

MAPLE GROVE
ARBOR COMMITTEE
REGULAR MEETING
APRIL 14, 2016
7:00 PM – ROOM 183
MAYOR'S CONFERENCE ROOM



1. CALL TO ORDER
2. OATH OF OFFICE
 - A. DAN SANFORD
3. APPROVAL OF AGENDA AND MINUTES
 - A. APPROVAL OF AGENDA
 - B. APPROVAL OF MINUTES – MARCH 10, 2016 REGULAR MEETING
4. OLD BUSINESS
 - A. 2016 ARBOR DAY PLANNING
 - B. EAB MANAGEMENT PLAN UPDATE
5. NEW BUSINESS
 - A. CITY OF MAPLE GROVE 2016 – 2018 GOALS
 - B. ADOPT-A-STREET SPRING CLEANING
6. AREA REPORTS
7. ADJOURNMENT

REQUEST FOR COMMITTEE ACTION

Item Number: 2A



Meeting Date: April 14, 2016

Agenda Heading: Oath of Office

Agenda Item: Oath of Office – Dan Sanford

Recommended Committee Action:

None.

Discussion:

The Oath of Office will be administered to newly appointed Committee Member Dan Sanford.

Attached is a revised Arbor Committee Member List for 2016. Please indicate revisions to my member listing and forward it to staff for updating.

Committee Comments:

City of Maple Grove 2016 Arbor Committee

Mary Parenteau, Chairperson

16410 Lake Ridge Drive
Maple Grove, MN 55311
Hm# 763-420-2019
Cell# 763-913-1124
mparenteau@edenpr.org
Term Expires: 12/31/18

Julie Gamber, V. Chairperson

7312 Pineview Lane
P.O. Box 1648
Maple Grove, MN 55311
Hm# 763-493-2360
Cell# 612-805-9471
Work# 763-424-9411
ZEEiroc@aol.com
Appointed: 2/7/05
Term Expires: 12/31/16

Frank Kampel

18473 98th Avenue N.
Maple Grove, MN 55311
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frankleslie23@hotmail.com
Term Expires: 12/31/17

Ed Reichow

8540 Quarles Rd. N.
Maple Grove, MN 55311
Hm# 612-363-4540
Wk# 612-363-4540
edreichow@gmail.com
Appointed: 3/21/05
Term Expires: 12/31/18

Kelly Matzke, Staff Liaison

12800 Arbor Lakes Parkway
Maple Grove, MN 55369
Wk# 763-494-6365
kmatzke@maplegrovern.gov

Marilyn Arnlund

17792 93rd Place N.
Maple Grove, MN 55311
Hm# 612-597-1141
Wk# 763-494-6091
marnlund@maplegrovern.gov
Appointed: 2/3/14
Term Expires: 12/31/16

Joseph Hogeboom

6914 Garland Lane N.
Maple Grove, MN 55311
Hm# 763-420-6261
Wk# 763-593-8099
jhogeboom83@gmail.com
Appointed: 1/17/12
Term Expires: 12/31/17

Mary Lynn KenKnight

7300 Holly Lane N.
Maple Grove, MN 55311
kenknight1@comcast.net
Appointed: 6/16/14
Term Expires: 12/31/18

Dan Sanford

9232 Queensland Lane N.
Maple Grove, MN 55311
Hm# 612-685-3176
edgjam99@yahoo.com
Appointed: 04-14-16
Term Expires: 12/31/17

Steven Courtney

7870 Ranchview Lane N.
Maple Grove, MN 55311
Hm#763-777-8498
Wk# 763-777-8498
courtn3333@gmail.com
Appointed: 2/3/14
Term Expires: 12/31/16

Rory Howell

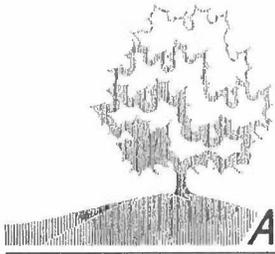
11998 - 91st Avenue N.
Maple Grove, MN 55369
Hm# 515-441-1977
rory.howell@concur.com
Appointed: 7/15/13
Term Expires: 12/31/16

Terri Polski

7500 Maplewood Drive
Maple Grove, MN 55311
Hm# 763-420-4574
pterrri56@yahoo.com
Appointed: 2/1/10
Term Expires: 12/31/18

Judy Hanson, Council Liaison

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MAPLE GROVE
ARBOR COMMITTEE

REQUEST FOR COMMITTEE ACTION

Item Number: 3 A & B

Meeting Date: April 14, 2016

Agenda Heading: Approval of Agenda and Minutes

Agenda Item: Approval of Agenda and Minutes

Recommended Committee Action:

Call by Vice-Chairperson _____ for any additions or revisions to the agenda.

