

**MEETING AGENDA
ENVIRONMENTAL ADVISORY COMMISSION
May 22, 2017
6:00 PM**

North St. Paul City Hall – Sandberg Room
2400 Margaret Street



- I. CALL TO ORDER**
- II. ROLL CALL**
 - Simba Blood
 - Shawn Adams
 - Felicia Tolbert-Ireland
 - Glen Olson, Vice Chair
 - Sue Springborn, Chair
- III. ADOPT AGENDA**
- IV. APPROVAL OF MINUTES**
 - A. Approval of the April 24, 2017 regular meeting minutes.
- V. MEETING OPEN TO THE PUBLIC**

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.
- VI. PUBLIC HEARINGS**
- VII. PRESENTATION**
- VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**
 - A. **Review/Discussion/Possible Action:** Forestry Update
 - B. **Review/Discussion/Possible Action:** Environmental Newsletter Articles
 - C. **Review/Discussion/Possible Action:** Highway 36 Landscaping
- IX. REPORTS FROM STAFF**
 - A. **Review/Discussion:** Opening on the EAC
 - B. **Review/Discussion:** Recycling Survey Update
- X. REPORTS FROM COMMISSIONERS**
 - A. **Review/Discussion:** Comprehensive Planning Taskforce Update
 - B. **Review/Discussion:** Historical Society Plant Sale
- XI. ADJOURNMENT**

Next Meeting: June 21, 2017 City Hall - Sandberg Room

MEETING MINUTES
ENVIRONMENTAL ADVISORY COMMISSION
April 24, 2017
6:00 PM

North St. Paul – City Hall/Sandberg Room
2400 Margaret Street



I. CALL TO ORDER

Chair Sue Springborn called the meeting to order at 6:06 p.m.

II. ROLL CALL

Present: Sue Springborn, Chair
Glen Olson, Vice Chair. Via telephone
Simba Blood
Felicia Tolbert-Ireland
Jan Walczak, Council Liaison

Staff: Keith Stachowski, Public Works
Debra Gustafson, Strategic Operations Director

III. ADOPT AGENDA

The agenda was adopted with the addition of Comprehensive Plan Steering Committee Update.

IV. APPROVAL OF MINUTES

A. On motion by Commissioner Blood, seconded by Vice Chair Olson with all present voting aye, motion carried to approve the March 27, 2017 meeting minutes.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARINGS-

VII. PRESENTATIONS

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. **Review/Discussion/Possible Action:** Highway 36 Landscaping. Gustafson stated that Todd Carroll from MNDot attended the March EAC meeting, at that meeting he stated that the NSP MNDOT project work has been completed. Mr. Carroll presented the option for the City to apply for the MNDOT Landscape Partnership Program. The program is a reimbursement program that would provide the City with up to \$10,000 each year to plant within the highway 36 corridor. Since the program would require staff to plant and maintain, the EAC asked Gustafson to talk with the Public Works Director to see if he is on board prior to moving forward with applying and presenting a program resolution to City Council. Gustafson stated she would talk with the Public Works Director and would put the item on the May agenda.

- B. **Review/Discussion/Possible Action:** Environmental Newsletter Articles. Gustafson stated that the City is planning to send out an Environmental Newsletter in August and asked the Commission for article ideas. Listed below are the suggested article ideas and the staff / commissioner responsible for the article. All articles need to be completed by June 30th.

<u>Article</u>	<u>Coordinating</u>
Fix It Clinic	Debra
Pollinators	Debra contacted the masters Gardener regarding an article
Organic Compost	Debra contacted the county regarding an article
Adopt A Drain	Simba
Pruning & Watering	Glen
Leaf Management & Fall Yard Care	Glen
Recycling Survey Results	Debra, if results are ready time of newsletter
Pumpkin Drop	Debra
Electric Rebates	Debra will work with the Electric Director on Article
Clean Energy	Debra will work with the Electric Director on Article

- C. **Review/Discussion/Possible Action:** Score Grant – High School Recycling. Liaisons Gustafson and Stachowski shared with the Commission that they meet with Joel Anderson from Ramsey County to discuss strategies regarding ways the EAC could assist the High School with recycling. Mr. Anderson suggested having the EAC go on a tour of White Bear Lake High School to see what they did to improve their recycling levels, staff also included in the EAC’s packet White Bear Lake’s final report for the Ramsey County Public Entity Innovation Grant they received. The consensus of the EAC was to hold off going on a tour of White Bear Lake. Council Liaison, Walczak suggested having the City Manager talk to MN Senator Chuck Wiger regarding being involved since the recycling law is state mandated.
- D. **Review/Discussion/Possible Action:** Teleconferencing. Gustafson shared statutory provisions regarding teleconferencing at public meetings that she had received from the City Attorney. Based on the provision, the Commission agreed that teleconferencing attendance shall be reserved for emergency situations.

IX. REPORTS FROM STAFF

- A. **Review/Discussion: Review/Discussion:** Comprehensive Planning Workshop: Meeting Moved from April 4th to May 2nd. Gustafson reminded the Commission of the meeting date change and provided meeting details.
- B. **Review/Discussion:** Opening on the EAC. Gustafson stated the opening on the Commission will be advertised in an upcoming newsletter and on Social Meeting. She stated she will also inform the Citizens Academy Participants at their last meeting. Walczak asked staff to have it listed on the Channel 16 crawl.
- C. **Review/Discussion:** Tree Give Away. The overall EAC consensus of the event was that it went great. Suggestions for next year, maybe smaller trees, no maples next year and maybe include information regarding the participants’ responsibility and somehow share information that even though they are free to the recipient they are not “free” trees.

D. **Review/Discussion:** Historical Society Plant Sale: Chair Springborn stated the Plant sale will take place on May 13th from 10-2pm. Commissioner Tolbert-Ireland offered to attend with EAC PR materials from 10a-12p.

X. REPORTS FROM COMMISSIONERS

A. **Review/Discussion:** Comprehensive Plan Steering Committee Update.
Commissioner Olson provided a brief overview of his last Comprehensive Plan Steering Committee meetings.

XI. ADJOURNMENT

On motion by Commissioner Blood, seconded by Vice Chair Olson, with all present voting aye, motion carried to adjourn the meeting at 7:18 p.m.

Next Meeting: The next regularly scheduled meeting May 22, 2017



VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. FORESTRY UPDATE

ACTIONS TO BE CONSIDERED

Forestry Update

FACTS

City Forester, Josh Bond is planning to attend the meeting to provide the Commission with a status of City forestry operations.

