

**City of Ramsey**  
**Agenda**  
**Environmental Policy Board (EPB)**  
**Monday November 5, 2012**  
**6:30 pm**  
**Mississippi River Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Meeting Minutes Dated September 10, 2012
5. **Policy Board Business**
  1. Update on Environmental Expo Event
  2. Rain Garden Demonstration Project
  3. Review 2012-2013 Work Plan
6. **Board/Staff Input**
  - December Meeting Date
  - Update on Logo/Icon
  - Reminder: Rail Station Ribbon Cutting November 8 (1:00pm, train ride at 2:00pm)
  - Reminder: Boards/Commissions and Employee Appreciation Event (January 4, 2013)
7. **Adjournment**

**Environmental Policy Board (EPB)**

**4. 1.**

**Meeting Date:** 11/05/2012

**By:** Chris Anderson, Community  
Development

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**Title:**

Approve Meeting Minutes Dated September 10, 2012

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**Attachments**

Meeting Minutes Dated September 10, 2012

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**Form Review**

**Inbox**  
Chris Anderson (Originator)

Form Started By: Chris Anderson

**Reviewed By**  
Chris Anderson

Final Approval Date: 11/01/2012

**Date**  
11/01/2012 10:23 AM  
Started On: 10/23/2012 01:37 PM

**ENVIRONMENTAL POLICY BOARD  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

On Monday, September 10, 2012, the Environmental Policy Board (EPB) met in the Rum River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Max  
                          Board Member Bob Bentz  
                          Board Member Michael Hiatt  
                          Board Member Larry Lewis (arrived at 6:37 p.m.)  
                          Board Member Michael Valentine

Members Absent:     Board Member John Enstrom  
                          Board Member Thomas Stodola

Also Present:         Associate Planner/Environmental Coordinator Chris Anderson

**1.     CALL TO ORDER**

Chairperson Max called the meeting to order at 6:30 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

Motion by Board Member Hiatt and seconded by Board Member Valentine to approve the agenda as submitted.

Motion carried.   Voting Yes: Chairperson Max, Board Members Hiatt, Valentine, and Bentz.  
Voting No: None.   Absent: Board Members Enstrom, Lewis and Stodola.

**4.     APPROVE MINUTES**

**4.01:   Approve Meeting Minutes Dated August 6, 2012**

Motion by Board Member Valentine and seconded by Board Member Hiatt to approve the regular meeting minutes dated August 6, 2012.

Motion carried.   Voting Yes: Chairperson Max, Board Members Valentine, Hiatt, and Bentz.  
Voting No: None.   Absent: Board Members Enstrom, Lewis, and Stodola.

## **5. POLICY BOARD BUSINESS**

### **5.01: Review and Consider Potential Icons or Symbols to Brand Environmental Information**

Associate Planner/Environmental Coordinator Anderson presented the staff report. He provided his input on each of the options, noting that he would not prefer the brown oak leaf as he believed that would make people think of oak wilt. He stated that he likes the magnifying glass but expressed concern that the picture would not be clear when reduced down.

Board Member Lewis arrived at 6:37 p.m.

Chairperson Max commented that he likes the R symbol included in the packet.

Board Member Lewis provided some conceptual ideas that a friend of his drafted for the Board, which would work well in small or large scale. He stated that these ideas are simply concepts and would like to give his friend more time to draft some more ideas for the Board to review. He stated that while he liked the ideas brought forward from staff, he did not believe the symbols would translate well to different forms of media or handouts.

Associate Planner/Environmental Coordinator Anderson stated that he would not be opposed to that idea and noted that while he would like the symbol to be chosen prior to the next issue of the newsletter; the new symbol could also be used in the first newsletter of 2013.

Board Member Bentz commented that the symbol should not need an explanation and should translate well into black and white, as he believed that would be the form used most often.

Chairperson Max questioned if any other Boards have their own symbol or identification.

Associate Planner/Environmental Coordinator Anderson confirmed that there is not another Board with a symbol or identifier. He explained that he thought the purpose of the logo or icon was not to identify the Board but to identify environmental items in things such as the newsletter.

Board Member Lewis commented that he did not believe there is anything problematic with the Board developing a symbol such as this to identify things the Board is involved in, such as the tree sale.

