CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • JULY 6, 2023

Committee Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2023-595** Approval of Minutes
Tree Board minutes April 2023.docx

3. UNFINISHED BUSINESS

: **2023-596** Tree Board Vacancy: status of appointment

: **2023-597** Tree Planting Program

: **2023-598** Assessment and Coordination of Funds re: Tree City USA Requirement -

: **2023-599** Tree Canopy/Inventory Update - Review of goals, software data, etc.

: **2023-600** Arbor Day Celebration - Wrap Up, reviews, assessment.

: **2023-601** Tree Mapping Status

4. NEW BUSINESS

: **2023-602** Grant Applications - Letter and instructions included in packet.
DEMO-APL2023-Instructions.docx

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-595 Approval of Minutes

Approval of Minutes

ATTACHMENTS:

- Tree Board minutes April 2023.docx

MINUTES- April 6, 2023 7:01 PM

Members who attended the meeting:
Aaron Amore
Jane King
Scott Updike

Members who did not attend the meeting:
Katie Coon
Elizabeth Ricketts -non-voting

Approval of minutes
COMMENTS: none
RESULT: approved
MOVER: Jane King
SECONDER: Scott Updike
AYES: all

AGENDA ITEMS
3. UNFINISHED BUSINESS
3.1 : Tree Board Vacancy

- Betsy has decided to not re-apply.
- We can post the vacancy as open until filled.
- Alissa suggested advertising the opening during the Arbor Day event.
- We can have a flier at the farmers market too.

3.2 : Tree Planting program with Cacapon Institute for Fall of 2023

- Katie was working on it.
- Aaron has emailed them.
- Jane gave an update that there were about 20+ cherry blossom trees planted in Huntfield using matching funds from the Cacapon Institute.

3.3 : Arbor Day Event - April 29, 2023 100 Block of North Charles Street 1-4PM

- Scott gave an update that the arborist educational program hasn't come to fruition so maybe we can do something in the Fall.
- Aaron turned in the event application, alerted businesses of the street closure and arranged for the Jefferson county parks and rec mobile van to come.
- Austin Huff from Panhandle Lawn and Landscaping will have an educational event and raffle for a tree.
- Succulent gardens will order 50 saplings
    - We can have kids pot them and number them so that they can keep track of them at Ranson community gardens.

    - In the Fall we can invite the kids to plant some of the trees (need to ask park and rec where to plant, maybe Happy Retreat).
- Jane gave an update that she has not heard back from the art teacher at Page Jackson.
    - We can ask Karen Scott who runs K-Kids if maybe they can do some art posters (and have a contest with a gift certificate).
- We can do social media posts and advertise the Arbor Day event on the city's website (with Liz Cook's help)
    - We can add sponsors as the hosts
    - We need a 3x5' nylon sign to have at the farmer's market and blooms and blossoms event
- We need board members at the farmers market in the Charles Town Now tent to help advertise the Arbor Day event.

3.4 : Arbor Day Tree Planting - Location determined. Establish coordination with Mayor and staff on timing and Declaration at Skate Park.

- We need to figure out a timeframe for the Mayoral proclamation.
    - Alissa will meet with the Mayor tomorrow and figure out a time.
        - Morning before noon would be best (12-1 set up and 1-3 event)
    - It will be approved on the 18th.
- Alissa gave an update that the tree for the planting from the Dept. of Forestry has been delivered and it doesn't look great.

3.5 : Assessment and Coordination of funds re: Tree City USA Requirement

- Aaron got an email to enter info on their site.
    - He will make a tree board email account to connect to use so it can be used for future stuff as well.

3.6 : Tree Canopy/Inventory Update

- Aaron gave an update that there hasn't been much progress.
    - He emailed Jessica G.(who did the county work and helped the intern) in hopes of getting more info but the email bounced back.
    - She's in the GIS mapping to the left of the planning and zoning.
    - Alissa gave the correct email so Aaron will try and contact her.

