



**Title:** Authorization to Contract with Bartlett Tree Experts for Cottageville Park Oak Care

**Resolution number:** 24-043

**Prepared by:** Name: Gabriel Sherman  
 Phone: 952-641-4510  
 gsherman@minnehahacreek.org

**Reviewed by:** Name/Title: Michael Hayman, Director of Project Planning

**Recommended action:** Authorize District Administrator to execute a contract with Bartlett Tree Experts

**Schedule:** Summer 2024: Soil Care and Fertilization; Pest Management  
 Fall 2024: Soil Care and Fertilization; Pest Management  
 Winter 2024/2025: Tree Pruning

**Budget considerations:** Fund name and code: Project Maintenance & Land Management, 2003  
 Fund budget: \$689,926  
 Expenditures to date: \$192,750  
 Requested amount of funding: \$9,269

**Past Board action:**

|              |   |
|--------------|---|
| Res # 20-091 | Authorization to Contract for Design Services for the 325 Blake Road Regional Stormwater and Greenway Project |
| Res # 23-026 | Approval of Final Design for 325 Blake Road Regional Stormwater and Greenway Project                          |
| Res # 23-053 | Approval of Cross-Easement for Cottageville Park Phase II   |
| Res # 24-013 | Approval of 90% Design Plans for the Cottageville Park Iron-Sand Filter Maintenance and Retrofit              |

**Summary:**

Cottageville Park Phase II Design and Oak Trees

In 2015, Minnehaha Creek Watershed District (MCWD) collaborated with the City of Hopkins to reconstruct Cottageville Park. At that time, a future phase of park expansion was planned for several additional City and MCWD-owned parcels along Blake Road and Lake Street. On December 3, 2020, the MCWD Board of Managers authorized a contract for design services for 325 Blake Road, which included the next phase of Cottageville Park. Early community engagement and design discussions with the Board and other stakeholders led to a “Gateway to Greenway” concept for the parcel fronting Blake Road and a “Nature Play” concept for the parcels along Lake Street.

As concepts were refined for the Nature Play parcels, three legacy bur oak trees were identified as the dominant site features, providing a large natural shade canopy, as well as inspiring an oak savannah themed design with large concrete acorn play features. These designs were further vetted and supported by the City, Board and public.

Oak Tree Damage, Assessment and Care

When a large storm damaged one of the oak trees in 2023, a contractor was hired to remove a downed limb and suggested that the tree was diseased and should be removed. Since the three oaks were integral to the approved park design, MCWD sought a second opinion from Bartlett Tree Experts (Bartlett) at the suggestion of Damon Farber

Landscape Architects, the landscape architecture firm that designed the Cottageville Park Gateway to Greenway and Nature Play expansion. In early February 2024, MCWD hired Bartlett to assess the health of the three oak trees on the Nature Play parcels, as well as three oaks along Minnehaha Creek located across Lake Street in the existing Cottageville Park. Bartlett also administered an initial round of treatment to fortify the oaks until a full assessment could be conducted upon leaf-out in Spring/Summer 2024. The work included soil care and fertilization around the six oaks, soil sampling and testing, and root sampling and testing.

In June 2024, Bartlett produced its inspection report based on laboratory results and a site visit conducted on June 3, 2024 (attached). The report noted that five of the six oaks had a high chance of survival with some additional care, while one oak was recommended for removal. MCWD requested that Bartlett draft a proposal for treatment of the five healthier oaks and removal of the dying oak. On June 5, 2024, MCWD staff were alerted by a homeowner that two of the three Nature Play oaks had been cut down by City of Hopkins Public Works staff without consultation with MCWD; only one of the felled oaks had been recommended for removal by Bartlett.

As MCWD works to redesign the Nature Play area considering the removed oaks, Bartlett revised its proposal to reflect treatment of the four remaining oaks, including:

- Summer 2024
  - Soil Care and Fertilization: soil treatment, pH modifiers treatment
  - Pest Management: two-lined chestnut borer treatment (recommended every other year)
- Fall 2024
  - Soil Care and Fertilization: prescription soil treatment
  - Pest Management: root rot treatment
- Winter 2024/2025:
  - Tree and Shrub Work: natural pruning

**Recommendation:**

Staff recommend that the MCWD Board of Managers authorize the District Administrator to execute a contract with Bartlett Tree Experts, on advice of District Counsel, to provide tree care services in an amount not to exceed \$9,269.

**Supporting documents (list attachments):**

1. Cottageville Park Oak Inspection, June 2024, Bartlett Tree Experts, 6/15/2024
2. Proposal for Tree Care Services, Bartlett Tree Experts, 6/15/2024



**RESOLUTION**

---

**Resolution number:** 24-043

**Title:** Authorization to Contract with Bartlett Tree Experts for Cottageville Park Oak Care

WHEREAS on December 3, 2020, the Minnehaha Creek Watershed District (MCWD) Board of Managers authorized the District Administrator to contract with HDR, Inc. to design the 325 Blake Road Regional Stormwater and Greenway Project (Res # 20-091), including Phase II of the Cottageville Park expansion;

WHEREAS the design of the Cottageville Park Nature Play area was centered around three large legacy bur oak trees;

WHEREAS the three Nature Play oaks and three oaks along Minnehaha Creek in the existing Cottageville Park were assessed for health and provided initial care by Bartlett Tree Experts (Bartlett) in Winter 2023/2024;

WHEREAS Phase II of the Cottageville Park expansion was developed in consultation with the City of Hopkins, including City staff, the City’s Park Board, and the City Council;

WHEREAS two of the three Nature Play oaks were removed by City of Hopkins Public Works staff without consulting MCWD, including an oak that Bartlett had assessed as having a high likelihood of survival with proper care and which served as the centerpiece of the Nature Play design;

WHEREAS the remaining oak at the proposed Nature Play area and the three large oaks along Minnehaha Creek in the existing Cottageville Park provide habitat and shade value; and

WHEREAS Bartlett has assessed the remaining oaks as having a high likelihood of survival if administered the care recommended in the June 15, 2024 Bartlett Proposal for Tree Care Services;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to execute a contract with Bartlett Tree Experts, on advice of District Counsel, to provide tree care services in an amount not to exceed \$9,269.

Resolution Number 24-043 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: August 8, 2024

\_\_\_\_\_  
 Secretary Date: \_\_\_\_\_

Jon Heaton

Bartlett Tree Experts

6/15/2024 | 7 Photos



# Cottageville Park Oak Inspection June 2024

# Section 1

I visited Cottagewood Park on 6/3 to assess the current condition of the trees and make recommendations for ongoing care, and recommendations for whether or not to invest in preserving the trees during construction.

Samples from last fall indicate that root rot, soil pH, and nutrient levels are all concerns that need to be addressed. Also, two-lined chestnut borer is a likely cause of some of the tip dieback, or is likely to infest the trees in the future if they aren't currently.

Any construction activities within the critical root zone of the trees has the potential cause significant additional stress. A strong tree preservation plan should be implemented and enforced during construction. Depending on the impact within the critical root zone, further treatments may be needed.

Tree # 1 has significant dieback, but enough canopy left to have greater than a 50% chance of survival with treatment as long as construction impacts are not too significant. This tree also has a buried root collar that should be excavated both for the health of the tree and to check for any root collar defects. I recommend pruning the tree to remove large dead limbs this winter, then again to remove dead tips after it's condition has stabilized.

Tree #2 has a few leaves left on the trunk but is essentially dead. I recommend removing this tree.

Tree # 3 is in very good condition and has a good chance of surviving through construction. I recommend it also receive the treatments mentioned above as well as pruning to remove large dead branches and to provide enough clearance over the park for construction.

Trees # 4 and 5 have moderate tip dieback, but enough remaining canopy to have good chances of recovering with treatment.

Tree # 6 has minimal dieback but is a bit off color and also has a good chance of surviving.

Treatments for root rot will involve applying a granular fungicide to the soil surface. I recommend we avoid applications within 10' of the creek to reduce risk. Any fertilization done will be based off of the soil samples to avoid over-applying nutrients that would be at risk of contaminating the creek.

