

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 259-13

AN ORDINANCE

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant for development of a GIS-based ash tree inventory and comprehensive Emerald Ash Borer (EAB) Readiness Plan; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant for development of a GIS-based ash tree inventory and comprehensive Emerald Ash Borer (EAB) Readiness Plan. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. The sum of \$10,000.00 is hereby appropriated from Account No. 110-4040-462.01-00 G-TRIM to Account No. 110-4040-532.49-90 G-TRIM.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2013.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 110-4040-462.01-00 G-TRIM to cover the above appropriation.

Director of Finance

**COOPERATIVE AGREEMENT
BETWEEN
THE MISSOURI DEPARTMENT OF CONSERVATION
(Hereinafter referred to as Department)
AND
City of Columbia
(Hereinafter referred to as Cooperator)**

NAME OF PROJECT: Tree Resource Improvement and Maintenance (*TRIM*) Grant

Project Number: 14.037

Project Description: Inventory, Other (EAB)

PARTIES AND CONTACTS:

Chad Herwald
City of Columbia
701 E Broadway St
Columbia, MO 65205
573-874-7201

Kristen Goodrich, Resource Forester
Missouri Department of Conservation
1907 Hillcrest
Columbia, MO 65201
573-882-8388

AGREEMENT DURATION

The period of this agreement is August 15, 2013 through June 1, 2014.

MEASURABLE OUTCOMES:

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 1, 2014. Said project shall be completed as described and specified in the application submitted for consideration of cost-share funding. The application is attached and incorporated herein.
2. Costs incurred before this agreement are ineligible for reimbursement.
3. All tree work must conform to the most current version of the American National Standards Institute *A300 Standards for Tree Care Operations*. Failure to do so may result in payment being withheld.
4. The Department shall be given appropriate credit in all publications, educational materials and in all media contacts related to this project. The statement "A portion of the funding for this project was made available through the Missouri Department of Conservation's Tree Resource Improvement and Maintenance (*TRIM*) program" is suggested.

REPORTING REQUIREMENTS:

1. The Cooperator shall contact the local forester noted above under **PARTIES AND CONTACTS** if any changes in the project arise. The local forester or their representative must approve all changes prior to implementation. Failure to do so may result in denial of payment of your *TRIM* project.
2. The Cooperator shall notify in writing the local forester by May 1, 2014 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 1, 2014 deadline be desired to complete the project, the Cooperator shall submit a request in writing outlining the extenuating circumstances necessitating such a variance. This written request must be received a minimum of two weeks prior to the May 1, 2014 deadline. Such requests must be sent to the Department of Conservation, Community Forestry Coordinator, P.O. Box 180 Jefferson City, Missouri 65102. Extensions can only be granted by the Community Forestry Coordinator. Requests made by email are not acceptable.
4. The Cooperator shall provide documentation of all costs associated with the approved project before payment will be made. This includes copies of all dated invoices for project costs, paid receipts, and a description with documentation of all donations, volunteer assistance, and in-kind costs.
5. The Cooperator shall provide documentation that all activities identified in the application's Publicity Plan are completed.
6. If for any reason, the Cooperator cannot complete the *TRIM* project during the time specified herein, immediate written notification to the Department is required. Providing timely notification will also ensure that no penalties will result for future project applications.

MONITORING REQUIREMENTS:

1. The Department's local forester or their representative shall monitor each project. Such monitoring shall include but not be limited to on-site visits, ongoing informal monitoring through phone calls, email, and desk review of financial information, progress, and performance reports. The Department shall conduct an onsite inspection of each project upon completion to assure compliance with program guidelines.
2. After project inspection and certification that the work fully meets the project specifications, the Department shall process payment. If the inspecting local forester finds the project does not meet specifications, payment will not be issued until specifications are met.
3. The Cooperator shall allow the Department access to all financial records and/or audited financial statements related to this agreement.

REQUIRED PROVISIONS

The Cooperator, City of Columbia, agrees to defend, indemnify and hold harmless from claim or suit the Department, the State of Missouri and its employees and agents from any claim or suit brought by any third party in connection with the activities to be performed or improvements to be installed under this agreement.

PAYMENT PROCESS:

Payment to the Cooperator will be the applicable percentage as noted on the *TRIM Cost Share Request Form* of the actual costs required to complete the *TRIM* project, but will not exceed the lesser of **\$10,000.00** or the total of the reimbursable costs required to complete the project. The remainder of cost is the responsibility of the Cooperator. All funds from the Department must be deposited in a timely manner.

OWNERSHIP

Any equipment purchased with funds under this agreement with a value greater than \$100.00 remains the property of the Department. The Department will make determination as to disposition of any property, equipment and unused supplies. The Cooperator shall provide to the Department a periodic inventory of all equipment with a value greater than \$100.00 purchased with funds from this contract.