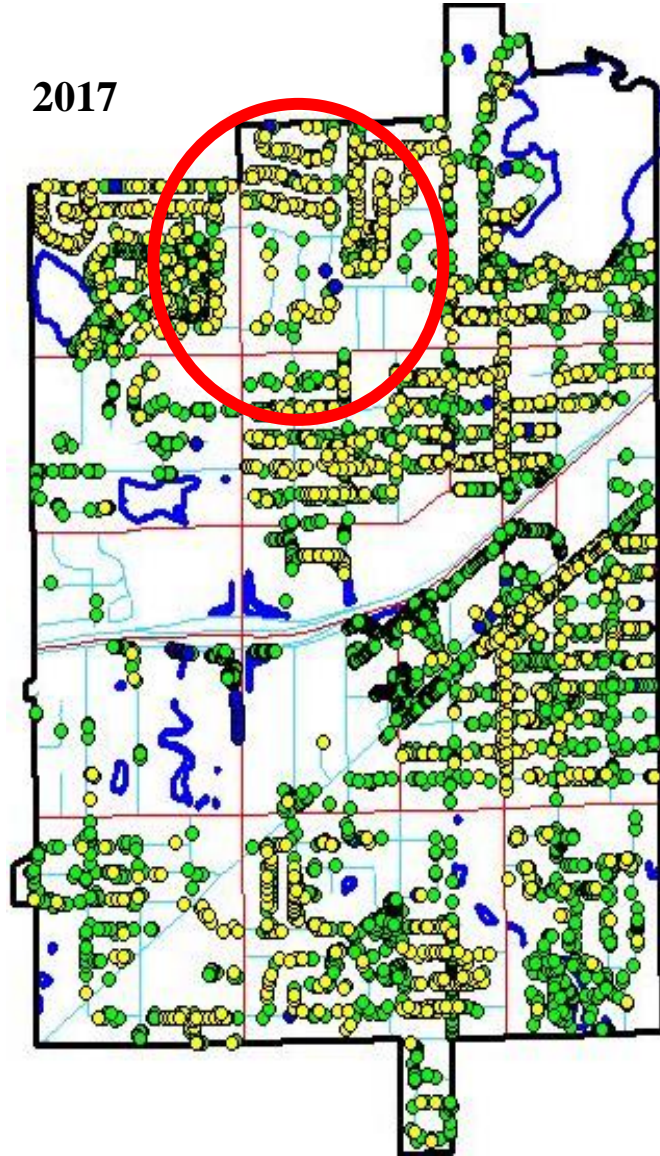
Tree Giveaway

- Do we want to do 75 trees again for next year?
- Same size container? Bailey's does have #2 gal, but there is more species variety in #5gal
- Bailey's inventory is constantly changing, I recommend having the EAC make a list of 10-12 desired trees and I will pick 5-6 species or whatever I can get at the time, I have attached a MN DNR tree list from our tree grant for species ideas
- This was 2017 giveaway list: Red sunset maple, river birch, MN strain redbud, crabapple spring snow white, ironwood, white oak. Total cost was \$3,111.25 for 75 trees

EAB Status

- Has not been detected in the City of North Saint Paul
- PW is actively searching for signs and symptoms of EAB in blvd. and park trees, as well as private trees when inspection requests come in.
- PW will be getting bids for treating select trees in town; these will mainly be park trees. Parks with young ash trees in good health, or high value trees will be main priority ex. Casey, silver, polar.
- As of 5/1/17, NSP has 4,236 trees inventoried, 1,130 are ASH (27%)
- At the time the inventory was completed in 2011, the city was at 34% (1409 ash).
- Ash population has been decreased by 7% (279 trees) thus far due to street project removals and off-project year removals.
- Below is a current map of ash in NSP, yellow dots represent Ash. The second map was taken in 2011 for comparison
- Since 2017 is an off-street project year, we will be targeting the lowest quality ash in the population based off inventory data. Our goal is to remove 50-60 ash in 2017.

2017



2011



Other items-

- Gravelbed dumpster method
 - Very successful 1st year. All trees did very well in the dumpsters. Several other Cities are using our method for the 2017 grow season.
 - Some stats: we had 50 trees total made up of 6 different species, the gravelbed used about 3,000 gallons of water a week, avg. cost per tree with water factored in was \$23.90. For comparison 2017 tree giveaway trees avg. cost is about \$41.
 - Our gravelbed trees have been incorporated into a U of M research project focusing on the long-term analysis of the costs: benefits of using gravel bed trees in municipal plantings, and comparing this to traditional plantings (i.e., containerized trees, balled-and-burlapped trees. They will follow the survival and growth of all trees planted for three years, including trees planted for the next 2-3 years. In the end, they will provide a summary analysis to NSP, by tree species, planting type, who planted them (volunteers vs. municipal staff) and time of year planted.
 - We will be planting the gravelbed again at the end of may, this year's species are: red maple (southwood), coffetree (southwood), honeylocust, soiuxland poplar, tuliptree, purple robe locust
 - See pics below for before and after of a Canada select Cherry tree from gravelbed

- Improving Community Forests Through Citizen Engagement Grant
 - Grant is going well; we planted 100 trees along the state trail last fall with help from grant partners and volunteers.
 - We are hosting another tree steward class on May 16th, topics will be watering, staking, general care, and planting of new trees. We will be doing a pruning course in October, possibly another course in august or September.
 - As part of the grant we have started a citizen pruner program, volunteers who have taken the tree steward class can check out pruner kits in city hall. They can then go into the parks and blvd. to remove suckers from public trees.

May 2016



Oct. 2016



ATTACHMENTS

MN DNR Tree list

Trees that are reimbursable with DNR-LCCMR Grant Funds

Coniferous Trees

COMMON NAME	BOTANICAL NAME	ALTERNATE NAME(S)	USDA HARDINESS ZONE LIMIT
Balsam Fir	<i>Abies balsamea</i>		2
Black Spruce	<i>Picea mariana</i>		3
Black Hills Spruce	<i>Picea glauca var. densata</i>		3
Canada Yew	<i>Taxus canadensis</i>		4
Eastern Hemlock	<i>Tsuga occidentalis</i>		3
Eastern Red Cedar	<i>Juniperus virginiana</i>		3
Eastern White Pine	<i>Pinus strobus</i>		3
Douglas Fir	<i>Pseudotsuga menziesii</i>		5
Jack Pine	<i>Pinus banksiana</i>		2
Northern White Cedar	<i>Thuja occidentalis</i>	Arborvitae (American or Eastern)	3
Red Pine	<i>Pinus resinosa</i>		2
Tamarack	<i>Larix laricina</i>	Eastern/American Larch, Larch	2
White Spruce	<i>Picea glauca</i>		2

Deciduous Trees

COMMON NAME	BOTANICAL NAME	ALTERNATE NAME(S)	USDA HARDINESS ZONE LIMIT
Alternate Leaf Dogwood	<i>Cornus alternifolia</i>	Pagoda Dogwood	3
American Beech	<i>Fagus grandifolia</i>		4
American Elm-Jefferson	<i>Ulmus americana</i> 'Jefferson'		4
American Elm-Prairie Expedition	<i>Ulmus americana</i> 'Lewis & Clark'		3
American Elm-St. Croix	<i>Ulmus americana</i> 'St. Croix'		4
American Elm-Valley Forge	<i>Ulmus americana</i> 'Valley Forge'		4
American Mountain Ash	<i>Sorbus americana</i>		3
America Plum	<i>Prunus americana</i>		3
Balsam Poplar	<i>Populus balsamifera</i>		2
Basswood	<i>Tilia americana</i>	American Linden	3
Bigtooth Aspen	<i>Populus grandidentata</i>		2
Bitternut Hickory	<i>Carya cordiformis</i>		4
Black Cherry	<i>Prunus serotina</i>		3
Black Maple	<i>Acer nigrum</i>		3
Black Oak	<i>Quercus velutina</i>		4
Black Walnut	<i>Juglans nigra</i>		4
Box Elder	<i>Acer negundo</i>	Manitoba Maple	2
Blue Beech	<i>Carpinus caroliniana</i>	Musclewood, American Hornbeam	3
Bur Oak	<i>Quercus macrocarpa</i>		3
Butternut	<i>Juglans cinerea</i>		2
Canada Plum	<i>Prunus nigra</i>		2
Chinkapin Oak	<i>Quercus muhlenbergii</i>		4
Common Chokecherry	<i>Prunus virginiana</i>		3
Crabapple spp.	<i>Malus spp.</i>		Variety Dependent
Eastern Cottonwood	<i>Populus deltoides</i>	Eastern Poplar	3
Eastern Wahoo	<i>Euonymus atropurpureus</i>		4
Freeman Maple	<i>Acer x freemanii</i>		3-4, Variety Dependent
Hackberry	<i>Celtis occidentalis</i>		2
Hawthorn spp.	<i>Crataegus spp.</i>		4
Heart Leaved Birch	<i>Betula cordifolia</i>		3
Honeylocust	<i>Gleditsia triacanthos</i>		4

