



CITY OF ANTIGO

PARKS, CEMETERY AND RECREATION COMMISSION MEETING

MULTI-PURPOSE ROOM

Monday, March 13, 2023

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Minutes from the February 13, 2023

Any Other Matters Authorized by Law to be Considered

1. Approval of Bid to Update the City's Tree Inventory for \$12,580 and Update the Geographic Information System (GIS) Data, not to exceed \$3,200
2. Accept Arborist Bid for 2023-2026
3. Approval of Bid for Porta Potty Service
4. Approval of Bid for Tree Planting for \$12,138
5. Approval to Utilize Timber Sale Funds for Buckthorn Removal

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: March 08,2023

GLENN BUGNI



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2023
Re: Approval of Bid to Update the City's Tree Inventory for \$12,580 and Update the Geographic Information System (GIS) Data, not to exceed \$3,200

We received 5 bids to update our existing tree inventory. 50% of the cost will be reimbursed by a DNR Urban Forestry Grant. Attached is a description of what the inventory will entail as well as the bid results. Updating our inventory approximately every 5 years allows staff to prioritize prunes and removals, identify planting sites, and ensure we have a diverse species inventory. The data collected also assists with public education and potentially additional grants.

We are recommending awarding the bid to Bluestem Forestry Consulting, Inc for \$12,580 and sending the data to Ruekert Mielke to update our current GIS not to exceed \$3,200; for a total project cost not to exceed \$15,780. We have \$17,000 budgeted for the project.

**City of Antigo
Invitation for Bid
Updated Tree Inventory**

The City of Antigo will accept sealed bids for an updated tree inventory of regularly maintained parkland, cemeteries, and city right-of-way with an accuracy tolerance +/- 5 feet

Bids will be accepted until **Wednesday, February 15, 2023 at 10:00 am**

Bids can be submitted online or at City Hall:
<https://www.antigo-city.org/antigo-city-bids-quotes-rfps/>

Please refer any questions to:
Telephone: 715.623.3633 extension-131 or e-mail: srepp@antigo-city.org

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed the most advantageous to the City of Antigo.



City of Antigo
Park and Recreation Department
700 Edison Street, Antigo, WI 54409
715.623.3633 extension-131/154 • www.antigo-city.org

Attachment: RFP for Tree Inventory- 2023 (6007 : Tree Inventory Approval)

Project Summary Overview

Provide a comprehensive GIS based inventory of trees located on regularly maintained parkland, cemeteries, and city right-of-way with an accuracy tolerance +/- 5 feet. Below is the link to our current inventory showing locations of the approximately 2,900 trees that were previously inventoried in 2016.

<https://maps.ags.ruekert-mielke.com/Html5Viewer/index.html?viewer=AntigoCity.AntigoPublic>

Description of Services

The consultant hired will conduct the inventory and update to existing records with a completion date no later than September 30, 2023. The tree inventory must meet the Wisconsin Department of Natural Resources Minimum Requirements for Grant Funded Urban Forest inventories. A project scope, detailing the equipment and methodology the consultant intends to use for the tree inventory shall be included.

Geographic Information Systems (GIS) map files, provided by the City, will be used as a base map for the tree inventory. GIS map files include: orthophotography, street rights-of-way lines, property lines, pavement edges, sidewalks, structures, lakes, rivers, and streams.

A summary of the bidders' education, training, practical experience, certifications, professional memberships, etc., relevant to the project must be included with proposal.

A minimum of three (3) references (with contact information) of similar projects should be included with the proposal.

The project agreement will be reviewed by the DNR's Regional Urban Forestry Coordinator prior to signing.

