

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday October 11, 2012**  
**6:30 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
5. **Commission Business**
  1. 2012 Summer Event Series Recap
  2. Consider Disc Golf Utilizing the Lawful Gambling Fund Volunteer Match Program
  3. North Common's Tree Grant Planting – October 18th, 2012
6. **Commission/Staff Input**
  1. Commission/Staff Input
7. **Adjournment**

**Park and Recreation Commission**

**5. 1.**

**Meeting Date:** 10/11/2012

**By:** Mark Riverblood, Engineering/Public Works

**Title:**

2012 Summer Event Series Recap

**Background:**

The Draw 2012 Summer Event Series kicked off with Big Walter Smith's band the Groove Merchants on June 21st and continued through the summer to the Park Patron Picnic on September 13th.

The purpose of this case is to recap The Draw Summer Event Series and receive any feedback or comments. This is also an opportunity to mention all the sponsors in 2012 which helped cover almost the full cost of the events throughout the season.

The weather for concerts was nearly ideal all summer long, and attendance grew as the year went along - and over thirteen hundred dollars in prizes was given away for the drawing at the Park Patron Picnic.

Park and Recreation Intern Adam Moshier will present additional detail on the successful 2012 season at the meeting.

**Notification:**

**Observations:**

**Funding Source:**

N/A

**Staff Recommendation:**

**Commission Action:**

Based upon discussion.

**Attachments**

2012 wrap-up

**Form Review**

**Inbox**  
Grant Riemer

**Reviewed By**  
Grant Riemer

**Date**  
10/04/2012 02:55 PM  
Started On: 10/04/2012 02:29 PM

Form Started By: Mark Riverblood

Final Approval Date: 10/04/2012

# The Draw Summer Event Series 2012

(Recap and wrap-up)



# Promoting

- The City and Foundation took a comprehensive approach this year promoting The Draw Summer Event Series.
- There was four 24 x 36 bi-weekly posters updated every other week for the upcoming events.
- The bi-weekly ads were posted on the city Facebook page and city website every week.
- These were also handed out at the end of every concert.

**THE COR** AT RAMSEY

**THE DRAW** SUMMER EVENT SERIES



**Aug 16:**  
SCOTT NOVOTNY



- 6:30-8:00 PM
- PRESENTED BY:  
ALLINA MEDICAL CLINIC



- PRESENTED BY:  
SISTER KENNY SPORTS &  
PHYSICAL THERAPY CENTER



**FARMERS MARKET** adjacent to the amphitheater in The Draw every Thursday from 3-7!



**AUG 16: SCOTT NOVOTNY**  
Scott Novotny loves delighting audiences with his show – an act laced with characters, songs, jokes, dancing, props, improvisation, and physical comedy.  
Event Sponsors-Allina Medical Clinic - Ramsey, Sister Kenny Sports & Physical Therapy Center  
Allina Medical Clinic - Ramsey and Sister Kenny Sports & Physical Therapy Center are part of Allina Health. A not-for-profit health care system, Allina Health cares for patients from beginning to end-of-life through its 90+ clinics, 11 hospitals, 15 pharmacies, specialty care centers and specialty medical services. Learn more at [allinahealth.org](http://allinahealth.org).  
\*Food and drinks will be available for purchase during the event.

**AUG 23: ELVIS, TODD ANDERSON**  
Todd Anderson has brought joy, excitement, and music to audiences of all ages, and is a special favorite with senior audiences. He is a very versatile singer with a repertoire that includes many genres of music including rock & roll, gospel, opera, jazz, country western, and folk songs.  
Event Sponsor-Connexus Energy  
Based in Ramsey, Connexus Energy is Minnesota's largest electric cooperative, providing electricity and related products and services to homes and businesses in portions of Anoka, Chisago, Hennepin, Isanti, Ramsey, Sherburne, and Washington counties.  
\*Food and drinks will be available for purchase during the event.

