



BLUESTEM FORESTRY CONSULTING, INC.

49910 South Loop Road • Drummond, WI 54832  
(715) 739-6831

# VILLAGE OF COTTAGE GROVE URBAN FORESTRY PROPOSAL

Bluestem Forestry Consulting, Inc. understands the Village of Cottage Grove may wish for assistance from a consultant to complete two tasks: conduct a tree inventory on street rights-of-way and on public spaces/parks and development of an urban forestry management/EAB plan. Below you will find information on the proposed services.

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## SCOPE OF SERVICES

**INVENTORY.** An inventory will be conducted of trees located within certain public spaces/city parks and street rights-of-way. Parks/public spaces to be inventoried include maintained areas of public parks.

Suggested data collection on each tree that is individually inventoried will include:

- **GPS Coordinates:** A Trimble GPS will be used to collect positions for all tree locations.
- **Unique Number:** Each tree and planting site will be given a unique ID number.
- **Address:** House number will be included.
- **Location:** Park or street name will be listed.
- **Growspace:** A description of the boulevard, including width will be included.
- **Utilities:** Overhead utilities will be noted.
- **Species:** Common names will be provided.
- **DBH:** Diameter at breast height (4.5' above ground).
- **Condition Rating:** Categories may include: excellent, good, fair, poor, very poor and dead.
- **Defect/Diseases One & Two:** This field will allow for two defect, disease or damage entries.
- **Replacement/Dollar Value:** A hypothetical replacement cost will be determined for each tree using the *Guide for Plant Appraisal, (9th Edition)*, authored by the Council of Tree and Landscape Appraisers
- **Maintenance Activity:** Examples include training prune, routine prune, removal and stump.
- **Priority Rating:** Each tree will be given a priority rating operating a 0-100 condition factor. A dead standing tree will receive a rating of 0 and a perfect specimen tree will receive a rating of 100.
- **Inventory Date:** The inventory date is included as a data field.
- **Planting Sites:** Planting sites will be included detailing size of site.
- **Comments:** A text section will be included to allow for miscellaneous comments and special conditions and tree history.

Wooded/naturalized areas will not receive individual data collection. Only maintained/mowed park areas will receive tree data collection.

The data shall be delivered to the Village of Cottage Grove in both an MS Excel spreadsheet and ESRI ArcView format. The data will be of the highest quality and collection will be completed by degreed foresters under the management of an ISA Certified Arborist.

**MANAGEMENT/EAB PLAN.** From inventory data, an urban forestry management plan will be developed for the City. The plan will focus on tree health with the goal of sustaining and improving the tree population. The plan will include prioritized operations for a five year time period, risk tree reduction, activities to accomplish goals, equipment and staffing recommendations and detailed budget recommendations. Goals will be determined from interviews with staff and administration. The plan will meet DNR standards.

A portion of the plan will be developed to assist with management of the emerald ash borer (EAB). The plan will address concerns specific to the Village of Cottage Grove. It will outline strategies to proactively manage the ash population. The plan will effectively serve as a step-by-step guide for City officials and staff to follow.

Upon completion of the project Bluestem will present findings and recommendations to the City. This can be scheduled at the City's convenience.

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## PROJECT SCHEDULE/TIMELINE

Anticipated schedule of project completion:

April 2020	Begin tree inventory
August 2020	Completion of tree inventory
October 2020	Delivery of plan

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## QUALIFICATIONS/RESUME

**Bluestem Forestry Consulting Inc.** has been providing urban forestry consulting services throughout Wisconsin since 1998. **Kelli Tuttle**, President of Bluestem Forestry Consulting Inc. will provide the bulk of services related to this project. Kelli holds a B.S. in Forestry (field of study: urban forestry) from Purdue University. Her experience includes all aspects of municipal forestry and community involvement as well as consulting. Her consulting services include: tree inventories, management plans, EAB planning, ordinance preparation, public relations and staff training to mention just a few. She inventories, on average, approximately 15,000 trees per year and works with 3-5 communities annually. Bluestem Forestry Consulting Inc. has also established ongoing relationships with communities that contract for her work to be completed annually, including: tree removal and pruning management, tree planting plans and supervision and hosting Arbor Day Celebrations. In these cases, Bluestem is essentially hired as the 'City Forester' and schedules day-to-day operations.

The City of Duluth, MN employed Kelli as a tree inspector for nearly five years. Duluth has a tree population of 17,000 trees and has 30 parks. This provided her with a solid understanding of the working and challenges faced by all City Forester's and Parks Directors.

Kelli has been an ISA Certified Arborist (MN-0215) since 1997 and regularly attends courses on topics ranging from construction damage to hazard tree identification. She is a former member of the National Urban and Community Forestry Advisory Committee (NUCFAC) in Washington DC. NUCFAC acts as an advisor to the Secretary of

Agriculture and administers one million dollars in grant projects annually. Kelli is past chair and current member of the Wisconsin Urban Forestry Council and is also a member of the International Society of Arboriculture and the Wisconsin Arborist Association. Kelli is also an instructor at the WI DNR CTMI (Community Tree Management Institute) where she leads courses on tree inventories and management plan development.

**Andrew Tuttle** may also provide support and services during the project. Andy holds a B.S. in Forestry (field of study: forest management) from Purdue University. He has been providing forestry and GIS related consulting services for 15+ years. Andy provides traditional field forestry, urban forestry and GIS related services for projects.

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## CONTRACTOR LOCATION

Bluestem Forestry Consulting Inc. is a Wisconsin based firm that has the resources to carry out the project proposed in a professional and timely fashion. Bluestem will maintain an open line of communication and provide regular updates on the progress of the project. Bluestem Forestry Consulting's office is located at:

49910 South Loop Road  
Drummond, WI 54832  
(715) 739-6831 e-mail: [bluestemforest@cheqnet.net](mailto:bluestemforest@cheqnet.net)

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## FEE SUMMARY

Tree Inventory	\$ 16,345.00
UF/EAB Plan	\$ 2,250.00

Thank you for the opportunity to work with Cottage Grove's tree project.

Respectfully submitted,

*Kelli Tuttle*

President April 24, 2019

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Signature	Title	Date
(Bluestem Forestry Consulting Inc.)		