



## Urban Forestry Commission

Cravath Lakefront room 2nd floor 312 West  
Whitewater Str, Whitewater, WI, 53190 \*In Person  
and Virtual

**Monday, October 28, 2024 - 5:30 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone. Citizen participation is welcome during topic discussion periods.**

Topic: Urban Forestry Commission

Time: Oct 21, 2024 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82948501460?pwd=I9Lndio7GYohm0mMXg9a6sFLnZ7JBa.1>

Meeting ID: 829 4850 1460

Passcode: 212599

Dial by your location

- +1 312 626 6799 US (Chicago)

**Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.**

### AGENDA

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF AGENDA

*A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the committee to be implemented. the agenda shall be approved at reach meeting even if no changes are being made at that meeting.*

#### CONSENT AGENDA

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

1. Approval of Minutes form September 23, 2024 meeting.

**HEARING OF CITIZEN COMMENTS**

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

**ELECTION OF NEW TREASURER****TREASURER'S REPORT**

2. Discussion and possible action on segregated funds between City and Urban Forestry Commission.

**STAFF REPORT**

3. Update on Spring 2025 Tree Order Invoice.

**CONSIDERATIONS / DISCUSSIONS / REPORTS**

4. Discussion and recommendations to Finance Committee on the Proposed Framework for Improving Public Participation.
5. Discussion regarding small shrubs for landscape guidelines.

**TREE CITY**

6. How is funding going to be secured on a continual basis for the future?
7. Discussion and possible action regarding amount to spend on 2025 Tree Sale.

**BIRD CITY**

8. Update on Purple Martin House Solicitation

**FUTURE AGENDA ITEMS****NEXT MEETING DATE NOVEMBER 25, 2024****ADJOURNMENT**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**



**Urban Forestry Commission Meeting  
Monday, September 23, 2024 – 5:30 PM  
Cravath Lakefront Room  
312 W. Whitewater Street  
Whitewater, WI 53190  
Hybrid Meeting**

**Meeting Minutes**

**Call to Order and Roll Call**

Present: Bill Chandler, Nick Alt, Brienne Brown, Carol McCormick, Josh Kapfer, Kerry Katovich

Absent: Ryan Tevis, Sherry Stanek

Staff: Andrew Beckman, Kevin Boehm

Guests: None

Meeting called to order at 4:34 by Alt

**Authorization to hold Urban Forestry Meeting due to lack of publication on City website.**

Moved by McCormick, Seconded by Katovich. Ayes: Chandler, Alt, McCormick, Katovich, Kapfer.

**Approval of Agenda**

Moved to approve by McCormick, Seconded by Kapfer. Ayes: Chandler, Alt, McCormick, Kapfer, Katovich. Nays: None.

**Consent Agenda**

**1. Approval of Minutes from August 26, 2024**

Motioned by McCormick, seconded by Chandler to approve. Ayes: Chandler, Kapfer, Alt, McCormick. Abstain: Katovich Nays: None

**Hearing of Citizen Comments**

None

**Open Meeting Laws Training**

Members watched the training video as a group.

**Election of New Treasurer**

2. Motioned by McCormick, seconded by Chandler to table the discussion of treasurer until the October meeting. Ayes: Alt, Kapfer, Katovich, Chandler, McCormick. Nays: None.

**3. Discussion and possible action segregated funds between City and Urban Forestry Commission.**

Motioned by McCormick seconded by Kapfer to table this discussion until the October meeting. Ayes: Chandler, Katovich, Kapfer, McCormick, Alt. Nays: None.

**Staff Report**

**1. Report on 2024 Construction Trees.**

Beckman ordered 25 trees from Johnson Nursery for tree replacement of trees removed during road construction in 2024.

**2. Report on spring planting order.**

Beckman will present the purchase order at the October meeting.

