the marked trees and replace them with new ones.

Thank you very much.

Sincerely,

<<Name>>

City Forester

APPENDIX G

EXAMPLE

NOTICE TO VENDORS CITY OF RIVER FALLS, WISCONSIN PURCHASE OF STREET TREES

Quotes will be received at the office of the City Forester, City Hall, River Falls, Wisconsin, 54022, <<TIME>> on <<Date>> at 123 East Elm Street, River Falls, Wisconsin, for the furnishing of street trees for the City of River Falls street tree planting program. The following are the approximate quantities:

SPECIES	SIZE	QUANTITY
Patmore Ash	25 gallon potted 1½"	25
Glenleven Little Leaf Linden	25 gallon potted 1½"	25
Autumn Blaze Maple	25 gallon potted 1½"	25
Norway Maple	25 gallon potted 1½"	25

The City will accept quotes for guaranteed quantities. Substitutions may be made for both species and size, but are subject to the approval of the City Forester.

Instructions, specifications, and contract documents may be obtained from the office of the City Clerk or the office of the City Forester, 123 East Elm Street, River Falls, Wisconsin.

The City of River Falls reserves the right to reject any or all quotes, waive informalities and to accept the proposal deemed most advantageous to the City.

Julie Bergstrom, City Clerk

Publish: River Falls Journal
<<Date>>

APPENDIX G CONTINUED

EXAMPLE

INSTRUCTIONS TO VENDORS TERRACE TREES RIVER FALLS, WISCONSIN

1. Prices shall be FOB River Falls, Wisconsin.
2. Only the forms furnished by the City shall be used submitted a quote.
3. Any quote may be withdrawn prior to <<**Time**>> on <<**Date**>>, however, no bid may be withdrawn for a period of 45 (forty-five) days thereafter. The Common Council reserves the right to consider all bids and to award the contract or reject all bids within that period.
4. The vendor will guarantee delivery to the City of River Falls Municipal garage no later than <<**Date**>>.
5. Warranty and/or guarantee of material shall not be less than one year.
6. The successful vendor will be required to sign an agreement to furnish the material as specified and quoted. This agreement shall include the Notice to Vendors, Instructions to Vendors, Specifications and Quote Form. Acceptance of a quote shall not be construed as waiving any provision in any of the contract documents.
7. Descriptive literature and complete manufacturer's specifications for the material quoted on shall be submitted with the bid, along with a Statement of Warranty and/or guarantee.
8. The City reserves the right to accept the quote deemed most advantageous to the City of River Falls.
9. All information pertaining to Vendor quotes are confidential until after the award.

APPENDIX G CONTINUED

EXAMPLE

CITY SPECIFICATION SHEET

**TERRACE TREES
WITH WARRANTY**

NUMBER REQUESTED	SIZE	SPECIES	UNIT COST	TOTAL LUMP SUM
25 Each	1½" 25 Gallon Pot			
25 Each	1½" 25 Gallon Pot			
25 Each	1½" 25 Gallon Pot			
25 Each	1½" 25 Gallon Pot			
100 TOTAL	1½" 25 Gallon Pot	TOTAL COST TERRACE TREES		

EXAMPLE SUBSTITUTION SHEET

TERRACE TREES WITH WARRANTY

NUMBER REQUESTED	SIZE	SPECIES	UNIT COST	TOTAL LUMP SUM
25 Each				
100 TOTAL		TOTAL COST TERRACE TREES		

NOTE: Substitutions may be made for both species and size, but are subject to approval of the City Forester.

APPENDIX G CONTINUED

EXAMPLE

**QUOTE FORM
TERRACE TREES**

Having examined all the documents comprising this invitation to submit quotes on the material specified, the undersigned proposed to furnish the City of River Falls, in accordance with all the above documents, the following material at the following terms:

