

Community Roadside Landscape Partnership Program

Application Manual – 2017 “From Wildflowers to Trees”



A Growing Partnership to Improve our Communities and Environment

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Program Description

The Minnesota Department of Transportation's Community Roadside Landscaping Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. This is a reimbursement program, not a grant.

The program has four goals: (1) roadside beautification, (2) community improvement, (3) environmental stewardship, and (4) community engagement.

This manual describes the program and application requirements, and provides examples of required documents. Part I is the Program Description. Part II is the Application Form and the instructions to complete the form. Part III is the Appendices that provide other information pertinent to the application process.

If you have any questions about the program or application requirements, please call (651) 366-4617 to speak with Mn/DOT's Landscape Partnership Program Coordinator, or visit the website at:

<http://www.dot.state.mn.us/roadsides/partners/index.html>

Applicant Eligibility

For purposes of this program, **'Communities' are defined as counties, home rule charters, statutory cities or towns, townships, and Counties. Ineligible applicants will not be considered unless they are sponsored by a community or other unit of government that can execute and honor a cooperative agreement with MnDOT** (a necessary requirement for MnDOT to transfer funds.) If you have questions about your group's eligibility, please contact the Landscape Partnership Program Coordinator for assistance.

Eligible Components

Funds awarded under this program must be used for roadside landscaping located on state trunk highway rights of way with fee or easement title. Interstate freeways and high volume divided highways with controlled access may be excluded from this program due to liability, safety, and access problems. MnDOT District Staff or the Landscape Architect/Designer assigned will help determine if the site is suitable.

Components that support the goals of the program include, but are not limited to, the following:

- **Trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.**
- **Soil amendments, herbicides, edging, weed fabric, wood fiber blanket, mulch (wood chip, rock or other approved types), rodent protection, staking and guying, gator bags, and seedling shelters.**

Components that support the goals of the program, which MnDOT can help design and locate, but are **not** funded by Mn/DOT's Landscape Partnership Program are:

- **Community entrance monuments**
- **Annual flowers, hanging baskets, bulbs**
- **Retaining walls, walkways, planters, benches, lighting, irrigation systems, bicycle racks, etc...**

Communities seeking approval to initiate a proposed landscape partnership project with provision of MnDOT technical and design assistance **must submit a written request to the appropriate MnDOT District Engineer** (see Appendix III.), **along with the completed application.**

Design - Assistance Needed (MNDOT Prepared Plans)

If you need design assistance, please complete the all of the application except sections 6 and 7. Also please include all of the required attachments, except attachment “C”. Submittal can be at anytime during the year. Allow between 6 months to 1 year for design and municipal agreement processes.

Design – Submitting Plans Prepared by Others

If you are submitting your own design, please complete your written request and submit your applications for **fall planting to Mn/DOT by May 31st**. Applications for **spring planting** must be submitted to MnDOT **by December 31st**.

Program Goals

Project components must support at least one of the three goals of the program (roadside beautification, community improvement, and environmental stewardship.)

In the formative stages of the project, the applicant must form and **designate a committee of at least three contact people for the project**. At least one of the three contact people **must be an employee or official representative of the local government unit requesting or sponsoring the project**. The designated individuals on the committee would then be responsible for overall project liaison and coordination prior to and during the submission of the application, as well as during implementation stages, installation, and maintenance period of the project.

Community Support

At least one of the committee members will be required to **help set up a training session for the Community**. They will be responsible for providing Community workers and volunteers with Mn/DOT supplied instructions, and information packets pertaining to safe and proper worker supervision, materials handling, plant installation and plant maintenance.

Community Resolution

The application must include a **formal resolution indicating community support** for the desired improvements and authorization of a primary contact person to apply to MnDOT for funding. See Appendix I for sample resolution.

MNDOT Approved Plan

A MnDOT approved (District and Landscape Partnership Program Coordinator) **landscape plan at a scale of not more than 50'=1" must be included as part of the application.**

{11" x 17" reductions are acceptable for application purposes.} The landscape plan shall incorporate by reference or attachment, standard MnDOT planting details, material specifications and special provisions as applicable. The plan may be prepared by one of MnDOT's landscape architects, landscape designers or foresters with no obligation or cost to the community, **as scheduled work loads permit**. Potential applicants may use the services of local landscape design professionals to prepare plans, **at their own cost**, thereby minimizing time delays that may occur as a result of MnDOT's workload. MnDOT's project manager will assist applicants in obtaining base mapping information, design guidelines, required reviews, and necessary approvals. Community designed plans will need to be reviewed by Mn/DOT Staff, to determine if the project meets minimum standards for safety and mobility.

Funding - Reimbursement

Funding assistance is limited to the estimated cost of providing the required landscape materials. Materials included, but not limited to are: soil amendments, herbicides, plant materials, seed, sod, mulch, rodent guards, gator bags, and other miscellaneous materials necessary for the project. Eligible projects must include a minimum of \$1,000 worth of materials and the maximum award of funds for any project or project phase shall not exceed \$30,000¹ in any given year.

The program requires that a community provide the funds or in-kind services to install and maintain the state funded materials. Applicants may utilize their own labor forces, service organizations, volunteers or contractors. The community must act as the contract letting and administration authority where contract installation is desired. Contract awards must be received and approved by District Staff and the Landscape Partnership Coordinator, before the project can be started.

If volunteers are to be used, the application must include **a volunteer pledge list**² identifying sufficient numbers of volunteers to complete the scope of work within an acceptable time period. Volunteers **must be** 18 years of age or older **unless accompanied and supervised** by an adult at all times. A ratio of at least one adult supervisor for every five children under the age of 18 is required.

Successful applicants are required to enter into a Cooperative Agreement with MnDOT to install and maintain the roadside landscape improvements. A detailed landscape plan showing actual locations and quantities of materials along with the specifications and special provisions will form the basis of the Agreement together with the application and schedule of maintenance requirements (Appendix V).

Application

The applicant must submit the completed application and written request to the appropriate MnDOT District Engineer (Appendix III). The application could also be sent electronically, in PDF Format. The application will then be reviewed for approval by MnDOT's District and Community Roadside Landscape Partnership Program staff.

¹ The upper limit cost is determined by the local District office, based on funding available for the fiscal year.

² Estimated Volunteers needed based on 1 person planting either: 1 tree/hour or 4 shrubs/hour or 20 perennials/hour

Criteria for Evaluating Applications

After the completed application has been submitted to MnDOT, additional information may be required. Clarification of vague or ambiguous application materials may be requested by the MnDOT review team. Incomplete applications will not be considered for funding.

In order for an application to be reviewed, it must contain the basic, minimal requirements as outlined in this manual. Applications may be approved for funding in the full amount requested or in an amount less than requested.

The criteria to be used in reviewing and ranking qualifying applications include:

1. Extent to which the proposed project meets one or more of the goals of the program.
2. Extent to which the proposed project is consistent with MnDOT policy, safety, design, and operations guidelines.
3. Extent to which the proposed project and partner demonstrate a strong likelihood for successful installation, establishment and maintenance of the roadside landscaping investment.

Project Fund Reimbursement

Project Fund reimbursement is contingent upon:

- **Appropriate preparatory work and installation of approved landscape materials.** Approved materials need to include all certificates and licenses required by the state, as per MnDOT spec 2571.
- **Execution and approval of the Cooperative Agreement.** Funds may be transferred to the community upon receipt of a written request to the Statewide Landscape Partnership Coordinator with a copy of the purchase orders and/or invoices for landscape materials.
 - o The letter needs to include the project number, agreement number and the amount of reimbursement that is being requested
 - o The letter must also state if the amount being requested is for payment in full or for a partial payment.
 - A partial payment may be made if the community was not able to complete all planting operations on the day of the planting, but need to be reimbursed for the material that has been planted to date.
 - The city must then request a final payment after the project is completed.
 - o A partial payment by MnDOT does not constitute an agreement for additional plantings outside of the original agreement.
 - o A partial or full payment does not guarantee an approval for future projects with MnDOT, unless the community submits another application.

Application - 2017

Community Roadside Landscape Partnership Project for: _____

Projected Planting Date: _____



Application Form

(1) APPLICANT

Local Government Unit / Community _____

Address _____

(2) COMMITTEE OF PRIMARY CONTACT PERSONS: One of the Committee members must be employed as a staff member or representative of the Local Government Unit.

Name _____ **Phone** _____

Address _____

Email _____

Name _____ **Phone** _____

Address _____

Email _____

Name _____ **Phone** _____

Address _____

Email _____

(3) DESCRIBE THE LOCATION OF THE PROJECT SITE(S). (Include county, city and the limits of the project.)
Trunk Highway:

(4) BRIEFLY STATE THE GOALS AND SCOPE OF YOUR PROPOSED PROJECT.

(5) BRIEFLY STATE THE PUBLIC PARTICIPATION (Committees, Boards or other) AND APPROVAL PROCESS USED (City Council or other) AND SIGNIFICANT COORDINATION WITH OTHER PROGRAMS (DNR, Watershed District, or other).

- (6) **FOR PLANS PREPARED BY OTHERS:** LIST THE REQUIRED “GENERAL” MATERIALS ONLY AND THE ESTIMATED MATERIAL COSTS FOR THE PROJECT (soil amendments, herbicide, plant materials, seed, sod, construction materials, weeds fabric, mulch, rodent protection, etc.) DO NOT INCLUDE LABOR OR EQUIPMENT.

PROJECT MATERIALS (on state right of way only)

MATERIALS	QUANTITY	ESTIMATED COST
Plant Materials		
Herbicides		
Compost – Type 2		
Mulch – Type 6		
Rodent Protection (If Needed)		
Sales Tax		
Shipping		

TOTAL MATERIAL COST _____
(Include Sales Tax and Shipping)

- (7) SHOW THE **DESIRED** TIMETABLE FOR COMPLETION OF EACH MAJOR COMPONENT OF THE PROPOSED PROJECT FROM PREPARATION OF PLANTING AREAS THROUGH COMPLETION OF INSTALLATION.

TIMETABLE	BEGINNING DATE:	ENDING DATE:											
COMPONENT	YEAR	J	F	M	A	M	J	J	A	S	O	N	D
Preliminary Layout and Staking													
Spray or Remove existing weeds & grasses													
Cultivate planting and seeding areas (soil amendments, rototilling)													
Stake individual plant locations													
Install Plants													
Install Turf													
Install Mulch													
Install Plant Protection													

- (8) DESCRIBE THE TYPES OF LABOR FORCES AND THE ESTIMATED QUANTITY OF PERSONNEL THAT WILL INSTALL AND MAINTAIN THE PROJECT. (city crews, youth service corp., contractors, volunteers) If the majority of work is to be performed by volunteers, a preliminary pledge list of volunteers must be attached.

Statement of Assurances

To the best of my knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the government unit of the applicant with full understanding of the program requirements. It is agreed that at least one primary contact person will hold a training session for the community workers, volunteers and/or contractors to provide proper direction and information packets for landscape project preparation, inspection, installation, and maintenance. It is agreed that if volunteer workers are to be used, they will meet minimum age or eligibility requirements. It is agreed that the local government unit will enter into an Agreement with MnDOT ensuring that the local government unit will ensure or provide required maintenance of the roadside landscape improvements described in the plan and the Agreement.

Signature of the Primary Contact Person
Authorized By the Local Government Unit

Date

Required Attachments

- (A) _____ RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- (B) _____ MAP OF PROJECT LOCATION.
- (C) _____ VOLUNTEER PLEDGE LIST
(If volunteers are to be used, otherwise state how the project will be installed)

If submitting plans by others

- (D) _____ MNDOT APPROVED LANDSCAPE PLAN AND ESTIMATE (Approval Stamped and Dated By District Staff and Landscape Partnership Coordinator)

The documents submitted in support of this application shall be considered part of this application.

Appendices

- I. [SAMPLE OF RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.](#)
- II. [LIST OF RESOURCES.](#)
- III. [MAP OF MN/DOT DISTRICTS AND LIST OF DISTRICT/METRO DIVISION CONTACTS WITH ADDRESSES AND PHONE NUMBERS.](#)
- IV. [EXAMPLE MAINTENANCE ACTIVITY CHARTS](#)
- V. [PARTIAL LIST OF ACTIVITIES TO INSURE SUCCESS OF PARTNERSHIP PLANTINGS.](#)
- VI. [MN/DOT LANDSCAPING PARTNERSHIP PROCESS FLOW DIAGRAM.](#)

Appendix - I

Sample Resolution

To start the cooperative agreement process community City Councils, Township Boards, County Boards or coordinating sponsor must authorize a primary contact for contract coordination. Below is an example of a Community Resolution. This is just an example, the community may use its standard resolution format.

Applicants must adopt the following as a resolution or letter and submit it with the application. Applications without a completed and signed resolution or letter will not be considered.

Be it resolved that _____
(applicant/local government)
act as sponsoring unit for the project identified as _____
on the state trunk highway(s) _____ to be conducted
during the period _____ through _____.
(duration dates)

Be it further resolved _____ is hereby authorized to apply
(name of primary contact person)
to the Minnesota Department of Transportation for funding of this project on behalf of

(applicant/local government)
I certify that the above resolution was adopted or approved by _____ of
(City Council or City/County official)
_____ on _____.

SIGNED:

(signature)

(title) (date)

WITNESSED:

(signature)

(title) (date)

Appendix - II

Resources

The following may be able to provide assistance or information affecting your project:

Minnesota Department of Transportation
(see Appendix III for contacts)

- District Offices
- Statewide Landscape Partnership Coordinator

Minnesota Extension Service

University of Minnesota

St. Paul, MN 55108

www.extension.umn.edu

AnswerLine - (800) 854-1678

Minnesota State Horticultural Society

Minnesota Green

1755 Prior Avenue North

Falcon Heights, MN 55113

www.northerngardener.org

(651) 643-3601 or (800) 676-6747 ext 211

Minnesota State Historical Society

State Historic Preservation Government

Project and Compliance

History Center, 345 Kellogg Blvd. W.

St. Paul, MN (651) 296-5462

www.mnhs.org/shpo

Iron Range Resources And Rehabilitation Board

Community Development Division

P.O. Box 441, Highway 53 South

Eveleth, MN 55734 (218) 735-3000

www.ironrangeresources.org

University of Minnesota

School of Architecture and Landscape Architecture

216 Pillsbury Drive S.E.

Minneapolis, MN 55455 (612) 626-9068

www.design.umn.edu

University of Minnesota Landscape Arboretum

3675 Arboretum Drive

Chanhassen, MN 55317 (952) 443-1400

www.arboretum.umn.edu

Minnesota Nursery and Landscape Association

P.O. Box 130307

St. Paul, MN 55113 (651) 633-4987

www.mnla.biz

Minnesota Chapter of the

American Society of Landscape Architects

275 Market Street, Suite 54

Minneapolis, MN 55405 (612) 339-0797

www.masla.org

Minnesota Design Team

AIA Minnesota

International Market Square

275 Market Street, Suite 54

Minneapolis, MN 55405

(612) 338-6763 ext 214

[http://www.aia-mn.org/get-](http://www.aia-mn.org/get-involved/committees/minnesota-design-team)

[involved/committees/minnesota-design-team](http://www.aia-mn.org/get-involved/committees/minnesota-design-team)

Local Offices of the following:

- County Agricultural Extension Service
- Department of Natural Resources (D.N.R.)
Division of Forestry
- Regional / Metropolitan Planning
Commissions and Councils
- Soil Conservation Service (S.C.S.)
- Soil and Water Conservation Districts
(S.W.C.D.)
- U.S. Forest Service (U.S.F.S.)