Motion by Committee member _____, seconded by Committee member _____ to approve as proposed or approve as amended the agenda for the April 14, 2016 regular meeting.

Motion by Committee member _____, seconded by Committee member _____ to approve the minutes of the March 10, 2016 regular meeting as presented or as amended.

Discussion:

Committee Comments:

**MAPLE GROVE
ARBOR COMMITTEE
REGULAR MEETING
March 10, 2016
MAPLE GROVE GOVERNMENT CENTER
7:00 PM**

Call to Order

The regular meeting of the Arbor Committee was called to order by Chairperson Mary Parenteau at 7:00 pm.

Members Present

Mary Parenteau, Julie Gamber, Joe Hogeboom, Frank Kampel, Marilyn Arnlund, Mary Lynn Kenknight

Members Absent

Terri Polski, Ed Reichow, Steve Courtney, Rory Howell

Also Present

Kelly Matzke - Staff Representative

Approval of Agenda
and Minutes

Chairperson Parenteau asked if there were any additions or revisions to the agenda. Hearing none, Commissioner Arnlund made a motion to approve the agenda as presented. The motion was seconded by Commissioner Gamber and passed unanimously on a voice vote.

Chair Parenteau asked if there were any revisions to the February 11, 2016 meeting minutes. Hearing none, Commissioner Kampel made a motion to approve the minutes as presented. The motion was seconded by Commissioner Gamber and passed unanimously on a voice vote.

Old Business

EAB Management Plan Update

Staff Liaison Matzke shared that City staff is moving forward with the production of a draft ordinance and an Emerald Ash Borer Management Plan. Matzke stated that the Parks Department is currently looking into potential impacts to parkland trees, and that hopefully a draft Plan will be ready to be viewed by the Arbor Committee in April and could go to the City Council for approval as early as May.

Commissioner Arnlund stated that she, in coordination with City staff, applied for a grant from the MN Department of Natural Resources (DNR) and the Environment and Natural Resources Trust Fund for the purpose of installing a gravel bed to produce bare root trees. Arnlund was recently notified that the City will likely be awarded \$30,000 to get the project started.

Arnlund stated that with the grant proceeds, the City will initially plant 150 trees in a newly constructed gravel bed at the City Public Works Facility. The trees would be watered by a newly installed irrigation system. Arnlund stated that she will look into whether or not a rainwater measuring gauge would be available for the system.

Once the initial 150 trees have grown through the summer, they would then be planted throughout the City. Arnlund stated that there are a few details that she is working out with the grantor, and she will report more information about the grant in April. Chair Parenteau thanked Arnlund for her work in securing the grant.

2016 Arbor Day Planning

Staff Liaison Matzke introduced this item, and explained that planning is underway for the 2016 Arbor Day event, scheduled to be on Saturday, April 30th from 12-4 pm at the Maple Grove Community Center.

The Commission discussed including the following events in the 2016 Arbor Day event:

- Buckthorn Education/ Dabber Sales
 - The group will decide in April if the Committee will purchase dabbers in bulk and sell them at the Community Center.
- DNR Invasive Species Display
 - Matzke will see if an alternate staff person is available from the DNR to staff this event.
- Mulch Display
 - Commissioner Reichow will bring material for the Mulch Display.
- Hennepin County Recycling and Composting
 - The Committee agreed this will be a good thing to advertise at the event, as well as organics recycling now available at the County facility on Jefferson Highway.
- Reptile and Discovery Zoo
 - Chair Parenteau asked if this event could be moved from 1-2 pm. Staff Liaison Matzke will double-check and report back.

