

VILLAGE OF PADDOCK LAKE
ASH TREE ASSISTANCE PROGRAM

1.0 - INTRODUCTION:

In the summer of 2013, Village Staff confirmed the presence of the Emerald Ash Borer (EAB) within the Village of Paddock Lake. The invasive insect is highly destructive, specifically to ash trees. The adult borer is dark green metallic in color and measures about one-half inch in length. The adult beetles lay their eggs on the trunk of and branches of the tree, where the eggs hatch and the larva bore into the tree.

During this larval stage, the insect attacks the vascular system of the tree, destroying the trees ability to transport water and nutrients. Ultimately, the infestation of an ash tree kills the tree. Typically within 7-9 years of infestation.

Based on a 2007 tree inventory, the Village maintains 175 ash trees within its road right of ways and managed park lands. There are approximately 1,376 privately owned and managed ash trees (15%) of the village urban forest.

The Village Board of Trustees recognizes that the removal of ash trees can be an economic burden to the village property owners and has implemented a tree removal assistance program. The program will reimburse property owners up to 50% of the costs to remove dead, dying or infested ash trees.

2.0 - PROGRAM GOALS AND OBJECTIVES

2.1 - The goal of this assistance program is to distribute public funds to qualified applicants (property owners) to help defray the costs of removal of dead, dying or infested ash trees.

2.2 - The public funds will focus specifically on the removal of infested, dead or hazardous ash trees.

2.3 - To facilitate this goal, funding will be focused on the following project objectives:

- Improve safety of public and private property by facilitating the identification, removal and/or disposal of diseased hazardous ash tree.
- Retain or increase the number of trees within the urban forest.
- Lessen the economic burden of village residents in the removal of infected trees.

Program funding will be limited to 50%/50% reimbursement funds, with the village's maximum share limit of \$1,000 per private single family property of record.

3.0 - PROGRAM POLICIES AND PROCEDURES

3.1 - The guidelines set forth in this policy and procedures document specify the most significant rules and regulations adopted by the Village Board as it pertains to the Ash Tree Removal Assistance Program. They are intended to facilitate uniform administration and accounting of public funds and services.

Periodic revisions may be made to this policy when changes occur which affect the funding of the program

3.2 - Tree Commission: The Village Tree Commission (VTC) is an advisory body to the Village Board of Trustees, which encourages a planned and orderly approach to the management of the village urban forest. The VTC reviews, evaluates and makes recommendations to the Village Board on proposals, requests, policies and management. . The Village Board acting as the Tree Commission (hereafter referred to as the “Village Board”) will administrate the program, Village Staff will provide technical assistance and support to the program.

3.3 - Overview: The Ash Tree Removal Assistance Program (ATRA) is a village funded program using public funds generated from general fund carry overs (un-spent) and reserve funds.

The 2014-2015 programs are funded from the 2013 contingencies carryover of \$125,000 in total.

3.4 - Eligible program costs: Only ash tree removal costs are eligible for assistance. This includes the removal of ash trees, brush from the tree removal and stump grinding.

3.5 - Ineligible costs: Costs associated with trimming of ash trees, insecticide treatments, land or property restoration, staging, building restoration, and/or fence removal are not eligible for reimbursement.

3.6 - Village Staff and Commission responsibilities: It is the responsibility of staff to monitor the program’s activities and report on its compliance to the Village Board. It is also the responsibility of staff to review and process applications, policies and regulation of the program.

4.0 - OPERATIONAL RESPONSIBILITIES

4.1 - Minimal distribution standards: Prior to disbursing assistance funds the Village Board must confirm that the applicant meets the following standards:

- a. Property owner’s application must be complete.
- b. Confirm that the applicant is the property owner of record.
- c. Applicant is current on all property taxes, utility charges (sewer and water) and all funds due to the village.
- d. The applicant has obtained and furnished, for review (3) three tree removal quotes.
- e. The three removal quotes are from registered and licensed village tree removal contractor.
- f. The tree and property have been inspected by village staff (before and after removal).

4.2 - A Village Board approved balanced budget is required to be created and administered by village staff. The program’s budget must include fund sources and expenditures. Funding documentation showing Village Board’s approval must accompany the budget. Appropriate documentation may include approved Village Board minutes and/or resolutions.

4.3-The assistance program budget must be reviewed by an independent auditor annually. The auditor’s management report must be made a part of the program’s budget process.

4.4 - Record retention: All records related to the assistance program, including financial documents, applications, quotes, inspection reports and administration files must be maintained by the Village Clerk-Treasurer for a period of no less than seven (7) years from the date of project/program close out.

5.0 - ADVERTISEMENT OF ASSISTANCE OPPORTUNITIES

5.1 - The Village of Paddock Lake will make every effort to disseminate information on grant opportunities as these become available for release.

5.2 - The program administrative team will post to the village web site www.paddocklake.net upon final release. In addition to the web site posting, the Village Administrator will prepare a press release to be delivered to local news agencies.

6.0 - SELECTION AND AWARD PROCESS

6.1 - Assistance applications received by the Village will be stamped with the date and time of receipt and will be logged in by the administrative team. Applications that are not received by the specified deadline or applications that are not complete will not qualify for the evaluation process. The program's administrative team will review applications to ensure compliance with program requirements.

