

**MUNICIPAL TREE COMMISSION MEETING**  
**February 11, 2014**  
**Department of Public Infrastructure Conference Room**

**MINUTES**

Commissioners Present: Mike Penckofer, Glen Pfeffer, & Todd Holschbach

Staff Present: Dan Koski, Chad Scheinoha & Alvin Rehme

**Call meeting to order**

The meeting was called to order by M. Penckofer at 4:33 PM

**Approval of the minutes from the Nov. 12, 2013 meeting**

A motion to approve the minutes from the November 12, 2013 meeting was made by T. Holschbach and seconded. Motion carried unanimously.

**Public input session**

None

**Report on tree maintenance since last meeting**

Al Rehme indicated that the last emergency tree trimming had been done in December when a truck got stuck under a tree branch. With the amount of snow this winter, there has not been much time for tree trimming.

**Review, discussion & possible action on tree ordinances, planting policy, and removal policy**

C. Scheinoha reviewed the changes on the Street Tree Planting Policy.

Currently, the City does not have funds for stump removal. There is no time limit as to when the stump needs to be removed. In the near future, a letter will be sent to property owners, who have trees removed, informing them that stump removal is their responsibility. M. Penckofer suggested putting a list of recommended contractors on the letter. C. Scheinoha will check into the possibility of citizens electing to have the stumps removed by the City's contractor.

**Discussion & possible action regarding trimming of trees in the City right-of way and a proposed guideline for utility tree pruning**

The commission reviewed the proposed tree trimming guidelines. Manitowoc Public Utilities did not agree with contacting the Parks Department when ¼ of the tree was trimmed as it would add time and expense. It was decided to stay with the 1/3 figure. The commission gave their approval to go ahead with the guidelines.

**Discussion & possible action on a master plan for managing Lakeside Boulevard Bluff, including developing a list of acceptable trees, making the bluff an adoptable area, and joining the Restore the Shore Initiative**

T. Holschbach said that Jim Knickelbine was instrumental in helping the City and volunteer group with a master plan for managing Lakeside Boulevard Bluff. The Park & Recreation Committee is looking for a recommendation from the Municipal Tree Commission regarding this plan.

C. Scheinoha said that he talked to the Planning Department about making the Lakeside Boulevard bluff area a park. They indicated that there is no advantage to doing that, and that it may be a disadvantage, because it limits what you can do to the area. It could still be made an adoptable area though along with the boulevards. This management plan might be able to be used for the tree growth award in the Tree City USA program.

There is a possibility of grants for the bluff area if matching funds (or sometimes in-kind labor) can be found. For example, there may be funding available for putting in plants that attract migratory birds. Jim Knickelbine will be adding the Lakeside Boulevard bluff area to the Restore the Shore Initiative and will have a sign installed by the bluff area which would list all of the groups involved. T. Holschbach made a motion to approve the master plan. M. Penckofer seconded the motion. The motion passed unanimously.

#### **Discussion & possible action on downtown and Calumet Avenue street trees**

The area on Calumet Avenue that is being considered for street trees is from the Visitor Information Center to the Holiday Inn. There is some concern due to utilities in the area. T. Holschbach questioned if this area could be beautified by other type of plantings. M. Penckofer said that trees are generally lower maintenance. This issue was tabled until the next agenda.

#### **Discussion & possible action on urban forestry grant opportunities**

Al Rehme has been looking at various grant opportunities. M. Penckofer said that it really helps to have individuals who are familiar with grant writing. He also suggested hiring forestry interns in the summer to help with the workload.

#### **Discussion & possible action on plans for Arbor Day 2014**

The Commission discussed plans for the Arbor Day Celebration.

#### **Adjournment**

A motion to adjourn the meeting was made by T. Holschbach and seconded by M. Penckofer. The meeting adjourned at 5:30 p.m.

smsr