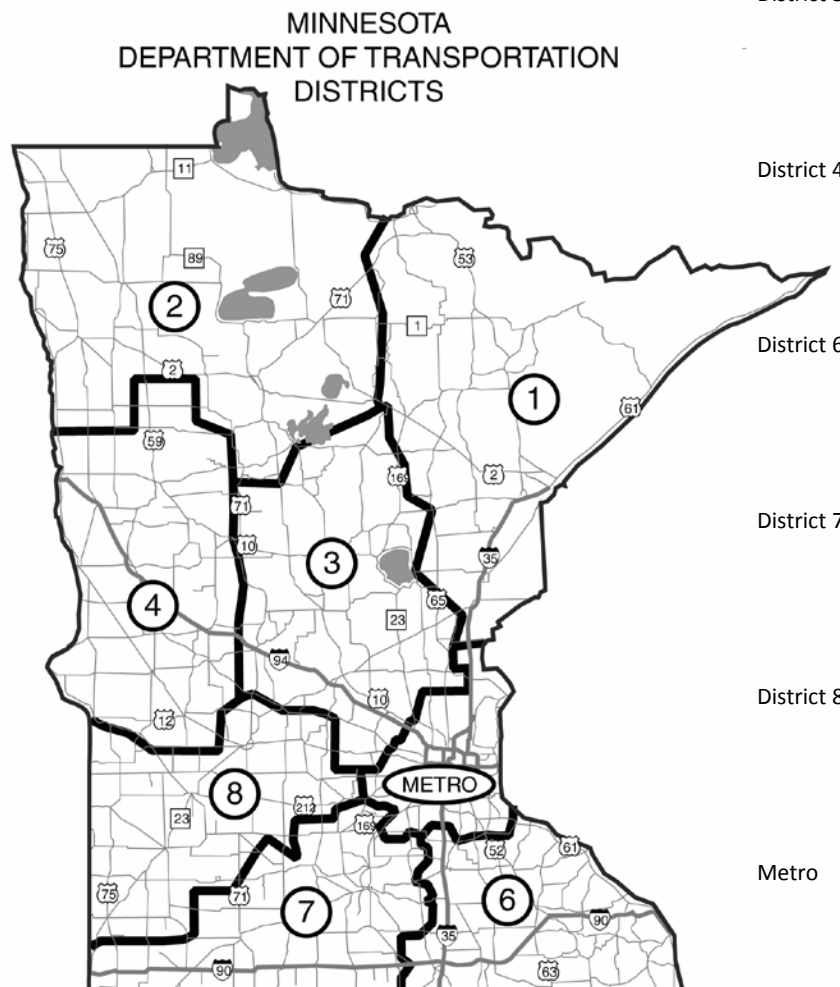
Appendix - III

Map of MNDOT Districts and Contacts

For More information or guidance in developing your
Community Roadside Landscape Partnership Project
Contact:

**Mn/DOT State Landscape Partnership
Program Coordinator**

Todd A. Carroll, Landscape Architect
MnDOT Office of Environmental Stewardship,
395 John Ireland Blvd., M.S. 686
St. Paul, MN 55155-1899
Phone: (651) 366-4617
E-mail: Todd.Carroll@state.mn.us



District Contacts:

District 1	Mr. Duane Hill 1123 Mesaba Avenue Duluth, MN 55811 (218) 725-2704 Duane.Hill@state.mn.us
District 2	Mr. Curt Larson 248 – 125 th Ave. NE Thief River Falls, MN 56701 (218) 683 - 8023 Curt.Larson@state.mn.us
District 3	Mr. Dan Anderson, D.E. 7694 Industrial Park Baxter, MN 56425 (218) 828-5703 Daniel.D.Anderson@state.mn.us
District 4	Ms. Jody Martinson D.E. 1000 Highway 10 West Detroit Lakes, MN 56501 (218) 846-3603 Jody.Martinson@state.mn.us
District 6	Mr. Nathan Gregor 2900, 48 th St. N.W. Rochester, MN 55903 (507) 286-7561 Nathan.Gregor@state.mn.us
District 7	Mr. Jed Falgren, A.D.E. 2151 Bassett Dr. Mankato, MN 56001-5032 (507) 304-6104 Jed.Falgren@state.mn.us
District 8	Mr. Todd Broadwell, A. D.E. 1800 E. College Dr. Marshall, MN 56258 (507) 537-2044 Todd.Broadwell@state.mn.us
Metro	Mr. Ryan Sodd 1500 West County Rd. B2 Roseville, MN 55113-3105 (651) 234-7923 Ryan.Sodd@state.mn.us

Appendix - IV

MNDOT Landscaping Partnership Process

For General Information call the MnDOT Landscape Partnership Program Coordinator (651) 366-4617

Sponsoring Local Government Unit must send a letter or resolution to the MnDOT District Contact person (Appendix III) requesting sanction and technical assistance to develop a proposed landscaping partnership project.

If MnDOT District Staff consider the project request feasible and desirable, the Landscape Partnership Program Coordinator (LPPC) will be asked to assign a Project Manager to provide design and/or technical assistance to the Community.

MnDOT Project Manager (landscape architect, designer or forester) and District Liaison meet with the Community to discuss project planning, implementation, and maintenance concerns.