COMMON NAME	BOTANICAL NAME	ALTERNATE NAME(S)	USDA HARDINESS ZONE LIMIT
Ironwood	<i>Ostrya virginiana</i>	Eastern Hop Hornbeam	3
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>		3
Mountain Maple	<i>Acer spicatum</i>		3
Northern Catalpa	<i>Catalpa speciosa</i>		4
Northern Pin Oak	<i>Quercus ellipsoidalis</i>		3
Northern Red Oak	<i>Quercus rubra</i>		3
Ohio Buckeye	<i>Aesculus glabra</i>		3
Paper Birch	<i>Betula papyrifera</i>	White Birch	2
Peachleaf Willow	<i>Salix amygdaloides</i>		3
Pin Cherry	<i>Prunus pennsylvanica</i>		3
Quaking Aspen	<i>Populus tremuloides</i>	Trembling Aspen	2
Red Maple	<i>Acer rubrum</i>		4
Red Mulberry	<i>Morus rubra</i>		4
River Birch	<i>Betula nigra</i>		3-4, Variety Dependent
Rock Elm	<i>Ulmus thomasil</i>		4
Serviceberry	<i>Amelanchier spp.</i>	Juneberry	4-2, Variety Dependent
Shagbark Hickory	<i>Carya ovata</i>		4
Showy Mountain Ash	<i>Sorbus decora</i>		2
Silver Maple	<i>Acer saccharinum</i>		3
Speckled Alder	<i>Alnus incana</i>	Hazel Alder	2
Staghorn Sumac	<i>Rhus typhina</i>		3
Sugar Maple	<i>Acer saccharum</i>		3
Swamp White Oak	<i>Quercus bicolor</i>	Bicolor Oak	4
White Oak	<i>Quercus alba</i>		3
Yellow Birch	<i>Betula alleghaniensis</i>		4



**NORTH
ST. PAUL**
extraordinary.

**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
B. ENVIRONMENTAL NEWSLETTER**

ACTIONS TO BE CONSIDERED

2017 August Environmental Newsletter

FACTS

The City is planning to have an August Environmental Newsletter. Attached is the newsletter from last year. Articles need to be submitted to Community Relations by June 30.

At the April 24 meeting the EAC discussed including the following articles in the newsletter:

<u>Article</u>	<u>Coordinating</u>
Fix It Clinic	Debra
Pollinators	Debra contacted the masters Gardener regarding an article
Organic Compost	Debra contacted the county regarding an article
Adopt A Drain	Simba
Pruning & Watering	Glen
Leaf Management & Fall Yard Care	Glen
Recycling Survey Results	Debra, if results are ready time of newsletter
Pumpkin Drop	Debra
Electric Rebates	Debra will work with the Electric Director on Article
Clean Energy	Debra will work with the Electric Director on Article

ATTACHMENTS

2016 Environmental Newsletter

at Home

ENVIRONMENTAL

NORTH ST. PAUL

AUG EXTRA ISSUE 2016

STEP BY STEP TOWARDS SUSTAINABILITY



City Receives Third Step

North St. Paul was recognized as a Minnesota GreenStep City receiving Step 3 of 4 at the League of Minnesota Cities Annual Conference in St. Paul on June 15 during a special GreenStep Cities Celebration. North St. Paul is taking steps in the direction of greater sustainability. Over the past year the City has achieved/implemented the 15 best practices required for the Step 3 award. Some of these best practices include: making no/low cost indoor lighting and operational changes in City-owned/school buildings to reduce energy costs; purchasing LEDs for all future street lighting and traffic signals; and developing a program to involve community members in hands-on land restoration and stewardship projects. A listing of all the best practices can be found on the City's Web site.

Minnesota GreenStep Cities is a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program, managed by a public-private partnership, is based on 29 best practices. Each best practice can be implemented by completing one or more actions at a one, two or three-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. To learn more about GreenStep Cities visit <http://greenstep.pca.state.mn.us/>

Nominate A Champion Tree

Big, old trees are a living witness to the events of our lives and to the history of a community. If you have or know of an especially large tree that merits it, we would like to recognize it too, and see that your favorite tree gets the honor it deserves.

Nominations are measured by trunk circumference, height, and crown spread to get a sum of total points. The biggest tree of a specie in any given area is the area champion.

The chances of an undiscovered national or state champion in our community may be slim, but the champion of all North St Paul, or even just on your block, is still saying something! A Northern Pin Oak located near Casey Lake measured out to be a total of 238 points. The Minnesota state champ for this species measured 261, so not too far off being a contender.

The inventory of City boulevard and park trees completed in 2011 will be used for a comparison to start. There are possibly many potential new champions on private property that are yet to be discovered and measured. Nominations can be submitted for positive specie identification and official measurements. Historic and special heritage trees may also be submitted for consideration and honors.

In 1945, American Forests published the first National Register of Big Trees (www.americanforests.org/our-programs/bigtree). The MN Department of Natural Resources also maintains a list of state champions for Minnesota (www.dnr.state.mn.us/trees_shrubs/bigtree/index.html).

To nominate a champion tree, complete the form found on the City Web site at www.northstpaul.org or contact debra.gustafson@northstpaul.org or (651) 747-2423. And remember, regardless of size, all trees are champions of the environment.



This Northern Pin Oak located near Casey Lake measured out to be a total of 238 points.

Living Street Demonstration Projects



Residents ride along the temporary bike lane.

On December 15, 2015 City Council approved two temporary living street demonstration projects which will take place this summer and early fall:

A bike lane demonstration on Margaret Street to complete connection from Downtown to Silver Lake Park is in place now until September 30. The purpose of the project is to demonstrate connectivity, active living and bicycle safety.

City staff hosted a community meeting on April 12, at St. Peter's Church to discuss the project with the community. The project is being extended to review the impact of the bike lane when school is in session, and to

provide the City with a larger sample size of the benefits and impacts of the project. Parking is still allowed on but along the east side of Margaret Street during July - September.

A demonstration project for a temporary sidewalk on

1st Street to complete connection from Richardson Elementary School to North High School and the pedestrian bridge will take place during the month of September. A community meeting was held on May 10 at Richardson Elementary to discuss the project with the community.

The Purpose of the demonstration project is to demonstrate connectivity, active living, pedestrian safety and safe routes to school. The proposed sidewalk will require removing parking from the west side of 1st Street during the month of September.

We would love to hear your feedback. Please test out the demonstration projects and provide us with your feedback through an online survey, which can be found on the City's Web page at www.northstpaul.org.

Funding for this project is provided by the Center for Prevention at Blue Cross and Blue Shield of Minnesota, as part of Blue Cross' long-term commitment to tackling the leading causes of preventable disease: tobacco use, lack of physical activity and unhealthy eating.

If you have questions or feedback, please feel free to contact Strategic Operations Director, Debra Gustafson at debra.gustafson@northstpaul.org or (651)747-2423.

These projects are in conjunction with the Living Streets Plan that was adopted in 2011 and addresses livability and environmental needs for the community. It describes and outlines a design approach for rebuilding and redesigning multi-purpose streets. The Living Streets Plan can be found on the City's Web site.

Planting Your Yard to Help Nature and Wildlife

By Carole Gernes; Ramsey Conservation District

Fall is a great time for planting! Mindful planting in your yard can help struggling pollinators, birds and native plant communities.

Helping Pollinators

Alarming articles about disappearing monarch butterflies and bees are all over the media. One way to help pollinators is to avoid buying plants and seeds that are treated with systemic pesticides; sometimes called neonicotinoids or neonics. Stores may have signs saying their garden/vegetable plants are systemic pesticide-free, but still sell treated seeds, flowering plants, shrubs and trees. These pesticides move to tissues of the entire plant, including flowers and may stay in the plant for years. They do not wash off. Pollinators that visit treated flowers may be killed instantly, experience a slow decline in health leading to death or be unable to reproduce. Look for seed companies that offer "untreated seeds" and ask before buying plants.

Invasive Plants

Avoiding planting invasive species will also help pollinators, birds and local natural areas. Most non-native plants are harmless. Invasive plants are non-native plants that can move from your yard to take over native plant communities; like prairies, savannas or woodlands. They replace the diversity of plant life that our birds, pollinators and other wildlife depend on. A variety of plants are important to keep them healthy. Even though pollinators will visit a specific invasive flower, a diet from only one kind of nectar or pollen is not healthy. Bird nests are more susceptible to predators and they find fewer insects to eat in invasive shrubs.