Terrace trees for a total cost of \$_____

TOTAL COST\$_____

Company

Address

By: _____
Authorized signature

Title

Telephone Number

APPENDIX H – Photos of Recommended Street Trees



1. Washington Hawthorne (Above) 2. Flowering Crabapple (Below)



APPENDIX H CONTINUED



3. Ironwood

4. Globe Norway Maple



APPENDIX H CONTINUED

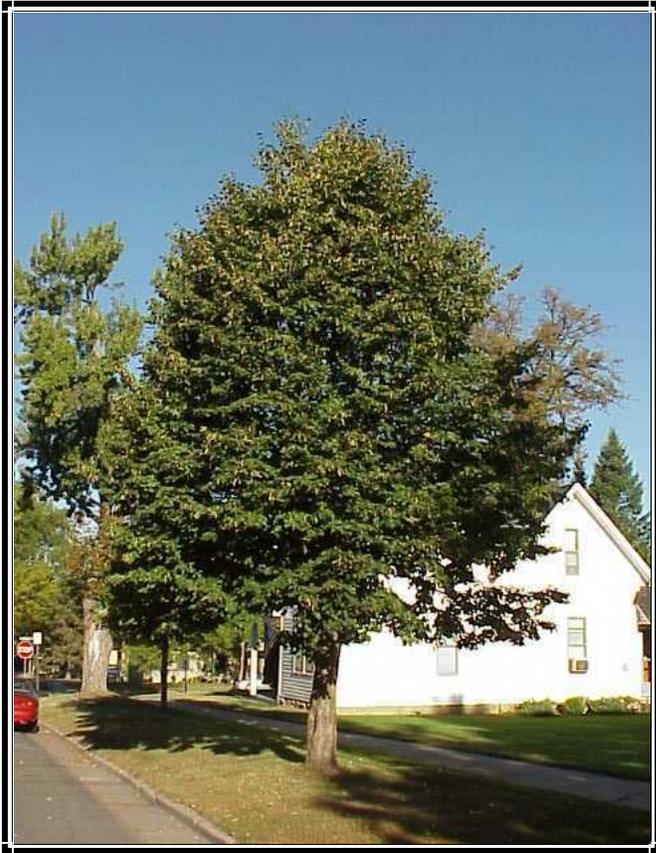


5. Columnar Norway Maple

6. Autumn Blaze Red Maple



APPENDIX H CONTINUED



7. Greenspire Linden

8. Autumn Purple White Ash

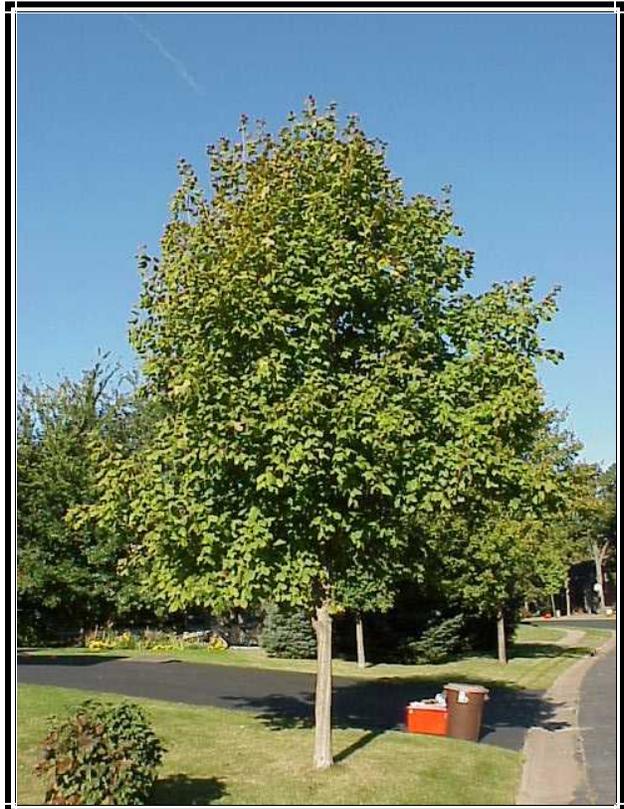


APPENDIX H CONTINUED



9. Green Ash

10. Norway Maple



APPENDIX H CONTINUED



11. Northwoods Red Maple

12. Imperial Honeylocust

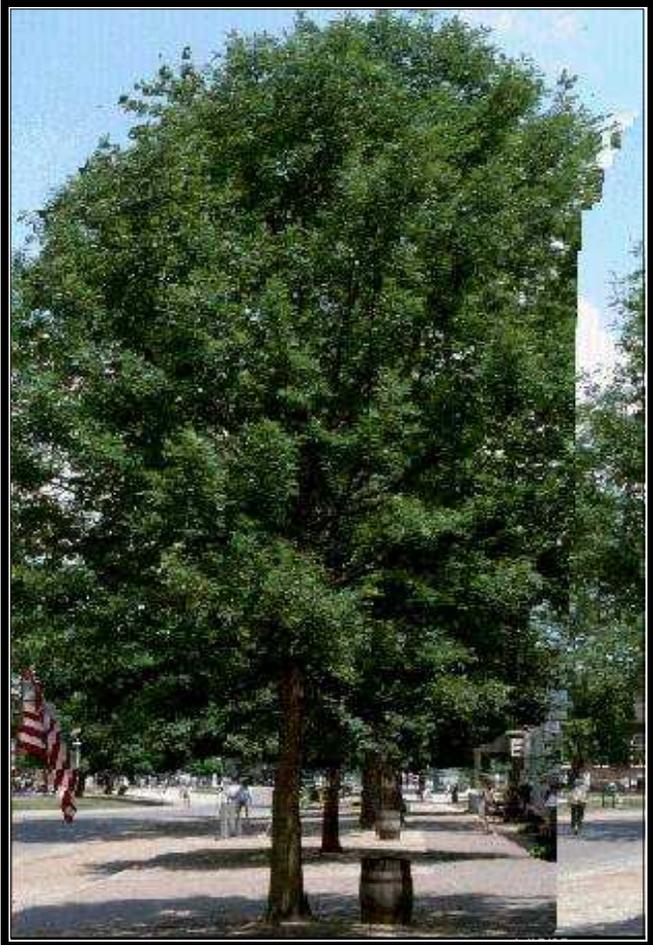


APPENDIX H CONTINUED

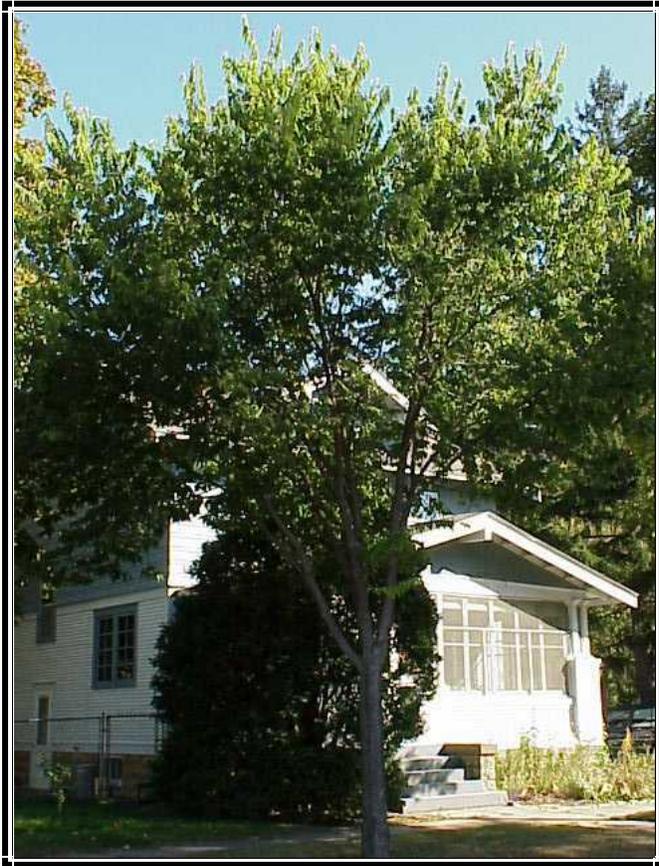


13. Pin Oak

14. Red Oak

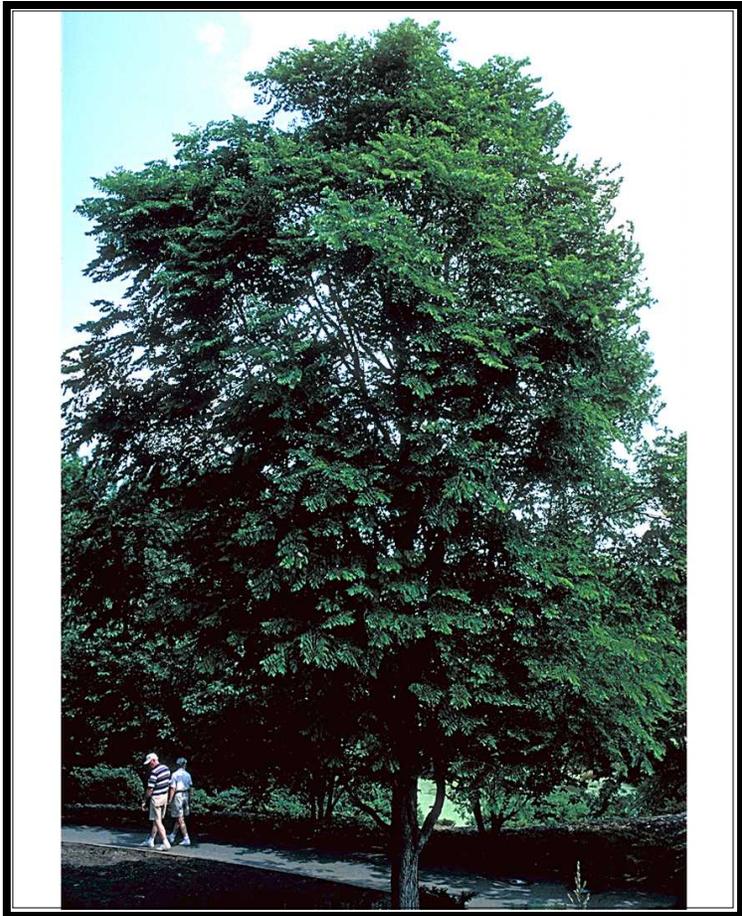


APPENDIX H CONTINUED



15. Hackberry

16. Kentucky Coffeetree



APPENDIX I - Example Letter for Fall Tree Planting



<<date>>

