

**VILLAGE OF PARK RIDGE
NOTICE OF PUBLIC HEARING**

Notice is hereby given that on Monday, November 10, 2025 at 5:30 p.m. at the Park Ridge Village Hall located at 24 Crestwood Drive, a PUBLIC HEARING on the PROPOSED 2026 BUDGET of the Village of Park Ridge will be held. The proposed budget in detail is available for inspection at the Village Hall Office at 24 Crestwood Dr. The Village has met the requirements of Wisconsin Statute 65.90(3)(a) by posting this notice in three public places. This notice is being published as a supplement to the notice requirement. The following is a summary of the proposed 2026 budget.

GENERAL FUND	2025 BUDGET	2025 ESTIMATED	2026 BUDGET	INCREASE/ DECREASE
REVENUES				
General Property Taxes	492,496	362,496	500,401	7,905
Intergovernmental Revenues	76,525	77,041	79,391	2,866
Licenses	1,750	937	940	(810)
Public Charges for Services	2,300	942	1,000	(1,300)
Cable Franchise Fees	5,400	4,074	5,400	-
Miscellaneous Revenues	8,000	14,495	8,800	800
Grant Revenues	400,000	430,000	5,000	(395,000)
Proceeds of long-term debt	1,592,000	1,816,261	-	(1,592,000)
TOTAL REVENUES	2,578,471	2,706,246	600,932	(1,977,539)
EXPENDITURES				
General Government	190,866	87,097	140,634	(50,232)
Public Safety	116,280	109,916	118,697	2,417
Public Works	158,375	103,492	164,875	6,500
Health & Human Services	1,700	2,676	1,900	200
Culture, Recreation & Education	3,000	2,915	3,000	-
Urban Planning	79,000	30,000	-	(79,000)
Capital Outlay	1,992,000	1,992,000	-	(1,992,000)
Debt Service	37,250	37,250	171,826	134,576
TOTAL EXPENDITURES	2,578,471	2,365,346	600,932	(1,977,539)
Designated Reserves	\$ 26,116			
Undesignated Reserves	343,676			
General Fund Balance Jan 1, 2025	369,792			
Total Estimated Revenues	2,706,246			
Total Estimated Expenditures	2,365,346			
Estimated General Fund Balance Jan 1, 2026	710,692			
Estimated Designated Reserves	26,116			
Estimated Undesignated Reserves	684,576			

Dated this 10th day of November, 2025

Published October 27, 2025

Melissa Clark, Treasurer, Village of Park Ridge

**VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
October 20, 2025**

CALL TO ORDER: President Steve Menzel called the Park Ridge Village Board meeting to order at 5:30 p.m. The Village Board meeting was held in person at the Village Hall. After recitation of the Pledge of Allegiance by those present, roll call was taken. Trustees Gordon Renfert, Dan Holloway, Kristin Paulson, Joe Thompson, and President Steve Menzel were present. Clerk Anne Arndt and Treasurer Melissa Clark also present.

Others attending were Tori Jennings, Jim LaMar, Dave Franzen, Christine Neidlein, Shawn Paulson, Carl Chase, Cathy Chase, Sean Ruppert, Elissa Ruppert, Scott Prince, Marjie Bell, Bob Gifford, Aaron Kasoch, Ken Vogel, Lee Willis. Kenneth Chesney attended via Zoom.

AGENDA ITEM # 1 - APPROVAL OF THE SEPTEMBER AGENDA: Motion Holloway, second by Thompson to approve the agenda with no changes. Holloway requested items 10 and 11 be discussed in reverse order. Motion carried.

AGENDA ITEM # 2 – PUBLIC COMMENT PERIOD – AGENDA ITEMS: No public comments on specific agenda items.

AGENDA ITEM # 3 - PUBLIC COMMENT PERIOD – NON-AGENDA ITEMS: No one present requested to comment on non-agenda items.

AGENDA ITEM # 4 – REVIEW AND APPROVE MINUTES FROM SEPTEMBER 15, 2025: Motion Holloway second Renfert to accept the September 15th minutes as printed. Motion carried.

AGENDA ITEM # 5 – REVIEW AND ACCEPT SEPTEMBER TREASURER’S REPORT: Motion Renfert, second Holloway to accept the September Treasurer’s Report. Roll call vote taken: Thompson – yes; Menzel – yes; Holloway – yes; Paulson – yes; Renfert – yes. Motion carried.

AGENDA ITEM # 6 – REVIEW AND APPROVE SEPTEMBER /OCTOBER BILLS / PAYMENTS: Motion by Paulson, second by Holloway to approve September/October bills/payments. Roll call was taken; Menzel – yes; Holloway – yes; Renfert -yes; Thompson – yes; Paulson – yes. Motion carried.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM # 7 –DISCUSS PRELIMINARY 2026 BUDGET: President Menzel reviewed the preliminary budget. Tori Jennings stated she thought Tree City USA was to be included in the budget. Menzel stated the budgeted amount could be revised to include it. Holloway asked if engineering costs incurred in 2026 for a potential new road project in 2027 was included. Treasurer Clark stated those costs could be taken from the unbudgeted funds or outlay line items in the budget. Motion Holloway, second Renfert to approve the preliminary budget as revised. A roll call vote was taken: Renfert – yes; Paulson – yes; Holloway – yes; Thompson – yes; Menzel – yes. Motion carried.

AGENDA ITEM # 8 – REVIEW AND APPROVE QUARTERLY REPORTS: Reports presented were typical of last quarter. The Clerk will check with the City of Stevens Point water department to compare addresses of water connections to the permits filed with the Village. Motion Thompson, second Holloway to approve the three quarterly reports. Motion carried.

AGENDA ITEM # 9 – HILLCREST DRIVE / GREENBRIAR AVENUE CONSTRUCTION UPDATE:
(provided by Tom Turchi, MSA)

A-1 Excavating has completed all underground work for the project. Van Ert has installed all conduit and electrical wiring, and the base for the new cabinet is now in place.

Approximately 80% of the gravel has been placed, and American Asphalt's grading crew is scheduled to begin fine grading for the asphalt surface on Wednesday. If all goes as planned, they intend to place the binder course across the entire project on Friday or Saturday. The following week, they plan to install the surface layer.

After paving, A-1 Excavating will use a process called "Mr. Manhole" to set the nine manhole covers. Once that is complete, they will place the crushed aggregate base course for the shoulders and finish all topsoil work in preparation for hydroseeding and dormant seed mix.

Coordination has been made with the City of Stevens Point to close the exit to Iverson Park to allow final grading and paving to be completed.

We'd like to remind residents to avoid accessing the project area until the asphalt has cooled for at least 24 to 48 hours.

Substantial completion is scheduled for October 28, with final completion due by November 11. Van Ert is still awaiting delivery of the nine light poles and bases, which are expected to arrive by November 6.

Payment number 2 is being approved this evening which accounts for about 52% of the overall project even though I estimate the project being in approximately 80%.

AGENDA ITEM # 10 – The Board discussed the differences between speed humps and speed bumps. It was recommended to delay any purchases of these devices until the speed study is completed.

AGENDA ITEM # 11 – TRAFFIC STUDY - CONSIDERATION OF 20 IS PLENTY

Crash Data (Excluding State Highway 66): Over the past five years, the Village of Park Ridge experienced 13 crashes: 2 involved injuries; 11 resulted in property damage; No fatalities were reported. The Village has approximately 5 miles of roadway (excluding STH 66), resulting in: A crash density of 0.5 crashes per mile. An average of 2.6 crashes per year across the community. *Note: State Highway 66 was excluded from this analysis because it falls under the jurisdiction of the City of Stevens Point.*

A resident asked what he could do in front of his own house to reduce speeding. He suggested putting his own speed bump in front of his house. The Board's opinion is that it is not appropriate for a private citizen to be modifying things on a public street.

"20 is Plenty" Program Overview: The Village is considering the "20 is Plenty" initiative, which promotes a 20 MPH speed limit on local residential streets. The goal is to enhance safety for pedestrians, bicyclists, and motorists by reducing vehicle speeds in neighborhoods. This program is specifically intended for local streets and not for higher-volume roadways.

Current Traffic Control Conditions: 73 STOP signs; 7 all-way STOP intersections; 33 two-way STOP intersections; 2 signalized intersections. All local speed limits are currently 25 MPH, except for STH 66.

Speed Study Recommendations: Four locations have been recommended for a speed study to gather data supporting the implementation of 20 MPH residential speed limits. However, it was advised **not** to reduce speed limits on Sunset Blvd. and Green Ave. north of STH 66 due to their roadway characteristics and atypical residential traffic patterns.

AGENDA ITEM # 12 – REVIEW AND APPROVE PAY APPLICATION No. 2: A-1 EXCAVATING: Motion Holloway, second Renfert to approve Pay Application No. 2 from A-1 Excavating. A roll call vote was taken: Thompson – yes; Menzel – yes; Holloway – yes; Paulson – yes; Renfert – yes. Motion carried.

AGENDA ITEM # 13 – RIDGEWOOD / GREENBRIAR SOUTH PROJECT UPDATE: Menzel reviewed the history of the project. A strategic plan was developed and public input gathered. The two top priorities were improving streets and ensuring quality water supply. Two grants were applied for and granted. The federal grant was for eighty percent of the Ridgewood / Greenbriar project cost. This fall the village requested statement of qualifications proposal from engineering firms, which are due October 24, 2025. Holloway stated with this type of project there is a lot longer planning and design process. There is more structure. The Village has committed to move forward with construction in fiscal year 2027. The entire project must be completed by June 2033. He suggests the Village go ahead with the road and water main construction. The City of Stevens Point has not made efforts to consolidate with the Village. Not accepting this grant would be irresponsible. About six residents expressed concerns or objections to the planned street reconstruction on Ridgewood and Greenbriar South, which included responses and clarifications from the board.

AGENDA ITEM # 14 – CONSIDER RESIGNATION OF VILLAGE PRESIDENT: Menzel has submitted a resignation letter effective December 31, 2025. He reviewed the process of filling the vacancy which is outlined in WI State Statutes 17.24. Tori Jennings offered her name for consideration as Trustee as did Kenneth Chesney.

AGENDA ITEM # 15 – SUSTAINABILITY AND SHARED SERVICES FEASIBILITY ANALYSIS: The revised study is now published on the village's website. Menzel encouraged all residents to read the study. Trustee Thompson encouraged all residents to pay attention to section D Political and Social Issues, which encourages civic engagement. Tori Jennings stated the revised study does not include an option where the village can raise its taxes to be able to meet its service needs. The question needs to be asked as to whether residents want to pay higher taxes to remain a village or pay higher taxes to become part of Stevens Point. This study is only a recommendation. The village can choose to take no action. Motion Holloway, second Paulson to accept the revised agreement. Motion carried.

AGENDA ITEM # 16 – CONSIDER ELECTION INSPECTOR AND CHIEF ELECTION INSPECTOR WAGE INCREASE: The Village currently pays \$11 per hour for an election inspector and \$13.50 for a chief election inspector. Motion Paulson, second Holloway to increase the wage to \$14.50 for an election inspector and \$17 per hour for a chief election inspector, matching the City of Stevens Point. A roll call vote was taken: Menzel – yes; Holloway – yes; Renfert – yes; Thompson – yes; Paulson – yes. Motion carried. Since there are four elections in 2026 a budget amendment may be needed for the increase in pay and will be addressed at that time.

AGENDA ITEM # 17 – APPROVE OPERATOR/BARTENDER LICENSE: Last month the Board approved a provisional operator's license for Ethan Hoyt, which is good for ninety days, at which time he is eligible for a regular operator's license. Motion Holloway, second Renfert to approve the operator's license. Motion carried.

AGENDA ITEM # 18 – LARGE ITEM PICK-UP REPORT: Trustee Paulson reported approximately fifty homes participated. There was wide participation throughout the Village. Menzel reported the electronics recycling pickup held in September yielded 3,049 pounds of items!

AGENDA ITEM # 19 – SANTA VISIT UPDATE: The confirmed date for the Santa Visit is December 11. Registration is due December 4.

AGENDA ITEM # 20 - SET DATE AND TIME FOR NEXT BOARD MEETING: Monday, November 10, 2025 at 5:00 p.m. Budget Public Hearing and Board Meeting

ADJOURN MEETING at 8:22 p.m.

ANNE ARNDT
VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE

Profit & Loss Prev Year Comparison

January through October 2025

	Jan - Oct 25	Jan - Oct 24	\$ Change
Ordinary Income/Expense			
Income			
41110 · Local Tax Levied	362,496.00	361,769.37	726.63
41800 · Int & Penalties on Taxes Levied	0.00	1.74	-1.74
43410 · Shared Revenues	7,928.27	7,750.01	178.26
43420 · Fire Insurance	3,716.64	3,232.85	483.79
43430 · Exempt Computer Aid	462.47	462.47	0.00
43440 · Personal Property Aid	5,074.43	269.56	4,804.87
43450 · State Video (Cable) Aid	1,700.20	1,700.20	0.00
43529 · Other State Aid (Grant)	30,000.00	0.00	30,000.00
43531 · Transportation Aid	13,232.56	13,340.84	-108.28
43545 · Recycling Grant	0.00	0.00	0.00
44110 · Liquor and Malt Beverage	735.00	930.00	-195.00
44120 · Cigarette/Bartender's Licenses	80.00	160.00	-80.00
44200 · Dog Licenses	86.00	175.00	-89.00
44300 · Building Permits/Inspections	921.62	2,752.28	-1,830.66
44500 · Cable Franchise Fees	4,073.93	4,100.57	-26.64
48100 · Interest	12,598.79	3,629.93	8,968.86
48200 · CD Interest	3,073.18	3,725.98	-652.80
48900 · Miscellaneous Income	421.00	2,099.08	-1,678.08
48905 · Late Fees	0.00	10.00	-10.00
Total Income	446,600.09	406,109.88	40,490.21
Expense			
51100 · Village Board			
5110001 · President Salary	3,767.75	3,767.76	-0.01
5110002 · Trustee Salary	3,444.80	3,444.80	0.00
5110003 · Santa Visit	898.51	805.99	92.52
5110004 · League of Municipalities Dues	91.38	0.00	91.38
5110006 · Board Expenses	75.00	15.82	59.18
Total 51100 · Village Board	8,277.44	8,034.37	243.07
51300 · Legal	0.00	2,452.50	-2,452.50
51410 · Clerk/Treasurer			
5141001 · Clerk Compensation	29,810.67	35,509.29	-5,698.62
5141002 · Mileage and Expense	176.40	0.00	176.40
5141006 · General Office Supplies	2,166.74	2,556.84	-390.10
5141007 · Training	490.00	0.00	490.00
5141010 · Tax Collection Fee	5,663.94	1,450.56	4,213.38
5141011 · Villagewide Mailing	654.92	141.64	513.28
5141013 · Treasurer Bond	0.00	831.00	-831.00
5141014 · Pineries Bank Fees/Supplies	40.00	55.90	-15.90
5141022 · Dues & Subscriptions	4,042.60	1,916.64	2,125.96
5141025 · Background Checks	14.00	28.00	-14.00
5141026 · Treasurer Compensation	5,530.42	1,897.50	3,632.92
5141027 · IT Services	1,000.00	950.00	50.00
Total 51410 · Clerk/Treasurer	49,589.69	45,337.37	4,252.32
51420 · Elections			
5142001 · Inspectors	1,064.11	1,683.40	-619.29
5142002 · Election Expenses	59.78	723.70	-663.92
5142006 · Election Equipment	0.00	228.15	-228.15
Total 51420 · Elections	1,123.89	2,635.25	-1,511.36
51430 · Publication Fees	230.64	251.82	-21.18
51510 · Accounting			
5151001 · Reporting (Form C)	1,030.00	925.00	105.00
51510 · Accounting - Other	0.00	111.16	-111.16
Total 51510 · Accounting	1,030.00	1,036.16	-6.16

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11/05/25

Accrual Basis

VILLAGE OF PARK RIDGE

Profit & Loss Prev Year Comparison

January through October 2025

	Jan - Oct 25	Jan - Oct 24	\$ Change
51530 • Assessment of Property			
5153001 • Assessor Contract	6,900.00	5,220.00	1,680.00
Total 51530 • Assessment of Property	6,900.00	5,220.00	1,680.00
51600 • Village Hall			
5160001 • Maintenance Compensation	912.58	1,915.20	-1,002.62
5160004 • Utilities	3,157.10	2,680.83	476.27
5160005 • Supplies and Equipment	3,373.59	448.70	2,924.89
5160006 • Repairs & Maintenance	2,602.30	6,029.42	-3,427.12
Total 51600 • Village Hall	10,045.57	11,074.15	-1,028.58
51938 • Insurance			
5193801 • General Liability	2,637.00	2,445.00	192.00
5193802 • Local Gov't Property	0.00	1,048.00	-1,048.00
5193803 • Worker's Compensation	863.00	1,645.00	-782.00
Total 51938 • Insurance	3,500.00	5,138.00	-1,638.00
52100 • Crossing Guard	3,464.72	3,795.74	-331.02
52205 • Fire & EMS Protection			
5220521 • Fire Protection & EMT Contract	77,803.94	77,052.47	751.47
Total 52205 • Fire & EMS Protection	77,803.94	77,052.47	751.47
52400 • Building Inspection	2,341.52	4,178.30	-1,836.78
52450 • Zoning Administration	538.25	538.24	0.01
53311 • Street Maintenance			
5331101 • Snow Plowing	16,248.00	17,166.00	-918.00
5331103 • Street Maintenance	5,909.74	6,738.57	-828.83
5331104 • Street Maint-Trees/pickup	3,500.00	0.00	3,500.00
5331113 • Engineering	0.00	14,968.00	-14,968.00
Total 53311 • Street Maintenance	25,657.74	38,872.57	-13,214.83
53315 • Sewers	53.48	53.48	0.00
53420 • Street Lighting			
5342001 • Electric & Maintenance	10,222.59	10,013.76	208.83
5342004 • Digger Requests	6,942.10	2,938.92	4,003.18
Total 53420 • Street Lighting	17,164.69	12,952.68	4,212.01
53620 • Garbage Collection			
5362001 • Garbage Collection	27,961.26	26,704.08	1,257.18
5362002 • Fall Large Item Pick-up	865.25	832.00	33.25
Total 53620 • Garbage Collection	28,826.51	27,536.08	1,290.43
53635 • Recycling cost			
5363501 • Recycling Collection	8,361.78	7,884.90	476.88
5363503 • Yard Waste Drop Off	5,300.00	5,300.00	0.00
Total 53635 • Recycling cost	13,661.78	13,184.90	476.88
54100 • Humane Society Contract	2,676.01	1,356.02	1,319.99
55200 • Parks Dept. Pledge (\$5.50/per)	2,915.00	2,915.00	0.00
6560 • Payroll Expenses	0.00	0.00	0.00
Total Expense	255,800.87	263,615.10	-7,814.23
Net Ordinary Income	190,799.22	142,494.78	48,304.44
Other Income/Expense			
Other Income			
49100 • Long Term Debt Proceeds	1,816,261.00	0.00	1,816,261.00
Total Other Income	1,816,261.00	0.00	1,816,261.00

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11/05/25

Accrual Basis

VILLAGE OF PARK RIDGE
Profit & Loss Prev Year Comparison
January through October 2025

	Jan - Oct 25	Jan - Oct 24	\$ Change
Other Expense			
52113 · Innovation Grant Expenses	25,509.67	0.00	25,509.67
57200 · Capital Project Outlay	945,675.92	0.00	945,675.92
58100 · Loan Principal			
58110 · Linwood Ave Project	5,209.31	5,116.89	92.42
58120 · Operating Loan	18,840.16	19,415.30	-575.14
Total 58100 · Loan Principal	24,049.47	24,532.19	-482.72
58200 · Loan Interest			
58210 · Linwood Ave Project	3,040.69	3,133.11	-92.42
58220 · Operating Loan	10,159.84	9,584.70	575.14
Total 58200 · Loan Interest	13,200.53	12,717.81	482.72
Total Other Expense	1,008,435.59	37,250.00	971,185.59
Net Other Income	807,825.41	-37,250.00	845,075.41
Net Income	998,624.63	105,244.78	893,379.85

VILLAGE OF PARK RIDGE
Balance Sheet Prev Year Comparison
As of October 31, 2025

	Oct 31, 25	Oct 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
11110 • Checking	56,771.87	1,000.00	55,771.87
11310 • Operating Account	1,083,208.06	141,664.86	941,543.20
11340 • Reserve Account-Pineries-ARPA	0.00	31,050.49	-31,050.49
11343 • Pineries MM# 8005-467-9	114,578.42	113,155.84	1,422.58
11345 • Reserve Account-Bank of Amherst	10,247.61	10,171.11	76.50
11350 • CD Account	110,904.10	107,830.92	3,073.18
11360 • Petty Cash	300.00	200.00	100.00
Total Checking/Savings	1,376,010.06	405,073.22	970,936.84
Other Current Assets			
12100 • Taxes Receivable	239,721.32	251,545.29	-11,823.97
Total Other Current Assets	239,721.32	251,545.29	-11,823.97
Total Current Assets	1,615,731.38	656,618.51	959,112.87
TOTAL ASSETS	1,615,731.38	656,618.51	959,112.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 • Accounts Payable	1,517.00	0.00	1,517.00
Total Accounts Payable	1,517.00	0.00	1,517.00
Credit Cards			
2047 • Village Credit Card-2449	0.00	542.59	-542.59
Total Credit Cards	0.00	542.59	-542.59
Other Current Liabilities			
2100 • State W/H Tax	77.18	449.82	-372.64
21511 • Federal W/H Tax	1,135.30	1,449.94	-314.64
24700 • Due other taxing authorities	239,656.87	250,404.72	-10,747.85
24800 • Due SP Utilities	4,927.62	4,058.00	869.62
Total Other Current Liabilities	245,796.97	256,362.48	-10,565.51
Total Current Liabilities	247,313.97	256,905.07	-9,591.10
Total Liabilities	247,313.97	256,905.07	-9,591.10
Equity			
3010 • Office Equipment Reserve	82.68	82.68	0.00
3018 • Street Reserve	638.28	638.28	0.00
3020 • Sewer Reserve	2,500.00	2,500.00	0.00
3025 • Reassessment Reserve	9,000.00	9,000.00	0.00
3060 • Disaster Reserve	12,345.31	12,345.31	0.00
3070 • Santa Visit Reserve	1,550.00	1,550.00	0.00
34100 • General Undesignated Fund Bal	103,265.36	103,265.36	0.00
3900 • Retained Earnings	240,411.15	165,087.03	75,324.12
Net Income	998,624.63	105,244.78	893,379.85
Total Equity	1,368,417.41	399,713.44	968,703.97
TOTAL LIABILITIES & EQUITY	1,615,731.38	656,618.51	959,112.87

