



---

*Parks, Recreation, Forestry Department ~ 108 West Main Street, Little Chute, WI 54140 ~ 920.423.3869*

## **FORESTRY DEPARTMENT MANUAL**

**ORGANIZATION:** The Forestry Department is one of five operating departments administered by the Director of Parks, Recreation, and Forestry. The Director of Parks, Recreation, and Forestry maintains an office at Village Hall located at 108 W Main Street, where a portion of the Director's time is utilized by urban forestry operations.

**PERSONNEL:** The Forestry Department is supervised by the Parks Foreman and is staffed by full-time and seasonal part-time employees. Employees who operate the chipper must be at least 18 years old.

**FUNCTION:** The general responsibility of the Forestry Department is to maintain trees located within the terraces, on the village streets, and within the acres of public parks, recreational land, and public property. This involves all phases of arborist work from planting to removal, etc. To carry out these functions, certain guiding policies and procedures have been created and adopted. Through these policies, the Forestry Department will make every effort to produce maximum public service to the residents.

**PURPOSE:** The policy of the Village is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the Village in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, or other property of the Village. It is also Village policy to promote and enhance the beauty and general welfare of the Village, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices.  
(Exceptions - public school sites are not included)

**STREET TREE TRIM PLAN AND POLICY:** To trim the most trees for the tax dollar, keep crew travel time to a minimum, and to establish an orderly way of trimming street trees for uniformity of appearance, a "Rotation Trim Schedule" was put into operation. Currently, it requires 5 years to complete the trimming cycle. The Village of Little Chute is divided into five sections for their different forestry programs. Each year a forestry crew will trim one section. With this trimming system, street trees are thoroughly trimmed for low hanging branches, deadwood, and any other hazardous conditions.

# TABLE OF CONTENTS

## **I. TRIMMING AND PRUNING (Page 4)**

- A. Sanitation
- B. Traffic Clearance
- C. Light Clearance
- D. Tree Structure and Balance
- E. Storm Damage
- F. Line Clearance
- G. Private Property

## **II. PRUNING SPECIFICATIONS (Pages 4-6)**

- A. Section Trimming
- B. Spot Trimming
- C. Priority Trimming

## **III. TREE REMOVAL POLICY (Pages 7-8)**

- A. Reason for Removal
- B. Location
- C. Safety Devices
- D. Clean Up

## **IV. PLANTING OF TREES (Page 8-9)**

- A. Special Request Terrace Trees
- B. Existing Terrace Trees Damaged
- C. Deadline for Ordering Trees
- D. Planting of Trees When Streets Are Widened
- E. Unimproved Street Planting

## **V. TREE PLANTING STANDARDS (Pages 9-10)**

- A. Diameter of Tree Trunk
- B. Location
- C. Spacing
- D. Condition
- E. Terrace Width
- F. Additional Care
- G. Transplanted Trees
- H. Planting Depth

## **VI. VARIETY OF STREET TREES PLANTED (Page 10)**

- A. Species of Trees

**VII. MAINTENANCE OF NEWLY PLANTED TREES (Pages 11)**

- A. Mulching
- B. Watering
- C. Tree Staking
- D. Fertilizing

**VIII. TREE PROTECTION (Pages 11-12)**

- A. Trunk and Lines
- B. Bridging, Tunneling, Drilling, Etc.
- C. Sidewalk, Driveway, and Curb & Gutter Removal
- D. Root Care
- E. Tree Replacement
- F. Moving Of Buildings
- G. Open Spaces About Trees (Dumping; Damage)

**IX. STUMP REMOVAL PROGRAM (Page 13)**

- A. Stump Removal Depth, Stump Chips, Seeding, Etc.
- B. Removal Operation
- C. Diggers Hotline

**X. SAFETY PROCEDURES AND EQUIPMENT (Page 13)**

- A. Safety Vests
- B. Eye, Ear, Foot, and Head Protection
- C. Vehicle-Mounted Elevation Work Platforms
- D. Traffic Control

