

**Chair**  
Mary Parenteau  
**Committee Members**  
Marilyn Arnlund  
Bob Henke  
Frank Kappel  
Apeckhya Karki  
Rachael Lamsal  
Cody Lensing  
Darlene Lindgren  
Emma Molls  
Sarah Piket  
Donald Varney



**Arbor Committee Agenda**  
**May 11, 2023 6:30 p.m.**  
**Mayor's Conference Room**

**Address:**  
12800 Arbor Lakes Pkwy  
Maple Grove, MN 55369

**Phone:**  
763-494-6040

**Website:**  
[maplegrovern.gov](http://maplegrovern.gov)

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1. **OPENING BUSINESS**
    - A. Call to Order
  2. **SPECIAL BUSINESS**  
**Data and Ethics Practices & Open Meeting Law Training**
  3. Approval of Agenda
    - A. Approval of Agenda
    - B. Approval of Minutes – April 13, 2023 regular meeting
  4. **OLD BUSINESS**
    - A. Parking Lot Subcommittee
    - B. 2023 Arbor Day Event
    - C. Hy-Vee North Funds
    - D. City Forester
  5. **NEW BUSINESS**
    - A. Maple Grove Days Parade
  6. **AREA REPORTS**
  7. **ADJOURNMENT**



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023

**PREPARED BY:** Jesse Corrow, City Planner

**AGENDA ITEM:** Approval of agenda and minutes – agenda item 3A and 3B

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**PREVIOUS ACTIONS:**

None

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**RECOMMENDED ARBOR COMMITTEE ACTION:**

Call by Chair \_\_\_\_\_ 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 May 11, 2023 regular meeting.

Motion by Committee member \_\_\_\_\_, seconded by Committee member \_\_\_\_\_ to approve the minutes of the April 13, 2023 regular meeting as presented or as amended.

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**COMMENTS:**

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**ATTACHMENTS:**

April 13, 2023 Meeting Minutes

**Maple Grove Arbor Committee  
Regular Meeting Minutes  
April 13, 2023  
Mayor's Conference Room  
7 p.m.**

<b>Call to Order</b>	The regular meeting of the Arbor Committee was called to order by Chair Parenteau at 7 p.m.
<b>Members Present</b>	Chair Mary Parenteau, Sarah Picket, Cody Lensing, Don Varney, Marilyn Arnlund, Darleen Lindgren and Bob Henke
<b>Members Absent</b>	Emma Molls, Frank Kampel, Rachael Lamsal, and Apeckchya Karki
<b>Also Present</b>	Rachelle Johnson, Council Liaison Jesse Corrow, Staff Liaison
<b>Approval of Agenda</b>	Motion Arnlund, second Varney to approve the agenda for April 13, 2023. Vote all ayes. Motion passed.
<b>Approval of Minutes</b>	A typo was noted by Henke. Motion Varney, second Henke to approve the minutes from March 9, 2023. Vote all ayes. Motion passed.
<b><u>Old Business</u></b>	
<b>Hy-Vee North Funds</b>	Corrow walked through the aerial images provided in the agenda. Public Works will assist with exposing the soil for a visual inspection and with preparing the holes for tree plantings. Lindgren and Arnlund will assist in coming up with a landscape plan.
<b>Arbor Day Event</b>	The Arbor Committee reviewed the “to do” list and each member discussed the progress that has been made to date. The list will continue to be updated leading up to the event. Lensing contacted CCX Media who will be interviewing him about the event at the Community Center. The 2023 Arbor Day event will be held on Saturday, April 29, 2023, from noon to 3 p.m. at the Maple Grove Community Center.
<b>Buckthorn Eradication Group</b>	Chair Parenteau provided information on the group's last meeting. The group discussed a potential grant to assist in eliminating buckthorn. Parenteau mentioned that the Parks Department suggested the Buckthorn Eradication Group go through the Arbor Committee to write the grant. Motion

Arnlund, second Picket to partner with the Parks Department to write a grant for buckthorn eradication.