VILLAGE OF PARK RIDGE

Reconciliation Detail

11340 - Reserve Account-Pinerias-ARPA, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,407.50
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	10/23/2025			X	-31,432.24	-31,432.24
Total Checks and Payments					-31,432.24	-31,432.24
Deposits and Credits - 1 item						
Deposit	10/23/2025			X	24.74	24.74
Total Deposits and Credits					24.74	24.74
Total Cleared Transactions					-31,407.50	-31,407.50
Cleared Balance					-31,407.50	0.00
Register Balance as of 10/31/2025					-31,407.50	0.00
Ending Balance					-31,407.50	0.00

VILLAGE OF PARK RIDGE
Reconciliation Detail
11350 - CD Account, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						110,904.10
Cleared Balance						110,904.10
Register Balance as of 10/31/2025						110,904.10
Ending Balance						110,904.10

VILLAGE OF PARK RIDGE
Reconciliation Detail
11110 - Checking, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,525.82
Cleared Transactions						
Checks and Payments - 30 items						
Bill Pmt -Check	06/30/2025	16509	KAO CHANG AND ...	X	-334.64	-334.64
Bill Pmt -Check	09/23/2025	16591	McMahon Associate...	X	-3,939.62	-4,274.26
Bill Pmt -Check	09/23/2025	16594	Wisconsin Public Se...	X	-134.48	-4,408.74
Bill Pmt -Check	09/23/2025	16592	Shawn Paulson.	X	-100.00	-4,508.74
Bill Pmt -Check	10/06/2025	16599	MSA Professional S...	X	-35,645.61	-40,154.35
Bill Pmt -Check	10/06/2025	16597	Harter's Fox Valley ...	X	-4,379.15	-44,533.50
Bill Pmt -Check	10/06/2025	16600	Pat Perzynski	X	-1,500.00	-46,033.50
Bill Pmt -Check	10/06/2025	16598	Melissa Clark	X	-1,005.00	-47,038.50
Bill Pmt -Check	10/06/2025	16603	Town Web, LLC	X	-920.00	-47,958.50
Bill Pmt -Check	10/06/2025	16604	Wisconsin Public Se...	X	-744.15	-48,702.65
Bill Pmt -Check	10/06/2025	16596	Badger Heating & Ai...	X	-575.00	-49,277.65
Bill Pmt -Check	10/06/2025	16602	Stevens Point Publi...	X	-53.48	-49,331.13
Liability Check	10/07/2025	DM	United States Treas...	X	-373.26	-49,704.39
Paycheck	10/08/2025	16614	Kraft, John E.	X	-2,082.49	-51,786.88
Paycheck	10/08/2025	16606	Arndt, Anne C	X	-1,128.70	-52,915.58
Paycheck	10/08/2025	16610	Menzel, Stephen F	X	-808.06	-53,723.64
Paycheck	10/08/2025	16611	Paulson, Kristin	X	-184.70	-53,908.34
Paycheck	10/08/2025	16612	Renfert, Gordon J.	X	-184.70	-54,093.04
Paycheck	10/08/2025	16607	Holloway, Daniel A	X	-134.70	-54,227.74
Paycheck	10/08/2025	16609	Manville, James D.	X	-115.44	-54,343.18
Liability Check	10/13/2025	WIWI...	Wisconsin Departm...	X	-316.14	-54,659.32
Bill Pmt -Check	10/15/2025	16615	Steve.Menzel	X	-420.95	-55,080.27
Bill Pmt -Check	10/23/2025	16616	A-1 Excavating LLC	X	-344,838.60	-399,918.87
Bill Pmt -Check	10/23/2025	16619	MSA Professional S...	X	-19,778.38	-419,697.25
Bill Pmt -Check	10/23/2025	16622	The Pineries Bank	X	-1,716.63	-421,413.88
Bill Pmt -Check	10/23/2025	16618	McMahon Associate...	X	-1,062.00	-422,475.88
Paycheck	10/23/2025	16624	Arndt, Anne C	X	-993.22	-423,469.10
Paycheck	10/23/2025	16626	Miller, LoisJean C.	X	-359.70	-423,828.80
Bill Pmt -Check	10/23/2025	16621	Shawn Paulson.	X	-100.00	-423,928.80
Bill Pmt -Check	10/23/2025	16617	Diggers Hotline Inc.	X	-65.60	-423,994.40
Total Checks and Payments					-423,994.40	-423,994.40
Deposits and Credits - 5 items						
Bill Pmt -Check	10/06/2025	16601	Portage County Tre...	X	0.00	0.00
Transfer	10/07/2025			X	53,789.87	53,789.87
Deposit	10/09/2025			X	20.00	53,809.87
Deposit	10/15/2025			X	481.00	54,290.87
Transfer	10/23/2025			X	421,933.72	476,224.59
Total Deposits and Credits					476,224.59	476,224.59
Total Cleared Transactions					52,230.19	52,230.19
Cleared Balance					52,230.19	61,756.01
Uncleared Transactions						
Checks and Payments - 14 items						
Bill Pmt -Check	11/20/2024	16145	Becky Woodward		-55.00	-55.00
Paycheck	04/11/2025	16312	Holloway, Daniel A		-134.70	-189.70
Bill Pmt -Check	06/30/2025	16502	WILLIAM J LITTLE ...		-762.98	-952.68
Bill Pmt -Check	06/30/2025	16451	SUE E SACHS		-573.97	-1,526.65
Bill Pmt -Check	06/30/2025	16512	THOMAS AND KYL...		-490.26	-2,016.91
Bill Pmt -Check	06/30/2025	16504	BRENT T GOSTOM...		-411.17	-2,428.08
Bill Pmt -Check	08/12/2025	16558	Schmeckle Reserve		-1,375.00	-3,803.08
Bill Pmt -Check	10/06/2025	16605	Portage County Soli...		-680.00	-4,483.08
Paycheck	10/08/2025	16613	Thompson, Joseph D		-184.70	-4,667.78
Paycheck	10/08/2025	16608	Lepak, Rebecca A		-78.50	-4,746.28
Bill Pmt -Check	10/23/2025	16623	Wisconsin Public Se...		-129.33	-4,875.61
Paycheck	10/23/2025	16625	Lepak, Rebecca A		-62.79	-4,938.40
Bill Pmt -Check	10/23/2025	16620	Rebecca Lepak		-9.74	-4,948.14
Bill Pmt -Check	10/29/2025	16627	Portage Co. Treasur...		-36.00	-4,984.14
Total Checks and Payments					-4,984.14	-4,984.14
Total Uncleared Transactions					-4,984.14	-4,984.14

10:21 PM

11/01/25

VILLAGE OF PARK RIDGE
Reconciliation Detail
11110 - Checking, Period Ending 10/31/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Register Balance as of 10/31/2025					47,246.05	56,771.87
Ending Balance					47,246.05	56,771.87

10:30 PM

11/01/25

VILLAGE OF PARK RIDGE

Reconciliation Detail

11343 · Pinerias MM# 8005-467-9, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						114,456.91
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2025			X	121.51	121.51
Total Deposits and Credits					121.51	121.51
Total Cleared Transactions					121.51	121.51
Cleared Balance					121.51	114,578.42
Register Balance as of 10/31/2025					121.51	114,578.42
Ending Balance					121.51	114,578.42

10:29 PM

11/01/25

VILLAGE OF PARK RIDGE

Reconciliation Detail

11310 - Operating Account, Period Ending 10/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,522,839.13
Cleared Transactions						
Checks and Payments - 3 items						
Transfer	10/07/2025			X	-53,789.87	-53,789.87
Transfer	10/23/2025			X	-421,933.72	-475,723.59
Check	10/24/2025	DM		X	-100.00	-475,823.59
Total Checks and Payments					-475,823.59	-475,823.59
Deposits and Credits - 3 items						
Deposit	10/08/2025			X	3,308.14	3,308.14
Transfer	10/23/2025			X	31,432.24	34,740.38
Deposit	10/31/2025			X	1,452.14	36,192.52
Total Deposits and Credits					36,192.52	36,192.52
Total Cleared Transactions					-439,631.07	-439,631.07
Cleared Balance					-439,631.07	1,083,208.06
Register Balance as of 10/31/2025					-439,631.07	1,083,208.06
Ending Balance					-439,631.07	1,083,208.06

VILLAGE OF PARK RIDGE
Revenue & Expenses Budget vs. Actual
 January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 - Local Tax Levied	362,496.00	492,496.00	-130,000.00	73.6%
43410 - Shared Revenues	7,928.27	52,855.18	-44,926.91	15.0%
43420 - Fire Insurance	3,716.64	3,200.00	516.64	116.1%
43430 - Exempt Computer Aid	462.47	462.47	0.00	100.0%
43440 - Personal Property Aid	5,074.43	5,074.43	0.00	100.0%
43450 - State Video (Cable) Aid	1,700.20	1,700.20	0.00	100.0%
43529 - Other State Aid (Grant)	30,000.00			
43531 - Transportation Aid	13,232.56	13,232.56	0.00	100.0%
44110 - Liquor and Malt Beverage	735.00	1,200.00	-465.00	61.3%
44120 - Cigarette/Bartender's Licenses	80.00	300.00	-220.00	26.7%
44200 - Dog Licenses	86.00	250.00	-164.00	34.4%
44300 - Building Permits/Inspections	921.62	2,000.00	-1,078.38	46.1%
44400 - Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 - Cable Franchise Fees	4,073.93	5,400.00	-1,326.07	75.4%
46100 - General Government	0.00	100.00	-100.00	0.0%
48100 - Interest	12,598.79	3,500.00	9,098.79	360.0%
48200 - CD Interest	3,073.18	3,000.00	73.18	102.4%
48900 - Miscellaneous Income	421.00	1,500.00	-1,079.00	28.1%
Total Income	446,600.09	586,470.84	-139,870.75	76.2%
Expense				
51100 - Village Board				
5110001 - President Salary	3,767.75	3,768.00	-0.25	100.0%
5110002 - Trustee Salary	3,444.80	3,445.00	-0.20	100.0%
5110003 - Santa Visit	898.51	1,000.00	-101.49	89.9%
5110004 - League of Municipalities Dues	91.38	553.29	-461.91	16.5%
5110006 - Board Expenses	75.00	1,000.00	-925.00	7.5%
Total 51100 - Village Board	8,277.44	9,766.29	-1,488.85	84.8%
51300 - Legal	0.00	8,000.00	-8,000.00	0.0%
51410 - Clerk/Treasurer				
5141001 - Clerk Compensation	29,810.67	42,000.00	-12,189.33	71.0%
5141002 - Mileage and Expense	176.40	1,000.00	-823.60	17.6%
5141006 - General Office Supplies	2,166.74	3,000.00	-833.26	72.2%
5141007 - Training	490.00	1,500.00	-1,010.00	32.7%
5141010 - Tax Collection Fee	5,663.94	1,500.00	4,163.94	377.6%
5141011 - Villagewide Mailing	654.92	1,500.00	-845.08	43.7%
5141013 - Treasurer Bond	0.00	1,000.00	-1,000.00	0.0%
5141014 - Pineries Bank Fees/Supplies	40.00	150.00	-110.00	26.7%
5141022 - Dues & Subscriptions	4,042.60	3,000.00	1,042.60	134.8%
5141025 - Background Checks	14.00	200.00	-186.00	7.0%
5141026 - Treasurer Compensation	5,530.42	6,000.00	-469.58	92.2%
5141027 - IT Services	1,000.00	1,500.00	-500.00	66.7%
Total 51410 - Clerk/Treasurer	49,589.69	62,350.00	-12,760.31	79.5%
51420 - Elections				
5142001 - Inspectors	1,064.11	2,000.00	-935.89	53.2%
5142002 - Election Expenses	59.78	1,000.00	-940.22	6.0%
5142006 - Election Equipment	0.00	500.00	-500.00	0.0%
Total 51420 - Elections	1,123.89	3,500.00	-2,376.11	32.1%
51430 - Publication Fees	230.64	500.00	-269.36	46.1%
51510 - Accounting				
5151001 - Reporting (Form C)	1,030.00	1,000.00	30.00	103.0%
Total 51510 - Accounting	1,030.00	1,000.00	30.00	103.0%
51530 - Assessment of Property				
5153001 - Assessor Contract	6,900.00	6,900.00	0.00	100.0%
Total 51530 - Assessment of Property	6,900.00	6,900.00	0.00	100.0%
51600 - Village Hall				
5160001 - Maintenance Compensation	912.58	2,200.00	-1,287.42	41.5%
5160004 - Utilities	3,157.10	4,200.00	-1,042.90	75.2%
5160005 - Supplies and Equipment	3,373.59	3,000.00	373.59	112.5%
5160006 - Repairs & Maintenance	2,602.30	2,500.00	102.30	104.1%
Total 51600 - Village Hall	10,045.57	11,900.00	-1,854.43	84.4%
51910 - Uncollectible Taxes	0.00	200.00	-200.00	0.0%
51938 - Insurance				
5193801 - General Liability	2,637.00	2,500.00	137.00	105.5%
5193802 - Local Gov't Property	0.00	1,000.00	-1,000.00	0.0%

VILLAGE OF PARK RIDGE
Revenue & Expenses Budget vs. Actual
 January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
5193803 · Worker's Compensation	863.00	2,000.00	-1,137.00	43.2%
Total 51938 · Insurance	3,500.00	5,500.00	-2,000.00	63.6%
52100 · Crossing Guard	3,464.72	4,500.00	-1,035.28	77.0%
52205 · Fire & EMS Protection				
5220521 · Fire Protection & EMT Contract	77,803.94	107,230.00	-29,426.06	72.6%
Total 52205 · Fire & EMS Protection	77,803.94	107,230.00	-29,426.06	72.6%
52400 · Building Inspection	2,341.52	4,000.00	-1,658.48	58.5%
52450 · Zoning Administration	538.25	550.00	-11.75	97.9%
53311 · Street Maintenance				
5331101 · Snow Plowing	16,248.00	27,000.00	-10,752.00	60.2%
5331103 · Street Maintenance	5,909.74	61,000.00	-55,090.26	9.7%
5331104 · Street Maint-Trees/pickup	3,500.00	4,000.00	-500.00	87.5%
5331113 · Engineering	0.00	79,000.00	-79,000.00	0.0%
Total 53311 · Street Maintenance	25,657.74	171,000.00	-145,342.26	15.0%
53315 · Sewers	53.48	75.00	-21.52	71.3%
53420 · Street Lighting				
5342001 · Electric & Maintenance	10,222.59	13,500.00	-3,277.41	75.7%
5342004 · Digger Requests	6,942.10	4,000.00	2,942.10	173.6%
Total 53420 · Street Lighting	17,164.69	17,500.00	-335.31	98.1%
53620 · Garbage Collection				
5362001 · Garbage Collection	27,961.26	33,500.00	-5,538.74	83.5%
5362002 · Fall Large Item Pick-up	865.25	900.00	-34.75	96.1%
Total 53620 · Garbage Collection	28,826.51	34,400.00	-5,573.49	83.8%
53635 · Recycling cost				
5363501 · Recycling Collection	8,361.78	9,000.00	-638.22	92.9%
5363503 · Yard Waste Drop Off	5,300.00	5,400.00	-100.00	98.1%
Total 53635 · Recycling cost	13,661.78	14,400.00	-738.22	94.9%
54100 · Humane Society Contract	2,676.01	1,700.00	976.01	157.4%
55200 · Parks Dept. Pledge (\$5.50/per)	2,915.00	3,000.00	-85.00	97.2%
Total Expense	255,800.87	467,971.29	-212,170.42	54.7%
Net Ordinary Income	190,799.22	118,499.55	72,299.67	161.0%
Other Income/Expense				
Other Income				
49100 · Long Term Debt Proceeds	1,816,261.00	1,592,000.00	224,261.00	114.1%
49105 · Grant Funds	0.00	400,000.00	-400,000.00	0.0%
Total Other Income	1,816,261.00	1,992,000.00	-175,739.00	91.2%
Other Expense				
52113 · Innovation Grant Expenses	25,509.67			
57101 · Undesignated Fund Bal Outlay	0.00	81,249.55	-81,249.55	0.0%
57200 · Capital Project Outlay	945,675.92	1,992,000.00	-1,046,324.08	47.5%
58100 · Loan Principal				
58110 · Linwood Ave Project	5,209.31	5,209.31	0.00	100.0%
58120 · Operating Loan	18,840.16	18,840.16	0.00	100.0%
Total 58100 · Loan Principal	24,049.47	24,049.47	0.00	100.0%
58200 · Loan Interest				
58210 · Linwood Ave Project	3,040.69	3,040.69	0.00	100.0%
58220 · Operating Loan	10,159.84	10,159.84	0.00	100.0%
Total 58200 · Loan Interest	13,200.53	13,200.53	0.00	100.0%
Total Other Expense	1,008,435.59	2,110,499.55	-1,102,063.96	47.8%
Net Other Income	807,825.41	-118,499.55	926,324.96	-681.7%
Net Income	998,624.63	0.00	998,624.63	100.0%

Hillcrest & Greenbriar Project – Pay Application #3 and Schedule Update

From Tom Turchi <tturchi@msa-ps.com>

Date Tue 11/4/2025 11:23 AM

To Steve Menzel <smenzel@vi.parkridge.wi.gov>; Dan Holloway <dholloway@vi.parkridge.wi.gov>; Clerk <clerk@vi.parkridge.wi.gov>; Kristin Paulson <kpaulson@vi.parkridge.wi.gov>

Cc Logan Pickruhn <lpickruhn@msa-ps.com>

 1 attachment (216 KB)

09617004 Pay Application 3 - 11-3-25.pdf;

Good morning everyone,

I have enclosed Pay Application #3 for the Hillcrest and Greenbriar project for your review and approval. Please note that the figures included are preliminary estimates or documented quantities and not final numbers for the majority of items.

I will be at Monday night's meeting to answer any questions you may have.

Paving of the binder is still on schedule for Wednesday (tomorrow) then surface paving on Thursday and into Friday.

Additionally, I received an email from A-1 Excavating indicating that Van Ert will not receive the materials for the light poles until the first week of December. Based on that update, Jake has asked if the Village would consider suspending the timeline penalties once all other items are completed.

As a reminder, starting October 29, the contractor is liable for **\$1,500 per day** for delays beyond the agreed timeline, as outlined in the attached information.

If you have any questions regarding the pay application or project status, please feel free to contact me.

Best regards,

Tom

ARTICLE 4 - CONTRACT TIMES

4.01 Time of the Essence

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Contract Times: Dates

A. The Work will be substantially completed on or before October 24, 2025 and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before

November 7, 2025.

4.03 Liquidated Damages

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above

and that Owner will suffer financial loss if the Work is not completed [and Milestones not achieved]

within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Substantial Completion: Contractor shall pay Owner \$1500.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion until the Work is substantially complete.

2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay OWNER \$1500.00 for each day that expires after such time until the Work is completed and ready for final payment.

B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.



Thomas Turchi, PE | Project Manager - Engineering

Licensed in WI

MSA Professional Services, Inc.