**Tree City**

**5. Discussion and possible action on approving City recommended tree list.**

Beckman presented an updated list of trees approved by the City Forester. Motioned by Chandler, seconded by McCormick to approve the list as presented. Ayes: McCormick, Alt, Kapfer, Katovich, Chandler. Nays: None

**6. Discussion regarding the upkeep of the Arboretum.**

Alt provided a list of tasks for upkeep of the packet. Discussion was had on the items a, b, and c, from the list below. Alt provided a print out that listed upkeep items and further discussion was had on items to be added or removed. (Attached below). Motioned by McCormick and seconded by Katovich to approve the Arboretum Upkeep list as it is presented with the option to change as the Arboretum changes in the future. Ayes: Kapfer, Katovich, Alt, McCormick Chandler. Nays: None

- a. Descriptions of the tasks that need to be completed
- b. What part of this is to be cared for by the city.
- c. What part is to be cared for by a group of volunteers created for this purpose.
- d. How is funding going to be secured on a continual basis for the future?

Motioned by McCormick and seconded by Kapfer to table until October meeting. Ayes: Katovich, Alt, Chandler, McCormick, Kapfer. Nays: None

**Future Agenda Items**

- a. Update the tree, plants, shrubs, grasses for landscaping plans
- b. Brochure about tree planting in the city
- c. Century Tree use of wood having a special meeting with the Landmarks Commission.
- d. Discussion on amount to spend on the tree sale.
- e. Update on Purple Martin House solicitation.

**Adjournment**

- f. Moved to adjourn by McCormick, seconded by Chandler. Adjourned at 6:38 PM.

Respectfully Submitted,

*Kevin Boehm*  
Kevin Boehm

### Arboretum Upkeep

What is to be completed by the city:

- Large limb pruning
- Treat weeds, invasive species with chemicals
- Supply mulch
- Remove dead or fallen trees
- Remove stumps

What is to be completed by volunteers:

- Remove weeds from mulch areas
- Replace dead shrubs and trees
- Structural pruning of trees and shrubs
- Add mulch
- Plan new plantings and beds
- Plant flower beds
- Water new plants and trees
- Develop signage mounts for identification purposes and maintain signage

Ideas for funding on a continual basis for the future:

- Grants
- Donations
- Endowments
- Donations towards specific projects
- Funding portal with marketing for the cause.



MO Number	Date Wanted
MO-21320	04/01/2025

W180 N6275 Marcy Road Menomonee Falls, WI 53051  
 Phone: 262-252-4988  
 www.jniplants.com

Bill to

**City of Whitewater/Park Department**  
 312 W. Whitewater Street  
 Whitewater, WI 53190 US

Contact: Andrew Beckman  
 Mobile/Cell: 920-691-6665  
 Email: abeckman@whitewater-wi.gov

Ship To

**City of Whitewater/Park Department**  
 312 W. Whitewater Street  
 Whitewater, WI 53190 US

Contact: Andrew Beckman  
 Mobile/Cell: 920-691-6665  
 Email: abeckman@whitewater-wi.gov

Order Date	Sales Rep	PO Number	Department	Terms	Ship Method
09/19/2024	Emily Peters	Spring Street trees	Wholesale	NET-30	JK Delivery

ProductID	Description	Size	Ord	Cxl	Ship	Left	Price	Extended
0994TJ	Mystic Ruby™ Buckeye	2" CALIPER	2			2	\$360.00	\$720.00
3138TJ	Wisconsin Red™ Musclewood	2" CALIPER	2			2	\$275.00	\$550.00
0182T5RM	American Chestnut	#5 RM TREE	2			2	\$65.00	\$130.00
0236TJ	American Beech	2" CALIPER	2			2	\$380.00	\$760.00
0392TJ	Royal Star Magnolia	2" CALIPER	2			2	\$275.00	\$550.00
3991TI	Raspberry Spear® Crabapple	1.75" CALIPER	1			1	\$200.00	\$200.00
0606T25G	Quaking Aspen	#25 CONTAINER TREE	1			1	\$210.00	\$210.00
0302TJ	Autumn Gold™ Ginkgo	2" CALIPER	1			1	\$430.00	\$430.00
0277TJ	Magyar Ginkgo	2" CALIPER	1			1	\$430.00	\$430.00

