



**NEWPORT**  
KENTUCKY

**NEWPORT TREE BOARD  
REGULAR MEETING  
March 18, 2025 @ 4:00 P.M.**

Newport Municipal Building, 998 Monmouth Street, 1<sup>st</sup> Floor Multi-Purpose Room

*The public can access the meeting through the live stream on  
Facebook.com/CityofNewportKY or YouTube/CityofNewportKY*

**AGENDA**

**Call to Order:**

**Approval of minutes from October 8, 2024**

**Public Hearing:**

**NTB-25-01**

The applicant requests that various trees be removed throughout the city and the risk management and maintenance plans be reviewed.

Request by: City of Newport

**NTB-25-02**

The applicant requests a tree removal and replacement at 708 Washington Avenue, Newport, KY 41071.

Requested by: Mark Gruber & James Englert

**NTB-25-03**

The applicant requests a tree removal and replacement at the corner of Fourth & Monmouth Street.

Requested by: Bobby Woolwine

**Adjournment:**

## REMOVALS

PRIORITY	Date Added to List	From	Address	Issue	Action taken / Notes	Status
med-high	7/30/2024	safety Inspections	503 brighton, park space construction	scarlet oak with significant trunk and basal decay, potential impacts from	signed 7/31, suggested removal in next two weeks	Not Yet Complete
Med-high	6/6/2024	Cassandra	237 e 5th, on Washington	Dying ash, schedule A removal, 3 total	signed 12/18	Not Yet Complete
Med-high	6/6/2024	Cassandra	511 Monmouth, on 5th	Dying ash, schedule A removal	signed 12/18	Not Yet Complete
Med-high	8/26/2024	Cassandra	621 Overton	Noted in level 2 inspection, also reported by HO: honeylocust with rotting root (large trunk bodies)	signed 12/18	Not Yet Complete
Med-high	8/26/2024	Cassandra	625 mable	red maple, basal trunk rot	signed 12/19	Not Yet Complete
Med	7/30/2024	Silver maple safety Inspections	91 Main	mostly dead silver maple but small	signed 12/18	Not Yet Complete
Med	July 2024	Silver maple safety Inspections	703 Madie	silver maple with trunk rot and codominant stems with included bark	signed 12/18	Not Yet Complete
Med	July 2024	Silver maple safety Inspections	714 e 7th	silver maple with included bark and decay, not enough stability tree left	signed 12/18	Not Yet Complete
Med	July 2024	Silver maple safety Inspections	522 Overton	silver maple with included bark and decay of codominant stems	signed 12/18	Not Yet Complete
Med	July 2024	Silver maple safety Inspections	307 Overton	silver maple with decay on base and trunk, between stems	signed 12/18	Not Yet Complete
Med	11/26/2024	Sandra (fallowing branch fall) 928 Washington ave	721 York	topped canopy now. Customer says this was reported to city multiple times in last two years, but it never made it to LCW for review. Branch failure from included bark/branch attachment. Whole thing is biologically water stressed.	signed 12/18	Not Yet Complete
Med	6/6/2024	Cassandra	1121 central	Dying ash, schedule A removal	not yet signed, suggested remove no later than fall	Not Yet Complete
Med	12/10/2024	Cassandra	611 York	dying ash, schedule A removal	not yet signed, come in via public	Not Yet Complete
low	6/6/2024	Cassandra	park? area by 5th street	dying ash	maybe neighborhood association? Let me know when here so I can provide additional location info	Not Yet Complete
Low	6/25/2024	Fromme/East Row Garden Club	mansion hill park	Remove 2 catalpa pears in garden	approved with replacement of canopy trees. Requires at least 1 week signing. Hoping by fall for replanting. Are these already removed?	Not Yet Complete
Low	8/11/2023	Cassandra	600 Washington	small dead sapling needing removed, already signed		Not Yet Complete
low	6/4/2024	Cassandra	Clark park	dead sapling		Not Yet Complete
low	6/4/2024	Cassandra	233 e 4th on Washington	dead sapling		Not Yet Complete
low	6/4/2024	Cassandra	brighton and 6th	dead sapling		Not Yet Complete
low	6/4/2024	Cassandra	902 park	dead sapling		Not Yet Complete
low	6/4/2024	Cassandra	205 w 10	dead sapling		Not Yet Complete
low	6/4/2024	Cassandra	1007 Columbia	dead sapling		Not Yet Complete
low	9/17/2024	Cassandra	Bourbon house pizza	dead sapling		Not Yet Complete