100% Employee Owned

+1 (715) 304-0462



Contractor's Application for Payment

Owner: Village of Park Ridge Owner's Project No.: _____
Engineer: MSA Engineer's Project No.: 09617004
Contractor: A-1 Excavating, LLC Contractor's Project No.: 25-024
Project: Hillcrest Drive & Greenbriar Avenue Reconstruction
Contract: _____

Application No.: 3 Application Date: 10/30/2025
Application Period: From 9/25/2025 to 10/24/2025

1. Original Contract Price	\$ 1,461,487.00
2. Net change by Change Orders	\$ 25,597.00
3. Current Contract Price (Line 1 + Line 2)	\$ 1,487,084.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column G Unit Price Total)	\$ 968,726.00
5. Retainage	
a. <u>5%</u> X \$ <u>968,726.00</u> Work Completed	\$ 48,436.30
b. _____ X \$ _____ Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 48,436.30
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 920,289.70
7. Less previous payments (Line 6 from prior application)	\$ 716,114.75
8. Amount due this application	\$ 204,174.95
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)	\$ 566,794.30

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

Contractor: A-1 Excavating - Jacob Wahl Project Manager
Signature: Jacob Wahl Date: 11/4/25

PAYMENT OF: \$ _____ 204,174.95

(line 8 or other - attach explanation of the other amount)

Recommended by Engineer

By: [Signature]
Title: Project Manager - Engineering
Date: 11/3/2025

Approved by Owner

By: _____
Title: _____
Date: _____

Approved by Funding Agency

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Hillcrest Drive & Greenbriar Avenue Reconstruction										Contractor's Application									
Application Period: 9/25/25 - 10/30/25										Application Number: 3									
Application Detail:										Application Detail:									
Item										Work Completed to Date									
Contract Information										Contract Information									
34 Item No.	Specials Item No.	Description	Item Quantity	Units	Unit Price	Total Value	of Item (\$)	Quantities from Additional Pay Applications	Estimated Quantities Included in this Pay Period	Value of Work Included in this Pay Period	Total Estimated Quantity Included	Value of Work Included to Date	Variances Previously Reported (not in F)	Total Completed and Reported to Date (C + V)	% (I/F)	Balance to Finish (B - I)			
General										General									
1		Mobilization, Bonds, and Insurance	1	LC	\$87,100.00	\$87,100.00	0.72	0	\$0.00	0.00	0.72	\$87,100.00	\$0.00	\$87,100.00	100.0%	\$0.00			
2		Traffic Control	1	LC	\$23,000.00	\$23,000.00	0.73	0	\$0.00	0.00	0.73	\$23,000.00	\$0.00	\$23,000.00	100.0%	\$0.00			
3		Erosion and Sedimentation Controls	1	LC	\$13,000.00	\$13,000.00	0.75	0	\$0.00	0.00	0.75	\$13,000.00	\$0.00	\$13,000.00	100.0%	\$0.00			
4		Site Maintenance and Restoration	1	LC	\$2,000.00	\$2,000.00	0.76	0	\$0.00	0.00	0.76	\$2,000.00	\$0.00	\$2,000.00	100.0%	\$0.00			
5		Planning and Grubbing	1	LC	\$21,000.00	\$21,000.00	1.78	0	\$0.00	0.00	1.78	\$21,000.00	\$0.00	\$21,000.00	100.0%	\$0.00			
Subcontract										Subcontract									
6		Remove Existing Hardscape	1	EA	\$60,000.00	\$60,000.00	1.00	0	\$0.00	0.00	1.00	\$60,000.00	\$0.00	\$60,000.00	100.0%	\$0.00			
7		Remove Existing Watermain (Outside of Common Trench)	10	LF	\$11,000.00	\$11,000.00	0.90	0	\$0.00	0.00	0.90	\$11,000.00	\$0.00	\$11,000.00	100.0%	\$0.00			
8		4-inch PVC Water Main	110	LF	\$56.00	\$6,160.00	0.50	0	\$0.00	0.00	0.50	\$6,160.00	\$0.00	\$6,160.00	100.0%	\$0.00			
9		6-inch PVC Water Main	1,510	LF	\$17.00	\$25,670.00	2.10	0	\$0.00	0.00	2.10	\$25,670.00	\$0.00	\$25,670.00	100.0%	\$0.00			
10		12-inch PVC Water Main	1,450	LF	\$19.00	\$27,550.00	2.10	0	\$0.00	0.00	2.10	\$27,550.00	\$0.00	\$27,550.00	100.0%	\$0.00			
11		Plan Hydraulic, Complete	1	EA	\$5,000.00	\$5,000.00	1.40	0	\$0.00	0.00	1.40	\$5,000.00	\$0.00	\$5,000.00	100.0%	\$0.00			
12		12-inch Gate Valve & Box	8	EA	\$2,200.00	\$17,600.00	0.80	0	\$0.00	0.00	0.80	\$17,600.00	\$0.00	\$17,600.00	100.0%	\$0.00			
13		12-inch Gate Valve & Box	8	EA	\$2,200.00	\$17,600.00	0.80	0	\$0.00	0.00	0.80	\$17,600.00	\$0.00	\$17,600.00	100.0%	\$0.00			
14		12-inch Gate Valve & Box	10	EA	\$2,200.00	\$22,000.00	0.90	0	\$0.00	0.00	0.90	\$22,000.00	\$0.00	\$22,000.00	100.0%	\$0.00			
15		12-inch x 6-inch Tee	7	EA	\$1,500.00	\$10,500.00	0.70	0	\$0.00	0.00	0.70	\$10,500.00	\$0.00	\$10,500.00	100.0%	\$0.00			
16		12-inch Tee	7	EA	\$1,500.00	\$10,500.00	0.70	0	\$0.00	0.00	0.70	\$10,500.00	\$0.00	\$10,500.00	100.0%	\$0.00			
17		6-inch x 6-inch Tee	1	EA	\$800.00	\$1,200.00	0.05	0	\$0.00	0.00	0.05	\$1,200.00	\$0.00	\$1,200.00	100.0%	\$0.00			
18		12-inch x 6-inch Cross	2	EA	\$750.00	\$1,500.00	0.05	0	\$0.00	0.00	0.05	\$1,500.00	\$0.00	\$1,500.00	100.0%	\$0.00			
19		6-inch x 6-inch Cross	4	EA	\$1,200.00	\$2,400.00	0.05	0	\$0.00	0.00	0.05	\$2,400.00	\$0.00	\$2,400.00	100.0%	\$0.00			
20		6-inch x 6-inch Tee	1	EA	\$1,400.00	\$1,400.00	0.05	0	\$0.00	0.00	0.05	\$1,400.00	\$0.00	\$1,400.00	100.0%	\$0.00			
21		12-inch x 6-inch Reducer	1	EA	\$1,000.00	\$1,000.00	0.05	0	\$0.00	0.00	0.05	\$1,000.00	\$0.00	\$1,000.00	100.0%	\$0.00			
22		6-inch Tee	2	EA	\$800.00	\$1,600.00	0.05	0	\$0.00	0.00	0.05	\$1,600.00	\$0.00	\$1,600.00	100.0%	\$0.00			
23		6-inch Plug	10	EA	\$400.00	\$4,000.00	0.05	0	\$0.00	0.00	0.05	\$4,000.00	\$0.00	\$4,000.00	100.0%	\$0.00			
24		Corrosion, Girth Stay, & Box - 1-inch	32	EA	\$800.00	\$25,600.00	0.20	0	\$0.00	0.00	0.20	\$25,600.00	\$0.00	\$25,600.00	100.0%	\$0.00			
25		14-inch x 6-inch Tee	1,155	LF	\$15.00	\$17,325.00	0.95	0	\$0.00	0.00	0.95	\$17,325.00	\$0.00	\$17,325.00	100.0%	\$0.00			
26		Connect to Existing Water Main	4	EA	\$4,500.00	\$18,000.00	0.15	0	\$0.00	0.00	0.15	\$18,000.00	\$0.00	\$18,000.00	100.0%	\$0.00			
Summary Sheet										Summary Sheet									
27		Summary Sewer Layout Repair - Unpublished	55	LF	\$3,100.00	\$170,500.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$170,500.00			
Summary Sheet										Summary Sheet									
28		Remove Existing Street Urban	9	EA	\$378.00	\$3,402.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$3,402.00			
29		Lighting Control Cabinet and Base	1	EA	\$14,000.00	\$14,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$14,000.00			
30		Summary P1-450 LED Drive Bay Fixtures	6	EA	\$2,200.00	\$13,200.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$13,200.00			
31		Summary 3600 Aluminum Screen Post/Washer Base	6	EA	\$2,200.00	\$13,200.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$13,200.00			
32		Full Base	24	EA	\$1,100.00	\$26,400.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$26,400.00			
33		3-inch Conduit, Rigid Nonmetallic, SCH 40	95	LF	\$11.00	\$1,045.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,045.00			
34		3-inch Conduit, Rigid Nonmetallic, SCH 40	1	EA	\$1,000.00	\$1,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00			
35		Electrical Wire Lightpink, #12 AWG	630	LF	\$0.30	\$190.50	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$190.50			
36		Electrical Wire Lightpink, #12 AWG	4	EA	\$1,000.00	\$4,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,000.00			
37		Electrical Wire Lightpink, #12 AWG	5,600	LF	\$1.00	\$5,600.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$5,600.00			
38		Electrical Wire Lightpink, #12 AWG	7,450	LF	\$1.00	\$7,450.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$7,450.00			
Street Reconstruction										Street Reconstruction									
39		Foundation Concrete (14-inch depth)	1	LC	\$180,000.00	\$180,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$180,000.00			
40		Rock Excavation - Underside	50	CV	\$20.00	\$1,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00			
41		Importation Below Subgrade (15%) - Underside	50	CV	\$20.00	\$1,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00			
42		Importation Gravel - Underside	50	CV	\$20.00	\$1,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00			
43		Area Drain Removal	4	EA	\$25.00	\$100.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$100.00			
44		Area Drain Removal	1	EA	\$25.00	\$25.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$25.00			
45		Base Aggregate Driveway 1.54-inch (12-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
46		14-inch Type 2 Gravel and Gravel	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
47		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
48		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
49		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
50		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
51		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
52		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
53		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
54		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
55		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
56		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
57		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
58		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
59		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
60		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
61		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
62		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
63		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
64		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
65		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
66		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
67		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
68		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
69		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
70		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
71		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
72		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.0%	\$198,000.00			
73		14-inch Gravel (14-inch Depth)	9,000	SY	\$22.00	\$198,000.00	0.00	0	\$0.										



URBAN FORESTRY STARTUP GRANTS

Urban forestry startup grants support small projects focused on initial steps in community tree care and management. A long-term goal for applicants should be development of a sustained community tree management program.

ABOUT

Grants range from \$1,000 to \$5,000 and require a 50–50 match (total project cost range is \$2,000 to \$10,000).

The project sponsor must initially fund 100% of project costs with a combination of cash, labor and/or donations. Upon completion, the project sponsor requests reimbursement for 50% of eligible costs (501(c)(3) nonprofit organizations may request an advance when a grant is awarded).

Only one startup grant may be awarded to an applicant per year.

Projects begin Jan. 1 and must be completed within one calendar year.

WHO MAY APPLY

Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations who meet two or more of the following conditions:

- Starting, or recently started, a community-wide tree care program.
- Resuming tree care and management activities that were once a regular community-wide program that ended.
- Community tree care (planting, pruning, removal) by staff or contractors is infrequently performed.
- Involvement and support for community trees and their care by boards/committees, elected officials, organizations and/or residents is low to non-existent.
- There are no trained staff, contractors or volunteers authorized to handle, advise or oversee community tree care and management.

A maximum of three urban forestry startup grants may be awarded to an applicant within the lifetime of the startup grant program. To be eligible for a third startup grant, an applicant must either: a) have an existing tree inventory; or b) use the grant process to complete one.

ELIGIBLE PROJECTS AND COSTS

Projects must relate to community tree management, maintenance or education within Wisconsin cities, villages or other areas of concentrated development.

Projects by 501(c)(3) organizations must focus on their community's trees.

Projects may consist of **no more than three** of the following eight activities:

- tree pruning;
- tree removals;
- tree planting;
- tree inventory;
- tree plant health care;
- staff training;
- management plan; and
- public education, information and outreach.

Eligible costs are those necessary for completing the project and incurred during the project period. Costs must be documented, reasonable and consistent with the project scope. Examples include:

- salaries and fringe benefits of people working directly on the project;
- cost of services, supplies, equipment or facilities used on the project; and
- value of labor, services, supplies, equipment or facilities donated to the project by third parties.

HOW TO APPLY

Review the [Urban Forestry Grants Application Guide \[PDF\]](#) for more details.

- Obtain a resolution from your governing body designating a representative to file the application and handle all grant actions on behalf of the applicant.
 - [Sample Resolution \[doc\]](#)
- Complete [Urban Forestry Grants Application form 8700-298 \[PDF\]](#).
- Complete [Urban Forestry Partner Verification form 8700-298A \[PDF\]](#) for each project partner (not for hired service providers).

501(c)(3) organizations must include a copy of their constitution, bylaws or articles of incorporation, unless already on file with the DNR urban forestry program.

Many current browsers do not open PDF forms properly. Follow the instructions below to open the forms on this page.

1. From a desktop computer, download the PDF form (right-click on the link, then select "Save link as" or "Save target as").
2. Make a note of the file location and file name so you can access the file from your device. Do not double-click the file.

3. Open the Adobe Reader software then select "File > Open" then browse to the PDF file you saved on your device.

See [PDF help](#) for additional information.

Submit your application and authorizing resolution by electronic format (preferred).

- **Print**

Review, edit if needed and file.

- **Save**

File name should represent organization name and urban forestry grant year.

- **Submit by email**

You will be given the opportunity to edit the message and provide attachments to an email addressed to DNRUrbanForestryGrants@wisconsin.gov.

Or, you can mail hard copies or fax to:

Wisconsin Department of Natural Resources
Urban Forestry Grants
518 West Somo Ave
Tomahawk, WI 54487

Applications must be sent or postmarked by **11:59 p.m., Oct. 1.**

HELP

For more information or assistance, contact your [urban forestry coordinator](#) or email the program mailbox at DNRUrbanForestryGrants@wi.gov.

You may also want to check out our [consultants](#) page.

**Park Ridge
HILLCREST**

Hillcrest & Greenbriar Tree Removals

Field Review 7/16/2025

STATION	Adjacent Property	Owner	Reason for Removal	Remarks from 7/16/2025 Review
15+00, LT	24 Hillcrest Dr	Dalling	Too close to roadway, water main trench and water service	Unhealthy oak tree
15+62, LT	24 Hillcrest Dr	Dalling	Too close to roadway & water main trench	Unhealthy pine tree
16+80, RT	503 Fieldcrest Dr	Bell	Shrubs at intersection in vision triangle	Remove outermost arbutus, inner one can stay.
17+25 to 18+30, LT	410 Fieldcrest Dr	Mazoch	Multiple trees too close to roadway and water main trench	Saved 3 smaller maples and 1 catalpa, remove unhealthy oak, a pine and 5 bushes.
17+25 to 17+40, RT	502 Fieldcrest Dr	Hagen	Shrubs at intersection in vision triangle	Remove both shrubs
19+60 to 20+50, LT	411 Linwood Dr	Manville	Several small trees too close to roadway & water main and in vision triangle	Remove brush & bushes, save 2 pear trees
19+72, RT	503 Linwood Dr	Robinson	Conflict with water service location	Unhealthy maple tree.
21+00, LT	40 Hillcrest Dr	Cahalan	Small bush in conflict with fire hydrant location	Remove.
22+10 to 22+50, LT	40 Hillcrest Dr	Cahalan	Brush and small trees in conflict with street light cabinet and pull boxes	Remove brush and 2 unhealthy trees (one maple, one mulberry)
23+30, LT	411 Greenbriar Ave	Nass	Small tree at R/W outside of slope intercept.	Saved
23+95 to 24+10, LT	411 Greenbriar Ave	Nass	Shrubs at intersection too close to water main and conflict with swale	Remove
23+95, RT	503 Greenbriar Ave	Schatschneider	Tree in poor condition, removal requested by property owner	Unhealthy maple tree
24+50 to 25+20, RT	504 Greenbriar Ave	Davidson	Small trees and bushes in swale grading area, some in vision triangle	Saved small maple and adjacent bush, 1 pine tree needs trimming, 1 pine to be removed
GREENBRIAR				
STATION	Adjacent Property	Owner	Reason for Removal	Remarks from 7/16/2025 Review
32+16, LT	403 Greenbriar Ave	Lamar	Small tree in line with water service	Saved.
32+35, LT	403 Greenbriar Ave	Lamar	Too close to roadway & water main trench	Remove.
33+15, LT	403 Greenbriar Ave	Lamar	Small bush in vision triangle and swale.	Remove.
34+35, RT	312 Greenbriar Ave	Busch	Small bush in swale.	Remove.
35+40 to 35+70, RT	306 Greenbriar Ave	Allee	Bush next to driveway in conflict with swale.	Remove. Owner confirmed removal preference.
35+95 to 36+40, LT	301 Greenbriar Ave	Domka	3 trees and fence in R/W - too close to water main trench	Remove 2 trees. Saved smaller oak on north end. Owner confirmed OK.
36+80, LT	301 Greenbriar Ave	Domka	Tree along Ferndale at end of swale	Saved.
36+15, RT	302 Greenbriar Ave	Christensen	Bush next to driveway in conflict with swale.	Remove.
38+30, RT	220 Greenbriar Ave	Stoflet	Small tree next to driveway too close to the road	Remove.
38+80, LT	217 Greenbriar Ave	Miech	Large pine marked for removal but designed to stay.	Do Not Remove.
38+85, RT	208 Greenbriar Ave	Martens	Small bush in conflict with swale	Remove.
39+55 to 69+95, LT	203 Greenbriar Ave	Hagedorn	Two trees too close to water main trench,	Both unhealthy maples. Remove.
40+10, RT	202 Greenbriar Ave	Kreideman	Original design saved tree. Owner is replacing driveway and requested removal	Remove.
40+70 to 41+36, LT	117 Greenbriar Ave	Booth	Brush in vision triangle and swale	Remove.
41+90 to 42+25, LT	117 Greenbriar Ave	Booth	Brush and small trees in swale	Remove.
42+50, LT	49 Park Ridge Dr	Stedt	Original design saved tree. Owner requested removal	Remove.
43+22, LT	49 Park Ridge Dr	Stedt	Too close to roadway & water main trench	Remove.



Wisconsin DNR Urban Forestry Grants

APPLICATION DEADLINE: OCTOBER 1, 2025

2026 Application Guide

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PURPOSE

The urban forest is made up of tree-lined streets, trees in private landscapes, schoolyards, community parks, riverbanks, parking lots, cemeteries, vacant lots, utility rights-of-way and anywhere else trees can grow in a community. Urban forestry is the tree management, operations, and education that happens within cities, villages, and other areas of concentrated development.

The Urban Forestry Grant Program is designed to fund projects that improve a community's capacity to manage its trees (e.g., management plans, ordinances, staff training, tree board development, inventories, and public education) and projects that help conserve, protect, expand, or improve the urban forest resource (e.g., planting, hazard tree removal, pest control). **The grants are intended to support new projects.** The grants are not intended to subsidize current, ongoing operations or replace existing funds. Two options are available: a) the regular Urban Forestry Grant, for communities with existing programs; and b) the Startup Grant, for communities that want to start an urban forestry program or resume an inactive one.

2026 PROGRAM PRIORITIES

Applications will be ranked based on project outcomes - the impact the project will have on the urban forest. Successful projects should result in one or more of the following DNR Urban Forestry Program priorities (derived from the [WI DNR Division of Forestry Strategic Direction](#) and [Forest Action Plan](#)):

- **Increase tree canopy cover and diversify tree species in urban forest areas (diversify can include species, age, and size classes)**
 - Proposals that align with this priority will clearly articulate how the work will increase canopy cover and how the proposal will increase tree species, age and size diversity. Planting efforts are especially welcomed as planted trees will be counted towards Wisconsin's commitment to the [Trillion Trees Pledge](#).
 - Aligned activities may include:
 - Tree Planting
 - Tree Plant Health Care
 - Tree Pruning
 - Public Education, Information and Outreach
- **Improve urban forest health and resilience to emerging pests, diseases, and abiotic factors (such as storms)**
 - Proposals that align with this priority will clearly articulate how the work will directly improve urban forest health and resilience by identifying a specific threat and how the work will mitigate the threat and reducing its risk or impact.
 - Aligned activities may include:
 - Tree Planting
 - Tree Plant Health Care
 - Tree Pruning
 - Tree Removals
 - Urban Wood Utilization

- Emerging Threats Plan or Update
- Tree Ordinance Development or Update
- Tree Inventory or Update
- **Improve local capacity to manage and care for the urban and community forest**
 - Proposals that align with this priority will clearly articulate how the work will improve the organization's capacity to better manage and care for the urban forest.
 - Aligned activities may include:
 - Management Plan or Update
 - Emerging Threats Plan or Update
 - Storm Response Plan or Update
 - Tree Ordinance Development or Update
 - Tree Inventory or Update
 - Gravel Beds / Nursery
 - Advocacy Group Development
 - Staff Training / Education
 - Public Education, Information and Outreach

GENERAL INFORMATION

1. Eligible applicants may be a Wisconsin city, village, town, county, or tribal government, and 501(c)(3) nonprofit organizations residing and performing projects in Wisconsin. Partnerships with other eligible applicants are encouraged. Individuals, businesses, schools, school districts and state agencies are not eligible to apply.
2. This is a 50% reimbursement program. **Grant funds are not provided up front.** The applicant must initially fund 100% of project costs with a combination of cash, labor, and/or donations (donations can only count towards the applicant's share, they cannot be reimbursed). Upon completion, the grant recipient would request reimbursement for 50% of eligible costs. *(501(c)(3) nonprofit organizations may request an advance of no more than 50% of the grant when a grant is awarded.)*
3. Regular Urban Forestry Grants range from \$1,000 to \$25,000 (total project cost, \$2,000 to \$50,000). Startup Urban Forestry Grants range from \$1,000 to \$5,000 (total project cost, \$2,000 to \$10,000). **Applicants are encouraged not to grossly overmatch – this does not make for a better proposal.**
4. Proposals will be ranked by DNR Urban Forestry staff. Other appropriate subject matter expert staff may rank applications as well. Tips for submitting a better proposal are available on page 7 of this document.
5. **The DNR's urban forestry coordinators are available to assist you with your grant application.** Coordinators cannot write your grant application, but they can help you define your project, provide samples of previous applications, and review your application prior to submission. For staff contact information see Appendix A, page 19.
6. Answers to commonly asked questions are found on page 18. The statute and administrative rules governing the program are at: State Statute and WI Admin Code

IMPORTANT DATES

July 1, 2025 – Opening of 2026 Urban Forestry Grants application period. Check out our webpage: [WI DNR Urban Forestry Grants](#)

October 1, 2025: Grant **APPLICATION DEADLINE**. All application materials, including the authorizing resolution, must be sent no later than 11:59 p.m., **October 1, 2025**. Applications must be e-mailed to the program mailbox DNRUrbanForestryGrants@wi.gov. An application checklist with submission instructions is included on page 33 for your convenience.

November 2025: Applicants will be notified of funding status. The notification timeline is subject to change and dependent on the volume of applications and other factors.

December 2025: Successful applicants will receive a grant agreement no later than December 31, 2025.

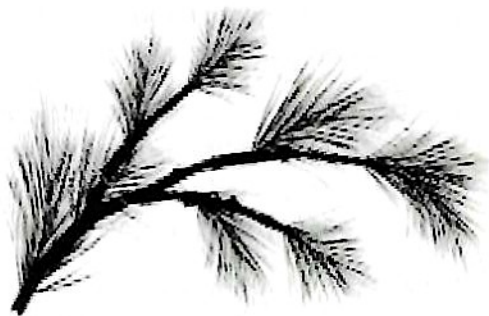
January 2026: Grants are normally in effect from January 1 through December 31. The grant agreement will specify the effective dates for reimbursable project costs.

June 30, 2026: Interim Progress Reports are due. It is strongly recommended that you use our form (linked below) and submit it electronically to DNRUrbanForestryGrants@wi.gov. Form link: [8700-345](#)

December 15, 2026: Deadline for Urban Forestry Grant extension request. Extension requests may be approved at the discretion of the department only if emailed or postmarked no later than 11:59 p.m., on December 15.

December 31, 2026: 2026 Urban Forestry Grant expiration date.

March 31, 2027: Deadline to submit reimbursement request for grants that expired December 31, 2026. Reimbursement request packet, with all supporting documentation and appropriate signatures, must be sent by e-mail or mail by 11:59 p.m. Late submittal could result in loss of grant funding.



HOW TO SUBMIT A BETTER PROPOSAL

Here are some tips to help submit a better project proposal:

Improving your project

- **Plan ahead** - Spend time thinking about and planning for your project long before filling out the application. Pre-planning is reflected in better project proposals.
- **Get input from others** that will be involved in the project or communities who have done similar projects. If your project will entail the use of a consultant, issue a request for proposals (RFP) and tentatively select the consultant prior to submitting your application.
- **Contact your urban forestry coordinator** for advice and assistance. They will review your project with you, provide assistance on how to complete the application and make recommendations on how to improve it. Don't wait until the last minute!

