

# Memorandum

**To:** Finance Committee

**From:** Karl Frantz, Village Administrator

**Date:** September 14, 2016

**Re: 2017 General Fund Budget, 2016 Results**

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The initial 2017 general fund line item budget is included in this packet. The budget report also shows 2015 actuals, the 2016 budget, actuals to date and projected results. This memo focuses on the general operating fund. Staff will distribute other fund budgets for consideration shortly. I find it helpful to start by analyzing general fund balance and 2016 budget projected results.

## **Fund Balance and Projected 2016 Results**

2015 ended with an unassigned general fund balance of \$779,283 or 22% of 2015 budgeted expenditures. (Policy is 15% - 25%) The assigned fund balance at the end of 2015 was \$117,128. \$88,110 of this was assigned to balance the 2016 budget. There is also \$188,942 in non spendable fund balance that consists of advances to other funds that are expected to be returned to the general the fund over time.

It is expected that unassigned fund balance will see a large increase at the end of 2016 based on present actuals and year end budget projections. Specifically revenues are projected to exceed expenses by \$318,354. Approximately \$280,000 of this was from the sale of Village property to John Flad and the rest was realized from unbudgeted permit fees. The water and sewer utility will require another advance in the \$80,000 range that may act to temporarily dampen unassigned fund balance until new rates go into effect in 2017 when those advances will begin to be repaid. We also anticipate 2016 expenses being under budget by up to \$24,000 and will not use the \$88,416 in assigned fund balance we expected to apply. The unassigned general fund balance at the end of 2016 may approach or exceed \$1,000,000.00. This would result in a fund balance percentage of 26% or more based on 2017 expenses.

## **2017 General Fund (100)** (The line item budget is attached)

### **Expenses**

Initial 2016 Village expenses are budgeted at \$3,792,357. This is \$213,598 over the 2016 budget or 5.9%. The increases are due to:

- \$50,000 increase in public fire protection due to the Public Service Commission water rate case

- \$45,000 for a new brush chipper
- \$41,889 increase in debt service
- \$29,039 wages/benefits
- \$28,960 for replacement of squad vehicle
- \$10,000 increase in tree removals
- \$12,700 Assessor/revaluation
- \$8,000 police part time wages
- \$4,300 Metro Landfill
- \$4,000 Legal Advice/Prosecutions

Total: \$233,888

### **Revenues**

Budgeted revenues in 2017 are \$3,456,720, a \$122,039 decrease from 2016 budgeted revenues. The Village tax levy is increased from \$2,549,307 to \$2,563,498 which is the maximum increase allowable under state law. (\$14,189 total). By not levying the maximum last year the Village lost \$152,351 in possible revenue. (\$95,013 in 2016 and \$57,338 in 2017) The maximum levy in 2017 will increase taxes on a \$588,000 home by \$72.44 The major factors in the revenue decrease are:

- \$88,416 in fund balance applied in 2016
- \$28,708 reduction in highway aid. This is a conservative estimate.

Total: \$117,124

### **Bottom Line**

2017 expenses of \$3,792,357 and 2017 revenues of \$3,456,720 results in a \$335,637 deficit.

Options that could be used in combination to close this gap include:

- Application of fund balance
- Expenditure reductions

*September 16, 2016*

- Transfer of some expenses to fees. (Forestry, Metro landfill for example)
- Increases in revenues
- Plan for a referendum to exceed levy limits in advance of 2018 or future budget year.

There is the potential for somewhere in the vicinity of \$45,000 in additional permit fees in 2017 and \$75,000 in 2018.

**Village of Shorewood Hills**  
**Personnel Committee**  
Approved Meeting Minutes  
Wednesday, August 10, 2016 7:00 a.m.

- 1. Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:03 a.m. Present were Mr. Imes and Committee members Paula Hogan, Mary Gulbrandsen, Anne Readel, David Vitse, and Amy Neeno-Eckwall. Erica Moeser was excused. Village Administrator Karl Frantz, Police Chief Denny Pine, Police Lieutenant Courtland Martens and Village Clerk Cokie Albrecht were also in attendance.  
**a. Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
- 2. Approve previous meeting minutes** Ms. Gulbrandsen moved and Ms. Readel seconded a motion to approve the regular and closed session minutes of the Personnel Committee meeting of July 6, 2016. Motion passed unanimously.
- 3. Recommendation on hire and compensation of Police Community Service Officer (CSO)** Ms. Gulbrandsen moved and Ms. Readel seconded a motion to recommend to the Board of Trustees the hire of seasonal CSO Tyler Eldridge to the full time permanent position of CSO/Police Clerk at Grade 7, Step 1, a wage of \$16.89/ hour. Motion passed unanimously.
- 4. Continued review of compensation report, Village Board direction and discussion, and possible recommendation regarding Village compensation plan and Police pay** Ms. Neeno-Eckwall presented her analysis of the impact of increasing the Village's patrol officer pay on the wages of command officers (the Chief, Lieutenant, and Sergeant-Detective positions). She concluded that it is impossible to find comparables to inform the review of the officers' compensation—the duties assigned those positions vary too much between departments to find trends. Further, a problem with raising patrol officers wages, as previously discussed, is the narrow difference between their wages and that of the Sergeant-Detective position. An increase in the patrol officers' compensation could provide them a wage similar to the management officers'. After discussion, the Committee asked Ms. Neeno-Eckwall, Mr. Imes and Mr. Frantz to develop a recommendation for the members to consider at their next meeting.
- 5. Consider next meeting dates** The next meeting of the Committee will be Wednesday, September 7, 2016 at 7:00 a.m.
- 6. Adjourn** Meeting adjourned at 8:16 a.m.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk

**Village of Shorewood Hills**  
**Personnel Committee Approved Meeting Minutes**  
Wednesday, September 7, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:09 a.m. Present were Mr. Imes and Committee members Paula Hogan, Mary Gulbrandsen, Anne Readel, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Village Administrator Karl Frantz, Police Lieutenant Courtland Martens, Sergeant-Detective Corey Denzer and Village Clerk Cokie Albrecht were also in attendance.  
**a. Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
2. **Approve previous meeting minutes** Ms. Gulbrandsen moved and Ms. Hogan seconded a motion to approve the minutes of the Personnel Committee meeting of August 10, 2016. Motion passed unanimously.
3. **Continued review of compensation report and possible recommendation regarding Village compensation plan and Police pay** Ms. Neeno-Eckwall reviewed her analysis of the impact of increasing the Village's patrol officer pay on the wages of command officers (the Chief, Lieutenant, and Sergeant-Detective positions). There is consensus that the patrol officers' wages should be increased. However, that is difficult to do, given the narrow difference currently between their wages and that of the Sergeant-Detective position. After discussion, Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend to the Village Board that for 2017 compensation, patrol officers will be placed at Grade 14 of the pay grid, up from Grade 12. The Sergeant-Detective position will be moved from Grade 14 to Grade 15. Motion passed unanimously.
4. **Consider process for, and 2017 compensation recommendations** The Committee chose to follow the model used in the past: they will meet separately with each department's staff. The meeting with the first two departments will be Tuesday, September 13, 2016; the second will be Wednesday, September 21, 2016, both at 7:00 a.m.
5. **Discussion of matters related to the announced retirement of the Village Clerk** Ms. Albrecht will leave Village employment at the end of October, 2017. Mr. Frantz said that her leaving will give the Village an opportunity to consider what will follow, including reorganizing duties/positions as appropriate.
6. **Consider development of policy on leave donations from one employee to another** The Personnel Committee packet included several sample policies regarding the donation of leave time to colleagues who miss a significant amount of work due to an injury or illness. The discussion included consideration of whether a formal policy is needed, given the Village's current leave policies, the availability of Income Continuation, and the expectation that the Trustees would be compassionate in situations outside of these safety nets. An alternate thought is that a formal policy would be fairer, clearer to implement, and more reassuring to the employees. The issue will be discussed further at future meetings.
7. **Consider next meeting dates** The next meetings of the Committee will be Tuesday, September 13, 2017 and Wednesday, September 21, 2016 at 7:00 a.m.
8. **Adjourn** Meeting adjourned at 8:30 a.m.

Respectfully submitted,  
Colleen Boyle Albrecht, Village Clerk

# MINUTES OF THE FINANCE COMMITTEE VILLAGE OF SHOREWOOD HILLS

**Monday, July 11, 2016**

(to be scheduled for review at the next meeting of the Finance Committee)

1. The meeting was called to order at 5:32 pm.
2. Roll call: Committee members present were Chair/Village Trustee Fred Wade, Village President Mark Sundquist, Village Treasurer Sean Cote, Gard Strother and Karl Wellensiek. Carl Gulbrandsen arrived a few minutes late. Dave Ahmann was excused. Others present were Village Administrator Karl Frantz and Vicki Hellenbrand of Baker Tilly.
3. Meeting Notice: Karl Frantz confirmed compliance with the open meetings law.
4. Approval of Minutes: Motion to approve the draft minutes of the Committee's meeting on June 20, 2016 by Sean Cote and second by Gard Strother. Motion passed (5-0).
5. Report and Recommendation on Village Water Rate Case

Ms. Hellenbrand reported on the status of the Village Water Rate Case. She noted that the case has been scheduled for a hearing on July 26 and that a decision may be expected two weeks after the hearing, if the proposed rate increase is not contested.

Ms. Hellenbrand reiterated her previous recommendation that the Village accept the rate that the Public Service Commission (PSC) is willing to approve, but also recommended that the Village file a second rate case asking for relief with respect to the amount of the Public Fire Protection fee (PFP) that the Village would be required to pay. In this context, she noted that the PSC staff has prepared a report, that has not yet been submitted to the PSC, with two options for changes that: (1) could help the Village deal with the PFP issue; (2) the PSC staff thinks are good ideas.