14 14

Your sales rep is: Emily Peters  
 262-309-4400  
 epeters@jniplants.com

<b>Sub Total</b>	\$3,980.00
<b>EXEMPT Tax</b>	\$0.00
<b>Total Due</b>	<b>\$3,980.00</b>

All orders placed through Johnson's Nursery, LLC. are subject to our standard terms and conditions available at <https://www.jniplants.com/terms>, and by placing an order or receiving materials you are accepting the terms and conditions. Order cancellations are subject to a restocking fee, and orders held beyond ship dates are subject to holding fees. All past due balances are subject to interest at the rate of 1.5% per month, and all costs of collection including attorney's fees.

## **Proposed Framework for Improving Public Participation at Whitewater Common Council & Committee Meetings**

### **Public Appearance Card**

Public Meeting Appearance Cards (PMAC) shall be used by members of the public who wish to speak during public comment, public hearing or specific agenda item. This form would also be used for those individuals who do not wish to or cannot verbally address the Common Council/Committee during a meeting.

A person may provide comments and support or opposition for an agenda item on the form. Those requesting to speak during the meeting may indicate this on the form.

Prior to taking action on an item on the agenda, the presiding officer will request the City Clerk/Secretary to indicate any speakers who have signed up for that particular item. The Clerk/Secretary will read the name of the speaker and the speaker on-deck. The Clerk/Secretary will alternate between those in support and opposition.

After all of the speakers have been called, the Clerk/Secretary will indicate written support and opposition by reading the name and the position of the individual. The minutes will reflect the receipt of written comments in support or opposition by all registered individuals.

### **Time Limits**

Public Comment – 3 minutes with a limit of 30 minutes total

Public Hearing – 5 minutes with a limit of 30 minutes for each support and opposed speakers

Per speaker time is the same. Provide support and opposed delineation.

Agenda Items – 3 minutes, with an ability for extension with consent of Common Council.

Per speaker time is the same. Provide clarification about extension of time.

Whenever a group of individuals wishes to address the Council/Committee on the same subject matter, those individuals may designate a spokesperson to address the Common Council/Committee. The spokesperson may ask for additional time when completing the PAMC, and with the consent of the Common Council/Committee, the presiding officer may extend the time allocation. Individuals are still welcome to complete a PMAC registering their support or opposition, and written comments will be entered into the record by the City Clerk/Secretary.

The presiding officer, with the concurrence of the Common Council/Committee, may extend or limit any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item

## **Meeting Conduct**

### **Expectations of Speakers**

- The speaker shall conduct themselves in a professional and respectful manner.
- All remarks shall be directed to the Common Council/Committee, as a body, and not City staff or any member of the public in attendance.
- The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.

### **Expectation of Public**

Members of the public in the audience shall not engage in any of the following activities during a Common Council/Committee meeting:

- Shouting, clapping, unruly behavior, or speaking out when not recognized by the presiding officer.
- Defamation, intimidation, personal affronts, threats of violence, or profanity.
- Behavior that disrupts the orderly conduct of the meeting.

### **Expectation of Council/Committee Members**

While the Common Council/Committee is in session, the members must preserve order and decorum. Each Council/Committee member shall conduct themselves with decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Common Council/Committee, nor disturb any member while speaking or refuse to obey the orders of the presiding officer.