Improving your application

- **Plan ahead** – Start the process to obtain a resolution from your governing body right away. Their process could be lengthy, and the resolution is required when you submit the application.
- **Make sure the person who completes the application is familiar with the proposed project** and able to articulate it well.
- **Answer each question clearly, succinctly, and completely.** Make sure your responses focus on clarity and alignment with the Urban Forestry Funding Priority (or Priorities) and the Project Activity (or Activities) you selected in the grant application. Fully address all parts of every question asked. Have someone unfamiliar with your project read over your proposal. Do your responses give them a good understanding of what your project is about, the project outcomes and the impact the project will have on the Urban Forest? Avoid leaving questions unanswered. .
- **Avoid irrelevant information.** Answers should be specific to the proposed project. Unless specifically asked, don't include information beyond the scope of the project.
- **Follow application instructions.** Have you submitted everything required for a complete application?

Improving your cost estimates

- Because grant awards are based on the applicant's cost estimate, careful cost estimating will assure that you have enough funds to complete the project and can possibly reduce your out-of-pocket costs.
- **Get estimates from vendors and consultants before you apply.** The cost of an inventory, for example, can vary greatly depending on what you want. There can be thousands of dollars difference between a quick snapshot tree count and a comprehensive assessment using computerized databases, aerial photography and geographic information systems. Your urban forestry coordinator can also help you decide what's best.
- **Round up to the nearest dollar** in the individual activity sections. **Double-check your math.** In an effort to make the application more user friendly, built-in calculations have been added to the electronically fillable form.
- **Do not grossly overmatch** - this does not make for a better project proposal.
- **Make sure the cost estimate worksheet includes all anticipated project costs.** Review your responses to all of the questions. Have you mentioned any project activities or aspects that are not included on the cost estimate worksheet?



ABOUT STARTUP GRANTS

The Startup Grant is for small projects focused on initial steps in community urban forest management. The application is designed to determine if you are at this level or beyond (only eligible for Regular grants). A long-term goal for applicants should be development of an ongoing urban forestry program. Grants range from \$1,000–\$5,000 and provide a 50% reimbursement of eligible project costs up to the grant award. (*Project cost is \$2,000 to \$10,000.*)

- The applicant must initially fund 100% of project costs with a combination of cash, labor and/or donations (donations can only count towards applicant's share, they cannot be reimbursed). Upon completion, the grant recipient would request reimbursement for 50% of eligible costs. (*501(c)(3) nonprofit organizations may request an advance when a grant is awarded.*)
- Only one Startup Grant may be awarded to an applicant per year.
- Projects begin January 1 and must be completed within one calendar year.

*A maximum of three Startup Grants may be awarded to an applicant within the lifetime of this Startup Grant program. To be eligible for a third Startup Grant, an applicant must either: a) have an existing tree inventory; or b) use the grant process to complete one.

Who may apply for a Startup grant? Cities, villages, towns, counties, tribes and **501(c)(3) nonprofit organizations who meet two or more of the following conditions may apply for a Startup Grant:

- starting, recently started, or resuming a community-wide urban forestry program
- involvement and support for urban forests by boards/committees, elected officials, organizations and/or residents is low to non-existent
- there are no trained staff, contractors or volunteers authorized to handle, advise or oversee community tree care and management
- community urban forestry operations (planting, pruning, removal) is infrequently performed by staff or contractors

If this describes your organization, please select Startup in Section I of the Urban Forestry Grant Application, 8700-298. If your program has grown beyond the requirements for a Startup grant, a note to that effect will appear at the bottom of application Section III.

Startup grants are reviewed separately from regular Urban Forestry grants.

(If there has been a lapse of years since third Startup grant or for general questions regarding eligibility, applicants are encouraged to contact their DNR urban forestry coordinator)*

*(**501(c)(3) organizations must assess eligibility of the community their project serves, not their own organization.)*

ELIGIBLE PROJECTS

Regular Grants

Projects must relate to urban forestry, which for the purposes of this grant program is considered to be tree management, operations, and education within cities, villages, and other areas of concentrated development. Examples of eligible project activities include: (for activity descriptions see pg. 13 & 14).

1. Tree Planting
2. Tree Plant Health Care
3. Tree Pruning
4. Tree Removals
5. Urban Wood Utilization
6. Management Plan or Update
7. Emerging Threats Plan or Update
8. Storm Response Plan or Update
9. Tree Ordinance Development or Update
10. Tree Inventory or Update
11. Gravel Beds/Nursery
12. Advocacy Group Development
13. Staff Training/Education
14. Public Education, Information, and Outreach

Startup Grants

Eligible projects are a subset of those available for regular grants, listed above. Projects by 501(c)(3) organizations must focus on their community's trees.

Each project may consist of no more than three of the following eight activities:

- Tree planting
- Tree pruning
- Tree removal
- Tree inventory
- Tree plant health care
- Urban forestry management plan
- Public Education/information/outreach (may include forming a tree board, writing a tree ordinance, staff and/or volunteer training, or improving awareness of the importance of community trees and their management)
- Staff training/Education

INELIGIBLE PROJECTS

Projects that are ineligible include, but are not limited to:

1. projects not related to urban forestry
2. construction projects: trails, fences, shelters, buildings, site grading unrelated to planting, etc.
3. stump removal projects – stump removal is ineligible as a stand-alone project, however stump removal is eligible as an activity of a tree planting or removal project
4. land or boundary surveys or title search
5. appraisals, sale or exchange of real property

PROJECT COSTS

Project costs must be incurred between the starting date shown on the project agreement and December 31, 2026, unless a project extension is agreed to by the department and the grant recipient.

ELIGIBLE COSTS

Reimbursable costs

Reasonable and necessary project costs which are consistent with the approved project scope and incurred during the project period are eligible for grant funding. Eligible costs may include, but are not limited to:

1. **Labor:** Salaries and fringe benefit costs of personnel engaged in the project. Direct costs shall be supported by timesheets, vouchers or similar documentation reflecting specific assignment to the project. Actual fringe benefits may not exceed the Wisconsin Department of Administration (DOA) rate at the time of award. The current rate for 2026 is 48.58% of the direct labor costs claimed.
2. **Equipment Usage:** Equipment owned by the applicant can be billed to the grant. Equipment use rates may not exceed the rates established annually by the Wisconsin Department of Transportation and published in chapter 2 of the State Highway Maintenance Manual. These rates are posted to DNR Urban Forestry Website in mid-January. Link to 2025 Equipment Rates to use as an estimate: [Highway Maintenance Manual \(HMM\) 02-25-50 Classified Equipment Rates](#)
3. **Cash Expenditures:** The cost of necessary supplies and equipment. Equipment costing more than \$5,000 per unit is not eligible. To be fully eligible under the grant, purchased equipment shall be used exclusively for project-related purposes over its useful life. Nonexclusive equipment use may be prorated and charged as project costs only for that portion of depreciation specifically related to use in project activities. The costs of leased equipment and facilities, leased specifically for this project, and only for the length of the project. The contract costs of qualified vendors to perform project activities.

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Eligible non-reimbursable costs

The reasonable, documented value of donated labor, equipment, equipment usage, supplies, facilities, or services is an eligible project cost for match, but is not eligible for reimbursement.

Examples include:

1. project tasks performed by volunteers such as tree board or service club members or the general public
2. services such as free printing of a project publication by a local business or a project landscape plan contributed by a landscape architect
3. cash receipts from a fund-raiser held specifically to defray project costs, and spent on the project
4. use of a local business's cold storage facility without charge to store nursery stock for project tree planting
5. free use of a tree board member's pick-up truck to transport project workers
6. seedlings provided by a local nursery at no cost for a project related Arbor Day event

There are a number of restrictions and requirements that can influence whether donations are eligible as project costs. There are also specific documentation requirements for donations. If you need additional assistance, contact Urban Forestry grant staff.

INELIGIBLE COSTS

Costs not directly associated with or necessary to implement the project as determined by the department are ineligible for grant funding. Ineligible costs include but are not limited to:

1. Fines and penalties due to violations of, or failure to comply with, federal, state or local laws or regulations
2. Ordinary operating expenses (indirect costs) of a grant recipient that are not directly related to the project, such as salaries and expenses of a mayor or city council members
3. Costs for which payment has been or will be received under another federal or state financial assistance program, except that Community Development Block Grants may be applied toward the applicant's share of Urban Forestry Grants only when it can be demonstrated to the department's satisfaction that there is a local commitment to, and involvement in, the project
4. Costs incurred in a contract which creates a real or apparent conflict of interest. An apparent conflict of interest arises when an official or employee of a grant recipient participates in the selection, awarding or administration of a contract supported by this project and the official or employee, or his or her spouse or partner, has an ownership interest in the firm selected for the contract or receives a contract, gratuity or favor from the award of the contract.
5. Program costs paid before or after the project period

6. Undocumented or improperly documented project costs
7. Equipment purchases that exceed \$5,000 per unit
8. Payment for land or land exchanges

PROJECT REVENUE

If a grant project includes holding an educational workshop, workshop registration fees may be used to pay for other project costs. Any other revenue generated by the project during the grant period, for example sales of a grant funded video or tree planting costs paid by residents, are considered project revenue and must be subtracted from the total project cost.

AWARD AND EXECUTION OF CONTRACT

1. Following grant ranking, each applicant will be notified of their funding status.
2. Projects meriting funding consideration, but not at the requested amount, may be offered reduced awards.
3. The agreement, along with associated certifications and assurances (award checklist included with the contract), must be signed by the successful grant recipient and **returned within ten working days** after receiving the contract.

PAYMENT

Cities, villages, counties, towns, and tribes – Grants are not provided up front. The grant recipient must complete and pay for all phases of the project and then request 50% reimbursement up to the award amount. A reimbursement request should be made as soon as possible after project completion, but **no later than 90 days after the project expiration date.** Reimbursement is contingent on DNR approval of the completed project and expenses. Payment will normally be made within 60 days of receipt of a completed reimbursement statement and valid invoice(s). Payment shall be made only to the contracted grant recipient. **Only one reimbursement payment will be made to the contracted grant recipient upon completion of all phases of the project.**

501(c)(3) nonprofit organizations may request an advance of 50% of their grant at the time the grant is awarded. Final payment is made following DNR approval of the completed project and reimbursement request as above.



APPLICATION OVERVIEW

While entering data in the Urban Forestry Grants Application, use the tab key to navigate from field to field. You can also click using your mouse.

1. **Section I:** Select the appropriate Grant Type – Regular or Startup. The form will modify based on your selection. Should you need to convert to the other grant type, data already entered will be maintained. Even so, check to be sure all fields in the current version of the application are completed.

Section I: Grant Type

Select the appropriate grant type. Click the link for more information related to each grant type.

☐ Regular Grant ☐ Start-up Grant

Make sure to acknowledge that you reviewed and followed the Grant Application Guide.

Did you review and follow the directions in the grant application guidebook to the best of your ability?

☐ Yes ☒ No

2. **Section II:** Fill in your organization name, organization type, county, and the contact information.
3. **Section III:** choose the most appropriate answer in each category.
 - Based on your answers, a red advice box may appear below the table indicating if a change in application type is required or advised. Make changes as appropriate.
4. **Section IV:** starting with the Project Overview, provide project title and a very brief project summary.
 - **Step 1:** Select funding priority (or priorities) that your proposal will address (see page 4 for funding priorities and further details).
 - **Step 2:** Using the dropdown feature, select project activity (or activities) that you will employ to achieve the selected priority (or priorities). To add activities, click the plus symbol. For tree planting, pruning, and removals provide the quantity of trees. **Below is the list of project activities, including the activity description:**
 - **Tree Planting.** Plant new trees to increase urban tree canopy and replace lost or removed trees. Please include the number of trees to be planted in your application.
 - **Tree Plant Health Care.** Implement practices to improve the health and longevity of urban trees, such as treatments for pests and diseases, soil amendments, or nutrient programs.
 - **Tree Pruning.** Prune existing urban trees to improve their structure, health, safety, and appearance. Please include the number of trees to be pruned in your application.

- **Tree Removals.** Remove dead, dying or disease urban trees that pose a risk to public safety or urban forest health. Please include the number of trees to be removed in your application.
 - **Urban Wood Utilization.** Develop or support initiatives that use wood from removed urban trees for uses such as lumber, mulch, firewood or community projects, reducing waste and promoting local wood markets.
 - **Management Plan or Update.** Create or update an urban forest management plan to guide long-term care, maintenance, advocacy, and decision-making for the community's trees.
 - **Emerging Threats Plan or Update.** Develop or update a plan to address current and anticipated threats to the urban forest, such as invasive pests, diseases, abiotic or climate-related stressors.
 - **Storm Response Plan or Update.** Develop or update a plan to address how you will prepare for, respond to, and recover from storm-related impacts affecting the urban forest.
 - **Tree Ordinance Development or Update.** Develop or update municipal ordinance(s) to provide legal authority and standards for planting, maintenance, protection, and removal of public trees.
 - **Tree Inventory or Update.** Conduct or update an urban tree inventory to collect at a minimum, information on species, location, size, and condition.
 - **Gravel Beds/Nursery.** Establish or expand a gravel bed (to hold bare-root trees prior to planting) or small-scale nursery.
 - **Advocacy Group Development.** Initiate or increase capacity of a tree board, urban forestry committee, or friends' group to support and advocate for the community's urban forest.
 - **Staff Training/Education.** Provide training or professional development opportunities for municipal staff, elected officials, board members, or volunteers involved in urban forestry activities.
 - **Public Education, Information, and Outreach.** Deliver programs, materials, or events to raise public awareness and support for urban forestry, tree care practices, and community involvement.
- **Step 3: Project narrative – Focus on clarity and alignment with the Funding Priority (or Priorities) and the Project Activity (or Activities) that you selected.**
 - **3a: Needs Statement:** What issues you hope to address through this project and why your project should be funded. Describe the issues and / or opportunities you will address. (What problem(s) will your project address? What's 'wrong' with the world?)
 - **3b: Project Goal(s):** What are your key project goal(s). With funding, what will you accomplish? A goal is a final project outcome. Make sure to describe how your project will have a long-term positive impact on the urban tree canopy and the benefits it provides (i.e. increased % canopy cover, or resiliency to pest/disease/storm, reduce liability). Quantify impacts to canopy or associated benefits wherever possible. Make sure it links back to your Needs Statement. Your goal must align with the Funding Priority (or Priorities) and Project Activity

(or Activities). (How do you plan to address the problem(s)? In what way will your project make the world better?)

- **3c: Timeline:** Complete the provided timetable showing when each Project Activity (or Activities) will be completed. Include major milestones.
- **3d: Evaluation Plan:** How will your Project's Goal(s) be measured, evaluated, and shared? Include metrics (e.g., trees planted, staff trained). Make sure to state how the proposed work addresses the issues you include in Box 3a. (How will you assess that your work has made the world a better place?)
- **3e: Sustainability and Capacity:** Describe how the benefit(s) or Project Activity (or activities) of this application will be sustained beyond the grant period. If the project responsibilities extend past the funding timeframe (such as tree establishment in years 2 and 3), outline your plan for ensuring their completion. Additionally, explain how this project builds on prior initiatives and demonstrates your organization's capacity to successfully manage and maintain the work over time.

5. Section V: Additional Applicant Information

- Select Yes, No or N/A as applies to your organization.
Green Tier Legacy Community?
Tree City USA?
- Have you received an Urban Forestry grant in the past 3 years? If yes, explain how this project is different than the project(s) completed previously?
- Finally, if partners will be involved in the project, list them along with the specific service, product, or role they will contribute to the project. A Partner Verification form, 8700-298A, will need to be completed for each partner listed here. Copy it as needed. Partners need to sign and date their forms, acknowledging participation in the project.
- You have the opportunity to provide additional information about your project you feel would be beneficial for the application ranking team to know.

6. Complete Section VI –

- Create a Cost Estimate Worksheet to correspond to each activity selection in application Section IV. Step 2. This should include both estimated Applicant Costs and expected Donation Value for labor, equipment, supplies, or other cash expenditures.
- Totals from these pages automatically calculate the Total Project Cost, Grant Share and Applicant's Share values. Detailed instructions on the Cost Estimate Worksheets can be found on page 21 of this guide.

7. Section VII – Certification and Submission

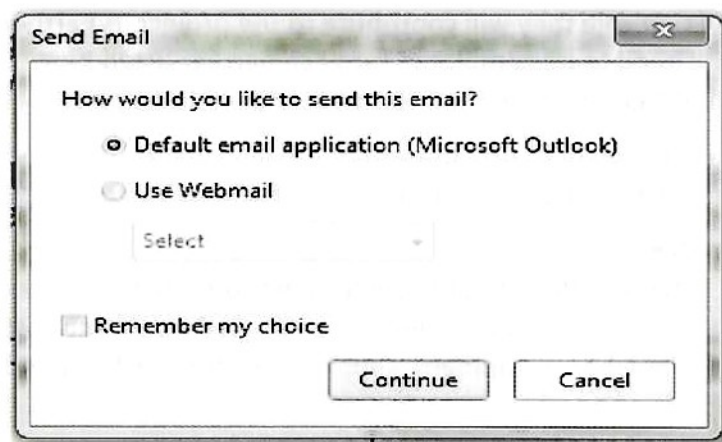
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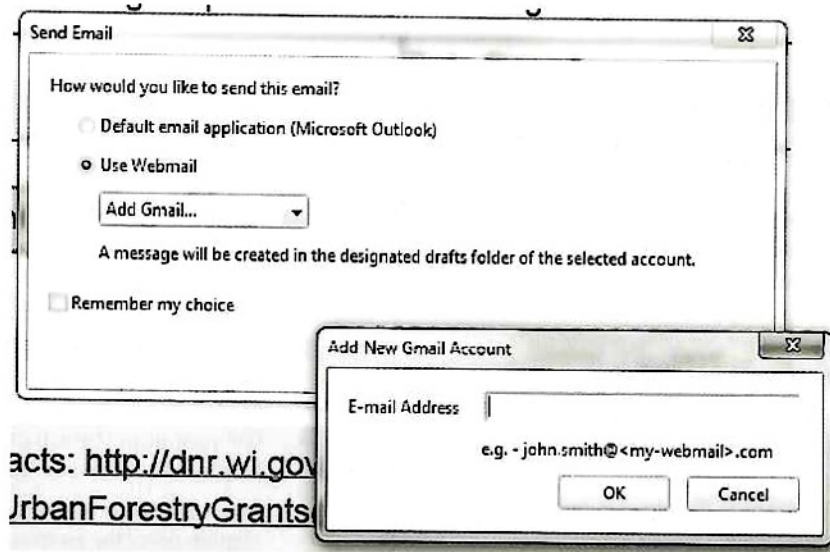
- ☐ Authorizing Resolution
- ☐ By-laws & articles of incorporation (501[c][3] applicants only)
- ☐ Partner Verification Attached (8700-298A)

Check all items you plan to attach.

- Indicate which attachments will be included with your application
- If you indicated the use of partners in Section V. 4., complete the Urban Forestry Grant Partner Verification form for each contributing partner. Print each attachment separately and forward to the partner for their review and signature. Include their returned, signed form with your application submittal; a scanned version is fine.
- Save your application file – change to name to reflect your organization and the grant year.
- Print and review; edit and save again as needed.
- We encourage all application material to be submitted electronically.
 - If you have Microsoft Outlook, Yahoo or Gmail you can use the “Submit by E-mail” button. If you don’t have these e-mail applications, you can submit a copy of your application as an attachment in whichever e-mail application you normally use.
 - We are now accepting electronic signatures for grant applications, and we prefer that you use the “Submit by E-mail” button.
 - Once satisfied with the completeness of your application, save the latest version. Then click the “Submit by E-mail” button.

If you do not have a default e-mail application set up on your computer, you may get the following message. If you use a Yahoo for your e-mail, click Use Webmail, select the appropriate option, enter your e-mail address and click OK.





An e-mail message will appear, and you will have the ability to enter text, or include attachments as needed, before sending. If you do not use Microsoft Outlook, Yahoo or Gmail, please send the application as an attached file to DNRUrbanForestryGrants@wi.gov.



COMMON QUESTIONS AND ANSWERS

Following is a list of common questions and answers about the Urban Forestry Grant Program.

Q. Who can receive a grant?

- A. Wisconsin city, village, town, county and tribal governments and 501(c)(3) organizations either residing or performing projects in Wisconsin. Individuals, businesses, schools, school districts and state agencies are not eligible to apply.

Q. Do I need approval to apply for a grant?

- A. Yes. A resolution from your governing body authorizing you to apply for and manage an Urban Forestry grant in its behalf is required at the time of application.

Q. What can grant funds be used for?

- A. Funds can be used to hire a consultant, contractor or seasonal employee to perform project tasks; purchase materials or services; or reimburse your agency for expenses or staff time spent on the project.

Q. What are the priorities for this year's grant program?

- A. See page 4 for a list of 2026 program funding priorities.

Q. How big are the grants?

- A. Grants range in size from \$1,000 to \$25,000 for Regular and \$1,000 to \$5,000 for Startup grants; each are reimbursed **at the end of the project** and require a dollar-for-dollar match.

Q. What kind of local match is required?

- A. The remaining (unreimbursed) project costs could be costs that were paid out of pocket, or donated by a third party. No funds from other state or federal sources may be used to match this grant except that community development block grants may be used to match urban forestry grants only when it can be demonstrated to the Department's satisfaction that there is a local commitment to, and involvement in, the project.

Q. How likely is it that I will get a grant?

- A. This depends on the quality of your proposal and on the number of grant applications received.

Q. We are a small, rural community. How can we compete against large urban communities?

- A. Grants are awarded according to expected outcomes; not how big a program is. Be sure to articulate how the expected outcomes relate to this year's DNR urban forestry priorities.

Q. May we include indirect charges in the project cost estimate?

- A. No. Indirect charges (sometimes known as 'overhead') are not eligible project costs.

Q. I need help completing this application. Can someone review it before I submit it? Who do I call?

- A. Call your urban forestry coordinator. They can help you improve your application!

Q. Are a computer and urban forestry software eligible costs for an inventory project?

- A. A portion of equipment cost is eligible. Urban forestry software specific to the project is fully eligible.

Q. I'd like to use some volunteer labor. What's the dollar value of volunteers?

- A. Donated labor is \$15 per hour.