<name>
<address>
<<city>>

Dear <name2>:

The City of River Falls is currently planning for the annual street tree planting. In a recent survey, the right-of-way adjacent to your property at <add> is eligible for a new street tree(s). A location(s) has been marked on the curbside adjacent to your property.

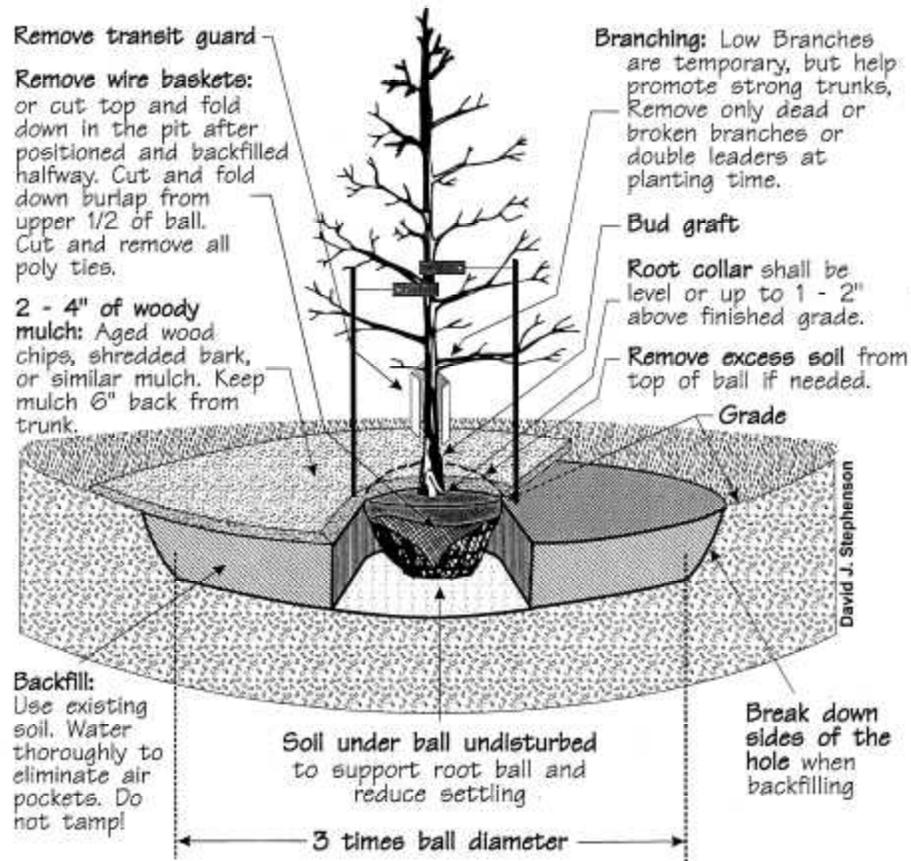
City crews will be planting the trees the week of <<timeperiod>>. If you have any questions please contact me at 425-0900, ext.111. Thank you.

Sincerely,

<<name>>
City Forester

APPENDIX J – Tree Planting Diagram

Proper Tree Planting Diagram



Stake only if you have to. Use 2-3"-wide webbing straps and secure to stakes with heavy gauge wire. The wire should be able to stick straight out from the stake and hold the webbing strap up, preventing it from sliding down the tree. Do not stake tightly - trees gain strength from movement. Remove all stakes after one year.

Use of tree wrap is not recommended, as it causes a number of problems for the tree.

Wisconsin Dept. Of Natural Resources - Oct. 2000

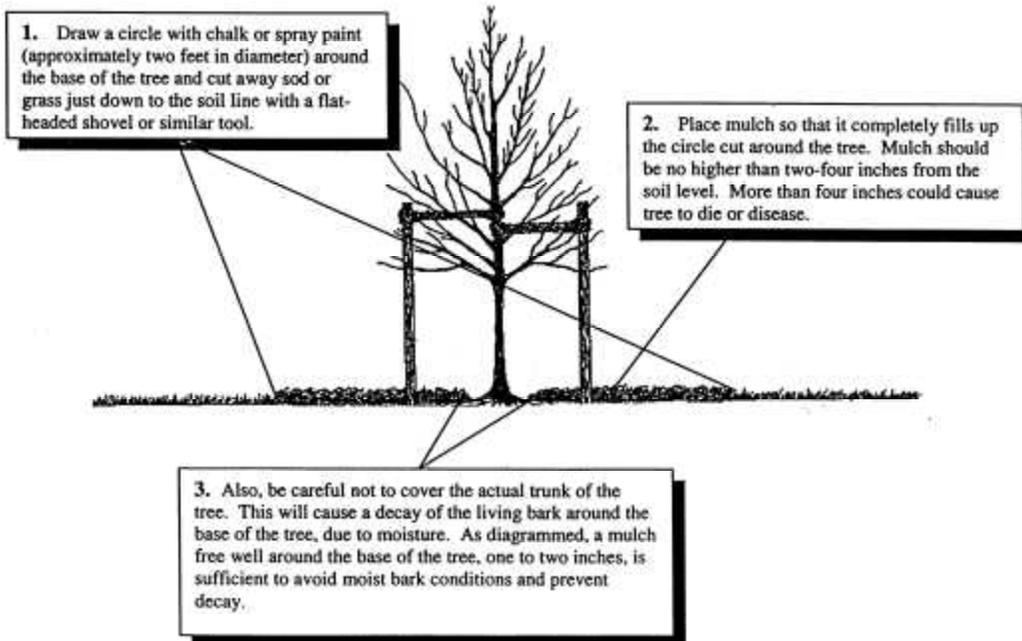
APPENDIX K – Proper Mulching Techniques Diagram



Mulching Techniques for Young Trees

Mulching is a very important and efficient technique to use in promoting the growth of young trees, if it is done properly. It is important not to fill the mulch too high; this can cut off the gas exchange and cause bark around the base of the tree to decay. The City of River Falls Public Works Department is currently going through a process of re-mulching the young trees along city boulevards. This is needed because some of the mulching practices done by homeowners has been detrimental to tree health.