Software

The bidder shall utilize an exported geodatabase of the existing tree data to perform updates to ensure schema and domains match. Updates shall be performed to the following attributes:

- a) Species (both common name and Latin name)
- b) Cultivar/Variety (separate field as species, if applicable)
- c) Location (either by Street Name and Address or by GPS or Point Location and Spatial Join Using City Supplied Electronic Shape Files).
- d) Diameter at Breast Height (integer or to the nearest tenth of an inch)
- e) Condition Rating
- f) Inventory Date or Year (xx/xx/xxxx; e.g. 06/18/1987)
- g) Year Planted (if available or estimated); Preference: year, in xxxx format (e.g. 2011)
- h) Trees planted with DNR funds (if known)

- i) Tree ID (numeric value)
- j) Growth Space
- k) Height Class
- l) Clearance Issue
- m) Utilities Present
- n) Available planting site with recommended tree size (small/medium or large)
- o) Comments
- p) Memorial Tree
- q) Comments
- r) Pruning Need and Due Date
- s) Treatment Need and Due Date
- t) Other Need and Due Date
- u) Street Side

v) Special Conditions (listed below):

Basal Suckers	Basal Wound	Concreted Cavity	Cavity/Decay
Crown Dieback	Consider Removal	Codominant Trunks/Stems	Decay Fungus Present
Dead Leader	Deep Planted	Deadwood	Hanger
Invasives Around	Included Bark	Improperly Mulched	Improperly Pruned
Low Branched	Low Crotched	Large Leader Decay	Lost Main Limb/Leader
Leaning	Lightning Struck	Mechanical Damage	Multi-Stemmed
Nutrient Deficiency	Overgrowing Growth Space	Overshadowed	Poor Location
Pest Problem	Poor Structure	Root Damage	Raised Planter
Root Rot	Suckers Present	Topped	Trunk Split
Trunk Wound	Utility Pruned	Wooded Area	Weak Growth

Total Project Cost (inventory only do not include GIS application updates) \$ _____

Business Name: _____

Contact Name and Job Title: _____

Address: _____

Phone: _____

e-mail: _____

Signature: _____ Date: _____

Please include name, phone number, address, and email for three references:

Reference #1: _____

Reference #2: _____

Reference #3: _____

Tree Inventory 2023

Company Name	Contact Name & Title	Address
Bluestem Forestry Consulting Inc	Kelli Tuttle, President	49910 S. Loop Rd. Drummond, WI 54832
PlanIT Geo, Inc.	Carrie Asselmeier, Proposal Coordinator	7878 Wadsworth Blvd. Ste. 340, Arvada CO 80003
Wachtel Tree Science and Service Inc.	Nathan Schuettpelz, Consulting Dept. Manager	N72W28393 St. Paul Ave. Merton, WI 53056
Wiregrass Ecological Associates	Stefan Marc Bourgoïn, Project Manager & TRAQ-Certified Arborist	230 White Oleander Dr. Lexington, SC 29072
ArborPro, Inc.	Keith Hennig, President	22605 La Palma Ave. Ste 509 Yorba Linda, CA 92887

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Email	Phone	Total Price	
bluestemforest@cheg.net	715-499-5538	\$	12,580.00
carrieasselmeier@planitgeo.com	630-333-5176	\$	14,065.00
nates@wachteltree.com	262-337-3984	\$	15,551.75
sbourgoin@wiregrassco.com	256-682-1493	\$	16,000.00
khennig@arborprouse.com	714--694-1924	\$	16,800.00



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2023
Re: Accept Arborist Bid for 2023-2026

The City of Antigo accepted bids for a Certified Arborist for a three (3) year term (2023-2026).

One bid was submitted by Tree Solutions, LLC for:

\$300/hour - Contractor provides all machinery and crew for the three year term.

\$250/hour - Contractor works with a city crew to assist with removal, pruning, clean-up, and/or hauling brush.

Depending on city staff availability we have the option to assist for \$250/hour, or have Tree Solutions, LLC complete the job without city staff assistance at a rate of \$300/hour.

Approval to award the Arborist Bid to Tree Solutions LLC.



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2023
Re: Approval of Bid for Porta Potty Service

We received two bids for Porta Potties for the 2023 year.

The low bid was Pecha Septic Service. We have used Pecha Septic Service for a number of years, and are satisfied with the service they provide.

We are recommending awarding the 2023 Porta Potty contract to Pecha Septic Service.

