

**MEETING AGENDA  
ENVIRONMENTAL ADVISORY COMMISSION  
February 27, 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 January 23, 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:** Highway 36 Landscaping
  - B. **Review/Discussion/Possible Action:** Demonstration Project – Bike Lane
  - C. **Review/Discussion/Possible Action:** Big Tree Registry Recognition
  - D. **Review/Discussion/Possible Action:** Trash and Recycling Survey
- IX. REPORTS FROM STAFF**
  - A. **Review/Discussion:** Bikeable Community Workshop – will know if we are picked in February.
  - B. **Review/Discussion:** Invasive Species Workshop – May 22, 2017. Attached is flyer
  - C. **Review/Discussion:** Contribution of \$2,000 to Ramsey County Cooperative Weed Management Area was on 2/21 City Council Agenda
  - D. **Review/Discussion:** Tree Give Away – April 22, 2017
- X. REPORTS FROM COMMISSIONERS**
- XI. ADJOURNMENT**

***Next Meeting: March 27, 2017 City Hall - Sandberg Room***

**MEETING MINUTES  
ENVIRONMENTAL ADVISORY COMMISSION  
January 23, 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 6:00 p.m.

**II. ROLL CALL**

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

Absent: Shawn Adams

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

Guests: Morgan Dawley, WSB  
Michael

**III. ADOPT AGENDA**

The agenda was adopted without objection

**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 November 28, 2016 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:** Demonstration Project – Bike Lane. Mike Stralka from Ramsey County attended the meeting and shared with the Commission things Ramsey County is doing regarding Active Living. Stralka stated the County hosts quarterly coalition and walking and biking team meetings, he invited staff and members from the commission to attend the meetings. Generally they hold the meetings in Roseville. He also reviewed the All Abilities Transportation Network Policy

with the Commission outlining the Principles and Prioritized Transportation System Users Hierarchy. He also shared with the Commission the draft 5 year resurfacing plan, the county integrates Pedestrian and Bicycle Improvements into Mill and Overlay projects. Mike suggested looking at opportunities for integrating active living policies into comprehensive plan sections. He mentioned public engagement they did that was effective was to attend events already planned such as Waterfest and Rondo Days. Gustafson asked Stralka if Ramsey County would be interested in coming to a City Council Workshop meeting to discuss how the City fits into the larger active living plan. Stralka said he would be interested in attending. Walczak suggested possible having Victoria Reinhart and Darren Tolbolt from Ramsey county attend.

- B. **Review/Discussion/Possible Action:** Silver Lake Biofiltration Pond. City Engineer Morgan Dawley reviewed the proposed biofiltration plans with the EAC. Morgan stated that from his professional experience the proposed pond should have a substantial positive change based on the proposed plan, he can't say 100% if it will be bone dry but it should help. The plan has a 5 year ongoing maintenance and warranty plan to nurse the plantings and keep an eye on the drain tile. The plan also has two times the amount of underdrain as the current pond. Mr. Dawley is estimating bids will go out sometime between now and March. Vice Chair Olson had questions about if there will be a fence and the warranty of the plugs. Morgan stated there is not a plan for a fence and there is a warranty for the plugs if they die, they will be checked after a year. Commissioner Blood voiced concerns about turf grass. If turf grass is planted there would need to be an understanding that it would need to be mowed or would need a prescribed burn, if not in the plan to be mowed prairie grass should be planted instead. Blood stated if low maintenance turf is not mowed or burned it still gets weeds. Blood suggested short prairie grass that is pollinator friendly and the commission agreed. Mr. Dawley stated he would discuss the EAC recommendation with BARR and the Valley Branch Watershed District.
- C. **Review/Discussion/Possible Action:** 2018 Road Reconstruction Schedule. City Engineer Morgan Dawley reviewed the proposed schedule with the Commission. He mentioned the proposed 2018 project will include the streets by Silver Lake, possibly Lake Blvd., 19<sup>th</sup> Avenue, 20<sup>th</sup> Avenue and Swan/Popular. Twenty possible rain garden locations have been Identified to improve water quality in the project area. Keith mentioned that it may be helpful to invite Maplewood, Washington County, Ramsey County and Oakdale to be involved in the planning process. Walczak suggested making the white line on lake blvd. a trail. It was noted that the Living Streets plans identify a sidewalk on 19<sup>th</sup> Avenue. The City is planning to have meetings with the VBWD regarding the weir that controls the lake level when planning for the project. Mr. Dawley stated that with this road project they are proposing to have the Gas and Electrical work happen first to hopefully prevent contractors having to work in a small space at the same time. Morgan asked the EAC to participate in neighborhood meeting regarding the project. Commissioner Blood suggested bringing in East Metro Water Resource Education Program for education, they may be able to help with bike lane / side walk education as well.
- D. **Review/Discussion/Possible Action:** Highway 36 Landscaping. The Commission reviewed the documents in the packet regarding the Landscaping project. Morgan Dawley suggested trying again to locate the landscape plan. After reviewing the landscape plan if it looks like items haven't been completed, Gustafson stated she would contact Todd Carroll and Shelia Kappi with the MnDOT to state that the perception from the City is the project hasn't been fully executed,
- E. **Review/Discussion/Possible Action:** Election of 2017 Environmental Advisory Commission Officers.

**On motion by Commissioner Blood seconded by Commissioner Tolbert-Ireland, motion carried to retain current Officers, Sue Springborn as Commission Chair and Glen Olson as Commission Vice Chair.**

- F. **Review/Discussion/Possible Action:** Big Tree Registry Recognition. The Commission suggested framing the certificates and presenting at the March 21, 2017 City Council meeting. Keith Stachowski brought the yard signs to the meeting for the Commission to review. The Commission suggested rotating to a different nominee each month. Gustafson stated she would ask if nominees are interested in having the sign placed in their yard when she calls them regarding attending the March 21, 2017 meeting.
- G. **Review/Discussion/Possible Action:** Date for the Invasive Species Workshop. The Commission suggested having the workshop on Monday, April 24 at City Hall. Gustafson stated she would contact Carole to see if that will work. If it doesn't she will send out an email with another date. The Commission also discussed that they would like the City to contribute to the Ramsey County Cooperative Weed Management Area.

**On motion by Commissioner Blood seconded by Commissioner Tolbert-Ireland, motion carried to contribute to the Ramsey County Cooperative Weed Management Area in the same amount as last year.**

- H. **Review/Discussion/Possible Action:** Tree Watering. City Forester Josh Bond requested via email that the Commission discuss options for tree watering. Commissioner Simba Blood suggested the City work with the Master Naturalist program to have a student do the watering as part of their capstone project. Each student that has their fees paid for by the City of North Saint Paul must complete 40 volunteers hours in North St. Paul for their capstone project.

#### **IX. REPORTS FROM STAFF**

- A. **Review/Discussion:** Bikeable Community Workshop – We will know if we are picked in February.
- B. **Review/Discussion:** Holiday Light Recycling at Ace Hardware.- Keith Stachowski noticed that Ace Hardware offers holiday light recycling. Gustafson promoted Ace's recycling opportunity on the City's Facebook page. They are planning to have the recycling collection through the end of January.
- C. **Review/Discussion:** Gustafson asked the Commission to pick a date for the Tree Give away. The Commission selected April 22 at 9 a.m. to 11 a.m. The Commission recommended not allowing residents to pick a species ahead of time. Gustafson said she would share that with the staff that takes the reservations. The Commission also asked how many trees they have this year, Gustafson stated she would contact the City Forester for the number.

#### **X. REPORTS FROM COMMISSIONERS**

#### **XI. ADJOURNMENT**

On motion by Commissioner Blood, seconded by Commissioner Tolbert-Ireland, with all present voting aye, motion carried to adjourn the meeting at 9:03 p.m.

***Next Meeting: The next regularly scheduled meeting February 27, 2017***

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
February 27, 2017



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

**ACTIONS TO BE CONSIDERED**

Highway 36 Landscaping

**FACTS**

At the January EAC meeting the Commission stated they would like staff to locate the Highway 36 Landscaping Plans. Attached are the Highway 36 Landscaping Plans.

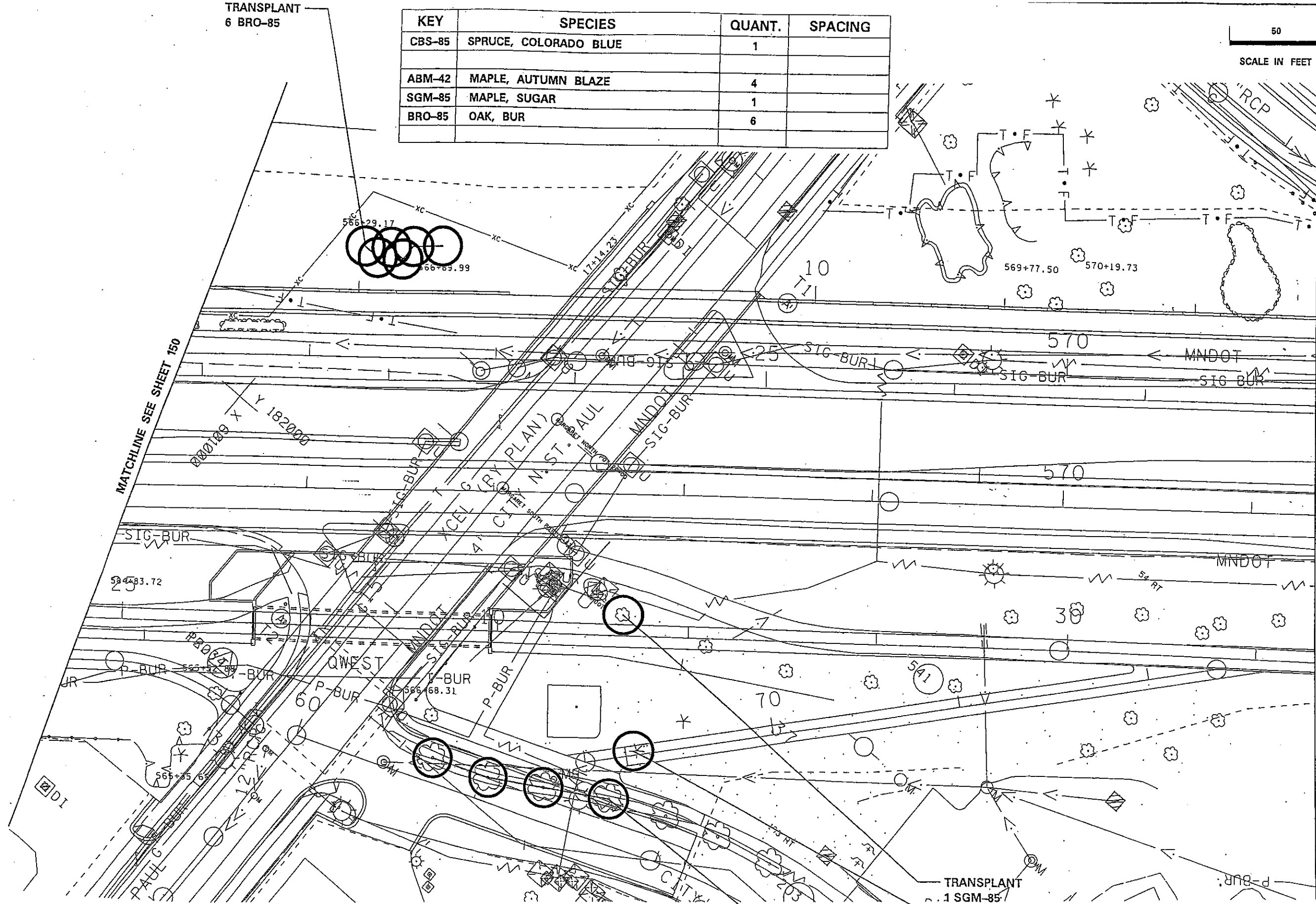
**ATTACHMENTS**

Highway 36 Landscape Plans

TRANSPLANT  
6 BRO-85

KEY	SPECIES	QUANT.	SPACING
CBS-85	SPRUCE, COLORADO BLUE	1	
ABM-42	MAPLE, AUTUMN BLAZE	4	
SGM-85	MAPLE, SUGAR	1	
BRO-85	OAK, BUR	6	