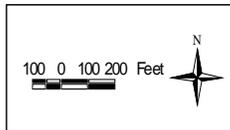
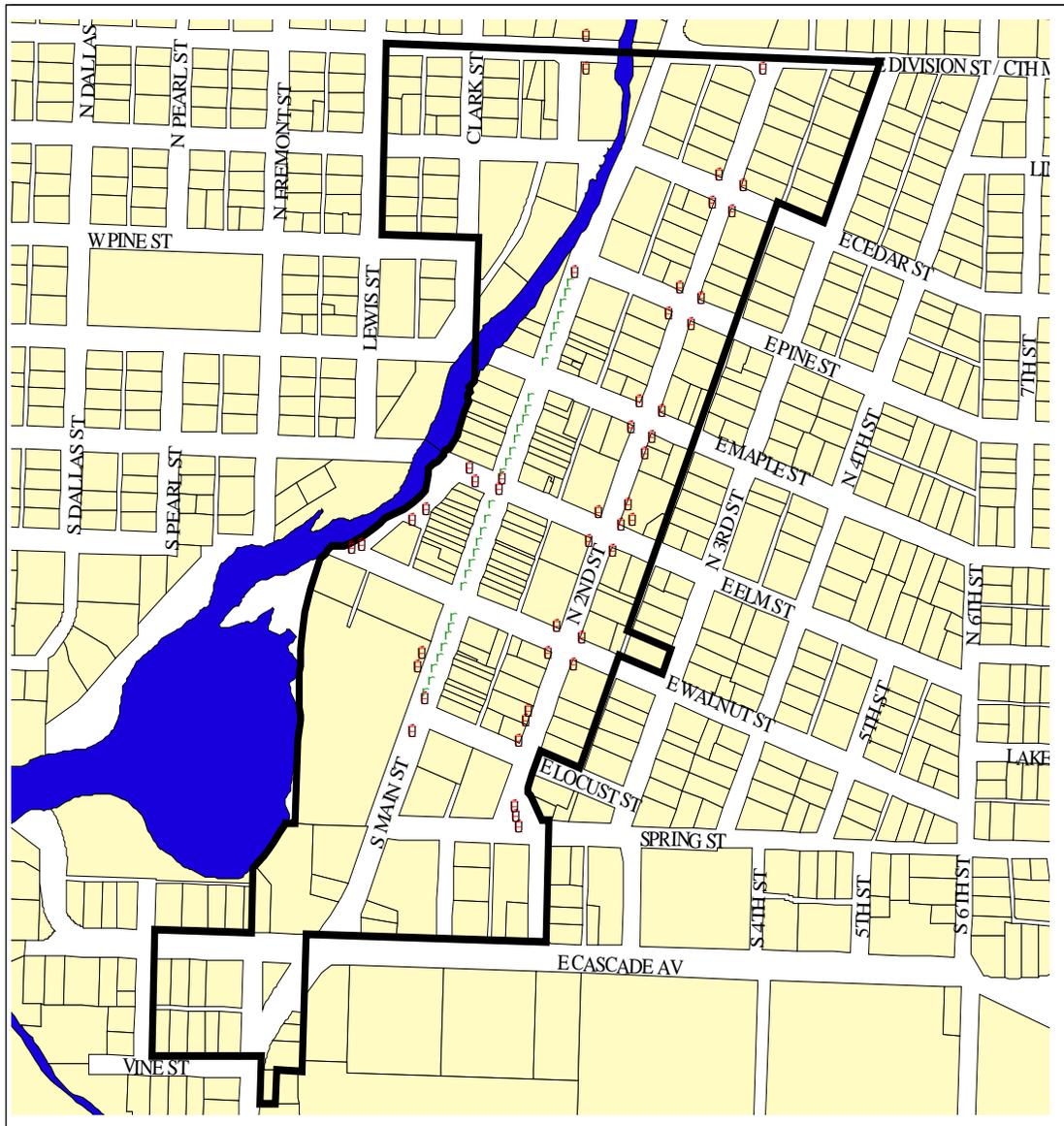
When done properly, mulch can cut down on tree stress by providing trees with a stable root environment that is cooler and contains more moisture than the surrounding soil. Mulch can also prevent mechanical damage by keeping machines, such as lawnmowers, away from the tree's base. Further, mulch acts to reduce competition from surrounding weeds and turf. Some good choices are leaf litter, pine straw, shredded bark, peat moss, and wood chips. Here are a couple of tips that can help when you decide to mulch your young trees.



If you have any questions regarding mulching techniques please contact Tony Steiner, City Forester, at 425-0900, Ext. # 111.