Located at 'The Draw' - 7401 E Ramsey Parkway,  
Ramsey, MN  
[www.CORatRAMSEY.com](http://www.CORatRAMSEY.com)



# Promoting

**The Draw 2012**  
**Summer Event Series**

Presented by: 

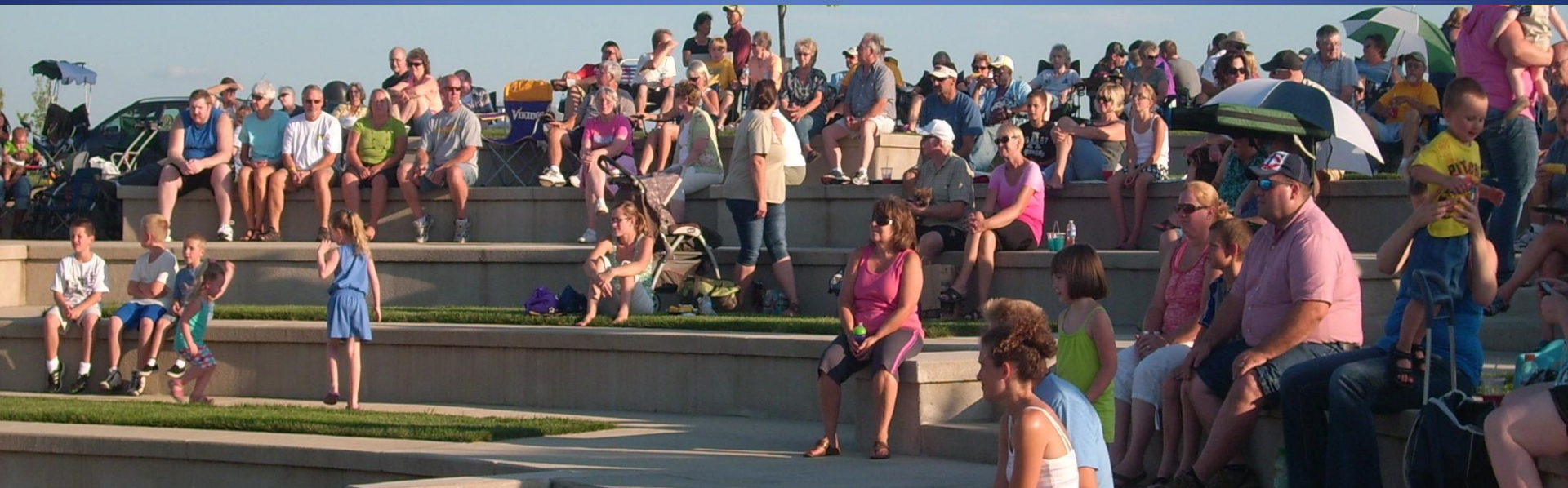
DATE:	TIME:	ACT:
June 21	6:30-8:00pm	<b>Big Walter Smith and The Groove Merchants</b> Minnesota's most recognized bluesmen, earning an international reputation as an accomplished recording artist. <i>Sponsor: Anderson Dahlen Inc. and Village Bank</i>
June 28	4:00-Dusk	<b>Radio Control Boat Races</b> Wind, Waves N Wakes showcases wind, gas and electric powered boats that can reach speeds in excess of 60 mph. <i>Sponsor: Edina Yacht Club</i>
July 05	6:30-8:00pm	<b>Kendama Free For All</b> Bring your friends and Kendamas for an extreme free for all. There will be music playing and the opportunity to participate in yard games as well. <i>Sponsor: Tornado Alley Sports</i>
July 12	6:30-8:00pm	<b>Roadhouse Blue Band</b> Roadhouse Blue is a variety/classic country/rock band. Free samples of Killebrew Root Beer will be available. <i>Sponsor: RUM and Killebrew Beverages</i>
July 19	6:30-9:00pm	<b>Bill and Tom Show</b> The Bill & Tom Show is a 2 man Guitar/Piano Duo playing popular good time songs from the 60's and 70's. <i>Sponsor: Tratt Brook Financial &amp; Weikel and Boyd Law Firm</i>
July 26	6:30-8:00pm	<b>Me and Pop's</b> Classic American music with vocals and guitars, Me and Pop's tributes classic songs of each decade starting in the 1920's to the 1980's. <i>Sponsor: Field Law, P.A.</i>
Aug 02	6:30-8:00pm	<b>The Whatnots</b> The Whatnots, practically the world's greatest cover band, play all your favorite rock, pop, 80's and disco. <i>Sponsor: Coborn's &amp; Ramsey Rotary</i>
Aug 09	6:30-8:00pm	<b>1<sup>st</sup> Things 1<sup>st</sup></b> 1 <sup>st</sup> Things 1 <sup>st</sup> is a tribute to great writers and performers of 40's and 50's. The musical revue is a fun, high energy show that has delighted all ages. <i>Sponsor: Ramsey Tower Community Garden</i>
Aug 16	6:30-8:00pm	<b>Scott Nowotny-Comedian</b> Scott's act is laced with characters, songs, dancing and jokes. <i>Sponsor: Sister Kenny Sports and Physical Therapy Center-Ramsey, Allina Medical Clinic-Ramsey</i>
Aug 23	6:30-8:00pm	<b>Elvis, Todd Anderson</b> Elvis is a delightfully entertaining show for all ages! Todd's voice, costumes and moves are an exciting depiction of an actual Elvis concert. <i>Sponsor: Connexus Energy</i>
Aug 30	6:30-8:00pm	<b>Bourbon Street Boys</b> Reuben Ristrom's styles include Dixieland, mainstream jazz, swing, latin and a dose of vintage rock and roll. <i>Sponsor: Jerry Bauer Land &amp; Investments</i>
Sep 06	6:30-8:00pm	<b>Splatter Sisters</b> This is a great opportunity for the whole family and kids of all ages. The Splatter Sisters show is a style of sassy-folk and jazz based vocals. <i>Sponsor: Ramsey HRA/ The CDR at Ramsey</i>
Sep 13	5:30-7:30pm	<b>Park Patron Picnic</b> Community picnic with a live broadcast. Shop at the farmers market and you will receive free food from the grill in the amphitheater. <i>Sponsor: Ramsey Park and Recreation Commission</i>