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SCALE IN FEET



MATCHLINE SEE SHEET 150

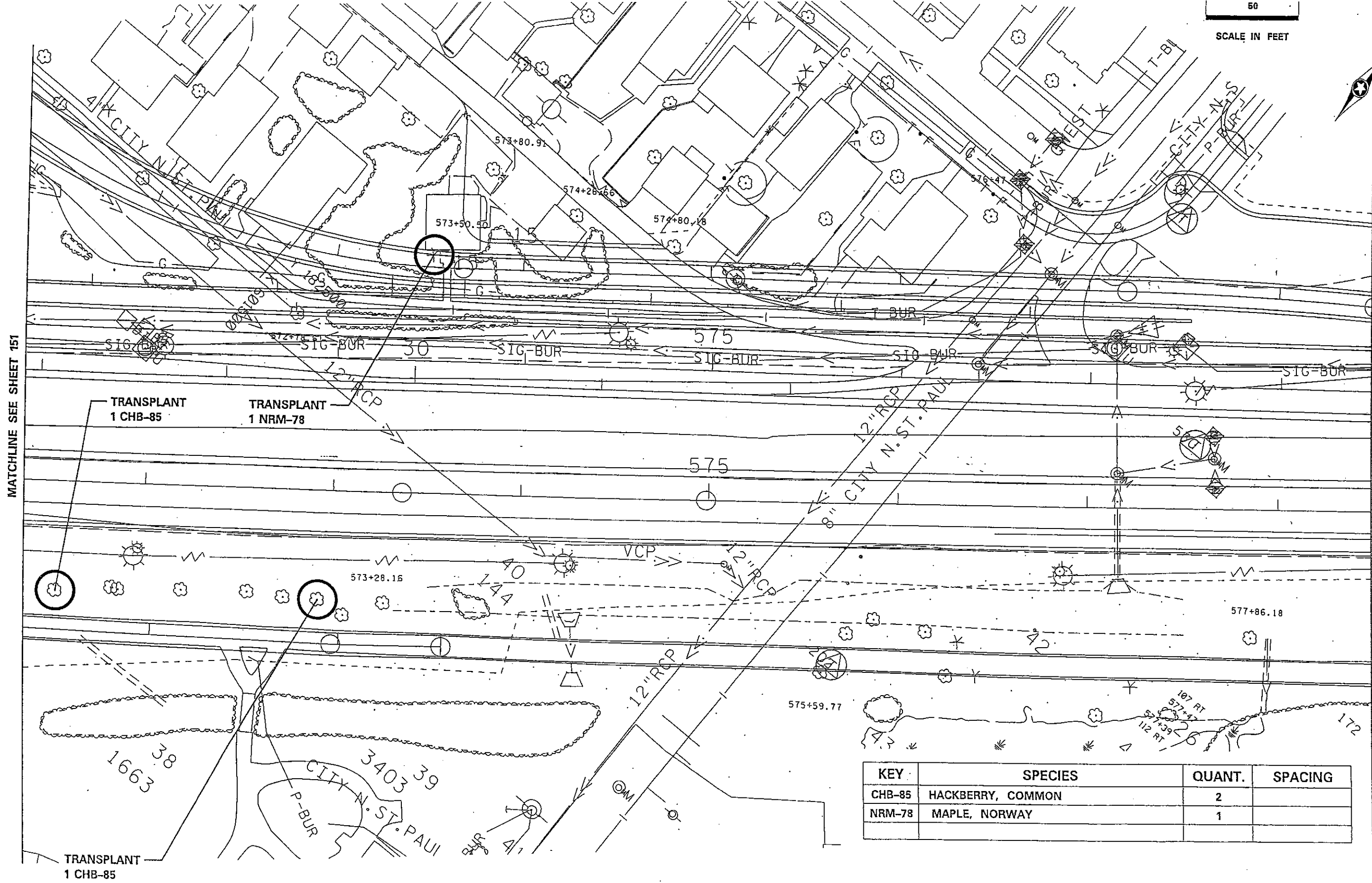
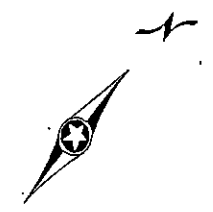
MATCHLINE SEE SHEET 152

TRANSPLANT  
4 ABM-42

TRANSPLANT  
1 SGM-85  
TRANSPLANT  
1 CBS-85

DATE MODIFIED: 1/20/2006	TIME MODIFIED: 3:18:44 PM	PROJECT MANAGER TIM DOCKTER	DRAWN BY TODD CARROLL	DATE 11-20-2006	DC NO. 26551	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION LANDSCAPE ARCHITECTURE UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>LANDSCAPE PLAN - INPLACE</b>
FILE SERVER LOCATION: Caew2ks004: T:\Landscape\Project\6211\81\Sheet\LA_821181_CP.dgn		CHECKED BY PAUL WALVATNE		SIGNATURE I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.			

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SCALE IN FEET

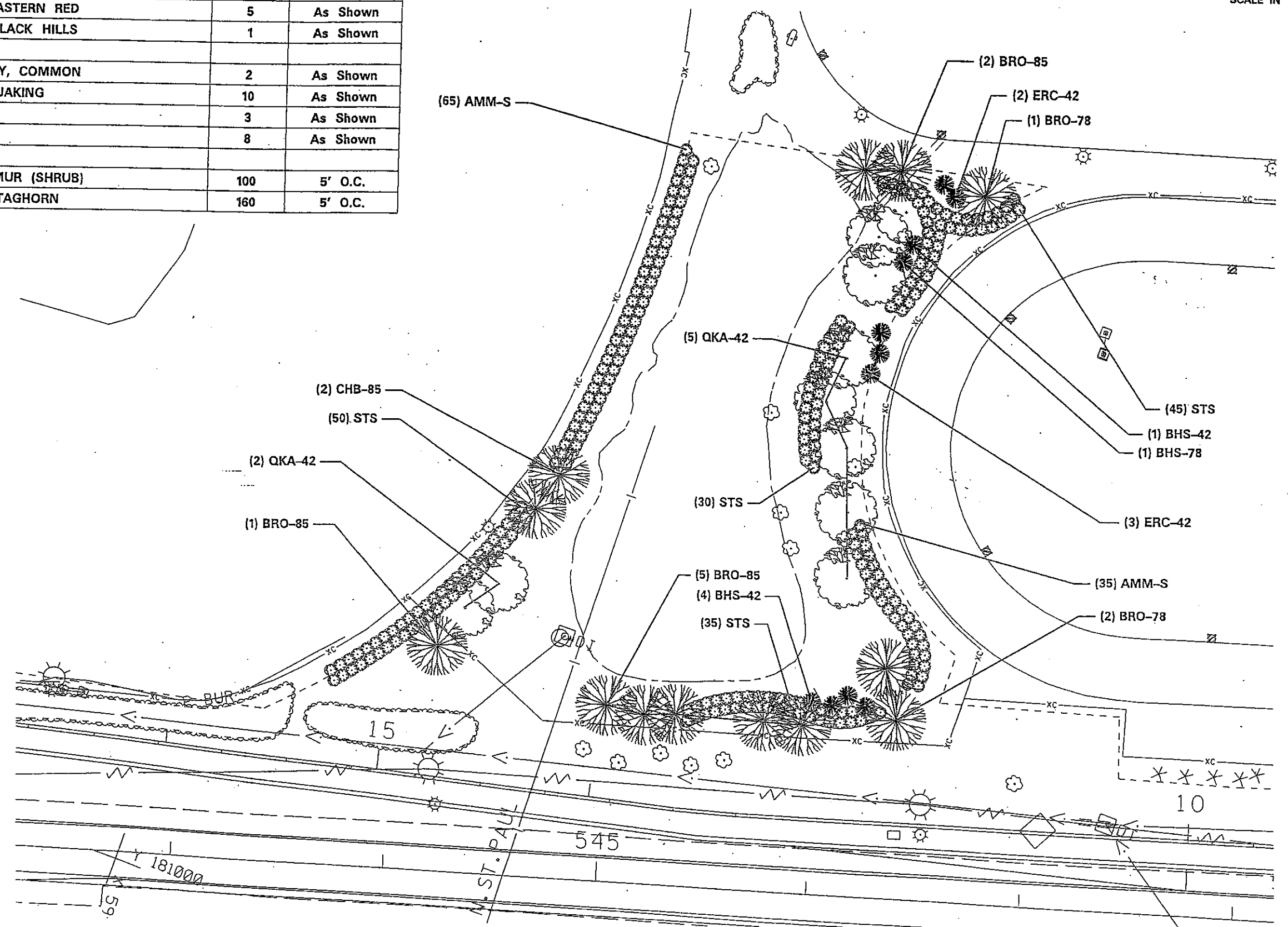


KEY	SPECIES	QUANT.	SPACING
CHB-85	HACKBERRY, COMMON	2	
NRM-78	MAPLE, NORWAY	1	

DATE MODIFIED: 11/20/2006	TIME MODIFIED: 3:16:50 PM	PROJECT MANAGER TIM DOCKTER	DRAWN BY TODD CARROLL	DATE 11-20-2006	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION	<b>LANDSCAPE PLAN - INPLACE</b>	
FILE SERVER LOCATION: C:\Users\caew2ks004\Project\6211\81\Sheet\LA_621181_CP.dgn			CHECKED BY PAUL WALVATNE	<p>LANDSCAPE ARCHITECTURE UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899</p>	STATE PROJECT 6211-81		(T.H. 36)

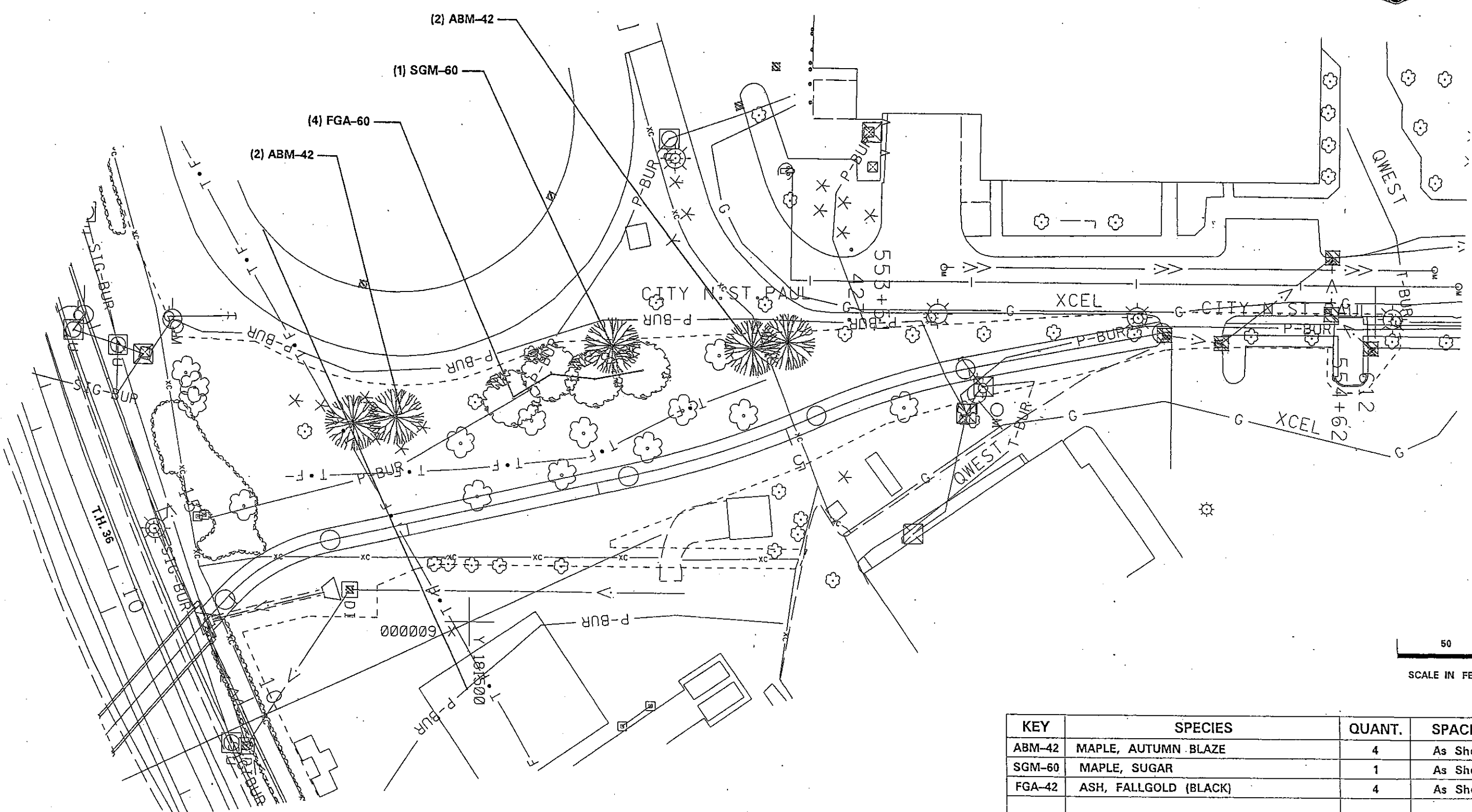
KEY	SPECIES	QUANT.	SPACING
BHS-42	SPRUCE BLACK HILLS	5	As Shown
ERC-42	CEDAR, EASTERN RED	5	As Shown
BHS-78	SPRUCE BLACK HILLS	1	As Shown
CHB-85	HACKBERRY, COMMON	2	As Shown
QKA-42	ASPEN, QUAKING	10	As Shown
BRO-78	OAK, BUR	3	As Shown
BRO-85	OAK, BUR	8	As Shown
AMM-S	MAPLE, AMUR (SHRUB)	100	5' O.C.
STS	SUMAC, STAGHORN	160	5' O.C.

