

## Protocols for Trolley Park and Public Spaces

### January

Take up lights, wreaths, cords, figures, Nativity Scene, bows bind, properly wrap and store and identify location (ie trolley sign area) . Lights are placed at boulevard ends, fountain, Miller Pavillion, Trolley Stop Buildings, Trolley Park Sign, N. Arlington and S. Arlington

Time Estimate: 4 hours

Planning for annual plantings - plants that will be used are identified, a landscape plan is prepared and greenhouses are contacted so that they can plant the materials needed. The city has used Baetens in Richwood for many years for this purpose, but there is no formal arrangement. The planting areas for annuals are as follows: Boulevard both ends, Trolley Sign, Fountain, Miller Pavillion, Audubon Triangle, N. Arlington, S. Arlington, City Building window boxes, Sleepy Hollow/Amsterdam.

Time Estimate: 3 hours

Routine litter pickup and ground fault resets – done as needed – trash accumulates along the outer edges of the park. Also, if Rumpke fails to pick up cans within park it can overflow.

Time Estimate: 1 hour

**Total Time Estimate: 8 hours**

### February

1. Mid to late February depending on weather, the greens should be lifted and composted. Mr. VonHandorf should be contacted so that he can either provide a trailer or designate a spot for the piling of the removed greens. The greens provide protection from weather extremes for the spring bulbs and more importantly from road salt which is deadly to plant life. The greens are located at the north and south ends of the boulevard, the trolley sign and the Miller Pavilion

Time Estimate: 2hours

2. Routine litter pickup, timer and ground fault checks

Time Estimate: 1 hour

**Total Time Estimate: 3 hours**

### March

1. Weeds will start to pop up. This is a good time to start some routine weeding, before they get vigorous and set seed

Time Estimate: 4 hours (1 hour per week) – more if rainy

2. Contact Expert Irrigation ( after a bidding process they were selected to install and maintain the irrigation system – there is no ongoing contractual relationship so another provider can be selected if you choose) and meet with them and Mr. VonHandorf with respect to two areas of the system which were damaged by third parties: south end of boulevard and in front of Miller Pavilion. These repairs should be made

before annuals are planted. Its always good to do a full run through of the system to look for winter damage.

Time Estimate: 1 hour

3. Cut all ornamental grasses down. I have found binding them and then cutting works best. Cut material should be composted. It is good to coordinate this with Mr. VonHandorf so that he can assist and/or make arrangements for composting the grasses. Grasses are located along outer edges of park and at Hamilton/N. Arlington intersection.

Time Estimate: 5 hours

**Total Time Estimate: 10 hours**

## April

1. Decorate park for Easter and Easter egg hunt. Customarily this includes displays in the globe planters at either end of the boulevard and Miller Pavilion. This requires mending if needed for globes baskets, new potting soil, spring annuals. All materials for this have traditionally been privately donated. These are popular spots for picture taking too.

Time Estimate: 4 hours

2. Litter pickup, weeding, trimming , Trolley stops clean up ( sweeping, windows) prior to Easter Egg hunt. Plant window boxes at city building.

Time Estimate: 3 hours

3. Apply Millorganite as fertilizer and deer repellent. It should be applied weekly and **reapplied after a heavy rain**. It is best applied with a hand spreader or even a colander. Without this the deer will eat all plantings. It is an organic fertilizer too. This should be applied at the north and south end of the boulevard and the trolley sign. This can be purchased at Fedders or sometimes HomeDepot.

Time Estimate: 4 hours

4. Assess perennials and divide or move as needed.

Time Estimate: 4 hours

5. Prune Crape myrtles ( behind Miller Pavilion), trim shrubs for traffic/pedestrian visibility and vigor. This includes the Callicarpas (beauty berries) and witch hazels on the outer banks, the boxwood, beriberis – flowering shrubs such as lilac are trimmed after the bloom. The shrubs and trees on the outer banks are intended to form a safety shield from vehicular traffic and a green screen for the interior of the park.

Time Estimate: 5 hours

6. Remove Easter décor and store

Time Estimate: 1 hour

7. Deadhead tulips to first leaf junction – leaving leaves intact

Time Estimate: 2 hours

- Clean and Fill Phoenix Fountain – pump was replaced two years ago so it should still work fine but should be tested. Fountain is filled with hose. It has not auto refill so has to be refilled by hand – in periods of high wind, high heat or a lot of kids playing in it that is a daily refill.

Time Estimate: 1 hour

- Clean and fill fountain in center of boulevard – this fountain rarely requires refilling but does need to be periodically cleaned and refreshed.

Time Estimate: ½ hour

- The furniture in the center of the boulevard is in need of painting. My son painted it about 4 years ago, but it needs some work.

**Total Time Estimate: 24 1/2 hours**

## May

- Allow the tulip leaves to stand as long as possible – preferably until they brown out – late May. Then lift the tulip bulbs. This is a large undertaking. The bulbs have been donated and are usually stored in a cool, dry area for replanting in the fall. Because the rebloom is unreliable and the color indeterminate, I usually plant them on the outer banks or Miller Pavilion area .  
The planting areas should then be raked back into shape and amended with compost prior to annual planting. Please note these are high traffic areas and care needs to be taken when working there – I suggest bright colors and even a traffic cone.

Time Estimate: 4 hours

- Acquire plant material for planting of boulevard ( north and south), trolley sign, globes, Audubon Triangle, Miller Pavillion, upper trolley building, north and south Arlington corners and Amsterdam/Sleepy Hollow intersections. This usually takes several trips for transport.

Time Estimate: 4 hours

- Plant the beds listed above and globes in preparation for Memorial Day. I always fertilize as I plant, but that can be done separately.

Time Estimate: 5 hours

- Mulch planting beds, edge areas where beds meet the grass and amend mulch on patchy areas prior to the parade – usually includes outer banks, Arlington, Miller Pavilion

Time Estimate: 8 hours

- Weed and tidy up, refresh fountain, make sure hardscapes are weed free and swept for parade. Prepare pots of flowers for boyscouts to place on memorial markers during parade – red, white and blue floral theme is used.

Time Estimate: 3 hours

- Water globes thoroughly – they are not irrigated. This needs to be done daily in hot weather. Hose outlets are located at both ends of the boulevard.

Time Estimate: 1 hour

**Total Time Estimate: 25 hours**

## June

- Routinely fill fountain and water globes.

Time Estimate: 3 hours

- Trim lilacs – behind Trolley Stop 1 and at lower Trolley Stop

Time Estimate: 1 hour

3. Dead head early blooming perennials

Time Estimate: 1 hour

4. Fertilize all annuals

Time Estimate: 1 hour

5. Attend to pending park projects – See attached list for plans for Lower Trolley Park hillside

6. Pickup litter, weed – I find it best to do this on a weekly or even twice a week basis. There is a particular problem with thistle, sedge and bind weed. These have to be aggressively weeded. Mr. VonHandorf treated them chemically last year – it did not work. The good plants were killed and the thistle are back.

Time Estimate: 4 hours

**Total Time Estimate: 10 hours**

#### July

1. Repeat all of June work schedule

Time Estimate: 10 hours

2. Deadhead daisies at end of July – located throughout the park and boulevard

Time Estimate: 2 hours

3. Decorate the park for the 4<sup>th</sup> of July – flags, etc.

Time Estimate: 1 hour

**Total Time Estimate: 13 hours**

#### August

1. Repeat July work schedule

Time estimate: 10 hours

2. Decorate park for Labor Day: 1 hour

3. Extensive deadheading of perennials and annuals

Time Estimate 3 hours

**Total Time Estimate: 14 hours**

#### September

1. Repeat August work schedule

Time Estimate: 10 hours

2. If you intend to plant tulips, they need to be ordered in September. I give a lot of thought to color plans and best value and bloom time. Planning is necessary to extend bloom period.

Time Estimate: 2 hours

3. Extensive deadheading of roses, perennials, crape myrtles

Time estimate: 3 hours

**Total Time Estimate: 15 hours**

#### October

1. Repeat September work schedule

Time Estimate: 10 hours

2. Decorate park for Fall and Halloween events

Time Estimate: 1 hour

3. Remove annuals after first frost – usually last week in October or first week in November – compost the same

Time Estimate: 4 hours

4. Plant tulips – again last week of October or first week of November depending on weather

Time Estimate: 10 hours

5. Mulch after planting tulips

Time Estimate: 4 hours

Put away Fall decorations: ½ hour **Total Time Estimate: 29 ½ hours**

## November

1. Pick up litter

Time Estimate: 1 hour

2. Winterize water system – including drinking fountain – this is usually done by Expert Irrigation. I meet them there and we go through the system. Very important to blow our fountain too.

Time Estimate: 1 hour

3. Decorate Park for Thanksgiving

Time Estimate: 1 hour

**Total Time Estimate: 3 hours**

## December

1. Acquire greens for park: both ends of boulevard, trolley sign, Miller Pavilion, S. Arlington. I usually with Mr. VonHandorf's help prune these from within the park itself or acquire them locally. The greens provide salt protection to the planting areas and make an attractive base for Christmas lights. The greens are cut to make a nice arrangement and all unused pieces are composted.

Time Estimate: 8 hours

2. Put out all Christmas lights. I have used a system of nestling lights within the greens, in the globes, icicle lights on Trolley Buildings, trolley sign, and extensive decorating of the Miller Pavilion for nativity scene. Many of the decorations used are privately owned. Most of the lights were purchased with private funds. This is a frustrating job – as we all know lights require patience – especially with the electric situation in the park.

Time Estimate: 8 hours

3. I routinely stop and reset ground faults as a small rain or snow will flip the switch and you have no lights. I use timers etc to control the lights, but the ground faults require constant checking.

Time estimate: 1 hour

**Total Time Estimate: 17 hours**

**Total Annual Time Estimate: 172 hours**