NEW BUSINESS

ADJOURNMENT
Motion to adjourn at 7:29 PM
MOVER: Jane King
SECOND: Scott Updike
AYES: All

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-596 Tree Board Vacancy: status of appointment

Tree Board Vacancy: Status of appointment

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-597 Tree Planting Program

Tree Planting Program with Cacapon Institute for Fall 2023.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-598 Assessment and Coordination of Funds re: Tree City USA Requirement -

Assessment and Coordination of Funds re: Tree City USA Requirement - discussion with City Staff about use of funds and coordinating with other departments that use or are assigned these funds.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-599 Tree Canopy/Inventory Update - Review of goals, software data, etc.

Tree Canopy/Inventory Update - Review of goals, software data, etc.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-600 Arbor Day Celebration - Wrap Up, reviews, assessment.

Arbor Day Celebration Wrap Up - Review and assessment.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-601 Tree Mapping Status

Tree Mapping Status

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-602 Grant Applications - Letter and instructions included in packet.

Grant Applications - Letter and instructions included in packet.

ATTACHMENTS:

- DEMO-APL2023-Instructions.docx

West Virginia
Division of Forestry
#7 Players Club Drive
Charleston, West Virginia 25311
Phone: (304)-558-2788
Tony Evans
Acting Director/State Forester

June 22, 2023

Dear Urban Forestry Cooperator:

Please find the 2023 Demonstration City Grant application below. This grant can be utilized to fund urban forestry projects for government entities in West Virginia. Municipalities and educational institutions that have demonstrated the greatest commitment to public tree care by obtaining or working toward Tree City/Campus USA status are eligible for funding. Significant preference will be given to projects that build the capacity of a municipal tree care program. Applicants with capacity building projects may apply for up to a $20,000 grant. These projects should incorporate street tree inventories, management plans, management software, canopy cover assessments and professional arboricultural assistance. Requests for tree planting and maintenance projects may be up to $15,000.

Professional inventories and management plans can be obtained from urban forestry consulting companies. They will usually schedule a no cost visit to your community to explain their services and fees. Additionally, they will provide a written proposal which can serve as the technical portion of your grant application.

The grant is a 50% - 50% (grant/local) matching program. However, matching funds from your community -need not be a direct cash match. They may include in-kind expenses such as personnel services/fringe benefits, volunteer hours, city equipment use, and donations of cash and supplies.

Currently, this is an open application with no due date. However, grants will be awarded on a first come basis until funding is exhausted. Please contact me during the development phase of your application with questions and to ensure that grant funds are still available. I can be contacted at Robert.L.Hannah@wv.gov or (304) 825-6983.

Sincerely,

Robert Hannah
Urban Forestry Coordinator

Enclosures

URBAN FORESTRY DEMONSTRATION CITY GRANTS

2023

WEST VIRGINIA DIVISION OF FORESTRY

URBAN AND COMMUNITY FORESTRY PROGRAM

WEST VIRGINIA DIVISION OF FORESTRY
P.O. BOX 40
FARMINGTON, WV 26571
(304) 825-6983

I. INTRODUCTION

This guide has been developed to assist units of local government in applying for Demonstration City Grants made possible by the U.S. Forest Service under the USDA Farm Bill. **NOTE: The Demonstration City Grant Application (separate document) outlines the required sections for a complete application. The Technical Proposal should be in the form of an essay and address the sections described herein. Applications involving tree planting will need to include a signed Tree Establishment Specifications and Maintenance Plan.**

The Urban Forestry Demonstration City Grant program is available to municipal governments and educational institutions that have or are in the process of obtaining Tree City/Campus USA status. The grants are very flexible, allowing each local entity to design an innovative urban forestry project unique to their needs. These Demonstration City Grant funds are intended to promote sustained tree-care programs as opposed to providing funding for simple landscaping projects. Therefore, funding priority will be given to projects involving inventories, management plans, canopy cover assessments & goal setting, public recreation enhancements, and other projects involving improvements to air & water quality. All planting and maintenance projects must be performed on public property. The use of volunteers is encouraged and will be given preference during the evaluation process.

II. GRANT PROGRAM GOALS

A. Utilize Urban Forestry Management Practices to Protect and Enhance the Health of Communities.

1. Encourage and fund communities to conduct professional tree inventories, utilize tree management software and develop comprehensive management plans.

