

VILLAGE OF MCFARLAND **Sustainability & Natural Resources** *NOTICE OF PUBLIC MEETING*
Committee

Monday, September 9, 2024

6:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88668533740>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 886 6853 3740

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Sustainability and Natural Resources Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to sustainability@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the August 12, 2024, Sustainability & Natural Resources Committee meeting.
4. BUSINESS.
 - a. Discussion and action regarding the 2024 street and park tree planting plan and authorize a request for proposal (RFP).
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, October 15, 2024, at 5:30 p.m.
6. ADJOURNMENT.

by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

**Minutes
Sustainability & Natural Resources
Committee Meeting
August 12, 2024**

Members Present: Miguel Pena, Alisa Leamy, Michael Allen, Nina Schultz, Judy Taber

Members Absent: Angela Freedman

Staff Present: Lee Igl, Public Works Director; Sayer Larson, Parks Superintendent; Kong Thao, associate planner; Phil McDade, utility clerk.

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES.

No public appearances.

3. APPROVAL OF MINUTES.

a. **Motion to approve the minutes of the July 8, 2024, Sustainability & Natural Resources Committee meeting.**

Pena motioned to approve the minutes; Leamy seconded. Motion carried 5-0.

4. BUSINESS.

a. **Discussion and action to make a recommendation to the Village Board regarding the award of contract for the Lewis Park lake access project.**

Igl discussed the lake access project with the committee. The project entails a dock for public use and for launching small watercraft into Lower Mud Lake. The village received two bids for the project for \$251,850 and \$298,500. Igl recommended the lowest bid of \$251,850 from Highway Landscapers, Inc. of Little Chute, WI. Funds for the project will come from \$250,000 in borrowing previously set aside for the McDaniel Park beach project now on hold, and \$26,694 from the village's Capital Projects fund balance. The total project cost with additional expenses for consulting and permitting would be \$276,694. Work on the project will take place this fall. Pena motioned, Leamy seconded, to recommend to the Village Board the award of the contract to Highway Landscapers, Inc., of Little Chute for the Lewis Park lake access project for the amount of \$251,850 with additional expenses for consulting and permitting for a total project cost of \$276,694. Motion carried 5-0.

b. **Discussion on 2024-2025 Sustainability Action Plan.**

Thao discussed details of the village's 2024-2025 Sustainability Action Plan with the committee, revealing highlights with the committee in recent years including:

battery and micro-grid technology integration at the recently opened Public Safety Center; development of an eight-acre solar farm on the east side of the village; and integrating solar panels for energy use at a planned reconstruction of a village lift station. The committee discussed ways with Thao to promote village sustainability efforts and programs.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, September 9, 2024 at 6:00 p.m.

6. ADJOURNMENT.

Pena motioned to adjourn; Leamy seconded. Motion carried 5-0. Meeting adjourned at 6:30 p.m.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, September 9, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding the 2024 street and park tree planting plan and authorize a request for proposal (RFP).

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The 2024 tree planting will primarily consist of replanting Exchange St. The majority of identified tree locations will be planted this fall. Approximately seven (7) identified locations for large-stature trees will be planted in the Spring 2025. These areas will be replanted with oak species. Oaks are best planted during the spring. Additional 2024 plantings include: McDaniel Park, Orchard Hill Disc Golf Course, and a few replacements of failed street trees.

Attached in the packet you'll find a revised tree planting request for proposal (RFP) for contracted tree plantings. There is an amendment in the bid and specifications RFP to accommodate planting site modifications. This is needed as the backfill utilized in the terrace area is undesirable for structural root establishment. There is an additional change under planting specifications (highlighted). Removal of the top 1/3 of materials of balled and burlap trees.

FINANCIAL/BUDGET IMPACT:

Funds for the 2024 street and park tree planting are included with the Capital Projects Fund (400) up to \$30,000.

VILLAGE PLAN REFERENCE:

[Urban Forestry Management Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Motion:

Motion and second to approve the 2024 street and park tree planting plan and authorize a request for proposal (RFP).

ATTACHMENTS:



1. 2024 Tree Specs & RFP form

**BID & SPECIFICATIONS FOR
Village of McFarland, Wisconsin**

PROJECT: 2024 Street Tree Planting

OWNER: Village of McFarland
5915 Milwaukee St. P.O. Box 110
McFarland, WI 53518-0110

CONTACT: Lee Igl, Director of Public Works (608) 838-7287
Sayer Larson, Parks Superintendent/Village Forester (608) 838-2382

Bids will be accepted by **mail or electronically only** until 3:00 P.M. local time Monday September 30, 2024.

Physical address: Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558-0110
Attn: 2024 Tree Bids

E-mail address: public.works@mcfarland.wi.us
5915 Milwaukee Street
McFarland, WI 53558-0110
Subject line: 2024 Tree Bids

The village is not responsible for any submitted bids that do not arrive to us, whatever the reason.

QUALIFICATIONS:

Bidders shall provide example(s) of one to three (1-3) prior projects (similar in scope and scale) along with references as part of the bid.