**XI. DISPOSAL OF WOOD MATERIAL (Page 14)**

- A. Description of Wood Material
- B. Cutting and Bundling
- C. Curbside Placement
- D. Call-In Pickup Policy
- E. Pickup Time Limitations
- F. Privately Hired Tree Work

## I. TRIMMING AND PRUNING

Only authorized personnel are allowed to trim or prune trees on Village property. There should be a reason for every cut made in trimming operations. If we cannot improve on the natural conditions, leave it be. Following are reasons for pruning:

- A. Sanitation: Remove dead or diseased branches.
- B. Traffic Clearance: 10 feet minimum over sidewalks and at least 15 feet over streets.
- C. Light Clearance: Remove sufficient branch wood to allow adequate street lighting pattern on pavement.
- D. Tree Structure and Balance: Remove interfering branches and those that form weak crotches. Trim for balance around tree to equalize wind resistance and weight.
- E. Storm Damage: The object is to save as much of the tree as possible and reshape for future balance.
- F. Line Clearance: Kaukauna Utilities (766-5721) should be contacted for all trimming near overhead lines.
- G. Private Property: The Village Forester and authorized representatives may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises. If it is determined that it is necessary to trim, cut, or remove all of any portion of the tree or shrub, the Village Forester or authorized representative shall serve written notice to the property owner to take necessary action within ten days. If such action is not taken within such ten days, the Village Forester or authorized representative shall take specific action to carry out the provisions stated on the "Notice of Order" form (copy attached) and charge the cost to the property owner.

## II. PRUNING SPECIFICATIONS

All cuts are to be made sufficiently close to the branch collar so that callus growth can readily start under normal conditions.

Any limb which may cause damage to the tree, wires or other property, or which may endanger the safety of workers or bystanders should be lowered to the ground by proper ropes. The characteristics of the work site is also taken into consideration when lowering branches.

All girdling roots visible to the eye, where practicable, should be removed with a clean cut.

Especially on thin bark species, just enough limbs are to be removed to obtain necessary results. Sucker growth, susceptibility to diseases, and sunscald result from too heavy trimming. No more than 1/3 of the canopy should be removed.

Climbing spurs are not to be used during trimming operations.

All wires are to be considered as "HOT". Any branches that accidentally fall against or hang on wires are to be pulled off by Kaukauna Utilities.

Do not top trees except where absolutely necessary for safety reasons only. Topping does not lessen the height of the tree unless repeated on a frequent basis, which weakens the tree. Also, lateral branches that are forced to become the leader have less strength and resistance to wind and other stresses.

## TRIMMING OPERATIONS

### A. Section Trimming:

1. The Village is divided into 5 sections. These trees will be trimmed in rotation on a 5-year cycle. All public trees are to be inspected and trimmed if needed.
2. Vehicle and pedestrian traffic must be fully warned of potential danger in the work areas.
3. Trees found to be in unsafe condition, and require major repair or surgery are to be reported.
4. Private citizens are to be treated with respect and courtesy at all times, regardless of conditions.
5. At the end of each working day, all limbs, branches, twigs, and debris shall be cleaned up before leaving work area.
6. No equipment shall be left at the work site overnight.
7. Report all unusual situations or conditions.
8. The Director of Parks, Recreation, and Forestry shall have the authority to trim, prune, remove, or spray any part of a tree that extends over public property though the tree itself stands on private property, when necessary, department staff will place a door hanger on the resident's door informing them that they need to trim their private tree. Village staff will not perform work on private property when possible.

B. Spot Trimming:

1. Trim for special purpose: Safety, light clearance, traffic clearance, building clearance, house moving, and construction. These are special assignments and should be managed as such.
2. Contact with adjoining property owner shall be made before or during work assignment. Public relations are important.