123 EAST ELM ST. RIVER FALLS, WI 54022 715•425•0900 FAX: 715•425•0915

TREE AND GARDEN LOCATIONS WITHIN BID DISTRICT

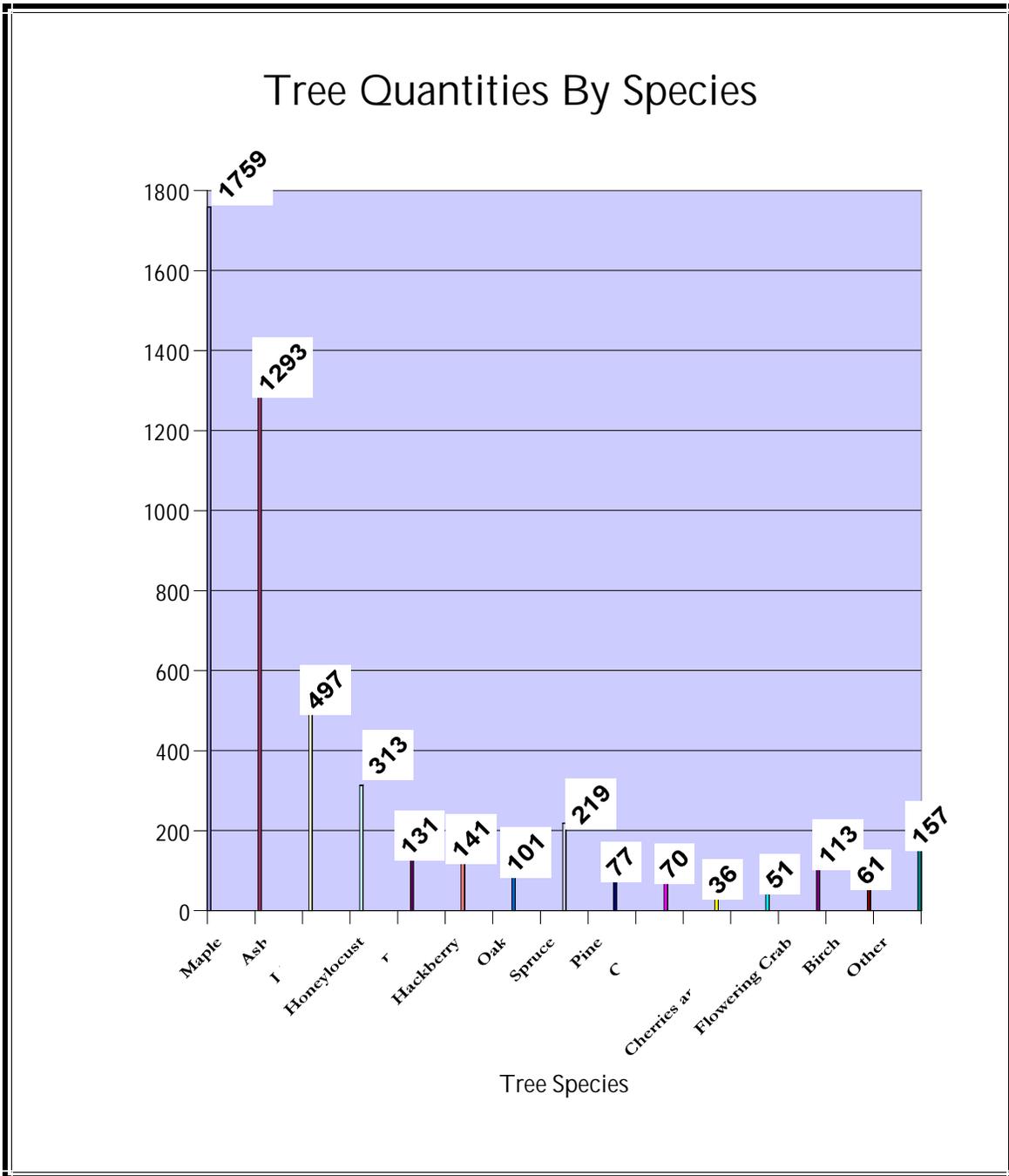


KEY

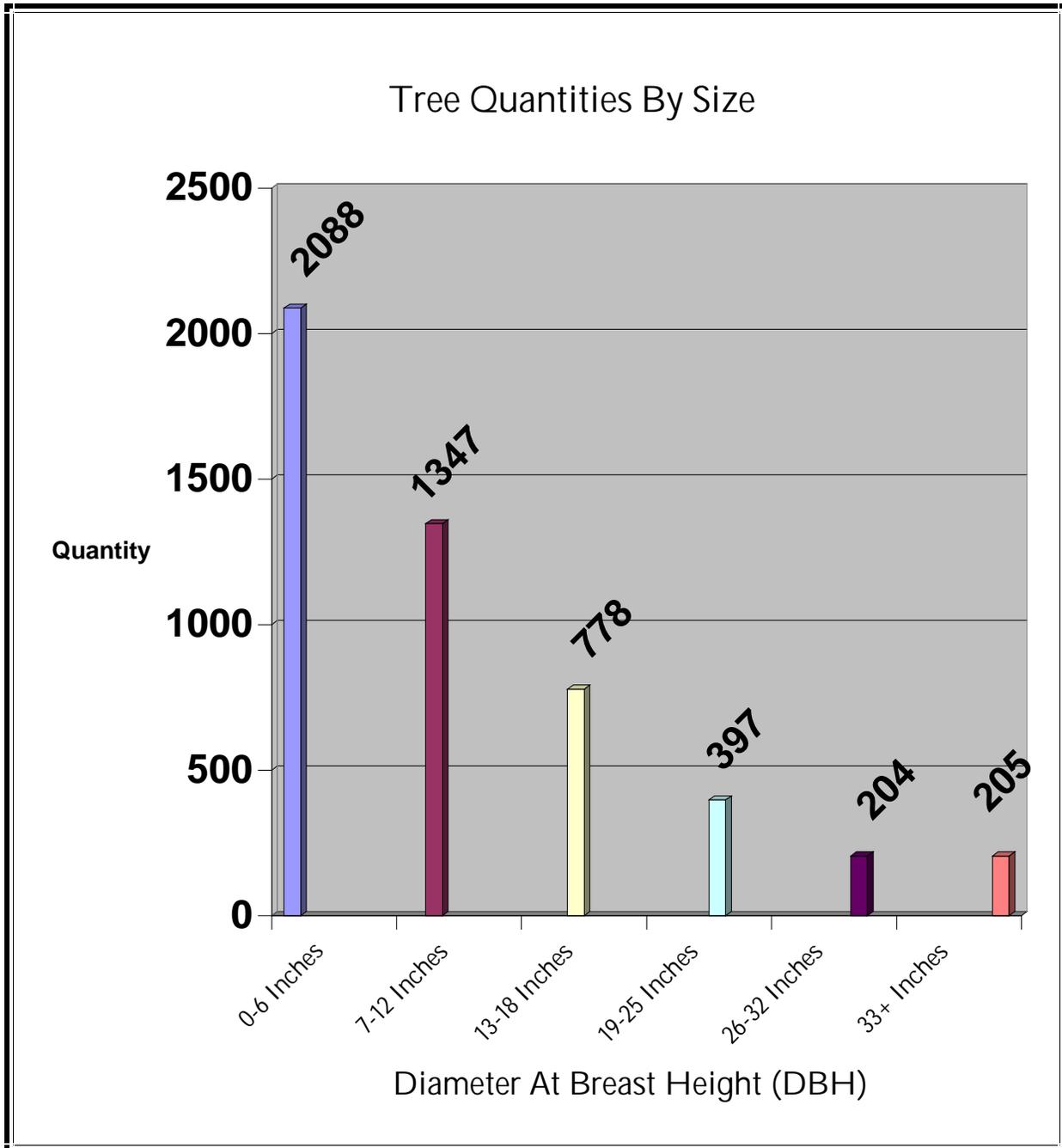
-  Trees
-  Public Gardens
-  BID District Boundary

APPENDIX M – Street Tree Inventory Statistics

Updated October 2000



APPENDIX M CONTINUED



APPENDIX N – Urban Forestry Work Order Form



URBAN FORESTRY WORK ORDER FORM

Date: _____

Department/Company: _____

Type of Work: Pruning/Trimming ___
Removal ___
Stump Chipping ___
Other ___

Description: _____

Work To Be Done By Date: _____

Requested By: _____
Signature

APPENDIX O – Street Tree Request Form



**URBAN FORESTRY PROGRAM
STREET TREE REQUEST FORM**

Personal Information

Name: _____

Address: _____

Phone Number: _____

Tree Information

Do you have a tree species preference? Yes ____ No ____

If yes, list 1st and 2nd Choice Below

1. _____

2. _____

Is there a sidewalk on the property? Yes ____ No ____

Are there overhead utility lines? Yes ____ No ____

