Meeting Date: 2/14/2011
Agenda Item: #6g

Mission Statement
Provide quality services in a modern, courteous and cost-efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO:	President Burt McIntyre & Village Board of Trustees	**REVIEWED BY**
REPORT FROM:	Chris Clark, Park Superintendent/Forester	RSB
AGENDA ITEM:	Review and take action on the 3rd Revision of the Arboricultural Specifications Manual	
ACTION REQUESTED:	__Ordinance ___Resolution X Motion _____Receive/File	

POLICY ISSUE

Does the Village Board wish to accept the 3rd Revision of the Arboricultural Specifications Manual to serve as the Arboricultural Specifications and Standards of Practice for the Village of Howard, Wisconsin, and hereinafter refer to it as the Arboricultural Specifications Manual?

RECOMMENDED ACTION BY VILLAGE BOARD

The Village of Howard Tree Board voted unanimously on January 17, 2011, to accept the Arboricultural Specifications Manual – Third Revision and recommended approval by the Village Board of Trustees.

Village staff further recommends the Village Board approve the Arboricultural Specifications Manual – Third Revision to serve as the Arboricultural Specifications and Standards of Practice for the Village of Howard, Wisconsin, and hereinafter refer to it as the Arboricultural Specifications Manual.

If the Village Board were in favor of this policy action, the following motion may be made:

"Motion to approve the 3rd Revision of the Arboricultural Specifications Manual to serve as the Arboricultural Specifications and Standards of Practice for the Village of Howard, Wisconsin, and hereinafter refer to it as the Arboricultural Specifications Manual".

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve the item
- Table the item and request additional information.
- Approve with further changes.
- Not approve and continue to utilize the current Second Revision of the Arboricultural Specifications Manual.

STRATEGIC PLAN RELEVANCE:

Economic Vitality:	Yes
Accountable/Efficient Gov't:	Yes
Enhance Gov't Partnerships:	No
Environmentally Friendly:	Yes

STRATEGIC PLAN SYNOPSIS:

The Arboricultural Specification Manual guides staff to efficiently manage the Village's urban forest for an environmentally and economically friendly community.

POLICY REFERENCE

Wisconsin Statutes: N/A

Howard Municipal Code: ∫ 38-2

Policies & Procedure Manual: LPD-1

KEY METRIC SYNOPSIS

Efficiently and effectively manage and maintain the Village's urban forest utilizing Best Management Practices and current standards of the industry.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact?	N/A
2. Is it Currently Budgeted?	N/A
3. If Budgeted, Which Line?	N/A

FICSAL SYNOPSIS:

N/A

PRIOR ACTION/REVIEW

January 24, 2011: The Village Board pulled this item from the consent agenda and tabled it.

BACKGROUND INFORMATION

The Arboricultural Specifications Manual is referenced under the Village of Howard Municipal Code Chapter 38: Vegetation, §38-2, as the *Arboricultural Specifications and Standards of Practice for the Village of Howard means the manual prepared by the village forester containing regulations and standards for the planting, maintenance and removal of trees, shrubs, and other plants upon village-owned property. Hereinafter known as the arboricultural specifications manual.*

The purpose of the Arboricultural Specifications Manual is to enable the Village of Howard to

maintain and manage all trees located within the parkways, along village streets, and within the acres of public parks and recreational land by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these polices, the Forestry Division of the Department of Public Works makes every effort to produce maximum public service for the Village's urban forest.

Periodically the Arboricultural Specifications Manual needs to be updated and revised by the Village Forester and the Village of Howard Tree Board as new best management practices and scientific data dictate so. The last time this was revised was seven years ago in 2004.

INFORMATION

I. The Arboricultural Specification Manual – Third Revision was provided to the trustees in the January 24, 2011, Village Board packet. No changes have been made to the manual since that meeting. To save time, paper and ink, the manual is not being attached. However, a copy is available upon request.