C. Storm Calls - Priority Trimming: Consideration of safety to life and property is of highest importance.

- ◆ 1st Priority - calls involving people in danger.
  - ◆ 2nd Priority - calls involving obstruction of major streets.
  - ◆ 3rd Priority - calls involving obstruction of bus routes.
  - ◆ 4th Priority - calls involving obstruction of local streets.
  - ◆ 5th Priority - calls involving obstruction of sidewalks.
  - ◆ 6th Priority - calls involving other public property.
1. Only authorized personnel will be used on storm calls.
  2. No work will be performed on the site where electrical wires are down, damaged or broken.
  3. The proper utility company must be called if any wires are damaged or broken.
  4. If damage has occurred to private property, report it to the proper authorities before leaving scene.
  5. After dark calls require special caution, climbing to be held at a minimum and only when absolutely necessary.
  6. Employees will be subject to call at any time for special assignments and/or emergency work.
  7. Employees are called in based upon the departments call in roster. First on call will be the Parks Foreman.
  8. All limbs, branches, twigs, wood, and other debris is to be neatly piled so that no interference with sidewalk, driveways, or gutter occurs. Notice to adjoining property owner must be given, so that they know when job is to be completed.

### III. TREE REMOVAL POLICY

- A. Reason For Removal: Trees located in the terrace (the area between sidewalk and curb or between street lanes), parks, and other public property may be removed only when they are dead, dying, dangerous, or infected with a disease. Trees may also be removed if they are causing structural damage to sidewalk, curb, gutter, or infrastructure as deemed necessary by the Director of Parks, Recreation, and Forestry. Staff will assess any tree using the department Tree Risk Evaluation Form and rating system to determine if a tree qualifies. The cost of removal will then be borne by the Village.

Property owners that have trees removed due to overhead utilities may apply for a new tree through the Village terrace tree planting program. If their terrace is four feet wide or less, the owner may plant the tree on their private property. The replacement tree must be planted on the property of which a tree was removed from. Replacement trees are only allowed to be planted in the front yard with the location to be approved by the Director of Parks, Recreation, and Forestry. Trees planted on private property will not have a warranty and will not be maintained by the Village. Once the tree is planted it is the property of the property owner. Trees to be planted in the terrace will be approved first.

To allow other safe but undesirable trees to be removed, a special written appeal shall be made to the Director of Parks, Recreation, and Forestry/Administrator. If the appeal is accepted, a qualified tree remover as contracted by the Director of Parks, Recreation, and Forestry will remove the tree. Such cost of removing the tree shall be borne by the property owner requesting the appeal.

In areas where there is available terrace space for a tree, the Forestry Department may plant a replacement tree. The type of tree shall be selected by the Director of Parks, Recreation, and Forestry.

- B. Location:

1. Check location and description of tree on work order before starting removal.
2. Check surrounding area for wires, cars, fence, toys, children, or other possible problems.

- C. Safety Devices:

1. Any limb that cannot be controlled by hand while being cut off shall have a rope or ropes attached for controlled lowering. Guide for rope use: 1/2" rope to 325# safe load weight, 3/4" rope to 650# safe load weight, 1" rope to 1100# safe load weight, winch cable over 1100# safe load weight.
2. All traffic must be adequately warned and controlled during removal operations. 30" orange warning signs are used, and 28" orange cones are also used.

Yellow amber lights on vehicles are used.

3. If both lanes of traffic are to be closed in the removal operations, the Police Department must be notified. The Fire Department and Valley Transit will be notified if the Parks Foreman or authorized personnel deems it necessary.
4. Climbing spurs are permitted during removal operations.

D. Clean Up:

1. Work site clean-up shall be the same as the trimming operations.
2. Wood from the work site shall be transported to the Village's yard waste site.