6.2 - Administrative review: The review will encompass the following:

- a. Record of receipt of application packages in a log in order by date indicating the name of each applicant and indicate the status of the application process (approved or denied).
- b. Examine application packets to ensure that they are complete. Applications that are incomplete or did not include required information will be disqualified from the approval process.
- c. Confirmation the applicant is current on all monies owed to the Village including, but not limited to taxes and utility payments (sewer and water).
- d. Examine contractor's quotes, to ensure scope of tree removal meets program requirements.
- e. Confirm that the applicant's contractors are licensed and registered with the village.

Applications that meet the administrative requirements will be forwarded to the Village Board for funding consideration. The administrative team will forward applications that failed the administrative review process to the Village Board for final determination.

6.3 - Application refusals

Applicants who do not meet the minimum requirements and are denied for funding consideration will be notified in writing that their application was found incomplete, inaccurate, or did not qualify.

6.4 - Village Board review

The Village Board with the assistance of village staff will score the applications using the following criteria:

- a. Properties having ash trees that are dead, dying or infested and pose an immediate threat to life will receive the highest score.
- b. Ash trees that require specialized equipment for removal will also receive a higher score.

- c. Property owners (applicants) that propose to replace trees removed at a ratio of 2:1 will receive greater consideration.

6.5 - Recommendation for award

Each Trustee shall review the application, supporting documents, staff report and staff recommendation. After their review the Village Board shall approve the fund disbursement by approving the following motion:

“Authorize Village Staff to disburse to (applicant) (\$\$\$) after the successful removal and inspection of the ash tree(s) located on tax parcel (xx-x-xxx-xxx-xxxx) at (premises)”.

6.6 - Notice of intent to award

Staff shall send all approved recipient’s official notice of intent to reimburse funds for the services outlined in the recommendation to award. The notice to award will outline the specific scope of services to be covered by the reimbursement funds. The notice will also include an acceptance document which the applicant must sign and return within 15 business days of accepting the award.

6.7 - Denial of assistance

Applicants who do not meet the minimum requirement and have been denied funding consideration by the Village Board will be notified in writing that their request for assistance has been denied.

6.8 - Protest and appeal procedure

Applicants will have the opportunity to request a re-examination of a denied application, solely for the purpose of identifying weakness in the application. Denied applications will not be reconsidered for award once the process has been completed.

6.9 - Appeals complaints and protests

Appeals must be submitted in writing. The applicant will have 10 days after notice of award or denial of award to file an appeal, complaint or protest. Failure to file within the time frame established will render the appeal process complete.

The appeal, complaint or protest must at minimum:

- Identify the name and address of applicant.
- Identify the disputed notice of intent to award.
- Provide a clear statement of reason for the appeal.
- Provide any supporting documentation to substantiate any claims.

The Village Board will review all appeals at the next scheduled monthly meeting.

7.0 - Ethics in administering this policy

This policy provides best practices guidance to assist interested parties, current grantees, Village Board, Tree Commission and Village employees in conducting and administering the Tree Removal Assistant Program, using the highest level of ethical behavior in all areas of the programs life cycle.

This is extremely important because public funds are involved as well as the public trust. Transparency and accountability helps to ensure impartiality and give funding agencies confidence to participate in the program. It is everyone's duty to adopt the process, practices and behavior that will enhance and promote public sector values and interest.

7. 1 - Conflict of interest

Conflicts of interest are defined by the Wisconsin State Statute 19.46 in which financial or other personal considerations may compromise or have the appearance of compromising a public official's or employee's professional services. This includes situations in which a public official or an employee of the village might derive personal gain due to her/his association with the assistance program.

PADDOCK LAKE EMERALD ASH BORER, ASH TREE REMOVAL PROGRAM

Administered by

Paddock Lake Village Board and Staff
6969 236th Ave
Paddock Lake, WI 53168

Homeowner/Applicant

Name: _____ Phone#: _____

Mailing Address: _____

City: _____ State/Zip: _____

Email address: _____

Property address of tree: _____

Location of tree on parcel: _____

Size of tree (measured circumference at 48" ht): _____

Applicants signature: _____ Date: _____

Program Guidelines

1. One application per individual, private single family property owner.
2. Assistance for no more than two (2) infested ash trees per property.
3. No more than 50% cost share will be paid for any removal no matter the monetary approval indicated in the approval letter.
4. Please keep your original quotes and send in copies, as originals will not be returned.
5. Applicant must cover sales tax plus the applicants 50% share.
6. Applicants must be current on all property taxes, utility charges and monies owed to the Village at time of application and time of fund disbursement.
7. **Applicant must receive Village Board approval prior to removal of trees.**

Guidelines regarding contractor selection

All tree removal contractors hired to remove trees must be registered with the village and must have an employee or associate that is a Certified Arborist.

Applicants are responsible for obtaining liability insurance and worker's compensation certificates from contractor. The Village of Paddock Lake is not responsible for obtaining proof of insurance from contractors.

Estimates

Three (3) itemized estimates from contractors employing or contracting with Certified Arborist are required to be submitted by the applicant to complete this application.

Certified Arborist must provide their certification number on the quote or to you directly.

Please note that removal cost share, does not include ground and lawn restoration.

Name of Company

1. _____
2. _____
3. _____

Office Use Only

Date received: _____ Tax ID # _____

Property taxes paid: YES / NO Utility charges paid: YES / NO Inspection release form: _____

Tree inspected by: _____ Date of inspection: _____

Results of inspection: _____

Approval date: _____ Approval letter sent: _____

Tree removal inspection date: _____ Removal inspected by: _____

Results of inspection: _____

50% cost share dispersed: _____

Signature of Village Administrator: _____