Parenteau invited the committee to a clean-up event with the Buckthorn Eradication Group and Rotary Club at the Town Green on April 22, 2021, and at the Arboretum on April 25, 2021.

### **City Forester**

Parenteau discussed a presentation that was made to city staff and Council Member Hanson last year regarding the hiring of a city forester. The presentation was well received at the time but the Arbor Committee was told the position would not be added that year. Parenteau wants to pursue adding the position again this year and reviewed the information provided on a city forester.

The Committee discussed the benefits of a city forester and would like to see forest management responsibilities consolidated into one position. A motion was made by Parenteau, second by Picket that the City Council consider a city forester position in next year's budget. Vote all ayes. Motion passed.

### **Parking Lot Subcommittee**

Picket discussed the progress the subcommittee has been making and they will soon have ordinance recommendations for the committee to review.

### **Landscape Plan Review**

Picket referenced a comment made by city staff at the last Planning Commission meeting that the Arbor Committee is no longer going to review landscape plans unless the development is in a T-zone. Corrow and Parenteau were not aware of those plans.

The committee discussed the shortfalls of the current landscape plan review process and would like to see it brought back as part of future Arbor Committee meetings. Picket motion, second Arnlund that future landscape plans are reviewed during Arbor Committee meetings. Vote all ayes. Motion passed.

### **New Business**

#### **EAB Tree Replacement Program**

Corrow explained the details of a proposed companion program to the Emerald Ash Borer (EAB) Management Plan that will provide a tree voucher to residents who have lost a boulevard tree in recent years. The Arbor Committee was supportive of the proposal and Lensing made a motion,

second by Arnlund, to recommend the City Council authorize a tree replacement program to for residents that have had a boulevard tree removed as part of the EAB management plan. Vote all ayes. Motion passed.

**Area Reports**

The committee scheduled a street clean-up of Vicksburg Lane for May 17, 2023, at 5:00 p.m.

Parenteau asked that staff contact the MNDOT about picking up litter along the major highways and freeways.

**Adjournment**

Motion Arnlund, second Varney to adjourn the meeting at 9:16 p.m. Vote all ayes. Motion carried.

Respectfully submitted,  
Jesse Corrow, City Planner  
City of Maple Grove Arbor Committee



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023  
**PREPARED BY:** Jesse Corrow, Associate Planner  
**AGENDA ITEM:** Parking Lot Subcommittee – Agenda Item 4A

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**PREVIOUS ACTIONS:**

The Parking Lot Subcommittee continues to meet and discuss ways to increase the survival rates of trees in parking lots.

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**COMMENTS:**

Members of the subcommittee (Arnlund, Pickett, Varney) will provide an update on meetings that have taken place since the last Arbor Committee meeting.

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**ATTACHMENTS:**



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023  
**PREPARED BY:** Jesse Corrow, City Planner  
**AGENDA ITEM:** 2023 Arbor Day Event – agenda item 4B

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**PREVIOUS ACTIONS:**

At their meetings of April 13, 2023, the Arbor Committee discussed roles, responsibilities and final planning for the event.

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**RECOMMENDED ARBOR COMMITTEE ACTION:**

Arbor Committee review and comment on the event is requested.

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**COMMENTS:**

The 2023 Arbor Day Event was a success! Follow-up discussion after the event is important to plan for future Arbor Day Events.

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**ATTACHMENTS:**

None



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** April 13, 2023  
**PREPARED BY:** Jesse Corrow, City Planner  
**AGENDA ITEM:** Hy-Vee Funds - Agenda Item 4C

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**PREVIOUS ACTIONS:**

At their meeting on April 13, 2023, committee members Arnlund and Lindgren volunteered to meet with staff to draft a landscape plan

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**RECOMMENDED ARBOR COMMITTEE ACTION:**

Develop a landscape plan for site #1 so the project cost can be estimated.

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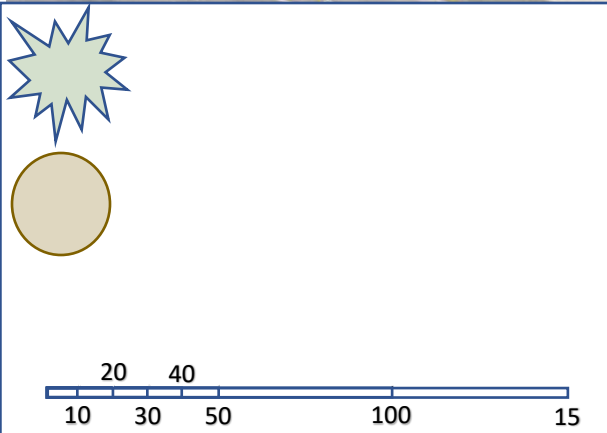
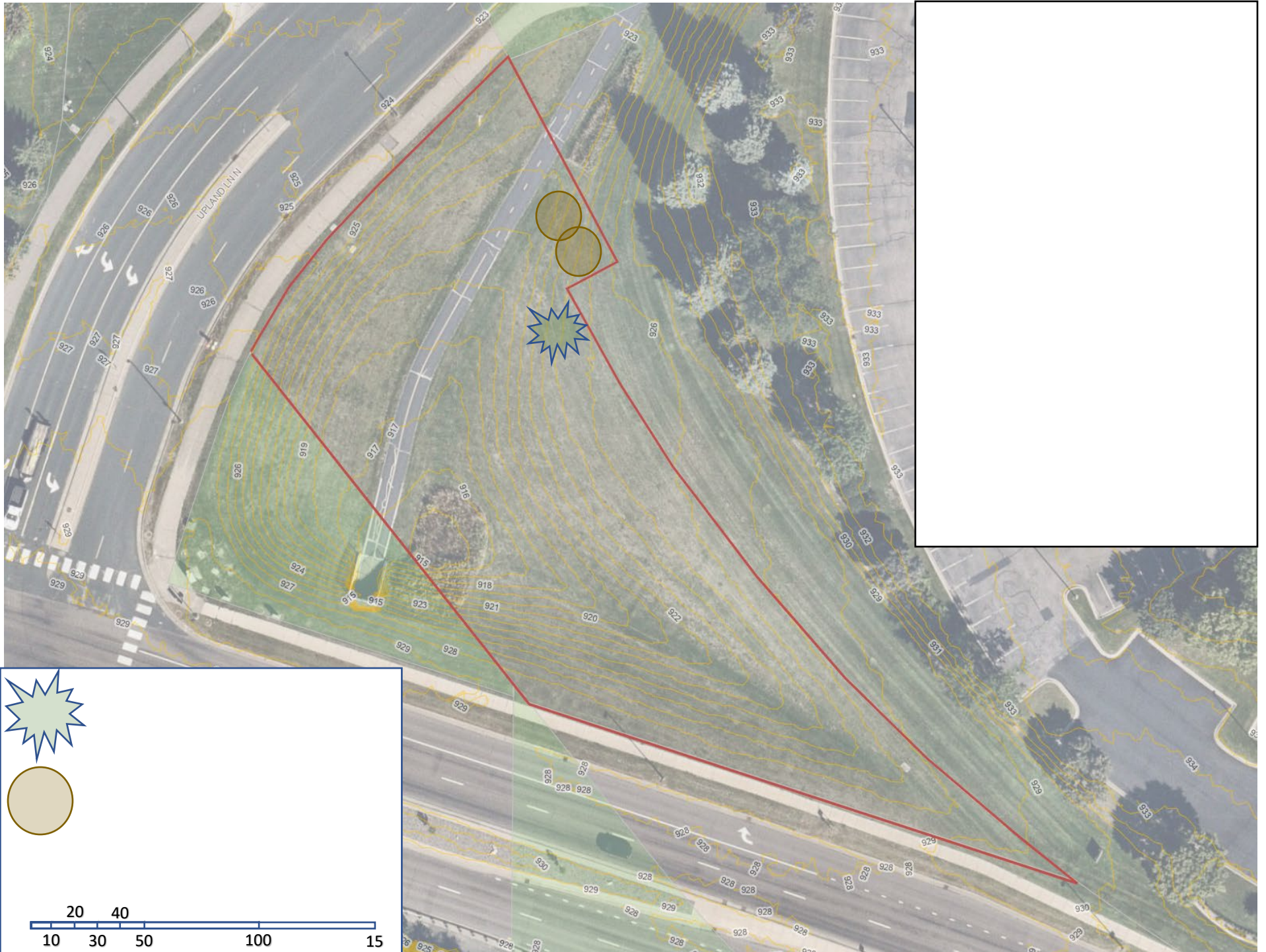
**COMMENTS:**