She added that the cost of filing a second rate case would be minimal, perhaps \$1,000 or less.

Mark Sundquist moved that the Committee recommend to the Village Board that the Village file a supplemental rate case with the PSC to address the PFP issue, at a cost not to exceed a few thousand dollars. The motion was seconded by Karl Wellensiek. After some further discussion, the Motion passed (6-0).

6. Report and Recommendation on Village Sewer Rates

Ms. Hellenbrand also reported on the need and status of a proposed increase in the Village sewer rates. She noted that the Village has not increased rates for a number of years, and that there are two factors that require higher rates: (1) the Madison Metropolitan Sewer District (MMSD) has been increasing charges from 3 to 6% each year; and (2) the debt service of the Water Utility has increased as a result of replacing many of the Village sewers.

Ms. Hellenbrand recommended that the Village increase its sewer rates by 19%. She added that sewer rates are not regulated by the PSC, and that the increase is a decision for the Village Board.

Ms. Hellenbrand also recommended that the Village adopt a Purchase Treatment Adjustment Clause (PTAC), which would allow the Village to pass through future rate increases without the need for the Board to adjust the rates on an annual basis.

Mark Sundquist moved that the Committee recommend to the Village Board that the Village Sewer Utility initiate a 19% rate increase, effective for the fourth quarter of 2016, and that it also adopt a PTAC to permit future MMSD rate increases to be passed through to ratepayers, beginning in 2017.

During discussion of the motion, Karl Wellensiek emphasized that the Village should hold a hearing and give ratepayers notice of the proposed increases. The consensus of the Committee was that notice should be placed in the Village Bulletin in addition to any other notice that may be required. The Motion passed (6-0).

#### 7. Report on Village Capital Plan and Financing

Village Administrator Karl Franz reviewed a five year projection of the capital needs of the Village, which was updated as of July 8, 2016. He also discussed potential financing of the items discussed. No Committee action was required.

#### 8. Report on Village Revaluation

Karl Franz advised the Committee that the Village Board has decided to request proposals for a full revaluation of the Village, which would require assessor inspection of each property. He is working with Fred Wade to prepare the request for proposals, and was hopeful it could be issued next week. No Committee action was required.

#### 9. Next Meeting Dates

The Committee agreed no meeting would be necessary in August. The next meeting dates will be September 14 and 28, at 5:30 pm, when the Committee will begin work on preparation of the Village General Fund budget.

#### 10. Adjourn

The meeting was adjourned at 7:01 pm.

## Public Health and Safety Committee

Approved Minutes

August 1, 2016, 7 pm

Members present: Tim Crisp, Bill Muehl, Cara Silverman, Trustee Mark Lederer, Trustee Felice Borisy-Rudin

Staff present: Administrator Karl Frantz, Chief of Police Denny Pine, Officer Wahl

Noted compliance with open meeting laws.

Executive summary accepted with two revisions, and forwarded to Board:

Tim Crisp moved, Bill Muehl seconded, all in favor 5:0.

p. 3 sec. c. Removed " and last sentence.

p. 5 sec. 2.A.h. Removed "by officers".

Police Department's response. Bill Muehl moved to accept and refer to Board, Trustee Lederer seconded, all in favor.

Chief Pine stated that they have not sent an officer to community orientative policing through WileyNet. This is something we could pay to do. There is also problem orientative training. Chief Pine stated we do get pieces of training through UW. Trustee Borisy-Rudin asked that the PD get us some dates and prices for these courses in the next year. Information is shared in PD through "train the trainer" exercise.

Also Chief Pine expressed a need for a cover officer 2nd shift from 7 pm to 3 am or 6 pm to 2 am. Committee asked Chief to look at call volume changes, and types of calls, particularly at apartments and businesses.

Trustee Lederer suggested that we look in committee at dep't objectives, and what the PD anticipates as significant changes for 2017, including what will be necessary as preparation.

Vicious Animals ordinance: main question at board level was that the wording would include cats. Was this the intent?

Marshall Court parking referred back to Public Works

### Bee-Keeping

Bill Muehl suggests decorum without being too controlling.

Village attorney suggest that because our code only provides for certain structures, can't permit without appropriate ordinances, in zoning & in animals.

Next meeting: Sept. 14, 7 pm:

Vicious animals

PD - cost of adding a new officer, cost of community training, pattern of incidents

Bee-keeping - zoning code

Meeting adjourned 9:05 pm

## Draft Minutes, Public Health & Safety Committee

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7:02 pm

Attendance: Bill Muehl, Cara Silverman, Tim Crisp, Josh Satos, Trustee Mark Lederer, Trustee Felice Borisy-Rudin; Staff: Administrator Karl Frantz, Police Chief Denny Pine