B. Increase Canopy Cover within Communities through the Strategic Planting of Trees to Optimize Public Benefits.

1. Encourage and fund communities to conduct canopy cover and impervious surface assessments and set targets for canopy cover and impervious surface percentages.

2. Encourage and fund communities to identify potential planting areas consisting of greater than 15% impervious surface coverage.

3. Provide funding to support strategic tree planting projects.

C. Linking Air and Water Quality with Community Well-being.

1. Promote municipal projects that enhance permeable surface area, storm water retention and ground water recharge such as: river parkways, rail trail enhancement, storm water retention ponds and rain gardens.

2. Promote municipal projects that enhance air quality by utilizing tree canopy to filter and reduce airborne pollutants.

D. Utilize Trees to Optimize Public Benefits in Recreation Areas.

1. Promote urban forestry related enhancements to: city parks, river parkways, bike & pedestrian paths, rail trails and other public recreation facilities.

E. Strengthen comprehensive municipal tree care programs.

III. GENERAL INFORMATION AND DOCUMENTATION REQUIREMENTS

A. Submit an essay-style proposal containing all sections and supporting documents as outlined herein.

B. Funding is limited and may end at any time. Consequently, applicants are encouraged to consult with West Virginia Division of Forestry staff before completing an application.

C. All applicants will be notified within one month of submission if their proposal will be funded. Final determination of project funding will be made by the West Virginia Division of Forestry Urban and Community Forestry Staff and the West Virginia Urban and Community Forestry Council.

D. Each local entity, with an approved proposal, will enter into an agreement with the West Virginia Division of Forestry detailing all work to be performed under the grant, amount of grant, amount of local match, etc. Funding is not guaranteed until this time. The local entity must also be a registered vendor with the state of West Virginia and will be required to complete U. S. Department of Agriculture Certification Forms.

E. All work must be completed by the ending date on the agreement. **All invoices and matching documents must be submitted for reimbursement no later than 30 days after this date.**

F. This is a 50/50 (grant/local) match program. The grant will be 50% of the total project cost, and the remaining 50% will be matching funds provided by the local entity (see Item IV 2). This is a reimbursement grant that requires grant (50%) and matching

(50%) amounts to be spent and documented by the applicant prior to reimbursement of the grant amount. Federal dollars cannot be used to match.

G. The grant amount (50%) will not be paid to the applicant until the project is complete; invoices marked paid and documentation of matching funds expended are submitted to the West Virginia Division of Forestry. Invoices must be on contractor letterhead, itemized, and contain unit prices. **Purchase orders cannot be accepted as invoices.**

H. Grant requests must not exceed **$15,000 for tree planting/maintenance and $20,000 for Public Tree Inventories, Green Infrastructure, Urban Tree Canopy Assessments and other Capacity Building projects**. The Division of Forestry reserves the right to reduce the award amount to any applicant and to award leftover funding as appropriate.

I. Successful applicants may be required to provide guided tours of the project after notification by the West Virginia Division of Forestry that such a tour will occur.

J. No part of the grant (50%) can be used to pay for land or land charges, equipment, staff salaries, overhead, or any other administrative cost. The grant is strictly limited to approved training, contracting for planting and maintenance, and approved urban forestry projects. **All projects must be performed on public property or public rights-of-way.**

K. Trees must be a minimum of 1½ inches in caliper for a single stem or a minimum of 1 inch per stem for multiple stem trees (ANSI Z60.1-1986 American Standard for Nursery Stock).

L. Proposals are limited to a maximum of 15 pages; and all material, excluding maps, must be 8½ by 11 inches. The proposal package must include one original and one additional copy of everything in the proposal.

M. The grantee must complete and agree to follow the maintenance plan outlined in this application for a minimum of three years (see Appendix 1). **The signed Maintenance Plan must be returned with any application including tree planting.** All trees are to be maintained in good condition for at least three years at the expense of the grantee.