# STREET TREE

## PROACTIVE PRUNING / MAINTENANCE

### CITY OF NEWPORT, KY

#### I. Scope of Work

The City has instituted a cyclical proactive tree care program for its street trees. Ten management zones have been created and each zone will be proactively pruned to remove diseased/damaged wood, limbed up for vehicle clearance, and structurally pruned for future solid tree health. Proactive pruning has not been done to-date, so much of the structural pruning will be corrective in nature. **Zones 7 is up for pruning next and include a total of 181 trees that require proactive pruning, as shown in the map below.** These trees are made up of all street and park trees over 5" DBH in this one geographic area/zone. This zone is bordered by Linden on the east side, the Ohio alley to the North, Overton on the West side, and stops at including 7th on the South.

##### Zone 7

- 4-11" DBH: 46 trees
- 12-17" DBH: 63 trees
- 18-23" DBH: 42 trees
- 24-30" DBH: 20 trees
- 31-37" DBH: 10 trees

A larger version of this map can be found in Appendix A and an interactive version at this link



<https://pq-cloud.com/UrbanCanopyWorks/?scenario=Newport-pruning-2023>. A full list of each tree, including species and DBH can be found in Appendix B.

The successful contractor shall provide all labor, supervision, equipment, services, and expertise necessary to perform proactive urban forestry tree care in the City of Newport as specified herein.

As this work can be of a potentially dangerous nature, and requires special expertise, it is to be performed by a contractor that derives a majority of its annual income from arboricultural work and whose employees are highly trained and skilled in all phases of tree service work. Contractor must have been in business for **at least five years** and employ an experienced I.S.A. Certified Arborist who is on each job site at all times. The City will require proof of Contractor's involvement in tree service work.

The City will provide an inventory map of the area/trees to be pruned. The contractor has the sole responsibility to:

- A. Reserve work space along streets (reusable No Parking signs will be provided and must be posted 24 hrs in advance of any work).
- B. Prune designated trees.
- C. Remove excess material and clean up the site.
- D. Keep work site safe at all times.
- E. Guarantee that all specifications are met.
- F. Any additional work incidental to above.

## II. Definitions

A. Reference: Reference to any other specifications or standards means the latest revision in effect on the date of invitation to bid. This set of specifications governs when disagreement with a reference specification occurs.

B. Specified: Means specified in the invitation to bid.

C. ANSI Z-133: American Standard of Tree Worker Safety.

D. ANSI A300: Standard Practices for Trees, Shrubs, and Other Woody Plant Maintenance

E. City Administrator: The City's representative that will administer the technical aspects of this tree pruning and removal contract. The City administrator for this contract is: Cassandra Homan, City Arborist for Newport.

F. Contractor: A company that earns the majority of its annual revenue from pruning and maintaining trees. Contractor must employ an experienced I.S.A. Certified Arborist who is on each job site at all times.

## III. Work Procedures / Specifications

**A. Equipment:** All bidders must have in their possession or available to them by formal agreement at the time of bidding: trucks, devices, chippers, hand tools, aerial and other equipment and supplies which are necessary to perform the work as outlined in these specifications. The City may inspect such equipment or agreements prior to the awarding of a contract.

**B. Tree Location / Markings:** Work is limited to trees located on public rights-of-way and City-owned property. All work under this contract shall be assigned by supplying the Contractor with a map of the trees.

**C. Pruning Work Specified.** All trees on the map are to be pruned with the following three goals. **All tree work must conform to the latest revision of ANSI A300 standards.** Contractor will also conform to City pruning standards further defining the ANSI A-300 specifications.

1. **Clearance.** All large established trees pruned to maintain a
  - a. 14' (foot) clearance over the streets and alleys,
  - b. 6'-8' (foot) clearance over sidewalks,
  - c. 5-6' (foot) clearance over lawns and parkways
  - d. 5' (foot) clearance away from adjacent homes and other structures, and an
  - e. adequate clearance for street lighting, traffic visibility, traffic lights, traffic signs, other public installations.
2. **Removal of Dead or Damaged Limbs.** Prune out all dead and dying limbs over 2", and weakly attached branches.
3. **Structural Pruning** in most cases will be corrective in nature. Contractor will prune to maintain or develop a strong central leader (in excurrent trees), and should prune to encourage strong branch unions for longevity. Clumps of water sprouts may be either thinned or removed, depending on the tree structure and the need for new foliage growth because of previous damage.

