

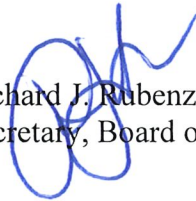
**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, OCTOBER 11, 2021 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, October 11, 2021 at 5:30 PM. Attending were Mayor Greg Hoffman, Vice-President Tom Hubbard, Director of Public Works Rick Rubenzer P.E. and Finance Manager Lynne Bauer. Alderperson Hayden Frey was absent.

1. **Motion** by Hubbard, seconded by Bauer to approve the minutes of the September 27, 2021 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board of Public Works considered the attached proposal from Dahlby Conservation Services LLC to provide comprehensive technical forestry services to aid in managing the City of Chippewa Falls Urban Forest. Director of Public Works Rubenzer noted that he had emailed a request for proposals to seven forestry management firms on September 24, 2021 and had only received the attached proposal. He highlighted the proposal items of planning a timber harvest operation consistent with DNR Silvicultural Handbook, that included marking the timber for harvest, bidding out the timber harvest, overseeing the timber contract and treatment of invasive species. Mr. Dahlby has estimated a market value no less than \$40,000 for the designated forests in the cities west well fields and wastewater farm in the Town of Wheaton. Director of Public Works Rubenzer noted that utility staff had reviewed and approved the proposal. Estimated charges for the proposal are \$20,030. All costs and income are for the Department of Public Utilities however Director of Public Works Rubenzer stated he may also solicit management of the non-utility owned city forests.
Motion by Hubbard, seconded by Rubenzer to recommend the Common Council accept the attached proposal from Dahlby Conservation Services LLC to provide comprehensive technical forestry services to aid in managing the City of Chippewa Falls Urban Forest. In addition, to authorize Mayor Hoffman to execute a corresponding agreement for the said services in the amount of \$20,030. **All present voting aye. MOTION CARRIED.**

3. **Motion** by Hubbard, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:37 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works


**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, SEPTEMBER 27, 2021 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, September 27, 2021 at 5:30 PM. Attending were Vice-President Tom Hubbard, Director of Public Works Rick Rubenzer P.E. and Finance Manager Lynne Bauer. Mayor Greg Hoffman and Alderperson Hayden Frey were absent.

1. **Motion** by Bauer, seconded by Rubenzer to approve the minutes of the September 13, 2021 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board of Public Works considered the attached State Municipal Maintenance Agreement for maintenance responsibilities in and around STH #124/Business #29 roundabout. Director of Public Works Rubenzer explained that this agreement formalized maintenance responsibilities for the STH #124/Business #29 roundabout and surrounding ponds and pedestrian underpass. He pointed out that as stated in 2(a)1 paragraph two, typically underpass lighting is the local jurisdictions responsibility, but in this case, WDOT will be responsible since the roundabout and underpass lighting controls are both in the same cabinet.
Motion by Rubenzer, seconded by Hubbard to recommend the Common Council approve the attached State Municipal Maintenance Agreement for maintenance responsibilities in and around STH #124/Business #29 roundabout and authorize Mayor Hoffman to execute the said agreement. **All present voting aye. MOTION CARRIED.**

3. **Motion** by Rubenzer, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:35 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works

Dahlby Conservation Services, LLC.

8233 162nd Street
Chippewa Falls, WI, 54729
Phone: (715) 456-6458
E-Mail: medahlby@gmail.com

October 6, 2021

Richard Rubenzer, PE (via Email)
City Engineer/Director of Public Works/Utilities Manager
rrubenzer@chippewafalls-wi.gov
715-726-2739

RE: Comprehensive technical forestry services to aid in managing the City of Chippewa Falls urban forest

Dear Mr. Rubenzer:

Please accept this letter as a proposal for the above described forestry project. Thank you for taking deliberate actions to complete important forest management practices on City land. We appreciate the opportunity to provide the following proposal.

- o Proposer's Name: Dahlby Conservation Services, LLC. (hereafter referred to as DCS)
- o Contact Person for RFP: Michael E. Dahlby
- o Business Address: 8233 162nd Street, Chippewa Falls, WI 54729
- o Business Phone: (715) 456-6458
- o Email Address: Medahlby@gmail.com

Work Program

DCS possesses expertise, familiarity and understanding of the elements and processes necessary for urban forest management – specifically the type of forest management required for this project.

Michael E. Dahlby holds a Cooperating Forester Agreement with the State of Wisconsin, Department of Natural Resources and a current Commercial Applicators License, Category 2.0 – Forestry, from the Wisconsin Department of Agriculture Trade and Consumer Protection.

Michael E. Dahlby worked for the Chippewa County Department of Land Conservation and Forest Management from April 2001 through October 2019. From December 2009 through October 2019, Mr. Dahlby served as the Chippewa County Forest Administrator and was responsible for all operations of the 34,000+ acre County Forest. While serving as County Forest Administrator, Mr. Dahlby collaborated with the City Parks, Recreation, and Forestry Department Director Dick Hebert to obtain funding to complete the Chippewa Falls Urban Tree Inventory and develop the Chippewa County Emerald Ash Borer Working Group.

DCS was incorporated in November 2019 to help public and private landowners achieve land use goals and environmental sustainability. Timber sale establishment and administration comprise a majority of the annual workload, however DCS has routinely provided non-commercial timber stand improvement and invasive species control throughout west-central and northwest Wisconsin.