IV. PROPOSAL DOCUMENT REQUIREMENTS

NOTE: Please see the Demonstration City Grant Application for more information.

<u>YOUR PROPOSAL PACKAGE MUST INCLUDE THE FOLLOWING SEPARATE SECTIONS:</u>

A. A **General Information Section** shall provide the following information:

1. Name of government entity or volunteer group and name of property or right-of-way owner (if different).

2. Address and phone number.

3. Individual responsible for completion of the project with address, phone number and **email address**.

4. Federal Employment Identification Number (FEIN) of the entity making the application.

5. Acknowledgment that the project will be completed by the agreement date and that paid invoices will be submitted within the following 30 days.

6. Acknowledgment that no portion of the grant will be used for administrative costs, staff salaries of any type, construction, equipment, and purchasing land or land charges.

7. Acknowledgement that the applicant will comply with Section 889 of the 2019 National Defense Authorization Act which prohibits grant recipients from procuring or using certain “covered telecommunication equipment or services” https://www.ndia.org/policy/section-889

8. Acknowledgement that the applicant will comply with the Trafficking Victims Protection Reauthorization Act and the National Security Presidential Directive (NSPD) 22 which provides ``zero tolerance policy'' regarding trafficking in persons https://www.acquisition.gov/far/22.1703

B. A **Technical Proposal/Plan of Work** shall be responsive to the following criteria; Also see Section VI. Rating Criteria:

1. Clearly state the objective of the project. What facet of urban forestry will the tree plantings demonstrate? How will the inventory or management plan be implemented? How will the training/workshop promote sustained tree care?

2. Schools should describe student involvement and what educational objectives will be met.

3. Describe the location(s) where the project will take place.

4. **Appendix 3** contains **Tree Establishment Specifications.** The applicant must

ensure that any contractor performing work through this grant be required to sign and follow these specifications. **Grant reimbursement may be denied for trees not planted to these specifications.** For projects involving the planting of trees, provide the following information:

a. Number of trees by species for each planting site.
b. Certify that planting stock and planting methods will meet ANSI Z60.1-1986, American Standards for Nursery Stock.
c. Caliper size of hardwoods or height of conifers.
d. Specify standards for site selection; i.e., are the species appropriate for the site?
e. Describe any site preparations.
f. Include a vicinity map of the planting location(s). **Maps must include the location of any overhead utility lines.**
g. Complete and include the Maintenance Plan (Appendix 1).
h. Is there a budget to maintain and replace trees for at least three years?

5. For projects involving: tree maintenance, pruning, and removal, provide the following information:

a. Number of trees to be pruned and/or removed.
b. Certify that all pruning will meet: ANSI A300-1995, American Standards for Pruning.
c. Describe need for pruning and/or removal.
d. Describe pruning method(s); i.e., training, crown raising, crown cleaning, crown reduction, etc.

6. For other urban forestry projects, provide the following information:

a. Describe project and scope; i.e., company performing inventory, extent of inventory/assessment, software to be purchased, etc.
b. Describe the need for the project.
c. Describe materials and methods.
d. Describe achievements and results.

7. For projects involving the contracting with landscapers, tree pruners, or other consultants, provide the following information:

a. Identify the firm(s) that will perform the project.
b. Specify their qualifications and experience with similar projects.
c. Include the reason for their selection.

8. Accommodate periodic inspection and post-audit by the West Virginia Division of Forestry for three years following project completion.

C. A **Cost Proposal** will give a breakdown of how the grant (50%) and matching funds

(50%) are to be spent. **A Cost Proposal Worksheet is provided in Appendix 2. Applicants must utilize this worksheet or itemize all proposed expenditures in a very similar format.** It must detail the following costs:

1. All pertinent costs to be paid with **grant funds** shall be itemized and be no more than 50% of the total project. Itemized costs utilizing grant funds may include:
a. Price of trees by species.
b. Cost of planting labor and related supplies.
c. Cost of pruning and/or removal per tree.
d. Cost of inventory, management plan, canopy assessment or other consulting services.
e. Other detailed and itemized costs associated with the projects.