- Bill Muehl moves approval of the minutes; Josh Satos seconds minutes; All in favor 6:0.
- 2017 police budget matters. Chief Pine: provides narrative. Main expenses are salaries, wages, and benefits. Will need squad car to replace 2010 SUV, budgeted \$28,960. Also \$4,000 for safety equipment (including safety equipment for officers -- helmets, gas masks, filters, riot shields) (cf. 2016 \$3,000); \$7,000 for equipment (squad car light bar, graphics, LED lights, and changeover) (cf. 2016 \$19,500 which included replacement of video system); \$5,000 for communications (radios and 1 squad computer); includes \$8,000 for training (includes ammo, texts and food, as well as tuition), and \$1,500 for dues & seminars (same as 2016). Karl: Personnel has recommended a two grade increase for each officer, which results in an about \$3/hour pay increase (starting salary will move from \$21.13/hr to \$23.31/hr; top salary is \$29.77/hr).
- 2017 staffing issues. Chief Pine: Currently 6 full-time and 9 part-time. Chief prefers to have 12 to 15 part-time officers. Would like to hire 3 more part-time officers. Chief uses part-time officers as much as possible to avoid paying over-time to full-time officers. Currently one officer on duty at a time, and we may have no officer in the Village for multiple hours at a time. An OWI alone takes the officer out of the Village for more than a couple hours. Will eventually need a power shift officer (6 - 2 pm; 7- 3 pm) -- to increase department from 6 full-time to 7 full-time. However, our general fund currently has a \$336,000 deficit, so cannot at this time hire an additional full-time officer, or put on a power shift officer. Another full-time officer would cost about \$70,000.
- Vicious dog ordinance. Revised. Motion to forward to board as revised. Bill Muehl moves and Tim Crisp seconds. All in favor 6:0.
- Table review of incident reports until next month.
- Discussion of use of potential ordinance regarding use of medians for panhandling and safety issues. There are a couple pan-handlers on the medians. Chief Pine

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suggests there are drug trafficking issues as well. Chief Pine suggests that we wait to see what the City of Madison decides to do.

- Bee-Keeping tabled until next meeting.
- Date and agenda for next meeting. Wed. Nov. 2nd, 7 pm.
- Incident reports;
- Panhandling;
- Bee-Keeping;
- Education of pedestrian safety (opposite side of traffic);

Meeting adjourned 9:10 am.

## **Parks Committee Minutes Village of Shorewood Hills**

Wednesday, August 17<sup>th</sup> 2016  
Village Hall – 810 Shorewood Blvd

### 1. Meeting called to order at 5:34 pm by committee chair Anne Readel

- **Roll Call:** Members Present: Anne Readel, David Boutwell, Kathie Brock, Nancy Heiden, Roma Lenahan, Sue Denholm. Others Present: Village Forester Corey George.
- **Compliance with Open Meeting Law:** Confirmed meeting was properly posted.
- **Approval of Minutes:** Minutes of the June 13<sup>th</sup> 2016 meeting were approved.

### 2. **Emerald Ash Borer and Treatments:**

This invasive insect kills ash trees. Trees attacked by EAB can die within 2-4 years. The Village began treating public ash trees with ‘TreeAge’ in 2014 to prevent EAB. Some Village residents “adopted” ash trees that year to help offset the treatments costs. It’s recommended that ash trees are treated every 2 years with ‘TreeAge’ to prevent EAB. Due to a funding shortfall this year, the annual Ash tree treatments for 2016 have been postponed until spring of 2017.

Oak wilt, Dutch elm disease and storm damaged trees have been extreme this year. This means an increase in costs for tree removals, maintenance and replanting in 2016 and 2017. Therefore the budget shortfall mentioned in the above paragraph.

Mr. George will speak with Karl Frantz regarding a number of funding options to support increased costs for next year. Roma Lenahan volunteered to head a subcommittee for additional fundraising if necessary. Anne Readel will speak with the Village Finance Committee if we determine additional funding is required for 2017.

Homeowners are encouraged to hire a certified arborist for tree management on their own property. Proactive maintenance is far more cost effective than waiting until problems arise. This message will be included in a future article of the Village Bulletin.

### 3. **Forestry & Parks Budget for 2016-2017:**

Consideration for a Horticultural Consultant was discussed. Consideration for converting a summer seasonal position into a winter position was discussed. Consideration for part time sharing of a Village Crew member with Parks and Forestry was discussed. The Parks Committee is in favor of further exploration on all three topics.

The Parks Committee also supports exploring the feasibility of appointing a Volunteer Coordinator to assist with park stewardship opportunities. Post Farm Park is one

example of need for volunteer assistance with ongoing woodland restoration and forestry projects.

