

**Village of Shorewood Hills
Parks Committee**
Meeting Minutes - DRAFT
Tuesday, April 23, 2024 - 5:30pm
Location: Virtually via Zoom

1. **Call to Order:** Chair Carol Barford called the meeting of the Parks Committee to order at 5:32pm.
2. **Roll Call:** Present, in addition to Barford, were David Boutwell, Kathie Brock, Nancy Heiden, Roma Lenehan, Jeremy Rogers, Jan Tymorek, and Garden Club Liaison Mary Janet Wellensiek. Also in attendance were Interim Village Administrator Karl Frantz, Village Forester Adam Lohrmann (joined at 5:38pm) and Village Deputy Clerk-Treasurer Chrissy Kahl.
3. **Note compliance with open meeting law:** Kahl confirmed the meeting was properly posted.
4. **Approve minutes from Tuesday, March 26, 2024 Parks Committee meeting:** Tymorek moved, seconded by Brock to approve the March 26, 2024 meeting minutes. Motion carried.
5. **Public Comments** - This is an opportunity for community members to speak to the Committee. No discussion or action may take place at this time and speakers may be limited to three minutes: No one from the public attended.
6. **Monthly Forester's Report:** Lohrmann was not present at 5:35pm. The committee moved ahead to item #7, then this item followed. Lohrmann highlighted the trail/park issues such as bike riding in natural areas and rock climbing in the quarry. Some ways to help alleviate these issues may be done by educating residents by putting information in the bulletin and signage. Discussion also included adding the Tree City and Growth Award to the bulletin.
7. **Discussion of mapping natural areas:** Barford introduced this item. Boutwell provided information regarding natural areas and define possible trails within the natural areas from source documents CORP 2024 and the Parks Open Space Plan 2023. Barford discussed that the committee is tasked with protecting biodiversity, tree health, Lake Mendota water quality, recreational opportunities in the following categories - protecting trees, native plants, animals, shoreline, and Indian mounds. Discussion included: defining areas first; mapping; current condition map; timing of taking information to other committees. Each committee member was tasked with taking notes on each park regarding the categories listed above ahead of the May meeting.
8. **Discussion of monthly meeting location:** Meetings held May through October will be held in person at Heiden Haus.
9. **Update on restoration post-MGE project in Koval Woods and garden triangles:** Lohrmann has requested that MGE replace the ornamentals in the garden triangles. He is waiting on MGE for how and when they will make reimbursements. Lohrmann has notified MGE that the Village will need funding for restoration for Koval Woods.

- 10. Update on Four Corners signage as described in the CORP:** Lohrmann needs clarification, Barford will follow up with Lohrmann.
- 11. Discussion and possible action on purchase of replacement truck:** Lohrmann gave some background information. The existing truck is past it's scheduled replacement and is in bad condition. **Rogers moved, seconded by Heiden to recommend approval of a new truck as presented. Motion carried.**
- 12. Future Agenda Items** – This is an opportunity for committee members to request an item be added to a future agenda. No discussion may take place on any requested items at this time and committee members should not make lengthy statements on their request.
- McKenna Park master plan update
 - Old Business
- 13. Next meeting date:** Tuesday, May 28, 2024 in person at Heiden Haus
- 14. Adjourn:** **Rogers moved, seconded by Heiden to adjourn the meeting at 6:42pm. Motion carried.**

Respectfully submitted by,

Chrissy Kahl
Deputy Clerk-Treasurer

VILLAGE OF SHOREWOOD HILLS
Forestry and Parks

Report for May 2024: Adam Lohrmann, Forester

Overview- This month, the Forestry and Parks staff has been engaged in a variety of tree management and landscaping activities, in addition to contending with storm damage, invasive weeds, and preparing for summer construction projects.

Welcome- Emily Kushner has joined the Forestry and Parks staff as a part-time member of our summer crew. Emily recently completed her first year in the engineering program at Purdue, and is enthusiastic about expanding her skillset and caring for the parks and green spaces in Shorewood Hills.

Local resident and graduating senior Siri Moeser will also be joining our summer staff in the coming days. Siri is eager to contribute to the ecological health and beauty of the community, while looking forward to beginning her studies at the University of Wisconsin this fall. The Forestry and Parks Department is grateful to have Emily and Siri on our team for the summer.

Staffing Transitions- Current Village Forester and Horticulturalist Adam Lohrmann will be concluding his service in that role on June 6th. Our highly skilled and capable Forestry and Parks Assistant Patrick Finnegan will be managing the day-to-day operations of the Forestry and Parks Department until the position of Forester is filled. The Forester encourages committee members and residents to offer their support and assistance to Patrick during this time of transition.

Special Thanks- The Village Forester is grateful to the many colleagues, committee members, volunteers, and residents who have provided counsel and support over these past years. Your time, energy, and assistance has been much appreciated, and has contributed greatly to the mission of the Forestry and Parks Department to maintain a healthy urban tree canopy and ecologically robust parks and natural areas.

Tree Removals- Three ~20-25" dead/dying white oaks on Wood Lane and one dead/dying white oak on Colgate Road were identified as hazard trees and removed, with wound sealant applied to the stumps. Additional hazard tree removals are planned for the coming weeks.

Tree Planting- Two bur oaks and one chinkapin oak were planted on the Shorewood Hills Elementary School campus as part of the Village's annual Arbor Day celebration. Additional tree planting is currently in progress.

Garden Club- The Forester remains in communication with MGE regarding reimbursement for the ornamental vegetation that was removed from Garden Club triangles as a result of the ongoing utility line burial project.

Rain Gardens- Regular weeding and maintenance work in the Village rain gardens will continue throughout the summer.

Weed Management- Monitoring and removal of invasive weeds in Village parks and green spaces will continue throughout the summer. Species recently targeted for removal include: garlic mustard, narrowleaf bittercress, spreading hedge parsley, dame's rocket, etc. The Forestry and Parks department requests the cooperation of residents in mitigating the spread of these non-native species, and can offer guidance on the management of invasive weeds on private properties.

Spongy Moth- At this time, spongy moth caterpillars can be found on many trees and structures around the Village. The Forestry and Parks Department is taking a multi-pronged approach to managing these infestations, as well as informing residents about the presence of spongy moth on private properties. Physical barriers and traps are being placed around the trunks of trees (primarily oaks), and tree injections for heavily infested Village-owned trees are expected to take place in the coming days. The Forester strongly encourages residents who have observed spongy moth caterpillars on their trees and structures to contact a reputable consulting arborist or tree care company for assistance in managing these destructive pests, as Department staff are not authorized to provide those services on private property.

The Village of Shorewood Hills (population 2376) is seeking applicants for the position of Village Forester/Horticulturist. Shorewood Hills is a highly desirable community that is an inner ring suburb of Madison, Wisconsin's capital city. Shorewood Hills is a welcoming and inclusive full-service community that prides itself on being a wonderful place to live, work, play, learn, and visit. The Forester/Horticulturist is responsible for managing the community forests, parks, public gardens, and other green space. The position performs administrative and technical work and is responsible for regulating, overseeing, and conducting the planting, removal, maintenance, and protection of trees, shrubs, and other plants in or upon all public areas of the Village. The Village established this position because it recognized the value of trees and their significance as an environmental, economic, and community asset.

Requirements include a Bachelor's Degree in Urban Forestry or related field from an accredited college and three years of technical work experience directly related to urban forestry and horticulture/landscaping. Supervisory experience is preferred but not required. Certification by the International Society of Arboriculture as a Certified Arborist is strongly preferred and will be considered favorably during the hiring process. This position requires the ability to work independently and the skills to work well with the general public and other community partners. Some evening and weekend work is required. This is an hourly, non-exempt position and the starting wage rate will be \$23.56-\$30.30 DOQ. To apply, please send a cover letter, resume, and at least five work-related references to Village Administrator Sharon Eveland at seveland@shorewood-hills.org. The position is open until filled, however, application materials must be received by February 24th at 4:30pm for first consideration.