- There was five 24 x 36 full schedules posted throughout the city.
- This was another way for people to know what's going on ahead of time in the series.
- These were also handed out in person at many of the concerts towards the beginning of the season.

# Attendance

- Over 2,000 people attended events at The Draw Summer Event Series this year.
- The Farmers Market continues to bring people into the concerts, and as another way to cross-promote the events.
- This year the weather was great and there was no rainouts!



# Biggest Crowd

- The summer's biggest turnout came on August 23<sup>rd</sup> for the Elvis concert!
- Over 300 people attended this event.
- Elvis was a great show and he did an amazing job interacting with the crowd.

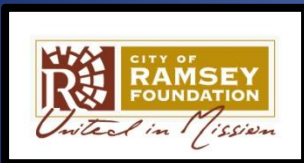




# Sponsors



- Thanks to our sponsors for making The 2012 Draw Summer Event Series successful.
- The Ramsey Foundation attracted a terrific group of sponsors this year.
- 12 of the 13 events were fully funded thanks to our committed partners in the community.



Jerry Bauer Land and Investments



Edina Yacht Club



# Park Patron Picnic Sponsors



- The Park and Recreation Commission had over \$1,300 dollars donated in prizes for our prize giveaway at the picnic.
- Prizes ranged anywhere from a \$300 gift card to Sears to 2 free tickets to the UFC event at Target Center.



# Thank You

- Thanks to everyone who made this year's Draw Summer Event Series successful!
- The Ramsey Foundation sends out a huge thank you to the sponsors for their donations!
- Thanks to the park patrons for coming out and enjoying these events and we hope to see you next year!



**Park and Recreation Commission**

**5. 2.**

**Meeting Date:** 10/11/2012

**By:** Mark Riverblood, Engineering/Public Works

**Title:**

Consider Disc Golf Utilizing the Lawful Gambling Fund Volunteer Match Program

**Background:**

For many years, the Park and Recreation Commission has made available (subject to City Council approval) up to \$5,000 from the Lawful Gambling Improvement as a match to donated labor or purchased items for Ramsey parks. The program originated out of a desire to address smaller park improvements than are included in the Capital Improvement Program (CIP), encourage community participation in meeting recreational system needs, and also provide for quick response to this opportunities. Recent use of this program were the installation of outfield fencing at Alpine Park, and the installation of automatic door locks for the Park Center building's restroom at Central Park and concession stand/Lion's Pavilion.

For the approximately 19 years this program has been in existence, the Commission has been clear that the matching program should be made available to wide spectrum of park and trail users, and that the intention would be that the same groups should not receive funding in successive years. The attached application is from a Ramsey resident, and is not representing an individual or group previously funded.

**Notification:**

**Observations:**

While the attached Lawful Gambling Improvement Fund proposal from Mr. Kenneth Hiller is for the development of disc golf, the portion of the proposal that requires action from the Commission (at this time) would be the concept of sponsorship of the course to assist with the course design and funding. Once the funding gap is closed, the course design at Elmcrest Park may be reviewed with the other aspects of the proposed project for a recommendation to City Council.