Staff will meet with committee members Arnlund and Lindgren to draft a landscape plan that will include locations and species of trees. The Arbor Committee can review and discuss the plan at the June 15 meeting.

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**ATTACHMENTS:** Draft Landscape Plan







## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023  
**PREPARED BY:** Jesse Corrow, City Planner  
**AGENDA ITEM:** City Forester - Agenda Item 4D

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**PREVIOUS ACTIONS:**

Arbor Committee discussed the possibility of adding a City Forester position at their meeting on April 13, 2023.

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**COMMENTS:**

Joe Hogeboom, Community and Economic Development Director, will be present to discuss this further.

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**ATTACHMENTS:**

## PARTICIPANT RULES

Maple Grove  
Days Parade

Thursday,  
July 13th, 2023  
@ 6:30pm

**DEFINITIONS** – As used herein, the following terms will have the following meanings:

“Event” – Maple Grove Days Celebration

“Participant” – Any business/organization that participates in the Maple Grove Days Parade

MGCO – Maple Grove Community Organization

**DISTRIBUTION OF ITEMS TO PARADE SPECTATORS**- Due to safety concerns – **NO** items (including water or candy) may be **thrown** to parade spectators from vehicles. Spectators have been injured by being hit by thrown objects. **All items must be handed to the parade spectators by participants walking along the white lines on the sides of the road.** Do not give out items in a manner that requires children/spectators to enter the street! We must enforce this rule for the safety of all viewers and drivers of units. **If you fail to comply we will take the items and return them at the end of the parade (see MN Statute 169.42).** All items must be suitable for a family audience.

**You are responsible for ensuring that everyone associated with your unit is aware of ALL procedures, rules and contract requirements.**

### **APPLICATION PROCESS:**

**FEES & PAYMENT IN ADVANCE** – Entry fees are as follows: **\$15** for non-profit organizations, **\$175** for a Maple Grove Business, **\$225** for a non-Maple Grove business, and **\$175** for political units. Entry fee must be paid within stated timeframe once participant has received communication of acceptance into the parade. **For non-profit groups only** - your parade fee can be returned after the event if you provide a minimum of 6 volunteers for parade clean up or another Maple Grove Days event. If you interested in this option, indicate this on your parade application.

**MUSICAL UNITS** - Must adhere to the Performance Act of 1976 concerning copyright laws for music performed or played. Please limit your performance time to 2 minutes. We must be informed on your application if you intend to play music.

**INSURANCE**- Each unit should have liability insurance. If not, you must sign the waiver of liability. Participant acknowledges that MGCO does not maintain insurance covering the participant's property and that it is the sole responsibility of the participant to obtain business interruption and property damage insurance covering any and all losses by participant. Please provide MGCO with a copy of Insurance Binder, Certificate of Insurance (naming MGCO and the City of Maple Grove as additional insured) or sign the waiver of responsibility.

**REFUNDS** – Refund of parade fees will be granted with written notice of cancellation postmarked by the end of May. No other refunds will be issued for any reason including inclement weather cancellation.