Porta Potty Quote Results

Company Name	Contact Name & Title	Address	Email	Phone	Standard Unit Price	ADA Unit Serviced 1 time/week	Standard Unit Serviced 2 times/week	ADA Unit Serviced 2 times/week	Standard Unit Serviced "As Needed" basis	ADA Unit Serviced "As Needed"	Emergency Service
Pecha Septic Service	Kris or Joy Pecha	W9510 Flight Road; Antigo, WI 54409	pvr.kris@yahoo.com	715.623.6767	\$ 45.00	\$ 75.00	\$ 80.00	\$ 120.00	\$ 50.00	\$ 55.00	\$ 65.00
Austin Logistics LLC	Austin Hill	1420 Washington Blvd Ste 301; Detroit, MI 48226	austin.hill@austinslogistics.com	734.612.7039	\$ 1,079.00	\$ 1,279.00	\$ 1,479.00	\$ 1,579.00	\$ 1,079.00	\$ 1,279.00	\$ 1,279.00

Attachment: Porta Potty Bid Summary 2023 (6043 : Porta Potty Quote Approval)



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2023
Re: Approval of Bid for Tree Planting for \$12,138

We received one bid for tree planting from Tree Solutions, LLC for a total cost of \$12,138.

50% of the cost of the planting will be covered by a Department of Natural Resources (DNR) Urban Forestry Grant.

I am requesting approval to award the bid to Tree Solutions, LLC. and use the remaining funds from the tree inventory to fund the plantings. We have \$17,000 budgeted for the tree inventory and the project will not exceed \$15,780. Because we were awarded a DNR Urban forestry grant both the plantings and inventory will be reimbursed at 50% for a total project cost not to exceed \$27,918, or \$13,959 after reimbursement from the grant.

Tree Planting Bid Results

Company Name	Contact Name & Title	Address	Email	Phone	Total Price for Trees and Labor	Total Price for Trees PRC Crews will Plant	Total Comined Price
Tree Solutions LLC	Joel Eldridge	611 5th Avenue	footlockin@yahoo.com	715.610.2286	\$ 11,500.00	\$ 638.00	\$ 12,138.00

Common Name	Scientific Name	Quantity to Plant	Recommended Substitutions
Autumn Brilliance Serviceberry	<i>Amelanchier grandiflora</i> 'Autumn Brilliance'	2	
Brandywine Maple	<i>Acer rubrum</i> 'Brandywine'	2	Burgundy Belle or Sun Valley Maple
Candymint Crab	<i>Malus sargentii</i> 'Candymint'	1	Tina Crabapple (white flowering)
Japanese Lilac	<i>Syringa reticulata</i>	3	
Lincoln Linden	<i>Tilia americana</i>	1	American Sentry Linden
Mountain Frost Pear	<i>Pyrus ussuriensis</i>	2	Autumn Blaze Pear Flowering
Northern Acclaim Honeylocust	<i>Gleditsia triacanthos</i> 'Harve'	2	
Prairiefire Crab	<i>Malus sp.</i>	2	
Princess Diana Serviceberry	<i>Amelanchier</i> × <i>grandiflora</i> 'Princess Diana'	2	Autumn Brilliance Serviceberry (tree form)
Red Baron Crab	<i>Malus sp.</i>	4	
Redbud Crab	<i>Malus sieboldii</i> var. <i>zumi</i> 'Calocarpa'	1	Red Jewel Crabapple (white flowering)
Saratoga Ginkgo	<i>Ginkgo biloba</i> 'Saratoga'	4	Princeton Sentry Ginko
Spring Snow Crab	<i>Malus sp.</i>	2	
Sugar Maple	<i>Acer sacarum</i>	1	
Sugar Tyme Crab	<i>Malus sp.</i>	1	
Summertime Maackia	<i>Maackia amurensis</i> 'Summertime'	1	
Valley Forge Elm		1	New Harmony American Elm or Princeton American Elm
Cathedral Elm		1	Frontier Hybrid Elm
Honey Locust		1	

Total Quantity to Plant

34



To: Mayor and City Council
From: Sarah Repp, Parks, Recreation, and Cemetery Supervisor
Date: March 13, 2023
Re: Approval to Utilize Timber Sale Funds for Buckthorn Removal

I am requesting permission to use Timber Sale Funds from the timber that was harvested south of Elmwood Cemetery to remove invasive buckthorn that is now growing in the area where the timber was harvested, and replant for future timber harvests and revenue.

We currently have approximately \$73,000 in the Timber Sale budget, and we are estimating removal costs at approximately \$5,500.