- U of M Raptor Center
- Tree Raffle Drawing – 2 Serviceberry Trees
- Tree Display
- Barb Boulka – Landscape Artist
- Home Depot-sponsored Bird House Building
- Maple Grove Wood Carvers
- Flower Pots/Seeds from Lynde Greenhouse and Nursery
- Wright/Hennepin Seedling Giveaway
 - Staff Liaison Matzke will contact Wright/Hennepin.
- Public Tree Inventory Display
- EAB and Smokey the Bear Costumes
 - National Honor Society students will take on this duty.
- Audubon Society
- Tree Medallions
 - Staff Liaison Matzke will double-check the current inventory of tree medallion materials.
- Passbook Scavenger Hunt
- EAB Nerf Game
 - Commissioner Arnlund discussed the game and possible prizes that could be given for participants.
- Paper Tree Making
 - The Commission will discuss this with Commissioner Polski at the April meeting.
- Invasive Species DNR Display
- Bee House Making
- Master Gardener/Tree Care Advisor
- Plant a Tree Video
 - Staff Liaison Matzke will ask that another video is produced for the event.
- Tote Bag Giveaway
 - The Shoppes at Arbor Lakes has donated tote bags for the event.
- Refreshments
 - Various Commissioners will bring refreshments, including cookies and McDonald's orange drink.

Commissioner Kampel suggested adding ash tree identification information at the event. Commissioner Arnlund suggested possibly identifying outdoor ash trees.

Commissioner Kampel suggested that staff look into assembling handouts to distribute, as well as Smokey the Bear and EAB costume availability.

New Business

Staff Liaison Matzke informed the Committee that Maple Grove is currently designated as a Level 2 Green Step City by the Minnesota Pollution Control Agency. Matzke explained that City Planner Peter Vickerman is LEED-certified and is spearheading this initiative.

Area Reports

Commissioner Kenknight inquired about the possibility of arranging a community garlic mustard pull event at the Forest Preserve this spring. The Commission will discuss this in further detail in April.

Commissioner Kenknight inquired about a tree that had been hit by a vehicle on Dunkirk Lane No. over the past weekend. Staff Liaison Matzke informed the Commission that there had been an automotive accident, and that the City is aware of the damage.

Commissioner Hogeboom requested that the City consider paving Elm Road, between Lawndale Lane and Vicksburg Lane.

Adjournment

Commissioner Arnlund made a motion to adjourn the meeting at 9:10 pm. The motion was seconded by Commissioner Gamber and passed unanimously on voice vote.

Respectfully submitted,



Joe Hogeboom, Secretary
City of Maple Grove Arbor Committee
March 11, 2016

REQUEST FOR COMMITTEE ACTION

Item Number: 4A



Meeting Date: April 14, 2016
 Agenda Heading: Old Business
 Agenda Item: 2016 Arbor Day Planning – Final Preparation

Recommended Committee Action:

Discuss any remaining items relating to this year's Arbor Day Event.

Discussion:

All activities previously discussed are in place for this year's Arbor Day Event. If any Committee Member has any Arbor related literature that would be appropriate to distribute at the event, please bring it to meeting and copies will be made.

Also, if any Committee Member has anything else that needs to be discussed for this year's event, please do so since this is the last meeting prior to Arbor Day.

Arbor Day Assignments:	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00
Master Gardener / Tree Care Advisor	Mary Lynn	Mary Lynn	Mary Lynn	Mary Lynn
Tree Display / Tree Planting Video	Rory	Ed	Joe	Mary
DNR Invasive Species	???	???	???	???
Tree Medallions / Home Depot	*Michelle? Frank	*Michelle? Rory	*Michelle? Ed	*Michelle? Joe
Paper Tree Making	Julie	Frank	Rory	Ed
Buckthorn Display	Steve	Julie	Frank	Rory
Tree Seedling Distribution	Mary	Steve	Julie	Frank
Refreshments	Joe	Mary	Steve	Julie
Tree Mulch	Ed	Joe	Mary	Steve
EAB Nerf Game	Marilyn	Marilyn	Marilyn	Marilyn

*Non-Member

National Honor Society (NHS) Assignments:

- Wearing the Emerald Ash Borer costume
- Wearing the Smokey the Bear costume
- To assist Smokey the Bear
- To pass out tote bags
- To help face painting
- To pass out flower pots with seeds

Committee Comments:

REQUEST FOR COMMITTEE ACTION

Item Number: 4B



Meeting Date: April 14, 2016

Agenda Heading: Old Business

Agenda Item: EAB Management Plan Update

Recommended Committee Action:

None.

Discussion:

Staff recently completed the EAB Management Plan for the City of Maple Grove. It is recommended that you review and have any comments ready for the meeting April 14. It's expected that this plan will go to the Park Board meeting in May with anticipated Council adoption in June.