## Landscape Plants - Native - Herbaceous

Common	Latin	Height	Bloom Color
Lavender Hyssop	Agastache foeniculum	2-4'	Purple
Nodding Onion	Allium cernuum	18"	Pink
Sullivant's Milkweed (Prairie)	Asclepias sullivantii	3-5'	Pink
Butterfly Milkweed	Asclepias tuberosa	2'	Orange
New England Aster	Aster novae-angliae	5'	Purple, Pink
Canada Milk Vetch	Astragalus canadensis	1-3'	cream
White Wild Indigo	Baptisia alba	4'	White
Blue Wild Indigo	Baptisia australis	3-5'	Blue
Cream False Indigo	Baptisia bracteata	1-2'	Cream
Yellow Wild Indigo	Baptisia tinctoria	2-3'	Yellow
Downy Wood Mint	Blephilia cilata	1-2'	Purple
Pale Purple Coneflower	Echinacea pallida	3-5'	Purple
Purple Coneflower	Echinacea purpurea	3-4'	Purple
Rattlesnake Master	Eryngium yuccifolium	4'	White/green
Early Sunflower	Helianthus helianthoides	3-5'	Yellow
Prairie Alumroot	Heuchera richardsonii	2'	Green
Round Headed Bush Clover	Lespedeza capitata	4'	White
Rough Blazing Star	Liatris aspera	2-5'	Purple
Michigan Lilly	Lilium michiganense		Orange
Wild Bergamot	Monarda fistulosa	2-4'	Lavender
Eastern Prickly Pear Cactus	Optuntia humifosa	6"	Yellow
Wild Quinine	Parthenium integrifolium	4'	White
Smooth Penstemon	Penstemon digitalis	1-3'	White
Large Flowered-Penstemon	Penstemon grandiflorus	1-3'	Lavender
Compass Plant	Silphium laciniatum	8'	Yellow
Rosin Weed	Silphium integrifolium	4-6'	Yellow
Spiderwort	Tradescantia ohiensis	2-4'	Blue
Hoary Vervain	Verbena stricta	2-4'	Blue

## Native - Grasses/Sedges

River Oats/Northern Sea Oats	Chasmanthium latifolium	3-4'	Grass
Little Blue Stem	Schizachyrium scoparium	2-3'	Grass
Prairie Dropseed	Sporobolus heterolepis	2-3'	Grass
Side Oats Gramma	Bouteloua curtipendula	1-3'	Grass

## Native - Small Shrubs

White Snowberry	Symphoricarpos albus	3-5'	White
Black Chokeberry	Aronia melanocarpa	3-6'	White
Juneberry	Amelanchier alnifolia	4-15'	White
Running Serviceberry	Amelanchier stolonifera	3-5'	White
Northern Bush Honeysuckle	Diervilla lonicera	1-3'	Yellow
Pasture Rose	Rosa carolina	2'	Pink

New Jersey Tea	Ceanothus americanus	3'	White
Shrubby St. Johns Wort	Hypericum prolificum	4'	Yellow
Sweet Fern	Comptonia peregrina	2-5'	
Lead Plant	Amorpha canescens	3'	Purple
Shrubby Cinquefoil (Potentilla)	Dasphora fruticosa	2-4'	Yellow

Soil

Moisture

Mesic-DM  
WM-DM  
Mesic-WM  
Mesic-Dry  
Wet-DM  
WM-DM  
WM-Dry  
WM-Mesic  
Mesic-Dry

Mesic-Dry  
Mesic-Dry  
WM-DM  
WM-DM  
WM-DM  
Mesic-Dry  
Mesic-Dry  
Mesic-Dry

WM-Dry  
Dry  
WM-DM  
Mesic-DM  
DM-Dry  
WM-Dry  
WM-Dry  
WM-Dry  
DM-Dry

Sand

Mesic-WM  
Mesic-Dry Replace Karl Forester Grass  
Mesic-Dry  
Mesic-Dry

heavy clay soils  
Sand, clay & garden  
Alkaline  
Alkaline

rocky to sandy soils  
Poorly drained- well drained  
Moist - Dry Good fruit production  
Moist, Well Drained  
well drained, dry to medium moisture  
average m Aggressive if just planted in mulch

sandy soils, rocky hillsides  
Wide Range  
Sand (no clay)  
Sand, gravel, loam or clay  
pH 6.8-7.2

Mesic -Dry  
Moist but tolerates Dry  
Dry  
Mesic -Dry  
WM-Mesic, well drained, moderately fertile