#### IV. PLANTING OF TREES

- A. Special Request Terrace Trees: Trees are to be planted by special request on Village terraces. The property owner will be responsible for a co-pay per terrace tree, which is determined by the Director of Parks, Recreation, & Forestry Department through a competitive estimate process. The limit on the number of arbitrary tree plantings will be set by budget each year. A list will be made of property owners who would like a tree. The trees will be planted in the fall or the season that is best suited for the tree species on a first come, first-serve basis. In the homeowner's application, he/she may specify a particular species of tree, but the final determination will be made by the Forestry Department to avoid dangerous and costly maintenance of trees, and to assure the "right tree" is planted for the future. New terrace trees are guaranteed for one-year from planting date, provided it was given proper care (guarantee doesn't apply to vandalism, destruction by mechanical damage, insects, rodents, neglect, or natural disasters).
- B. Existing Terrace Trees Damaged: The cost of the replacement of dead or severely damaged trees (due to vandalism, destruction by mechanical damage, or vehicles) will be borne by the individual who caused the destruction. If a terrace tree dies for any other reason, and the one-year guarantee has expired, the property owner may submit a special request terrace tree application during the specified period.
- C. Timeline for Ordering Trees: Yearly Terrace Tree applications are available starting the first business day of April with the application deadline the last Friday in July, unless budgeted funds are depleted. These young trees are given all possible care by the Forestry Department to ensure straight, healthy growth. The Director of Parks, Recreation, and Forestry is responsible for ordering the trees, and at the most reasonable prices.
- D. Planting of Trees When Streets Are Widened: When trees are removed in preparation for widening of any established street, new trees will be planted by the Village, provided that there is adequate land in the terrace to reasonably support tree growth. The new trees will be included in the street reconstruction plan set.



- E. Unimproved Street Planting: No trees shall be planted on the terrace where no curb or sidewalk exists.

## V. TREE PLANTING STANDARDS

- A. Diameter of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted for special reasons, the minimum size will be 8 feet high or 1 ½ "diameter.
- B. Location: Generally, all street trees shall be planted midway between the sidewalk and curb, and as follows:
- ◆ No closer than 60 feet from the nearest corner intersection.
  - ◆ At least 10 feet from driveways.
  - ◆ At least 15 feet from any utility shut off valve or hydrant.
  - ◆ At least 20 feet from any overhead street light pole.
  - ◆ No closer than 25 feet from existing trees in yard.
  - ◆ At least 5 feet of clearance from underground utilities, including water, sewer, and storm.
- C. Spacing: Minimum 40 feet. Large growing species should be 50 feet and alternate sites across the street if possible.
- D. Condition: All trees must be in healthy conditions with evidence of vigorous growth during previous year. Shade trees must have single trunks that will develop to desirable crown. Ornamental trees may be multiple stems if it can be trimmed for adequate clearance.
- E. Terrace Width: Terrace Width: No trees will be planted where terraces are 4 feet or less in width. The Parks, Recreation, and Forestry Director will have final authority on planting trees in terraces over 4 feet in width.
- F. Additional Care: Additional care will be given to newly planted trees for one year, including watering, pruning, and staking if needed.
- G. Transplanted Trees: When digging and planting trees bareroot, care must be taken to prevent unnecessary injury to roots. All broken roots to be trimmed off. When digging balled and burlaped trees, the following guide should be used to determine the diameter of the ball:

<i>Tree Diameter</i>	<i>Ball Diameter</i>	<i>Approx. Ball Weight</i>
1"	18"	160#
1½"	22"	270#
2"	24"	350#

<i>Tree Diameter</i>	<i>Ball Diameter</i>	<i>Approx. Ball Weight</i>
3"	32"	850#
4"	38"	1250#
5"	46"	2500#
6"	54"	3700#
7"	60"	4800#
8"	66"	5500#
9"	72"	7900#

Pruning all newly planted or transplanted trees will be done to remove approximately one third of the leaf buds.

- H. Planting Depth: The planting depth is controlled by tree root system and must not be more than 2" above top of roots.

## VI. VARIETY OF STREET TREES PLANTED

- A. Species of Trees: The Forestry Department will determine the appropriate species of trees available to be planted in the right-of-way. As new varieties of trees are made available, consideration will be made to diversify the Village's tree inventory.

