

**CITY OF MAPLE GROVE
ARBOR COMMITTEE AGENDA
JUNE 10, 2021
7:00 P.M.
REMOTE ONLINE MEETING**



1. **OPENING BUSINESS**
 - A. Call to Order

2.
 - A. Approval of Agenda
 - B. Approval of Minutes – May 13, 2021 Regular Meeting

3. **OLD BUSINESS**
 - A. Conservation Easement Update
 - B. Maple Grove Parade

4. **NEW BUSINESS**

5. **AREA REPORTS**

6. **ADJOURNMENT**

Arbor committee meetings can be accessed live by using the WebEx meeting information below:

**Join by Phone: 1-415-655-0001
Meeting Number: 177 329 9440**

REQUEST FOR ARBOR COMMITTEE ACTION

June 10, 2021

DATE

2A and B

AGENDA ITEM NUMBER

Approval of Agenda and
Minutes

AGENDA HEADING

ORIGINATING DEPT.

AGENDA ITEM

Community and Economic
Development

Approval of Agenda and Minutes

PREVIOUS ACTIONS:

None

RECOMMENDED 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 June 10, 2021 regular meeting.

Motion by Committee member _____, seconded by Committee member _____ to approve the minutes of the May 13, 2021 regular meeting as presented or as amended.

COMMENTS:

COMMITTEE COMMENTS

**MAPLE GROVE ARBOR COMMITTEE
REGULAR MEETING MINUTES
MAY 13, 2021
VIRTUAL ONLINE MEETING
7:00 PM**

- Call to Order** The regular meeting of the Arbor Committee was called to order by Chair Parenteau at 7:00 p.m.
- Members Present** Chair Mary Parenteau, Vice-Chair Frank Kampel, Sarah Picket, Steve Courtney, Julie Gamber, Cody Lensing, Don Varney, Marilyn Arnlund, Mike Aasen
- Members Absent** Bob Henke, Ed Reichow
- Also Present** Jesse Corrow, Staff Liaison
Peter Vickerman, Planning Manager
Judy Hanson, City Council Liaison
- Approval of Agenda** Picket requested the addition of 3E Landscape Process.

Motion Arnlund, second Kampel to approve the amended agenda. Vote all ayes. Motion passed.
- Approval of Minutes** Motion Courtney, second Picket to approve the minutes from April 8, 2021. Vote all ayes. Motion passed.
- Old Business**
- T-Zone Ordinance Update** Vickerman explained some minor changes that had been made to the proposed ordinance since it was last discussed in March. Per Arnlund’s suggestion, staff had clarified that wetland and flood plain areas will not towards calculated area preservation requirements. Corrow changed the deadline for landscape inspections since it has caused issues in the past. Staff also clarified replacement standards for tree removal on single-family lots. Council would like to see the final proposed text amendments in June.

Parenteau stated that residential developments proposing to retain 55% or more of tree cover should still be required to submit a tree inventory. Vickerman agreed.
Committee also discussed simplifying T-Zone information for homeowners on the new city website.

Parking Lot Subcommittee

The Parking Lot Subcommittee is currently sorting through information and working on a comprehensive master spreadsheet to support future committee recommendations. Summarizing this technical information has already helped the city make other decisions. Ultimately, the goal is drafting this research to help create new ordinances.

Conservation Easement Discussion

Corrow stated that a formal recommendation had been submitted to City Council following the meeting with Director Hogeboom last month. The next step will be participating in a work session. This will most likely occur in June.

Arbor Day Event

The DNR has decided that all communities will be required to issue an Arbor Day proclamation. It can take place at any time during the year, and a celebration is optional. Corrow suggested this coincide with the Fall Tree Celebration.

Landscape Process

Piket would like to review the current process. After feedback is given, she would like to discuss it at the next meeting even though the memo has already been submitted. This way everyone can be on the same page and still facilitate some group discussion.

Corrow proposed all comments be combined in one document and shared with the group via email. He will also work to give committee members more time for landscape review in general by sending out plans further in advance.

New Business

Maple Grove Days Parade

Parenteau applied for this event. Arbor Committee will know by the end of May whether the application is accepted or not.

Area Reports

- Resource shared by Hennepin County allowing residents to estimate monetary value of their trees.
- Parenteau spoke with student doing a dissertation on tree cover in Twin Cities. She is very impressed with the Arbor Committee and would like to discuss research.
- Kampel asked if city staff can follow-up with Public Works on re-grading the parking lot, and a broken traffic light on Hemlock Lane.
- Arnlund asked about right-of-way work. Every time it's done in her neighborhood, they leave the area a mess.

Adjournment

Motion Arnlund, second Varney to adjourn the meeting at 8:38 p.m. Vote all ayes. Motion carried.

Respectfully submitted,
Jesse Corrow, Staff Representative
City of Maple Grove Arbor Committee

REQUEST FOR ARBOR COMMITTEE ACTION

June 10, 2021

DATE

3A

**AGENDA ITEM
NUMBER**

ORIGINATING DEPT.

Community and Economic
Development

AGENDA ITEM

Conservation Easement

Old Business

AGENDA HEADING

PREVIOUS ACTIONS:

Since the Arbor Committee meeting on Thursday, April 8, 2021, a formal recommendation on behalf of the Arbor Committee was submitted to the City Council. This was discussed as the preliminary step in pursuing a policy that will conserve this land. This matter will be discussed at the June 7, 2021, City Council workshop.

RECOMMENDED COMMITTEE ACTION:

COMMENTS:

The City Council held a work session on Monday evening to discuss the Arbor Committee's proposal to work with Hennepin County and the Minnesota Land Trust to establish conservation easements on the Forest Preservation Area land.

Arbor Committee Members that attended the workshop meeting can update the group on the discussion and progress made.

COMMITTEE COMMENTS

REQUEST FOR ARBOR COMMITTEE ACTION

June 10, 2021

DATE

3B

**AGENDA ITEM
NUMBER**

ORIGINATING DEPT.

Community and Economic
Development

AGENDA ITEM

Maple Grove Days Parade

Old Business

AGENDA HEADING

PREVIOUS ACTIONS:

At their meeting of Thursday, May 13, 2021, the committee reported that the parade application had been submitted and that the parade will take place along the 89th Avenue route as usual.

RECOMMENDED COMMITTEE ACTION:

COMMENTS:

Planning and arrangements for the parade should be made ahead of the July 15th parade date.

City staff have contacted the DNR for the Smokey the Bear and Emerald Ash Borer costumes for the upcoming Maple Grove parade. Both costumes are confirmed for the Maple Grove parade and are available for pickup on Monday, July 12 and should be returned by Monday, July 19th. A volunteer is needed to pick up and drop off the suits located at 500 Lafayette Road in St. Paul.

COMMITTEE COMMENTS:

ATTACHMENTS:

Updated Parade Participant Rules



Maple Grove
Community
Organization
Presents...

MAPLE GROVE DAYS



PARTICIPANT RULES

Maple Grove
Days Parade

Thursday,
July 15th, 2021
@ 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 89th 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 and on our voice mail 763-494-5985.

Parade Contact Information

Email: Parade@mgco.org

REQUEST FOR ARBOR COMMITTEE ACTION

June 10, 2021

DATE

5

**AGENDA ITEM
NUMBER**

ORIGINATING DEPT.

Community and Economic
Development

AGENDA ITEM

Area Reports

Area Reports

AGENDA HEADING

PREVIOUS ACTIONS:

None

RECOMMENDED 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.

COMMENTS:

COMMITTEE COMMENTS

ATTACHMENTS: