

**MEETING AGENDA**  
**ENVIRONMENTAL ADVISORY COMMISSION**  
**April 24, 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 March 27, 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:** Environmental Newsletter Articles
  - C. **Review/Discussion/Possible Action:** Score Grant – High School Recycling
  - D. **Review/Discussion/Possible Action:** Teleconferencing
- IX. REPORTS FROM STAFF**
  - A. **Review/Discussion:** Comprehensive Planning Workshop: Meeting moved from April 4<sup>th</sup> to May 2<sup>nd</sup>
  - B. **Review/Discussion:** Opening on the EAC
  - C. **Review/Discussion:** Tree Give Away – April 22, 2017
  - D. **Review/Discussion:** Historical Society Plant Sale
- X. REPORTS FROM COMMISSIONERS**
- XI. ADJOURNMENT**

***Next Meeting: May 22, 2017 City Hall - Sandberg Room***

**MEETING MINUTES  
ENVIRONMENTAL ADVISORY COMMISSION  
March 27, 2017  
6:00 PM**

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



**I. CALL TO ORDER**

Chair Sue Springborn called the meeting to order at 6:05 p.m.

**II. ROLL CALL**

Present: Sue Springborn, Chair  
Glen Olson, Vice Chair. Via telephone  
Simba Blood  
Felicia Tolbert-Ireland

Absent: Shawn Adams  
Jan Walczak, Council Liaison

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

Others: Todd Carroll, MNDot

**III. ADOPT AGENDA**

The agenda was adopted with the addition of High School Recycling.

**IV. APPROVAL OF MINUTES**

A. On motion by Vice Chair Olson, seconded by Commissioner Blood with all present voting aye, motion carried to approve the January 23, 2017 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. PRESENTATIONS**

**VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

**A. Review/Discussion/Possible Action: Highway 36 Landscaping.**

Chair Springborn asked Carroll from MNDot if the MN36 project has been completed to plan specifications. Carroll stated that the work was completed but it is possible that some of the planting did not establish themselves. He mentioned there have been some issues with MNDot contractors establishing plants. Commissioner Blood asked if there was a required design aesthetic for plantings. Carroll stated there is not design aesthetic but it is recommended for municipalities to replace Ash. Commissioner Blood asked for the master vision is for 36. Carroll stated the master

vision is to remove all stop lights on highway 36 except the lights at 120. Carroll shared with the Commission information regarding the Community Roadside Landscape Partnership Program. If the City is interested in doing planting on highway 36, the City can apply for the reimbursement program for up to \$10,000 annually. MNDot sets aside \$100,000 annually for the metro area. If the City is interested in applying for the program they would be responsible for planting and maintaining the plants. The program is open for next fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>). The process would be for the City to send a letter to MNDot to request to participate in the program, the City Council would also need to adopt a resolution. Carroll said when we apply we should plan on a project for spring or fall 2018. He recommended holding off doing planting near Hadley since they are planning to do an upcoming project at that intersection. Carroll recommended City Staff planting and maintaining highway planter and not volunteers due to safety concern.

- B. **Review/Discussion/Possible Action:** Demonstration Project – Bike Lane Liaison Gustafson gave an overview of the City Council presentation on March 21<sup>st</sup>. She also mentioned she followed up with Ramsey County regarding the 2018-2020 sheet projects and stated that the City would like to be involved in the planning process. Chair Springborn stated it was reassuring to hear the presentation from the County, which highlighted that bike / ped planning in the County is being reviewed/planned by the County and not just on a city level. Springborn stated maybe the City needs to revisit the Living Street map to reassess connections since some of the connections have been broken with the removal of sidewalks in recent street project.
- C. **Review/Discussion/Possible Action:** Big Tree Registry Recognition. Liaison Gustafson stated Vice Chair Olson and Chair Springborn gave a great presentation at the March 21 City Council meeting. Chair Springborn said it was a fun experience. Three residents attended the presentation. Gustafson stated she would contact residents that were not present regarding picking up their certificate at City Hall. Liaison Stachowski stated that there are two options for residents to have the rotating tree registry sign to be placed in their front yard either on a post in the ground or one that will be in a weighted bucket. Stachowski stated he would take pictures of both options for residents to decide. Once Gustafson has received the photo, she said she would send out an email to nominees regarding having the sign showcased in their yard for a month.
- D. **Review/Discussion/Possible Action:** Trash and Recycling Survey. Liaison Gustafson stated that the City and Ramsey County are currently working on refining the questions for the survey.

## IX. REPORTS FROM STAFF

- A. **Review/Discussion:** **Review/Discussion:** Comprehensive Planning Workshops: March 7 and April 4. Comprehensive Plan Steering Committee. Liaison Gustafson reminded the Commission of the upcoming April 4<sup>th</sup> meeting.
- B. **Review/Discussion:** Invasive Species Workshop – May 22, 2017. Attached is flyer. Gustafson reminded the Commission that the invasive species workshop is scheduled for May 22 at City Hall
- C. **Review/Discussion:** City Forester is planning to attend the May 22, 2017 EAC meeting. Gustafson asked if there are any topics the Commission would like the City Forester to prepare. Commissioner Olson said an update on EAB and dumpster gravel grown trees.
- D. **Review/Discussion:** Trash and Recycling Survey. Already discussed under Commission business.

- E. **Review/Discussion:** Tree Give Away – April 22, 2017. Gustafson stated that all of the trees are spoken for.
- F. **Review/Discussion:** Score Grant – School Update. The Commission suggested using some of the Score Grant money to assist the High School increase their recycling.
- G. **Review/Discussion:** Historical Society Plant Sale. Chair Springborn stated that the plant sale is scheduled for May 13<sup>th</sup> from 10a-2pm. If anyone want to come let Sue know.
- H. **Review/Discussion:** 2018 Road Reconstruction Project. Liaison Gustafson asked for clarification regarding feedback the EAC provided City Engineer Dawley regarding engaging other entities / public outreach for the 2018 street reconstruction project. The EAC recommends that the City connect with all entities/municipalities that the 2018 project will connect with and have an conversation with them prior to starting the project. The EAC recommends that the City budget for public education for the project. They would like to see public outreach / education provided to the community regarding the benefits of incorporating living streets elements into the 2018 street reconstruction project. The purpose of the community education would be to advance concepts of the City Living Street Plan and head off some of the possible push back from the community should the project include elements such as sidewalks. The EAC mentioned the East Metro Water Resource Education Program as a possible organization to provide community education for the project. .

#### **X. REPORTS FROM COMMISSIONERS**

- A. **Review/Discussion:** Recycling. Vice Chair Olson stated that he has been in contact with Mike Bolen from ISD 622, Bolen said they are not recycling much. Olson also stated it has been noted that the janitors have been seen dumping bins all into a common bin when emptying at the end of the day. Gustafson stated they are not currently under the Cities Contract so the City is unable to enforce recycling requirement. The Commission suggested using Score grant money to increase recycling at the high school. Gustafson stated she would contact Ramsey County to discuss potential strategies to work with the high school.
- B. **Review/Discussion:** Glen Olson gave a brief overview of the Shade Tree Short Course he attended at the U of M. He mentioned 1,200 Arborists attended the training.

#### **XI. ADJOURNMENT**

On motion by Commissioner Tolbert-Ireland, seconded by Commissioner Blood, with all present voting aye, motion carried to adjourn the meeting at 7:56 p.m.