### **Avoid Planting These Trees:**

Black Locust	Subject to borers.
Boxelder	Weak wooded, female trees attract the boxelder bug.
Poplar	Roots block sewers, weak wooded, litter of fruits.
Silver Maple	Weak wooded, buttress roots heave pavements.
Sycamore	Subject to anthracnose disease.
Willows	Roots block sewers, weak wooded, litter of twigs.
Cottonwoods	
Ash	

## VII. MAINTENANCE OF NEWLY PLANTED TREES

- A. Mulching: A layer of wood chip mulch around the base of the tree will help conserve the soil moisture and also help protect the tree from lawnmower damage. The mulch should not be piled around the trunk as the heat generated and moisture retained may damage the bark.
- B. Watering: Proper watering is the most important phase of post-planting care and you can best ensure the continued growth of your tree by following these:
  - 1. Apply the water slowly over several hours so that the tree roots are completely soaked.
  - 2. Do this only once a week in dry weather and once every two weeks in periods of normal rainfall.
  - 3. Watering trees will be conducted by the Village for one year from the time of planting.
- C. Tree Staking: The Forestry Dept will stake trees that require it (growing crooked) from settling or wind damage. The staking consists of guide flat straps and stakes.
- D. Fertilizing: The Forestry Dept does not fertilize trees. If the Director of Parks, Recreation, and Forestry recommends fertilizing, then only established trees would be fertilized when growth is slow and vigor is low. Low vigor is indicated by off-color leaves or needles and by abnormal loss of foliage. Fertilizer should be applied preferably in the early spring before leaves appear. A general-purpose fertilizer containing nitrogen, phosphorus, & potash is recommended.

## VIII. TREE PROTECTION

- A. Trunks and Lines: At least 48 hours before start of construction, the contractor shall call the Director of Parks, Recreation, and Forestry to discuss problems of overhanging branches that might be damaged in spite of his exercising care in construction. Tree trunks shall be enclosed with wood slats or snow fence wired in place where contractor's operation may scar the trunk. They shall exercise care to assure tree trunks and limbs are not damaged by their operation.

Damage to branches of the trees due to the contractor's negligence will be repaired by and billed to the contractor by the Parks, Recreation, and Forestry Department.
- B. Bridging, Tunneling, Drilling, Etc: The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. When applicable, the following guidelines should be followed:

- ◆ Trees with less than a 3" diameter: 2' on either side of tree with a min. 3' depth
- ◆ Trees with a 3" to 8" diameter: 4' on either side of tree with a minimum 3' depth
- ◆ Trees with more than a 8" diameter: 5' on either side of tree with a min. 4' depth

C. Sidewalk, Driveway, And Curb & Gutter Removal: Caution should be used during removal to avoid any unnecessary damage to the tree or its root system.

Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 5 inches from the edge of the new walk or driveway.

Root systems on the curb side shall be cut not more than 2 feet behind the back of the new curb and not more than 18 inches in depth when constructing new curb and gutter.

D. Root Care: Exposed tree roots shall be covered with mulch and watered from a period immediately following curb and gutter removal until the area is backfilled following construction. Root foundations must remain adequate to withstand heavy windstorms.

E. Tree Replacement: The Forestry Department may remove and replace, at the contractor's expense, any tree(s) which has been determined to be excessively damaged.

F. Moving Of Building: When moving a building, the contractor will notify the Director of Parks, Recreation, and Forestry 48 hours before the start of moving the building, and if any trimming is necessary as the building is being moved, the trimming will be performed by the Forestry Department and costs absorbed by the contractor.

F. Open Spaces About Trees (Dumping; Damage): No person shall place or maintain upon the ground in a public highway or street of the Village of Little Chute stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or shrub in such highway or street without leaving an open space of ground outside of said tree or the base of said shrub of an area not less than 16 square feet. Before depositing any such materials in any highway or street of the Village near to trees or shrubs therein, the person so depositing said material shall place such guards around the trees and shrubs as shall effectually prevent injury to them.