Many invasive plants are still sold in nurseries and online. One advantage here is that species found on the east and west coasts are "tested" first before coming to the midwest. And some of our beneficial native plants are invasive in Europe.

Avoid planting "wildflowers in a can" seed mixes. If you are interested in planting native wildflowers, buy from a native plant nursery within 200 miles of your planting site. More invasive yard plant information found at <http://therippleeffectmn.blogspot.com/>. Dig a little deeper to help nature. It's worth the extra effort!



Important Recycling Information

Multi-unit recycling new this year

The Minnesota Legislature recently expanded recycling requirements to commercial buildings, including multi-unit residential buildings, effective January 1, 2016.

Are you affected? You will need to have recycling collection if you are the owner of a building that meets the following criteria:

- Contains one or more businesses (more information is available through the North American Industrial Classification System (NAICS) at www.pca.state.mn.us/dyw6yry).
- Contracts for four cubic yards or more per week of trash collection

The City of North St. Paul recently expanded recycling requirements for multi-unit residential buildings to include the following requirements:

- Owners of multi-unit dwellings and commercial establishments can opt into the City's recycling contract.
- More educational requirements for multi-unit property owners are required to inform new tenants and current tenants about recycling opportunities.

City-Wide Residential Trash & Recycling Collection

Trash collection for North St. Paul is Tuesday through Friday. Recycling collection is every other week on your trash collection day.

Containers may be set at the curb for pick-up not earlier than 6:00 pm the day before scheduled collection, and removed from the curb no later than 6:00 am the day after scheduled collection.

Bulky Items

Single family, duplex and 4-plex units are covered under the organized collection contract between the City and Republic Service. Bulky item collection is included in the cost of the service.

To schedule a bulk pick-up call Republic Customer Service at (952) 941-5174.

Yard Waste

An optional service for North St. Paul residents is curbside yard waste removal. This service is provided on the same day as your trash pick-up, April 1 through November 30 (weather permitting). You will be provided with a 60-gallon cart. The cost of the service is billed over a 12-month period.

To set up trash, recycling and yard waste service, contact the City of North St. Paul at (651) 747-2413.

To report a missed pick-up or a damaged cart, call Republic Customer Service at (952) 941-5174.
www.RepublicServices.com

It's Our Watershed

From your backyard, to the street, to a local lake, to the Minnesota River, to the Mississippi River, to the Gulf of Mexico – everything is a part of a watershed. Any pollutants we create or place in our yard can eventually arrive at the Gulf of Mexico. Thinking on a scale this large may seem overwhelming or make us feel powerless in improving our water quality. However, by thinking on a smaller scale, we can impact water quality here at home in a positive way.

Here are some things you can do now to protect water quality in your watershed:

- Sweep, bag, and/or compost lawn clippings to prevent them from entering the curb and gutter on your street. The curb and gutter are connected to wetlands and lakes! Yard waste is one of the largest contributors to degrading water quality and can also cause localized street flooding.
- Maintain a buffer strip of native vegetation around the wetland or lake in your backyard.
- Use no phosphorus fertilizer, which has a middle number of zero (example: 10-0-10).
- Clean up pet waste to prevent it from running into the curb and gutter, which leads to lakes and wetlands.
- Check your car fuel, oil, and antifreeze for leaks. Fix any leaks to prevent these chemicals from entering your local wetland.
- Wash your car on your lawn instead of your driveway to keep pollutants and detergents out of lakes and wetlands.



When cutting your grass, sweep, bag or compost lawn clippings to prevent from entering on street.



Wash your car on the lawn to keep pollutants out of lakes and wetlands.



Repair oil leaks to prevent chemicals from entering your local wetland.

Tree Laws

Our Neighborhood Trees

The trees of our urban forest increase property values, provide clean air to breathe, and many other benefits. They also can inspire strong emotions and be the source for conflicts between neighbors.

Who Owns What?

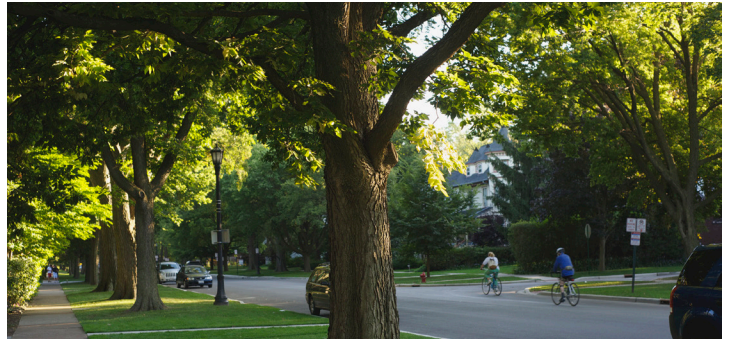
Resolving legal disputes about trees often starts with establishing ownership. When the base of the trunk is fully within one neighbor's property line, ownership is clear. But when the trunk straddles a property line, who owns what? When a tree is planted jointly or treated as common property by agreement, acquiescence, or course of conduct, then it may be co-owned and both neighbors can share responsibility for it. However, if the tree was planted or cared for by only one neighbor, the other neighbor would not have a claim to it even if it is located on the boundary line.

Regardless of ownership, if a tree threatens or causes damage or a serious nuisance due to over-hanging branches or encroaching roots, property owners have a right to exercise self-help at their own expense and, with care, address the specific problem without jeopardizing the health of the tree (for example a property owner should not prune an oak during the high-risk period for oak wilt), causing damage, or trespassing on the neighbor's property. Communication with your neighbor about the issue, and getting permission to have access to make proper pruning cuts, is of course a good idea.

Tree owners can be liable for damage caused by an obviously hazardous situation, but are not expected to be tree experts. Large dead limbs or rotted areas that anyone can see may be examples of obviously hazardous situations. On the other hand, falling debris like leaves, seeds, or old flowers that do not cause serious damage are more of a 'common enemy', like snow or flood waters, and each property owner cleans up their own property at their own expense.

Safety From Powerlines

For your protection the utility department have easements across properties in order to provide electricity and they



Trees should not be planted in any boulevard without a permit.



Do not remove any tree located on public property without a permit.

have a right and responsibility to keep vegetation clear of their lines. Electrocutation through a tree in contact with an electric line is a very real risk. The best remedy is avoiding it by planting the 'right tree in the right place'. Always look up when considering where to plant and always call the utility department to trim trees in or near a power line. The North St. Paul ordinance on boulevard trees (Chapter 93) says:

- No trees shall be planted in any boulevard without a permit.
- On residential streets each tree shall be seven feet onto the boulevard. Trees shall be planted at least 30 feet apart.
- All trees planted on street boulevards become the property of the City.
- No person shall cut, injure, or remove any tree located on any public property without a permit.

For more information on City tree ordinance, information about a specific tree species, or a guide to planting trees, visit the City's Web site.



Last year 8,560 pounds of pumpkins were recycled for farmers feed.

Environmental Advisory Commission at Work

10th Annual Pumpkin Drop, November 1 - 3

Recycle your used pumpkins in the trailer that will be set up at the Scout Museum located at 2640 7th Avenue. The pumpkin drop event has allowed many residents to recycle their pumpkins after Halloween to be used for feed by a local farmer instead of burying them in landfills. Many residents utilize this program. The program continues to grow with 8,560 lbs. dropped off in 2015, up from 1,640 lbs. in 2007. This program is brought to you by the Environmental Advisory Commission. For more recycling tips go to: RamseyRecycles.com or (651) 633-EASY (3279) answered 24/7.