2. All **matching funds** (50%) provided by the applicant shall be itemized and at least 50% of the total project. These costs to the applicant and in-kind contributions associated with direct implementation of the project may include:
a. Cash purchase of grant materials and supplies.
b. Staff salaries.
c. Volunteer hours.
d. Municipal equipment.
e. Construction directly related to approved grant project.
f. Donation of professional time, work, and equipment.
g. Mechanical equipment purchase and rental.
h. Site preparation.
i. Shipping fees.
j. Approved routine maintenance and related expenses from an existing urban forestry budget. These items may not be directly related to the project, but part of an ongoing urban forestry program.

Federal dollars cannot be used as matching funds. The applicant must state that they are financially able to bear the cost of maintaining the project in good condition for a minimum of three years after completion. **All matching funds must be expended between the signing date and ending date of the agreement. Maintenance expenses occurring after the end date cannot be credited as matching funds.**

V. ELIGIBLE AND INELIGIBLE COSTS

The grant portion (50%) of the project may only be used for contracting with firms, approved purchases or attending training and conferences involving urban forestry. The grant portion shall in no way be used for administrative costs, staff salaries, construction, mechanical equipment purchase or the purchase of land for the government entity.

The matching share (50%) of the project can only be direct costs/donations and in-kind contribution by the applicant of direct administrative expenses. These may include cash purchase of materials, staff salaries, volunteer hours, municipal equipment, mechanical equipment purchase and rental, funds generated by volunteer groups, site preparation, and shipping fees. Future maintenance expenses may not be included in either portion of the grant and must be paid by the applicant as they occur for at least a three year-period following project completion. Federal dollars cannot be used as a match. See Section IV, 2 for additional information.

VI. RATING CRITERIA

Your proposal will be evaluated by the West Virginia Division of Forestry Urban and Community Forestry Staff and the West Virginia Urban and Community Forestry Council using the criteria below. These questions may be incorporated into the Technical Proposal Document.

A. **Is the applicant a Tree City or Campus USA? Are they working towards becoming a Tree City or Campus USA? Do they have a tree board or ordinance?**

B. **How well does the project promote the Grant Program Goals described in Section II?**

C. Is the proposal complete and does it include all the details described in the Cost Proposal and Technical Proposal?

D. Is the proposal technically sound; i.e., How well has the applicant addressed the pertinent section(s) of the Technical Proposal and Maintenance Plan?

E. Is the proposal well planned and written and are the costs and expenses realistic and detailed?

F. Does the proposal clearly state which aspect(s) of urban forestry are to be demonstrated; i.e., something more than basic landscaping or beautification?

G. Are the firms involved sufficiently qualified to perform the required tasks?

VII. APPLICATION PROCEDURES

Applications must be submitted to Robert Hannah as described below. An entire proposal must be no more than 15 pages and include all documents, except maps, on 8½ by 11 inch paper. All applicable sections described herein must be included for an application to be considered. Proposal should be delivered to:

Robert Hannah robert.l.hannah@wv.gov

West Virginia Division of Forestry or
P.O. Box 40
Farmington, WV 26571

VIII. AWARD AND EXECUTION OF CONTRACT

Grant contracts will be awarded to the highest rated proposals until available funding is exhausted. Only complete proposals will be evaluated. Each proposal will be evaluated against the minimum requirements described herein. Some preference will be given to first-time applicants. **Major preference will be given to applicants promoting sustained, comprehensive tree-care on a community-wide basis.**

Each grantee with an approved proposal will enter into an agreement with the West Virginia Division of Forestry detailing all aspects of the project, amount of grant, and amount of local match, etc. Successful applicants will accommodate periodical inspections by the West Virginia Division of Forestry and host tours for a minimum of three years following project completion.