Committee Comments:



EMERALD ASH BORER MANAGEMENT PLAN

Maple Grove, Minnesota

Draft: 3/29/15

Arbor Committee Approval:

Park and Recreation Board Approval:

City Council Approval

Purpose

The purpose of this document is to establish guidelines for the City of Maple Grove in its management of Emerald Ash Borer. The goal of this plan is to minimize the effects of EAB by removing trees infested with EAB, and implementing the management plan so the impact on residents is kept to a minimum.

Introduction

Emerald Ash Borer (EAB) is a beetle native to eastern Asia that feeds on ash species. It was discovered in southeastern Michigan in 2002, and has continued to move around the country. In the summer of 2015 EAB was discovered in Plymouth, MN. EAB has killed hundreds of millions of ash trees in North America, and has the potential to decimate large areas as the insect continues to move throughout the region.

Determining when the exotic beetle will be discovered in Maple Grove is unknown. Some professionals say that it is already in Maple Grove, but yet to be found. Ash trees typically do not show signs of EAB until 3-5 years after they have been infested. Studies show that once found in your area, it takes approximately 5-10 years to infest and kill the majority of the ash trees in the infected area.

The City of Maple Grove has an evolving tree inventory that when complete, and amended over time, monitors the number of trees and their condition. As of this writing, it is estimated that there are approximately 12,000 ash trees of various species within the City of Maple Grove. Of those, approximately 5,000 are within public right of way. Additionally, there are approximately 600-700 ash trees within the maintained areas of the City park system (2009). No count was taken in the unmaintained "natural" areas.

This plan is subject to change should state or federal policies dictate. It is recommended that the current EAB management plan be reviewed annually, and changes that are necessary be made as more information and research about EAB becomes available.

Administration

The Street Department Supervisor, and the Superintendent of Parks and Planning will be responsible for implementing the management plan for each of their respective departments. The Right of Way Technician, assisted by a consulted forester, will be available for resident response and communication. Focus will start out on diseased, dying, or dead ash trees on public land throughout the city. Once complete, the Park department will implement the plan in place for the parks, while the street department will start monitoring ash trees located along streets within the City right of way. Private trees will be identified by complaints only, and will be handled on an individual basis.

Boulevard Trees

The following basic guidelines will govern the City's ongoing efforts to manage its boulevard trees:

- The City will remove ash trees that are considered to be in poor health, dead, dying, or diseased.

- The City will not remove healthy ash trees, and has no intentions of removing mass amounts of ash trees that are not diseased within neighborhoods heavily populated with ash trees.
- The City will not replace boulevard trees that are removed along residential streets.
- The City will make discretionary decisions for the replacement of boulevard trees along street corridors of major collectors and arterials.
- Trees partially in City right of way are considered a City tree.

Tree Preservation Area

It is the intent of this management plan to define ongoing efforts to manage diseased trees within the tree preservation areas. The City's efforts will be directed at control of trees that are diseased and clearly cause a safety concern for its residents using the tree preservation area.

Park Trees

With the implementation of this management plan, the Parks and Recreation Department will take a "detect and respond" approach applying these guidelines:

- The Park Department will work with the Minnesota Department of Agriculture and the Department of Natural Resources to develop detection and control measures to be implemented within the Maple Gove park system.
- Park Maintenance staff will be trained to identify symptoms of EAB.
- Ash trees within the maintained areas of the parks showing symptoms of EAB will be removed promptly to slow the spread of the disease to the community.
- Ash trees outside the maintained areas of the parks, showing symptoms of EAB will be dealt with on a case-by-case basis. Those that are considered a hazard or public safety concern will be removed promptly.
- It is not the intent of the Park Board to remove healthy ash trees to manage the spread of Emerald Ash Borer, without special circumstance.
- Trees removed from the park system as a result of EAB will be considered for replacement as part of the annual tree replacement and reforestation programs.
- Some ash trees may be removed and replaced at the Community Center each year as a proactive measure.
- The Superintendent of Parks and Planning will be responsible for implementation of this plan.
- The Parks and Recreation Board and Director will receive regular updates.
- The following elements of the Park Department's EAB Management Plan are subject to change or revision as new information about EAB becomes available.