4. **Harvard Drive / University Station Restoration** – The Parks Committee suggests the addition of bird friendly annuals into the area where ground cover and understory restoration is already underway.
5. **Harvard Drive One-Way Woods** – Naturally fallen trees are an important element of healthy woodland ecology. The Parks Committee strongly recommends that fallen trees within Village parks remain in the park woodland unless they present a danger to people or property.
6. **Bigfoot Park (Outlot 2)** – Additional work is needed to improve stormwater runoff problems in the area. The Parks Committee will review restoration needs after the project is complete.
7. **Oak Wilt** – Summer 2016 has been an unusually difficult year with oak wilt and Dutch elm disease. All Red Oaks in Four Corners Park are being treated. Infections and loss of trees have also occurred along Blackhawk Drive and Edgehill Parkway. Village ordinance requires dead tree removal (from Oak Wilt or Dutch Elm Disease) on both public and private property. Difficult or challenging enforcement will be referred to the Village Administration.
8. **Post Farm Park Projects:**
  - A split rail fence was recently installed by Public Works between the natural play area (above the Community Garden) and the wildflower garden maintained by Kathi Dwelle. Initial feedback has been positive. The addition of an interpretive sign for the adjacent wildflowers is under consideration.
  - The Parks Committee suggests that the Natural Play Area Sub Committee consider replacing the underutilized sand volleyball court with a swing set. In addition, there is an underused lawn space behind the Scout Shack. A tire swing might also be considered within the natural play area.
  - A motion was made and passed for the following: “As a committee we strongly recommend the entire open lawn space remain beneath the oaks and continue to be used for swim meets and award ceremonies”.

**Future Agenda Item Suggestions** – Emerald Ash Borer funding, Oxford Road Spillway, and Harvard Drive & University Station wood side restoration.

**Foresters Report** – The report was made available in advance by Email and in copies at the meeting.

**Meeting adjourned at 7:25 pm**

**VILLAGE OF SHOREWOOD HILLS**  
**FORESTER/HORTICULTURIST**

*Report for June, 2016: Corey George, Forester*

**Tree Planting**

3600 University Ave – (1) ‘New Horizon’ Elm  
3415 Sunset Drive – (1) ‘Bauman’ Horsechestnut  
3700 Lake Mendota Dr – (1) ‘Bauman’ Horsechestnut  
2802 Colgate Rd – (1) ‘Autumn Fantasy’ Maple  
3411 Sunset Dr – (2) ‘Autumn Radiance’ Maple  
814 Burbank Place – (1) ‘Worplesdon’ Sweetgum  
Four Corners Park – (6) ‘American Dark Green’ Arborvitae  
Four Corners Park – (1) Norway Spruce  
Post Farm Park – (4) Bottlebrush Buckeye  
Post Farm Park – (1) Norway Spruce  
Post Farm Park – (3) Black Hills Spruce

**Watering and Mulching** – All new trees were watered and mulched.

**Oak Wilt Treatments** – 2 red oaks in Four Corners Park were treated to prevent the spread of oak wilt. (Hamm’s Arborcare)

**Tree Pruning**

3220 Tally Ho Lane – Emergency limb removal (Silver Maple), broke and hanging over house (Bassett)  
3544 Tally Ho Lane – (1) Green ash, large limb failure over road (DPW cleaned up on a weekend)  
3547 Tally Ho Lane – (1) A. Elm, prune broken branch hanging from elm  
3562 Tally Ho Lane – (1) Black locust, pruned broken branch  
3412 Crestwood Dr – (1) Honeylocust, prune broken branches hanging over play structure  
3918 University Ave – (1) Green ash, sidewalk and street clearance, deadwood pruning  
University Ave (East of Shorewood Shopping Center) – Pruned (~20) small trees for street clearance  
Marshall Ct (Arbor Crossing) – Pruned (~10) trees for street and sidewalk clearance

**Tree Removals**

1504 Edgehill Drive – (1) Black Cherry, two trunks (1/2) dead  
1006 Edgehill Drive – (1) Red Maple, dead  
1006 Edgill Drive – (1) Northern Catlapa, verticillium wilt, dying  
1008 Edgehill Drive – (3) A. Elm, Dutch elm disease  
3562 Tally Ho Lane – (2) Black Locust, significant decay/canker with extreme lean over road

**Landscape Maintenance**

Village Hall – Weeding  
Fire Station – Weeding, mulching  
Map Sign – Garden Club Project  
UBD Median – Planted Calla Lily Bulbs (donated to Village)  
Shorewood Blvd Median – Weeding  
Joyce Erdman Median – Weeding, mulching  
Oxford Median – Weeding, mulching  
Bike Path (behind Pool) – Weeding  
Entrance Park – Weeding, mulching flowerbeds  
Shorewood/Bowdoin Triangle - Weeding

### **Raingarden Maintenance**

Shorewood/Harvard – Weeding, mulching  
Shorewood/Topping – Weeding, mulching  
Shorewood Entrance Park – Weeding, mucked out  
Circle Close Island – Delivered mulch (resident volunteer John Center spread the mulch)  
Columbia/School – Weeding, mulching  
Columbia/Yale – Weeding, mulching  
Columbia/Dartmouth – Weeding, mulching  
Amherst/School – Weeding, mulching