Q. Can jail inmates provide volunteer labor?

- A. Maybe. Check with your urban forestry coordinator for more details.

Q. Can I claim staff time on this project?

- A. Paid working hours spent on the project by employees of the grant recipient are eligible project costs and as such considered reimbursable.

Q. Will my proposal be impacted if a department in my community received a grant last year?

- A. No. Projects are ranked according to the alignment of expected outcomes with current funding priorities.

Q. When are grant applications due?

- A. They must be emailed to DNRUrbanForestryGrants@wi.gov or postmarked by 11:59 p.m., October 1, 2025.

Q. When will I be notified of the status of my application?

- A. The notification timeline is subject to change depending on the volume of applications and other factors. Applicants will be notified in November. Successful applicants will be sent a grant agreement in December.

Q. When can I start my project?

- A. Grants are normally in effect from January 1 through December 31. Reimbursable project costs must be paid between those dates.

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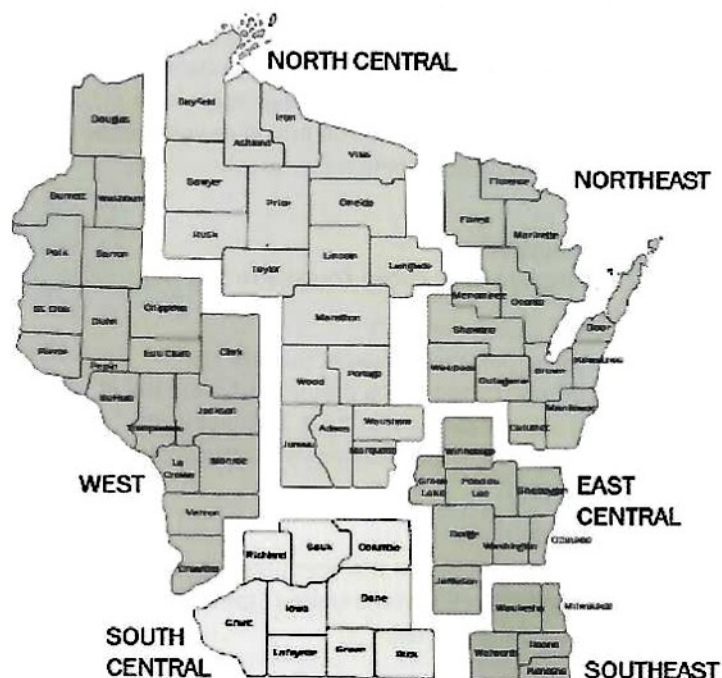
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APPENDIX B: GLOSSARY OF TERMS

Applicant

The Wisconsin town, village, city, county, tribal government or 501(c)(3) nonprofit organization that submits an application for an Urban Forestry Grant.

Applicant Authorized Representative

The position authorized by the applicant(s) to submit a grant application, sign documents and take necessary actions to undertake, direct and complete the approved project. This is also the person to whom DNR will direct grant correspondence. (See also "project manager.")

Applicant's Share

The portion of the total project costs not reimbursed by the grant; this will be 50% or more of the total.

Department

The Wisconsin Department of Natural Resources.

Donated

Labor, services, equipment, and/or supplies, given to the grant recipient without charge by a third party. Examples include the hours a landscape architect works creating a planting design for a grant recipient, a service club providing volunteers to do an inventory, a landscaper providing free mulch.

Grant Recipient

The recipient of an Urban Forestry Grant.

Indirect charges or costs

Everyday operating expenses that are not specifically related to the project such as rental of office space, expenses for heat, telephone and computer use. These expenses are not eligible project costs.

Nonprofit

Includes organizations that meet the requirements of section 501(c)(3) of the United States Internal Revenue Code of 1986.

Project Agreement

A contract between the grant recipient and department setting forth the mutual obligations with regard to a portion or all of a specific project.

Project Manager

The person delegated by the applicant to oversee day-to-day implementation of the project.

Project Period

The period of time specified in the project agreement during which all work shall be accomplished; generally, January 1 to December 31 of a given year.

Strategic Urban Forestry Plan

A plan that establishes the long-term goals and objectives of the organization's urban forestry efforts, and recommends actions, priorities and timelines for accomplishing them.

Third Party

Not employed by or belonging to the applicant.

Tree Board

A group of citizens—usually volunteer—charged by ordinance to develop, administer, advise, or set policy for a comprehensive urban forest management program.

Tree City USA

A program sponsored by The National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters. The program has four standards 1) a tree board or department; 2) a community tree ordinance; 3) a community forestry program with an annual budget of at least \$2 per capita; 4) an Arbor Day observance and proclamation. Some of these standards are broadly interpreted. For specific details contact your urban forestry coordinator.

Urban Forest Management Plan

A plan typically based on the results of a community tree inventory, delineating all aspects of community forestry field operations (planting, maintenance, removal) on a priority basis for a minimum of 5 years and includes estimated annual budgets for these activities.

Urban Forestry

For the purpose of the urban forestry grant program, is considered to be tree management, operations, and education within cities, villages and other areas of concentrated development.



APPENDIX C: COST ESTIMATE BUDGET WORKSHEET INSTRUCTIONS

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The cost estimate worksheets are used both in application ranking and to determine the grant amount for funded projects. **The cost estimate worksheet should accurately reflect all anticipated project costs.** Over-estimating leads to underspent situations where the ability to use those dollars for urban forestry needs is lost. All project expenditures, activities, products or services should be included. **Overmatching does not make for a better grant proposal.**

Review your responses to all application questions to make sure all project activities and aspects are included on the cost estimate worksheet (see sample on pages 23–24). Each project activity selected will have a cost estimate worksheet. The “Grant Calculations” sheet will auto-calculate the total project costs, your grant request and required applicant’s share. While the electronic form has some automatic calculations, be sure to double check all calculations.

Separately itemize costs for each activity included in the project description, Section IV. Step 2. (e.g., management plan, inventory, tree planting, etc.). For each activity, group anticipated costs according to the categories shown (e.g., labor, consultant services, equipment, etc.). Include a cost basis as necessary (e.g., supervisor – 28 hours @ \$24). Estimated labor costs for the applicant’s employees should estimate **actual** fringe benefits **up to the current DOA rate of 48.58%.**

- To determine eligible costs for purchased equipment and supplies or for use of the applicant's or a third party's donated equipment and supplies that are not listed in the "State Highway Maintenance Manual," see Eligible Cost of Equipment and Supplies (Page 22). View the "State Highway Maintenance Manual" on the Urban Forestry Grants webpage for current rates: [Highway Maintenance Manual \(HMM\) 02-25-50 Classified Equipment Rates](#)
- To determine the value of third-party labor, see page 25.

Enter **estimated** project costs in either the Estimated Cost column or the Donation Value column (**round up to the nearest dollar**).



APPENDIX D: ELIGIBLE COST OF EQUIPMENT AND SUPPLIES

Equipment that is purchased for more than \$5,000 is not an eligible cost and cannot be charged to the project.

To calculate eligible equipment costs, determine the useful life of the item using the table below. If a "partial cost eligible" item will also be used for non-project work during the grant year (e.g., a computer used for everyday program activities), estimate what percent the item will be used for project activities. Then divide the item's cost by its useful life and multiply by the percent use.

For example: The applicant's \$1,200 computer will be used approximately 25 percent of the time for project work during the grant year. The computer has a useful life of four years. $(\$1,200) \div (4) \times (.25) = \75 . The eligible pro rata project cost is \$75.

If an item is not listed below, check the "State Highway Maintenance Manual" or contact Urban Forestry grant staff for guidance.

Full Cost Eligible

- cabling and bracing supplies
- climbing gear: ropes, saddles, carabineers, etc.
- computer software
- diagnostic tools and equipment: soil probes, increment borers, etc.
- diameter tape, pH meters, etc.
- educational resources (urban forestry books, videos, etc.)
- hand tools: pruners, loppers, pole saws, etc.
- lightning protection apparatus
- tree injection equipment: chemicals, tubing, t-caps, pumps
- planting supplies: stakes, straps, irrigation bags, mulch
- nursery supplies: grow tubes, irrigation apparatus, fencing
- safety equipment: hard hats, steel-toed boots, chaps, eye protection
- signage and educational markers specific to urban forestry
- sprayers (hand or backpack)

Partial Cost Eligible

<u>LIFE</u>	<u>USEFUL</u>
• aerial platform (tow-behind)	12 yrs
• air spade	10 yrs
• A-V equipment: overhead and slide projector, etc.	10 yrs
• brush chipper	8 yrs
• chain saw	3 yrs
• compressor	10 yrs
• computer hardware, including PDAs ..4 yrs digital camera, LCD projector, camcorder, etc.	4 yrs
• directional borer or tunneling device ...5 yrs display board	5 yrs
• Global Positioning System unit	4 yrs
• hydraulic pruner/pole lopper	3 yrs
• resistograph (decay detection probe) ...4 yrs	
• stump cutter/grinder	10 yrs
• tree spade/planter	12 yrs
• trencher	10 yrs
• tiller (walk-behind)	8 yrs
• water tank	12 yrs

APPENDIX E: SAMPLE COST ESTIMATE BUDGET WORKSHEET

The City of Beautiful is applying for a grant to do an urban forestry inventory and management plan. They plan to buy a computer and inventory software and do the inventory with in-house staff and help from their volunteer tree board members. They intend to contract for the management plan.

The inventory and management plan activities are shown separately. For the inventory activity, costs of personnel (wage plus fringe) are shown for supervision, crew and donated tree board member time. According to the Eligible Costs of Equipment and Supplies, a maximum of one-fourth (.25) of the cost of the computer is eligible for funding. Because the City of Beautiful expects to use the computer only 25 percent of the time for project activities, eligible computer costs are further reduced by 75%. Use of a car for the project and the cost of software are shown. For the management plan activity, supervision and the contract costs are shown.

Project Activity: Tree Inventory or Update	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's Staff Labor: Supervisor 28 hrs. @ \$24/laborers: 320 hrs. @ \$20	\$7,072.00	
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Fringe rate for 2026 is 48.58%	\$3,436.00	
Other:		
Donated Consultants/Contractors/Services (professional rate)		
Volunteer Labor (\$15.00/hr.) 85 hrs.		\$1,275.00
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
(DOT Class #114): \$1.40/mi x 225	\$315.00	
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Provided by Applicant's On-hand Inventory		
Donated by third parties:		
Cash Expenditures (specify out of pocket payments as appropriate)		
Hired Consultants/Contractors/Services (professional rate)		
Purchased Equipment (not to exceed \$5,000 /item):		
Computer: (\$1200/4) x .25	\$75.00	
Rented or Contracted Equipment:		
Other Project Purchases: Inventory Software	\$2,400.00	
Estimated Sub-Total Cost/Donation Value for THIS Activity:	1. \$13,298.00	2. \$1,275.00
Estimated Total for THIS activity:	3. \$14,573.00	

Project Activity: Management Plan	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's Staff Labor: Supervisor: 48 hrs. @ \$24	\$1,152.00	
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Fringe rate for 2026 is 48.58%	\$560.00	
Other:		
Donated Consultants/Contractors/Services (professional rate)		
Volunteer Labor (\$15.00/hr.)		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Provided by Applicant's On-hand Inventory		
Donated by third parties:		
Cash Expenditures (specify out of pocket payments as appropriate)		
Hired Consultants/Contractors/Services (professional rate) ABC Consultants, Inc.	\$12,000.00	
Purchased Equipment (not to exceed \$5,000 /item):		
Rented or Contracted Equipment:		
Other Project Purchases:		
Estimated Sub-Total Cost/Donation Value for THIS Activity:	1. \$13,712.00	2.
Estimated Total for THIS activity:	3. \$13,712.00	

CALCULATIONS		
Grant Calculation		Estimated Cost
A.	Estimated Project Total: Box 3 for ALL Project Activities This amount is the Total Project Cost in Section II.D.	\$28,285.00
B.	Estimated Donation Value: Box 2 for ALL Project Activities	\$1,275.00
C.	Estimated Cost: Box 1 for ALL Project Activities	\$27,010.00
D.	50% of Line A (Cannot be > \$25,000):	\$14,142.50
E.	The smaller of Line C or Line D above. This is your GRANT REQUEST. (Must be between \$1,000 and \$25,000.) This amount is the Grant Request in Section II.D.	\$14,142.50
F.	Line A minus Line E. This is YOUR SHARE. This amount is the Applicant's Share in Section II.D.	\$14,142.50

APPENDIX F: DONATIONS

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Donations of cash, labor, services, facilities, equipment and supplies to your project are encouraged as a way to be cost effective as well as to build project awareness and support. Third-party donations are not eligible for reimbursement.

Only grant recipient costs of labor, equipment, supplies, or cash expenditures are eligible for reimbursement and therefore must at least match the grant award. Third party donations of labor, equipment, services, and supplies can make up the remainder of the grant recipient's total project costs. Two examples are provided below.

Example 1: Your total eligible project costs are expected to be \$20,000. You expect to spend \$9,000 on cash expenditures, labor and equipment, and expect \$11,000 in donations. You would be awarded \$9,000, not \$10,000, as reimbursement cannot exceed the grant recipient's expenditure.

Example 2: Your total eligible project costs are estimated to be \$80,000. You expect to spend \$50,000 on cash expenditures, labor and equipment, with the remaining \$30,000 in donated labor, services, equipment or supplies. Your grant award would be the maximum of \$25,000, as you expect to **expend** at least that amount.

WHAT IS A DONATION?

For purposes of the Urban Forestry Grant Program, a donation is anything of value provided by a third party to the grant project without charge and without reciprocal benefit.

To be eligible as a project cost, a third-party donation must have value and must directly relate to the project. See below for examples that would not be eligible.

- A product or service that a vendor or contractor provides free of charge to all customers has no value as a project donation. For example, if the local electric company customarily removes trees interfering with its facilities at no cost, the same service provided in conjunction with a grant project is not considered a donation. The service cannot be counted as a project cost.
- Time spent by third parties attending a project-related workshop or listening session is not valuable service or labor and cannot be counted as a donation.
- Indirect costs (also called "overhead") and similar expenses not specifically related to the project cannot be included in the value of donations.
- Proceeds from third-party payments in exchange for project goods or services (e.g., a memorial tree program, sale of project publications, etc.) cannot be counted as a donation. Such fees constitute project revenue, not costs.

WHAT IS DONATED LABOR WORTH?

Labor donated by third parties has fundamental value, regardless of whether the labor could otherwise be billed to the project. For purposes of the Urban Forestry Grant Program, time donated to a project by third parties is valued at **\$15.00 per hour**.

VOLUNTEER LABOR AND SERVICES RESTRICTIONS

1. Time spent by Department of Natural Resources employees on an Urban Forestry Grant project is an **ineligible cost**, whether or not the employee is in pay status.
2. Unpaid (personal) time spent on an Urban Forestry Grant project by other government employees—including those employed by other state agencies—can be claimed as a donation, provided the grant recipient is not that person's employer.
3. Unpaid (personal) time spent by **government employees** on an Urban Forestry Grant project sponsored by their own employer **cannot** be claimed as a donation. For example, if an employee of the grant recipient "volunteers" time to the project on a Saturday, that time is not an eligible project cost. Time spent on the project by an employee of the grant recipient during paid work hours is eligible as a reimbursable expense, not a donation, and is valued at the employee's normal pay rate, plus benefits.
4. Unpaid (personal) time spent by **employees of a nonprofit organization** on an Urban Forestry Grant project sponsored by their own employer **can** be claimed as a donation, provided that the nature of the volunteer work is **clearly distinguishable** from that when in pay status.
5. Persons who donate time to a project **while in pay status** (by a non-government employer) must have written permission from that employer authorizing their work on behalf of the employer. The letter of authorization must include the names of employees authorized to donate time and an estimate of the number of hours each employee will donate to the project. The letter must be submitted with the grant recipient's reimbursement request.
6. Labor supplied by public offenders sentenced to community service may be considered as volunteer time if the community justice program provides written documentation that the individual worker chooses whether to fulfill his or her community service commitment on the grant project.
7. Public school students' time spent on an Urban Forestry Grant project during the normal school day **cannot** be claimed as a donation.



WHAT ARE DONATED EQUIPMENT, FACILITIES AND SUPPLIES WORTH?

- The value of equipment, facilities and supplies donated by third parties is the normal charge for those items or as otherwise appropriate for the area; however, such costs, in some cases, may not be fully chargeable to the project. See the Cost Estimate Worksheet Instructions for determining eligible costs of donated equipment and supplies. Note also: Costs claimed for use of donated equipment may not exceed the rates established annually in the Wisconsin Department of Transportation's "State Highway Maintenance Manual."
- If equipment, supplies, or facilities are provided to the grant recipient at reduced cost, the value of the donation is the difference between the cost normally charged for the item and the cost actually charged for project use.
- Supplies donated in used condition must be valued accordingly.
- Equipment and supplies purchased with federal or state funds and donated to the grant project **cannot** be counted as project costs.

CASH DONATIONS AND PRIVATE (NON-GOVERNMENT) GRANTS

Third-party monetary gifts and private grants given specifically for and spent on the Urban Forestry Grant project expenses are considered donations, provided a product or service is not contingent on the contribution. If the gift or private grant is contingent on a product or service provided by the grant recipient, the money is considered revenue and is subtracted from the total project cost.

In summary, the 50% grant **reimbursement** can only cover grant recipient costs (out-of-pocket or reimbursable), not donations. The grant recipient cannot be reimbursed for project costs that they did not incur.

APPENDIX G: WORKING WITH CONSULTANTS

The Department of Natural Resources Urban Forestry Grant Program provides funds for projects that improve a community's ability to manage its trees. Potential grant projects that include urban forestry strategic and management plans, tree inventories, or staff training require a certain degree of technical proficiency and a considerable time investment. A community interested in undertaking such a project, but lacking the necessary time and/or expertise, might consider hiring an urban forestry consultant for all or part of the project. Although intended for use with Urban Forestry Grant projects, this guide generally applies to any urban forestry project where consultants are involved.

For grant projects involving consultant services, the following steps are recommended prior to project implementation:

1. identify and flesh out project goals
2. issue request for proposals (RFP) for consulting services
3. select consultant
4. award contract contingent upon receiving the grant
5. apply for Urban Forestry Grant (don't incur any project costs prior to signing grant contract)

Consultants may also be used to write the urban forestry grant application for you, however, since this service will be provided before the grant is awarded, the cost of this service cannot be charged to the grant, should you be awarded one.

The Department of Natural Resources can assist communities in working with urban forestry consultants. DNR urban forestry coordinators can:

- help identify projects and suggest appropriate areas for consultant involvement
- supply a list of available consultants*
- review and comment on RFPs and consultant service agreements/contracts
- review and comment on a consultant's draft plans, management recommendations, inventory analyses, training outlines, etc.

** The Department of Natural Resources cannot recommend particular consultants, enforce consultant contracts, or mediate disputes. Consult your attorney for additional requirements and procedures regarding contractual services.*

REQUEST FOR PROPOSALS (RFP)

The purpose of a Request for Proposals (RFP) is to elicit bids/proposals from suitable candidates. The RFP should be brief, but must describe the project in sufficient detail that bidders have a good understanding of the project and can respond with precise proposals and realistic cost estimates. The RFP should include:

A. Description of project

Nature and Purpose — What is the project about? Why are you doing it? How do you plan to use the completed product(s)? Are there unique aspects?

Activities — What are the various parts of the project? What products is the consultant required to provide? What will you provide?

Context and Time Frame — What background information does the consultant need to know about your project and your community? What project constraints are there? When will the project begin and end? If draft documents are required, when is the first draft due? When are completed documents due?

B. Description of services

Who Does What? — What, specifically, do you want the consultant to do? Break the project into tasks and identify who will do each task - the consultant or you. Specify any additional personnel who will be working on the project and what tasks they will perform. Specify whether briefings, presentations, or other meetings will be required. Indicate whether facilities, equipment, or other support will be provided.

Compensation—How and when will you pay the consultant? Is this negotiable? Depending on the project and your needs, consider flat fee, fixed fee plus expenses, per diem, or other payment basis. Indicate payment schedule, such as periodic payments, down payment with balance upon completion, or lump sum upon completion. For grant projects, specify final payment contingent on DNR approval of completed product(s). Regardless of payment method or schedule, specify that proposals must itemize costs.

C. Request for qualifications—Ask for a summary of bidders' education, training, practical experience, certifications, professional memberships, etc. relevant to the project.

D. Request for references and sample(s) of similar work—Request telephone numbers for all references. Specify that samples must be recent, similar to your project, and include sufficient information to evaluate the bidder.

E. Deadline and procedure for submitting proposals and awarding contract—Allow 3 to 4 weeks for bidders to respond. Indicate what criteria will be used to evaluate bidders. Indicate how and when the successful bidder will be notified. If appropriate, specify that awarding of the contract will be contingent on grant funding.

F. Name and telephone number of contact person—Contact should be project manager.

G. Miscellaneous

Definition of terms—Terms such as "comprehensive," "management," "strategic," are subject to interpretation. Define ambiguous terms according to your needs and expectations.

Reference to industry standards—Technical specifications and safety standards (Tree Care Industry Association, International Society of Arboriculture, American National Standards Institute) should be cited for projects with staff training and/or tree work activities.

Stipulations for specific equipment—You may want to specify certain computer software &/or hardware systems you currently use or intend to use in the future to ensure compatibility

with your department's system (particularly useful for a tree inventory, allowing you to update it after the project is completed).

PRE-BID MEETING

Host an informational meeting prior to the deadline for proposals. Interested consultants should have the opportunity to visit the client community, ask questions, and meet the project manager and any others who will have input on the project. Such a meeting also allows prospective bidders to size up the competition. These meetings are particularly useful if there are bid addendums or there is information all consultants should hear. Alternatively, you may simply want to meet one-on-one with prospective consultants.

SELECTING A CONSULTANT

Evaluate proposals and select a consultant based on criteria such as: proposal quality, consultant experience, samples of similar work, and recommendations of previous clients. Contact references and inquire as to consultant's ability to meet deadlines, accessibility during the project, working relationships with others, etc. Avoid selecting a consultant solely on the basis of cost.