Agenda Information Memorandum
North St. Paul Environmental Advisory Commission
May 22, 2017



**NORTH
ST. PAUL**
extraordinary.

**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
C. HIGHWAY 36 LANDSCAPING**

ACTIONS TO BE CONSIDERED

Highway 36 Landscaping

FACTS

At the April EAC meeting the Commission asked staff to check with the Public Works Director to see if he would be on board with participating in the MNDOT Landscape Partnership Program, since Public Works would ultimately be responsible for maintaining and planting the project.

Staff spoke with the Public Works Director and he said he would be on board for one year then would like to review the project and how it went prior to committing to additional project years.

If the EAC recommends moving forward, the next step in the process would be to have City Council approve a project resolution.

ATTACHMENTS

MNDOT Landscape Partnership Application

MNDOT
**COMMUNITY ROADSIDE LANDSCAPING
PARTNERSHIP PROGRAM**
APPLICATION MANUAL
(May 2015)

From Wildflowers to Trees



A Growing Partnership
Improving Our Communities and Environment



The Minnesota Department of Transportation's Community Roadside Landscaping Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. This is a reimbursement program, not a grant.

The program has three goals: (1) roadside beautification, (2) community improvement, and (3) Environmental stewardship.

This manual describes the program and application requirements, and provides examples of required documents. Part I is the Program Description. Part II is the Application Form and the instructions to complete the form. Part III is the Appendices that provide other information pertinent to the application process.

If you have any questions about the program or application requirements, please call (651) 366-4617 to speak with Mn/DOT's Landscape Partnership Program Coordinator.

APPLICANT ELIGIBILITY

For purposes of this program, **'Communities' are defined as counties, home rule charters, statutory cities or towns, townships, and Counties. Ineligible applicants will not be considered unless they are sponsored by a community or other unit of government that can execute and honor a cooperative agreement with MnDOT** (a necessary requirement for MnDOT to transfer funds.) If you have questions about your group's eligibility, please contact the Landscape Partnership Program coordinator for assistance.

ELIGIBLE COMPONENTS

Funds awarded under this program must be used for roadside landscaping located on state trunk highway rights of way with fee or easement title. Interstate freeways and high volume divided highways with controlled access may be excluded from this program due to liability, safety, and access problems. MnDOT District Staff or the Landscape Architect/Designer assigned will help determine if the site is suitable.

Components that support the goals of the program include, but are not limited to, the following:

- **Planting and maintenance of trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.**
- **Incorporation of soil amendments, herbicides, edging, weed fabric, wood fiber blanket, mulch (wood chip, rock or other approved types), rodent protection, staking and guying, gator bags, and seedling shelters.**

Components that support the goals of the program, which MnDOT can help design and locate, but are **not** funded by Mn/DOT's Landscape Partnership Program are:

- **Community entrance monuments**
- **Retaining walls, walkways, planters, etc.**
- **Benches, lighting, irrigation, etc...**

Communities seeking approval to initiate a proposed landscape partnership project with provision of MnDOT technical and design assistance **must submit a written request to the appropriate MnDOT District Engineer** (see Appendix III.), **along with the completed application.**

Design Assistance Needed (MnDOT Prepared Plans):

If you need design assistance, please complete the all of the application except sections 6 and 7. Also please include all of the required attachments, except attachment "C". Submittal can be at anytime during the year. Allow between 6 months to 1 year for design and municipal agreement processes.

Submitting Plans Prepared by Others:

If you are submitting your own design, please complete your written request and submit your applications for **fall planting** to Mn/DOT **by May 31st**. Applications for **spring planting** must be submitted to MnDOT **by December 31st**.

Project components must support at least one of the three goals of the program (roadside beautification, community improvement, and environmental stewardship.)

In the formative stages of the project, the applicant must form and **designate a committee of at least three contact people for the project.** At least one of the three contact people **must be an employee or official representative of the local government unit requesting or sponsoring the project.** The designated individuals on the committee would then be responsible for overall project liaison and coordination prior to and during the submission of the application, as well as during implementation stages, installation, and maintenance period of the project.

At least one of the committee members will be required to **help set up a training session for the Community.** They will be responsible for providing Community workers and volunteers with Mn/DOT supplied instructions, and information packets pertaining to safe and proper worker supervision, materials handling, plant installation and plant maintenance.

The application must include a **formal resolution indicating community support** for the desired improvements and authorization of a primary contact person to apply to MnDOT for funding. See Appendix I for sample resolution.

A MnDOT approved (District and Landscape Partnership Program Coordinator) **landscape plan at a scale of not more than 50'=1" must be included as part of the application.**

(11" x 17" reductions are acceptable for application purposes.) The landscape plan shall incorporate by reference or attachment, standard MnDOT planting details, material specifications and special provisions as applicable. The plan may be prepared by one of MnDOT's landscape architects, landscape designers or foresters with no obligation or cost to the community, **as scheduled work loads permit.** Potential applicants may use the services of local landscape design professionals to prepare plans, **at their own cost,** thereby minimizing time delays that may occur as a result of MnDOT's workload. MnDOT's project manager will assist applicants in obtaining base mapping information, design guidelines, required reviews, and necessary approvals. Community designed plans will need to be reviewed by Mn/DOT Staff, to determine if the project meets minimum standards for safety and mobility.

Funding assistance is limited to the estimated cost of providing the required landscape materials. Materials included, but not limited to are: soil amendments, herbicides, plant materials, seed, sod, mulch, rodent guards, gator bags, and other miscellaneous materials necessary for the project. Eligible projects must include a minimum of \$1,000 worth of materials and the maximum award of funds for any project or project phase shall not exceed \$30,000* in any given year.

The program requires that a community provide the funds or in-kind services to install and maintain the state funded materials. Applicants may utilize their own labor forces, service organizations, volunteers or contractors. The community must act as the contract letting and administration authority where contract installation is desired. Contract awards must be received and approved by District Staff and the Landscape Partnership Coordinator, before the project can be started.

If volunteers are to be used, the application must include **a volunteer pledge list**** identifying sufficient numbers of volunteers to complete the scope of work within an acceptable time period. Volunteers **must be** 18 years of age or older **unless accompanied and supervised** by an adult at all times. A ratio of at least one adult supervisor for every five children under the age of 18 is required.

Successful applicants are required to enter into a Cooperative Agreement with MnDOT to install and maintain the roadside landscape improvements. A detailed landscape plan showing actual locations and quantities of materials along with the specifications and special provisions will form the basis of the Agreement together with the application and schedule of maintenance requirements (Appendix V).

The applicant must submit the completed application and written request to the appropriate MnDOT District Engineer (Appendix III). The application could also be sent electronically, in PDF Format. The application will then be reviewed for approval by MnDOT's District and Landscaping Programs staff.

CRITERIA FOR EVALUATING APPLICATIONS

After the completed application has been submitted to MnDOT, additional information may be required. Clarification of vague or ambiguous application materials may be requested by the MnDOT review team. Incomplete applications will not be considered for funding.

In order for an application to be reviewed, it must contain the basic, minimal requirements as outlined in this manual. Applications may be approved for funding in the full amount requested or in an amount less than requested.

The criteria to be used in reviewing and ranking qualifying applications include:

1. Extent to which the proposed project meets one or more of the goals of the program.
2. Extent to which the proposed project is consistent with MnDOT policy, safety, design, and operations guidelines.
3. Extent to which the proposed project and partner demonstrate a strong likelihood for successful installation, establishment and maintenance of the roadside landscaping investment.

*The upper limit cost is determined by the local District office, based on funding available for the fiscal year that the project is completed in.