### **Invasive Species Management**

Big Foot Park – Pulled nettles, pokeweed and nightshade  
Big Foot Park – Herbicide treatment of poison ivy  
Quarry Park – Pulled Dame's rocket (large population)  
Reese Woods – Pulled Dame's rocket  
Bradley Park – Pulled Dame's rocket  
Marina – Pulled Dame's rocket, garlic mustard, motherwort  
Marina – Cut buckthorn and other weedy brush  
Four Corners Park – Pulled Dames rocket, motherwort, hackelia, burdock, celandine, and pokeweed  
Four Corners Park – Herbicide treatment of poison ivy  
Four Corners Park – Herbicide treatment of Japanese knotweed (Good Oak)  
Four Corners Park – Herbicide treatment of goutweed and pokeweed (Good Oak)  
Kaiser Woods – Buckthorn and Dame's rocket  
Koval Woods – Pulled Dame's rocket  
Koval Woods – Herbicide treatment of Japanese knotweed and goutweed (Good Oak)  
McKenna Park – Pulled Dame's rocket and cut buckthorn  
McKenna Park – Herbicide treatment of poison ivy  
Post Farm Park – Pulled Dame's rocket, motherwort, bedstraw, pokeweed and other invasive species  
Post Farm Park – Cut buckthorn and other weedy trees and resprouts  
Post Farm Park – Weeded and mulched new native plantings near Marshall Court sidewalk  
Shorewood/Tally Ho – Mowed reed canary grass at corner  
Tally Ho/Topping – Herbicide treatment of Japanese knotweed (Good Oak)  
Bio-Swale (Ditch by Pool) – Mowing to control exotic grasses and annual weeds (Good Oak)  
Bio-Swale (Ditch by Pool) – Herbicide treatment of crown vetch, birds-foot trefoil, Canada thistle

**Four Corners Park** – Trail maintenance and mulching, prep for Summer Recreation Program

**Koval Woods** – Trail maintenance and mulching

**Post Farm Park** – Installed split rail fence (north of Celebration Garden).

**Quarry Park** – Trail maintenance, weeding

**Reese Woods** – Trail maintenance, weeding

**Visibility and Clearance Pruning** – Trimmed vegetation and pulled weeds along streets to improve visibility around signs and intersections.

### **Volunteers (WE Badger)**

6/1 – Raingarden maintenance (Shorewood/Harvard)  
6/15 – Weeding, mulching (Fire Station/DPW Building)  
6/15 – Invasive species removal (Kaiser Woods)  
6/22 – Buckthorn removal (Kaiser Woods)  
6/29 – Weeding along bike path and pool parking lot

**Garlic Mustard** – Finished pulling plants in all parks and public greenspace.

**Narrowleaf Bittercress** - Found and pulled new infestations along Circle Close, Blackhawk Drive and Harvard Drive.

**Asian Jumping Worms** – The Parks Committee met with an Invasive Species Specialist (Bernie Williams) from the Wisconsin Department of Natural Resources to discuss Best Management Practices for the Asian Jumping Worm. There has been an increase in awareness regarding this pest due to the concern that the Village could be spreading the worm to residents as well as the Lakeshore Nature Preserve in our leaf mulch.

**Japanese Knotweed** – The Village is focusing more on removing this invasive species. Japanese knotweed populations were treated in parks as well as in public right-of-ways in front of resident's homes. One resident on Tally Ho Lane was upset about herbicide treatment in front of their home.

**U-Station Clinic** – Landscape restoration began along Harvard Drive (Contractor hired by UW). The project consisted of invasive species removal and the replanting of native trees and shrubs.

**Post Farm Park Natural Playground** – Project Planning and Meetings

**Shorewood Entryway Construction** – Met with Bruce Company and FLAD Development to discuss tree protection and transplanting trees before the redevelopment of AT&T Plaza.

**Marshall Court Development** – Met with consultant (Vierbicher) to discuss landscape plans on Marshall Court (Arbor Crossing II).

#### **Resident Consults**

2909 Hunter Hill – Unhealthy trees after contractor applied herbicide

3406 Viburnum Dr – Hazard tree assessment near power lines (Called MG&E)

3309 Blackhawk Dr – Tree health questions

923 Columbia Rd – Invasive species information (narrowleaf bittercress found)

838 Maple Terrace – Tree planting and health questions

2927 Harvard Dr – Tree health questions (elm with Dutch elm disease)

3102 Oxford Rd – Tree health questions (oaks on UW property)

1112 Edgehill Dr – Private tree failure, questions about tree risk

3232 Lake Mendota Dr – Oak tree health questions

**Garden Club Luncheon** – Attended Garden Club meeting with summer interns.

**VILLAGE OF SHOREWOOD HILLS**  
**FORESTER/HORTICULTURIST**

*Report for July, 2016: Corey George, Forester*

**Storms and Tree Failures** – There were several big storms this month (July 5<sup>th</sup> and July 21<sup>st</sup>) resulting in numerous tree failures and power outages. Significant cleanup was required to clear streets and restore power in the Village. Large trees came down in Four Corners Park, Bradley Park, Bigfoot Park, and the Marina. Several homes were damaged by private tree failures.