***Next Meeting: The next regularly scheduled meeting April 24, 2017***

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
April 24, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**C. Score Grant – High School Recycling**

**ACTIONS TO BE CONSIDERED**

Score Grant –High School Recycling

**FACTS**

It was brought to the EAC's attention that North High School may need assistance with recycling. Staff meet with Ramsey County staff to discuss potential ideas to assist with city score grant funding.

**ATTACHMENTS**

MNDOT  
**COMMUNITY ROADSIDE LANDSCAPING  
PARTNERSHIP PROGRAM**  
**APPLICATION MANUAL**  
(May 2015)

From Wildflowers to Trees



A Growing Partnership  
Improving Our Communities and Environment



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 three goals: (1) roadside beautification, (2) community improvement, and (3) Environmental stewardship.**

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.

## 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:

- **Planting and maintenance of trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.**
- **Incorporation of 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**
- **Retaining walls, walkways, planters, etc.**
- **Benches, lighting, irrigation, 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.

**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 31<sup>st</sup>**. Applications for **spring planting** must be submitted to MnDOT **by December 31<sup>st</sup>**.

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.

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.

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.

**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 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 \$30,000\* 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\*\*** 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).

**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 Landscaping Programs staff.

## 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.

\*The upper limit cost is determined by the local District office, based on funding available for the fiscal year that the project is completed in.

\*\* Estimated Volunteers needed based on 1person planting either: 1 tree/hour, or 4 shrubs/hour, or 20 perennials/hour.

## 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.

**This Page Intentionally  
Left Blank**

**MN/DOT COMMUNITY ROADSIDE LANDSCAPING  
PARTNERSHIP PROGRAM**

**APPLICATION FORM**

Submitted By: \_\_\_\_\_

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



**(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\_\_\_\_\_

\_\_\_\_\_

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**(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).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



- (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 TO BE INCLUDED AS PART OF THE APPLICATION:

- (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.

**This Page Intentionally  
Left Blank**

## 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.

**SAMPLE RESOLUTION**  
**AUTHORIZING APPLICATION AND PRIMARY CONTACT PERSON**

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 \_\_\_\_\_  
(applicant/local government) (date)

**SIGNED:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title) (date)

**WITNESSED:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title) (date)

**LIST OF 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](http://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](http://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

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](http://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](http://www.design.umn.edu)

University of Minnesota Landscape Arboretum  
3675 Arboretum Drive

Chanhassen, MN 55317 (952) 443-1400

[www.arboretum.umn.edu](http://www.arboretum.umn.edu)

Minnesota Nursery and Landscape Association  
P.O. Box 130307

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

[www.mnla.biz](http://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](http://www.masla.org)

Minnesota Design Team  
AIA Minnesota

International Market Square  
275 Market Street, Suite 54

Minneapolis, MN 55405

(612) 338-6763 ext 214

[www.minnestoadesignteam.org](http://www.minnestoadesignteam.org)

**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.)

**FOR MORE INFORMATION** or guidance in developing Landscape Partnership projects, 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](mailto:Todd.Carroll@state.mn.us)

**Send completed applications or to request design assistance** contact the appropriate District Representative listed below.

**District Contacts:**

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

MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
DISTRICTS

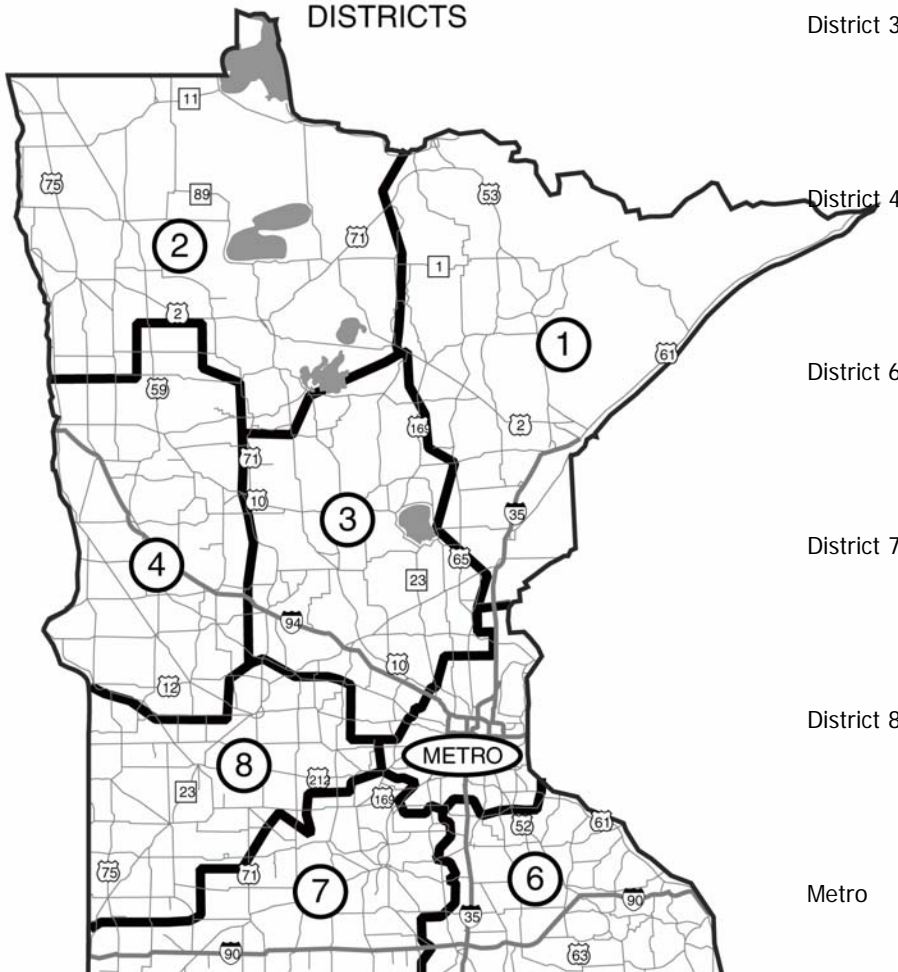


TABLE 1 - REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

PLANT GROUPS	PRUNING		WEED CONTROL	FERTILIZATION	WATERING	INSECT AND DISEASE CONTROL	RODENT PROTECTION	REMOVALS AND REPLACEMENTS
	WHEN TO	TYPE OF						
<b>Evergreen Trees</b>	Anytime - Dry Conditions	Corrective and Deadwood Removal	Maintain mulch at 3" minimum depth and a 2' minimum radius around trees in mowed areas in a weed free condition.	Yes	Yes until established (2 yrs.)	As Needed	Yes - Unless in an area with pedestrian use. Mowed turf in formal planting areas will help reduce rodent problems.	Remove all dead Plants.
<b>Shade Trees</b>	Anytime - Dry Conditions	Thinning and Corrective for good Form and Structure		Yes				
Oaks	<b>Not</b> in April, May or June							
Honeylocust	<b>Not</b> when Dormant, Humid or Wet							
<b>Ornamental Trees</b>	Winter			Yes				
<b>Evergreen Shrubs</b>	Anytime - Dry Conditions	Deadwood Removal	Maintain mulch at 3" minimum depth in a weed free condition until shrub crown closure.	Yes	Supplemental watering may be needed during drought periods (especially during July and August) even after plants are established.	Remove diseased plants which pose threats to adjacent plantings.	No - Rodent protection is generally not practical for mass shrub plantings. Maintaining clean mulched planting areas free of weed growth will reduce problems	Replace dead or dying plants unless the visual appearance or design intent are not noticeably compromised by the lost plants.
<b>Deciduous Shrubs</b>	Dormant	Corrective and Renewal	Yes					
<b>Vines</b>	Dormant	Deadwood Removal	No					
<b>Groundcovers</b>	Not Needed		Yes					

TABLE 2 - CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b>Pruning</b>	See Table 1 for best time for specific species											
<b>Weed Control</b>	Planting beds must be kept in a weed free condition											
Mow 3' from bed edges					X	X	X	X	X			
Remulch				00XX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	00	
Herbicide	Must be applied by a Licensed Pesticide Applicator											
<b>Fertilization</b>				XXXX								
Turf, Shrubs Trees												
<b>Insect &amp; Disease</b>	Time of control depends on the type of insect or disease and when it is detected											
<b>Sunscald Protection</b>												
<b>Watering</b>	During first and second growing season approximately one a week or as needed to maintain adequate but not excessive soil moisture											
<b>Maintain Rodent Protection</b>	0000	0000	0000	0000	0000				00XX	XXXX	XX00	0000
<b>Mowing</b>												
Prairie Establishment							X	X	X			
Turf Establishment					00X	XXXX	XXXX	XXXX	XXXX	XX00		
<b>Mower Damage Prevention</b>												
Educate Mower Operators				X	XXXX	XXXX	XXXX	XXXX	XXXX	XX00		
<b>Replanting</b>												
Evergreen Trees				-0XX	XX00			--0X	XXX0			
Deciduous Trees - B&B and B.R.				-0XX	XXXX	0---				0XXX	X0--	
Container Plants				-XXX	XXXX	XXX0	0000	000X	XXXX	X000		
Turf				---0	XXXX	XX00	0000	--0X	XXXX	00--		

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 spots
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 - WEED CONTROL METHODS, INTEGRATED APPROACH

METHOD	CATEGORY		
	TREES	SHRUB BEDS	TURF
Replanting - Filling Voids		X	X
Fertilization	X	X	X
Remulch *	X	X	X
Herbicides	X	No Spraying**	X
Weed Whip	Do not injure trunks	Avoid stem injury	X

\* Wood Chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a 4" depth. Mulching will help control weeds, reduce mower damage and conserve moisture.

\*\* Approved Herbicide method as per Mn/DOT specification 2571.3K2a, which includes spot treatment, brush, or wick applicator. Other methods upon prior approval by Mn/DOT.

TABLE 5 - FERTILIZATION SCHEDULE

CATEGORY	FREQUENCY	TIME OF APPLICATION	ANALYSIS	RATE
Mowed Turf* & Groundcovers	Every 3 years	April or October	12-12-12	300 lbs/ac 7 lbs/1000 sq. ft.
Mass mulched Shrub/Tree Beds**	Every 3 years	October or April	12-12-12	25 lbs/1000 sq. ft.
Individually Mulched Shade Trees*	Every 3 years	October or April	12-12-12	10 lbs/1000 sq. ft.

Note: Do not fertilize trees and turf during the same season. Offset tree fertilization by one season in order prevent fertilization burn out.

\* Over 2 lbs/1000 sq. ft. of "actual nitrogen" will burn turf. 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.

\*\* Plants that fix nitrogen, like silver buffaloberry, caragana, honeylocust, Russian olive or other legumes, should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.

**SUGGESTED ACTIVITIES TO INSURE LANDSCAPE PROJECT SUCCESS**

<b>ACTIVITIES - BEFORE PLANTING DAY</b>	<b>RESPONSIBLE PARTY/PERSON</b>
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 <b>completed</b> 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"

**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

## 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.

Send out Thank You Letters and Certificates of Appreciation.

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
April 24, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**B. ENVIRONMENTAL NEWSLETTER**

**ACTIONS TO BE CONSIDERED**

August Environmental Newsletter

**FACTS**

The City is planning to have an August Environmental Newsletter. Attached is the newsletter from last year. Staff would like feedback from the EAC regarding articles for this year's newsletter. Articles need to be submitted to Community Relations by June 30.

**ATTACHMENTS**

2016 Environmental Newsletter

at Home

# ENVIRONMENTAL

NORTH ST. PAUL

AUG EXTRA ISSUE 2016

## STEP BY STEP TOWARDS SUSTAINABILITY



### City Receives Third Step

North St. Paul was recognized as a Minnesota GreenStep City receiving Step 3 of 4 at the League of Minnesota Cities Annual Conference in St. Paul on June 15 during a special GreenStep Cities Celebration. North St. Paul is taking steps in the direction of greater sustainability. Over the past year the City has achieved/implemented the 15 best practices required for the Step 3 award. Some of these best practices include: making no/low cost indoor lighting and operational changes in City-owned/school buildings to reduce energy costs; purchasing LEDs for all future street lighting and traffic signals; and developing a program to involve community members in hands-on land restoration and stewardship projects. A listing of all the best practices can be found on the City's Web site.

Minnesota GreenStep Cities is a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program, managed by a public-private partnership, is based on 29 best practices. Each best practice can be implemented by completing one or more actions at a one, two or three-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. To learn more about GreenStep Cities visit <http://greenstep.pca.state.mn.us/>

### Nominate A Champion Tree

Big, old trees are a living witness to the events of our lives and to the history of a community. If you have or know of an especially large tree that merits it, we would like to recognize it too, and see that your favorite tree gets the honor it deserves.

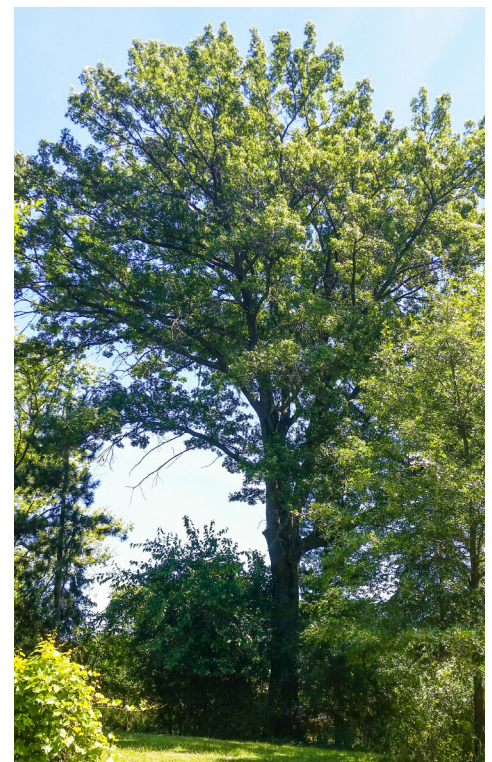
Nominations are measured by trunk circumference, height, and crown spread to get a sum of total points. The biggest tree of a specie in any given area is the area champion.

The chances of an undiscovered national or state champion in our community may be slim, but the champion of all North St Paul, or even just on your block, is still saying something! A Northern Pin Oak located near Casey Lake measured out to be a total of 238 points. The Minnesota state champ for this species measured 261, so not too far off being a contender.

The inventory of City boulevard and park trees completed in 2011 will be used for a comparison to start. There are possibly many potential new champions on private property that are yet to be discovered and measured. Nominations can be submitted for positive specie identification and official measurements. Historic and special heritage trees may also be submitted for consideration and honors.

In 1945, American Forests published the first National Register of Big Trees ([www.americanforests.org/our-programs/bigtree](http://www.americanforests.org/our-programs/bigtree)). The MN Department of Natural Resources also maintains a list of state champions for Minnesota ([www.dnr.state.mn.us/trees\\_shrubs/bigtree/index.html](http://www.dnr.state.mn.us/trees_shrubs/bigtree/index.html)).

To nominate a champion tree, complete the form found on the City Web site at [www.northstpaul.org](http://www.northstpaul.org) or contact [debra.gustafson@northstpaul.org](mailto:debra.gustafson@northstpaul.org) or (651) 747-2423. And remember, regardless of size, all trees are champions of the environment.



This Northern Pin Oak located near Casey Lake measured out to be a total of 238 points.

## Living Street Demonstration Projects



Residents ride along the temporary bike lane.

On December 15, 2015 City Council approved two temporary living street demonstration projects which will take place this summer and early fall:

A bike lane demonstration on Margaret Street to complete connection from Downtown to Silver Lake Park is in place now until September 30. The purpose of the project is to demonstrate connectivity, active living and bicycle safety.

City staff hosted a community meeting on April 12, at St. Peter's Church to discuss the project with the community. The project is being extended to review the impact of the bike lane when school is in session, and to

provide the City with a larger sample size of the benefits and impacts of the project. Parking is still allowed on but along the east side of Margaret Street during July - September.

A demonstration project for a temporary sidewalk on

1st Street to complete connection from Richardson Elementary School to North High School and the pedestrian bridge will take place during the month of September. A community meeting was held on May 10 at Richardson Elementary to discuss the project with the community.

The Purpose of the demonstration project is to demonstrate connectivity, active living, pedestrian safety and safe routes to school. The proposed sidewalk will require removing parking from the west side of 1st Street during the month of September.

We would love to hear your feedback. Please test out the demonstration projects and provide us with your feedback through an online survey, which can be found on the City's Web page at [www.northstpaul.org](http://www.northstpaul.org).

Funding for this project is provided by the Center for Prevention at Blue Cross and Blue Shield of Minnesota, as part of Blue Cross' long-term commitment to tackling the leading causes of preventable disease: tobacco use, lack of physical activity and unhealthy eating.

If you have questions or feedback, please feel free to contact Strategic Operations Director, Debra Gustafson at [debra.gustafson@northstpaul.org](mailto:debra.gustafson@northstpaul.org) or (651)747-2423.

*These projects are in conjunction with the Living Streets Plan that was adopted in 2011 and addresses livability and environmental needs for the community. It describes and outlines a design approach for rebuilding and redesigning multi-purpose streets. The Living Streets Plan can be found on the City's Web site.*

## Planting Your Yard to Help Nature and Wildlife

**By Carole Gernes; Ramsey Conservation District**

Fall is a great time for planting! Mindful planting in your yard can help struggling pollinators, birds and native plant communities.

### Helping Pollinators

Alarming articles about disappearing monarch butterflies and bees are all over the media. One way to help pollinators is to avoid buying plants and seeds that are treated with systemic pesticides; sometimes called neonicotinoids or neonics. Stores may have signs saying their garden/vegetable plants are systemic pesticide-free, but still sell treated seeds, flowering plants, shrubs and trees. These pesticides move to tissues of the entire plant, including flowers and may stay in the plant for years. They do not wash off. Pollinators that visit treated flowers may be killed instantly, experience a slow decline in health leading to death or be unable to reproduce. Look for seed companies that offer "untreated seeds" and ask before buying plants.

### Invasive Plants

Avoiding planting invasive species will also help pollinators, birds and local natural areas. Most non-native plants are harmless. Invasive plants are non-native plants that can move from your yard to take over native plant communities; like prairies, savannas or woodlands. They replace the diversity of plant life that our birds, pollinators and other wildlife depend on. A variety of plants are important to keep them healthy. Even though pollinators will visit a specific invasive flower, a diet from only one kind of nectar or pollen is not healthy. Bird nests are more susceptible to predators and they find fewer insects to eat in invasive shrubs.

Many invasive plants are still sold in nurseries and online. One advantage here is that species found on the east and west coasts are "tested" first before coming to the midwest. And some of our beneficial native plants are invasive in Europe.

Avoid planting "wildflowers in a can" seed mixes. If you are interested in planting native wildflowers, buy from a native plant nursery within 200 miles of your planting site. More invasive yard plant information found at <http://therippleeffectmn.blogspot.com/>. Dig a little deeper to help nature. It's worth the extra effort!



## Important Recycling Information

### Multi-unit recycling new this year

The Minnesota Legislature recently expanded recycling requirements to commercial buildings, including multi-unit residential buildings, effective January 1, 2016.

Are you affected? You will need to have recycling collection if you are the owner of a building that meets the following criteria:

- Contains one or more businesses (more information is available through the North American Industrial Classification System (NAICS) at [www.pca.state.mn.us/dyw6yry](http://www.pca.state.mn.us/dyw6yry)).
- Contracts for four cubic yards or more per week of trash collection

The City of North St. Paul recently expanded recycling requirements for multi-unit residential buildings to include the following requirements:

- Owners of multi-unit dwellings and commercial establishments can opt into the City's recycling contract.
- More educational requirements for multi-unit property owners are required to inform new tenants and current tenants about recycling opportunities.

### City-Wide Residential Trash & Recycling Collection

Trash collection for North St. Paul is Tuesday through Friday. Recycling collection is every other week on your trash collection day.

Containers may be set at the curb for pick-up not earlier than 6:00 pm the day before scheduled collection, and removed from the curb no later than 6:00 am the day after scheduled collection.

### Bulky Items

Single family, duplex and 4-plex units are covered under the organized collection contract between the City and Republic Service. Bulky item collection is included in the cost of the service.

To schedule a bulk pick-up call Republic Customer Service at (952) 941-5174.

### Yard Waste

An optional service for North St. Paul residents is curbside yard waste removal. This service is provided on the same day as your trash pick-up, April 1 through November 30 (weather permitting). You will be provided with a 60-gallon cart. The cost of the service is billed over a 12-month period.

To set up trash, recycling and yard waste service, contact the City of North St. Paul at (651) 747-2413.

To report a missed pick-up or a damaged cart, call Republic Customer Service at (952) 941-5174.  
[www.RepublicServices.com](http://www.RepublicServices.com)

## It's Our Watershed

From your backyard, to the street, to a local lake, to the Minnesota River, to the Mississippi River, to the Gulf of Mexico – everything is a part of a watershed. Any pollutants we create or place in our yard can eventually arrive at the Gulf of Mexico. Thinking on a scale this large may seem overwhelming or make us feel powerless in improving our water quality. However, by thinking on a smaller scale, we can impact water quality here at home in a positive way.

### Here are some things you can do now to protect water quality in your watershed:

- Sweep, bag, and/or compost lawn clippings to prevent them from entering the curb and gutter on your street. The curb and gutter are connected to wetlands and lakes! Yard waste is one of the largest contributors to degrading water quality and can also cause localized street flooding.
- Maintain a buffer strip of native vegetation around the wetland or lake in your backyard.
- Use no phosphorus fertilizer, which has a middle number of zero (example: 10-0-10).
- Clean up pet waste to prevent it from running into the curb and gutter, which leads to lakes and wetlands.
- Check your car fuel, oil, and antifreeze for leaks. Fix any leaks to prevent these chemicals from entering your local wetland.
- Wash your car on your lawn instead of your driveway to keep pollutants and detergents out of lakes and wetlands.



When cutting your grass, sweep, bag or compost lawn clippings to prevent from entering on street.



Wash your car on the lawn to keep pollutants out of lakes and wetlands.



Repair oil leaks to prevent chemicals from entering your local wetland.

## Tree Laws

### Our Neighborhood Trees

The trees of our urban forest increase property values, provide clean air to breathe, and many other benefits. They also can inspire strong emotions and be the source for conflicts between neighbors.

### Who Owns What?

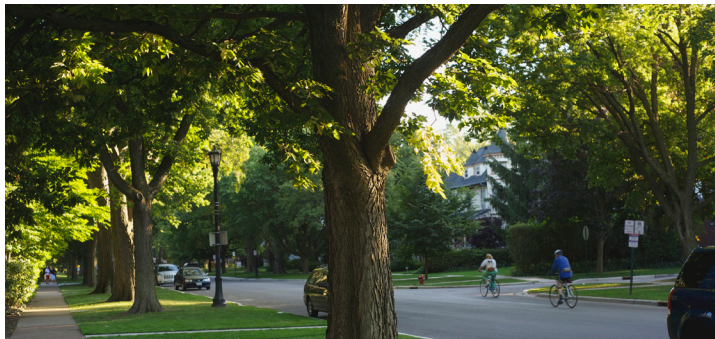
Resolving legal disputes about trees often starts with establishing ownership. When the base of the trunk is fully within one neighbor's property line, ownership is clear. But when the trunk straddles a property line, who owns what? When a tree is planted jointly or treated as common property by agreement, acquiescence, or course of conduct, then it may be co-owned and both neighbors can share responsibility for it. However, if the tree was planted or cared for by only one neighbor, the other neighbor would not have a claim to it even if it is located on the boundary line.

Regardless of ownership, if a tree threatens or causes damage or a serious nuisance due to over-hanging branches or encroaching roots, property owners have a right to exercise self-help at their own expense and, with care, address the specific problem without jeopardizing the health of the tree (for example a property owner should not prune an oak during the high-risk period for oak wilt), causing damage, or trespassing on the neighbor's property. Communication with your neighbor about the issue, and getting permission to have access to make proper pruning cuts, is of course a good idea.

Tree owners can be liable for damage caused by an obviously hazardous situation, but are not expected to be tree experts. Large dead limbs or rotted areas that anyone can see may be examples of obviously hazardous situations. On the other hand, falling debris like leaves, seeds, or old flowers that do not cause serious damage are more of a 'common enemy', like snow or flood waters, and each property owner cleans up their own property at their own expense.

### Safety From Powerlines

For your protection the utility department have easements across properties in order to provide electricity and they



Trees should not be planted in any boulevard without a permit.



Do not remove any tree located on public property without a permit.

have a right and responsibility to keep vegetation clear of their lines. Electrocutation through a tree in contact with an electric line is a very real risk. The best remedy is avoiding it by planting the 'right tree in the right place'. Always look up when considering where to plant and always call the utility department to trim trees in or near a power line. The North St. Paul ordinance on boulevard trees (Chapter 93) says:

- No trees shall be planted in any boulevard without a permit.
- On residential streets each tree shall be seven feet onto the boulevard. Trees shall be planted at least 30 feet apart.
- All trees planted on street boulevards become the property of the City.
- No person shall cut, injure, or remove any tree located on any public property without a permit.

For more information on City tree ordinance, information about a specific tree species, or a guide to planting trees, visit the City's Web site.



Last year 8,560 pounds of pumpkins were recycled for farmers feed.

## Environmental Advisory Commission at Work

### 10th Annual Pumpkin Drop, November 1 - 3

Recycle your used pumpkins in the trailer that will be set up at the Scout Museum located at 2640 7th Avenue. The pumpkin drop event has allowed many residents to recycle their pumpkins after Halloween to be used for feed by a local farmer instead of burying them in landfills. Many residents utilize this program. The program continues to grow with 8,560 lbs. dropped off in 2015, up from 1,640 lbs. in 2007. This program is brought to you by the Environmental Advisory Commission. For more recycling tips go to: [RamseyRecycles.com](http://RamseyRecycles.com) or (651) 633-EASY (3279) answered 24/7.



Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
April 24, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**C. HIGH SCHOOL RECYCLING**

**ACTIONS TO BE CONSIDERED**

High School Recycling

**FACTS**

At the March EAC meeting the Commission discussed High School recycling concerns. In response to the conversation staff met with Joel Andersen from Ramsey County to discuss strategies regarding ways the EAC could assist the High School. Mr. Anderson mentioned Ramsey County has worked closely with White Bear Lake on successful recycling project, attached is the report from their project.

If the EAC is interested in touring White Bear Lake High School recycling program, Joel Andersen said he would be willing to arrange a tour.

**ATTACHMENTS**

White Bear Lake Recycling Report

**INDEPENDENT SCHOOL DISTRICT 624  
WHITE BEAR LAKE AREA SCHOOLS**



**RAMSEY COUNTY  
PUBLIC ENTITY INNOVATION GRANT**

**FINAL REPORT**

**January 30, 2017**

**Produced by JL Taitt & Associates, Inc.**



**With assistance from Ramsey & Washington Counties**

## **BACKGROUND & HISTORY**

White Bear Lake Area Schools—Independent School District 624—is located in Ramsey and Washington Counties and serves all or parts of Birchwood, Gem Lake, Hugo, Lino Lakes, Little Canada, Maplewood, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township. With three Early Childhood program locations (birth-K), nine elementary schools (K-5), two middle schools (6-8), a two-campus high school (9-12), an Area Learning Center and a senior program, the School District serves a total population of about 50,000 residents and approximately 8,900 students PreK-12.

In 1997, the WBLAS School Board adopted Waste Reduction & Recycling Policy #805 to establish a resource recovery program to promote the:

- Reduction of waste
- Separation and recovery of recyclable and reusable commodities
- Procurement of recyclable commodities and commodities containing recycled materials
- Disposition of waste materials
- Establishment of an education program to develop an awareness of environmentally sound waste management

A copy of the policy can be found at: <http://www.whitebear.k12.mn.us/about/schoolboard-policies.asp>.

WBLAS has a long history of collaborating with Ramsey and Washington Counties and the consulting firm, JL Taitt & Associates, to launch organics diversion programs. After months of planning in 2007, the School District piloted its first food-to-hogs programs in 2008 at Lakeaires Elementary, Willow Lane Elementary and the White Bear Lake Area High School – South Campus. By 2011, the School District had launched food-to-hogs programs at all of its school cafeterias except Hugo Elementary due to the young age of its student population (Early Childhood, Kindergarten and First Grade) and the lack of adult staff available to monitor and supervise students on a daily basis while sorting their cafeteria discards.

## **BARRIERS OVERCOME**

In 2009, one year after the initial launch of the food-to-hogs program, WBLAS entered into a standard municipal solid waste and recycling services contract with its hauler. Over the years, the contract rate structure had not accounted for the cost-saving benefits of separating food and beverage waste from the garbage stream, and the contract terms had not provided for the right sizing of trash services due to the reduction in density and volume of the residual trash left in the garbage stream. In addition, Nutrition Services stopped washing reusable lunch trays and began purchasing disposable trays. This resulted in a significant increase in trash volume generated and an increase in trash hauling service needs and costs throughout the district. Since 2009, trash and recycling costs for various service locations increased between 22 and 280 percent.

The tipping point for this project occurred in 2014 with a turnover of WBLAS staff in key positions—Finance Director, Building Operations Supervisor and Nutrition Services Coordinator. The new Building Operations Supervisor recognized the opportunity to increase operational efficiencies and reduce district-wide waste and recycling costs. He advocated internally among his colleagues, which grew into a high level of support for the project from the Superintendent’s Office.

The first priority was to provide Hugo Elementary the assistance it needed to establish and operate a successful cafeteria sort line. A BizRecycling Grant provided the funds to purchase a best practices cafeteria sort table, and Hugo Elementary became a job site for the WBLAS Transition Plus program. Special education students were trained and assigned on a daily basis to manage the cafeteria sort line and help Hugo Elementary students sort their cafeteria discards. The new Hugo Elementary best practices cafeteria program, launched in November 2014, set a precedent for this project.

### **PROJECT OVERVIEW**

The purpose of this project is to implement a standardized, best practices waste, recycling and food waste management program and to:

- Develop a Request for Proposal and execute a new municipal solid waste (MSW) and single stream recycling (SSR) services contract
- Increase the School District’s recycling rate to 75% by 2030
- Increase participation in single stream recycling
- Expand milk carton recycling to all school cafeterias
- Improve and expand the food-to-hogs program in all schools
- Switch to reusable lunch trays
- Establish a best practices, color-coded trash and recycling collection container system
- Launch seasonal school clean outs (desks & lockers)

Project partners include WBLAS, JL Taitt & Associates and Ramsey and Washington Counties.

### **PROJECT FUNDING**

Funding for this project came from four sources:

- Ramsey County Public Entity Innovation Grant Fund
- Washington County

- BizRecycling Grant Program
- Carton Council School Carton Recycling Grant

A summary of the funding sources, amounts and use for the project is provided in Table 1.

**TABLE 1. PROJECT FUNDING SOURCES, AMOUNT & USE**

<b>Source</b>	<b>Amount</b>	<b>Use</b>
Ramsey County Public Entity Innovation Grant #1	\$88,200	JL Taitt & Associates Consulting Services Recycling Container Lids
Ramsey County Public Entity Innovation Grant #2	\$71,309	Cafeteria Sort Tables Dishwasher Purchase & Installation Dishwasher Racks Reusable Lunch Trays
Ramsey County PEIG Fund	\$30,900	Trash & Recycling Containers & Labels
Washington County	\$16,352	JL Taitt & Associates Consulting Services Trash & Recycling Containers
BizRecycling Grant Hugo Elementary (Washington County)	\$7,690	Cafeteria Sort Table Farm Barrel Storage Shed
BizRecycling Grant Washington County Locations	\$8,631	Cafeteria Sort Table Dishwasher Racks Reusable Lunch Trays
White Bear Lake Area Schools	\$2,850	Recycling Container Lids Containers for Cafeteria Sort Table
Carton Council School Carton Recycling Grant	\$2,693	Cafeteria Sort Table
<b>TOTAL</b>	<b>\$228,625</b>	

### Project Cost Per Square Foot

WBLAS is comprised of 16 buildings with a total building area of 1,539,822 square feet. The cost of the project is \$0.1485 cents per square foot.

### Project Cost Per Person

During the 2015 – 2016 school year, there were approximately 9,896 students, faculty and staff generating discards throughout the School District. The cost of the project is \$23.10 per person.

## PROGRAM PERFORMANCE MEASURES

### Hauler Contract Rates

The terms and conditions of the new hauler contract simplified the rate structure for front-end-load dumpster services, which are designed to financially reward WBLAS for each cubic yard of: (1) waste reduced; and (2) recyclables diverted from trash as illustrated in Table 2.

**TABLE 2. NEW CONTRACT RATES FOR FRONT-END-LOAD DUMPSTER SERVICES**

	<b>Ramsey County Cost Per Cubic Yard</b>	<b>Washington County Cost Per Cubic Yard</b>
<b>Municipal Solid Waste<sup>1</sup></b>	\$6.63	\$5.93
<b>Single Stream Recycling</b>	\$2.20	\$2.20
<b>% Cost Reduction When Recyclables are Diverted from Waste Stream</b>	67%	63%

<sup>1</sup>Includes the State Solid Waste Management Tax (17%) and the Ramsey & Washington County Environmental Charges of 53% and 35% respectively.

### Hauler Contract Cost Savings

The day WBLAS executed its new hauler contract; the School District knew it would immediately save \$55,000 a year in hauler service costs. Soon after, the hauler services at North Campus were right sized due to the elimination of disposable trays from the garbage stream, and the School District saved an additional \$10,000 a year. More district-wide right sizing occurred during the first year of the new hauler contract due to:

- Expanded food-to-hogs program at all schools

- Expanded milk carton recycling at all schools
- Enhanced single stream recycling throughout the School District
- The switch from disposable to reusable lunch trays

Total cost savings in the first year of the hauler contract totaled \$71,178, which is a 40% reduction in hauler costs for MSW and SSR services.

### **Cafeteria Waste Reduction & Recycling**

The WBLAS best practices cafeteria launch resulted in a significant increase in waste reduction and recycling due to the fact that the majority of waste generated at schools occurs during mealtime. It is estimated that WBLAS discarded in a school year:

- 685,900 disposable lunch trays
- 930,750 milk cartons

The switch from disposable to reusable lunch trays required the installation of one dishwasher at Sunrise Park Middle School and the purchase of reusable trays and dish racks for all schools. The purchase of new best practices, color coded cafeteria sort tables standardized and expanded, district-wide, the collection system to recycle food and beverage waste, milk cartons and rigid plastic containers #1 through #7.

### **Decrease in Costs to Purchase Disposable Lunch Trays**

Before making the switch to reusable lunch trays, it cost the School District \$48,000 to purchase disposable lunch trays a school year. After the switch to reusable lunch trays, the School District spends \$7,200 a school year on disposable trays needed when Nutrition Services is short staff and cannot wash reusable trays. Annual cost savings on purchasing disposable trays is \$40,800 a year.

### **Increase in Labor Required to Wash Reusable Trays**

The switch to reusable lunch trays increased labor costs. Nutrition Services staff spent more time in the dish room and Special Education students were hired to wash reusable trays. This additional labor costs \$161 a school day. With 172 days in a school year, the annual increase in labor is \$27,692.

### **Impact on Utility Costs**

The impact of washing reusable trays on water and electricity usage has been negligible. Due to district-wide energy and water conservation efforts over the last seven years, annual district energy consumption decreased by 10% and overall water usage decreased from 35 million gallons to 14 million gallons a year.

**Increase in Food Waste Recycling**

County staff weighed food waste collection barrels at one high school, one middle school and three elementary schools before and after the launch of the best practices cafeteria program. Food waste recycling, by weight, increased between 22 and 151 percent (see Table 3).