** Estimated Volunteers needed based on 1person planting either: 1 tree/hour, or 4 shrubs/hour, or 20 perennials/hour.

PROJECT FUND REIMBURSEMENT

Project Fund reimbursement is contingent upon:

- **Appropriate preparatory work and installation of approved landscape materials.** Approved materials need to include all certificates and licenses required by the state, as per MnDOT spec 2571.
- **Execution and approval of the Cooperative Agreement.** Funds may be transferred to the community upon receipt of a written request to the Statewide Landscape Partnership Coordinator with a copy of the purchase orders and/or invoices for landscape materials.
 - o The letter needs to include the project number, agreement number and the amount of reimbursement that is being requested
 - o The letter must also state if the amount being requested is for payment in full or for a partial payment.
 - A partial payment may be made if the community was not able to complete all planting operations on the day of the planting, but need to be reimbursed for the material that has been planted to date.
 - The city must then request a final payment after the project is completed.
 - o A partial payment by MnDOT does not constitute an agreement for additional plantings outside of the original agreement.
 - o A partial or full payment does not guarantee an approval for future projects with MnDOT, unless the community submits another application.

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**MN/DOT COMMUNITY ROADSIDE LANDSCAPING
PARTNERSHIP PROGRAM**

APPLICATION FORM

Submitted By: _____

Date: _____



(1) APPLICANT

Local Government Unit / Community_____

Address_____

(2) COMMITTEE OF PRIMARY CONTACT PERSONS: One of the Committee members must be employed as a staff member or representative of the Local Government Unit.

Name_____ **Phone**_____

Address_____

Name_____ **Phone**_____

Address_____

Name_____ **Phone**_____

Address_____

(3) DESCRIBE THE LOCATION OF THE PROJECT SITE(S). (Include county, city and the limits of the project.) Trunk Highway:_____

(4) BRIEFLY STATE THE GOALS AND SCOPE OF YOUR PROPOSED PROJECT.

(5) BRIEFLY STATE THE PUBLIC PARTICIPATION (Committees, Boards or other) AND APPROVAL PROCESS USED (City Council or other) AND SIGNIFICANT COORDINATION WITH OTHER PROGRAMS (DNR, Watershed District, or other).

- (8) DESCRIBE THE TYPES OF LABOR FORCES AND THE ESTIMATED QUANTITY OF PERSONNEL THAT WILL INSTALL AND MAINTAIN THE PROJECT. (city crews, youth service corp., contractors, volunteers) If the majority of work is to be performed by volunteers, a preliminary pledge list of volunteers must be attached.

STATEMENT OF ASSURANCES

To the best of my knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the government unit of the applicant with full understanding of the program requirements. It is agreed that at least one primary contact person will hold a training session for the community workers, volunteers and/or contractors to provide proper direction and information packets for landscape project preparation, inspection, installation, and maintenance. It is agreed that if volunteer workers are to be used, they will meet minimum age or eligibility requirements. It is agreed that the local government unit will enter into an Agreement with MnDOT ensuring that the local government unit will ensure or provide required maintenance of the roadside landscape improvements described in the plan and the Agreement.

Signature of the Primary Contact Person
Authorized By the Local Government Unit

Date

REQUIRED ATTACHMENTS TO BE INCLUDED AS PART OF THE APPLICATION:

- (A) _____ RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- (B) _____ MAP OF PROJECT LOCATION.
- (C) _____ VOLUNTEER PLEDGE LIST
(If volunteers are to be used, otherwise state how the project will be installed)

If submitting plans by others

- (D) _____ MNDOT APPROVED LANDSCAPE PLAN AND ESTIMATE (Approval Stamped and Dated By District Staff and Landscape Partnership Coordinator)

The documents submitted in support of this application shall be considered part of this application.

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APPENDICES

- I. SAMPLE OF RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- II. LIST OF RESOURCES.
- III. MAP OF MN/DOT DISTRICTS AND LIST OF DISTRICT/METRO DIVISION CONTACTS WITH ADDRESSES AND PHONE NUMBERS.
- IV. EXAMPLE MAINTENANCE ACTIVITY CHARTS
- V. PARTIAL LIST OF ACTIVITIES TO INSURE SUCCESS OF PARTNERSHIP PLANTINGS.
- VI. MN/DOT LANDSCAPING PARTNERSHIP PROCESS FLOW DIAGRAM.

SAMPLE RESOLUTION
AUTHORIZING APPLICATION AND PRIMARY CONTACT PERSON

Applicants must adopt the following as a resolution or letter and submit it with the application. Applications without a completed and signed resolution or letter will not be considered.

Be it resolved that _____
(applicant/local government)

act as sponsoring unit for the project identified as _____

on the state trunk highway(s) _____ to be conducted

during the period _____ through _____
(duration dates)

Be it further resolved _____ is hereby authorized to apply
(name of primary contact person)

to the Minnesota Department of Transportation for funding of this project on behalf of

(applicant/local government)

I certify that the above resolution was adopted or approved by _____ of
(City Council or City/County official)

_____ on _____
(applicant/local government) (date)

SIGNED:

(signature)

(title) (date)

WITNESSED:

(signature)

(title) (date)

LIST OF RESOURCES**The following may be able to provide assistance or information affecting your project.**

Minnesota Department of Transportation
(see Appendix III for contacts)

- District Offices
- Statewide Landscape Partnership Coordinator

Minnesota Extension Service
University of Minnesota
St. Paul, MN 55108

www.extension.umn.edu

AnswerLine - (800) 854-1678

Minnesota State Horticultural Society
Minnesota Green
1755 Prior Avenue North
Falcon Heights, MN 55113

www.northerngarderner.org

(651) 643-3601 or (800) 676-6747 ext 211

Minnesota State Historical Society
State Historic Preservation Government
Project and Compliance
History Center, 345 Kellogg Blvd. W.
St. Paul, MN (651) 296-5462

Iron Range Resources And Rehabilitation Board
Community Development Division
P.O. Box 441, Highway 53 South
Eveleth, MN 55734 (218) 735-3000

www.ironrangeresources.org

University of Minnesota
School of Architecture and Landscape
Architecture

216 Pillsbury Drive S.E.

Minneapolis, MN 55455 (612) 626-9068

www.design.umn.edu

University of Minnesota Landscape Arboretum
3675 Arboretum Drive

Chanhassen, MN 55317 (952) 443-1400

www.arboretum.umn.edu

Minnesota Nursery and Landscape Association
P.O. Box 130307

St. Paul, MN 55113 (651) 633-4987

www.mnla.biz

Minnesota Chapter of the
American Society of Landscape Architects
275 Market Street, Suite 54

Minneapolis, MN 55405 (612) 339-0797

www.masla.org

Minnesota Design Team
AIA Minnesota

International Market Square
275 Market Street, Suite 54

Minneapolis, MN 55405

(612) 338-6763 ext 214

www.minnestoadesignteam.org

Local Offices of the following:

- County Agricultural Extension Service
- Department of Natural Resources (D.N.R.)
Division of Forestry
- Regional / Metropolitan Planning
Commissions and Councils
- Soil Conservation Service (S.C.S.)
- Soil and Water Conservation Districts
(S.W.C.D.)
- U.S. Forest Service (U.S.F.S.)

FOR MORE INFORMATION or guidance in developing Landscape Partnership projects, contact:

Mn/DOT State Landscape Partnership Program Coordinator

Todd A. Carroll, Landscape Architect
MnDOT Office of Environmental Stewardship,
395 John Ireland Blvd., M.S. 686
St. Paul, MN 55155-1899
Phone: (651) 366-4617
E-mail: Todd.Carroll@state.mn.us

Send completed applications or to request design assistance contact the appropriate District Representative listed below.

District Contacts:

District 1	Mr. Duane Hill 1123 Mesaba Avenue Duluth, MN 55811 (218) 725-2704 Duane.Hill@state.mn.us
District 2	Mr. Curt Larson 248 – 125 th Ave. NE Thief River Falls, MN 56701 (218) 683 - 8023 Curt.Larson@state.mn.us
District 3	Mr. Dan Anderson, D.E. 7694 Industrial Park Baxter, MN 56425 (218) 828-5703 Daniel.D.Anderson@state.mn.us
District 4	Ms. Jody Martinson D.E. 1000 Highway 10 West Detroit Lakes, MN 56501 (218) 846-3603 Jody.Martinson@state.mn.us
District 6	Mr. Nathan Gregor 2900, 48 th St. N.W. Rochester, MN 55903 (507) 286-7561 Nathan.Gregor@state.mn.us
District 7	Mr. Jed Falgren, A.D.E. 2151 Bassett Dr. Mankato, MN 56001-5032 (507) 304-6104 Jed.Falgren@state.mn.us
District 8	Mr. Todd Broadwell, A. D.E. 1800 E. College Dr. Marshall, MN 56258 (507) 537-2044 Todd.Broadwell@state.mn.us
Metro	Mr. Ryan Sodd 1500 West County Rd. B2 Roseville, MN 55113-3105 (651) 234-7923 Ryan.Sodd@state.mn.us

MINNESOTA
DEPARTMENT OF TRANSPORTATION
DISTRICTS

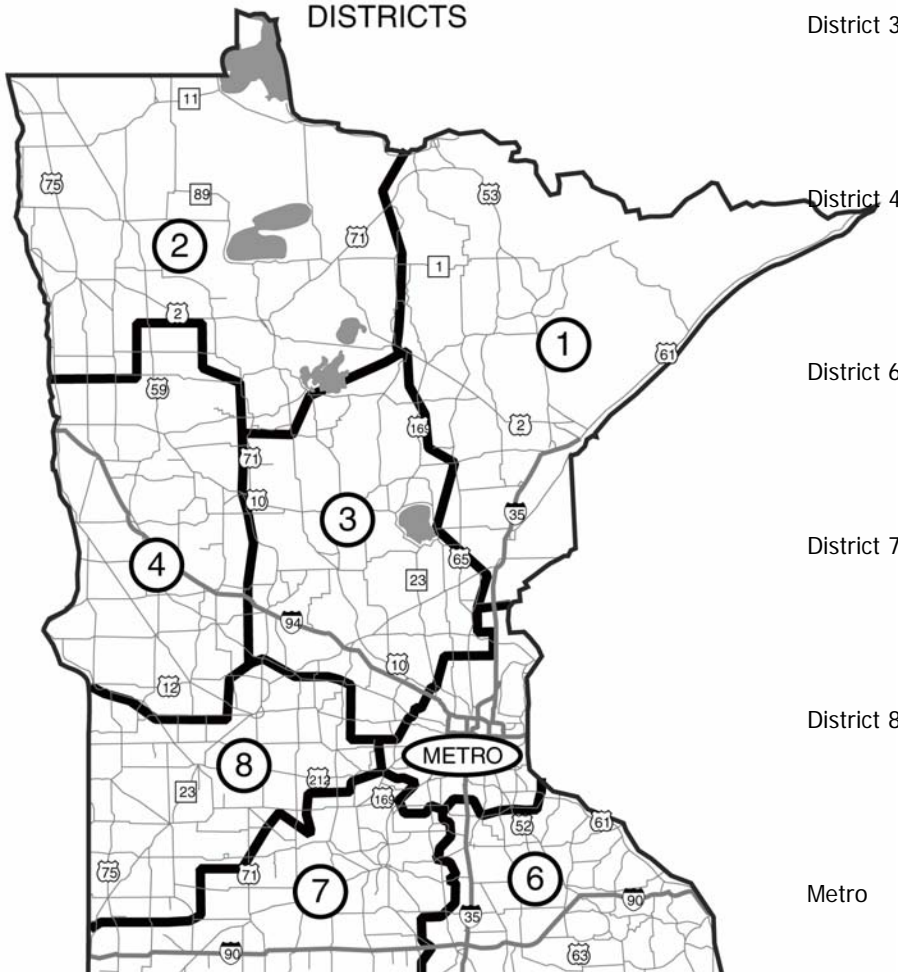


TABLE 1 - REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

PLANT GROUPS	PRUNING		WEED CONTROL	FERTILIZATION	WATERING	INSECT AND DISEASE CONTROL	RODENT PROTECTION	REMOVALS AND REPLACEMENTS
	WHEN TO	TYPE OF						
Evergreen Trees	Anytime - Dry Conditions	Corrective and Deadwood Removal	Maintain mulch at 3" minimum depth and a 2' minimum radius around trees in mowed areas in a weed free condition.	Yes	Yes until established (2 yrs.)	As Needed	Yes - Unless in an area with pedestrian use. Mowed turf in formal planting areas will help reduce rodent problems.	Remove all dead Plants.
Shade Trees	Anytime - Dry Conditions	Thinning and Corrective for good Form and Structure		Yes				
Oaks	Not in April, May or June							
Honeylocust	Not when Dormant, Humid or Wet							
Ornamental Trees	Winter			Yes				
Evergreen Shrubs	Anytime - Dry Conditions	Deadwood Removal	Maintain mulch at 3" minimum depth in a weed free condition until shrub crown closure.	Yes	Supplemental watering may be needed during drought periods (especially during July and August) even after plants are established.	Remove diseased plants which pose threats to adjacent plantings.	No - Rodent protection is generally not practical for mass shrub plantings. Maintaining clean mulched planting areas free of weed growth will reduce problems	Replace dead or dying plants unless the visual appearance or design intent are not noticeably compromised by the lost plants.
Deciduous Shrubs	Dormant	Corrective and Renewal	Yes					
Vines	Dormant	Deadwood Removal	No					
Groundcovers	Not Needed		Yes					

TABLE 2 - CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Pruning	See Table 1 for best time for specific species											
Weed Control	Planting beds must be kept in a weed free condition											
Mow 3' from bed edges					X	X	X	X	X			
Remulch				00XX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	00	
Herbicide	Must be applied by a Licensed Pesticide Applicator											
Fertilization				XXXX								
Turf, Shrubs Trees												
Insect & Disease	Time of control depends on the type of insect or disease and when it is detected											
Sunscald Protection												
Watering	During first and second growing season approximately one a week or as needed to maintain adequate but not excessive soil moisture											
Maintain Rodent Protection	0000	0000	0000	0000	0000				00XX	XXXX	XX00	0000
Mowing												
Prairie Establishment							X	X	X			
Turf Establishment					00X	XXXX	XXXX	XXXX	XXXX	XX00		
Mower Damage Prevention												
Educate Mower Operators				X	XXXX	XXXX	XXXX	XXXX	XXXX	XX00		
Replanting												
Evergreen Trees				-0XX	XX00			--0X	XXX0			
Deciduous Trees - B&B and B.R.				-0XX	XXXX	0---				0XXX	X0--	
Container Plants				-XXX	XXXX	XXX0	0000	000X	XXXX	X000		
Turf				---0	XXXX	XX00	0000	--0X	XXXX	00--		

x - Optimum time

o - Less than Optimum Time

TABLE 3 - DESCRIPTION OF TYPES OF PRUNING

TYPE OF PRUNING	WHEN TO PRUNE	DESCRIPTION
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts.
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion or the crown
Training	See Table 1	Maintaining central leaders and acceptable symmetry in evergreen, shade and ornamental trees. Removal of Suckers and water spots
Corrective	See Table 1	Removal of storm-damaged, vehicle damaged, or vandalized limbs
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

TABLE 4 - WEED CONTROL METHODS, INTEGRATED APPROACH

METHOD	CATEGORY		
	TREES	SHRUB BEDS	TURF
Replanting - Filling Voids		X	X
Fertilization	X	X	X
Remulch *	X	X	X
Herbicides	X	No Spraying**	X
Weed Whip	Do not injure trunks	Avoid stem injury	X

* Wood Chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a 4" depth. Mulching will help control weeds, reduce mower damage and conserve moisture.

** Approved Herbicide method as per Mn/DOT specification 2571.3K2a, which includes spot treatment, brush, or wick applicator. Other methods upon prior approval by Mn/DOT.

TABLE 5 - FERTILIZATION SCHEDULE

CATEGORY	FREQUENCY	TIME OF APPLICATION	ANALYSIS	RATE
Mowed Turf* & Groundcovers	Every 3 years	April or October	12-12-12	300 lbs/ac 7 lbs/1000 sq. ft.
Mass mulched Shrub/Tree Beds**	Every 3 years	October or April	12-12-12	25 lbs/1000 sq. ft.
Individually Mulched Shade Trees*	Every 3 years	October or April	12-12-12	10 lbs/1000 sq. ft.