FORMAL AGREEMENT

Upon notification of your grant award, formalize project requirements and responsibilities in a signed agreement with the consultant. The agreement must acknowledge all project requirements and clearly identify responsibilities of all parties. Many consultants provide a standard agreement for their services. Whether you accept the consultant's agreement or negotiate one specific to your project, the following elements should be included:

- A. **Scope of Services** (including: definitions/terminology, applicable standards and specifications, description of work and who will do what, description of completed product[s], deadlines for completion of project activities, penalties, limitations on services, number of meetings and presentations, project monitoring and review, evaluation criteria and process). **Specify a completion date well before the December 31 grant deadline to allow for review and revision(s) as necessary.**
- B. **Compensation** (including: total compensation, method of payment). For grant projects, specify that final payment is contingent on DNR approval of completed product(s).
- C. **Client Ownership of Data, Drafts, and Completed Products** (Specify **CLIENT** will own copyright to consultant's written products and all project data.)
- D. **General Terms and Conditions** (standard provisions common to any contract, including: proof of insurance, liability disclaimer, modification of agreement, termination and remedies, settlement of disputes, compliance with applicable laws, record keeping, conflict of interest, equal opportunity, etc.)

MANAGING THE PROJECT

Successful projects depend on effective communications between the client and the consultant and between the client and the DNR. The client is primarily responsible for maintaining these relationships.

- Brief the consultant on political realities, public attitudes, important issues, program limitations and other influencing factors.
- Designate a single project manager with whom the consultant will communicate throughout the project.
- Provide frequent input and active direction to the project. Avoid making assumptions.
- Initiate telephone communications regularly. Hold project meetings/briefings when necessary, as specified in your agreement.
- Address problems as soon as they are perceived. Be direct about any concerns.
- Thoroughly evaluate draft documents for clarity, feasibility, responsiveness to needs, etc. Supply copies to DNR for review and comment.
- Keep on top of the project by thinking ahead, allowing adequate time for review and comment, maintaining familiarity with status of all project activities, etc. Periodically review both grant contract and consultant agreement.
- Inform DNR immediately of problems or any proposed changes to project. **CHANGES MUST BE APPROVED BY DNR PRIOR TO IMPLEMENTATION.**
- Follow specific reporting and approval requirements as outlined in the grant agreement.
- DNR approval of completed grant-funded products is **REQUIRED** prior to reimbursement.

A WORD ABOUT CONSULTANTS

Consultants are professionals who take pride in their work. They want the products and services they provide to showcase their efforts and talents. They need your active input and direction to achieve a customized product that will be useful to you and a sample to solicit future clients.

Most will meet initially with prospective clients free of charge. Expect to pay for repeat visits.

Begin the consultant selection process early and be aware of the time it takes your community to make decisions. Consultants may have many jobs planned at any one time and cannot wait several months for a contract and then be expected to drop everything and do your project. The sooner you get on their schedule, the more likely it will be done when you want it to be.

Expect a certain degree of generic material in your product. Format and style, and certain supporting information may be the same or similar to that contained within other products the consultant has prepared. Data and analyses, goals and objectives, management recommendations, budget projections, and similar information should be customized for your unique needs and circumstances.

The Urban Forestry Consultants Directory is a listing of companies and individuals who have informed the Wisconsin Department of Natural Resources that they provide urban forestry consulting services in Wisconsin. This directory is provided for your information and convenience only. The fact that a consultant is or is not listed is not an endorsement nor criticism of that

consultant by the Department. Additional consultants who are available in Wisconsin but have not contacted the Department are not listed in the directory.



APPENDIX H: MINOR VOLUNTEERS (<18YO) – THINGS TO CONSIDER:

Working with minors necessitates careful planning and knowledge of and adherence to legal requirements. Below are a few considerations to successfully integrate minor volunteers into your project while ensuring a safe and rewarding experience for all parties involved. We strongly encourage grantees to work with their legal counsel for assistance in determining applicable laws (e.g., Wis. Adm. Code ch. DWD 270 (and especially s. DWD 270.18), other child labor or volunteer laws) and for assistance addressing insurance and liability issues.

Some Considerations:

- **Task Suitability** - Are the tasks appropriate for minors? Are there any legal prohibitions that apply to the type of work being considered (excavations 4' deep or greater, operation of power-driven saws or shears, etc.)?
- **Risk and Liability** – Are there increased risks when minors are involved? Did you obtain parental or guardian consent? Should liability waivers be signed by both the volunteer and their parent or guardian? Does your organization carry adequate insurance, including liability coverage? Does your organization provide insurance for on-duty injuries that may occur to the volunteer?
- **Management Requirement** – Minors require more supervision than adult volunteers. Does your organization have the resources to provide adequate oversight and maintain appropriate adult-to-minor ratios to ensure a safe and productive environment? Should a parent or guardian be required to accompany each minor during the course of the volunteer work?

Please note that this is not intended to be a comprehensive list of considerations when utilizing minor volunteers on grant projects.

APPENDIX I: SUBMITTING AN APPLICATION

APPLICATION CHECK LIST

An application is **complete** when all applicable information has been provided:

- ☐ An Urban Forestry Grants Application **submitted by the Authorized Representative** (all applicants).
- ☐ A **signed** resolution (all applicants).
- ☐ Constitution, bylaws or articles of incorporation (nonprofits).
- ☐ Partner Verification form(s), if utilizing partners.

2026 APPLICATION FORM

The 2026 Urban Forestry Grant Application, form 8700-298, is a fillable, printable, and savable PDF form, with an electronic signature option. The application can be found at: [8700-298](#)

RESOLUTION

A signed resolution must accompany your Urban Forestry Grants Application and be received prior to the application deadline to be considered eligible for ranking. Resolutions may be mailed or faxed to the address below if not sent in an e-mail. A sample resolution is available as a Microsoft Word document at the following link:

<https://dnr.wisconsin.gov/topic/urbanforests/grants/regular>

WHERE TO SUBMIT YOUR APPLICATION

Application & Resolution electronic submittal (PREFERRED)

- Print – review, edit if needed, and file
- Type in your name
- Save – file name should represent organization name and UF grant year
- Submit by E-mail (Outlook, Yahoo, Gmail) – you will be given the opportunity to edit the message and provide attachments in an e-mail addressed to:
DNRUrbanForestryGrants@wi.gov
- The **Authorized Representative** must submit, or be included in the e-mail submitting, the application.

Applications & Resolutions may be mailed to:

Wisconsin Department of Natural Resources
Urban Forestry Grants
518 West Somo Avenue
Tomahawk, WI 54487

If you don't use Microsoft Outlook, Yahoo or Gmail please submit all application materials as an attachment in the e-mail application you normally use to this e-mail address:
DNRUrbanForestryGrants@wi.gov

Electronic submissions must be received by 11:59 p.m., October 1, 2025. Hard copies of resolutions must also be received by this deadline.

Authorizing Resolution 005.2025 R
URBAN FORESTRY STARTUP GRANT

WHEREAS, the **Village of Park Ridge** completed the Park Ridge Urban Forest Management Plan in May 2021, which recommended budgeting funds annually for encouraging the installation of rain gardens, tree care and maintenance, tree removals and tree plantings; and

WHEREAS, to help accomplish these goals, the **Village of Park Ridge** is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.

WHEREAS, the applicant, the Village of Park Ridge, attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, the applicant, **Village of Park Ridge**, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Village President to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Passed and adopted by the Village of Park Ridge Board on this 18th day of August, 2025.

s/ _____
Steve Menzel
Village President

Attest: s/ _____
Anne Arndt
Village Clerk

Re: next meeting

From: Tori Jennings <tori.jennings1@gmail.com>

Date: Tue 11/4/2025 11:10 AM

To: Clerk <clerk@vi.parkridge.wi.gov>

 1 attachment (1 MB)

PR_Urban Forestry Grant_ 2025.pdf;

Hello Anne,

I have attached a copy of the Urban Forestry Grant application. Please let me know if you need anything else.

Thank you,
Tori

On Tue, Nov 4, 2025 at 9:28 AM Clerk <clerk@vi.parkridge.wi.gov> wrote:

Hi Tori,

Will you please provide me with a copy of the completed Urban Forestry Start Grant application that you wrote and submitted to be included in the Board meeting packet? I will need it by Thursday morning. Thank you.

Anne Arndt, WCPC
Village Clerk
Village of Park Ridge
24 Crestwood Drive
Stevens Point WI 54481
715-343-1590
www.vi.parkridge.wi.gov

From: Tori Jennings <tori.jennings1@gmail.com>

Sent: Monday, November 3, 2025 9:40 AM

To: Clerk <clerk@vi.parkridge.wi.gov>

Subject: Re: next meeting

Thank you.

Tori



Notice: Pursuant to US Public Law 95-313, s. 6(b), s. 23.097, Wis. Stats., and ch. NR 47, Wis. Adm. Code, this completed form is required to apply for an Urban Forestry Grant. The Department of Natural Resources (DNR) will be unable to process your application unless complete information is provided as requested. Information will be used to determine grant award lists, provide statistical information and potentially to use as an example for other grant applicants. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Resolution required with application submittal – Grant is for calendar year 2026 – see [sample](#)

Section I: Grant Type

Select the appropriate grant type. Click the link for more information related to each grant type.

☐ Regular Grant ☒ Start-up Grant

For start-up grant applications, we recommend applicants contact their Urban Forestry Coordinator prior to filling out the application.

The most successful applications will have closely followed the directions in the 2026 Grant Application Guidebook, [found here](#).

Did you review and follow the directions in the grant application guidebook to the best of your ability?

☒ Yes ☐ No

Section II: Applicant Information

A. Applicant Organization

Applicant Organization Name

Village of Park Ridge

Organization Address (same as Treasurer or W9)

24 Crestwood Dr

City

Stevens Point

State

WI

ZIP Code

54481

Applicant organization is a (check one)

☐ City ☒ Village ☐ Town ☐ County ☐ Tribal Government ☐ 501(c)(3) nonprofit organization

Located in the county of: Portage

DNR USE ONLY:

NC

B. Applicant Authorized Representative

Last Name

Menzel

First Name

Steve

MI

Position Title

Village President

Phone Number

(715) 340-7228

Email

smenzel@vi.parkridge.wi.gov

C. Project Manager (if different from Authorized Representative)

Last Name

First Name

MI

Position Title

Address

City

State

ZIP Code

Phone Number

Email

D. Grant Request Summary – will automatically be populated from Section VI Calculations

DNR Cost Share

\$4,822.50

Grantee Cost Share

\$4,822.50

Total Project Cost

\$9,645.00

Section III: Community Urban Forestry Program Status

Below are basic elements of a well-established municipal, county, or tribal urban forestry program. Select ONE option in each category that best describes your current urban forestry program.

Applicants for the Startup Grant will be redirected to a regular grant application if they select the top box in 3 or more of the categories. 501(c)(3) organizations omit this section UNLESS your project results in a municipality advancing to the top level in any of the categories. Then, list the municipality here and complete the grid to reflect that municipality's current urban forestry program.

Municipality/Municipalities

Tree Inventory	We have a current, complete tree inventory.	☐
	Our tree inventory is incomplete or needs updating or upgrading.	☒
	We have no formal inventory or other written records of our trees.	☐
Urban Forest Management Plan	We have a current, useful, written, inventory-based urban forest management plan.	☐
	Our inventory-based, written urban forest management plan is incomplete or out of date.	☒
	We do not have a written urban forest management plan based on our tree inventory data or on similar forest resource assessment.	☐
Program staffing	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have a forestry degree; ISA certified arborist credentials; have completed WI Community Tree Management Institute; or have other advanced forestry training.	☐
	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have experience or on-the-job training, but lack a forestry degree; ISA certified arborist credentials; Community Tree Management Institute completion certificate; or comparable advanced forestry training.	☐
	We have no staff, contracted consultants or volunteers authorized to handle or advise our community on tree planting & care.	☒
Tree ordinance	We have one or more tree ordinance(s) that is/are useful for achieving community tree care and management goals.	☐
	Our tree ordinance(s) is/are out-of-date or inadequate.	☐
	Our code ordinance contains no provisions for tree management, care or protection. Tree language is limited to public safety or nuisance abatement.	☒
Advocacy	We have an authorized citizen tree board or other organized group actively involved in advising our community urban forestry program.	☐
	We have various groups (clubs, schools, committees) interested and involved in community tree care and management but not formally charged with advising our community urban forestry program- OR- We have an authorized but inactive citizen tree board.	☒
	The level of involvement and support by residents and local elected officials for our community urban forestry program is low to non-existent.	☐
Program Level	We have an active, ongoing community tree planting & care program.	☐
	We have recently begun or re-started a program of community tree planting & care but it is still in a developmental phase.	☒
	Tree planting & care activities were once a regular part of a community program that ended. We want to start this program again.	☐
	We are starting a community tree planting & care program for the first time.	☐
	We have tree planting, care & removal needs but don't plan to start a community tree program at this time.	☐
Tree Maintenance	We practice systematic, community tree maintenance (i.e., planting, pruning, pest control, tree removal) on a regular basis.	☐
	We practice occasional tree maintenance & removal on an as-needed basis.	☒
	We do not practice tree maintenance activities (i.e., planting, pruning, pest control, tree removals).	☐

Section IV: Project Description

A. Project Overview

Descriptive Project Title:

Village of Park Ridge Tree Replacement Program

(Please limit your response to less than 110 characters including spaces; approximately 18 words)

Provide a very brief Project Summary

The Village of Park Ridge is currently reconstructing Hillcrest Drive and the north section of Greenbriar Avenue. Twenty-two (22) mature trees and twenty-eight (28) bushes were removed from the right-of-way. The Village of Park Ridge does not have the resources to plant replacement trees. This project will fund planting twenty-two (22) 1.5–2.5-inch diameter trees to increase canopy cover, improve forest diversity, enrich its age distribution, and enhance street aesthetics and safety.

(Please limit your response to less than 500 characters including spaces; approximately 80 words)

Please select all appropriate boxes in **STEPS 1 and 2****STEP 1:** Select Funding Priority (or Priorities) that your application will address. (Priorities are detailed at greater length in the guidebook.)

- ☒ Priority: Increase tree canopy cover and diversify tree species in urban forest areas (diversify can include species, age, and size classes)
- ☐ Priority: Improve urban forest health and resilience to emerging pests, diseases and abiotic factors (such as storms)
- ☒ Priority: Improve local capacity to manage and care for the urban and community forest

STEP 2: Select Project Activity (or Activities) that you will employ to achieve the selected Priority (or Priorities.) Descriptions are in the guidebook. Please refer to them to ensure you've selected the correct ones. Startup grants may consist of no more than three activities. Select the "Add" button for more than one activity.**Note:** Complete a separate Cost Estimate Worksheet (CEW) in Section VI for each project activity listed below. The CEW will transfer the total to the right-hand column below.

Select Activity: Tree Planting	Activity Cost Estimate (\$) (field will auto-populate from detail on CEW)	\$9,445.00
Select Activity: Public Education/Information/Outreach	Activity Cost Estimate (\$) (field will auto-populate from detail on CEW)	\$200.00

STEP 3: Project NarrativeFocus on clarity and alignment with the **Funding Priority (or Priorities)** and the **Project Activity (or Activities)** that you selected above. Be sure you answer all questions in the boxes below.**3a. Needs Statement:** Tell us what issues you hope to address through this project and why your project should be funded. Describe the issues and / or opportunities you will address.

Park Ridge lacks a specialized forestry department or any equipment for tree work. The removal of 22 large trees during street reconstruction has reduced the tree canopy along collector streets leading to Iverson Park. This project will contribute to the state's Trillion Trees pledge by: (a) increasing the tree canopy in areas with low cover; (b) diversifying the tree inventory; and (c) promoting a healthy, disease resistant forest that supports wildlife and enhances safety and quality of life.

(Please limit your response to less than 500 characters including spaces; approximately 80 words.)

3b. Project Goal(s): Tell us your key project goal(s). With funding, what will you accomplish? A goal is a final project outcome. Make sure to describe how your project will have a long-term positive impact on the urban tree canopy and the benefits it provides (i.e. increased % canopy cover, or resiliency to pest/disease/storm, reduce liability). Quantify impacts to canopy or associated benefits wherever possible. *Make sure it links back to your Needs Statement above in 3a.* Your goal must align with the Funding Priority (or Priorities) that you selected above in **STEP 1** and Project Activity (or Activities) in **STEP 2**.

Park Ridge encompasses an area of 143-acres and is well known for its treescape. According to the 2022-2026 Village of Park Ridge Strategic Plan, a well-established urban forest reflects the values and mission of village residents. The 2021 Park Ridge Forest Management Plan outlines a yearly tree planting and maintenance schedule that maintains the existing forest. However, the Hillcrest/Greenbriar street reconstruction has resulted in a 10% loss of street trees this year alone. A future street reconstruction project in 2027 will further reduce the established tree

canopy.

This project provides an opportunity to increase biodiversity and improve the overall health of the forest. Of the 227 street trees inventoried in 2021, large red maples and white spruce together made up 27% of tree species. The goal of this project is to introduce at least 6 new tree species suited for the sandy soils present throughout Park Ridge. Tree selection is based on species already tested in Iverson Park that benefit wildlife, are suited for a changing climate, and offer disease resistance.

The importance of trees for stormwater management and slowing traffic is well documented. In August, volunteers from Park Ridge Gardeners held a workshop on how to build swale rain gardens to collect and filter stormwater. The same volunteers will distribute tree maintenance information based on the US Forest Service Tree Owner's Manual and will assist with weekly tree watering of newly planted trees.

(Please limit your response to less than 1500 characters including spaces; approximately 250 words.)

- 3c. Project Activity (or Activities) and Timeline:** Complete the timetable showing when each Project Activity (or Activities) selected in STEP 2 will be completed. Include major milestones.

Project Period	Describe the Project Activities (selected in STEP 2) that you will conduct during the two Project Periods. Per box, please limit your response to less than 500 characters including spaces; approximately 80 words.
<i>First Biannual (January to June)</i>	January - Secure source for trees and arrange spring delivery. January - Deliver flyers to residents announcing tree replacement program. February - Obtain landowner agreement for tree care after planting. March - Contact Diggers Hotline to mark utilities. March - Consult with arborist to determine appropriate tree planting locations. March - March - Create and print instruction sheets for tree care and tree benefits. April - Receive and plant trees with contracted service.
<i>June 30, 2026</i>	<i>Mid-Year Grant Accomplishment Report Due</i>
<i>Second Biannual (July to December)</i>	Continue weekly watering of newly planted trees and monitor tree health. July through August - Formalize Village Tree Board and Tree Ordinance. September - Prepare Tree City USA application. December - Submit Tree City USA application.
<i>December 31, 2026</i>	<i>Grant Project End Date</i>
<i>March 31, 2027</i>	<i>Final date to have all grant documentation submitted</i>

- 3d. Evaluation Plan:** How will Project Goals you included in STEP 2 and in Box 3b be measured, evaluated, and shared? Include metrics (e.g., trees planted, staff trained). Make sure to state how the proposed work addresses the issues you include in Box 3a. The first measure of success for this project is planting twenty-two native trees of diverse species to restore the canopy of Hillcrest Drive and Greenbriar Avenue. This restoration project will contribute to the state's Trillion Trees pledge. Second is using this project to build support for a self-sustaining urban forestry plan. This plan begins with a Village-wide commitment to becoming a Tree City USA designated community. Formalizing a volunteer Tree Board, creating a tree preservation ordinance, and financial investment are all measurable outcomes of Tree City designation. Third, personalizing the benefits of trees will help raise awareness about newly planted trees and the importance of a sustainable forest. A useful and powerful tool that quantifies tree impacts in one's own yard can be found at iTree (itreetools.org). Outreach materials about tree benefits and care will include information from iTree. Residents will also learn how they may volunteer and help direct future tree policy decisions for the Village of Park Ridge. In sum,

the benchmarks for project include tree planting and care, Tree City USA designation, education and engagement, and collaboration with residents to achieve a self-sustaining forest.

(Please limit your response to less than 1500 characters including spaces; approximately 250 words.)

- 3e. **Sustainability and Capacity:** Describe how the benefit(s) or Project Activity (or activities) of this application will be sustained beyond the grant period. If the project responsibilities extend past the funding timeframe (such as tree establishment in years 2 and 3), outline your plan for ensuring their completion. Additionally, explain how this project builds on prior initiatives and demonstrates your organization's capacity to successfully manage and maintain the work over time.

The Village of Park Ridge has a long history of community engagement and volunteerism. One recent example is the formation of Park Ridge Gardeners, a volunteer-led group interested in sharing gardening ideas for native plants, swale rain gardens, and how to support pollinators and wildlife. In addition to helping homeowners with weekly tree watering, members of this group are interested in forming a Tree Board to promote future tree preservation and planting efforts. This project builds upon the 2021 Park Ridge Urban Forest Management Plan that includes a street tree inventory. In addition to tree planting following street reconstruction, funding for this project will allow the Village to hire a certified arborist consultant to identify post street construction tree planting locations and develop a customized long-term Plant Health Care Program. Expert guidance will ensure the success of newly planted trees.

(Please limit your response to less than 1000 characters including spaces; approximately 150 words.)

Section V: Additional Applicant Information

1. Is the community where the project will be implemented a Green Tier Legacy Community? ☐ Yes ☒ No ☐ N/A
2. Is the community where the project will be implemented a Tree City USA? ☐ Yes ☒ No ☐ N/A
(www.arboday.org/programs/treeCityUSA/index.cfm)
3. Have you received an Urban Forestry grant in the past 3 years? ☐ Yes ☒ No
If you selected Yes, how is this project different than the project(s) completed previously?

4. Applicant's Project Partners

Note: Each of the applicant's partners must verify their involvement using a Partner Verification (Form 8700-298A, linked here for your convenience). A Partner Verification form must be completed and sent in with this form for a complete application. If applicable, estimate the partner's donated amount on the appropriate Cost Estimate Budget Worksheet.

List Partner Organization(s):	What specific service, product, or role will each partner contribute to the project?

5. Describe any additional significant aspects or outstanding features of this project that you would like us to know about.

The Village of Park Ridge sits alongside Iverson Park, one of the oldest and largest parks in Stevens Point. Iverson Park offers year-round uses and is known for its nature trails, abundant wildlife including over two hundred bird species, the Plover River and much more. The award winning twenty-seven mile Green Circle Trail also runs through both Iverson Park and Park Ridge, making the Village an important transition zone between a natural area and the City of Stevens Point. The urban forest of Park Ridge directly impacts the health of Iverson Park as well as the safety of walkers and bikers using the Green Circle Trail and streets leading to Iverson Park. Maintaining a diverse and resilient forest canopy in Park Ridge creates safer streets by slowing driving speeds while also supporting the birds, insects and other wildlife that move between the Village and Iverson Park. By replacing trees removed for street reconstruction, this project will help Park Ridge remain a welcoming and safe place for residents and visitors.