APPROVED AND ACCEPTED**MISSOURI DEPARTMENT OF CONSERVATION**

BY: Lisa B. Allen

DATE: August 15, 2013

TITLE: STATE FORESTER

CITY OF COLUMBIA

BY: _____

DATE: _____

TITLE: _____

FEDERAL IDENTIFICATION NUMBER _____

See page 4

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

Federal Identification Number: 43-6000810

ATTEST:

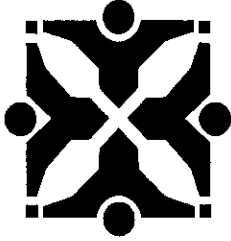
By: _____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. _____
to cover the above appropriation.

John Blattel, Director of Finance



Source: Community Development - BSD

Agenda Item No:

To: City Council
From: City Manager and Staff

Council Meeting Date: Sep 3, 2013

Re: Tree Resource Improvement and Maintenance (TRIM) Grant

EXECUTIVE SUMMARY:

Staff has prepared for Council consideration an ordinance authorizing the City Manager to execute a Cooperative Agreement with the Missouri Department of Conservation (MDC), and appropriate funds, for a TRIM grant.

DISCUSSION:

The City of Columbia applied for, and received, a TRIM grant from the MDC in the amount of \$10,000. The City's local match is \$3,500.

With the TRIM grant, the City plans to use a forestry consulting firm to develop a GIS based ash tree inventory and a comprehensive Emerald Ash Borer (EAB) Readiness Plan. The EAB is an invasive species of beetle which is highly destructive to ash trees in its introduced range. The collected data will include the tree number, species, diameter, condition rating, management needs, comments, dollar value, and risk rating of approximately 1,250 Ash trees. The EAB Readiness Plan will give important information regarding any preventative maintenance that is needed now and provide a strategy for handling the presence of the EAB into the future.

FISCAL IMPACT:

The City will be reimbursed up to \$10,000 from MDC. The local match is \$3,500 and is in the form of City Arborist labor, GIS base maps, and project promotion on the City Channel.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

Columbia protects and encourages the expression of its historic and natural character, uniting the community with sustainable, healthy planning and design, beautifying the streets and lives of its citizens.

SUGGESTED COUNCIL ACTIONS:

Approve the ordinance authorizing the City Manager to execute a Cooperative Agreement with MDC and appropriate funds for a TRIM grant.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$3,500.00	Duplicates/Epands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$10,000.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	Item #2
Operating/Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	



MISSOURI DEPARTMENT OF CONSERVATION

Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180
Telephone: (573) 751-4115 ▲ www.MissouriConservation.org

ROBERT L. ZIEHMER, Director

August 15, 2013

Chad Herwald
City of Columbia
701 E Broadway St
Columbia, MO 65205

Dear Chad:

Congratulations! Your application for the ***Tree Resource Improvement and Maintenance*** matching grant has been approved!

Enclosed you will find two copies of the Cooperative Agreement between the City of Columbia and the Missouri Department of Conservation. These agreements have been signed by State Forester Lisa Allen.

Please sign both copies (be sure to include your Federal I.D. Number), keep one for your files, **and return one copy by Friday, September 20, 2013:**

Nick Kuhn
Community Forestry Coordinator
PO Box 180
Jefferson City, MO 65102

Please do not begin implementation of your project until you have returned your signed contract to the above address. If you have any questions, contact me at (573) 522-4115 x 3306.

Sincerely,

A handwritten signature in black ink that reads "Nick Kuhn".

Nick Kuhn
Community Forestry Coordinator

NTK:smc
Enclosures

c: Kristen Goodrich, Resource Forester

COMMISSION

DON C. BEDELL
Sikeston

JAMES T. BLAIR, IV
St. Louis

DON R. JOHNSON
Festus

BECKY L. PLATTNER
Grand Pass



Corporate Headquarters

1500 North Mantua Street

P.O. Box 5193

Kent, OH 44240-5193

330•673•5685

Toll Free 1•800•828•8312

FAX: 330•673•0860

1101 Larail Drive

Columbia, Missouri 65203

573•673•7530

FAX: 330•673•0860

Project Pricing, Columbia, Missouri Tree Inventory

GIS-Based Ash Tree Inventory

Computerized inventory data collection of up to 1,250 existing ash trees along priority streets, for a cost of\$8,000

Tree inventory data will be delivered in i-Tree Streets, ESRI® shapefiles, Access™ and Excel™ spreadsheet.