MnDOT Project Manager prepares or assists the Community designer in preparing conceptual Plans.

District Liaison reviews preliminary Plan for safety and operational concerns prior to Plan review with the Community.

MnDOT Project Manager, District Liaison, and Local Government Unit / Community meet to review the Plan and to identify desired modifications, options, timetables, implementation strategies and phasing.

MnDOT Project Manager or the Community designer finalizes the detailed Plans, Cost Estimates, and Specifications for review and approval by Mn/DOT and Local Government Unit / Community representatives.

MnDOT District Liaison approves plan and gets the necessary Mn/DOT signatures.

Local Government Unit / Authorized Primary Contact Person prepare a "complete" Partnership Project Application and submit it in duplicate to the MnDOT Landscape Partnership Program Coordinator.

MnDOT Landscape Partnership Program Coordinator screens Application with Project Manager for accuracy / completeness and forwards a recommendation for approval / rejection of Funding with the Application to District Liaison.

Subsequent to District feedback, the Landscape Partnership Program Coordinator notifies applicants of approval, rejection, or deferral of their Application and Mn/DOT funding.

If the Application and Funding are approved, the MnDOT Project Manager will draft a Cooperative Agreement detailing the Local Government Unit's procurement, installation, and maintenance responsibilities. The MnDOT Municipal Agreements Engineer coordinates execution of the Agreement and encumbrance of District landscape partnership Funds.

MnDOT Project Manager provides technical assistance to help the Community organize their efforts, procure quality materials, obtain training, and coordinate safe and successful installation and maintenance of their plantings.

Local Government Unit sends copies of the Purchase Orders for Approved Materials specified in the Project Application and Plan to the MnDOT Project Manager.

MnDOT Municipal Agreements Engineer authorizes a Lump Sum Payment of the Approved Funding Amount to the Local Government Unit

MnDOT Project Manager(s) will Evaluate Compliance / Success of Project relative to intent by written report including Corrective Actions, if needed, and continue providing technical assistance to Community as necessary.

Appendix - V

Suggested Activities to insure Landscape Project Success

Overall coordination	City, Beautification Committee
Request MnDOT sanction and technical assistance	City
Secure assistance from local resources; services; sponsors	City, Beautification Committee
Initial scoping and strategy meetings	City, MN/DOT, Local Resource Personnel and Services
Prepare plan	MN/DOT or City, Consultant Designer, Resource Personnel
Review plan.....	MN/DOT, City and Beautification Committee
Identify preliminary work force capabilities and volunteer pledges	City, Beautification Committee and Mn/DOT
Identify preliminary equipment and supply needs and provider commitments / terms	City, Beautification Committee and Mn/DOT
Approve plan.....	Mn/DOT and City
Obtain cost estimates / bids for provision of Landscape materials	City, Beautification Committee and Mn/DOT
Secure Commitments to maintain plantings	City
Develop phasing strategy and schedule	City, Beautification Committee and Mn/DOT
Submit completed partnership application with MnDOT approved plan	City, Beautification Committee
Notify successful applicants of projects to be awarded	Mn/DOT
Prepare and execute the Landscape Partnership Agreement	Mn/DOT and City
Order and schedule delivery of plants and materials	City
Provide training session for plant inspection, installation, and maintenance	Beautification Committee and Mn/DOT
Attend training session	Community Workers, Volunteers, and Contractors
Plan a Planting Day Ceremony to Honor the Effort and Participants	Beautification Committee
Publicize planting day and line up sponsors, services, "leaders", work crews (volunteers, contractors, etc.)	Beautification Committee
Hold orientation meeting(s) to schedule and plan installation; to assign tasks; and to review proper procedures and info packets / videos	Beautification Committee
Supply stakes	MN/DOT
Stake plant locations.....	City, Crew Leaders and MN/DOT
Review staking	MN/DOT
Locate and mark utilities, re-stake as necessary	City, Beautification Committee
Locate material storage sites and staging areas.....	Beautification Committee and MN/DOT
Spray Roundup in planting areas	

(Optional and preferably in late summer or early fall)	Experienced and Licensed Personnel (City, County, Mn/DOT or Contractor)
Haul compost / soil amendments to planting beds	City / Community "Forces"
Till planting beds (incorporate compost or other soil amendments preferably in fall)	City / Community "Forces"
Haul wood chips to storage locations near planting beds	City / Community "Forces"
Layout flower beds and line up flowers	Community Garden Club
Receive and inspect nursery stock (preferably in spring)	Trained Community Personnel with assistance from Local Conservation and Environmental Resource Personnel

Activities – Planting Day:

Breakfast gathering suggested	Organizers, Crew leaders, Service Providers
Check-In Station with Information Providers, Refreshments	City / Community "Forces" and Sponsors
Traffic Control, Signing and access / parking directions	Mn/DOT, Local Law Enforcement Personnel, and Designated City / Community Safety Officer
Provision of "porta-potties"	City / Communities Sponsors
Planting and safety demonstrations	MN/DOT, Local Resource Personnel and Crew Leaders
Distribution of plants and materials from and to storage sites	Local Resource Personnel and Crew leaders
Supervise planting crews (crew leaders)	Local Resource Personnel, Trained Community Personnel and Mn/DOT
Insure proper handling and protection of plants before and during planting	Crew Leaders
Insure safe work methods and behaviors	Crew Leaders
Insure proper plant and material installation	Crew Leaders
Install plants, seed, sod, mulch, rodent protection, etc.	City / Community "Forces"
Watering	Fire Department and City / Community "Forces"
TAKE PICTURES throughout project	Mn/DOT, Volunteers and Media
Provide Simple Lunch	City / Community Sponsors and Service Organizations
Conduct a Ceremony to Honor the Effort and Participants	Beautification Committee, Dignitaries, Participants

Activities – After Planting:

Send letters of appreciation	Mn/DOT and Beautification Committee
Set up maintenance schedule	City, Volunteers, Trained Community Personnel
Watering	Fire Department and City / Community "Forces"
Weeding, monitoring for disease, insect, drainage problems	City / Community "Forces"

Activities – Potential Work Groups:

Civic groups	Garden Clubs	Army Reserve Unit	Sentence to Service
Scouts	Youth groups	Vo-Ag Class	Businesses
City Parks/Public Works Crews	FFA	4-H Clubs	Contractors

Appendix - VI

Maintenance Requirements

The following reflect what will be required of the community for its portion of the cooperative agreement:

Table 1 – Required Landscape Maintenance Activities

Plant Groups	Pruning		Weed Control	Fertilization	Watering	Insect and Disease Control	Rodent Protection	Removals and Replaceme
	When To	Type of						
Evergreen Tree	Anytime- Dry Conditions	Corective and Deadwood Removal	Maintain Mulch at a 3” minimum depth and a 2’ minimum radius around trees in mowed areas in a weed free condition	Yes	Yes until established (2 years Supplanmenal Watering may be needed during drought periods (especially during July and August) Even after plants are established	As Needed - Remove diseased plants which pose threats to adjacent plantings.	Yes – Pine Only	Remove all Dead Plants. Replace dead or dying plants unless the visual appearance or design intent are not noticeably compromised by the lost plants.
Shade Trees	Deadwood removal anytime, when dormant for other pruning			Yes			Yes – Unless in an area with pedestrian use. Mowed turf in formal planting areas will help reduce rodent problems	
Oaks	Not in April, May, June, or July.			Yes				
Honeylocust	When Dormant, not when Humid or Wet			Yes				
Ornamental Trees	Deadwood removal anytime, when dormant for other pruning			Yes				
Evergreen Shrubs	Anytime – Dry Conditions	Deadwood Removal	Maintain mulch at 3” min. depth in a weed free condition until shrub crown closure	Yes			No – Rodent protection is generally not practical for mass shrub plantings. Maintaining clean mulched planting areas free of weed grwoth will reduce problems	
Decidious Shrubs	Dormant	Corrective and renewal		Yes				
Vines	Dormant		Maintain mulch at 2”-3” min. depth in a weed free condition	No				
Groundcovers	Not Needed			Yes				

Table 2 – Calendar of Landscape Maintenance

ACTIVITY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Pruning	See Table 1 for best time for specific species											
Conifers	XXXX	XXXX	XXXX	XXXX	XOOO	OXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
Deciduous Trees/Shrubs (Except Oak)	XXXX	XXXX	XXOO	Oooo	Oooo	Oooo	Oooo	Oooo	Oooo	OXX	XXXX	XXXX
Oak Trees	XXXX	XXXX	XXO				Oooo	Oooo	Oooo	OXX	XXXX	XXXX
Weed Control	Planting beds must be kept in a weed free condition											
Mow 5' from bed edges				--OO	OXX	XXXX	XXXX	XXXX	XXOO	O---		
Remulch			--OO	OXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXO	OO--	
Herbicide	Must be applied by a Licensed Pesticide Applicator – See MnDOT 2571.3K2a for methods											
Fertilization	See Table 5 for rates of application											
Shrubs Trees			---O	XXXX	O---							
Turf								---O	XXXX	O---		
Insect and Disease	Time of control depends on the type of insect or disease and when it is detected											
Sunscauld Protection	XXXX	XXXX	XXO							---O	XXXX	XXXX
Watering	During first and second growing season approximately once a week or as needed to maintain adequate but not excessive soil moisture											
Maintain Rodent Protection	Oooo	Oooo	Oooo	Oooo	Oooo				OXX	XXXX	XXOO	Oooo
Mowing – Prairie Establishment						--OO	XXXX	XXXX	XXXX	OO--		
Mowing – Turf Establishment					OXX	XXXX	XXXX	XXXX	XXXX	XXOO		
Mower Damage Prevention				--OX	XXXX	XXXX	XXXX	XXXX	XXXX	XXOO		
Replant – Coniferous				-OXX	XXOO			--OX	XXXO			
Replant – Deciduous – B&B, B.R.				-OXX	XXXX	O----				OXXX	XO--	
Replant – Container Plants				-XXX	XXXX	XXXO	Oooo	OooX	XXXX	Xooo		
Replant –Turf				---O	XXXX	XXOO	Oooo	--OX	XXXX	OO--		

X - Optimum time

O - Less than optimum time

Table 3 – Description of Types of Pruning

Type of Pruning	When To Prune	Description
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion or the crown
Training	See Table 1	Maintaining central leaders and acceptable symmetry in evergreen shade and ornamental trees. Removal of suckers and water sprouts
Corrective	See Table 1	Removal of storm-damaged, vehicle damaged or vandalized limbs
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

Table 4 – Integrated Vegetation Management

	Category		
Method	Trees	Shrub Beds	Turf
Replanting – Filling Voids	Yes – See Table 2	Yes – See Table 2	As Needed
Fertilization	Yes - See Table 5	Yes - See Table 5	Yes - See Table 5
Remulch ^(a)	Replenish every 3-5 years	Yes – Replenish every 3 years	No
Herbicides	Spot Treatment	No Spraying ^(b)	Spot Treatment
Weed Whip	Do Not injure trunks	Avoid stem injury	No

(a) Wood Chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a minimum 3" depth or a maximum 6" depth. Mulch should not be touching trunks or stems of plant material.

(b) Approved Herbicide method as per MnDOT 2571.3K2a. Other methods upon prior MnDOT Approval.

Table 5 – Fertilization Schedule

Category	Frequency	Time of Application	Analysis	Rate
Mowed Turf ⁽¹⁾ & Groundcovers	Every 1-3 years ⁽³⁾	September	20-0-10	220lbs/acre 5 lbs/1000 sq. ft.
Mass mulched Shrub/Tree Beds ⁽²⁾	Every 1-3 years	April	15-5-10	13 lbs/1000 sq. ft.
Individually Mulched Shade Trees*	Every 1-3 years	April	15-5-10	1.3 lbs/100 sq. ft.

Note: If using slow release fertilizer for mowed Turf and groundcovers, you can double the rate to 440 lbs/acre..

- (1) Over 1 lbs/1000 sq. ft. of “actual nitrogen” will burn turf if it is quick-release. Up to 2 lbs/1000 sq. ft can be applied if it is slow release nitrogen. For example, the rate of 25 lbs of 12-12-12/1000 sq. ft. specified for mass mulch beds equates to 3 lbs of “actual nitrogen” per 1000 sq. ft.
- (2) Plants that fix nitrogen, like silver buffaloberry, caragana, honeylocust, or other legumes should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.
- (3) If Turf is not mowed, every 3 years would be sufficient for frequency.