**NOTE:** A live crown ratio of at least 50% on each tree must remain after pruning. Clearance pruning should provide enough clearance during the following growing season. Smaller trees should also be pruned to provide as much street and sidewalk clearance as possible without adversely affecting the vitality of the tree.

Other notes on Pruning Specifications:

- The City reserves the right to change, add, or delete areas or quantities to be pruned or removed as it deems to be in its best interest.
- No more than 1/4 of a branch's foliar surface should be removed.
- Stripping of branches (lion's tailing) is not permitted.
- All branches too large to support with one hand shall be precut to avoid splitting or tearing of the bark.
- Where necessary, ropes or other equipment should be used to lower large branches or stubs to the ground.

- If, while pruning a tree, a problem which suggests that the tree should be removed is discovered, Contractor notifies City of the problem and waits for City decision before resuming work on that tree.

**D. Timing.** Pruning and removal operations will commence no later than thirty (30) days after the contract has been awarded. The Contractor will be responsible for notifying the appropriate utility authority before working with trees growing in the utility wires. Contractor will be responsible for any damage to utilities or private property nearby during the removal or pruning process.

**E. Public Relations:** Anyone asking a question or making a complaint that Contractor cannot answer is referred to City at **859-292-3686**. Contractor should make no statements about why specific trees are being pruned, no statements or comments questioning the judgment of the City, and no statements about City activities, policies and procedures including, but not limited to, replacement tree planting and stump grinding. Contractor immediately refers persons making such inquiries directly to the City.

**F. Supervision:** Contractor will consult with the City concerning details of scheduling of all work. As *structural pruning is a central part of this work, contractor must have competent certified arborist with experience in corrective structural pruning on-site and in-charge at all times.* They will serve as the contact to whom the City may issue directives and who shall accept and act upon such directives, and who reads, speaks, and writes English competently. Failure for the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of contract unless such directives would create potential personal injury of safety hazards. *The City requires the Arborist's certification number in this bid.*

**G. Inspections:** The City is to be contacted (via phone or email) before 8:30 a.m. on morning of each working day and told the exact location of that day's work. The City will inspect work at its discretion throughout the project, and will provide a final inspection. Immediate correction of any work not done to industry standards as noted by the City will be communicated to the contractor and will be performed by the contractor at no additional expense to the City.

**H. Tree Damage:** Climbing irons, spurs, or spikes are not used on trees unless it is slated for removal. Any tree damage caused by the contractor is repaired immediately at no additional expense to the satisfaction of the City Administrator. Trees damaged beyond repair by the contractor, as judged by the City, shall be removed and replaced at no expense to the City. Replacement shall be of a tree of size and species designated by the City. If no replacement is made, the dollar value of such damaged trees, as determined by the City, will be deducted from the monies owed the Contractor.

**I. Traffic Control and Work Site Access:** Management of traffic and access to workspace is the sole responsibility of Contractor and is coordinated with the proper department of the City of Newport. Reusable no-parking signs will be supplied to the contractor and must be posted in work areas 24 hours before work is to begin.

The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, and personnel needed to give safety, protection, and warning to persons and vehicular traffic within the area.

Blocking of public streets shall not be permitted unless prior arrangements have been made with the City and is coordinated with the appropriate departments. Traffic control is the responsibility of the Contractor and shall be accomplished in conformance with State, County, and Local highway construction codes.

**J. Utility Agencies:** Any utilities that will be impacted by this work should be contacted by Contractor any time assistance is needed to work safely around overhead or underground installations. The City can provide a list of principal contacts and telephone numbers for public and private utility organizations.

The Contractor shall protect all utilities from damage, shall immediately contact the appropriate utility if damage should occur, and shall be responsible for all claims for damage due to his operations. The Contractor shall make arrangements with the utility for removal of all necessary limbs and branches that may conflict with or create a personal injury hazard in conducting the operations of this contract. If the Contractor has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the Contractor in waiting for the utility to complete its work will not be the responsibility of the Contractor.