IX. PAYMENT

Payment shall be made only to the contracted local grantee and not to any contractor(s) performing work on the project. **This is a reimbursement grant that requires the entire grant and matching portions (100% of total project) to be spent and documented before the grant portion (50% of project) can be reimbursed.** Grantees can expect payment within 30 days of receipt by the West Virginia Division of Forestry of expenditure documentation. The deadline for receipt of this material is 30 days after the ending date on the agreement. **Payment cannot be guaranteed for documents received after 30 days.** Expenditure documentation includes: all invoices marked paid on or before the agreement end date; documentation of expended matching funds and an invoice to the Division of Forestry on grantee letterhead for the amount of the grant. Invoices must be itemized with a unit price as well as a total price. **Purchase orders cannot be accepted as invoices.** Only one payment will be made upon completion and documentation of the project. The West Virginia Division of Forestry may also require a site-inspection before payment can be made. To begin the reimbursement process, all expenditure and matching documentation must be submitted to:

Robert Hannah robert.l.hannah@wv.gov
West Virginia Division of Forestry or
P.O. Box 40
Farmington, WV 26571

Appendix 1

Tree Establishment Specifications

This section must be returned with any application for tree planting.

I. Stock Specifications

All trees planted must meet the following specifications and need to be inspected prior to planting.

A. *Main Trunk* - Trees will have a single trunk with the lower 3 feet clear of branches (unless previously approved) and be at least 1 ½" in caliper.

B. *Health* - Trees will be healthy, vigorous and well-grown, showing evidence of proper root and shoot pruning. Trees will be free from significant mechanical injury to the trunk, root ball and branches. Trees will also be free of any insect or disease problems.

C. *Form* - Trees will have been properly pruned to remove narrow branch angles, included bark, broken and crossing branches. Trees will have been pruned to establish a central trunk and to eliminate co-dominate branching. Previous pruning should not include excessive heading or topping cuts (rounding-over) to reduce the overall height of the tree.

D. *Root Ball* - Root balls will have a flattened top with good root flare. Broken or damaged roots more than 1/4" in diameter should be pruned with a clean cut.

E. *Substitutions* - Substitutions may only be made with express consent from the Community representative.

F. *Stock Inspections* - The Community Representative reserves the right to inspect trees prior to planting and to reject any trees not meeting the specifications described herein.

II. Planting Specifications

All planting activities must be approved by the individual responsible for implementing the grant.

A. *Planting Location* - All planting sites will be identified and marked by the Community Representative and indicated to the Contractor. Express permission from the Community Representative is required to change any planting location. All trees will be centered between curb and sidewalk unless otherwise specified. Contractor will be responsible for notifying any appropriate utility authority prior to digging and be responsible for any damage to utilities.

B. *Temporary Storage* - Root balls, of trees not immediately planted after delivery,

must be adequately protected by mulching and watering until planting occurs. Contractor assumes all risk and expense of temporary storage.

C. *Planting Holes* - Planting holes may be dug by hand, backhoe, tree spade or other approved equipment. An auger is not considered approved equipment. The top diameter of the planting hole shall be two times that of the root ball. The bottom of the hole shall be flat and deep enough to have the tree at its original planting depth or slightly higher. Holes should be dug on the day the tree is planted.

D. *Planting Depth* - Trees will be planted at the same depth they were growing in the nursery or up to two inches higher than that level. The root collar must be at or slightly above ground line. **Contractor will be required to replant any trees**, **at their expense**, **that are planted too deeply**.

E. *Wire Baskets & Burlap* - **Wire baskets should be completely removed** when possible or at a minimum **removed from the top half of the root ball**. **Contractor will be required to replant any tree**, **at their expense**, **when a portion of the wire basket can be found from minor excavation**. All burlap and twine will be removed from the upper half of the root ball and any remaining burlap must be untreated.

F. *Backfilling* - Planting is only allowed when soil is not frozen and temperatures are above 30 degrees. Backfilling shall occur with quality topsoil. Soil will be adequately tamped to eliminate air pockets during backfilling. All trees will be planted as straight as possible.

G. *Surplus Excavation* - Any surplus soil will be removed and disposed of by the Contractor. Surplus soil shall not be mounded around the trunk above ground level.

H. *Staking and Guying* - Only trees prone to leaning or in areas exposed to high wind should be staked and guyed. If staking is necessary for support, two stakes on opposite sides on the trunk shall be used with a wide, belt-like, tie material to hold the tree upright. **Wire in a garden hose or any other rigid material shall not be used to guy trees**. **All trunk wrap**, **twine and other material shall be removed at the time planting**.