Board Member Hiatt suggested that the symbol focus more on the "E", for environment, with the "PB", for Policy Board, much smaller.

Board Member Lewis confirmed that the logo would include the "PB", whereas the icon would focus solely on the "E". He confirmed that the "E" would stand out, as to not confuse people into thinking the "E" is the start letter for a paragraph. He confirmed that the Board does not object to giving his friend some additional time to further work on the icon/logo for the Board. He noted that his friend is donating his time, as a designer, which is a significant cost savings.

## **5.02: Article and Space Filler Discussion**

Associate Planner/Environmental Coordinator Anderson presented the staff report. He advised that the draft article requested by the LRRWMO was drafted by Board Member Stodola. Associate Planner/Environmental Coordinator Anderson also noted that at last month's meeting there was a request for everyone to develop some "space fillers" for use in the newsletter and that he has provided a half dozen or so for review by the Board.

Board Member Lewis commented that he was able to find some interesting environmental facts on the internet.

Chairperson Max believed that it is good for these "space fillers" to be available to the editor, as open space in the newsletter could then easily be filled with environmental information.

Board Member Lewis noted that the article could be highlighted by the icon, once developed, which would easily mark the item as environmental information.

Associate Planner/Environmental Coordinator Anderson further discussed the recycling article and the recycling goals set by Anoka County each year.

Board Member Lewis stated that it might be beneficial to highlight the reimbursement, which the City receives from the County by meeting those goals. He explained that residents might be willing to put more effort into recycling if they knew that the City is able to receive funding from the County for reaching those recycling goals.

Associate Planner/Environmental Coordinator Anderson commented that approximately 90 percent of residents are recycling to some extent. He stated that the greater gain would be to focus on those who are already recycling and educate them on additional items that can be recycled, rather than trying to recruit those who do not recycle.

Board Member Bentz advised that some residents on his block have downgraded to a smaller garbage can because of the amount they are recycling, which is a tangible benefit of recycling. He noted that his neighbors would really like the City to contract with one hauler for garbage services to avoid the number of different garbage trucks running through the neighborhoods.

Associate Planner/Environmental Coordinator Anderson stated that he did not believe that is likely to happen. He commented that he would incorporate some of the items discussed tonight into the articles and questioned if the Board feels that any other issues should be spotlighted in the upcoming issue of the newsletter.

Chairperson Max commented that he believed it would be beneficial to have a standalone article that focuses on holiday recycling. He also noted that it could be beneficial to have an article, which focuses on the many items that can be recycled, and some of the creative local re-uses for those materials.

Associate Planner/Environmental Coordinator Anderson confirmed that the November/December article would focus on holiday recycling. He confirmed that the Board would meet again prior to the deadline for the January/February newsletter.

Board Member Lewis commented that it would be beneficial to have a few articles stockpiled to use.

Chairperson Max confirmed that because the next EPB article for the Ramsey newsletter will focus on holiday recycling, another community within the LRRWMO could print the article before Ramsey does.

Associate Planner/Environmental Coordinator Anderson stated that he would be comfortable drafting the holiday recycling article, as he is proficient in the knowledge of the City program. He noted that the Board may not be able to review the article prior to the deadline for the article but advised that the Board would be able to review the article at the next meeting, prior to resident receipt.

## **6. BOARD / STAFF INPUT**

- **Community Parks Map**

Associate Planner/Environmental Coordinator Anderson advised that he was asked to draft a map, which identifies the larger community parks and has done so and distributed a copy to each Board Member.

- **Fall Recycling Day**

Associate Planner/Environmental Coordinator Anderson reported that the Fall Recycling Day will take place on September 29<sup>th</sup>. He noted that mattresses and box springs will be accepted for a charge of \$15 each, but advised that no other furniture will be accepted. He noted that the day of the event they will also be taking in used motor oil and antifreeze.