## IX. STUMP REMOVAL PROGRAM

- A. Stump Removal Depth, Stump Chips, Seeding, Etc: The Forestry Department's stump removal program consists of removal of stumps where trees were formally standing on the street right of way. Stump removals within Village Parks and other Village owned property will be determined depending on the location of the stump. The stumps are removed to a depth 6". The Forestry Department removes the excess stump chips and black dirt is filled in the hole. The seeding of the area is the responsibility of the homeowner.
- B. Removal Operation: Stump removal is performed my Village staff. The rental of a stump grinder is necessary.
- C. Diggers Hotline: Diggers Hotline must be notified by the contracted company of the locations before the stump removal program commences. This is required so that no underground utility facilities are damaged. It takes three business days for the utilities to locate them. This not only prevents the disruption of service to the residents, but safety of the worker.

## X. SAFETY PROCEDURES AND EQUIPMENT

- A. Safety Vests: All full-time and part-time employees doing Forestry Department work shall be required to properly wear a safety vest while working in the street right-of-way. Violations of the procedures shall result in disciplinary action appropriate to the seriousness of the offense.
- B. Eye, Ear, Foot, and Head Protection: All full-time and part-time employees doing Forestry Department work shall be required to wear the proper eye, ear, foot, leg, and head protection if the job they are performing deems it necessary. This includes but is not limited to helmets, chaps, glasses, ear plugs, and steel toed boots.
- C. Vehicle-Mounted Elevating Work Platforms: All full-time and part-time employees shall be required to receive proper training on the procedures for vehicle-mounted elevating work platforms prior to their first use. Upon completion of training, all employees are required to sign a form that they have received the proper training and understand that violations of the procedures shall result in disciplinary action appropriate to the seriousness of the offense.
- D. Traffic Control: Employees are required to place proper signage before work area on all county highways, and other village streets if deemed necessary, to adequately warn and control approaching traffic.

## XI. DISPOSAL OF WOOD MATERIAL

- A. Description of Wood Material: Tree branches, logs, large bushes (without rootball), thorny brush, evergreen branches, and Christmas trees.
- B. Cutting and Bundling: Bulky limbs and cuttings from trees, shrubs, and the like shall be cut in lengths of not less than four (4) feet and kept fairly straight for such material to be processed by the chipper. Keep items as long as possible. Brush that is less than four (4) feet in length, thorny brush, and evergreen branches must be bundled with string, not wire. The diameter of any wood material should be twelve (12) inches or less and weigh less than fifty (50) pounds. Brush that is too short in length to bundle must be placed in a plastic yard waste bag and disposed of by contacting the Public Works Department.
- C. Curbside Placement: Tree branches shall be placed curbside with the cut ends facing the same direction, preferably with cut ends facing with the direction of traffic. Branches must be neatly stacked in low piles. Mobile home park residents must bring their brush to the nearest Village street (streets within the mobile home parks do not belong to the Village). Separate piles shall be made for any logs, large bushes, thorny brush, or evergreen branches that are placed curbside for pickup. Christmas trees must be free of decorations (lights, ornaments, garland, and tinsel) and not be wrapped in any material (tree bag, cloth, etc.) when placed curbside for pickup. Wood material placed curbside should never lie in the street or on the sidewalk.
- D. Call-In Pickup Policy: Property owners/renters must call in their property address to the Parks, Recreation, and Forestry Department (423-3869) once they place wood material (other than Christmas trees) curbside for pickup. Their address is added to the chipping list, and when the list is sufficient enough to send out the chipping crew, they will be sent to the addresses on the list.
- E. Pickup Time Limitations: The Village crew will provide up to one-hour curbside brush material pickup on a day without charge to the owner/renter. If the crew feels that the amount of brush will exceed one hour, they shall leave a notice with the owner to call the Parks, Recreation, and Forestry Department to confirm that they understand that they may be charged. If the crew is at a property for over one-hour, a per hour charge will be imposed for time over one-hour, with the rate being prorated to fifteen (15) minute intervals. The per hour charge is \$150. In the event of a Village wide storm event, the charge will not be enforced until the Director of Parks, Recreation, & Forestry determines that storm clean up is complete.
- F. Privately Hired Tree Work: If a property owner/renter hires a company to trim and/or take down trees on their property, that company or the property owner/renter is responsible for removal and disposal of all brush, logs, and material from that job. The Village will not pickup any wood material that is a result of privately hired tree work.