**Tree Removals**

3504 Blackhawk Dr – (1) Honeylocust, major limb split out and fell over road  
3434 Edgehill Parkway – (1) White Oak, top broke out in storm, hung up, emergency tree removal (30’)  
1530 Wood Lane – (1) Black Oak, top broke out in storm, hung up over LMD, emergency tree removal  
Big Foot Park – (1) Basswood, large tree failure from storm, hung up in other trees  
Bradley Park – (1) Red Oak, top broke out in storm, left trunk as a wildlife snag (36’)  
Bradley Park – (1) White Oak, damaged when red oak fell in storm (12’)  
Bradley Park – (1) Black Walnut, damaged when red oak fell, topped out and left as snag (15’)  
Bradley Park – (3) Norway Maple, small trees damaged when red oak fell in storm (2-5” range)  
Bradley Park – (3) Boxelder, small trees damaged when red oak fell in storm (3-6” range)  
Bradley Park – (3) Elm, small trees damaged when red oak fell in storm (3-6” range)  
Bradley Park – (4) Mulberry, small trees damaged when red oak fell in storm, invasive (3-8” range)  
Marina – (3) Basswood, whole trees failures from storm  
Marina – (1) Shagbark Hickory, top broke out in storm, hung up over stairs to marina  
Post Farm Park – (1) Norway Maple, top broke out and fell into Pool Parking Lot

**Tree Pruning**

3223 LMD – (1) Red Oak, prune hanger over road, storm damage (Trees 4 Life)  
3630 LMD – (1) Shagbark Hickory, prune large hanger over driveway, storm damage (My Tree Guy)

**Tree Planting**

2916 Columbia Rd – (1) Hawthorn, ‘Winter King’  
Post Farm Park – (3) Black Hills Spruce  
UBD Median – (3) Siberian Carpet Cypress, ‘Drew’s Blue’  
Bigfoot Park – (1) Sweetgum, ‘Worpleston’  
Village Hall – (1) Juniper, ‘Daub’s Frosted’

**Watering, Mulching, Staking** – All new trees were watered and mulched and some were staked.

**Visibility and Clearance Pruning** – Trimmed vegetation and pulled weeds along streets to improve visibility around signs and intersections.

**Raingarden Maintenance**

Shorewood/Harvard – Weeding  
Shorewood/Topping – Weeding  
Shorewood Entrance Park – Weeding  
Columbia/School – Weeding  
Columbia/Yale – Weeding  
Columbia/Dartmouth – Weeding  
Amherst/School – Weeding, mulching  
Blackhawk CC – Weeding

### **Landscape Maintenance**

Pool Flowerbeds – Weeding

Bike Path Landscaping – Weeding and mulching

DPW/Old Fire Station - Weeding

Village Hall – Weeding and mulching

Village Hall – Seed Collecting and planted (1) Daubs Frosted Juniper in front entrance bed

UBD Median – Weeding and planted (3) Drew’s Blue Carpet Siberian Cypress

Oxford Median – Weeding and pruning shrubs

Shorewood/Bowdoin Triangle – Weeding and mulching

Oxford Entrance Plantings – Prune or remove competing sumac and vines, other weeding

Dartmouth/Oxford Corner – Weeding

### **Park Maintenance**

Quarry Park – Mulched trails and pruned back vegetation

All Parks – Clean up downed limbs over park trails or other public green space

### **Invasive Species Management**

Bradley Park – Pulled buckthorn

BHCC Slope – Herbicide treatment of invasive species (Good Oak LLC)

Kaiser Woods – Buckthorn removal

Quarry Park – Pulled Japanese hedge parsley and other invasive species

Quarry Park – Pulled buckthorn

Wellesley/Oxford – Pulled reed canary grass and Canada thistle

Rail Road Corridor – Removed pokeweed, reed canary grass, ragweed and other invasive species

**Ragweed Patrol** – Interns patrolled the Village looking for and pulling ragweed.

### **Volunteers (WE Badger)**

7/6 – Village Hall, weeding and other landscape maintenance

7/13 – Bike path, mulched landscaped areas

7/20 – Four Corners Park, invasive species removal

7/27 – Quarry Park, mulching trails and removing invasive species

**Resident Consults** – There were many this month with regard to storm damaged trees.

**VILLAGE OF SHOREWOOD HILLS**  
**FORESTER/HORTICULTURIST**

*Report for August, 2016: Corey George, Forester*

**Park Projects**

Post Farm Park – Cleared new path through woods and natural area north of the Scout Shack  
Post Farm Park – Invasive species removal in Homestead Garden  
Post Farm Park – Installed split rail fence around Homestead Garden  
Koval Woods – Trail maintenance and mulching  
Four Corners Park – Weeding and pruning trees/shrubs over playground equipment  
Tennis Courts (Post Farm Park) – Pulled vines and trimmed arborvitae  
All Parks – Clean up downed branches after storms

**Landscape Maintenance**

Village Hall – Weeding and pruning shrubs  
DPW/Old Fire Station - Weeding  
Bike Path/Purdue – Weeding, mulching and pruning of shrubs  
Joyce Erdman Median – Weeding and pruning back perennials  
UBD Median – Boulder placement, weeding and planting new shrubs  
Shorewood Median – Cut back grasses for visibility, weeding  
LMD/Edgehill Dr – Planted 36 hosta (paid for by resident)

**Raingarden Maintenance**

Shorewood/Harvard – Weeding  
Shorewood/Topping – Weeding and herbicide application  
Shorewood Entrance Park – Weeding  
Amherst/School – Weeding, mulching  
Blackhawk CC – Weeding

**Tree Pruning**

1001 Edgehill Dr – (1) Hackberry, major trunk split, emergency prune  
3112 Oxford Rd – (2) River Birch, clearance pruning over street and sidewalk  
3215 Topping Rd – (1) Silver Maple, prune hanger and large deadwood  
3219 Topping Rd – (1) Silver Maple, prune hanger and large deadwood  
3223 Topping Rd – (1) Silver Maple, prune hanger and large deadwood  
3409 Tally Ho Lane – (1) Honeylocust, prune out hangers after branch failure  
3423 Viburnum Dr – (1) Pin Oak, prune large hanger and deadwood over driveway  
3402 Sunset Dr – (1) Littleleaf Linden, driveway clearance  
3406 Sunset Dr – (1) Honeylocust, branch split, hanger and deadwood  
1234 Dartmouth Rd – (1) Honeylocust, prune hanger over driveway  
1235 Dartmouth Rd – (1) Honeylocust, prune hanger over road  
1200 U-Bay Dr – (1) Baldcypress, ‘Shawnee Brave’, visibility pruning  
Post Farm Park – (1) Mulberry, Homestead Garden  
School – (3) Norway Spruce, clearance pruning to install new natural playground

**Tree Removals**

Harvard Dr (2900 Hunter Hill) – (1) Oak, dead and fell in the woods north of Harvard Dr  
Sumac Dr (3525 LMD) – (1) Green Ash, had to be removed by private contractor for access  
Sumac Dr (3525 LMD) – (1) A. Elm, had to be removed by private contractor for access  
3212 Topping Rd – (1) A. Elm, Dutch elm disease

**Tree Planting**

Rail Road Corridor – (6) Smooth Sumac  
UBD Median – (3) Dogwood, ‘Ivory Halo’

**Tree Watering** – New trees were watered

**Ragweed Patrol** – Interns patrolled the Village looking for and pulling ragweed.

**Visibility and Clearance Pruning** – Trimmed vegetation and pulled weeds along streets to improve visibility around signs and intersections.

**Storms and Tree Failures** – More storms this month (August 4<sup>th</sup>) resulting in tree failures and damage. Village staff was busy cleaning up debris from these new storms as well as storms from July. Staff also assisted a contractor (H&H Arborists) with closing down a street (Sumac Dr) to facilitate a tree removal on a house with a crane.

**Budget Planning** – Prepared initial budget estimates for 2017 and end of the year estimates for 2016.

**Project Planning**

Invasive species management – Consult with Good Oak to prioritize and schedule fall projects  
Garden Club – Discuss potential Tree Walk project, Horticultural Consultant, and Bulletin articles  
Harvard/U-Station Clinic – Landscape restoration project  
Tree Maintenance – Met with contractors to get proposals and schedule fall projects  
Dane County Grant Project – Raingarden Interpretive Signage at Amherst/Bowdoin  
Bigfoot Park – Stormwater project and invasive species removal and restoration  
Old Middleton Rd – Discuss tree removal options for new cold storage building  
Quarry Wall – Get proposal to clear invasive brush near the wall on Topping Road

**Volunteers (WE Badger)**

8/3 – Rail Road Corridor, invasive species removal and replanting

**Resident Consults**

Storm Damaged Trees – Assess trees  
Dutch Elm Disease – Assess trees  
Oak Wilt – Met with residents and contractor (Hamm’s Arborcare) to discuss oak wilt abatement



Village of  
Shorewood Hills

July 17, 2015

Cathy Brodbeck  
Madison Gas and Electric Company  
P.O. Box 1231  
Madison, WI 53701-1231

Dear Ms. Brodbeck:

The Village of Shorewood Hills would like to express its sincere gratitude to you and MG&E for helping with our Arbor Day Celebration at the Shorewood Hills Elementary School. The support we've received from Madison Gas & Electric over the years is a big reason why Arbor Day is a special event in our community. You and the other staff from Madison Gas & Electric who come out and assist with planning, planting and educating are truly appreciated!

We would also like to thank Madison Gas & Electric for the monetary donations that go towards purchasing the Arbor Day trees and shrubs. The \$500 donated by Madison Gas & Electric in 2016 was used to purchase 6 native Ironwood trees. These trees were planted across from the school in Bradley Park by students and staff from MG&E.

Again, thank you for the support and for being a valuable partner in managing our urban forest.

Respectfully,

Corey A. George  
Village Forester/Horticulturist