(Please limit your response to less than 1500 characters including spaces; approximately 250 words.)

Section VI: Cost Estimate Worksheets

A SEPARATE WORKSHEET IS PROVIDED FOR EACH ACTIVITY CHOSEN IN
SECTION IV., STEP 2

Project Activity: Tree Planting	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's Staff Labor:		
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Fringe rate for 2026 is 48.58%		
Other:		
Donated Consultants/Contractors/Services (professional rate)		
Volunteer Labor (\$15.00/hr.)		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Provided by Applicant's On-hand Inventory		
Donated by third parties:		
Cash Expenditures (specify out of pocket payments as appropriate)		
Hired Consultants/Contractors/Services (professional rate) Arborist Consultation	\$695.00	
Purchased Equipment (not to exceed \$5,000 /item):		
Rented or Contracted Equipment:		
Other Project Purchases: 22 b&b trees @ \$225 ea.+ installation 22 x \$150 ea.	\$8,250.00	
Delivery \$500	\$500.00	
Estimated Sub-Total Cost/Donation Value for THIS Activity:	1. \$9,445.00	2.
Estimated Total for THIS activity.	3. \$9,445.00	

**A SEPARATE WORKSHEET IS PROVIDED FOR EACH ACTIVITY CHOSEN IN
SECTION IV., STEP 2**

Project Activity: Public Education/Information/Outreach	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's Staff Labor:		
Fringe Benefits: Actual fringe benefits may not exceed the DOA rate. Fringe rate for 2026 is 48.58%		
Other:		
Donated Consultants/Contractors/Services (professional rate)		
Volunteer Labor (\$15.00/hr.)		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Provided by Applicant's On-hand Inventory		
Donated by third parties:		
Cash Expenditures (specify out of pocket payments as appropriate)		
Hired Consultants/Contractors/Services (professional rate)		
Purchased Equipment (not to exceed \$5,000 /item):		
Rented or Contracted Equipment:		
Other Project Purchases: Flyer/brochure Printing	\$200.00	
Estimated Sub-Total Cost/Donation Value for THIS Activity:	1. \$200.00	2.
Estimated Total for THIS activity.	3. \$200.00	

CALCULATIONS

Grant Calculation		Estimated Cost
A. Estimated Project Total: Box 3 for ALL Project Activities This amount is the Total Project Cost in Section II.D.		\$9,645.00
B. Estimated Donation Value: Box 2 for ALL Project Activities		
C. Estimated Cost: Box 1 for ALL Project Activities		\$9,645.00
D. 50% of Line A (Cannot be > \$5,000):		\$4,822.50
E. The smaller of Line C or Line D above. This is your GRANT REQUEST. (Must be between \$1,000 and \$5,000.) This amount is the Grant Request in Section II.D.		\$4,822.50
F. Line A minus Line E. This is YOUR SHARE. This amount is the Applicant's Share in Section II.D.		\$4,822.50

Section VII: Certification and Submission

**Application form and required attachments must be received by
11:59 p.m., October 1, 2025, for the application to be eligible.**

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes funding for the project, designates an authorized representative (position title) to act on behalf of the applicant and states that the applicant will provide documentation of work done and follow all relevant state and federal rules. A sample resolution is provided at: <https://dnr.wi.gov/topic/UrbanForests/grants/documents/UFGrantsCombinedResolution.doc>.

Attachments

- ☒ Authorizing Resolution
- ☐ By-laws & articles of incorporation (501(c)(3) applicants only)
- ☐ Partner Verification (8700-298A)

Check all items you plan to attach.

Submission Instructions

Review your application before continuing.

Submission by Email strongly recommended. If not possible, contact the Urban Forestry Financial Specialist

By my signature below, I hereby certify to the best of my knowledge, the information contained in this application and application attachments are correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in accordance with ch. 23.097, Wis. Stats., and ch. 47, Wis. Adm. Code.

NOTE: Please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature.

Signature of Authorized Representative	Date Signed 09/23/2025	Applicant's Authorized Representative (print) Steve Menzel
--	---------------------------	---

Position Title

Village President

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Ordinance 17.17 Village of Park Ridge Street Right-Of-Way, Driveways and Parking Ordinance

STATE OF WISCONSIN, VILLAGE OF PARK RIDGE, PORTAGE COUNTY

The Village Board of Trustees does hereby ordain as follows:

Purpose:

In order to provide for the health, safety and welfare of the Village with respect to street safety, and pursuant to Wis. Stat., § 61.36, § 66.1031 through § 66.1037, and § 83.06, the Village Board of Trustees does hereby pass the following ordinance for publishing and inclusion in the Village of Park Ridge Code of Ordinances as follows:

Ordinance 17.17

Section I. Grading and Swales

- A) The right-of-way area between the edge of street pavement and the right-of-way line shall include a ditch/swale that meets the dimensions and details exhibited by the Typical Street Section as set forth in FIGURE 1, which diagram is incorporated by reference into this Ordinance (see FIGURE 1 below). Rights-of-way in the Village that do not have a swale currently will be re-graded by the Village to include a qualifying swale(s) as street improvement projects occur. Any new grading initiated by a private property owner shall require a grading permit and include a Village-approved swale as detailed in the Typical Street Section.
- B) Parking pads (widened shoulder parking areas), either paved or graveled, are prohibited on Village right-of-way. Existing parking pads may remain but shall be removed if any new grading or shaping of the street or private property occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

Section II. Driveways

- A) Each Village lot is allowed no more than one (1) driveway for ingress and egress onto Village streets. If multiple driveways currently exist, they may remain, providing they do not pose a safety concern, in the discretion of the Village Board. When a street reconstruction project occurs, driveways of more than one (1) will be considered for removal by the Village Board. When construction occurs on private property that affects ingress and egress onto Village streets, then any additional driveways more than one (1) per lot will be considered for elimination and closure by the Village Board.
- B) Driveway pavements shall be a maximum of 24 feet wide at the right-of-way line, excluding radii and tapers where the driveway meets the street. Radii or tapers shall extend the driveway width no greater than an additional 5 feet on each side of the driveway.
- C) Existing driveways that do not meet the requirements of Section II. B) may remain but shall be modified to meet those requirements if any new grading or shaping of the street or private

property occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

Section III. Parking – For vehicles and trailers

A) Short term parking - less than 12 hours

- (1) Short term parking is allowed along all Village streets unless otherwise restricted according to Village signage. Parking is prohibited along all Village streets and rights-of-way when a snowfall of 1 inch or more is forecast, or if 1 inch or more of snow cover exists. Vehicles shall be parked partially off the paved portion of the roadway as much as possible, with at least two (2) vehicle wheels on the shoulder or yard. Vehicles may be parked entirely on private property outside of driveway areas for twelve (12) hours or less. Vehicles may not be parked entirely off of a driveway on private property for more than 12 hours in a 24-hour period. Vehicles shall not be parked outside of driveway areas on a recurring basis, subject to limitations described in Ordinance 10.06, Sect. 1, Sect. E.
- (2) Recreational vehicles, campers and other trailers – The above restriction in Section III. A) (1) shall pertain similarly for all recreational vehicles, including but not limited to campers and any other trailers.

B) Long term parking – more than twelve (12) hours

- (1) Long term parking is not allowed along Village streets. Long term and regular recurring parking shall be entirely on the portion of a driveway that lies entirely on a private lot, or in a garage or car port. No more than four (4) vehicles will be allowed to park in driveways outside of a garage or car port. Recreational vehicles, campers and other trailers must be parked in accordance with limitations described in Ordinance 10.06, Sect. 1, Sect. E.

Section IV. Right-Of-Way Encroachments

A) Vision triangles

- (1) On corner lots, vegetation shall be maintained by lot owners to allow vision triangles that will provide clear vision in both directions when a vehicle is stopped near the edge of the crossing street. Trees and bushes and other vegetation shall not exceed a height of thirty-six (36) inches above centerline street grade in such vision triangles areas. A 40-foot by 40-foot vision triangle is required for lots abutting all Village cross-streets, except for those lots that intersect with the following streets, which require a 50-foot by 50-foot vision triangle (see FIGURE 2 of vision triangles, attached and incorporated by reference):

- Park Ridge Drive
- Hillcrest Drive
- Odessa Court at Green Avenue
- Angelo Court at Green Avenue

Existing landscaping that encroaches into the vision triangle may remain but will be considered for removal if it poses a safety concern, or with any new street improvement or maintenance project.

B) Trees

- (1) Large species trees -- those that are expected to have a mature height greater than twelve (12) feet -- shall not be planted with the trunk closer than ten (10) feet from the edge of pavement, or within vision triangles. Existing trees that are within these areas may remain

unless the Village determines they pose a threat to public safety. Trees may be considered for removal by the Village if issues develop, or if a village street improvement project requires removal. Any overhanging branches shall be kept trimmed to provide a travel vision window of at least sixteen (16) feet above the centerline grade of the street pavement, five (5) feet measured horizontally from the edge of the street pavement, and eight (8) feet above the surface of a public sidewalk.

- (2) Small species trees/bushes -- those that are expected to have a mature height less than twelve (12) feet -- shall not be planted with the trunk closer than ten (10) feet from the street pavement edge, and the mature crown area shall not extend closer than five (5) feet from the edge of street pavement.

(13) Trees, bushes, or other plantings exceeding thirty-six (36) inches in height above the centerline street pavement grade are prohibited within any vision triangle.

C) Garden plantings

- (1) Garden plantings, including rain gardens, shall not be located closer than twenty-four (24) inches from the edge of the street pavement. Garden plants shall not exceed thirty-six (36) inches in height above the centerline of the street pavement within the vision triangle at intersections (see Sect. A(1) above), or within the travel vision window, five (5) feet measured horizontally from the edge of the street pavement.

CI) Structures

- (1) Retaining walls and landscape structures

- a) Retaining walls or landscape structures (walls, borders fencing, etc., regardless of material type) are prohibited within the Village right-of-way or vision triangles. Existing retaining walls or landscape structures that encroach on right-of-way may remain but will be considered for removal if the Village determines they are a safety hazard, if any new grading or shaping of the right-of-way occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

- (2) Mailboxes

- a) Location

- 1. Mailboxes shall be installed such that the front face of the box is no closer than eighteen (18) inches and no greater than thirty-six (36) inches from the edge of the street pavement, with a box floor height of forty-two (42) to forty-eight (48) inches above the street pavement edge (see FIGURE 3, incorporated into this Ordinance by reference).

- b) Type

- 1. Mailboxes shall be standard size and shape and may be a small or large version of the USPS standard. Non-standard or custom-built mailboxes will be allowed if they are within the typical size range, and are not deemed a hazard by the Village. Stone or concrete mailbox posts are prohibited.

- c) Existing allowances

- 1. Existing mailboxes that do not meet location or type requirements may remain but will be considered for modification or relocation if the Village determines they are a hazard, are causing maintenance issues, if any new grading or shaping occurs, or if a street reconstruction project includes work that extends outside the street

pavement/shoulder. Mailboxes that are deemed a safety hazard by the Village Board shall be replaced within ten (10) days after notification from the Village or will be removed by the Village at the owner's expense, which may include placing the costs on the property tax roll.

(3) Underground sprinkler systems

a) Location

1. Sprinkler lines and heads are allowed on Village right-of-way. Heads shall be installed no closer than two (2) feet from the edge of any street pavement.
2. Sprinkler heads shall be adjusted such that spray into the street pavement areas and adjacent properties is minimized.

b) Damage, repair and replacement

1. The cost of repairing or replacing sprinkler lines and heads located within the Village right-of-way that are damaged or destroyed for any reason is the sole responsibility of the property owner and not the Village under any circumstances. (see Section V. below)

c) Type

1. Sprinkler heads located within Village rights-of-way shall be flush or below grade. Head type or brand is not regulated by this Ordinance, providing it meets this grade restriction.

d) Control Boxes (Manifold and valve units)

1. Placement of sprinkler control boxes within the Village right-of-way is prohibited.

(4) Snow plowing markers ("snow sticks")

a) Materials

1. Markers shall be made of a "breakaway" material and shall be no greater than one-half (½) inch in diameter and not exceed four (4) feet in height above the street pavement.

b) Location

1. Markers shall be installed no closer than two (2) feet from the edge of the street pavement.

Section V. Liability

- A) All liability of private property installed, erected or maintained on any Village right-of-way, including, but not limited to, plantings, landscaping, mailboxes, sprinkler systems, structures, walls, snowplow markers, or other personal property; is the sole responsibility of the property owner if damage occurs. This includes damage that occurs as a result of Village projects or maintenance operations.

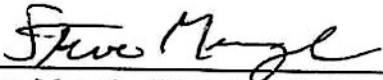
Section VI. Enforcement.

- A) Enforcement of this Ordinance shall be pursuant to any remedy allowed at law or in equity, including but not limited to Ordinance No. 17.41.

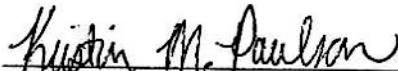
EFFECTIVE DATE

This ordinance is effective upon publication. The Village Clerk shall properly post or publish this ordinance as required under § 61.50, Wis. Stat.

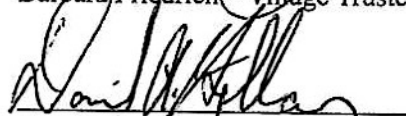
Adopted this 21 day of October, 2024.


Steve Menzel – Village President


Gordon Renfert – Village Trustee


Kristin Paulson – Village Trustee


Barbara Friedrich – Village Trustee


Dan Holloway – Village Trustee

ATTESTED BY:


Shanna Behrend – Interim Village Clerk

ADDENDUM

FIGURE 1

FIGURE 2

FIGURE 3

**FIG. 1 Village of Park Ridge
Typical Street Half Section
with swale**

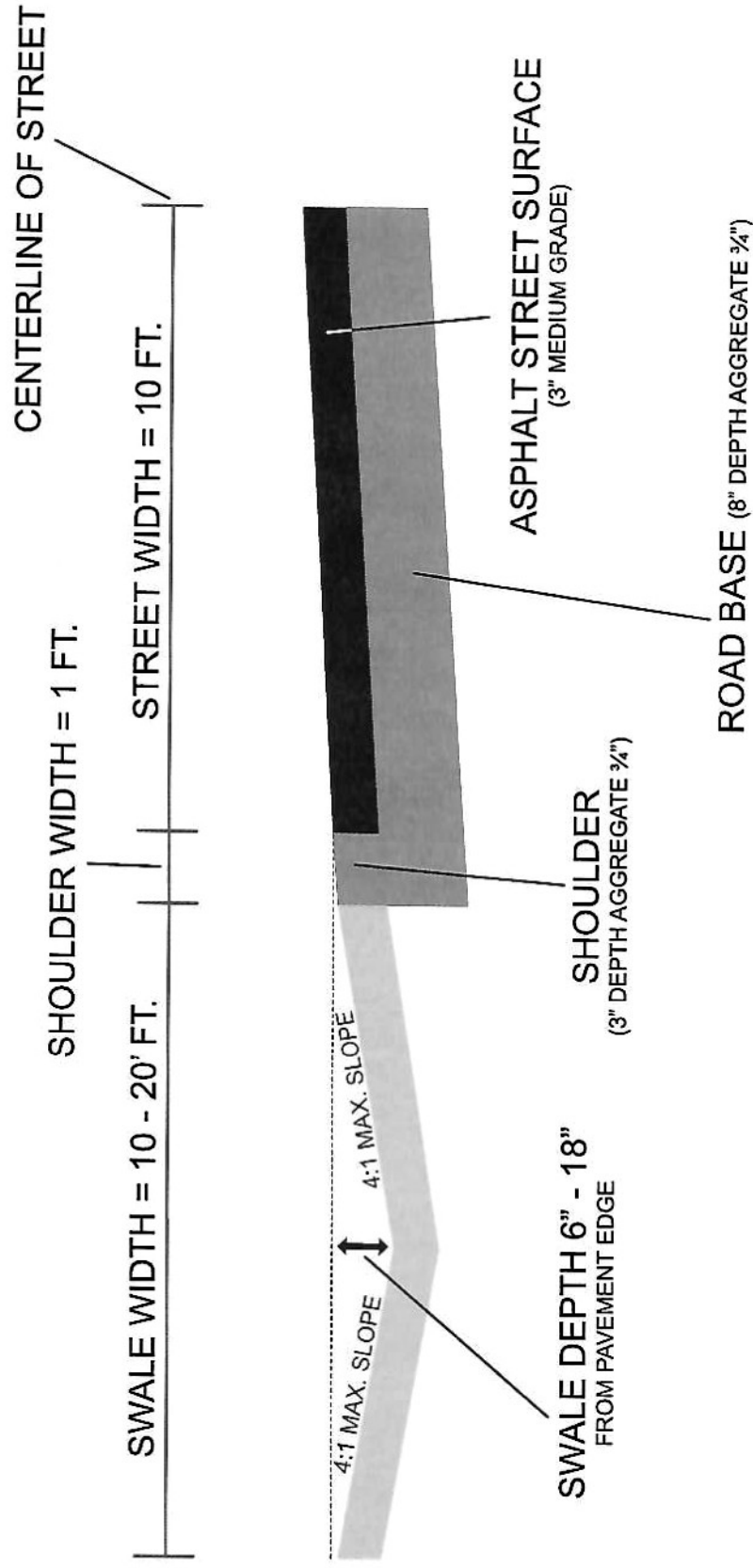


FIG. 2

VISION TRIANGLE

STREET PAVEMENT

STREET RIGHT-OF-WAY
(60 FT. ON MOST VILLAGE STREETS)

STREET PAVEMENT

STREET PAVEMENT

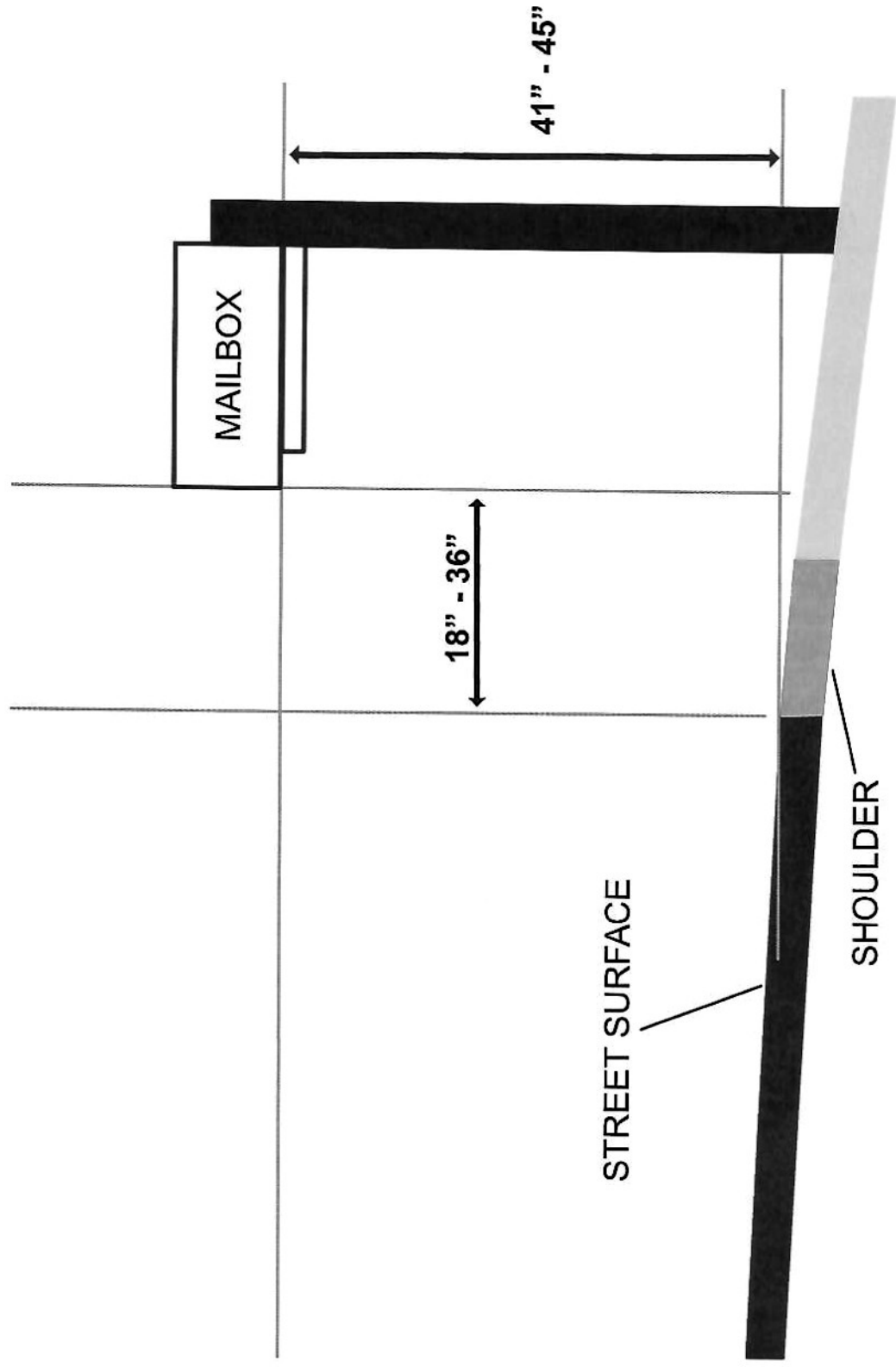
STREET RIGHT-OF-WAY
(60 FT. ON MOST VILLAGE STREETS)

STREET PAVEMENT

40 ft.

- NOTE: An expanded 50 ft. x 50 ft. vision triangle applies to corner lots on the following Village streets:
- Hillcrest Drive
 - Odessa Court at Green Avenue
 - Angelo Court at Green Avenue
 - Park Ridge Drive Westbound (2 lanes)
 - Park Ridge Drive Eastbound (2 lanes)

**FIG. 3 Village of Park Ridge
Mailbox Location**



Now live: The 2025 Canopy Report. Learn how Americans see trees. [GET THE REPORT](#)



[DONATE](#)

[TREE CITY USA](#)

TREE CITY USA STANDARDS

To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

Communities must meet all four standards through activities completed between **January 1** and **December 31**.