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SCALE IN FEET




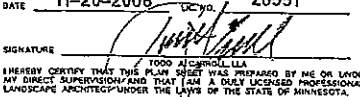
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FILE SERVER LOCATION: Caew2ks004: T:\Landscape\Project\6211\81\Sheet\LA_621181_CP.dgn	CHECKED BY PAUL WALVATNE	SIGNATURE  I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.					



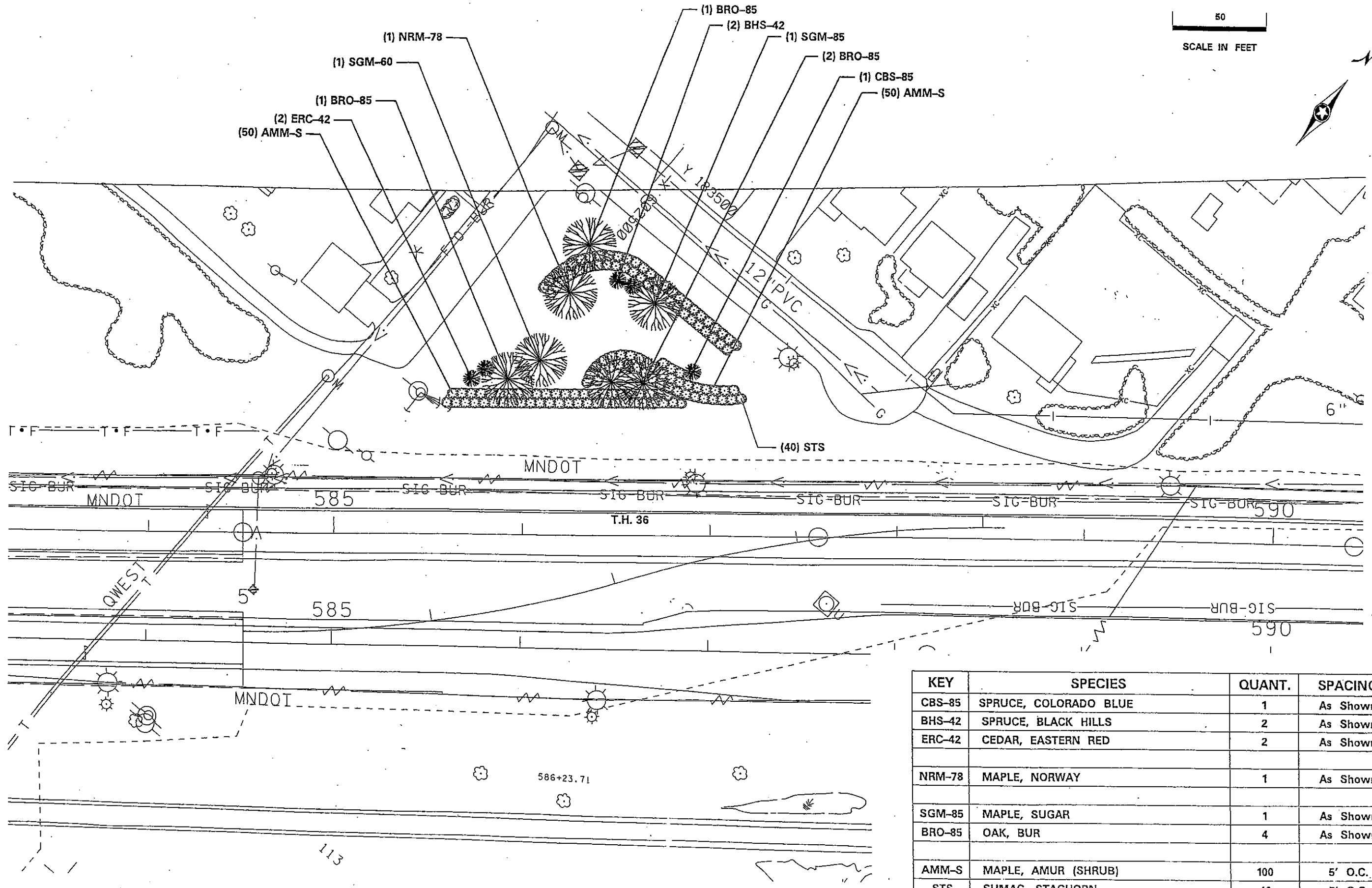


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SCALE IN FEET

KEY	SPECIES	QUANT.	SPACING
ABM-42	MAPLE, AUTUMN BLAZE	4	As Shown
SGM-60	MAPLE, SUGAR	1	As Shown
FGA-42	ASH, FALLGOLD (BLACK)	4	As Shown

DATE MODIFIED: 11/20/2006	TIME MODIFIED: 3:17:03 PM	PROJECT MANAGER TIM DOCKTER	DRAWN BY TODD CARROLL	DATE 11-20-2006	DC NO. 26551	 STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION LANDSCAPE ARCHITECTURE UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>LANDSCAPE PLAN - PROPOSED</b>  STATE PROJECT 6211-81 (T.H. 36) SHEET NO. 154 OF 562 SHEETS
FILE SERVER LOCATION: Caew2ks004: T:\Landscape\Project\6211\81\Sheet\LA_821181_CP.dgn			CHECKED BY PAUL WALVATNE	SIGNATURE  I HEREBY CERTIFY THAT THIS PLAN SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.			

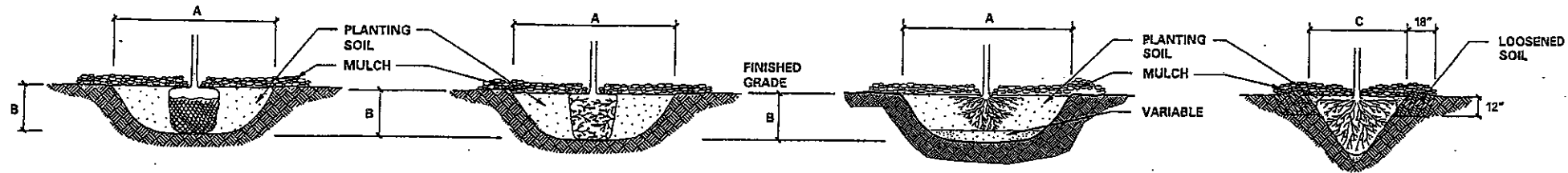
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SCALE IN FEET



KEY	SPECIES	QUANT.	SPACING
CBS-85	SPRUCE, COLORADO BLUE	1	As Shown
BHS-42	SPRUCE, BLACK HILLS	2	As Shown
ERC-42	CEDAR, EASTERN RED	2	As Shown
NRM-78	MAPLE, NORWAY	1	As Shown
SGM-85	MAPLE, SUGAR	1	As Shown
BRO-85	OAK, BUR	4	As Shown
AMM-S	MAPLE, AMUR (SHRUB)	100	5' O.C.
STS	SUMAC, STAGHORN	40	5' O.C.

**PLANTING HOLE DIMENSIONS  
(MINIMUM WIDTH DOES NOT APPLY IN MASS PLANTING BEDS)  
ALL VALUES ARE AS FOLLOWS:**

PLANT TYPE	PLANT SIZE UP TO AND INCLUDING	(A) MINIMUM HOLE WIDTH	(B) APPROXIMATE HOLE DEPTH (1)
CONIFEROUS TREES	(6") SEEDLING	(15")	(14")
	(9") SEEDLING	(18")	(14")
	(12") SEEDLING	(23")	(16")
	(2') B.B.	(36")	(10")
	(3') B.B.	(42")	(11")
	(4') B.B.	(51")	(13")
	(5') B.B.	(60")	(13")
	(6') B.B.	(66")	(15")
	(7') B.B.	(72")	(16")
	(8') B.B.	(81")	(18")
(9') B.B.	(90")	(20")	
(10') B.B.	(102")	(21")	
DECIDUOUS & ORNAMENTAL TREES	(6") SEEDLING	(15")	(14")
	(12") SEEDLING	(23")	(16")
	(18") SEEDLING	(30")	(16")
	(2') SEEDLING	(36")	(18")
	(2.5') SEEDLING	(40")	(18")
	(3') B.R.	(46")	(13")
	(4') B.R.	(48")	(14")
	(7') B.R.	(48")	(14")
	(5') B.R.	(54")	(15")
	(6') B.R.	(60")	(16")
	(8') B.R.	(66")	(19")
	(0.75") B.R.	(48")	(12")
	(1") B.R.	(54")	(14")
	(1.25") B.R.	(60")	(14")
	(1.5") B.R.	(66")	(15")
	(1.75") B.R.	(72")	(16")
	(2") B.R.	(84")	(19")
	(2") B.B.	(72")	(16")
	(2.5") B.B.	(84")	(19")
	(3") B.B.	(96")	(20")
(3.5") B.B.	(114")	(23")	
(4") B.B.	(126")	(25")	
CONIFEROUS SHRUBS (UPRIGHT)	(2') B.B.	(36")	(9")
	(3') B.B.	(48")	(12")
	(4') B.B.	(63")	(14")
CONIFEROUS SHRUBS (SPREADING)	(18") SPR B.B.	(30")	(8")
	(2') SPR B.B.	(36")	(9")
	(2.5') SPR B.B.	(42")	(11")
DECIDUOUS SHRUBS	(3') SPR B.B.	(48")	(12")
	(18") B.R.	(30")	(8")
	(2') B.R.	(33")	(9")
	(3') B.R.	(42")	(11")
	(4') B.R.	(48")	(12")
	(5') B.R.	(54")	(14")
	(6') B.R.	(60")	(14")
	(18") B.B.	(27")	(7")
	(2') B.B.	(30")	(8")
	(3') B.B.	(36")	(9")
(4') B.B.	(42")	(11")	
(5') B.B.	(48")	(12")	
(6') B.B.	(54")	(14")	
CONTAINER GROWN PLANTS	CELLPACKS	(6")	(2.5")
	(2.25") CONT.	(7")	(3")
	(3.5") CONT.	(10")	(3")
	(4") CONT.	(11")	(4")
	(4.5") CONT.	(13")	(4")
	(1 QT.) CONT.	(15")	(5.5")
	(#1) CONT.	(18")	(6")
	(#2) CONT.	(23")	(7.5")
	(#3) CONT.	(29")	(8.5")
	(#5) CONT.	(30")	(11")
(#7) CONT.	(37")	(11")	
(#15) CONT.	(44")	(14")	
(#10) CONT.	(45")	(15")	
(#20) CONT.	(60")	(17")	
(#25) CONT.	(72")	(16")	
VINES	1 YR. MED. B.R.	(15")	(11")
	1 YR. NO. 1 B.R.	(17")	(14")
	2 YR. MED. B.R.	(33")	(12")
	2 YR. NO. 1 B.R.	(42")	(15")
	(#1) CONT.	(18")	(6")
	(#2) CONT.	(23")	(7.5")



**BALLED & BURLAPPED STOCK**  
(MnDOT 2571.3F2)

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING AS DIRECTED BY THE ENGINEER.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT.
4. BACKFILL TO WITHIN APPROXIMATELY 12" OF THE TOP OF THE ROOTBALL, THEN WATER PLANT. REMOVE THE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS WHICHEVER IS GREATER. ALSO REMOVE ALL BURLAP AND NAILS FROM THE TOP 1/2 OF THE BALL. REMOVE ALL TWINE. REMOVE OR CORRECT STEM GIRDLING ROOTS.
5. PLUMB AND BACKFILL WITH THE PLANTING SOIL.
6. WATER TO SETTLE PLANTS AND FILL VOIDS.
7. WATER THOROUGHLY WITHIN 2 HOURS.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
9. STAKE AND GUY TO PROVIDE ADDITIONAL SUPPORT BETWEEN THE STEM AND ROOT BALL AS NECESSARY OR SPECIFIED.