**K. Safety:** Work conforms to the latest revision of American National Standards Institute Standard Z-133.1 (Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and for Cutting Brush). At the time a contract is entered into, the Contractor shall certify in writing to the City that all Contractor's employees working on this job are either 'Qualified Line Clearance Tree Trimmers' or 'Qualified Line Clearance Tree Trimmer Trainees', as defined in the above ANSI Z-133.1 Standards.

The work area shall be kept safe at all times until the clean-up operation is completed. Under no condition shall the accumulation of brush, branches, logs, or other debris be allowed upon a public property in such a manner as to result in a public hazard.

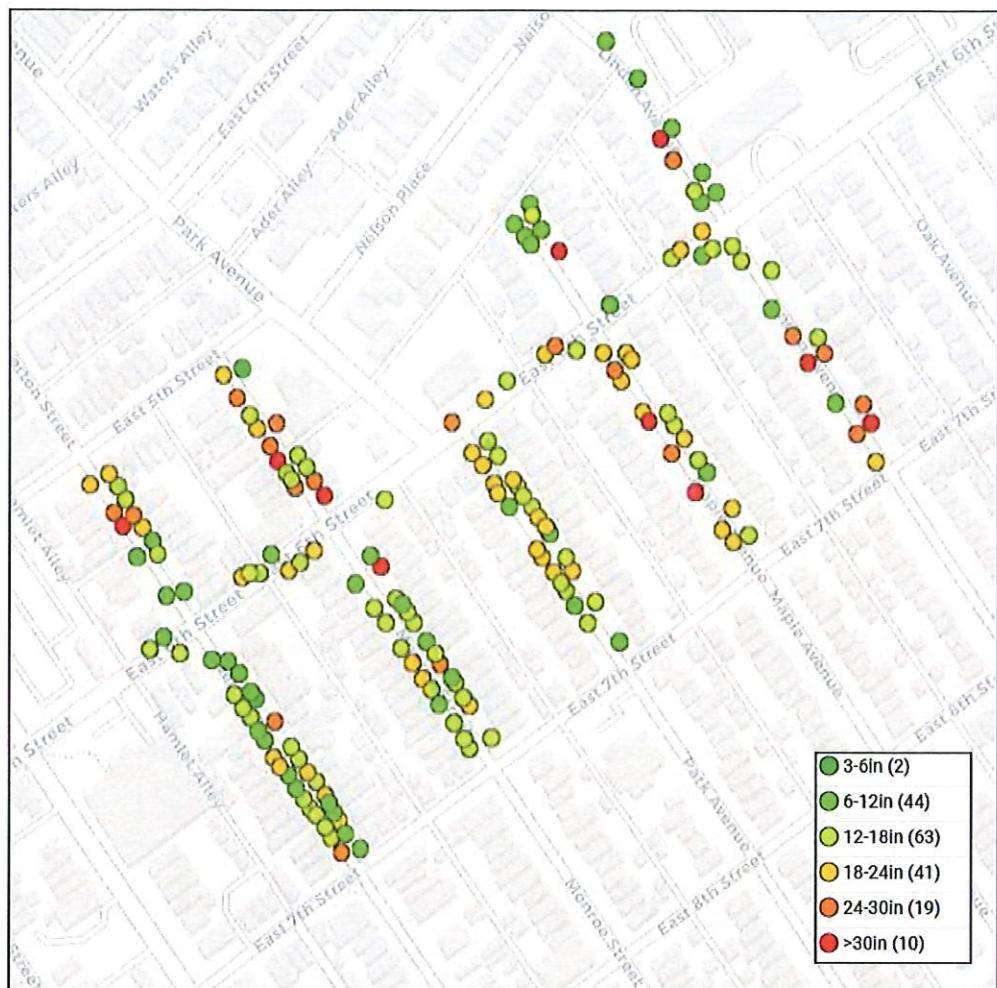
**L. Clean Up:** Clean-up procedures shall be completed within two hours after debris have been placed around the site of each tree requiring pruning or removal. The work site must be left equal to or cleaner than pre-work conditions. Tree parts dropped or lowered from trees shall be kept off private property. It shall be the responsibility of the Contractor to remove and dispose in a proper and acceptable manner all logs, brush, and debris resulting from the tree maintenance operations.

**M. Damages:** Any damages done by the Contractor to any person or property, public or private, are the total responsibility of the Contractor and are repaired or compensated for by the Contractor to the satisfaction of both injured party and the City at no cost to the City.

## Appendix A: Tree Map

An interactive map can also be viewed at

<https://pg-cloud.com/UrbanCanopyWorks/?scenario=Newport-pruning-2023>.



○

#### Appendix B: Tree List

Management Zone 7 - Paste in when I have confirmation from Ray

Tree ID	Address #	Address	Street	Common Name	Condition	DBH	Overhead Powerlines

## Annual Process for Urban Forestry Risk Management Newport, KY

### **Annual Plan**

- Once a year - after leaf out in spring, drive the entire city to ID any issues (Level 1 windshield inspection). Additional tree safety issues addressed at this time:
  - Ash trees - we are in the process of removing these every year as they decline from emerald ash borer. No healthy ash trees will be removed.
  - Silver maples - No longer recommended as a street tree due to unstable structure and general weak-woodedness, we've been keeping a close eye on these following the failure of several large trees over the past few years.
- City has been set up in 10 management zones. Every year, one zone is re-inventoried. Work to address any issues and proactively prune is completed by contractors later that fiscal year. This is wholly dependent on funding. Any imminent risks that emerge during his re-inventory process are addressed within a few days of finding.
- Respond to requests or concerns by citizens as they come in.
- All work in that year's zone and HO requests are all documented in TreePlotter software. All based on the resources available provided by the City.

### **Our Management Policy Guidelines**

- We will not remove a healthy tree without significant reason.
- We aren't proactively taking down Pears or large trees under utility lines, but we will not spend significant funds to preserve them either.
- Nuisance (callery pear, fruiting ginkgo or sweetgum) trees may be allowable for removal only with agreement to replace in kind (*no longer relevant due to Tree Board*)



## CITY OF NEWPORT TREE REMOVAL APPLICATION

\*Indicates Required Field

### Applicant Information

\*Applicant Name: MARY GRUBER, JAMES ENGLERT  
\*Applicant Address: 708 WASHINGTON AVE  
\*Applicant City, State, Zip: NEWPORT KY 41071  
\*Applicant Phone Number: \_\_\_\_\_  
\*Applicant Email: \_\_\_\_\_

### Property Information

\*Owner of Property  
(if different from applicant): SAME  
\*Property Address \_\_\_\_\_  
\*Property City, State, ZIP: \_\_\_\_\_  
\*Type of Property: Residential  Commercial

### Tree Information

\* Tree location: Public ROW  Private Property   
\*Tree Location on Property: SIDEWALK TREE NEXT TO STREET  
\* Tree Species (if known): HAWTHORN \*Tree Size & Height: 10+ FEET HIGH, 8+ FT WIDE  
\*Reason for Removal: THORNS, DOESN'T THRIVE, RUST CONDITIONS  
  ↳ DANGERS TO people, BRANCHES STICKING OUT AND BATTERED  
Removal and Replacement Plan: BY SUV, + TRUCK  
\*Will the tree be replaced: Yes  No  Replacement Species: REDBUD OR DOGWOOD  
  SMALL TREE B/C UTILITY LINE  
Location of Replacement Tree: SAME place where HAWTHORN WAS

Attach any supporting documents (Arborist's recommendations, development/landscaping plan, etc.)

\*Signature James Englert



## CITY OF NEWPORT TREE REMOVAL APPLICATION

\*Indicates Required Field

### **Applicant Information**

\*Applicant Name: Bobby Woolwine  
\*Applicant Address: 401 Monmouth St.  
\*Applicant City, State, Zip: Newport, KY 41071  
\*Applicant Phone Number: 502-261-1234  
\*Applicant Email: bobby.woolwine@newportky.org

### **Property Information**

\*Owner of Property  
(if different from applicant):    
\*Property Address    
\*Property City, State, ZIP:    
\*Type of Property: Residential  Commercial

### **Tree Information**

\* Tree location: Public ROW  Private Property   
\*Tree Location on Property: Corner of Fourth Street & Monmouth  
\* Tree Species (if known): female ginkgo \*Tree Size & Height: ~30 feet  
\*Reason for Removal: It produces a fruit that is a slipping hazard when wet.

### **Removal and Replacement Plan:**

\*Will the tree be replaced: Yes  No  Replacement Species:  

Location of Replacement Tree:  

**Attach any supporting documents** (Arborist's recommendations, development/landscaping plan, etc.)

\*Signature Bobby Woolwin