Task Two: EAB Readiness Plan

EAB Readiness Plan

One printed color copy and an electronic version on CD-ROM, including executive summary, inventory data analysis, estimation of some economic and environmental benefits using i-Tree Streets, maintenance recommendations, planting recommendations, EAB strategies, and a five-year budget\$2,000

All prices are guaranteed 60 days from date of proposal. Prices are also dependent upon final methodology chosen by the City, availability, completeness and quality of maps and GIS information, and timing of fieldwork.

T.R.I.M. Estimated Project Cost Worksheet

City of Columbia
Applicant (community development) Contact person Chad Herwald
Address 701 E. Broadway Street
Phone 573-874-7201 County Boone
City/State Columbia, MO ZIP (9-digit ZIP required) 65205-6015
Project location public streets

Project Type (check all that apply):

☒ Inventory ☐ Removal ☐ Pruning ☐ Education ☐ Planting ☒ Other (EAB)

Provide costs only for items associated with your project.

A. Reimbursable Costs	Amount
1. Contract fee (tree management plan, material development, inventory)	<u>10,000</u>
2. Contracted labor (tree removals, pruning, planting, inventory)	<u></u>
3. Purchased materials for inventory or tree work	<u></u>
4. Equipment rental (inventory, planting or other tree work)	<u></u>
5. Education (training course fees, program materials)	<u></u>
6. Tree planting plan preparation fee	<u></u>
7. Trees for planting and delivery, less any discount	<u></u>
8. Purchased materials for planting (stakes, mulch)	<u></u>
SUBTOTAL	\$ <u>10,000</u>

B. Non-reimbursable Costs	Amount
1. Administrative costs (tree care, education, inventory)	<u>1,000</u>
2. Paid employee labor (tree care, education, inventory)	<u>2,500</u>
3. Donated labor (tree work, planting or inventory (at \$10/hr))	<u></u>
4. Donated equipment costs	<u></u>
5. In-kind equipment	<u></u>
6. Donated materials (stakes, mulch, etc.)	<u></u>
7. Discount or credit for trees or tree planting	<u></u>
8. Other	<u></u>
SUBTOTAL	\$ <u>3,500</u>

C. Total Estimated Project Costs

(Add above and round to nearest dollar.)

\$ 13,500

Transfer total to back side of form

Please complete Cost-share Request Form on reverse side.

T.R.I.M. Cost-share Request Form

City of Columbia (community
Applicant development) Contact person Chad Herwald
Project location public streets

C. Total Estimated Project Costs

\$ 13,500
Amount from front side of form

D. MDC Cost-share Computation

Missouri Department of Conservation's Cost Share \$ 8,100
(60% X Total estimated project cost)

Tree City USA Bonus \$ 2,025
(15% X Total estimated project cost)

NOTE: To qualify for bonus, project must be located in a community that is currently
certified as a Tree City USA.

Missouri Arbor Award of Excellence Bonus \$ 0
(5% X Total estimated project cost)

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award.

SUBTOTAL
Add all amounts in D (above): \$ 10,125

SUBTOTAL REIMBURSABLE COSTS
Enter the SUBTOTAL from A on front side: \$ 10,000

TOTAL MDC COST SHARE \$ 10,000
Enter the smaller of the above two lines. Total MDC Cost Share
cannot exceed Reimbursable Costs. Maximum available is \$10,000
unless specifically authorized.

E. Local Cost-share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ 3,500

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only
for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees
subject to this contract will be pruned in accordance with American National Standard Institute A300 *Standard
Practices for Wood Plant Maintenance* specifications and that trees will be planted in accordance with the enclosed
"How to Plant a Tree."

Chad Herwald, City Arborist

Name and Title of Representative

5/31/13

Signature of Representative Date

Signature of Missouri Department of Conservation Forester Date

Revised March 2012

T.R.I.M. II GRANT APPLICATION NARRATIVE

Columbia, MO Ash Tree Inventory

Final Product: The City of Columbia plans to use an experienced urban forestry consulting firm to conduct a complete comprehensive GIS-based ash tree inventory of priority streets and create a comprehensive EAB Readiness Plan. The city estimates that there are approximately 1,250 ash street trees that will be inventoried within the scope of this project.

The City also plans to have the hired consultant to write a comprehensive EAB Readiness Plan. The plan will detail the current condition of the urban forest and give important information regarding the preventative maintenance that is needed. Furthermore, the management plan will give the City an EAB strategy. Columbia is committed to providing a comprehensive solution to managing EAB and the Plan will be a crucial initial step in that process.

In addition to the tree inventory, a training session will be conducted to help further educate the city staff on the results of the inventory and tree risk assessment. The ash tree inventory project is critical as the information collected will assist the City of Columbia's staff in its ability to efficiently locate existing trees and vacant planting sites, prioritize tree maintenance tasks, and identify, assess, and correct storm damaged trees.

Benefit to Current Program: The City of Columbia takes great pride in its urban forest, open spaces, and other natural resources. Columbia has maintained their Tree City USA status for over 16 years and received numerous growth awards! The public street and park trees are a vital asset to the community and are important to the livability and success of the city.

The City's plans to thoroughly inventory the trees and obtain an EAB Readiness Plan are proof of a sincere effort to create and support a long-term and sustainable urban forest management program. This project will allow the City to enhance and protect its public forest resources, maximize the tangible benefits of trees in an urban environment, and provide a higher quality of life for employees, business owners, residents, visitors, and the community at-large. This project is critically important to the City of Columbia and the goals of the project may not be realized without state and federal assistance.

The City completed an initial inventory in 2011 and we have done a great job at working off of and maintaining that inventory. This project will include an update to the remaining ash street tree inventory.

Participants: The City Arborist, Chad Herwald, within the Public Works Department will perform the project oversight on behalf of the city. Mr. Herwald has had experience overseeing Columbia's previous tree inventory projects in the past. For the field inventory portion of the project, the City's intent is to hire a highly-qualified arboricultural contractor to perform the inventory. The contractor will have *Certified*

Arborists as site managers and field staff, and the contractor's project manager will have the additional accreditation of *Municipal Specialist*.

Facilities and Equipment: The most efficient and accurate method for mapping tree locations is to utilize GPS technology, map data on a handheld computer, and the arborist's field judgment. A Pen-Tablet computer is loaded with ArcPad® and connected to a GPS unit, enabling seamless functionality between the GIS base map data, GPS location technology, and the consultant's tree collection program.

Timetable: Upon award of the grant, the city will meet with the consultant to finalize tree attribute fields and deliverables. Approximately two months will be required for data collection, data analysis, and installation of the tree inventory software. A detailed timeframe is described below:

Week 1	After grant awarded the city will meet with the consultant to create a work specification document and sign the official contract.
Week 2	Initial press release to local newspapers, television stations, and city's web site as to purpose and scope of inventory project.
Week 2-3	Load GIS layers onto pen-tablet computers and schedule start of data collection.
Weeks 3-8	Data collection (consultant)
Week 8	Writing of EAB Readiness Plan (consultant)
Week 9	Prepare public TV presentation on EAB and the Readiness Plan.
Week 10	Another press release will be prepared by Public Works Department staff and sent to local media acknowledging the MDC, discussing the findings, and the scope of the inventory project.

Administration Contact:

Chad Herwald
City of Columbia
701 E. Broadway St. 3 rd Floor
Columbia, MO 65205
573-874-7201
cmherwal@gocolumbiamo.com

Publicity/Education: At least two press releases will be made via local media and the city's web site. This will enable the residents of Columbia, as well as neighboring communities, to become aware of the results of the inventory and the city's pro-active management plan.

Steps to Complete:

- Determine need and scope of ash street tree inventory project (**completed**)
- Meet with possible consultants to complete inventory (**completed**)
- Apply for grant assistance with funding (**pending**)
- After award of grant, meet with selected consultant to finalize work specifications and schedule project.
- Consultant will inventory 100% of all priority public streets. It is estimated that at least 1,250 sites will be inventoried utilizing *Certified Arborists*, aerial photographs, GPS / GIS technologies, and pen-tablet computers. Data fields collected will include species, location (x and y coordinates as well as house address), diameter, condition, maintenance recommendations, priority rating, valuation, hazard rating, hardscape damage, overhead utilities, growspace, etc.
- Writing of EAB Readiness Plan
- Presentation of inventory results to city and training for updating the inventory.

Maps: The attached maps shows the location of Columbia in Boone County.

Budget Information:**Costs**

Consultant Fee (inventory)	\$10,000
Project promotion with TV segment	\$1,500
Creating base maps	\$1,000
Administrative and staff support (labor)	\$1,000
Total Project Cost	\$13,500

Anticipated Grant Support

MDC Cost share (75% with \$10,000 max)	\$10,000
Total	\$10,000

Local Contribution (In-kind)

Project promotion with TV segment	\$1,500
Creating base maps	\$1,000
Administrative and staff support (labor)	\$1,000
Total Match	\$3,500

Conclusion: With the support of the State of Missouri, Department of Conservation's T.R.I.M. Grant, the City of Columbia, its businesses, residents, and community support groups, will have:

- A comprehensive tree care program for the entire city based on professional and scientific arboricultural assessments and recommendations.
- A 100% inventory and map of all of the ash trees on priority public streets
- A comprehensive EAB Readiness Plan
- A stronger basis and more resources for promoting urban forestry goals, tree preservation, and urban forestry education.

City of Columbia, MO:



City of Columbia, MO – City Boundaries:

