MEETING AGENDA
ENVIRONMENTAL ADVISORY COMMISSION
February 27, 2017
6:00 PM

North St. Paul City Hall – Sandberg Room
2400 Margaret Street

I. CALL TO ORDER

II. ROLL CALL
Simba Blood
Shawn Adams
Felicia Tolbert-Ireland
Glen Olson, Vice Chair
Sue Springborn, Chair

III. ADOPT AGENDA

IV. APPROVAL OF MINUTES
A. Approval of the January 23, 2017 regular meeting minutes.

V. MEETING OPEN TO THE PUBLIC
Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

VI. PUBLIC HEARINGS

VII. PRESENTATION

VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. Review/Discussion/Possible Action: Highway 36 Landscaping
B. Review/Discussion/Possible Action: Demonstration Project – Bike Lane
C. Review/Discussion/Possible Action: Big Tree Registry Recognition
D. Review/Discussion/Possible Action: Trash and Recycling Survey

IX. REPORTS FROM STAFF
A. Review/Discussion: Bikeable Community Workshop – will know if we are picked in February.
B. Review/Discussion: Invasive Species Workshop – May 22, 2017. Attached is flyer
C. Review/Discussion: Contribution of $2,000 to Ramsey County Cooperative Weed Management Area was on 2/21 City Council Agenda
D. Review/Discussion: Tree Give Away – April 22, 2017

X. REPORTS FROM COMMISSIONERS

XI. ADJOURNMENT

Next Meeting: March 27, 2017 City Hall - Sandberg Room
CALL TO ORDER
Chair Sue Springborn called the meeting to order at 6:00 p.m.

ROLL CALL
Present: Glen Olson, Vice Chair
        Sue Springborn, Chair
        Simba Blood
        Felicia Tolbert-Ireland
        Jan Walczak, Council Liaison

Absent: Shawn Adams

Staff: Keith Stachowski, Public Works
      Debra Gustafson, Strategic Operations Director

Guests: Morgan Dawley, WSB
        Michael

ADOPT AGENDA
The agenda was adopted without objection

APPROVAL OF MINUTES
A. On motion by Commissioner Blood, seconded by Vice Chair Olson with all present voting aye, motion carried to approve the November 28, 2016 meeting minutes.

MEETING OPEN TO THE PUBLIC
Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

PUBLIC HEARINGS-

PRESENTATIONS

COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. Review/Discussion/Possible Action: Demonstration Project – Bike Lane. Mike Stralka from Ramsey County attended the meeting and shared with the Commission things Ramsey County is doing regarding Active Living. Stralka stated the County hosts quarterly coalition and walking and biking team meetings, he invited staff and members from the commission to attend the meetings. Generally they hold the meetings in Roseville. He also reviewed the All Abilities Transportation Network Policy
with the Commission outlining the Principles and Prioritized Transportation System Users Hierarchy. He also shared with the Commission the draft 5 year resurfacing plan, the county integrates Pedestrian and Bicycle Improvements into Mill and Overlay projects. Mike suggested looking at opportunities for integrating active living policies into comprehensive plan sections. He mentioned public engagement they did that was effective was to attend events already planned such as Waterfest and Rondo Days. Gustafson asked Stralka if Ramsey County would be interested in coming to a City Council Workshop meeting to discuss how the City fits into the larger active living plan. Stralka said he would be interested in attending. Walczak suggested possible having Victoria Reinhart and Darren Tolbolt from Ramsey county attend.

B. **Review/Discussion/Possible Action:** Silver Lake Biofiltration Pond. City Engineer Morgan Dawley reviewed the proposed biofiltration plans with the EAC. Morgan stated that from his professional experience the proposed pond should have a substantial positive change based on the proposed plan, he can’t say 100% if it will be bone dry but it should help. The plan has a 5 year ongoing maintenance and warranty plan to nurse the plantings and keep an eye on the drain tile. The plan also has two times the amount of underdrain as the current pond. Mr. Dawley is estimating bids will go out sometime between now and March. Vice Chair Olson had questions about if there will be a fence and the warranty of the plugs. Morgan stated there is not a plan for a fence and there is a warranty for the plugs if they die, they will be checked after a year. Commissioner Blood voiced concerns about turf grass. If turf grass is planted there would need to be an understanding that it would need to be mowed or would need a prescribed burn, if not in the plan to be mowed prairie grass should be planted instead. Blood stated if low maintenance turf is not mowed or burned it still gets weeds. Blood suggested short prairie grass that is pollinator friendly and the commission agreed. Mr. Dawley stated he would discuss the EAC recommendation with BARR and the Valley Branch Watershed District.

C. **Review/Discussion/Possible Action:** 2018 Road Reconstruction Schedule. City Engineer Morgan Dawley reviewed the proposed schedule with the Commission. He mentioned the proposed 2018 project will include the streets by Silver Lake, possibly Lake Blvd., 19th Avenue, 20th Avenue and Swan/Popular. Twenty possible rain garden locations have been identified to improve water quality in the project area. Keith mentioned that it may be helpful to invite Maplewood, Washington County, Ramsey County and Oakdale to be involved in the planning process. Walczak suggested making the white line on lake blvd. a trail. It was noted that the Living Streets plans identify a sidewalk on 19th Avenue. The City is planning to have meetings with the VBWD regarding the weir that controls the lake level when planning for the project. Mr. Dawley stated that with this road project they are proposing to have the Gas and Electrical work happen first to hopefully prevent contractors having to work in a small space at the same time. Morgan asked the EAC to participate in neighborhood meeting regarding the project. Commissioner Blood suggested bringing in East Metro Water Resource Education Program for education, they may be able to help with bike lane / sidewalk education as well.

D. **Review/Discussion/Possible Action:** Highway 36 Landscaping. The Commission reviewed the documents in the packet regarding the Landscaping project. Morgan Dawley suggested trying again to locate the landscape plan. After reviewing the landscape plan if it looks like items haven’t been completed, Gustafson stated she would contact Todd Carroll and Shelia Kappi with the MnDOT to state that the perception from the City is the project hasn’t been fully executed,

E. **Review/Discussion/Possible Action:** Election of 2017 Environmental Advisory Commission Officers.
On motion by Commissioner Blood seconded by Commissioner Tolbert-Ireland, motion carried to retain current Officers, Sue Springborn as Commission Chair and Glen Olson as Commission Vice Chair.

F. **Review/Discussion/Possible Action:** Big Tree Registry Recognition. The Commission suggested framing the certificates and presenting at the March 21, 2017 City Council meeting. Keith Stachowski brought the yard signs to the meeting for the Commission to review. The Commission suggested rotating to a different nominee each month. Gustafson stated she would ask if nominees are interested in having the sign placed in their yard when she calls them regarding attending the March 21, 2017 meeting.

G. **Review/Discussion/Possible Action:** Date for the Invasive Species Workshop. The Commission suggested having the workshop on Monday, April 24 at City Hall. Gustafson stated she would contact Carole to see if that will work. If it doesn’t she will send out an email with another date. The Commission also discussed that they would like the City to contribute to the Ramsey County Cooperative Weed Management Area.

On motion by Commissioner Blood seconded by Commissioner Tolbert-Ireland, motion carried to contribute to the Ramsey County Cooperative Weed Management Area in the same amount as last year.

H. **Review/Discussion/Possible Action:** Tree Watering. City Forester Josh Bond requested via email that the Commission discuss options for tree watering. Commissioner Simba Blood suggested the City work with the Master Naturalist program to have a student do the watering as part of their capstone project. Each student that has their fees paid for by the City of North Saint Paul must complete 40 volunteers hours in North St. Paul for their capstone project.

IX. **REPORTS FROM STAFF**
   
   A. **Review/Discussion:** Bikeable Community Workshop – We will know if we are picked in February.
   
   B. **Review/Discussion:** Holiday Light Recycling at Ace Hardware. Keith Stachowski noticed that Ace Hardware offers holiday light recycling. Gustafson promoted Ace’s recycling opportunity on the City’s Facebook page. They are planning to have the recycling collection through the end of January.
   
   C. **Review/Discussion:** Gustafson asked the Commission to pick a date for the Tree Give away. The Commission selected April 22 at 9 a.m. to 11 a.m. The Commission recommended not allowing residents to pick a species ahead of time. Gustafson said she would share that with the staff that takes the reservations. The Commission also asked how many trees they have this year, Gustafson stated she would contact the City Forester for the number.

X. **REPORTS FROM COMMISSIONERS**

XI. **ADJOURNMENT**

On motion by Commissioner Blood, seconded by Commissioner Tolbert-Ireland, with all present voting aye, motion carried to adjourn the meeting at 9:03 p.m.

*Next Meeting: The next regularly scheduled meeting February 27, 2017*
VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
A. HIGHWAY 36 LANDSCAPING

ACTIONS TO BE CONSIDERED

Highway 36 Landscaping

FACTS

At the January EAC meeting the Commission stated they would like staff to locate the Highway 36 Landscaping Plans. Attached are the Highway 36 Landscaping Plans.

ATTACHMENTS

Highway 36 Landscape Plans
VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
B. DEMONSTRATION PROJECTS – BIKE LANE & SIDE WALK

ACTIONS TO BE CONSIDERED

Demonstration Project – Bike Lane

FACT

At the January EAC meeting, staff met with Michael Stralka from Ramsey County regarding their Bike / Ped Plan.

After the meeting staff followed up with Ramsey County regarding attending an upcoming City Council Workshop. Connie Bernardy has agreed to attend the March 21 meeting.

Staff was planning to discuss the following at the meeting:

1) Provide brief overview of the City’s adopted Living Streets Plan and share the results from the recent Bike/Sidewalk demonstration project we conducted.
2) Ramsey County speak for approximately 20 minutes regarding Ramsey County’s Ped / Bike Plan, specifically as it relates to North St. Paul.
3) Next Steps for the living street plan.

The March 21, City Council Workshop meeting is slotted to discuss the demonstration Project.

Meeting Details:

Date: Tuesday, March 21
Time: 5:00 – 6:30 p.m.
Location: City Hall – Training Room

The EAC is encouraged to attend the meeting.

ATTACHMENTS
VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
C. BIG TREE REGISTRY RECOGNITION

ACTIONS TO BE CONSIDERED

Big Tree Registry Recognition

FACTS

- Glen Olson and Sue Springborn are planning to present Big Tree Registry Certificates at the March 21, 2017 City Council Meeting.
- Staff had contacted nominees regarding attending the meeting.
- Attached is the memo for the City Council meeting.

ATTACHMENTS

Memo for the March 21, 2017 City Council Meeting
V. PRESENTATIONS
A. BIG TREE REGISTRY PROGRAM

FACTS

• The City of North St. Paul Big Tree Registry Program was created by the Environmental Advisory Commission and was adopted by City Council on April 19, 2016.
• The purpose of the North St. Paul Champion Tree Registry is to raise awareness of and appreciation for North St. Paul’s largest trees.
• The EAC is planning to present certificates to the Big Tree Nominees. Listed below are the recipients:
  o Jennifer Ruhland, 2302 7th Street North / Bur Oak
  o John Chermak, 2312 6th Street North / Bur Oak
  o John Buhl, 2573 3rd Avenue / Green Ash
  o Lora Mani, 2382 Gerald Avenue / Silver Maple
  o Mike and Cathy Manthei, 2894 Lake Blvd. / Red Oak
  o Elaine Ekstedt, 2045 17th Avenue East / Red Oak
  o Barbara Fallert, 2614 Cardinal Court / White Oak
  o Jeff Swan, 2908 Lake Blvd. / White Oak
  o Jeff Swan, 2908 Lake Blvd. / Red Oak
  o Beth Brzinski, 2258 North Henry Street / Sugar Maple / Columnar
• In addition to the certificates presented this evening there are signs that will be rotated and displayed in nominee yards for a month, if they are interested in displaying the temporary yard sign. Listed below is a picture of the sign.
• For residents that are interested in learning more about the program, the City has program information on the City's website.
• Chair Sue Springborn and Vice Chair Glen Olson are planning to attend the meeting to present the certificates.

ATTACHMENTS
VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS
D. TRASH AND RECYCLING SURVEY

ACTIONS TO BE CONSIDERED

Trash and Recycling Survey

FACTS

Republic Services had suggested doing some type of recycling demonstration project, regarding weekly recycling, or completing a community survey to ascertain similar interest levels in such a program. After more in-depth discussions, Debra Gustafson and Keith Stachowski, talked with Ramsey County Environmental staff regarding the survey concept. The County offered to not only help the City coordinate the survey but also cover the cost(s) associated with doing it. Staff visited with County staff and Foth, an environmental consulting firm retained by the County, to discuss the survey in greater detail.

The scope of the project would include but is not limited to a formal mailed survey (and online option), as well as the option for focus groups to discuss specific issues or specific interests identified by the survey. It is our hope gathering this information will help us better understand community needs and will provide us with helpful data to use when developing an RFP or negotiating with Republic Services. The work plan estimated the cost to the County at $21,430.

ATTACHMENTS

Proposed Trash and Recycling Survey Project Scope
Ramsey County Technical Assistance Program

City of North St. Paul’s “Recycling Survey Project”
Technical Assistance to Assist with a Solid Waste & Recycling Survey to City Residents

Proposed Work Plan and Budget Estimate

Introduction: The City of North St. Paul has requested consultant technical assistance through the Ramsey County Technical Assistance Program (RC/TAP) to implement a residential solid waste and recycling survey. This information will directly benefit the City to help inform staff, the Environmental Advisory Commission (EAC), and City Council on the opinions of North St. Paul residents about how best to improve selected aspects of solid waste and recycling collection services.

Elements of the work should also be of wider benefit to other communities within Ramsey County and the County itself. The focus group tool can also be used to help other community engagement activities related to the development of the new Ramsey County Master Plan.

Scope of Consulting Services and Deliverables to be Provided: The scope of consulting services to be provided by Foth Infrastructure & Environment (Foth) is described in Attachment 1.

Estimated Project Budget: Ramsey County is providing these services without charge to the City of North St. Paul. However, there will be “in-kind” City staff time to be funded by the City.

Project Budget – The estimate of Foth costs for this project is displayed in Table 1. Foth will account for this project in a separate account.

<table>
<thead>
<tr>
<th>Task</th>
<th>Foth Consultant Labor Costs</th>
<th>Expenses</th>
<th>Task Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Conduct Resident Recycling Survey [both &quot;hard copy&quot; &amp; &quot;SurveyMonkey&quot;]</td>
<td>$7,900</td>
<td>$1,000</td>
</tr>
<tr>
<td>Task 2</td>
<td>Focus Groups</td>
<td>$5,400</td>
<td>$2,130</td>
</tr>
<tr>
<td>Task 3</td>
<td>Memo on City Billing vs. Hauler Billing</td>
<td>$1,700</td>
<td>$0</td>
</tr>
<tr>
<td>Task 4</td>
<td>Final Project Report</td>
<td>$3,300</td>
<td>$0</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$18,300</strong></td>
<td><strong>$3,130</strong></td>
</tr>
</tbody>
</table>

Estimates of expenses for this project include:

♦ Task 1 – Printing and mailing of the “hard copy” survey
♦ Task 2 – $100 gift certificates to 20 focus group participants.
♦ Task 2 – Incidental mileage to focus group meetings.

Mid-point Meeting – When approximately 50% of the County’s consultant budget allocation is expended, Foth will request a mid-point meeting with City and County staff as a check-in point to help assure that project is on schedule and budget. The meeting can also be used to agree on any changes in technical
assistance services and priorities. This mid-point meeting should come in after Task 1 – “Conduct Resident Recycling Survey” and before Task 2 – “Focus Groups”. See Attachment 1 for more details.

**Proposed Project Schedule:** The project will be conducted during the timeframe of January through the end of May, 2017. Details of estimated task and deliverable schedules are included in Attachment 1.

**Roles and Responsibilities:**

**City of North St. Paul**
The City of North St. Paul staff agrees to lead this project including:

- Best efforts to help the County guide Foth’s services so the budget is used as cost-effectively as possible to provide the best value to the City and County.
- Communicate regularly with County staff regarding progress on this project.
- Review, comment and approve Foth’s final draft written products.
- Present project plans and results to the EAC and City Council and provide the corresponding EAC/Council feedback to County staff and Foth as appropriate.
- Provide names and mailing address labels for targeted “single-family” households (i.e., 1 to 4-plex type structures that receive trash/recycling curbside collection service in carts).
- Post the project announcements and survey results on the City’s web page.
- Providing the meeting room for the focus groups.

The City’s primary staff contact and project manager will be Debra Gustafson. Jason Ziemer will provide overall project direction and serve as the primary City staff liaison with City Council.

**Ramsey County**
Ramsey County will manage Foth’s consulting services, including approvals of City requests. County staff will coordinate the project, including assistance with developing the County’s questions for the focus groups. The County’s primary staff contacts will be:

- Jean Buckley for issues relating to the scope of services provided and to review/comment on Foth’s first draft work products.
- Kate Bartelt for administrative oversight of Foth’s services under the RC/TAP program and overall project budget approvals.

**Foth**
Foth will provide the consulting services and deliverables described in Attachment 1. Foth’s primary consultant contacts for this project will be:

- Dan Krivit for project management and coordination.
- Susan Young for provision of technical assistance services and deliverable products.
- Bruce Rehwaldt for client team liaison to direct the Foth’s services in the overall RC/TAP program and approve proposed project budget estimate.
- Jennefer Klennert will provide quality control (QC) reviews of internal draft Foth products before being sent out to the client.
Attachment 1

Proposed Scope of Foth’s Consulting Services

The following tasks summarize Foth’s proposed services and deliverables for this project. (Approximate deadlines are also listed in parenthesis.)