**UNIT LOCATION** – MGCO makes no promises as to the location of the participant's unit in the line-up and reserves the right to change location of unit if necessary.

**LINE UP AREA SPACE REQUIREMENTS** – All participants' equipment and persons must fit in the space (length) specified on the application (e.g. if you requested 25 feet of line-up space, everything including the vehicle pulling the unit must fit in that space-The maximum unit length allowed is 100 feet). No additional space is provided-no exceptions.

**If your application is accepted, you will be sent a confirmation in May.**

### **PARADE PROCEDURES & RULES:**

**SET UP** – Set up begins at 4:45 p.m. All participants are required to be completely set up and in their designated line-up position by 6:00 p.m. Any units that arrive after 6:00 p.m. will be directed to the end of the parade. You **must** pull your parade vehicles into the space by **your line-up number**.

**UNIT PARTICIPANTS DROP OFF** – Car Pooling is required for all parade units. Find a designated pick up spot away from the parade route. Have one or two drivers that can then drive the participants into the parade line-up area, **no exceptions will be allowed**. If you miss the group entry please walk in. Additional information to share with your unit participants will be sent if your application is accepted.

**PARKING** – Off-site parking will be available on side streets and along Rice Lake Road north of 89<sup>th</sup> Ave. The Rice Lake School parking lot is Handicap Parking Only. **No cars can be left parked on the parade route** or in any No Parking Zone.

**DISPLAY, DECORATIONS & EQUIPMENT**– All displays and/or decorations will be the responsibility of the participant. Floats and novelty units need to be entertaining and aesthetically pleasing. All decorations must be safe for parade participants and audience. All mechanical equipment should be in good working order. Participants must supply all of their own equipment. MGCO cannot provide any equipment to participants.

**CONDUCT**– Participant agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations. All participants are required to act appropriately and responsibly. All participants will comply with instructions given by the Parade Committee, the parade route monitors or Public Safety employees. **NO items may be THROWN from unit!**

**ANIMAL UNITS** – All animal units are required to provide their own cleanup. Violators will be asked to leave.

**ALCOHOLIC BEVERAGES or FIREWORKS**- No alcoholic beverages of any nature or fireworks will be permitted in or around the parade line up area, parade route or disbanding area.

**CANCELLATION POLICY** –The event will **not** be cancelled if there is light rain. In case of inclement weather prior to the start of the parade, the decision to cancel the event will be made by the Emergency Operations Center. We will post this information at [www.maplegrovedays.org](http://www.maplegrovedays.org)

**Parade Contact Information**

**Email: Parade@mgco.org**



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023  
**PREPARED BY:** Jesse Corrow, City Planner  
**AGENDA ITEM:** Maple Grove Days Parade – agenda item 5A

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**PREVIOUS ACTIONS:**  
None

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**RECOMMENDED ARBOR COMMITTEE ACTION:**  
Plan for the parade and discuss needed items. Also, establish a time and place for Arbor Committee to meet prior to start of the Maple Grove Days Parade.

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**COMMENTS:**  
The Arbor Committee is registered to take part in the 2023 Maple Grove Days parade which is scheduled for July 13 at 6:30 p.m. The parade line up and other information will be sent out in June, this will include route map, instructions and all other important information.

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**ATTACHMENTS:**  
Maple Grove Days 2023 participant rules



## REQUEST FOR ARBOR COMMITTEE ACTION

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**MEETING DATE:** May 11, 2023  
**PREPARED BY:** Jesse Corrow, Associate Planner  
**AGENDA ITEM:** Area reports – agenda item 6

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**PREVIOUS ACTIONS:**  
None

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**RECOMMENDED ARBOR COMMITTEE ACTION:**

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. Arbor related items will be forwarded to the appropriate staff member with a response provided at the next meeting.

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**COMMENTS:**

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**ATTACHMENTS:**  
None