Mr. Hiller submitted the following statement with his proposal, and will be at the meeting to add more detail:

*SPONSORSHIP:*

*"I would like to explore and discuss with the Commission the idea of creative ways to raise the additional funding needed (approx. \$5,100) through corporate sponsorship. Some ideas are, but not limited to:*

- General donations*
- Advertisement at every hole*
- Advertisement placement on course maps*
- Auctioning of advertisement placement at desirable spots"*

**Funding Source:**

None required at this time.

Staff Recommendation:

Commission Action:

Recommend the Lawful Gambling Improvement Fund applicant proceed with exploring sponsorships and donations for pairing with the fund for the development of a disc golf course in Ramsey.

---

Attachments

Proposal  
equipment  
match listing

---

Form Review

**Inbox**  
Grant Riemer

Form Started By: Mark Riverblood

**Reviewed By**  
Grant Riemer

Final Approval Date: 10/05/2012

**Date**  
10/05/2012 02:41 PM  
Started On: 10/05/2012 12:51 PM

# City of Ramsey's Park and Recreation Lawful Gambling Fund Improvement Program



This program's purpose is to utilize the City's proceeds from lawful gambling licensed in Ramsey to provide a matching program for the provision of outdoor recreational improvements.

*The Park and Recreation Commission's primary mission is to provide, protect, and enhance safe and diverse, active and passive recreation and to plan for and manage natural and developed outdoor resources to the highest quality possible.*

Ramsey's City Officials and Staff are pleased to provide you the opportunity to participate in this unique, natural resource and recreation development initiative.

Submission deadline: Two Weeks Prior to any Commission meeting

## **INTRODUCTION AND GENERAL CONSIDERATIONS**

Throughout the year the Commission will solicit and accept applications for projects occurring the following year. Applications will be accepted at any time. The deadline for submittal of projects will be 4:30 p.m. two Wednesdays preceding the regular Commission meeting.

The Commission has available approximately \$5,000, equating to one or more projects totaling more than \$10,000 in "value".

Applicants are urged to make early contact with a Commissioner or staff member to: ensure appropriateness with the program's intent and the City's plans; to potentially improve the proposal with other elements and cooperation; and, to define potential City project assistance.

Applying for this program is not a guarantee of funding. If there is a more appropriate source of funding, your proposal may not be eligible or you will be advised early in the process to seek other sources of assistance. The intention of this program is not to be a consecutive or regular funding source for the same applicants each year – but rather encourage unique new improvements or opportunities.

The Commission reserves the right to modify the provisions of this application when it is deemed in the best interest of the City, including modifying the available dollars to fund additional worthwhile projects. Conversely, the Commission may decide not to fund any projects in a given year.

The project must clearly benefit youth of Ramsey by recreational improvements or related property improvements with City limits, or in the case of outdoor environmental education, the project must provide lasting benefits for Ramsey's residents.

### **Project Report and Award**

After recommendation and approval by City Council, and notification of a successful application; the Commission, and/or Staff, will establish the projects reporting requirements. This may simply be a brief written summary of the project upon completion. Documentation, such as pictures of the various stages, may be desired by the Commission for use in promoting this program. Upon successful completion of the project, the City will issue a check for approved expenditures, or in some cases, materials may be purchased directly by the City.



### **QUALIFYING CRITERIA**

Please provide a yes or no, or a brief explanation to the following statements.

1. The project clearly and primarily benefits youth and/or identified park, recreational and natural resource needs located within Ramsey's City limits.

Yes:   X  

No:           

2. The project is low maintenance or that which is commonly associated with recreation and parks.

Yes:   X  

No:           

3. The applicant or their representative will appear before the Park and Recreation Commission at a predetermined meeting to present the proposal and answer any questions.

Yes:   X  

No:           

4. A minimum fifty-fifty match of dollars or labor at the current volunteer rate is required by the applicant and must be detailed in the budget.

Yes:   X  

No:

## NARRATIVE

Describe your proposals objectives, outcomes and the projects benefits. Consider the who, what, why, how and when approach. Ensure that the printing is legible and include exhibits, photos or additional sheets if necessary.

**Objective:** The enhancement of the City of Ramsey's Parks and Recs offerings through the addition of an 18-hole disc golf course at Elmcrest Park.

**Benefits:** The increased utilization of an existing park through the offering of a unique recreational activity that appeals to people of all ages. In particular, a disc golf course would give youth in the neighborhood a healthy and challenging outlet for their energies as well as being a possible recreational resource for the surrounding schools.

**Why disc golf:** Disc golf is consistent with the Park and Recreation Commission's primary mission because it is a safe and unique recreational activity that appeals to a diverse group. Also, it has a low environmental impact and promotes the balance of utilization and conservation of outdoor resources.

## **PROJECT CONSIDERATIONS**

The following statements are intended to encourage quality projects that best address needs and provide optimum return on City participation. Please provide a response to each item, attachments are welcome.

- Describe the project's time line from start to completion.

Phase 1 – Course layout design.

Time: 1 month

Phase 2 – Course Construction

Time: 2-4 months, depending on volunteer participation

- Provide budget detail, total resources required, sources of these resources, volunteer participation and how the project meets the minimum match of 50 percent, cash or labor. If the project requires less than a 50% match, please demonstrate.

Total estimated value: \$16,115  
\$10,163 equipment (see Equipment attachment)  
\$5,952 match contributions (see Match attachment)

Funding sources:  
\$5,000 grant funds  
\$5,163+ corporate sponsorship (see Sponsorship attachment)

- Has the project begun?

Elmcrest Park has been reviewed for suitability through in-person visits, through the review of comparable courses, and by speaking with 2 different course designers, but no design work or construction has begun.

- Is the applicant prepared to make commitments for future operation and/or maintenance?

Yes. Directly and through local efforts.

- Does the project represent a component of a larger City plan?

No.

- How is the project disability sensitive?

The disc golf course would be playable by anybody who has the ability to play the sport in general.

- Are Ramsey businesses or contractors recipients of expenditures?

None have been identified but would be utilized as much as possible.

## EQUIPMENT

### *Disc Pole Holes™:*

- Disc Pole Holes™
- Locking Collar Assembly:
- Anchor Assembly:
- Concrete (Approx. 1 cu.ft. Per. hole):

### *Disc Pole Hole™ Prices:*

- $\$322.00 \times 18 = \$5796.00$
  - $\$11.50 \times 18 = \$207.00$
  - $\$22.00 \times 18 = \$396.00$
  - $\$4.00 \times 18 = \$72.00$
  - **$\$6,471.00$**
- 

### *Tee Pads:*

- Concrete (Approximately 34, 60 lb. bags):
- Wooden Forms

(Each concrete pad is approximately 5 feet wide by 10 feet long and 4 inches thick.)

### *Tee Pad Prices:*

- $\$68.00 \times 18 = \$1,224.00$
  - $\$12.00 \times 18 = \$216.00$
  - **$\$1,440.00$**
- 

### *Tee Signs:*

- Standard Tee Signs:
- Concrete (Approx. 1 cuf. Per. hole):
- ***Total Tee Sign Costs:***

### *Tee Sign Prices:*

- $\$60.00 \times 18 = \$1,080.00$
- $\$4.00 \times 18 = \$72.00$
- **$\$1,152.00$**

---

*Message Board And Trash Cans:*

- Message Board (estimated):
- Trash Cans (estimated):
- ***Total Message Board and Trash Can Costs:***

*Message Board And Trash Cans Prices:*

- \$200.00
- $\$30 \times 18 = \$540.00$
- **\$740.00**

---

***Summary Totals:***

- Total basket costs:
- Concrete Tee Pads (estimated):
- Total Tee Sign costs:
- Total Message Board and Trash Can costs:

***TOTAL ESTIMATED COSTS***

- \$6,471.00
- \$1,440.00
- \$1,512.00
- \$740.00

***\$10,163.00***

## MATCH CONTRIBUTIONS

### *Installation Labor Estimates:*

- Course Design: 60 hours (estimated)
- Baskets: 4 hours each (estimated):
- Tee Pads: 8 hours each (estimated):
- Signage: 1 hour each (estimated):
- Fairway clearing: \$200 each (estimated)
- ***Total Installation Labor Hours:***

### *Installation Labor Estimates Costs:*

- 60 hrs.
- 4 hrs. x 18 =72 hrs.
- 8 hrs. x 18 =144 hrs.
- 1hrs. x 18 = 18 hrs.
- 294 hrs. x \$8 per hour = \$2,352.00
- \$200 x 18 = \$3600
- **\$5,952**

---

### *Summary Totals:*

#### **TOTAL ESTIMATED VALUE OF MATCH CONTRIBUTIONS**

- \$5,952.00

**\$5,952.00**

**Park and Recreation Commission**

**5.3.**

**Meeting Date:** 10/11/2012

**By:** Mark Riverblood, Engineering/Public Works

**Title:**

North Common's Tree Grant Planting – October 18th, 2012

**Background:**

Earlier this year the City received a MN DNR grant for tree planting in North Commons. The attached narrative describes the purpose and rationale, and the application for this project 'Majesty of the Commons' provides cost detail.

The project planting will occur on October 18th (with a rain-out of the 19th). Staff is inviting volunteers to participate, and thus a part of the purpose of this case is to communicate this opportunity to the public.

**Notification:**

**Observations:**

**Funding Source:**

The project will generate \$13,000 in state funds to be invested in Ramsey park's - the in-kind contribution of labor is provided for by the General Fund budget.

**Staff Recommendation:**

**Commission Action:**

Based upon discussion.

**Attachments**

Grant 10.11.12

Majesty of the Commons

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/05/2012 02:47 PM
Mark Riverblood (Originator)	Mark Riverblood	10/05/2012 03:10 PM
Grant Riemer	Grant Riemer	10/05/2012 03:11 PM
Form Started By: Mark Riverblood		Started On: 10/05/2012 01:36 PM
	Final Approval Date: 10/05/2012	

**1. Organization Name and Project Title:** City of Ramsey's MAJESTY OF THE COMMONS

- 2. Project Purpose:** In contrast to the 'Tragedy of the Commons', this unified planting project engages the residents within this livable community in the communal care, education and ongoing stewardship of their shared park space named North Commons. The outcome will be a diverse array of trees that are well adapted to the Anoka Sand Plain for this new public space; *and*, the endeavor will also meet the Environmental Policy Board's strategic goal of implementing a 'mini-arboretum' showcasing species that perform well in sandy soils. Small, didactic placards will be installed adjacent to the individual species as on-going tools for public education. Additional, larger interpretive signs will be strategically placed throughout the park highlighting the many benefits trees provide.

Complimenting the foresting effort will be a one-year scientific analysis of varying mixtures and depths of topsoil at the park, and their precise effectiveness of retaining water - utilizing integrated soil moisture sensors. The results of this review will provide quantitative data the City can use to establish topsoil specs for new landscapes (a critical issue within the Anoka Sand Plain). The combination of native trees and a comprehensive examination of topsoil requirements will better position *both* the City and its residents in a continuing movement toward more sustainable growth and development.

- 3. Project Location Description:** The project will occur in North Commons, a park within Ramsey's pedestrian and transit oriented, master-planned community known as The COR. The park is just over seven (7) acres in size, located in the south central portion of the community and connects the higher density urban area with the existing larger, rural lot neighborhoods to the north and east. The northern and northeastern portions of the property are wetland with the remainder of the site being upland consisting of sandy soil (Hubbard-Nymore association). The western half of the site is fairly flat while the eastern portion slopes downward to the wetland area.

- 4. Document Public Ownership:** The project site's legal description is Outlot D Ramsey Town Center 8<sup>th</sup> Add (see attached map).

- 5. Project Goals:** Engage residents from the adjacent neighborhood and townhome associations, who have expressed their desire to initiate park improvements, in the place-making practice of planting trees to create an aesthetically pleasing, inviting and functional public space. The project will also serve as an educational tool for the community by showcasing species well adapted to the area, their growth characteristics (habit and form), and pertinent facts about the needs, benefits and care of trees (*e.g.* what is considered 'adequate' watering for trees, retention of storm water, pruning needs). This project will provide living examples of tree species that perform well in sandy soils, which residents can see, touch and replicate as they landscape or reforest their property. The project will incorporate participation of a K-12 school, within walking distance of North Commons, to develop language for interpretive signage to highlight the benefit of trees and community/urban forests. Finally, the project will provide valuable, hands-on training for volunteers by an ISA Certified Arborist to ensure proper planting techniques are utilized and what constitutes critical short and long-term maintenance needs for trees.

- 6. Methods:** City Staff will enhance the concept plan for North Commons by developing a diverse species palette and assigning planting locations within the park. In the spring of 2012, City Staff will work with the principal and faculty of PACT Charter School to incorporate benefits of trees into lesson plans such that the students can quite literally develop the educational content for the placards and interpretive signs. In October of 2012, City Staff will prep the site, including pre-digging holes and placing trees with attendant soil work (pre and post planting). Volunteers, (assisted by City Staff) will plant the trees in October of 2012. Spring of 2013, the placards will be installed by City Staff

adjacent to the individual species identifying them by both common and scientific names and larger, interpretive signs will be placed throughout the park with information on the *majesty* of trees in addressing storm water management, carbon sequestration, diversifying the landscape and wildlife habitat.