I. *Mulching* - All trees will be mulched at the time of planting with wood or bark chips. Mulch shall be 2" to 3" deep and at least 18" in diameter or cover the entire planting hole. Mulch should not be in direct contact with the trunk and a mulch-free area on 2"around the trunk should be maintained.

J. *Watering* - Trees will be thoroughly watered to settle backfill when half of backfill is in place and again after all backfill is placed.

K. *Fertilization* - Trees shall not be fertilized at the time of planting, unless

previously specified.

L. *Pruning* - All dead, broken, or damaged branches, and sprouts should be removed at the time of planting. All pruning will be with a clean cut outside the branch collar. Excessive pruning and heading (rounding-over) is not acceptable. Only individuals knowledgeable of proper pruning techniques shall prune trees.

Acceptance of the Tree Planting Specifications

These specifications will be followed for all trees planted with funds provided by this Demonstration City Grant for the City/Town of _____ .

The undersigned Contractor agrees to provide and/or plant trees to meet all requirements in the above Tree Planting Specifications. My signature indicates that I have read and understand all specifications.

Company Name:

Contractor Signature:

Date:

Witnessed by:

Title:

Date:

Appendix 2

MAINTENANCE PLAN

This section must be returned with any application for tree planting.

Newly planted trees require special attention to maintenance practices during the first three growing seasons following planting. All trees shall receive at least the following

maintenance practices for a three-year period:

1. **WATERING:** Ample soil moisture shall be maintained following planting. A thorough watering each five to seven days, depending on drainage and precipitation, is usually adequate during the growing season. A thorough watering allows moisture to reach the deepest roots. **How will watering be accomplished and who will be responsible?**

_____
_____
_____
_____
_____

2. **FERTILIZATION:** Trees shall not be fertilized at the time of planting. Fertilizer can kill young roots very rapidly. If fertilizer is not applied wisely, it may not benefit the tree at all and may even adversely affect the tree. Soil conditions, especially pH and organic matter content, vary greatly making the proper use and selection of fertilizer a complex process. Any fertilization should be based on a soil test. Soil Conservation Districts can provide tests and advice on application rates, timing, and fertilizer selection. **Under what circumstances (if any) will trees be fertilized and who will be responsible?**

_____
_____
_____

3. **MULCHING:** Mulching provides trees with a stable root environment that is cooler and contains more moisture than surrounding soil. Mulch can also prevent mechanical damage by keeping lawn mowers and weed whips away from the thin bark. Trees must be mulched at the time of planting and every consecutive spring. Mulch should only be **two** to **three** inches deep (do not mound) and cover the entire root system. Mulch should not contact the trunk; a mulch-free area of one to two inches around the trunk should be maintained. **How will trees be mulched and who will be responsible for re-mulching each year?**

_____
_____
_____
_____

4**. PRUNING:** Excessive pruning at the time of planting should be avoided. During the first two years, only dead, broken, or injured branches, and sprouts shall be removed. Trees will never be topped or rounded over. Pruning during the third year can begin to improve structure and encourage sturdy crotch development. Structural pruning advice is available through the Urban Forestry Coordinator. **Describe pruning methods, both short and long term, and who will be responsible?**

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5. **STAKING AND GUYING:** Often it is not necessary to stake and guy quality nursery stock that has been properly planted. Studies have shown that trees will establish more quickly and develop stronger trunks and root systems if not staked at the time of planting. If staking is necessary for support, two stakes used in conjunction with a wide flexible tie material will hold the tree upright, provide flexibility, and minimize injury to the trunk. Do not use wire in a garden hose or any other in-flexible, narrow material. All guy and support material must be removed after the first growing season. **Will trees be staked and guyed? What material will be used and who will be responsible for the removal?**

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6**. PROVIDE ADDITIONAL MAINTENANCE INFORMATION**:

_____
_____
_____
_____

Community or Organization: _____

Signature: _____

Print Name: _____

Job Title: _____

Date: _____