RIGHTS RESERVED:

The Village of McFarland reserves the right to reject any and all bids, for whatever reason, and to waive any informalities in bids or in the bid process. No Bidder may withdraw a bid within 60 days after the actual date of the opening of the bids.

Intent of Specifications

The attached specifications and instructions are intended for bid of plant materials and installation in quantities and species as listed. Quantities may vary subject to funding. Please note the following.

- The exact planting locations will be provided by the Village and/ or Village's representative.
- Furnishing plant materials and installation of material shall conform to the dates as detailed per the specifications.

- No substitutions in sizing, container type or species/cultivar are allowed without prior written approval from the Village and/or Village's representative.

Site Inspection

It is recommended that all bidders become familiar with existing field conditions and planting sites prior to preparing the bid.

*Please note the following: The village recently completed a street project on Exchange St. The majority of the 2024 planting will occur on this street in the terrace. Those trees that will be planted on Exchange St are indicating with (E).

Due to unforeseen circumstances, less than favorable backfill was used under the topsoil in the terraces. The backfill utilized was asphalt road millings. Multiple locations were checked throughout the planting project. Depths of the backfill under the 12in of topsoil varied between 6 to 8in.

To ensure a more favorable growing environment, the village requests the asphalt road millings to be removed at the planting location. The appropriate backfill to be used in its place is up to the contractor. The costs associated with disposal of removed millings and the addition of selected backfill should be reflected in the bid.

Guarantee

All plant material and plantings shall be guaranteed for one (1) year after planting. This is a one-time replacement for each tree. Planting stock will be maintained and watered during this year by residents and Village staff. Contractor shall conduct a site walk through and review with the Village staff upon completion of planting, a minimum of one (1) additional walk-through during the first planting season and one final walk through prior to the end of the guarantee. All failed plant material shall be replaced as soon as possible as mutually agreed upon date.

Supervision

The Village of McFarland and representative shall inspect and approve all plant material and installation and may provide a full-time inspection of the work on site. Should any dispute arise with regard to quality of material and workmanship as detailed in the specifications, both parties will work jointly to resolve the issue(s), but the final decision shall rest entirely with the Village.

Any plant material not meeting quality and specifications shall be returned immediately.

Labor, Equipment, Permits, Etc.

The contractor shall furnish at their own cost and expense all transportation, labor, materials, and equipment needed to perform the work in the highest quality manner possible according to the specifications. The contractor shall have a competent foremen/ supervisor on-site the entire duration of the project. All project work shall be completed in accordance to the specifications, local and state codes. All permits and approval costs shall be borne by the contractor.

Pre-Planting Conference

The selected contractor shall arrange a meeting with the Village's representative prior to the start of the planting project. This meeting will provide a review of all aspects of the program and ensure that all requirements, specifications and the project schedule are understood. Planting locations will be determined by the Village prior to work.

Utilities Coordination

The contractor shall be responsible for contacting and notifying local utilities (digger's hotline) as to the area of work and timing of the work. Village shall mark all proposed tree locations prior to contacting digger's hotline. Contractor shall notify the Village's representative of any conflicting planting location. In the case of location conflicts, the Village's representative will work with the contractor to propose a mutually agreed upon location for the planting.

Observation of Applicable Laws

The awarded contractor shall observe and comply with all state and local laws and ordinances or regulations which in any manner affect the conduct of this work. Contractor shall indemnify and hold harmless the Village of McFarland, its representative and all of its officers, agents and employees against any and all claims for any material other liability arising from or based upon the conduct of work or violations of any law, ordinance, regulation, or order, whether by contractor or contractor's employees.

Prior Project Work

Contractor shall provide examples of 1-3 prior projects (similar in scope and scale) along with references as part of the bid.

Insurance Requirements

The contractor is to carry their own Liability, Auto and Worker's Compensation Insurance. The Contractor is to furnish a copy of insurance of at least \$1,000,000.00 protection, to the Village, against any accident claims that may be made by the owners and or employees of said Contractor prior to starting. The contractor must show proof of insurance as part of the bid.

Scope of Work

The contract award includes plant material and installation of the specified number of trees as listed by species, cultivar and size. Installation includes digging and preparing the planting hole, setting the specified tree, back-filling with appropriate material, restoration of the planting area, mulching, staking (as required) and initial watering. In addition, the contractor shall place, and fill irrigation bags as provided by the Village. All work must be performed in accordance with the following specifications.

1. All plants shall be premium grade stock, regionally grown in planting zones 4 to 5B. Caliper size is determined at 6" above the root flare. Heights are determined by distance from top of root flare to top of branches.
2. All planting stock shall have well-formed, typical uniform branching, free of disease, insects and mechanical injury, with a well-developed root system, straight trunk and defined leader.
3. Trees shall be furnished as specified by size, root type, species and cultivar.
4. All trees shall conform to American Nursery Standard for Nursery Stock (ANSI Z60.1-2004).
5. All plants shall be tagged securely, identifying species, size and grower.
6. Plants shall be protected properly from weather and handling during transit.
7. All prices shall include delivery to the planting sites and installation as described in the scope of work.
8. All bare root plantings shall be staked.
9. Village staff or representative may reject any trees or work that does not meet specifications.
10. Village staff and representative must be notified at least three (3) days prior to arrival of materials by to arrange inspection of plant material at delivery.
11. The contractor shall provide as-built plans detailing location and plant species no more than 30 days after completion.