**CONTAINER STOCK**  
(MnDOT 2571.3F3)

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING AS DIRECTED BY THE ENGINEER.
3. REMOVE CONTAINER AND SCORE OUTSIDE OF SOIL MASS TO REDIRECT AND PREVENT CIRCLING FIBROUS ROOTS, AS NECESSARY.
4. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE TOP OF THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE. REMOVE OR CORRECT STEM GIRDLING ROOTS.
5. PLUMB AND BACKFILL WITH THE PLANTING SOIL.
6. WATER TO SETTLE PLANTS AND FILL VOIDS.
7. WATER THOROUGHLY WITHIN 2 HOURS.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**BARE ROOT STOCK**  
(MnDOT 2571.3F4)

1. SOAK ROOTS IN WATER FOR AT LEAST ONE HOUR BUT NOT MORE THAN 24 HOURS PRIOR TO PLANTING.
2. SCARIFY SIDES AND BOTTOM OF HOLE.
3. PROCEED WITH CORRECTIVE PRUNING AS DIRECTED BY THE ENGINEER.
4. TRANSFER PLANT DIRECTLY FROM WATER TO HOLE. SET PLANT SO THE ROOT FLARE IS APPROXIMATELY AT THE FINISHED SOIL ELEVATION. SPREAD ROOTS OUT EVENLY. PLUMB AND IMMEDIATELY BACKFILL WITH THE PLANTING SOIL.
5. WATER TO SETTLE PLANTS AND FILL VOIDS.
6. WATER THOROUGHLY WITHIN 2 HOURS.
7. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**MACHINE MOVED STOCK**  
(MnDOT 2571.3F5)

1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. ADD CORRECTIVE PRUNING.
3. SET PLANT ON NATIVE SOIL AT SAME DEPTH AS IT WAS PREVIOUSLY GROWN.
4. PLUMB AND BACKFILL WITH THE PLANTING SOIL.
5. WATER TO SETTLE PLANTS AND FILL VOIDS.
6. AFTER PLANTING; LOOSEN THE SOIL IMMEDIATELY ADJACENT TO THE SPADE-MOVED SOIL TO A MINIMUM DISTANCE OF 18" AND A MINIMUM DEPTH OF 12".
7. WATER THOROUGHLY WITHIN 2 HOURS.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.
9. STAKE AND GUY TO PROVIDE ADDITIONAL SUPPORT BETWEEN THE STEM AND ROOT BALL AS NECESSARY OR SPECIFIED.

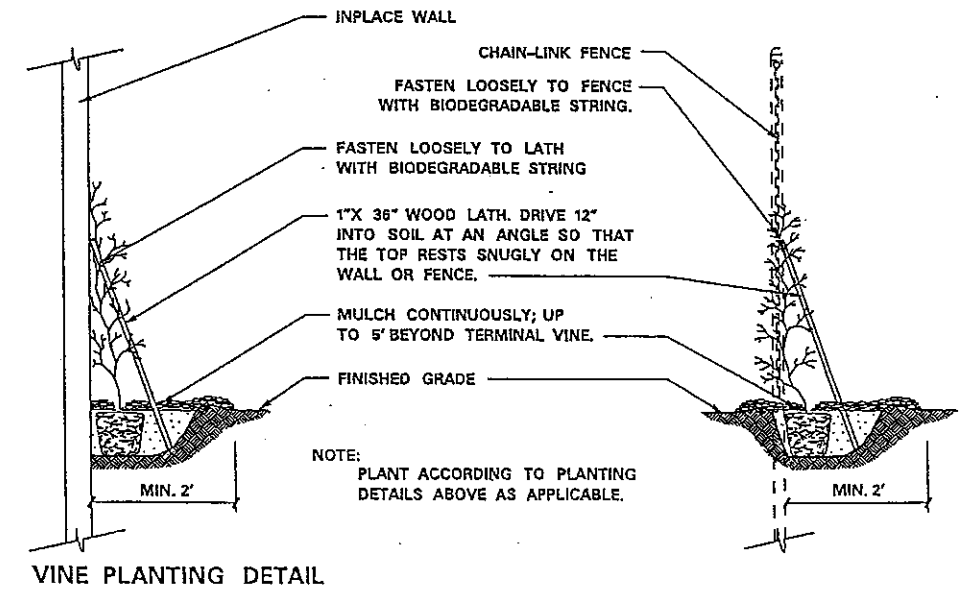
**MINIMUM TREE SPADE SIZE REQUIREMENTS**

SPADE DIAMETER SIZE 'C'	OAK TREES, CALIPER	DECIDUOUS/ORNAMENTAL TREES, CALIPER	CONIFEROUS TREES, HEIGHT
42"	1" to 1.5"	2" to 3"	3' to 7'
60"	1.5" to 2.5"	3" to 4"	7' to 9'
78"	2.5" to 3.5"	4" to 6"	9' to 14'
85"	3.5" to 5"	6" to 8"	14' to 18'

**PLANTING DETAILS FOR ISOLATED PLANTING LOCATIONS**

**GENERAL NOTES:**

1. REFER TO MnDOT SPECIFICATIONS 2571, 3861, THE "INSPECTION AND CONTRACT ADMINISTRATION MANUAL FOR MnDOT LANDSCAPE PROJECTS" AND THE SPECIAL PROVISIONS FOR ADDITION REQUIREMENTS.
2. COMPLETE PREPARATORY WORK BEFORE STARTING INITIAL PLANTING OPERATIONS.
3. ACCEPTED ALL PLANT STOCK IN ACCORDANCE WITH MnDOT 3861 PRIOR TO PLANTING.
4. PLANTING SOIL IS A COMBINATION OF THOROUGHLY MIXED EXISTING SOIL AND COMPOST MIX AND/OR ANY OTHER SPECIFIED AMENDMENTS.
5. HOLE DEPTH FOR B&B AND CONTAINER PLANTS SHALL NOT EXCEED MEASUREMENT FROM ROOT FLAIR TO BOTTOM OF SOIL BALL.



**VINE PLANTING DETAIL**

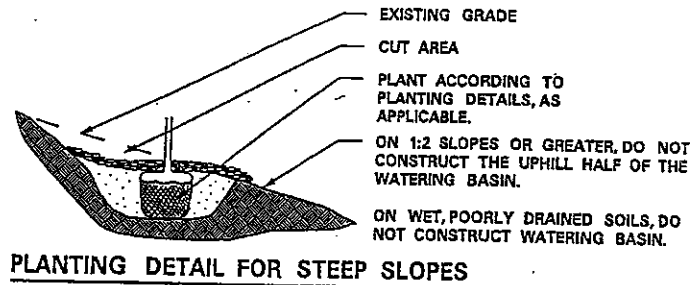
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FEBRUARY / 04 / 2005  
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PROJECT MANAGER  
SCOTT BRADLEY  
DRAWN BY  
OFFICE OF TECHNICAL SUPPORT

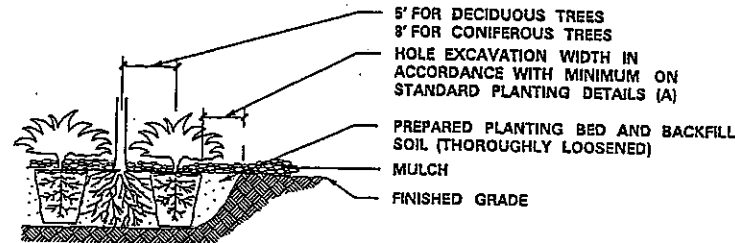


STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
LANDSCAPE ARCHITECTURE UNIT  
TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

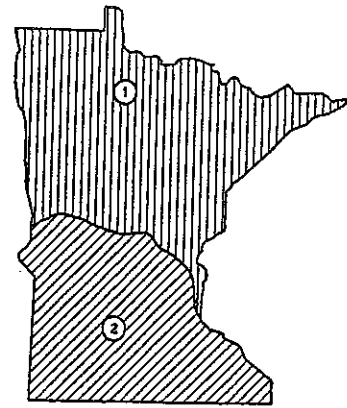
**STANDARD PLANTING DETAILS (A)**



PLANTING DETAIL FOR STEEP SLOPES



PLANTING DETAIL FOR MASS PLANTING BEDS



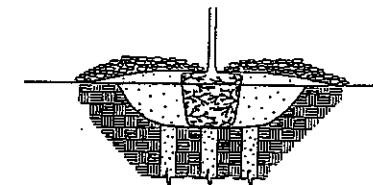
● - INDICATES PROJECT LOCATION

NOTES:

1. BARE ROOT PERENNIALS MUST BE INSTALLED IN THE SPRING BY JUNE 1ST. IF PLANTING IN FALL, FOLLOW FALL DECIDUOUS PLANTING DATES.
2. ACTUAL DATES MAY CHANGE DEPENDING UPON SEASONAL CONDITIONS, AS DETERMINED BY THE ENGINEER.
3. FALL PLANTING MAY NOT BE RECOMMENDED OR ALLOWED. SEE SPECIAL PROVISIONS FOR SPECIFIC PROJECT REQUIREMENTS. THE FOLLOWING BARE ROOT PLANTS ARE NOT RECOMMENDED FOR FALL INSTALLATION: HAWTHORN, RUSSIAN OLIVE, DOGWOOD, POPLAR, HACKBERRY, LINDEN, IRONWOOD, HONEYLOCUST, BIRCH, MOUNTAIN ASH, MAPLE, WILLOW, CRABAPPLE, PLUMCHERRY, OAKS, AND SUMAC.

KEY	SPRING				FALL	
	PERENNIALS	CONIFEROUS	DECIDUOUS	SEEDLINGS	DECIDUOUS	CONIFEROUS
1	MAY 1 TO JUNE 15	APRIL 21 TO JUNE 1	APRIL 21 TO JUNE 1	APRIL 21 TO JUNE 1	OCT. 1 TO NOV. 1	AUG. 25 TO SEPT. 15
2	MAY 1 TO JUNE 15	APRIL 7 TO MAY 17	APRIL 7 TO JUNE 1	APRIL 7 TO MAY 17	OCT. 10 TO NOV. 15	AUG. 25 TO SEPT. 15

OPTIMUM PLANTING DATE ZONES IN MINNESOTA

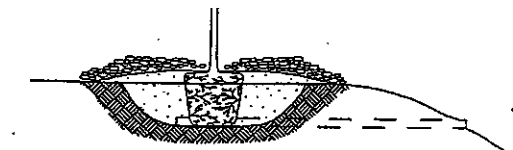


INSTALL GRANULAR FILTER

1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. AUGER 8" DIAMETER HOLES ENTIRELY THROUGH IMPERVIOUS OR POORLY DRAINED HARD PAN SOIL LAYER TO ADEQUATELY DRAIN SUBSOIL.
3. THOROUGHLY BACKFILL AUGER HOLES WITH A UNIFORM INCORPORATED MIXTURE OF 50% SAND AND 50% INPLACE SOIL.
4. COMPLETE PLANTING ACCORDING TO PLANTING DETAILS (SHEET A).

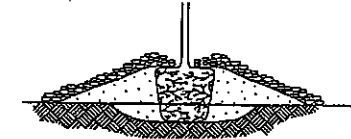
NOTE:

THE NEED FOR USING ALTERNATIVE PLANTING DETAILS AND WHICH TYPE TO USE SHALL BE DETERMINED BY THE CONTRACTOR AND SUBJECT TO APPROVAL BY THE ENGINEER.



INSTALL TILE DRAINAGE

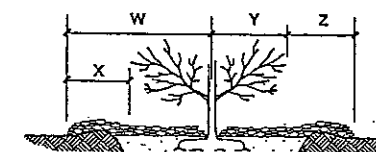
1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF THE ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. INSTALL 4" MINIMUM DIAMETER DRAIN TILE DAYLIGHTING AT A LOWER GRADE, AS APPROVED BY THE ENGINEER.
3. COMPLETE PLANTING ACCORDING TO PLANTING DETAILS (SHEET A).