[GET STARTED](#)

[ACCESS APPLICATION PORTAL](#)

Jump to...

STANDARD 1: A TREE BOARD OR DEPARTMENT

Standard:

A community tree board, department, or position with legal authority and responsibility for public tree care decisions.

On your application you will provide:

Tree Board Chairperson contact information (when there is a tree board)

Up to 5 Additional Board Members contact information (when there is a tree board)

Department Chair or City Manager or equivalent position contact information (when there is a department)

Tree Board Meeting Frequency (when there is tree board)

Eligibility:

The responsible entity could be a city or volunteer tree board, commission, or committee, a forestry department, a parks and recreation department, a public works department, a planning department, city manager, or other appropriate community department or position. While only one entity is required to be established for the care of public trees, often, both professional staff and a community tree board are established.

Purpose:

Establishing authority and responsibility over public tree care decisions helps community officials and leaders determine who is responsible for public tree work. The public will also know who is accountable for decisions that impact community trees. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

STANDARD 2: A PUBLIC TREE CARE ORDINANCE

Standard:

Assign authority over and responsibility for the care of public trees through the establishment of a trees board, department, or both.

Provide clear guidance for planting, maintaining, and/or removing trees from streets, parks, and other public spaces.

Always be in effect.

On your application you will provide:

Provide a copy of the ordinance (or the individual clauses) that meets the requirements. Provide the name of the person, position, or department with responsibility for oversight of public tree care or urban and community forestry activities. Provide the date (or best estimate) the current tree ordinance was established and whether the ordinance has recently updated.

Eligibility:

Effective public policies are not always contained in a single "Public Tree Care Ordinance", it is acceptable to have tree care clauses in a single ordinance or throughout a community's ordinance or policy structure.

The ordinance or policy must:

Meet the components of the standard.

Be established in or before the year of recognition.

In some communities the person, position, or department with responsibility for oversight of public tree care or urban and community forestry activities is not explicitly identified but is implied based on the community or state ordinance structures. This is acceptable.

Purpose:

Tree ordinances, and other legally enforceable policies, guide communities in the proper care, establishment, conservation, protection and maintenance of community trees and forests. Codified and enforced ordinances help

communities maximize the benefits of community trees, creating more livable communities.

The Arbor Day Foundation recognizes the complexity of developing an ordinance in the diverse legal, cultural, and political landscape of communities. Standard 2 is intentionally broad to allow communities of all sizes to participate in the Tree City USA program.

STANDARD 3: ANNUAL EXPENDITURE OF \$2 PER CAPITA ON COMMUNITY TREE CARE ACTIVITIES

Standard:

The community must document a minimum of \$2 per capita annual expenditure on community tree care related activities. Expenses can include staff time, contracted work, and/or volunteer time. Qualified expense categories include:

Tree planting and initial care

Tree maintenance

Tree removal

Management

Utility line clearance

Volunteer hours

Other tree related expenses

On your application you will provide:

The dollar amount spent (if any) in the following categories:

Tree planting and initial care

Tree maintenance

Tree removal

Management

Utility line clearance

Other tree related expenses

Volunteer hours (you submit the total hours, we calculate the hourly rate at a national level in the application).

Eligibility:

Annual expenditures must meet one or more of the qualified expenses and must occur within the year of recognition. Volunteer hours supporting tree related activities are calculated at the national volunteer hourly rate in the application system.



QUALIFIED EXPENSES

Purpose:

Budgets and expenditures require planning and accountability, which are fundamental to the long-term health of community trees and community forestry programs.

By providing support at or above the \$2 per capita minimum, a community demonstrates its commitment to community trees and forests as valuable public assets.

STANDARD 4: AN ARBOR DAY OBSERVANCE AND PROCLAMATION

Standard:

The community must have a public Arbor Day Observance and have an official, annual community proclamation issued and signed by the mayor, city council, or equivalent official or representative.

On your application you will provide:

The Arbor Day Observation must be documented in photos from the event, social media post, published newspaper articles, or another form of proof showcasing the observance of Arbor Day in your community. Photos, posts, articles, and other documents should clearly depict tree related activities (e.g., tree plantings, holding Arbor Day or Tree City USA signs, children interacting with trees, etc.)

The signed and dated Arbor Day Proclamation.

Eligibility:

Arbor Day can be observed at any time during the year of recognition. The observance can be part of an Earth Day or other community celebration if trees are a central part of the celebration.

An Arbor Day observance can be simple and brief or an all-day or all-week or all-month celebration of trees and community forests. Arbor Day observances may include tree planting events, tree care activities, education on community trees, an award ceremony that honors community tree planters and organizations, or other programming that raises awareness of the importance and value of trees.

The Arbor Day celebration must occur, and proclamation must be signed within the year of recognition.

Purpose:

To generate excitement, publicity, and educate community members about the value of trees, the importance of tree care, fire prevention, conversation, and other community tree and forest topics.

Gain the support for the community tree program from public officials by passing and reciting an official Arbor Day proclamation.

[Contact Us](#)

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[Arbor Day Carbon](#)

[Campaigns & Past Projects](#)

[Tree Registry](#)

[FAQs](#)

[Stay Updated](#)

Subscribe to get the latest news, stories, and updates on how we can plant the greatest positive impact, together.



© Arbor Day Foundation 2025. All rights reserved.

The Arbor Day Foundation is a 501(c)(3) nonprofit pursuing a future where all life flourishes through the power of trees.

— — —

Source: arborday.org/our-work/tree-city-usa
Arbor Day Tree City USA website
"sample ordinances" under Getting Started section

Select an Ordinance to view an example

1. [Sample Municipal Tree Ordinance—Without Tree Advisory Board](#)
2. [Sample Municipal Tree Ordinance—With Tree Board](#)

SAMPLE MUNICIPAL TREE ORDINANCE—WITHOUT TREE ADVISORY BOARD

Be it ordained by the City Council of the City of:

(City) _____

(State) _____

Section 1. Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

Section 2. Definitions.

As used in this Article, the following words and phrases shall have the meanings indicated:

Damage – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part of the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Nuisance – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety, and welfare.

Parkway – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

Public property – all grounds and rights-of-way (ROWs) owned or maintained by the City.

Public tree – any tree or woody vegetation on city-owned or city-maintained property or rights-of-way.

Top or Topping – the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Section 3. Authority and power.

- (a) **Delegation of authority and responsibility.** The Director of the (insert Managing Department) and/or their designee, hereinafter referred to as the "Director", shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) **Coordination among city departments.** All city departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements, and other public properties not under direct jurisdiction of the Director.

- (c) **Interference.** No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

Section 4. Tree planting and care standards.

- (a) **Standards.** All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
- (b) **Requirements of franchise utility companies.** The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) **Preferred species list.** The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director.
- (d) **Planting distances.** The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within 10 feet of a fire hydrant.
- (e) **Planting trees under electric utility lines.** Only trees listed as Ornamental trees on the official city tree species list may be planted under or within 15 lateral feet of any overhead utility wire.

Section 5. Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (b) It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm, or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.
- (d) Any person, firm, corporation, or city department performing construction near any public tree(s) shall consult with the Director and shall employ appropriate measures to protect the tree(s), according to procedures contained in the Best Management Practices (BMPs) for "Managing Trees During Construction" published by the International Society of Arboriculture.
- (e) Each violation of this section as determined and notified by the Director shall constitute a separate violation, punishable by fines and penalties under Section 10, in addition to mitigation values placed on the tree(s) removed or damaged in violation of this section.

Section 6. Adjacent owner responsibility.

- (a) The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area.

- (b) No property owner shall allow a tree, or other plant growing on his or her property to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Section 7. Certain trees declared a nuisance.

- (a) Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal.
- (b) Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period.

Section 8. Violations and penalty.

Any person, firm or corporation violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

Section 9. Appeals.

Appeals to decisions by the Director, or to penalties imposed after violations of this ordinance, shall be heard by City Council.

Section 10. Savings and repeal.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

Section 11. Severability.

Should any word, sentence, clause, paragraph, or provision of this Ordinance be held to be invalid or unconstitutional the remaining provisions of this Ordinance shall remain in full force and effect.

SAMPLE MUNICIPAL TREE ORDINANCE—WITH TREE BOARD

Be it ordained by the City Council of the City of:

(City) _____

(State) _____

Section 1. Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, creates a Tree Advisory Board, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

Section 2. Definitions.

As used in this Article, the following words and phrases shall have the meanings indicated:

Damage – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part of the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Nuisance – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety, and welfare.

Parkway – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

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Section 3. Authority and power.

- (d) **Delegation of authority and responsibility.** The Director of the (insert Managing Department) and/or their designee, hereinafter referred to as the "Director", shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (e) **Coordination among city departments.** All city departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements, and other public properties not under direct jurisdiction of the Director.

- (f) **Interference.** No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

Section 4. Tree advisory board.

The City Council hereby creates a "Tree Advisory Board," hereinafter referred to as the "Board."

- (a) **Duties.** The Board shall act in an advisory capacity to the Director and shall:
- (1) Coordinate and promote Arbor Day activities;
 - (2) Review and update a five-year plan to plant and maintain trees on city property;
 - (3) Support public awareness and education programs relating to trees;
 - (4) Review city department concerns relating to tree care;
 - (5) Submit an annual report of its activities to the city council;
 - (6) Assist with the annual application to renew the Tree City USA designation;
 - (7) Recommend a list of tree species for planting on city property, and a list of prohibited species; and
 - (8) Other duties that may be assigned by City Council.
- (b) **Membership.** The Board shall consist of seven members approved by City Council. Members of the Board will serve without compensation.
- (c) **Term of office.** Board members shall be appointed for three-year staggered terms¹. If a vacancy shall occur during the term of any member, a successor shall be appointed by City Council.
- (d) **Officers.** The Board shall annually select one of the members to serve as chair, may appoint a second member to serve as vice-chair, and may appoint a third member to serve as secretary.
- (e) **Meetings.** The Board shall meet a minimum of four times each year. All meetings shall be open to the public. The Board chair may schedule additional meetings as needed.

Section 5. Tree planting and care standards.

- (f) **Standards.** All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
- (g) **Requirements of franchise utility companies.** The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (h) **Preferred species list.** The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director.

¹ At the first appointment of Tree Advisory Board members, Council will appoint all members at once. A staggered board can be arranged by giving the initial members different term lengths. For a seven-member board, two members can be given one-year terms, two members can be given two-year terms, and the remaining three members given three-year terms. After the initial members' terms expire, all future members would be given three-year terms.

- (i) **Planting distances.** The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within 10 feet of a fire hydrant.
- (j) **Planting trees under electric utility lines.** Only trees listed as Ornamental trees on the official city tree species list may be planted under or within 15 lateral feet of any overhead utility wire.

Section 6. Prohibition against harming public trees.

- (f) It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (g) It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree.
- (h) It shall be unlawful for any person, firm, or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.
- (i) Any person, firm, corporation, or city department performing construction near any public tree(s) shall consult with the Director and shall employ appropriate measures to protect the tree(s), according to procedures contained in the Best Management Practices (BMPs) for "Managing Trees During Construction" published by the International Society of Arboriculture.
- (j) Each violation of this section as determined and notified by the Director shall constitute a separate violation, punishable by fines and penalties under Section 10, in addition to mitigation values placed on the tree(s) removed or damaged in violation of this section.

Section 7. Adjacent owner responsibility.

- (c) The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area.
- (d) No property owner shall allow a tree, or other plant growing on his or her property to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Section 8. Certain trees declared a nuisance.

- (c) Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal.
- (d) Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period.

Section 9. Violations and penalty.

Any person, firm or corporation violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

Section 10. Appeals.

Appeals to decisions by the Director or the Tree Advisory Board, or to penalties imposed after violations of this ordinance, shall be heard by City Council.

Section 11. Savings and repeal.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

Section 12. Severability.

Should any word, sentence, clause, paragraph, or provision of this Ordinance be held to be invalid or unconstitutional the remaining provisions of this Ordinance shall remain in full force and effect.

VILLAGE OF PARK RIDGE – TREE CITY USA

Board of Trustee and public Information about becoming at Tree City Community (see arborday.org & dnr.wisconsin.org)



TREE CITY USA®

What is Tree City USA?

A primary goal of the Tree City USA program is to encourage the development and implementation of comprehensive urban forestry policies. These policies are intended to promote healthy and sustainable tree populations within communities. The Tree City USA program offers communities a four-step framework to help them maintain and increase their urban tree cover. By participating in this program, communities not only have the opportunity to celebrate their accomplishments, but also to demonstrate their dedication to environmental change to residents, visitors, and the nation as a whole.

Why should Park Ridge become a Tree City USA Community?

- The Tree City USA designation will give the Village a competitive edge with grants. Many grants, for example the DNR Regular Urban Forestry Grant, gives preference to Tree City communities.
- The program motivates community involvement by encouraging residents to participate in tree-related activities and educational programs, building a shared sense of responsibility for urban forestry management.
- The program offers an established framework to help the Village maintain and increase its urban tree cover.

What is Required?

To become a Tree City USA community, Park Ridge must meet specific standards set by the Arbor Day Foundation and the National Association of State Foresters.

1. Establish a volunteer position or Tree Board with a chair and up to 5 additional members.
2. Establish a public Tree Ordinance to conserve, protect and maintain community trees and forests.
3. Document an annual expenditure of \$2 per capita on community tree care and activities.
4. The Village must have a public Arbor Day Observance and annual proclamation issued by the Village President.

All four program standards must be fulfilled within a single calendar year, from January 1 through December 31.

<https://www.arborday.org/our-work/tree-city-usa/standards>

**VILLAGE OF PARK RIDGE
NOTICE OF PUBLIC HEARING**

Notice is hereby given that on Monday, November 10, 2025 at 5:30 p.m. at the Park Ridge Village Hall located at 24 Crestwood Drive, a PUBLIC HEARING on the PROPOSED 2026 BUDGET of the Village of Park Ridge will be held. The proposed budget in detail is available for inspection at the Village Hall Office at 24 Crestwood Dr. The Village has met the requirements of Wisconsin Statute 65.90(3)(a) by posting this notice in three public places. This notice is being published as a supplement to the notice requirement. The following is a summary of the proposed 2026 budget.

GENERAL FUND	2025 BUDGET	2025 ESTIMATED	2026 BUDGET	INCREASE/ DECREASE
REVENUES				
General Property Taxes	492,496	362,496	500,401	7,905
Intergovernmental Revenues	76,525	77,041	79,391	2,866
Licenses	1,750	937	940	(810)
Public Charges for Services	2,300	942	1,000	(1,300)
Cable Franchise Fees	5,400	4,074	5,400	-
Miscellaneous Revenues	8,000	14,495	8,800	800
Grant Revenues	400,000	430,000	5,000	(395,000)
Proceeds of long-term debt	1,592,000	1,816,261	-	(1,592,000)
TOTAL REVENUES	2,578,471	2,706,246	600,932	(1,977,539)
EXPENDITURES				
General Government	190,866	87,097	140,634	(50,232)
Public Safety	116,280	109,916	118,697	2,417
Public Works	158,375	103,492	164,875	6,500
Health & Human Services	1,700	2,676	1,900	200
Culture, Recreation & Education	3,000	2,915	3,000	-
Urban Planning	79,000	30,000	-	(79,000)
Capital Outlay	1,992,000	1,992,000	-	(1,992,000)
Debt Service	37,250	37,250	171,826	134,576
TOTAL EXPENDITURES	2,578,471	2,365,346	600,932	(1,977,539)
Designated Reserves	\$ 26,116			
Undesignated Reserves	343,676			
General Fund Balance Jan 1, 2025	369,792			
Total Estimated Revenues	2,706,246			
Total Estimated Expenditures	2,365,346			
Estimated General Fund Balance Jan 1, 2026	710,692			
Estimated Designated Reserves	26,116			
Estimated Undesignated Reserves	684,576			

Dated this 10th day of November, 2025

Published October 27, 2025

Melissa Clark, Treasurer, Village of Park Ridge

Resolution 006.2025R 2026 Budget

BE IT RESOLVED that the Village Board of the Village of Park Ridge held a public hearing on Monday, November 10, 2025, at 5:30 pm at the Village Hall, 24 Crestwood Drive. The Village Board approved and adopted the 2026 Budget on November 10, 2025.

2026	
GENERAL FUND	BUDGET
REVENUES	
General Property Taxes	500,401
Intergovernmental Revenues	79,391
Licenses	940
Public Charges for Services	1,000
Cable Franchise Fees	5,400
Miscellaneous Revenues	8,800
Grant Revenues	5,000
Proceeds of long-term debt	-
TOTAL REVENUES	600,932
EXPENDITURES	
General Government	140,634
Public Safety	118,697
Public Works	164,875
Health & Human Services	1,900
Culture, Recreation & Education	3,000
Urban Planning	-
Capital Outlay	-
Debt Service	171,826
TOTAL EXPENDITURES	600,932

Passed and adopted by the Village Board of Park Ridge on this 10th day of November 2025.

s/

Steve Menzel
Village President

s/

Melissa Clark
Village Treasurer

Attest s/

Anne Arndt
Village Clerk



Village Board Vacancy Options

Appointment for Vacant Offices – Village President

Circumstance: Vacancy occurs after December 1st

If there is a vacancy in the Village Board President, the Village Board has the authority to appointment someone to fill the vacancy, by a majority vote of the members of the board. The appointment may be made for the remaining of the unexpired term or until a special election is held.

Timing of Filling the Vacancy

The statutes do not specify a time frame for filling a vacancy on the village board. However, it is advisable to do so within a reasonable period and as promptly as possible, since prolonged vacancies may hinder the governing body's ability to conduct business effectively. During a Village Board President vacancy, the board shall designate an acting or interim presiding officer to serve until a decision is made regarding how the vacancy will be filled.

Who Can Be Appointed

- Existing village trustee
- Resident of the village who meets the qualifications of a village board member

Process for the Appointment

The appointment process should be discussed in open session and should provide a course of action for the appointment.

If there is interest among the board members, a nomination process for the board member to fill the vacancy could occur.

Nominations should be made among the board members, and members who do not wish to be considered for the role may withdraw themselves from the nominees.

After nominations are closed, nominees may wish to provide a statement to the board regarding their qualifications or desire to fill the Village President role. Upon conclusion of these statements, the board may proceed with voting for the nominees. Voting to appoint a member to fill a vacancy should occur openly, and not through secret ballot. The member vacating their position on the Village Board –

in this case, the Village Board President, may not vote to fill their vacancy because the vacancy has not yet occurred and therefore there is no vacancy to fill while they remain in office.

If there is no interest in appointing an existing trustee, a process for residents of the village to be considered should be established. This process may include the completion of an application established/approved by the board or the submittal of a letter of interest or resumé. It also should include a deadline for submitting the information, and the Village Board meeting date on which the appointment will be on the agenda for the board to act on. Deliberations and actions for the appointment should occur in open session.

The term for which the appointments are made (in either scenario) should be established at the time of voting on the appointment.

Duration of Appointment

The appointment may be made for the remainder of the unexpired term or until a special election is held and the electorate determines the new Village President. See Special Elections for Vacant Offices (below).

Impact of the Appointment

Depending upon who is selected during the appointment process for filling the Village President vacancy, there may be additional impacts to consider and plan for.

If a trustee is appointed to fill the vacancy, that ultimately creates a village trustee vacancy. The term of the appointed trustee to president will need to be considered to determine how the trustee vacancy is dealt with. For these scenarios (A. & B. below), the Village President term expires in 2027.

Scenario A – Trustee with a term expiring in 2027 is appointed as Village President.

Options:

1. The trustee is appointed to fill the remainder of the president's term- April 2027. Now there is a vacancy in a trustee position.
 - a. This could go unfilled until April 2027. Then, the appointed president would have to choose to run for their trustee position back or the president position.
 - b. The vacancy created by a trustee assuming the president role could have a special election on November 3, 2026 and the individual elected would assume the trustee role from November 2026 through April 2027.
2. The board could appoint that trustee to serve in the president role until a

special election which would occur November 3, 2026 (concurrently with the general election). At that time, they would resume their trustee role, and the newly elected president would take over from November 2026 through April 2027.

Scenario B – Trustee with a term expiring in 2026 is appointed as Village President.

Options:

1. The trustee is appointed to fill the remainder of the president's term – April 2027. Now there is a vacancy in a trustee position. This could be left unfilled until April 2026 when their term expires and they would essentially be giving up their trustee role as they would not run for re-election and continue serving as village president through the duration of the village president term. A regular election for their village trustee seat would occur at the April election.
2. The trustee is appointed to fill the president's term until a special election for village president can be held November 3, 2026. That trustee gives up their trustee role and options to run for re-election as a trustee in April of 2026. They could run to be the Village president at the special November 3, 2026, election.

Special Elections for Vacant Offices

If the vacancy occurs on or before December 1, and the term of the office does not expire the following April, a special election for that office can be held concurrently with the Spring Election.

If the vacancy occurs after December 1, but before June, then a special election for that office can be held concurrently with the November election.

No special elections to fill a vacancy can be held at the same election for which that office is regularly elected.

The Board could decide to hold a special election outside of the above parameters – but this typically occurs in odd years when there is no fall election and a lengthy duration of the unexpired term. Special elections on their own, for one jurisdiction, can be prohibitively expensive.

From: Dennis Zvara <ZvaraD@stevenspoint.com>
Date: October 30, 2025 at 6:37:53 AM CDT
To: Steve Menzel <smenzel@vi.parkridge.wi.gov>
Cc: Jb Moody <moodyjb@stevenspoint.com>
Subject: Storage Space

Hello President Menzel,

The SPFD is looking to utilize storage space at the village hall for items that we require minimal access throughout the year. We have approximately thirty five 27 gallon bins filled with coats for kids. We typically stack these high and normally need access to these in the fall. Along with these we have several wooden props that we use from time to time for training that will eventually be stored at our new training facility in several years. The props take up a 4x8' foot print. One last thing would be water buoys for riverfront fireworks.

As discussed with a zero percent increase for the 6th year in our operational budget we do have any funding to contribute to a storage fee.

Can you please discuss with the board at your next meeting in November the possibility of storing all or some of the items listed above. If you would like to stop by and see the items, we can definitely arrange something in the coming weeks.

Thank you for your consideration.

Assistant Chief Dennis Zvara

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Stevens Point, WI 54481
715-342-4799 (Direct)
715-344-1833 (Sta. #1)