Task 1. Conduct Resident “Recycling Survey”
(Start: end of January
Finish: Six weeks after start of survey)

Foth will draft and, upon City review and approval, finalize a survey instrument covering about five (5) or six (6) key solid waste and recycling issues. The survey title or handle will be “Recycling Survey” but one or two questions may be more about trash or bulky waste items.

The survey will first be sent out in hard copy form as a separate mailing from the City to North St. Paul residents with curbside recycling service (i.e., recycling carts). This “hard copy” direct mailing approach is similar to the method used for the City’s 2015 “Community Survey”. Once approved by County and City staff, Foth will produce and arrange for mailing the hard copy survey including a self-mailer postcard for survey responses. The responses will be mailed back to City hall and then forwarded to Foth for tabulation. The detailed plans for this hard copy survey packet have not yet been determined.

In addition a SurveyMonkey® (www.SurveyMonkey.com) will also be used supplement the hard-copy mailing. SurveyMonkey would still allow the City to help control the distribution of the “Recycling Survey” link to target selected North St. Paul residents (e.g., that live in “single-family” dwelling units in structures with one to four units per building).

Demographic questions will be asked to help assure an adequate number of responses by category (e.g., age, type of residential building, etc.). If the initial responses do not adequately represent a demographic category, additional community engagement tools may be used to solicit survey responses (e.g., in-person intercept polls at local community centers or retails locations).

Once an adequate number of responses are received, Foth will compile and analyze the results from both the hard copy, mailed responses and the SurveyMonkey responses. A draft “Recycling Survey” memo will then be prepared for County and City review, comment, editing and approval. This memo will include a summary of the survey results and a list of additional questions that could be asked as part of the Task 2 Focus Groups. Based in part on the results, and in part on the remaining consultant budget, Foth will recommend a consultant scope and approach to finish the project.

Task 2: Focus Groups (if needed)
(Approximately one month after the Recycling Survey memo is accepted by the City.)

After the Foth “Recycling Survey” memo has been accepted by the City, a series of two (2) focus groups may be hosted by the City and Ramsey County if needed. The intent of these focus groups would be to solicit further community engagement on additional questions about the City’s solid waste / recycling system. More in-depth, follow-up questions will be posed to the focus group meeting attendees.
In addition to the City questions, Ramsey County is interested in asking a series of questions related to the development of the new County’s Solid Waste Master Plan. The concept is to “piggy back” the County’s questions on top of the City’s questions to the same focus groups.

Foth recommends that the focus groups be structured to be as fun and informal as possible. To help boost participation, Ramsey County is willing to pay for additional incentives to get North St. Paul residents to sign-up for the focus groups (e.g., retail gift cards with a value of up to $200, etc.)

The City’s intent of the focus groups would be to drill down further into the nuances of the recycling and other service issues. For example, a couple of the proposed enhancements (e.g., changing to recycling every week instead of every-other-week; adding curbside collection of organics) may cost residents more than they currently pay for solid waste/recycling services. If the Recycling Survey finds that most residents want the City to consider these types of improvements, at what price point (i.e., amount of additional rate increase) do the focus group participants think each service is too expensive?

Another example is on the concept of variable rate trash pricing (also known as “Pay As You Throw” or “PAYT”). An example public meeting question could be, “Would you be willing to have the City gradually increase the PAYT increments above the current levels in the garbage rates?” Foth will draft these and other questions for purposes of the public meeting. Foth will draft up a compilation of the discussion results of the focus groups.

**Task 3: Foth Memo on City Billing vs. Hauler Billing**  
(Approximately March 2017)

Foth will draft a memo for County and City review, comment, editing and approval that outlines the advantages and disadvantages of changing to a system where the contract hauler does the billing. The current state system (City billing) will be briefly described and in-house costs estimated. Potential range of added costs if the Contractor does this billing will also be estimated.

**Task 4: Final Project Report**  
(Appproximately one month after the focus groups)

Foth will draft a final project report for review, editing and approval by County and City staff. The report will include a summary of the findings from the “Recycling Survey” and the focus group results. The final report will also include a set of overall project conclusions in regards to public opinions about how best to improve solid waste/recycling services.
2017 Invasive Plant Patrol
Early Detection Program

You can prevent buckthorn-like takeovers of new invasive plants in Ramsey County!

✓ Volunteer to help! ✓ Easy; use your smart phone
✓ FREE training ✓ Report plants for removal

Your findings added to a national invasive species database!

FREE Training Program: Monday, May 22, 6:30 - 9:30 pm
North Saint Paul City Hall: 2400 Margaret St., North St. Paul, MN 55109
Register by leaving your contact information: call (651) 792-7977
or email carole.gernes@rwmwd.org

Stop new invasive plants in their tracks!