INSTALL MINI-BERM

1. EXCAVATE HOLE OR BED 1/4 THE DEPTH OF THE ROOT MASS.
2. SET ROOT MASS IN HOLE.
3. CONSTRUCT BERM WITH SANDY LOAM TOPSOIL. EXTEND THE BERM BASE TO A WIDTH OF 3 TIMES THE BERM HEIGHT.
4. COMPLETE PLANTING ACCORDING TO PLANTING DETAILS (SHEET A).

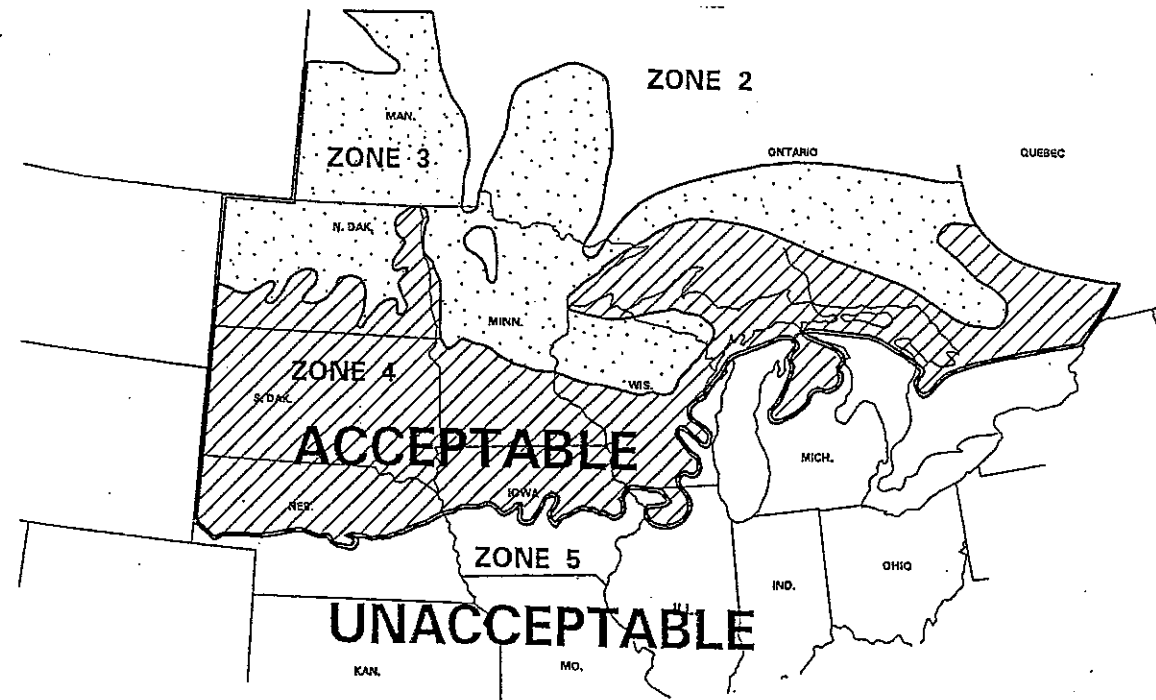
ALTERNATIVE PLANTING DETAILS FOR POORLY DRAINED SOIL



SUBSIDING OR DETERIORATING MULCH SHALL BE ACCEPTABLE THROUGHOUT THE CONTRACT PERIOD PROVIDED THE MULCH DEPTH IS MAINTAINED AT A MINIMUM 3" DEPTH AT ALL TIMES AND UPON FINAL ACCEPTANCE. REPLACEMENT MULCH SHALL BE REQUIRED WHEN THE CONTRACTOR'S OPERATIONS HAVE CONTAMINATED THE MULCH WITH SOIL.

NOTE:

1. REMOVE MULCH PLACED TO A DEPTH GREATER THAN THAT SPECIFIED WHEN DIRECTED BY THE ENGINEER.
2. PULL MULCH BACK NO LESS THAN 3" AND NO MORE THAN 6" FROM THE TRUNK



Key	ZONE MAP
ZONE 1	BELOW -50 F
ZONE 2	-50 to -40
ZONE 3	-40 to -30
ZONE 4	-30 to -20

ALL PLANT STOCK SHALL BE DEEMED ACCEPTABLE FOR HARDINESS:

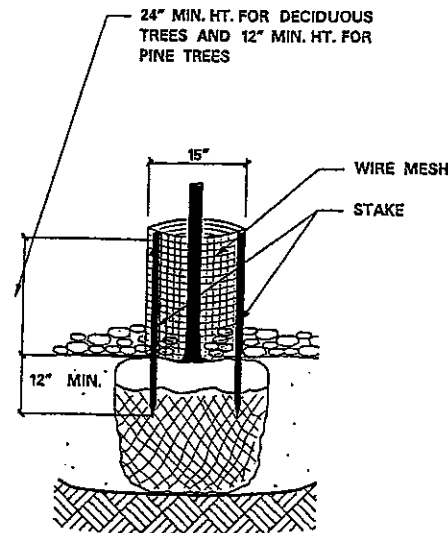
1. IF IT IS HARDY TO THE MINNESOTA ZONE WHERE THE PROJECT SITE IS LOCATED AND:
  - A. PLANT STOCK CAN BE DOCUMENTED AS CONTINUOUSLY GROWN FOR AT LEAST THE LAST TWO YEARS WITHIN THE ACCEPTABLE LIMITS SHOWN ON THE ACCEPTABLE PLANT STOCK GROWING RANGE LIMITS.
  - B. PLANT STOCK, IF GROWN OUTSIDE THE ACCEPTABLE GROWING RANGE LIMITS, CAN BE DOCUMENTED AS HAVING THE SEED SOURCE AND ROOT AND GRAFT STOCK ORIGINATING FROM WITHIN THE ACCEPTABLE GROWING RANGE LIMITS.

ACCEPTABLE PLANT STOCK GROWING RANGE LIMITS  
SOURCE: U.S.D.A. PLANT HARDINESS ZONE MAP

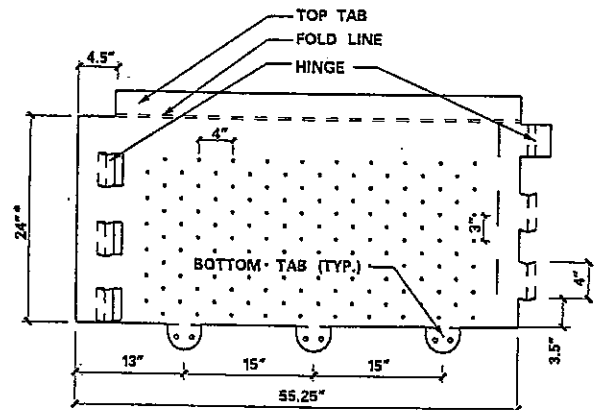
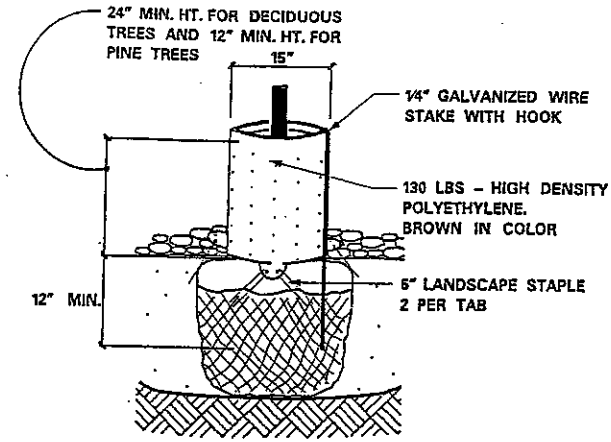
MULCH PLACEMENT DETAIL

TYPE OF PLANT	W CENTER OF PLANT TO MULCH LINE	X EDGE OF BRANCHING TO MULCH LINE	Y DEPTH OF MULCH	Z DEPTH OF MULCH
CONIFEROUS TREES	VARIES	3' MIN.	4"-6"	4"-6"
DECIDUOUS TREES	3' MIN.	N/A	4"-6"	4"-6"
CONIFEROUS SHRUBS	VARIES	3' MIN.	3"-4"	4"-6"
DECIDUOUS SHRUBS	3' MIN.	N/A	4"-6"	4"-6"
VINES	2' MIN.	N/A	4"-6"	4"-6"
PERENNIALS	VARIES	2' MIN.	2"-4"	2"-4"
MACHINE-TRANSPLANTED TREES	12" BEYOND EDGE OF HOLE		4"-6"	4"-6"

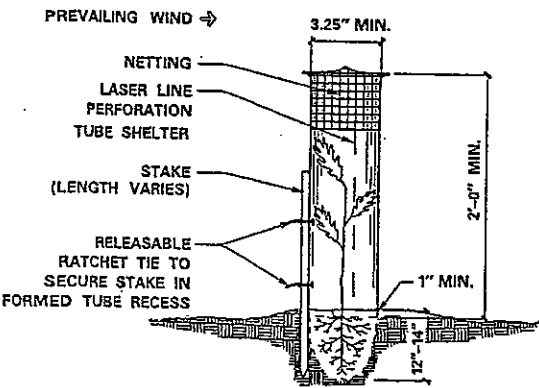
- FORM A DOUBLE-LAYERED CYLINDER USING 0.25" GRID GALVANIZED WELDED WIRE MESH (HARDWARE CLOTH). OVERLAP THE CUT END 2".
  - DRIVE TWO 1" x 1" OPPOSING HEARTWOOD WHITE OAK STAKES INTO THE GROUND 7" FROM THE CENTER OF THE TREE STEM.
  - SECURE THE MESH CYLINDER TO THE OUTSIDE OF THE STAKES USING EITHER, SCREWS AND WASHERS OR RATCHET-LOCKING TIES ALONG THE OVERLAP. SPACE APPROXIMATELY 4" ON CENTER ALONG THE OVERLAP.
    - SCREWS SHALL BE ROUND HEAD GALVANIZED 1/8" DIA. x 3/4" LONG WITH WASHERS.
    - OR
    - RATCHET-LOCK TIES SHALL BE NYLON AND AT LEAST 8" LONG.
  - IMBED THE LOWER EDGE OF THE MESH CYLINDER 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
  - CUT EDGES WILL NOT BE PERMITTED AT THE TOP OF THE CYLINDER. CUT THE STAKE FLUSH WITH THE TOP OF THE CYLINDER.
  - MULCH WITHIN THE CYLINDER SHALL NOT EXCEED 3" DEPTH AND SHALL BE PULLED BACK FROM THE TRUNK AS SPECIFIED IN MULCH PLACEMENT DETAIL.
  - THE BOTTOM WHORL OF PINE BRANCHES MAY HAVE TO BE REMOVED TO PERMIT INSTALLATION OF 12" MIN. HEIGHT RODENT GUARDS.
- INSTALL ON ALL DECIDUOUS AND PINE TREES, DO NOT INSTALL ON SPRUCE TREES.



- FOLD OVER THE TOP EDGE OF THE HDPE (HIGH DENSITY POLYETHYLENE) TOWARDS THE THREE BOTTOM TABS.
- BEND THE HDPE INTO A CIRCLE WITH THE SIDE TABS ON THE OUTSIDE OF THE CIRCLE.
- ALIGN THE HINGES AND BEGIN SLIDING THE 1/4" GALVANIZED WIRE STAKE (WITH HOOK) THROUGH THE HINGES TO INTERCONNECT THE HDPE AFTER SLIDING THE WIRE THROUGH ALL OF THE HINGES, TURN THE HOOK TOWARDS THE INSIDE OF THE HOPE.
- PUSH THE STAKE INTO THE GROUND, A MINIMUM OF 12". DRIVE SIX LANDSCAPE STAPLES (6" LENGTH, 2 PER TAB) THROUGH THE HOLES IN THE 3 BOTTOM TABS AT OPPOSITE ANGLES TO SECURE THE HDPE TO THE GROUND.
- MULCH WITHIN THE CYLINDER SHALL NOT EXCEED 3" DEPTH AND SHALL BE PULLED BACK FROM THE TRUNK AS SPECIFIED IN MULCH PLACEMENT DETAIL.
- THE BOTTOM WHORL OF PINE BRANCHES MAY HAVE TO BE REMOVED TO PERMIT INSTALLATION OF 12" MIN. HEIGHT RODENT GUARDS.
- INSTALL ON ALL DECIDUOUS AND PINE TREES, DO NOT INSTALL ON SPRUCE TREES.