While ongoing costs will vary, here is a rough summary of anticipated care needed in the future

2025:

Treatment program

Prune to remove large dead limbs and for clearance

Provide additional treatments to assist with tree preservation or mitigate soil compaction

2026:

Continue with treatment program

2027:

Continue with treatment program adjusted based on current conditions and any new pest/disease issues

Prune as needed

1



Project: Minnehaha Creek  
Date: 6/15/2024, 11:20am  
Creator: Jon Heaton

2



From left to right, oaks 1,2, and 3.

Project: Minnehaha Creek  
Date: 6/3/2024, 10:58am  
Creator: Jon Heaton



3



Oak # 6

Project: Minnehaha Creek  
Date: 6/3/2024, 11:35am  
Creator: Jon Heaton

4



Oak #5

Project: Minnehaha Creek  
Date: 6/3/2024, 11:35am  
Creator: Jon Heaton



5

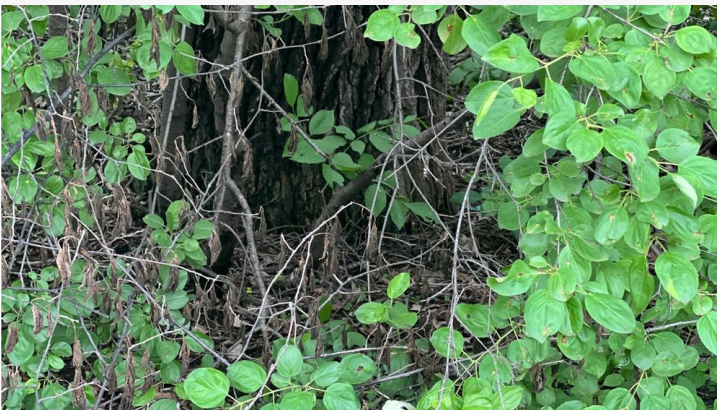
Oak #4



Project: Minnehaha Creek  
Date: 6/3/2024, 11:35am  
Creator: Jon Heaton

6

Close view of root collar on #3. This should be evaluated after surrounding brush is removed.



Project: Minnehaha Creek  
Date: 6/3/2024, 11:40am  
Creator: Jon Heaton

7

Close view of buried root collar on #1. This should be excavated.



Project: Minnehaha Creek  
Date: 6/3/2024, 11:41am  
Creator: Jon Heaton



Client: 9530807

Printed on: 8/1/2024  
Created on: 6/15/2024

Minnehaha Creek Watershed District  
Attn: Gabe Sherman  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345  
E-Mail Address: gsherman@minnehahacreek.org

Bartlett Tree Experts  
Jon Heaton - Representative  
5558 Smetana Drive  
Minnetonka, MN 55343  
Business: (763) 253-8733  
Mobile Phone: (612) 221-8317  
E-Mail Address: jheaton@bartlett.com

### Proposal For Tree Care Services

1308 Lake St NE, Hopkins, MN 55343

**NOTICE TO CLIENT:**

Bartlett Tree Experts has entered this property for the specific purpose of writing this proposal, pursuant to the owner's request. Bartlett Tree Experts makes no warranties and accepts no responsibility regarding the potential risks involving any trees on this property. Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions related to your trees and shrubs. THIS IS NOT AN INVOICE.

**EXECUTIVE SUMMARY:**

| Group      | Recommendation              | Number of Trees | Amount            |
|------------|-----------------------------|-----------------|-------------------|
| Summer     | Soil Treatment              | 4               | \$567.00          |
|            | pH Modifiers Treatment      | 4               | \$866.25          |
|            | Borer Treatment             | 4               | \$1,770.00        |
|            | <b>TOTAL FOR 'Summer'</b>   | <b>12</b>       | <b>\$3,203.25</b> |
| TOTAL TAX: |                             |                 | \$241.05          |
| TOTAL:     |                             |                 | \$3,444.30        |
| Fall       | Prescription Soil Treatment | 4               | \$1,732.50        |
|            | Root Rot Treatment          | 4               | \$1,253.75        |
|            | <b>TOTAL FOR 'Fall'</b>     | <b>8</b>        | <b>\$2,986.25</b> |
|            | TOTAL TAX:                  |                 | \$224.71          |
| TOTAL:     |                             |                 | \$3,210.96        |
| Winter     | Natural Pruning             | 1               | \$2,430.00        |
|            | <b>TOTAL FOR 'Winter'</b>   | <b>1</b>        | <b>\$2,430.00</b> |
|            | TOTAL TAX:                  |                 | \$182.86          |
| TOTAL:     |                             |                 | \$2,612.86        |

## Summer: Soil Care and Fertilization

---

### Soil Treatment

Apply Fortiphite to the following plants and locations to promote vitality and improve resistance to disease and stress.

- 1 Bur Oak (ID# 6) located at the Inventoried Location
- 1 Bur Oak (ID# 5) located at the Inventoried Location
- 1 Bur Oak (ID# 4) located at the Inventoried Location
- 1 Bur Oak (ID# 3) located at the Inventoried Location

Provide 1 treatment at 567.00 per treatment.

Estimated Treatment Date: 7/1/2024 thru 9/28/2024.

*Amount: \$567.00*

*Tax: \$42.67*

---

### pH Modifiers Treatment

Apply sulfur to the following plants and locations to help correct nutrient deficiencies and improve plant health.

- 1 Bur Oak (ID# 3) located at the Inventoried Location
- 1 Bur Oak (ID# 4) located at the Inventoried Location
- 1 Bur Oak (ID# 5) located at the Inventoried Location
- 1 Bur Oak (ID# 6) located at the Inventoried Location

Provide 1 treatment at 866.25 per treatment.

Estimated Treatment Date: 7/1/2024 thru 9/28/2024.

*Amount: \$866.25*

*Tax: \$65.19*

---

*Total for 'Soil Care and Fertilization'*

*Amount: \$1,433.25*

*Tax: \$107.86*

---

## Summer: Pest Management

---

### Borer Treatment

Perform a systemic root flare injection treatment to the following plants to help suppress two-lined chestnut borer.

- 1 Bur Oak (ID# 3) located at the Inventoried Location
- 1 Bur Oak (ID# 4) located at the Inventoried Location
- 1 Bur Oak (ID# 5) located at the Inventoried Location
- 1 Bur Oak (ID# 6) located at the Inventoried Location

Provide 1 treatment at 1,770.00 per treatment.

Estimated Treatment Date: 7/1/2024 thru 7/27/2024.

#### Arborist Notes:

- This treatment is needed every other year.

*Amount: \$1,770.00*

*Tax: \$133.19*

-----  
*Total for 'Pest Management'*

*Amount: \$1,770.00*

*Tax: \$133.19*  
-----

### Fall: Soil Care and Fertilization

---

#### Prescription Soil Treatment

Apply a prescription soil treatment to supply necessary nutrients according to soil analysis results and recommendations to the following plants and locations.

- 1 Bur Oak (ID# 3) located at the Inventoried Location
- 1 Bur Oak (ID# 4) located at the Inventoried Location
- 1 Bur Oak (ID# 5) located at the Inventoried Location
- 1 Bur Oak (ID# 6) located at the Inventoried Location

Prescription fertilization utilizes soil analysis to provide a custom treatment to meet the specific requirements of the plant species. The treatment can include macro and micronutrients, soil conditioners and beneficial soil microbes that promote health of both soils and landscape plants.

Provide 1 treatment at 1,732.50 per treatment.

Client: 9530807

Printed on: 8/1/2024

Created on: 6/15/2024

Estimated Treatment Date: 9/1/2024 thru 11/29/2024.

Arborist Notes:

- Treatment will include Potassium, Manganese, and Sulfur

*Amount: \$1,732.50*

*Tax: \$130.37*

*Total for 'Soil Care and Fertilization'*

*Amount: \$1,732.50*

*Tax: \$130.37*

## Fall: Pest Management

---

### Root Rot Treatment

Perform a systemic soil treatment to the following plants to help suppress Phytophthora root rot.

- 1 Bur Oak (ID# 3) located at the Inventoried Location
- 1 Bur Oak (ID# 4) located at the Inventoried Location
- 1 Bur Oak (ID# 5) located at the Inventoried Location
- 1 Bur Oak (ID# 6) located at the Inventoried Location

Product: Subdue GR.

Provide 1 treatment at 1,253.75 per treatment.

Estimated Treatment Date: 9/1/2024 thru 9/27/2024.

*Amount: \$1,253.75*

*Tax: \$94.34*

*Total for 'Pest Management'*

*Amount: \$1,253.75*

*Tax: \$94.34*

## Winter: Tree and Shrub Work

---

### Natural Pruning

Client: 9530807

Printed on: 8/1/2024

Created on: 6/15/2024

| Species                              | Map ID | Location             |
|--------------------------------------|--------|----------------------|
| 1 Bur Oak, <i>Quercus macrocarpa</i> | 3      | Inventoried Location |

Goals:

- Reduce risk
- Maintain health

Specifications:

- Remove all dead, broken branches, 2-10 inch diameter cut(s)
  - Remove all debris
- \* The client agrees an occasional dead branch larger than specified may be left where it is impractical to be removed

Arborist Notes:

- We will remove dead tips as practical, but you should expect many to remain.

*Amount: \$2,430.00*

*Tax: \$182.86*

*Total for 'Tree and Shrub Work'*

*Amount: \$2,430.00*

*Tax: \$182.86*

*Total Amount: \$8,619.50*

*Total Tax: \$648.62*

*Total: \$9,268.12*

We will be using no subcontractors to complete this work. Also we will comply with the following:

-Final payment requires that Bartlett provide proof of compliance with applicable state income tax withholding requirements under Minnesota Statutes §270C.66.

-Bartlett will maintain records concerning fees or costs incurred in connection with the work for six years from the date the work is completed and agrees that the District or the State Auditor may examine, audit, and copy any such records during normal business hours.



Client: 9530807

Printed on: 8/1/2024

Created on: 6/15/2024

**SCHEDULE OF WORK PROPOSED:**

Once accepted and scheduled, Bartlett Tree Experts will coordinate all job planning and scheduling; equipment requirements, and work crew staffing and direction pertaining to safe, professional execution of the service or services offered.

Upon acceptance of this proposal, this work can be scheduled to take place during the week/weeks of 6/15/2024 and should be completed by 4/30/2025.

**SCHEDULE OF PAYMENT:**

Bartlett Tree Experts offers to perform the work specifications at the work location listed above at the following rates:

Owner agrees to pay a total price of:           \$9,268.12          

**NOTICE OF RIGHT TO CANCEL:**

You, the client, may cancel this transaction, without penalty or obligation, at any time prior to midnight of the third business day after the date of the acceptance of this proposal. To cancel your acceptance of this proposal within this time, you may notify Bartlett Tree Experts, in writing of your intent to do so, referencing the work location and project.

**ADDITIONAL TERMS AND CONDITIONS:**

After reviewing the terms and conditions attached, which become part of this agreement, please sign the enclosed copy and return in the enclosed envelope. In the event that the client should issue additional work authorization terms, if agreed upon, such terms will be incorporated into this agreement. In the event that such terms conflict with this agreement, then the terms of this agreement shall govern over any conflicting language. The original document should be retained for your reference. Should you have any questions or need further information, please contact me directly at (612) 221-8317.

Client: 9530807

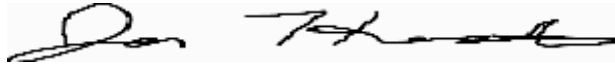
Printed on: 8/1/2024

Created on: 6/15/2024

**OFFER:**

Bartlett Tree Experts will perform the above referenced service in a safe, professional manner, in accordance with all laws, rules, regulations, and industry standards governing tree care.

Bartlett Representative Signature:



Date:

8/1/2024

Printed Name:

Jon Heaton

**AUTHORIZATION TO PROCEED:**

I hereby authorize Bartlett Tree Experts to perform the above services. Unless otherwise agreed upon in writing by Bartlett Tree Experts, I agree to make total payment of the estimated costs and all authorized additional costs upon completion of the work.

Client's Signature:

---

Date:

---

Printed Name:

---