**7. Personnel:** The following staff will be active participants in this project:

- Chris Anderson, Associate Planner/Environmental Coordinator, ISA Certified Arborist (PN-1767A)—responsible for development of landscape plan as well as training/instructing team of volunteers that will conduct the plantings (emphasis will be placed on correct planting depth and corrective/structural pruning over the first three [3] years after planting).
- Mark Riverblood, Parks Supervisor, MN Certified Tree Inspector—responsible for the new park’s development, overseeing site preparation by Parks Staff, and coordination of volunteers.
- Mike Berge, Parks Lead, MN Certified Tree Inspector—will be responsible for material delivery, site preparation, assisting with plantings and on-going maintenance.
- Volunteers—will assist with installation of 106 trees. Prior to planting, proper planting techniques will be demonstrated by ISA Certified Arborist to emphasis hole prep and depth, locating 1<sup>st</sup> set of primary roots for proper planting depth, and mulching. The training will also review necessary maintenance, such as pruning, watering, and winter protection for the first three (3) years of a newly installed tree.
- PACT Charter School—Dan DeBruyn, Principal, work with his faculty to incorporate into their Science lesson plans the benefits trees provide. Students will then be involved in developing the text and content for the interpretive signs at the site.

**8. Maintenance and Management Plan**

- A.** One time activities at time of planting: application of slow-release fertilizer (Parks Staff), pruning of dead/broken limbs only (Parks Staff/Volunteers). On-going maintenance activities (all by Parks Staff) over the first three (3) growing seasons: watering, as needed, May-October, pruning (corrective and structural) November-March, liquid fence application April, September/October, installing and removing tree wrap/guards November and April/May respectively. Monitoring/assessing trees occurs each time the site is visited, regardless of the maintenance activity, and any symptoms/signs that are evident are investigated and addressed as necessary.
- B.** The City has developed a draft Emerald Ash Borer Management Plan in an effort to prepare for the inevitable appearance of this insect. The City does employ an ISA Certified Arborist that routinely monitors the community forest (both public and private lands) for oak wilt and Dutch elm disease to limit the impacts of these destructive pathogens. When detected, contact is made with the property owner to discuss appropriate management strategies and actions. The City will also continue its comprehensive public outreach including the newsletter, website and cable TV spots to keep residents and businesses aware and informed of current tree related issues (*e.g.* drought, hail damage, pine bark beetles, European pine sawfly oak wilt and EAB).



# 2010 to 2014 Community Forest Bonding Grant Application

## Coversheet

Please refer to the *Guidelines* when completing the application. This form is also available on the DNR website: <http://www.dnr.state.mn.us/grants/forestmgmt/commforestbondgrant/index.html>

### Applicant Information

Application Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Project coordinator: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: office \_\_\_\_\_ cell \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Project Coordinators/Technical Advisors: (List names, organization/agency and phone)

**Eligibility (check one):**    City    Township    County    Park & Recreation Board in city of First Class

Has your organization received a DNR Community Forest Bonding grant?    No    Yes, when? \_\_\_\_\_

*For cities or townships only.* Is your community a Tree City USA?    No    Yes

**Project Title:** \_\_\_\_\_

**Summary Statement**—Please give a 2-3 sentence summary of your overall project.

**Project location (county, city, site):** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **Expected completion date:** \_\_\_\_\_

### Budget Summary

Type of Fund	\$ Amount
<i>Non-state cash contributions (not required)</i>	
<i>Non-state in-kind contributions (not required)</i>	
<i>Ash Tree Removal grant requested</i>	
<i>Tree Planting grant requested</i>	
<b>TOTAL PROJECT COSTS:</b>	

### Authorization

I certify this information is valid and factual as described in this application and that all costs are eligible under the DNR Community Forest Bonding Grant Guidelines.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

### Project Questions

Please answer the following questions on separate pages. **Limit to 2 pages.** You may reproduce these questions on your computer. Refer to the *Guidelines* to better understand how projects will be evaluated.