Note: Do not fertilize trees and turf during the same season. Offset tree fertilization by one season in order prevent fertilization burn out.

* Over 2 lbs/1000 sq. ft. of "actual nitrogen" will burn turf. For example, the rate of 25 lbs of 12-12-12/1000 sq. ft. specified for mass mulch beds equates to 3 lbs of 'actual nitrogen' per 1000 sq. ft.

** Plants that fix nitrogen, like silver buffaloberry, caragana, honeylocust, Russian olive or other legumes, should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.

SUGGESTED ACTIVITIES TO INSURE LANDSCAPE PROJECT SUCCESS

ACTIVITIES - BEFORE PLANTING DAY	RESPONSIBLE PARTY/PERSON
Overall coordination	City, Beautification Committee
Request MnDOT sanction and technical assistance	City
Secure assistance from local resources; services; sponsors	City, Beautification Committee
Initial scoping and strategy meetings	City, MN/DOT, Local Resource Personnel and Services
Prepare plan	MN/DOT or City, Consultant Designer, Resource Personnel
Review plan	MN/DOT, City and Beautification Committee
Identify preliminary work force capabilities and volunteer pledges	City, Beautification Committee and Mn/DOT
Identify preliminary equipment and supply needs and provider commitments / terms	City, Beautification Committee and Mn/DOT
Approve plan	Mn/DOT and City
Obtain cost estimates / bids for provision of Landscape materials	City, Beautification Committee and Mn/DOT
Secure Commitments to maintain plantings	City
Develop phasing strategy and schedule	City, Beautification Committee and Mn/DOT
Submit completed partnership application with MnDOT approved plan	City, Beautification Committee
Notify successful applicants of projects to be awarded	Mn/DOT
Prepare and execute the Landscape Partnership Agreement	Mn/DOT and City
Order and schedule delivery of plants and materials	City
Provide training session for plant inspection, installation, and maintenance	Beautification Committee and Mn/DOT
Attend training session	Community Workers, Volunteers, and Contractors
Plan a Planting Day Ceremony to Honor the Effort and Participants	Beautification Committee
Publicize planting day and line up sponsors, services, "leaders", work crews (volunteers, contractors, etc.)	Beautification Committee
Hold orientation meeting(s) to schedule and plan installation; to assign tasks; and to review proper procedures and info packets / videos	Beautification Committee
Supply stakes	MN/DOT
Stake plant locations	City, Crew Leaders and MN/DOT
Review staking	MN/DOT
Locate and mark utilities, re-stake as necessary	City, Beautification Committee
Locate material storage sites and staging areas	Beautification Committee and MN/DOT
Spray Roundup in planting areas (Optional and preferably in late summer or early fall)	Experienced and Licensed Personnel (City, County, Mn/DOT or Contractor)
Haul compost / soil amendments to planting beds	City / Community "Forces"
Till planting beds (incorporate compost or other soil amendments preferably in fall)	City / Community "Forces"
Haul wood chips to storage locations near planting beds ...	City / Community "Forces"
Layout flower beds and line up flowers	Community Garden Club
Receive and inspect nursery stock (preferably in spring)	Trained Community Personnel with assistance from Local Conservation and Environmental Resource Personnel

ACTIVITIES - PLANTING DAY

Breakfast gathering suggested	Organizers, Crew leaders, Service Providers
Check-In Station with Information Providers, Refreshments	City / Community "Forces" and Sponsors
Traffic Control, Signing and access / parking directions.....	Mn/DOT, Local Law Enforcement Personnel, and Designated City / Community Safety Officer
Provision of "porta-potties"	City / Communities Sponsors
Planting and safety demonstrations	MN/DOT, Local Resource Personnel and Crew Leaders
Distribution of plants and materials from and to storage sites ..	Local Resource Personnel and Crew leaders
Supervise planting crews (crew leaders).....	Local Resource Personnel, Trained Community Personnel and Mn/DOT
Insure proper handling and protection of plants before and during planting	Crew Leaders
Insure safe work methods and behaviors	Crew Leaders
Insure proper plant and material installation.....	Crew Leaders
Install plants, seed, sod, mulch, rodent protection, etc.	City / Community "Forces"
Watering	Fire Department and City / Community "Forces"
TAKE PICTURES throughout project.....	Mn/DOT, Volunteers and Media
Provide Simple Lunch	City / Community Sponsors and Service Organizations
Conduct a Ceremony to Honor the Effort and Participants.....	Beautification Committee, Dignitaries, Participants

ACTIVITIES AFTER PLANTING

Send letters of appreciation.....	Mn/DOT and Beautification Committee
Set up maintenance schedule	City, Volunteers, Trained Community Personnel
Watering	Fire Department and City / Community "Forces"
Weeding, monitoring for disease, insect, drainage problems	City / Community "Forces"

POTENTIAL WORK GROUPS

Civic groups	Garden Clubs	Army Reserve Unit	Sentence to Service
Scouts	Youth groups	Vo-Ag Class	Businesses
City Parks/Public Works Crews	FFA	4-H Clubs	Contractors

MNDOT LANDSCAPING PARTNERSHIP PROCESS

For General Information call the MnDOT Landscape Partnership Program Coordinator (651) 366-4617

Sponsoring Local Government Unit must send a letter or resolution to the MnDOT District Contact person (Appendix III) requesting sanction and technical assistance to develop a proposed landscaping partnership project.

If MnDOT District Staff consider the project request feasible and desirable, the Landscape Partnership Program Coordinator (LPPC) will be asked to assign a Project Manager to provide design and/or technical assistance to the Community.

MnDOT Project Manager (landscape architect, designer or forester) and District Liaison meet with the Community to discuss project planning, implementation, and maintenance concerns.

MnDOT Project Manager prepares or assists the Community designer in preparing conceptual Plans.

District Liaison reviews preliminary Plan for safety and operational concerns prior to Plan review with the Community.

MnDOT Project Manager, District Liaison, and Local Government Unit / Community meet to review the Plan and to identify desired modifications, options, timetables, implementation strategies and phasing.

MnDOT Project Manager or the Community designer finalizes the detailed Plans, Cost Estimates, and Specifications for review and approval by Mn/DOT and Local Government Unit / Community representatives.

MnDOT District Liaison approves plan and gets the necessary Mn/DOT signatures.

Local Government Unit / Authorized Primary Contact Person prepare a "complete" Partnership Project Application and submit it in duplicate to the MnDOT Landscape Partnership Program Coordinator.

MnDOT Landscape Partnership Program Coordinator screens Application with Project Manager for accuracy / completeness and forwards a recommendation for approval / rejection of Funding with the Application to District Liaison.

Subsequent to District feedback, the Landscape Partnership Program Coordinator notifies applicants of approval, rejection, or deferral of their Application and Mn/DOT funding.

If the Application and Funding are approved, the MnDOT Project Manager will draft a Cooperative Agreement detailing the Local Government Unit's procurement, installation, and maintenance responsibilities. The MnDOT Municipal Agreements Engineer coordinates execution of the Agreement and encumbrance of District landscape partnership Funds.

MnDOT Project Manager provides technical assistance to help the Community organize their efforts, procure quality materials, obtain training, and coordinate safe and successful installation and maintenance of their plantings.

Local Government Unit sends copies of the Purchase Orders for Approved Materials specified in the Project Application and Plan to the MnDOT Project Manager.

MnDOT Municipal Agreements Engineer authorizes a Lump Sum Payment of the Approved Funding Amount to the Local Government Unit

MnDOT Project Manager(s) will Evaluate Compliance / Success of Project relative to intent by written report including Corrective Actions, if needed, and continue providing technical assistance to Community as necessary.

Send out Thank You Letters and Certificates of Appreciation.