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

From: David Boutwell <daveboutwell@mac.com>
Sent: Sunday, May 26, 2024 1:40 PM
To: Carol Barford <cbarford@shorewood-hills.org>
Subject: Fwd: Interview Questions - Urban Forester

Carol - The email below from 2022 includes preliminary interview questions and other areas of experience to explore...

Begin forwarded message:

From: Sharon Eveland <seveland@shorewood-hills.org>
Subject: RE: Interview Questions - Urban Forester
Date: March 23, 2022 at 9:43:56 AM CDT
To: David Boutwell <daveboutwell@mac.com>

These are very helpful, especially with the info in the () that explains the intent of the question. Thanks!

Sharon Eveland
Shorewood Hills Village Administrator
Pronouns: She/Her/Hers
810 Shorewood Blvd
Shorewood Hills, WI 53705
(608)267-2680

From: David Boutwell <daveboutwell@mac.com>
Sent: Tuesday, March 22, 2022 3:48 PM
To: Sharon Eveland <seveland@shorewood-hills.org>
Subject: Interview Questions - Urban Forester

Hello Sharon,

Below are a few of my proposed interview questions focused on urban forestry. A couple of questions are fundamental and were pulled from the internet. A few more are specific to what I feel are important topics to our community. In the final question, I bulleted ten areas to explore, either as a shortlist of open-ended responses - or - to be developed as more complete questions.

I hope you find these helpful as we round out a final list of questions.

Thank you,
David Boutwell

- What are your strengths regarding urban forestry? [This is a basic question that every candidate should be able to answer clearly and without hesitation]
- If you could take any continued education in forestry, what would be your focus? [This question probes the candidate's career interest, motivation, and curiosity]
- How does wildlife impact your decision process in urban forestry and parkland? [This question reveals a core understanding of the importance of natural areas]
- What is your experience working directly with residents, community organizations, and volunteers? [This question is focused on three big expectations and challenges that are important to Shorewood Hills residents]
- What experience do you have with
 - Tree Diagnostics?
 - Tree climbing and maintenance?

- Large tree removals?
- Invasive species control?
- Native plant restoration?
- Bioretention facilities?
- Tree database management?
- Community forestry plans?
- Grant writing?
- Interviewing and hiring of seasonal interns?

Forester Interview Questions

1. Tell us about yourself.
2. Why are you interested in this position?
3. What is most important to you in a role or work environment?
4. What are your strengths regarding urban forestry?
5. If you could take any continued education in forestry, what would be your focus and why?
6. Describe how your past employment has prepared you for this position.

7. What do you see as the pros and cons of dense forest canopy within a residential area and what type of maintenance and care do you believe is needed in a natural area within a residential community?

8. How does wildlife impact your decision process in urban forestry and parkland?

9. Please describe the advantages and disadvantages of native species in an urban ecosystem as well as your experience in invasive species control and native plant restoration.

10. What is your experience with tree diagnostics, tree climbing and maintenance, and tree database management?

11. Please detail your experience with administrative functions related to this position such as developing community forestry plans, grant writing, budget development, and the interviewing/hiring of seasonal staff.

12. What do you anticipate will be the biggest challenges you would face as the forester in Shorewood Hills?

13. What is your experience collaborating with residents, community organizations, and volunteers?

14. This position has extensive direct engagement with the public and is expected to treat members of the public respectfully and tactfully. Please describe in detail a situation where you have diffused a high stress situation with a member of the public or a customer.

15. This position is expected to complete the tasks of the position with autonomy and minimal oversight. Please describe in detail your experience working independently while being personally responsible for major functions of forestry and horticulture.

16. Why are you looking to leave your current employment?

17. Have you ever been terminated or asked to resign from a position? If so, please describe the situation in detail.

18. This position's normal working hours will be 7am-4pm Monday through Thursday and 7am-11am on Fridays. This schedule is subject to change based on the needs of the Village. Additionally, there will be at least two monthly evening meetings you would be required to attend and other situations on occasion where overtime is necessary. Are you comfortable with this schedule and commitment?

19. This position is an emergency response position and, as such, the individual filling it will be required to live within a 30-minute response time within six months of hire. Are you willing and able to meet that requirement?

20. Do you have any questions for us?