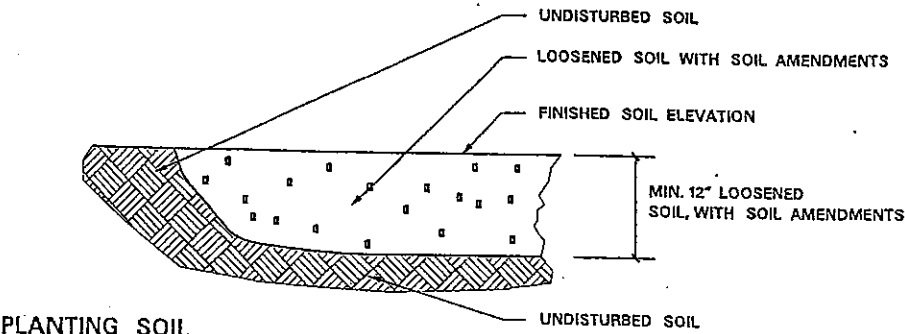


**RODENT PROTECTION DETAIL (OPTION 1)**



- USE SEAMLESS, EXTRUDED, TWIN-WALL, RIGID AND SEMI TRANSLUCENT POLYPROPYLENE TUBES WITH A LASER LINE PERFORATION AND AN OUTWARD-FLARED TOP RIM.
- SECURE THE SHELTER WITH NYLON RATCHET-LOCKING TIES ATTACHED TO A 1" x 1" WHITE OAK STAKE TO PREVENT DISLODGING OR TWISTING. IMBED THE BOTTOM OF THE TUBE A MINIMUM OF 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
- INSTALL A PLASTIC PHOTODEGRADABLE NETTING COVER AND SLEEVE OVER THE TOP OF THE TUBE TO PREVENT ENTRAPMENT OF BIRDS. PULL NETTING DOWN AS SHOWN.

**SEEDLING TREE SHELTER DETAIL**

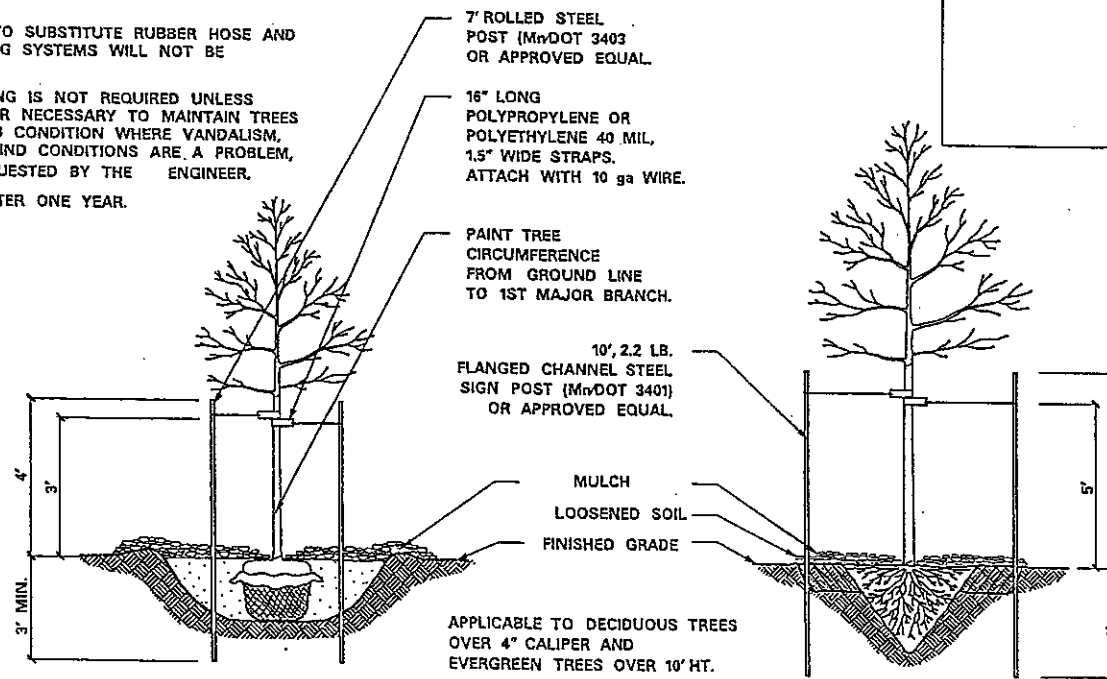


**PLANTING SOIL**

**RODENT PROTECTION DETAIL (OPTION 2)**

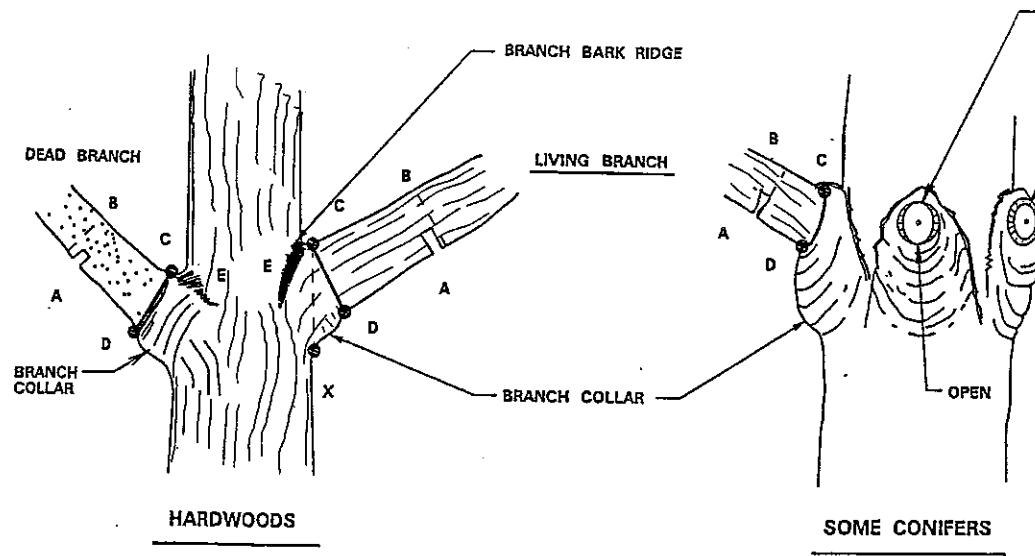
**NOTES:**

- STEEL POSTS TO BE NOTCHED OR DRILLED TO RETAIN GUY WIRES. PLACE OUTSIDE OF ROOT BALL. DRIVE PLUMB REGARDLESS OF GROUND SLOPE.
- REQUESTS TO SUBSTITUTE RUBBER HOSE AND WIRE GUYING SYSTEMS WILL NOT BE APPROVED.
- TREE STAKING IS NOT REQUIRED UNLESS SPECIFIED OR NECESSARY TO MAINTAIN TREES IN A PLUMB CONDITION WHERE VANDALISM, SOIL, OR WIND CONDITIONS ARE A PROBLEM, OR AS REQUESTED BY THE ENGINEER.
- REMOVE AFTER ONE YEAR.



**STAKING / GUYING DETAIL**

GENERAL NOTES		
SEE SPECIAL PROVISIONS FOR SPECIFIC PROJECT REQUIREMENTS.		
PLANTING HOLE AND BED CULTIVATION	THE PLANTING DETAILS REPRESENT ADEQUATELY DRAINED SOIL CONDITIONS. THE CONTRACTOR SHOULD EXERCISE DISCRETION IN SETTING PLANTS 1"-3" HIGHER IN POORLY DRAINED SOILS OR USING ALTERNATIVE PLANTING DETAILS ON SHEET B.	
	THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE DRAINAGE IN HEAVY POORLY DRAINED OR IMPERVIOUS SOILS.	
BACKFILL SOIL	USE CULTIVATED AND AMENDED SOIL EXCAVATED FROM PLANTING HOLES. REMOVE ALL DEBRIS INCLUDING ROCKS LARGER THAN 3" DIAMETER.	
FERTILIZER	X NONE MNDOT 3881	
COMPOST	NONE X MNDOT 3890	
MULCH MATERIAL	MNDOT 3882 TYPE 6 UNLESS OTHERWISE SPECIFIED.	
MASS PLANTING	MASS PREPARE PLANT SPACING OF 10' OR LESS. PLANT IN STAGGERED ROWS ON THE PERIMETER FIRST, THEN UNIFORMLY FILL IN WITH REMAINING QUANTITY. USE TRIANGULAR SPACING, UNLESS SPECIFIED OTHERWISE. PROVIDE 5' RADIUS CLEAR OF SHRUBS AROUND EACH DECIDUOUS TREE AND 8' RADIUS AROUND EACH EVERGREEN TREE. THIS RADIUS (CLEARANCE) SHALL BE MEASURED FROM THE CENTER OF THE TREE TO THE CENTER OF THE SHRUB. NOTIFY ENGINEER OF GROSS PLANT QUANTITY SURPLUS OR DEFICIENCY IMMEDIATELY. MASS MULCH PLANT SPACINGS OF 10' OR LESS.	
TREE PAINTING	PAINT OAKS, LINDENS, LOCUSTS, MAPLES, CRABAPPLES AND MOUNTAIN ASH. ONLY UNDILUTED EXTERIOR WHITE LATEX PAINT IS ACCEPTABLE. PAINT TREE CIRCUMFERENCE FROM GROUND LINE TO FIRST MAJOR BRANCH.	
PLANTING PLAN	RESPECT STATED DIMENSIONS BEFORE SCALING FROM PLAN.	
WATERING GUIDELINES	PLANT TYPE	AVERAGE AMOUNT OF WATER PER APPLICATION IN GALLONS
	MACHINE TRANSPLANTED TREES 42" AND UP	50 - 100
	BARE ROOT TREES	15
	BALLED & BURLAPPED SHRUBS	10
	BARE ROOT OR CONTAINER SHRUBS	7
	WOODY SEEDLINGS	4
PERENNIALS AND VINES	.3	
IT IS THE CONTRACTOR'S RESPONSIBILITY TO MONITOR AND MAINTAIN SOIL MOISTURE AT ADEQUATE BUT NOT EXCESSIVE LEVELS. THE ABOVE LISTED APPLICATION AMOUNTS ARE GUIDELINES, NOT REQUIREMENTS.		

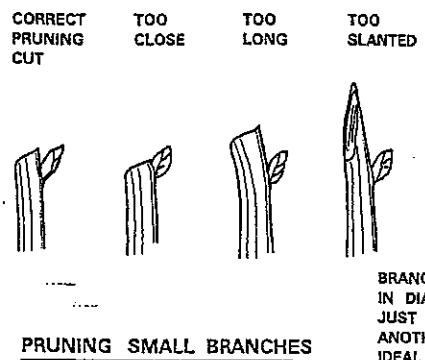
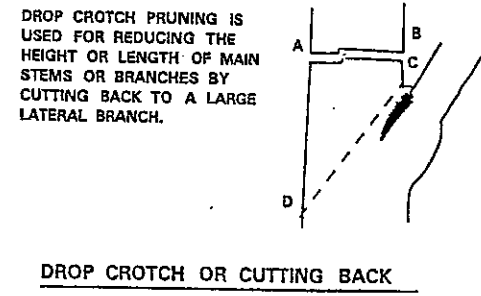


INCORRECT CUT (TOO CLOSE) RESULTING IN DISCONTINUOUS CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

CORRECT CUT (LEAVING BRANCH COLLAR BUT NO STUB) RESULTING IN CONTINUOUS DOUGHNUT SHAPED CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

- STEPS TO PRUNING**
1. FIRST CUT PART WAY THROUGH THE BRANCH AT POINT A.
  2. THEN CUT COMPLETELY THROUGH BRANCH FROM POINT B TO A.
  3. NOW CUT FROM POINT C TO D.
    - a. IF D IS HARD TO FIND, DROP A PLUMB LINE VERTICALLY DOWN TO POINT X. THE ANGLE X-C-D SHOULD BE APPROXIMATELY EQUAL TO X-C-E.

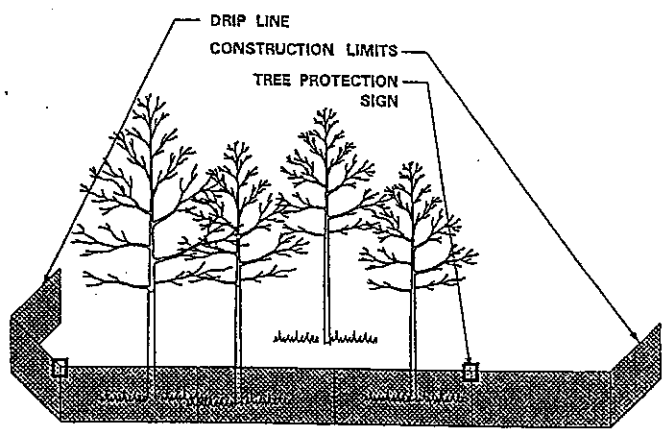
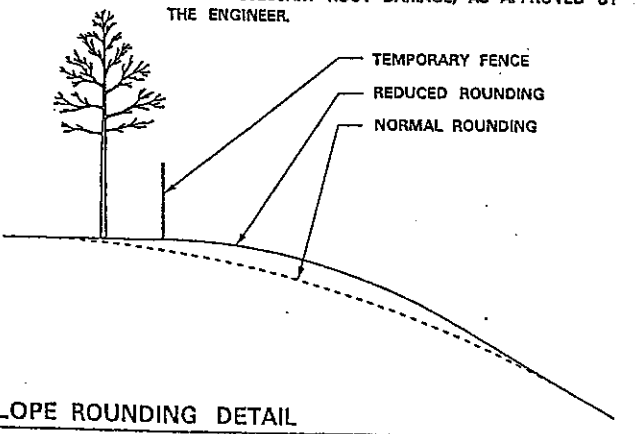
- PRUNING NOTES:**
1. LEAVE BRANCH COLLAR (C TO D)
  2. DO NOT FLUSH CUT (C TO X)
  3. DO NOT LEAVE STUBS (B TO A)
  4. BEST TIME TO PRUNE IS LATE DORMANT SEASON OR EARLY SPRING.
  5. AVOID PRUNING OAKS IN APRIL, MAY, JUNE OR JULY.
  6. IMMEDIATELY PAINT OAK WOUNDS MADE IN APRIL, MAY, JUNE OR JULY WITH LATEX PAINT OR SHELLAC.



**PRUNING DETAILS (Shigo Method)**

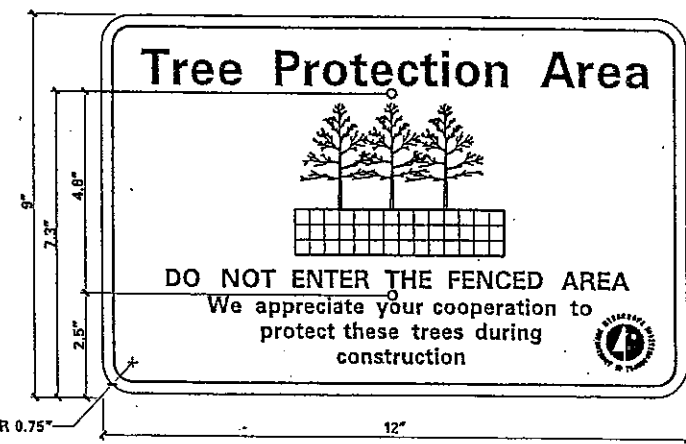
SIGNIFICANT TREES NEAR THE PROPOSED CONSTRUCTION LIMITS WILL BE IDENTIFIED IN THE PLAN OR BY THE ENGINEER AND PRESERVED BY THE CONTRACTOR.

- NOTES:**
1. PLACE THE TEMPORARY FENCE.
  2. REDUCE SLOPE ROUNDING WHERE ROOT ZONES WILL BE DISTURBED BY NORMAL SLOPE ROUNDING, AS APPROVED BY THE ENGINEER.
  3. VARY BACK SLOPE STEEPNESS TO AVOID TREE LOSS OR UNNECESSARY ROOT DAMAGE, AS APPROVED BY THE ENGINEER.



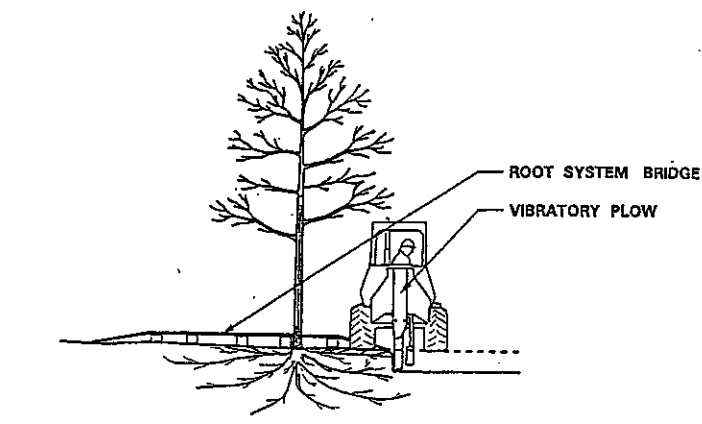
FURNISH AND INSTALL TEMPORARY FENCE AT THE TREE'S DRIPLINE OR CONSTRUCTION LIMITS AS SPECIFIED, PRIOR TO ANY CONSTRUCTION. WHEN POSSIBLE PLACE FENCE 25 FEET BEYOND THE DRIP LINE. PLACE PROTECTION SIGNS ALONG FENCE AT 20' INTERVALS.

**TEMPORARY PROTECTION FENCE PLACEMENT DETAIL**

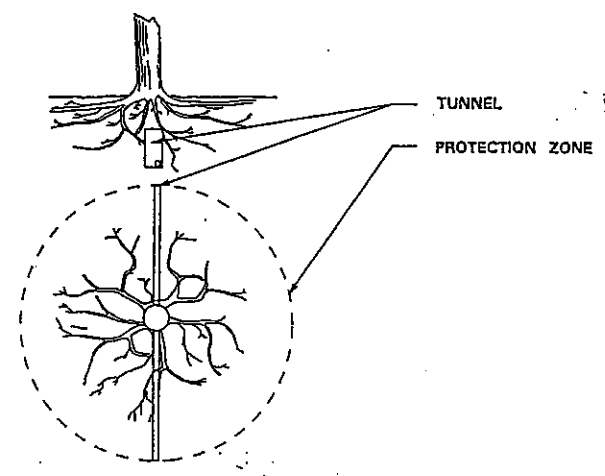


FABRICATE 12" X 9" X 3/8" SIGN WITH 0.75" RADIUS CORNERS. SIGN SHALL BE WHITE WITH BLACK LETTERING. ATTACH SIGN TO POST USING 1" LENGTH WOOD SCREWS, PLACED AT 2.5" AND 7.3" RESPECTIVELY FROM THE BOTTOM EDGE OF THE SIGN.

**TREE PROTECTION SIGN DETAIL**



**ROOT SYSTEM BRIDGE AND VIBRATORY PLOW**



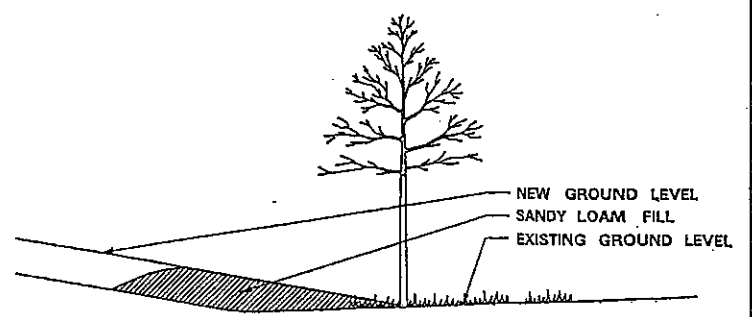
**UTILITY INSTALLATION TUNNEL**

**ROOT PROTECTION AND TRENCHING DETAILS**

- NOTES:**
1. REDUCE COMPACTION ON ROOT SYSTEMS WHERE IT OCCURS BY DRILLING 50 mm (2") DIAM. HOLES IN THE SOIL TO A DEPTH OF 450 mm (18"). BEGIN 3' FROM THE TREE TRUNK AND CONTINUE AT 2' INTERVALS IN CONCENTRIC RINGS OUT TO THE PROTECTION ZONE.
  2. WATERING OF ROOT DAMAGED TREES WILL BE REQUIRED TO MAINTAIN ADEQUATE BUT NOT EXCESSIVE SOIL MOISTURE TO A DEPTH OF 18" WITHIN THE UNDISTURBED PORTION OF THE IMPACTED TREE DRIFLINE.
  3. A 6 INCH LAYER OF WOODCHIP MULCH PLACED OVER A TYPE III (3733) GEOTEXTILE FABRIC MAY BE USED IN LIEU OF THE ROOT SYSTEM BRIDGE.
  4. WHEN DESIGNATED IN THE PLAN OR WHEN DIRECTED BY THE ENGINEER, ALL TREE ROOTS AT THE CONSTRUCTION LIMITS SHALL BE CUT CLEANLY (TO THE MAXIMUM DEPTH NECESSARY FOR CONSTRUCTION) WITH A VIBRATORY PLOW OR OTHER APPROVED ROOT CUTTER PRIOR TO ANY EXCAVATION. ROOT ENDS EXPOSED BY EXCAVATION ACTIVITIES SHALL BE IMMEDIATELY COVERED WITH A 6" LAYER OF ADJACENT SOIL, BACKFILL, REGRADE, OR INSTALL RETAINING WALL AS DESIGNATED IN THE PLAN OR WHEN DIRECTED BY THE ENGINEER.
  5. IF CONSTRUCTION VEHICLES MUST PASS OVER ROOT ZONES, CONSTRUCT ROOT SYSTEM BRIDGES WITH STEEL PLATE SUPPORTED ON WOOD TIMBERS PLACED RADIALLY TO THE TREE TRUNK.

TREE PROTECTION ZONE	
TREE DIAMETER AT 4.5' ABOVE GROUND	MINIMUM DISTANCE FROM FACE OF TREE TRUNK *
0"-2"	2'
3"-4"	4'
5"-9"	6'
10"-14"	10'
15"-19"	12'
19" +	15'

\* WHEN UTILITY INSTALLATIONS MUST OCCUR WITHIN THE TREE PROTECTION ZONE, AS DEFINED IN THE ABOVE CHART, THE CONTRACTOR SHALL BORE (TUNNEL) UNDER TREE ROOTS THAT ARE TO BE PRESERVED. THE CONTRACTOR SHALL BORE AT A MINIMUM DEPTH OF 24" BELOW THE GROUND SURFACE WITHIN THIS ZONE.



ANY FILL REQUIRED WITHIN THE DRIP LINE OF TREES SHALL BE AN UNCOMPACTED (WITH A COARSE SAND COMPONENT) SANDY LOAM TOPSOIL. EXCESSIVE FILL MAY REQUIRE INSTALLING PERFORATED PIPE WITH AT LEAST ONE DAYLIGHTED END OPENING AS AN AERATION SYSTEM.

**SANDY LOAM FILL DETAIL**



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**B. DEMONSTRATION PROJECTS – BIKE LANE & SIDE WALK**

**ACTIONS TO BE CONSIDERED**

Demonstration Project – Bike Lane

**FACT**

At the January EAC meeting, staff met with Michael Stralka from Ramsey County regarding their Bike / Ped Plan.

After the meeting staff followed up with Ramsey County regarding attending an upcoming City Council Workshop. Connie Bernardy has agreed to attend the March 21 meeting.

Staff was planning to discuss the following at the meeting:

- 1) Provide brief overview of the City's adopted Living Streets Plan and share the results from the recent Bike/Sidewalk demonstration project we conducted.
- 2) Ramsey County speak for approximately 20 minutes regarding Ramsey County's Ped / Bike Plan, specifically as it relates to North St. Paul.
- 3) Next Steps for the living street plan.

The March 21, City Council Workshop meeting is slotted to discuss the demonstration Project.

Meeting Details:

Date: Tuesday, March 21

Time: 5:00 – 6:30 p.m.

Location: City Hall – Training Room

The EAC is encouraged to attend the meeting.

**ATTACHMENTS**

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
February 27, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**C. BIG TREE REGISTRY RECOGNITION**

**ACTIONS TO BE CONSIDERED**

Big Tree Registry Recognition

**FACTS**

- Glen Olson and Sue Springborn are planning to present Big Tree Registry Certificates at the March 21, 2017 City Council Meeting.
- Staff had contacted nominees regarding attending the meeting.
- Attached is the memo for the City Council meeting.