Project Schedule

1. Consultation with Wisconsin Department of Natural Resources (DNR) Forester assigned to Chippewa County. *(To be completed no later than November 1, 2021.)*
2. Plan a timber harvest operation consistent with DNR Silvicultural Handbook. *(To be completed no later than November 8, 2021.)*

3. Mark a timber sale for harvest, conduct a 100 % tally of standing volume to be harvested, and coordinate a timber sale public bidding process consistent with all applicable provisions of the DNR Timber Sale Handbook and City of Chippewa Falls Procurement Process. *(To be completed no later than April 8, 2022.)*
4. Asssist the City with bid evaluation and selection of a logging contractor. *(To be completed no later than April 14, 2022.)*
5. Develop a timber sale contract using a template published by the DNR. *(To be completed no later than April 21, 2022.)*
6. Conduct project oversight and financial administration of the Timber Sale Contract. *(To be determined by Timber Sale Contract. It is anticipated that the project will yield the highest return to the City if logging contractors are allowed two summer harvest seasons to complete the project – Summer 2022 and Summer 2023.)*
7. Complete post sale reconnaissance of the stands subject to the timber harvest, consistent with reconnaissance procedures specified in the DNR Public Forest Lands Handbook and report findings on the DNR Form Stand Exam Data Sheet (Form 2400-026). *(To be completed within 30 days of harvest completion.)*
8. Identify and map the location of buckthorn, honeysuckle, and prickly ash, within the timber stands subject to timber harvest operations and complete a comprehensive treatment of said species that maximizes physical removal (any and all herbicide applications must be approved by the City Public Works Director). *(Identification and mapping to be completed by December 23, 2021; Invasive species treatment to be completed by October 1, 2022).*
9. All timber sale boundaries and invasive species location data must be provided to the City in a hard copy and electronically as a shapefile. *(To be completed no later than April 8, 2022)*

Examples of previous work projects that illustrate the firm's past performance and familiarity with the type of detailed forestry work sought under this RFP. A list of references for these projects should be provided.

Examples of work projects are summarized above under "Work Program". The following references would be available to provide their observations of our completed work and technical competency:

Dennis Hutchison, Forester-Division of Forestry Wisconsin Department of Natural Resources 117 S. Riverside Drive Cornell, WI 54732 Phone: 715-239-6355 Cell Phone: 715-382-6504 dennis.hutchison@wisconsin.gov	Ryan Peaslee, Forester – Division of Forestry Wisconsin Department of Natural Resources 117 S. Riverside Dr. Cornell, WI 54732 Cell Phone: (715) 697-6011 ryan.peaslee@wisconsin.gov
Sam Williams, Tax Law Forestry Specialist Wisconsin Department of Natural Resources PO Box 397 Cumberland, WI 54829 Phone: (715) 416-1836 Samuel.Williams@wisconsin.gov	Steve Thaler, Private Woodland Owner 310 S. Main Street Chippewa Falls, WI 5472 Cell Phone: (715) 697-6011 Steve16522000@yahoo.com

Statement indicating the professional and technical qualifications of key persons who will be assigned to the project and their responsibilities within the Project Description and Scope of Services.

Michael E. Dahlby will oversee all facets of the project. Key individuals *(DCS employees) who will also be assigned to the project include, but may not be limited to:

Not to exceed professional services fee (for each task)

DCS proposes to complete the work described in this proposal for a Lump Sum Fee of \$ 20,030. Payable as follows:

- A down-payment in the amount of 50% or \$10,058.00. Upon City authorization to proceed.
- Invoices will be provided to the City, by DCS at the completion of each project component as shown in Schedule A.

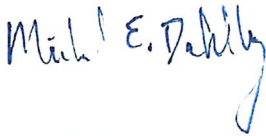
Proof of insurance (worker compensation, automobile and errors and omissions)

Current copy on file with City of Chippewa Falls relating to work for the Parks, Recreation, and Forestry Department. A separate Certificate of Insurance can be provided for this project upon request.

In the event it is helpful to you, it would be my rough estimation that the market value of the timber to be harvested will be no less than \$ 40,000. It is also important to note that the value of the residual trees will increase as the result of this management activity. Additionally, treatment of invasive species will result in greater regeneration of desirable native species, which will eliminate or substantially reduce the need for replanting after the red pine reaches it's life expectancy.

Thank you, again, for the opportunity to submit a proposal for this very worthwhile project. Please do not hesitate to contact me for any reason. It would be a pleasure to work with you and your Staff to complete the work described above.

Yours truly,

A handwritten signature in blue ink that reads "Michael E. Dahlby". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Michael E. Dahlby

Dahlby Conservation Services, LLC.

Owner

Schedule A. Listing of Project Component and Associated Cost

Project Component	Estimated Hours	50% Down payment	50% Invoiced upon Completion	Total Cost
DNR Consultation and Silvicultural Planning	4	\$ 120	\$ 120	\$ 240
Timber Marking Labor	110	\$ 3,300	\$ 3,300	\$ 6,600
Timber Marking Supplies	-	\$ 300	\$ 300	\$ 600
Volume Calculations	4	\$ 120	\$ 120	\$ 240
Prospectus Development	3	\$ 90	\$ 90	\$ 180
Preparation of Public Notice	1	\$ 30	\$ 30	\$ 60
Bid Opening & Summary	3	\$ 90	\$ 90	\$ 180
Contract Development	4	\$ 120	\$ 120	\$ 240
Timber Sale Oversight and Financial Administration	40	\$ 1,200	\$ 1,200	\$ 2,400
Invasive Species Reconnaissance and Mapping	12	\$ 360	\$ 360	\$ 720
Invasive Species Treatment - Labor	80	\$ 2,400	\$ 2,400	\$ 4,800
Invasive Species Treatment - Equipment	40	\$ 600	\$ 600	\$ 1200
Invasive Species Treatment - Supplies	-	\$ 375	\$ 375	\$ 750
Contingency	10% of subtotal	\$ 910	\$ 910	\$ 1820.00
Total	261	\$ 10,015	\$ 10,015	\$ 20,030.00