**TABLE 3. PRE- AND POST-LAUNCH FOOD WASTE RECYCLING**

School	Pre-Launch Average lbs./day	Post-Launch Average lbs./day	% Increase
South Campus	139	229	65
Sunrise Middle	151	217	43
Lincoln Elementary	132	162	22
Otter Lake Elementary	167	222	33
Oneka Elementary	80	221	151
Average	134	210	57

**Increase in Food Waste Recycling Service Costs**

The increase in food waste recycling increased food waste recycling service costs by \$3,164 in the first year of the WBLAS best practices cafeteria program, which is a 21.4% increase in costs.

**RETURN ON INVESTMENT**

**Project Cost Decreases**

This project decreased the annual cost for MSW and SSR hauler services and the cost to purchase disposable lunch trays:

	Annual Cost Decreases
Hauler MSW & SSR Services	\$71,178
Disposable Lunch Trays Purchases	\$40,800
<b>TOTAL</b>	<b>\$111,978</b>

### Project Cost Increases

This project increased the annual cost for food waste recycling services and the labor cost to wash disposable lunch trays:

	<b>Annual Cost Increases</b>
Food Waste Recycling Services	\$3,164
Labor to Wash Reusable Lunch Trays	\$27,692
<b>TOTAL</b>	<b>\$30,856</b>

### Net Cost Savings

The net cost savings for this project is \$81,112 a year.

### Return on Investment

The overall investment in this project is \$228, 625. With a net cost savings of \$81,112 a year, the anticipated ROI for the project is about 34 months.

### DENSITY, RIGHT SIZING & RECYCLING RECOVERY RATE

#### Density Review<sup>1</sup> Results

Per terms and conditions of the new hauler contract, Republic Services conducted three (3) two-week-long, district-wide density reviews during this project. The resulting density factors are summarized in Table 4.

**TABLE 4. DENSITY FACTORS**

<b>Sample Period</b>	<b>Municipal Solid Waste Pounds/Cubic Yard</b>	<b>Single Stream Recycling Pounds/Cubic Yard</b>
<b>11/30/15 thru 12/11/15</b>	108	34
<b>4/11/16 thru 4/22/16</b>	74	26
<b>10/31/16 thru 11/11/16</b>	96	48

<sup>1</sup>A density review records the net weight of MSW and single stream recycling and a visual estimate of the percent full of each dumpster during a representative sample period. The result is a density factor or rating of MSW and recyclable materials collected in dumpsters based on weight and volume expressed as pounds per cubic yard.

### Right Sizing of Hauler Services

A benefit of routinely conducting density reviews is the opportunity to assess MSW and recycling dumpster capacity compared to actual volumes generated and right size hauler services to achieve operational efficiencies. During Year 1 of the new hauler contract, right sizing focused on reducing MSW services and eliminating inefficiencies in recycling services. As summarized in Table 5, MSW services decreased by 24% and recycling services decreased by 5%. Examples of how the overall decrease in recycling services occurred include:

- North Campus reduced recycling volumes by half
- Otter Lake Elementary doubled recycling volumes
- Willow Lane Elementary doubled recycling volumes
- Vadnais Heights Elementary reduced recycling volumes by half

District-wide right sizing of hauler services will be an ongoing strategy for WBLAS to maintain operational and cost-efficiencies as student enrollment and educational program changes occur over time within school buildings.

**TABLE 5. RIGHT SIZING OF HAULER SERVICES IN YEAR 1**

	<b>Municipal Solid Waste # Cubic Yards Per Week</b>	<b>Single Stream Recycling # Cubic Yards Per Week</b>
<b>July 2015 RFP Service Specs</b>	392	155
<b>November 2016 Service Specs</b>	298	147
<b>% Decrease</b>	24%	5%

### Recycling Rate

The recycling rate was calculated twice during this project:

- Baseline Recycling Rate before the district-wide launch of best practices cafeteria and single stream recycling programs in November 2015 is 27%.
- Post-Launch Recycling Rate after the district-wide launch of best practices cafeteria and single stream recycling programs in November 2016 is 48%.

Table 6 summarizes the data used to calculate the recycling rate in November 2015 and November 2016.

**TABLE 6. RECYCLING RECOVERY RATES**

	<b>November 2015</b>	<b>November 2016</b>
MSW Density Factor (lbs/cu yd)	108	96
# MSW Cubic Yards	1,268	1,190
Pounds	136,944	114,240
SSR Density Factor (lbs/cu yd)	34	48
#SSR Cubic Yards	468	542
Pounds	15,912	26,016
Food Waste lbs/barrel	134	210
# barrels	267	381
Pounds	35,778	80,010
<b>Recycling Rate</b>	<b>27%</b>	<b>48%</b>

### **SUCCESES**

The School District’s high performing program can be attributed to the following successes achieved throughout the project.

#### **District Support of Project**

This project received a high level of support from the WBLAS Superintendent and administration. The Finance and Operations and Nutrition Services departments placed a strong emphasis on program sustainability and were open to changes in logistics and daily operations and staff roles and responsibilities. At the same time, students with a greater awareness had become vocal about their desire for more recycling opportunities and started to express their wishes to the Superintendent in student advisory groups.

#### **Hauler Contract**

On October 1, 2015, WBLAS entered into an agreement to receive municipal solid waste and single stream recycling services from Republic Services. The new contract significantly improved the services performed and enhanced the cost-effectiveness of the School District’s solid waste and recycling program. Highlights of the contract include continuous optimization of hauler services through mandatory right sizing of waste and recycling services; specific data and invoicing requirements that help track diversion rates; and more control over vendor performance such as service level changes, hauler communication, seasonal scheduling and extra pick-up requests.

## Standardization

Under the new contract rate structure, WBLAS reduces costs about 65% for every cubic yard of recyclables that are diverted from trash. To position recycling as a cost-saving strategy, this project established a best practices collection container infrastructure and standardized daily operations so that faculty, staff, students, parents and visitors will know “what to throw where” in a consistent and repeatable manner throughout the School District.

A standard operating procedure was developed, including plans for continuous improvement, in the following areas:

- Management of contract for municipal solid waste & recycling
- Management of contract for food waste recycling services
- Best practices collection container infrastructure
- Kitchen & cafeteria operations
- Building-wide operations
- Seasonal school clean outs
- Special events
- Education & awareness

This manual provides the Finance and Operations and Nutrition Services departments an operational guide on how to manage municipal solid waste, single stream recycling and food and beverage waste in compliance with the School Board’s Waste Reduction & Recycling policy.

## Kitchen & Cafeteria Operations

The following strategies were employed to transform WBLAS kitchens and cafeterias into best practices operations:

- **Best practices cafeteria sort tables** were placed in every school cafeteria featuring color-coded lids for trash, food and beverage waste and single stream recycling including milk cartons. Sign frames on the tables educate students on how to sort their discards and supports the separation of food and beverage waste and milk cartons from the waste stream.
- **Job descriptions for cafeteria assistants** were updated to include the following essential function:

Assists with cleaning and monitoring cafeteria sort tables and assists with training students on how to sort cafeteria discards into trash, organics and recycling bins.

This added adult supervision creates the structure and support students need to be consistently successful in separating their cafeteria discards long term.

- **Reusable lunch trays** replaced disposable lunch trays district-wide.

### **Custom Recycling Lids**

A new custom-designed single stream recycling lid for 7- and 10-gallon recycling bins was piloted district-wide in classrooms and administrative offices during this project. While some program participants removed the lid from their recycling bins, about 90% of students, faculty and staff continue to use them. Custodial staff has observed an increase in recyclables captured from the waste stream and a reduction in contamination of the recycling stream.

### **Transition Plus**

New job sites for Special Education Students served by the Transition Plus program were established during this project. Under the supervision of a job coach, Transition Plus students:

- Manage the daily operations of the cafeteria sort table at Lincoln Elementary.
- Empty recycling containers at the District Office.
- Wash reusable lunch trays at Hugo Elementary, Lakeaires Elementary, Lincoln Elementary, Matoska Elementary, Otter Lake Elementary and Transition Plus Education Center.

Transition Plus students have managed the daily operations of the cafeteria sort table at Hugo Elementary since November 2014.

### **Seasonal School Clean Outs**

End-of-year seasonal school clean outs generate a significant volume of discards in a very short period of time as demonstrated in two pilot studies conducted in June 2015. At Otter Lake Elementary, 290 students collected 0.76 tons of recyclables and reusables over a six-day, end-of-year school clean out. At Sunrise Park Middle School, 84% of the discards generated by 8<sup>th</sup> graders during a one-day, end-of-year locker clean out could be reused or recycled.

In May 2016, end-of-year clean outs targeting the collection of reusable school supplies and recyclables were launched district-wide for the first time. The reusable school supplies collected at each school were redistributed in the following manner:

- Teacher classrooms
- Summer school programs
- WBLAS Clothes Closet for families in need
- Superintendent's backpack program
- Good Will

WBLAS plans to repeat this highly successful program at the end of each school year.

### **Education & Information**

For the first time, a sustainability program page was established on the WBLAS website, including educational information on how to participate in the School District's best practices waste, recycling and organics program. A video on how to sort cafeteria discards was produced at Matoska Elementary, and a link to the video is available on the sustainability page.

### **CHALLENGES**

Over time, the following items may challenge the sustainability of the School District's high performing waste, recycling and food and beverage waste management program:

- **Leadership changes** that jeopardize top-down support and weaken principal's support for the program.
- **Staff turnover** and loss of in-house knowledge and expertise about the program.
- **Lack of structure, discipline and support** for student participation in middle and high schools.
- **Ongoing availability of Transition Plus** students to wash reusable trays and staff cafeteria sort lines and other recycling positions throughout the district.
- **Ongoing efforts district-wide** to keep contaminants out of the food waste collection barrels.
- **Ongoing awareness and education** on how to participate in the program for students, faculty, staff and visitors.
- **Accuracy** of hauler invoices, density review reports and semi-annual reports.

The outcomes of this project are positioned to be sustained through: (1) financial incentives through exemptions from combined State and County taxes and charges on trash hauling and disposal services of 70% in Ramsey County and 52% in Washington County; (2) the new waste and recycling hauler services contract that has increased cost-effectiveness and improved vendor performance; (3) the School District's Waste Reduction & Recycling Policy #805; and (4) the WBLAS Standard Operating Procedure for managing waste, recycling and food and beverage waste district-wide.

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
April 24, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**D. TELECONFERENCING**

**ACTIONS TO BE CONSIDERED**

EAC meeting Teleconferencing

**FACTS**

At the March EAC meeting the Commission asked if a member teleconferences into a meeting, if their participation would count toward a quorum.

Staff followed up with the City Attorney. Included in your packet is correspondence from the City Attorney regarding statutory provisions that govern participating in meetings while not physically present at the meeting

**ATTACHMENTS**

Correspondence from City Attorney

**From:** [Soren Mattick](#)  
**To:** [Jason Ziemer](#); [Debra Gustafson](#)  
**Cc:** [Keith Stachowski](#)  
**Subject:** RE: Teleconference Commission Meetings  
**Date:** Monday, April 10, 2017 4:08:38 PM

---

To All,

There are two statutory provisions that govern participating in meetings while not physically present at the meeting.

The statutory provision that permits participation via telephone weren't followed in my opinion. The statute states:

**13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.**  
Subdivision 1. **Conditions.**

A meeting governed by this section and section [13D.01](#), subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section [13D.02](#) is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum, participation.**

Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site; costs.**

If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. **Notice of regular and all member sites.**

If telephone or another electronic means is used to conduct a regular, special, or

emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section [13D.04](#) of the Open Meeting Law.

Interactive TV is acceptable under the following conditions:

**13D.02 MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.**

**Subdivision 1. Conditions.**

A meeting governed by section [13D.01](#), subdivisions [1](#), [2](#), [4](#), and [5](#), and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) each location at which a member of the body is present is open and accessible to the public.

**Subd. 2. Members are present for quorum, participation.**

Each member of a body participating in a meeting by electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

**Subd. 3. Monitoring from remote site; costs.**

If interactive television is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making such a connection to pay for documented marginal costs that the public body incurs as a result of the additional connection.

**Subd. 4. Notice of regular and all member sites.**

If interactive television is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television. The timing and method of providing notice must be as described in section [13D.04](#).

**Subd. 5. School boards; interactive technology with an audio and visual link.**

A school board conducting a meeting under this section may use interactive technology with an audio and visual link to conduct the meeting if the school board complies with all other requirements under this section.

**Soren M. Mattick**

Attorney

**CAMPBELL KNUTSON, P.A.**

Grand Oak Office Center I

860 Blue Gentian Road, Suite 290  
Eagan, MN 55121  
☎ (651) 234-6217 • Fax: (651) 234-6237  
✉ [smattick@ck-law.com](mailto:smattick@ck-law.com) • [www.ck-law.com](http://www.ck-law.com)

---

**From:** Jason Ziemer [mailto:Jason.Ziemer@northstpaul.org]  
**Sent:** Monday, April 10, 2017 3:57 PM  
**To:** Debra Gustafson  
**Cc:** Keith Stachowski; Soren Mattick  
**Subject:** RE: Teleconference Commission Meetings

Not sure if I got back to you on this – no it does not count. Commissioners, just like Council members, need to be present to be included.

We would need to define something by policy that allows for such interaction. Most cities that have such policies only permit such “presence” in the event of an emergency when it may not be possible to bring people together, or you don’t want to have people together in person.

Copying Soren on this.

JZ

Jason Ziemer  
City Manager

direct 651.747.2421  
mobile 651.226.6273  
office 651.747.2400  
fax 651.747.2425  
[jason.ziemer@northstpaul.org](mailto:jason.ziemer@northstpaul.org)



---

**From:** Debra Gustafson  
**Sent:** Wednesday, March 29, 2017 1:42 PM  
**To:** Jason Ziemer <[Jason.Ziemer@northstpaul.org](mailto:Jason.Ziemer@northstpaul.org)>  
**Cc:** Keith Stachowski <[Keith.Stachowski@northstpaul.org](mailto:Keith.Stachowski@northstpaul.org)>  
**Subject:** Teleconference Commission Meetings

Jason,

On Monday evening, Commissioner Olson participated in the EAC meeting via conference call. Commissioner Olson was in Indiana on business.

I reviewed ordinance 737, but I didn’t find anything addressing participation via conference call.

If a commissioner calls in is their participation allowed to count toward quorum?

Thanks for your feedback,

Debra

Debra Gustafson  
Strategic Operations Director

direct 651.747.2423

office 651.747.2400

fax 651.747.2425

[debra.gustafson@northstpaul.org](mailto:debra.gustafson@northstpaul.org)