12. All work shall be completed prior to November 15, 2024.

Planting Specifications

1. Terrace planting locations will be marked with paint and stake by Village. Contractor will be provided an address and species list and will be responsible for planting the proper species at the listed address.
2. Sod shall be removed from the planting site and not used to refill the hole. Each hole shall be dug to match the root depth of the tree. Additional loose soil shall be then placed on the root system in a manner that will eliminate voids and air pockets. Any additional topsoil needed to fill the tree pits shall be furnished by the contractor.
3. All debris shall be removed from planting sites and disposed of properly.
4. All planting holes shall be dug a minimum of 6" wider than the farthest extending root. Trees shall be centered in each hole. If an auger is used, holes shall be cleaned out by hand to accommodate root structures. Prune damaged roots. The tree shall be planted so the soil is "dished" to facilitate watering. All bare root stock must stay moist from nursery to the time of planting and shall be wrapped in wet straw and plastic. Roots shall be dipped in or treated with a root stimulator one day prior to planting. Bare root plants shall be backfilled halfway and watered with approximately 5 gallons of water to compact the soil and remove air pockets. Continue backfilling until planted at proper depth and water again with 3-5 gallons of water.
5. All trees shall be planted where the root flare meets the soil grade of the site. If root flare is not found on balled and burlapped tree, contractor shall remove excess soil to expose the root flare at the proper depth. Trees not planted at the proper depth shall be rejected.
6. Any minor damage to branches or root system shall be pruned as instructed by the Village.
7. All trees shall be mulched with 3-4" of double shredded hardwood mulch. "Mulch rings" shall be a 3-4' diameter or at least 6" past disturbed grade, whichever is greater. Mulch shall be "dish" shaped to help facilitate watering. No mulch shall be placed on the trunk.
8. The contractor shall be responsible for initial watering and placement and filling of irrigation bags as provided by the Village.
9. All bare root trees shall be staked with 2" square Oak posts, furnished by the contractor. Trees shall be firmly cross-tied to the stakes with nylon webbing. The Village may identify additional trees to be staked as needed. Contractor to provide written pricing for additional staking of trees at the time the bid is submitted.
10. All balled & burlapped trees shall be set properly in the planting pit and arranged to sit properly. Binding cord shall then be cut and removed. **Wire cage and burlap shall be removed from the top 1/3 of the ball.**
11. Container grown trees shall have the pots removed and roots sliced vertically.
12. The contractor shall follow instructions for grow bags as provided by the grower.

Published by the authority of:

Matt Schuenke

Village Administrator

Plant Schedule

McFarland 2024 Plant Schedule

Example					
Variety	Species	Size	Qty	Price each (installed)	Sub Total
American Redbud	Cercis canadensis	1 1/2" B&B	7	123.45	\$864.15
Patriot Elm	Ulmus 'Patriot'	1 1/2" B&B	9	678.9	\$6,110.10
Ginkgo	Ginkgo biloba 'Autumn Gold'	1 1/2" B&B	2	456.78	\$913.56
			Total	18	
				Grand Total	\$7,887.81

Variety	Species	Size	Qty	Price each (installed)	Sub Total
Royal Raindrops Crabapple (E)	Malus transitoria	1½ inch B&B	7		
Red Jewel Crab (E)	Malus 'Jewelcole'	1½ inch B&B	7		
Donald Wyman Crab (E)	Malus 'Donald Wyman'	1½ inch B&B	5		
American Redbud (E)	Cercis canadensis	1½ inch B&B (single stem)	7		
Winter King Hawthorn (E)	Crataegus viridis 'Winter King'	1½ inch B&B	5		
Thornless Cockspur Hawthorn (E)	Crataegus crus-galli	1½ inch B&B	5		
Serviceberry – Autumn Brilliance (E)	Amelanchier x grandiflora 'Autumn Brilliance'	1½ inch B&B (single stem)	7		
American Choke Cherry (E)	Prunus virginia	1½ inch B&B	6		
Ironwood (E)	Ostrya virginiana	1½ inch B&B	6		

Ohio Buckeye (E)	Aesculus glabra	1½ inch B&B	3		
Patriot Elm (E)	Ulmus 'Patriot'	1½ inch B&B	2		
Redmond Linden (E)	Tilia americana 'Redmond'	1½ inch B&B	2		
Kentucky Coffee (E)	Gymnocladus dioicus 'Espresso'	1½ inch B&B	3		
Autumn Blaze Maple	Acer x freemanii	1½ inch B&B	2		
Redmond Linden	Tilia americana 'Redmond'	1½ inch B&B	3		
American Redbud	Cercis canadensis	1½ inch B&B (single stem)	6		
River Birch	Betula nigra	1½ inch B&B (3 stemmed)	3		
				Grand Total	

THE VILLAGE RESERVES THE RIGHT TO CHANGE QUANTITIES AND OMIT SPECIES AS DESIRED OR NEEDED.