- **Shoreland Ordinance Amendment**

Associate Planner/Environmental Coordinator Anderson advised of an overlap in regulations, which identified the Mississippi River along Ramsey's border as part of both the Wild and Scenic and Critical Area Overlay Districts. He advised that there were legislative changes this year that exempts the Mississippi River from the Wild and Scenic regulations. He explained that the ordinance amendment would bring all the shoreland regulations into one spot within the City Code, as well as make it clear that the Wild and Scenic regulations would apply to the Rum River while the Critical River regulations would apply to the Mississippi River. He referenced a State Supreme Court ruling which stated that the DNR had overstepped their boundaries in regard to certification of variances and other land use applications and so the amendment will also clarify that the DNR only has certification authority for ordinance amendments. He provided further clarification and noted that once staff clarifies additional information within the ordinance to address these changes, he would be happy to draft something to update residents of the changes. He reviewed the timeline for these changes and hoped to bring this item forward at the October meeting of the Planning Commission.

- **Rain Garden Demonstration Project**

Associate Planner/Environmental Coordinator Anderson advised of a possible site for a rain garden demonstration project, noting that possible cost-share funds may be available for the project.

- **Other**

Associate Planner/Environmental Coordinator Anderson stated that with the reorganization of staff, about 90 percent of his time has been focused on planning activities rather than environmental duties. He apologized for the small agenda and asked if any Board Members would like to review the Work Plan to focus priorities, or even review items in Subcommittee format. Due to a lack of available staff time, he asked that the Board assist in prioritizing the Work Plan. He stated that it would be beneficial if an interested Board Member wanted to focus their attention on a Work Plan item and gather background information.

Chairperson Max suggested that the October Board meeting focus on prioritizing the Work Plan and discussing this in more detail.

Associate Planner/Environmental Coordinator Anderson confirmed that the Board would still like to focus on the demonstration projects.

Chairperson Max commented that October would be a good time to make the decision on the tree sale for the spring, and to line up vendors.

Board Member Lewis believed that the Board could do some “housecleaning” and could possibly develop the agendas in the future.

The Board also discussed the possibility of transferring the Environmental Expo from the usual date to take place in conjunction with the Happy Days event. Associate Planner/Environmental Coordinator Anderson explained that this would allow the event to take advantage of the high level of foot traffic from the Happy Days events.

Board Member Valentine stated that when he joined the Board, his expectation was that the members would most likely handle much of the planning and research items. He thought that the Board Members could begin to take a more active role in those actions.

## **7. ADJOURNMENT**

Motion by Board Member Lewis and seconded by Board Member Hiatt to adjourn the meeting.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Chris Anderson

Associate Planner/Environmental Coordinator

ATTEST:

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JoAnn Shaw  
Community Development Secretary

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Environmental Policy Board (EPB)**

**5. 1.**

**Meeting Date:** 11/05/2012

**By:** Chris Anderson, Community Development

**Title:**

Update on Environmental Expo Event

**Background:**

At the October 18, 2012 Happy Days Committee meeting, Staff reviewed with the committee a request to incorporate the Environmental Expo event into Happy Days. Overall, the Committee viewed this very favorably and thought this would be a good addition to an already successful event. The one hesitation was with budgeting for this component. However, Staff informed the Committee that the Environmental Expo event typically has its own budget and thus, there would not be an additional strain on the budget for the Happy Days event. Staff explained to the Committee that it is envisioned to be planned and coordinated as if it were a stand alone event (meaning that Staff and the EPB would continue to be responsible for organizing the expo) but that it would be incorporated into Happy Days to provide an educational component to this community event while simultaneously capitalizing on the greater attendance numbers.

**Observations:**

The date for the 2013 Happy Days event is set for Saturday, September 7. The expo event likely will be held in a large tent (roughly 40 ft x 100 ft) in proximity to the other expos (craft show and business expo). Having the date set this early hopefully will help with securing exhibitors and a potential speaker.

Also, at the August meeting, there appeared to be general consensus to continue with the Tree Sale as a separate, stand alone event. However, at the September meeting, this topic was mentioned again and it was suggested that the next meeting would be an ideal time to make a decision about the Tree Sale in the spring. Staff is seeking clarification from the Board regarding the Tree Sale so that, if it is to continue, Staff can begin preparations (species selection, quantities, pick up date, etc).

**Recommendation:**

The Board may wish to discuss, at least in general terms, thoughts for the upcoming expo event. Secondly, the Board may wish to finalize a decision on the Tree Sale event as well.

**EPB Action:**

Based on discussion.

**Form Review**

**Inbox**  
Chris Anderson (Originator)

**Reviewed By**  
Chris Anderson

**Date**  
11/01/2012 10:23 AM  
Started On: 10/23/2012 09:39 AM

Form Started By: Chris Anderson  
Final Approval Date: 11/01/2012

**Environmental Policy Board (EPB)**

**5. 2.**

**Meeting Date:** 11/05/2012

**By:** Chris Anderson, Community Development

**Title:**

Rain Garden Demonstration Project

**Background:**

An action item on the 2012-2013 Work Plan is establishment of a rain garden demonstration project. The intent of this project is to provide a living example of this stormwater management tool while also providing the public with some information on the role and composition of a rain garden. Staff has identified Alpine Park as an ideal location for this demonstration project for two reasons. First, this is one of the City's community parks, which accommodates a lot of people throughout the summer (ball fields, dog park, skate park and playground). Secondly, the parking lot was constructed with an interior swale and curb cuts to promote infiltration as well as culverts to convey stormwater underneath pavement to additional swales and ultimately to a vegetated low spot. Having this infrastructure in place already represents a significant cost savings for implementing this type of demonstration project.

**Observations:**

Staff will review in more detail the existing features on the site during the meeting.

**Recommendation:**

Staff recommends that the Board consider Alpine Park as the location for the rain garden demonstration project.

**EPB Action:**

Based on discussion.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Chris Anderson (Originator)	Chris Anderson	11/01/2012 10:24 AM
Form Started By: Chris Anderson		Started On: 10/23/2012 09:30 AM
	Final Approval Date: 11/01/2012	

**Environmental Policy Board (EPB)**

**5.3.**

**Meeting Date:** 11/05/2012

**By:** Chris Anderson, Community  
Development

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**Title:**

Review 2012-2013 Work Plan

**Background:**

Per Staff's request at the September meeting, there was some discussion about reviewing the 2012-2013 Work Plan and prioritizing the action items. Attached is an updated Work Plan with activities completed shown as ~~struckthrough~~ and items being work on as *italicized*.

**Recommendation:**

Review the 2012-2013 Work Plan and prioritize the action items.

**EPB Action:**

Based on discussion.

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**Attachments**

2012-13 Work Plan

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**Form Review**

**Inbox**  
Chris Anderson (Originator)

Form Started By: Chris Anderson

**Reviewed By**  
Chris Anderson

Final Approval Date: 11/01/2012

**Date**  
11/01/2012 10:23 AM  
Started On: 10/23/2012 01:38 PM

## Environmental Policy Board 2012-2013 Proposed Work Plan

As outlined in City Code, the primary objective of the Environmental Policy Board is to review, consider, initiate and recommend to the City Council such policies, plans or projects which will enhance and preserve the natural environment of the City. The Board's scope shall include, but not necessarily be limited to, matters of the preservation of the community forest, water quality, wetland preservation, ground water protection, control of soil erosion and air, noise and light pollution.

The Environmental Policy Board will focus its efforts on the following tasks for the 2012-2013 Work Plan:

- Community Awareness
  - *Encourage citizen awareness and education on environmental stewardship through the Environmental Expo & Tree Sale.*
  - Incorporate natural resources information related to ~~trees~~, wildlife, soils etc into the website for easy public access.
  - ~~Develop shade tree disease and pest information (oak wilt, emerald ash borer, pine bark beetles, etc) for both website and newsletter.~~
- Demonstration Project(s)
  - *Rain garden within a parking lot to demonstrate storm water infiltration techniques.*
  - *Restore/create native prairie within utility easement corridor.*
- Improve Communication with the Public
  - ~~Implement an ongoing 'Did You Know' column in the Ramsey Resident newsletter.~~
- Develop Public Space Improvement Standards
- Develop Ecological Standards (or BMPs) and an Education/Awareness Campaign for Developers/Development
- Consider/Develop an Eco Challenge Program
- Consider/Develop Tree Replacement Standards for Inclusion in Tree Preservation Ordinance
- *Coordinate with the Lower Rum River Water Management Organization (WMO) on Education and Citizen Engagement Efforts*