1. **Organization applying (e.g. City of \_\_\_\_\_ ) and Project Title.**
2. **Project Purpose**—In what ways will your project meet the needs of the community forest resources? Explain how the project will benefit and enhance the community and why you feel your project should receive funding.
3. **Project Location Description**—Describe the site location(s) of the project in detail along with special characteristics such as soil composition.
4. **Document Public Ownership-** **Certification and/or Declaration of Bond-financed Property** documents will need to be included when the Grant Agreement is signed and returned to DNR, but are NOT required with the project application. We do recommend including a map of the project area. See the **Project Timeline** section of the Guidelines for details.
5. **Project Goals**—What are the project's goals and objectives for each grant category applying for? 1. Planting for diversity, replacing trees lost to storm(s). 2. Removal and replacement of EAB-infested ash trees.
6. **Methods**—What will be developed, produced, performed and implemented—who will be responsible for these activities and when will they occur? Include any educational outreach efforts, owork with volunteers, and especially the technical plans and practices.
7. **Personnel**—Describe the names, titles, qualifications and project role for all staff and technical partners involved. Describe the roles of volunteers involved and training to be provided.
8. **Maintenance and Management Plan**
  - A. Upon completion, what are your plans for long-term maintenance of trees planted, and monitoring and management of insect and disease pests? Include how, when and by whom activities will be accomplished. For any tree planting project, you must provide a summary of at least a 3-year maintenance plan.\*
  - B. What is the community doing to build capacity towards long-term management of this project or a community forestry program independent of state funding? Describe any existing management plans.\*

\*Note: Please see **Required Local Program Components** in the Guidelines for documents that are due upon completion of the grant project. Those documents should be included with the **Final Report and Invoice form**.

#### Tree Planting List

Only fill out this table if you are doing tree planting as part of your project. If you need additional space, an **additional sheet may be included (1 page limit)**. Please refer to: [Approved Native Planting Stock List](#).

Tree Stock Source(s): \_\_\_\_\_

QTY	Species (Common & Scientific Name)	Size & Type (B&B, bare root or container-grown)
<< Total number of trees		(Use 1 additional sheet if needed)

**Project Budget Breakdown**

Please refer to the *Guidelines* for eligible and ineligible expenses. Highlighted areas are ineligible expenses.

**Please attach a Budget Narrative with details of Contractual Services, Equipment and "Other" costs.** (limit 1 page).

ITEM (specify type and source)	In-kind Match	Cash Match	Bonding Grant Funds	Total
<b>Public Ash Tree Removal Budget (See "Know EAB-Infested Areas Map" for eligible public lands.)</b>				
Personnel:(No grant funds can be used for grantee personnel)				
Contractual Services: <b>Briefly describe in Budget Narrative.</b> (see Eligible Costs)				
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				
Education costs. Match only.				
Other. <b>Briefly describe in Budget Narrative.</b> (see Eligible Costs in Guidelines):				
<b>Public Ash Tree Removal Sub Totals</b>				

<b>Public Tree Planting Budget (storms or infested ash replacement and planting for diversity)</b>				
Personnel: :(No grant funds can be used for grantee personnel)				
Plant Stock (trees only):				
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				
Contractual Services: <b>Briefly describe in Budget Narrative.</b> (see Eligible Costs)				
Education costs. Match only. (workshops, publications, etc)				
Other. <b>Briefly describe in Budget Narrative.</b> (see Eligible Costs in Guidelines):				
<b>Public Tree Planting Sub Totals</b>				
<b>TOTALS for both project types</b> Must equal amounts in p.1 Budget Summary				

**Application Check-off:**

Mail the **original and 3 copies** of the following:

Completed and signed application form

Attached pages: Answers to project questions (2 page limit), budget narrative (1 page limit), extra tree planting list (1 page limit), and optional map (1 page limit)

**Applications must be received by 4:30 pm, Friday, February 17, 2012.**

**Mail to:**

2012-14 Community Forest Bonding Grants  
Minnesota DNR, Division of Forestry, Box 44  
500 Lafayette Road  
St. Paul, MN 55155-4044

**Park and Recreation Commission**

**6. 1.**

**Meeting Date:** 10/11/2012

**By:** Mark Riverblood, Engineering/Public Works

---

**Title:**

Commission/Staff Input

**Background:**

- Identify Trail Priorities
- MN DNR Trail Grant
- Met Council Trail Grant

**Notification:**

**Observations:**

**Funding Source:**

.

**Staff Recommendation:**

**Commission Action:**

---

**Form Review**

**Inbox**  
Grant Riemer

Form Started By: Mark Riverblood

**Reviewed By**  
Grant Riemer

Final Approval Date: 10/05/2012

**Date**  
10/05/2012 02:48 PM  
Started On: 10/05/2012 01:51 PM