**ATTACHMENTS**

Memo for the March 21, 2017 City Council Meeting





**V. PRESENTATIONS**  
**A. BIG TREE REGISTRY PROGRAM**

**ACTIONS TO BE CONSIDERED**

To present Big Tree Registry Nominees with certificates from the Environmental Advisory Commission

**FACTS**

- The City of North St. Paul Big Tree Registry Program was created by the Environmental Advisory Commission and was adopted by City Council on April 19, 2016.
- The purpose of the North St. Paul Champion Tree Registry is to raise awareness of and appreciation for North St. Paul's largest trees.
- The EAC is planning to present certificates to the Big Tree Nominees. Listed below are the recipients:
  - Jennifer Ruhland, 2302 7<sup>th</sup> Street North / Bur Oak
  - John Chermak, 2312 6th Street North / Bur Oak
  - John Buhl, 2573 3<sup>rd</sup> Avenue / Green Ash
  - Lora Mani, 2382 Gerald Avenue / Silver Maple
  - Mike and Cathy Manthei, 2894 Lake Blvd. / Red Oak
  - Elaine Ekstedt, 2045 17<sup>th</sup> Avenue East / Red Oak
  - Barbara Fallert, 2614 Cardinal Court / White Oak
  - Jeff Swan, 2908 Lake Blvd. / White Oak
  - Jeff Swan, 2908 Lake Blvd. / Red Oak
  - Beth Brzinski, 2258 North Henry Street / Sugar Maple / Culumnar
- In addition to the certificates presented this evening there are signs that will be rotated and displayed in nominee yards for a month, if they are interested in displaying the temporary yard sign. Listed below is a picture of the sign.



- For residents that are interested in learning more about the program, the City has program information on the City's website.
- Chair Sue Springborn and Vice Chair Glen Olson are planning to attend the meeting to present the certificates.

## **ATTACHMENTS**



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**D. TRASH AND RECYCLING SURVEY**

**ACTIONS TO BE CONSIDERED**

Trash and Recycling Survey

**FACTS**

Republic Services had suggested doing some type of recycling demonstration project, regarding weekly recycling, or completing a community survey to ascertain similar interest levels in such a program. After more in-depth discussions, Debra Gustafson and Keith Stachowski, talked with Ramsey County Environmental staff regarding the survey concept. The County offered to not only help the City coordinate the survey but also cover the cost(s) associated with doing it. Staff visited with County staff and Foth, an environmental consulting firm retained by the County, to discuss the survey in greater detail.

The scope of the project would include but is not limited to a formal mailed survey (and online option), as well as the option for focus groups to discuss specific issues or specific interests identified by the survey. It is our hope gathering this information will help us better understand community needs and will provide us with helpful data to use when developing an RFP or negotiating with Republic Services. The work plan estimated the cost to the County at \$21,430.

**ATTACHMENTS**

Proposed Trash and Recycling Survey Project Scope

## Ramsey County Technical Assistance Program

### City of North St. Paul's "Recycling Survey Project"

Technical Assistance to Assist with a  
Solid Waste & Recycling Survey to City Residents

#### Proposed Work Plan and Budget Estimate

**Introduction:** The City of North St. Paul has requested consultant technical assistance through the Ramsey County Technical Assistance Program (RC/TAP) to implement a residential solid waste and recycling survey. This information will directly benefit the City to help inform staff, the Environmental Advisory Commission (EAC), and City Council on the opinions of North St. Paul residents about how best to improve selected aspects of solid waste and recycling collection services.

Elements of the work should also be of wider benefit to other communities within Ramsey County and the County itself. The focus group tool can also be used to help other community engagement activities related to the development of the new Ramsey County Master Plan.

**Scope of Consulting Services and Deliverables to be Provided:** The scope of consulting services to be provided by Foth Infrastructure & Environment (Foth) is described in Attachment 1.

**Estimated Project Budget:** Ramsey County is providing these services without charge to the City of North St. Paul. However, there will be "in-kind" City staff time to be funded by the City.

Project Budget – The estimate of Foth costs for this project is displayed in Table 1. Foth will account for this project in a separate account.

Table 1  
Project Cost Estimate

Task	Foth Consultant Labor Costs	Expenses	Task Total
Task 1 Conduct Resident Recycling Survey [both "hard copy" & "SurveyMonkey"]	\$7,900	\$1,000	<b>\$8,900</b>
Task 2 Focus Groups	\$5,400	\$2,130	<b>\$7,530</b>
Task 3 Memo on City Billing vs. Hauler Billing	\$1,700	\$0	<b>\$1,700</b>
Task 4 Final Project Report	\$3,300	\$0	<b>\$3,300</b>
<b>Total</b>	<b>\$18,300</b>	<b>\$3,130</b>	<b>\$21,430</b>

Estimates of expenses for this project include:

- ◆ Task 1 – Printing and mailing of the "hard copy" survey
- ◆ Task 2 – \$100 gift certificates to 20 focus group participants.
- ◆ Task 2 – Incidental mileage to focus group meetings.

Mid-point Meeting – When approximately 50% of the County's consultant budget allocation is expended, Foth will request a mid-point meeting with City and County staff as a check-in point to help assure that project is on schedule and budget. The meeting can also be used to agree on any changes in technical

assistance services and priorities. This mid-point meeting should come in after Task 1 – “Conduct Resident Recycling Survey” and before Task 2 – “Focus Groups”. See Attachment 1 for more details.

**Proposed Project Schedule:** The project will be conducted during the timeframe of January through the end of May, 2017. Details of estimated task and deliverable schedules are included in Attachment 1.

### **Roles and Responsibilities:**

#### City of North St. Paul

The City of North St. Paul staff agrees to lead this project including:

- ◆ Best efforts to help the County guide Foth’s services so the budget is used as cost-effectively as possible to provide the best value to the City and County.
- ◆ Communicate regularly with County staff regarding progress on this project.
- ◆ Review, comment and approve Foth’s final draft written products.
- ◆ Present project plans and results to the EAC and City Council and provide the corresponding EAC/Council feedback to County staff and Foth as appropriate.
- ◆ Provide names and mailing address labels for targeted “single-family” households (i.e., 1 to 4-plex type structures that receive trash/recycling curbside collection service in carts).
- ◆ Post the project announcements and survey results on the City’s web page.
- ◆ Providing the meeting room for the focus groups.

The City’s primary staff contact and project manager will be Debra Gustafson. Jason Ziemer will provide overall project direction and serve as the primary City staff liaison with City Council.

#### Ramsey County

Ramsey County will manage Foth’s consulting services, including approvals of City requests. County staff will coordinate the project, including assistance with developing the County’s questions for the focus groups. The County’s primary staff contacts will be:

- ◆ Jean Buckley for issues relating to the scope of services provided and to review/comment on Foth’s first draft work products.
- ◆ Kate Bartelt for administrative oversight of Foth’s services under the RC/TAP program and overall project budget approvals.

#### Foth

Foth will provide the consulting services and deliverables described in Attachment 1. Foth’s primary consultant contacts for this project will be:

- ◆ Dan Krivit for project management and coordination.
- ◆ Susan Young for provision of technical assistance services and deliverable products.
- ◆ Bruce Rehwaldt for client team liaison to direct the Foth’s services in the overall RC/TAP program and approve proposed project budget estimate.
- ◆ Jennefer Klennert will provide quality control (QC) reviews of internal draft Foth products before being sent out to the client.

## Attachment 1

### Proposed Scope of Foth's Consulting Services

The following tasks summarize Foth's proposed services and deliverables for this project. (Approximate deadlines are also listed in parenthesis.)

**Task 1. Conduct Resident "Recycling Survey"**

(Start: end of January

Finish: Six weeks after start of survey)

Foth will draft and, upon City review and approval, finalize a survey instrument covering about five (5) or six (6) key solid waste and recycling issues. The survey title or handle will be "Recycling Survey" but one or two questions may be more about trash or bulky waste items.

The survey will first be sent out in hard copy form as a separate mailing from the City to North St. Paul residents with curbside recycling service (i.e., recycling carts). This "hard copy" direct mailing approach is similar to the method used for the City's 2015 "Community Survey". Once approved by County and City staff, Foth will produce and arrange for mailing the hard copy survey including a self-mailer post-card for survey responses. The responses will be mailed back to City hall and then forwarded to Foth for tabulation. The detailed plans for this hard copy survey packet have not yet been determined.

In addition a SurveyMonkey® ([www.SurveyMonkey.com](http://www.SurveyMonkey.com)) will also be used supplement the hard-copy mailing. SurveyMonkey would still allow the City to help control the distribution of the "Recycling Survey" link to target selected North St. Paul residents (e.g., that live in "single-family" dwelling units in structures with one to four units per building).

Demographic questions will be asked to help assure an adequate number of responses by category (e.g., age, type of residential building, etc.). If the initial responses do not adequately represent a demographic category, additional community engagement tools may be used to solicit survey responses (e.g., in-person intercept polls at local community centers or retail locations).

Once an adequate number of responses are received, Foth will compile and analyze the results from both the hard copy, mailed responses and the SurveyMonkey responses. A draft "Recycling Survey" memo will then be prepared for County and City review, comment, editing and approval. This memo will include a summary of the survey results and a list of additional questions that could be asked as part of the Task 2 Focus Groups. Based in part on the results, and in part on the remaining consultant budget, Foth will recommend a consultant scope and approach to finish the project.

**Task 2: Focus Groups (if needed)**

(Approximately one month after the Recycling Survey memo is accepted by the City.)

After the Foth "Recycling Survey" memo has been accepted by the City, a series of two (2) focus groups may be hosted by the City and Ramsey County if needed. The intent of these focus groups would be to solicit further community engagement on additional questions about the City's solid waste / recycling system. More in-depth, follow-up questions will be posed to the focus group meeting attendees.

In addition to the City questions, Ramsey County is interested in asking a series of questions related to the development of the new County's Solid Waste Master Plan. The concept is to "piggy back" the County's questions on top of the City's questions to the same focus groups.

Foth recommends that the focus groups be structured to be as fun and informal as possible. To help boost participation, Ramsey County is willing to pay for additional incentives to get North St. Paul residents to sign-up for the focus groups (e.g., retail gift cards with a value of up to \$200, etc.)

The City's intent of the focus groups would be to drill down further into the nuances of the recycling and other service issues. For example, a couple of the proposed enhancements (e.g., changing to recycling every week instead of every-other-week; adding curbside collection of organics) may cost residents more than they currently pay for solid waste/recycling services. If the Recycling Survey finds that most residents want the City to consider these types of improvements, at what price point (i.e., amount of additional rate increase) do the focus group participants think each service is too expensive?

Another example is on the concept of variable rate trash pricing (also known as "Pay As You Throw" or "PAYT"). An example public meeting question could be, "Would you be willing to have the City gradually increase the PAYT increments above the current levels in the garbage rates?" Foth will draft these and other questions for purposes of the public meeting. Foth will draft up a compilation of the discussion results of the focus groups.

**Task 3: Foth Memo on City Billing vs. Hauler Billing**  
(Approximately March 2017)

Foth will draft a memo for County and City review, comment, editing and approval that outlines the advantages and disadvantages of changing to a system where the contract hauler does the billing. The current state system (City billing) will be briefly described and in-house costs estimated. Potential range of added costs if the Contractor does this billing will also be estimated.

**Task 4: Final Project Report**  
(Approximately one month after the focus groups)

Foth will draft a final project report for review, editing and approval by County and City staff. The report will include a summary of the findings from the "Recycling Survey" and the focus group results. The final report will also include a set of overall project conclusions in regards to public opinions about how best to improve solid waste/recycling services.

# 2017 Invasive Plant Patrol

## Early Detection Program



**You can prevent buckthorn-like takeovers of *new* invasive plants in Ramsey County!**

- ✓ **Volunteer** to help!
- ✓ **FREE** training
- ✓ Easy; use your smart phone
- ✓ Report plants for removal

**Your findings added to a national invasive species database!**

**FREE Training Program: Monday, May 22, 6:30 - 9:30 pm**  
**North Saint Paul City Hall: 2400 Margaret St., North St. Paul, MN 55109**  
**Register by leaving your contact information: call (651) 792-7977**  
**or email [carole.gernes@rwmwd.org](mailto:carole.gernes@rwmwd.org)**



**Stop new invasive plants in their tracks!**