Trees on Private Property

Article III of the City code entitled; Shade Tree Diseases and Pests has been updated to include Emerald Ash Borer. That code will govern enforcement actions of the City, as to:

- Ordinance complaints for diseased trees on private property will be handled on an individual basis.
- Special Assessments when City removes or contracts removal of tree on private property
- It would be sensible for residents to establish a relationship with an International Society of Arboriculture (ISA) Certified Arborist now in the event that removal is requested by city staff per City Ordinance.
- The City encourages residents to replace trees lost with species appropriate for the site. Planting new trees in advance of the discovery of EAB is a way to lessen the economic hardship and environmental impact of Emerald Ash Borer. The City conducts a spring tree sale in an effort to make tree replacement an affordable option for Maple Grove residents.

Communication

The City Administrator, City Council, Park and Recreation Board, Parks and Recreation Director, and Director of Public Works will receive periodic updates through normal channels. All media relations will follow normal city protocol.

Budget

Annually, the Maple Grove Park Board will evaluate budgets related to park expenditures devoted to EAB control and make recommendations to the City Council. The City Council will annually evaluate anticipated budgets related to EAB control and authorize expenditures by budget approvals.

REQUEST FOR COMMITTEE ACTION

Item Number: 5A



Meeting Date: April 14, 2016

Agenda Heading: New Business

Agenda Item: City of Maple Grove 2016-2018 Goals

Recommended Committee Action:

None.

Discussion:

The City Council recently approved goals for the City of Maple Grove for 2016-2018. It is requested to review and have any comments ready for the meeting April 14.

Committee Comments:

CITY OF MAPLE GROVE

2016-2018 GOALS



Create a proactive Economic Development Program to address Retention, Expansion and Recruitment of Industry in Maple Grove.

- Create and hire a leadership position in Economic Development.
- Establish relationships with local commerce and industry to be a resource for business expansion and workforce needs.
- Complete Tax Increment Financing Plan for the Gravel Mining Area (GMA).
- Establish a policy for the use of incentives for expansion and recruitment of industry.
- Ensure land use and zoning in the GMA and 610 Corridor attracts and allows flexibility for desired (market relevant) office and industrial uses.
- Develop a marketing and communication plan that promotes the opportunity and benefits of doing business in Maple Grove.



Embark on the Comprehensive Plan Update Process to create a long-term vision for the build-out of Maple Grove.

- Focus early on GMA and 610 Corridor Area Plans to determine desired land uses, transportation and park needs.
- Create a process for Community Engagement for all aspects of the update.
- Establish timelines for completion of milestones.



“Serving Today, Shaping Tomorrow”

CITY OF MAPLE GROVE 2016-2018 GOALS

(continued)



Prioritize Coordination and Leadership for Information Systems (IS) to support technology and efficiency advances throughout the organization.

- Establish Director position for the IS function.
- Increase coordination of IS throughout the organization.
- Pursue efficiency improvements via the use of technology.



Prioritize Succession Planning and Staff Development Efforts throughout the Organization.

- Monitor workforce changes and trends that will affect the organization.
- Understand and plan for retirements and identify key positions for succession.
- Provide development opportunities for staff to strengthen department leadership.
- Document institutional knowledge.



Streamline Administrative and Hiring Processes.

- Seek opportunities throughout the organization to streamline administrative processes that do not sacrifice appropriate controls.
- Establish streamlined process for hiring that focuses Council involvement in final stages.

“Serving Today, Shaping Tomorrow”

REQUEST FOR COMMITTEE ACTION

Item Number: 5B



Meeting Date: April 14, 2016

Agenda Heading: New Business

Agenda Item: Adopt-a-Street Spring Cleaning

Recommended Committee Action:

Establish a date and time for the Committee's cleaning of its "Adopt-a-Street", Vicksburg Lane, between Bass Lake Road and the south City limits.

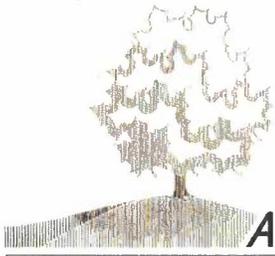
Discussion:

It is time to clean Vicksburg Lane as part of the City's Adopt-a-Street Program. A date and time needs to be established.

Committee Comments:

REQUEST FOR COMMITTEE ACTION

Item Number: 6



MAPLE GROVE
ARBOR COMMITTEE

Meeting Date: April 14, 2016

Agenda Heading: Area Reports

Agenda Item: Area Reports

Recommended Committee Action:

None.

Discussion:

The Area Reports section of the agenda provides an opportunity for any Committee member to report any item in the City that needs staff attention. The issue will be forwarded to the appropriate staff member with a response provided at the next meeting.

Committee Comments: