

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

On Monday, August 5, 2013, 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  
                          Board Member Thomas Stodola (arrived at 6:37 p.m.)

Members Absent:     Board Member Pendergast  
                          Board Member Michael Valentine

Also Present:        Associate Planner/Environmental Coordinator Chris Anderson  
                          Development Services Manager Tim Gladhill  
                          City Council Liaison John LeTourneau  
                          Mayor Sarah Strommen

**1.     CALL TO ORDER**

Chairperson Max called the meeting to order at 6:32 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

**4.01: Approve Meeting Minutes Dated July 1, 2013**

Motion by Board Member Lewis and seconded by Board Member Bentz to approve the regular meeting minutes dated July 1, 2013.

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

## **5. POLICY BOARD BUSINESS**

### **5.01: Receive Presentation of City's Strategic Plan**

Mayor Strommen thanked the Board for making time to hear the presentation tonight and explained the purpose and planning process involved in development of the City's Strategic Plan. She thanked everyone who participated in providing their input throughout this process as well.

Board Member Stodola arrived.

Development Services Manager Gladhill also discussed the process involved in developing the Strategic Plan, which incorporates the Ramsey3 information as well. He reviewed the Mission and Vision statements that were identified throughout this process. He explained that those items were used to create mission and capacity driven building blocks, which were important in creating the strategic imperatives. He referenced the one page document included in the packet, titled Action Plan, which provides tactics to achieve the plan and also identifies resources which would be required, a responsible party, as well as the key outcome desired. He stated that the Boards and Commissions are an important piece of what is done as the groups reach out to the public and provide that feedback to the City Council. He reviewed the roles and responsibilities expected for the Boards and Commissions. He stated that within the Strategic Action Plan there is a balance scorecard which balances four main aspects meant to keep the City moving forward.

Mayor Strommen reviewed the factors of success that can be used to ensure that the City is making the best decisions and creating a budget which is based on strategic goals. She noted that this is a living document and is meant to be modified along the way. She thanked everyone for the input they provided throughout the process and again for allowing time to hear the presentation tonight. She advised that the Council is beginning the budgeting process and is already using this document in the process.

City Councilmember LeTourneau commented that this had been a great experience. He stated that a key issue for him has been trust, which has been identified as a goal and is a priority. He explained that this was an attempt to make a proactive plan and will also go to great lengths to create trust and transparency in the community as well.

Chairperson Max stated that he believed it was refreshing to see such transparency and to see these things in print. He referenced communications and questioned how the Board can ensure that their taped messages, such as QCTV spots, remain consistent with the Council.

Mayor Strommen stated that there needs to be better internal communications in order to clarify those items for everyone. She believed that the issues identified in the Strategic Plan will act as public communication as well.

City Councilmember LeTourneau stated that the Strategic Plan has a common thread that runs from the Council down to the Boards and Commissions.

Board Member Bentz commented that the newer versions of Strategic Plans include periodic dates and reviews within the success factors.

Mayor Strommen stated that some of the items are identified in the balance scorecard and noted that while specific dates were not identified, there were discussions regarding the dates and timelines that the items would be reviewed.

Board Member Bentz stated that it would be nice to see easily accessible dates for periodic checks.

Development Services Manager Gladhill noted that the intention is to review all items on at least an annual basis. He stated that there is going to be an attempt to create a Strategic Plan review site online and noted that could be an option to include review information on that site as well.

City Councilmember LeTourneau stated that things change and even if the intention is to complete an item by a certain date, things may change by that time and another priority may be identified.

Board Member Lewis questioned the biggest surprises learned through this process.

Mayor Strommen stated that from the Boards and Commissions perspectives there was a lot of confusion on the actual roles of the Board and Commission members. She noted that on the staff side there were some big disconnects and questioned how residents are meant to know the perspective and standing of the City if the City's staff does not know information about the City.

Development Services Manager Gladhill acknowledged that lack of information and communication were huge issues identified.

Chairperson Max stated that the main form of communication to residents is the Ramsey Resident, which is now published less even with this push for communication.

Mayor Strommen stated that it was mainly a budget issue and the information was becoming repetitive and routine. She believed the issue to be a matter of quality over quantity. She noted that there is also focus on other means of communication including social media and the City webpage. She noted that a Task Force has been created to work with residents on the issue.

Chairperson Max thanked Mayor Strommen, Development Services Manager Gladhill and City Councilmember LeTourneau for attending tonight.

Mayor Strommen left the meeting.

A local Girl Scout Troop gave a short presentation on a lemonade stand they will be running in order to raise funds that could be used to purchase a trashcan for the Lake Itasca trail area. The Troop leader thanked Associate Planner/Environmental Coordinator Anderson for his assistance in this process and the approval to place a trash can in that area.

Board Member Lewis questioned if the Scout Troop would be interested in joining Happy Days.

Associate Planner/Environmental Coordinator Anderson stated that he could provide contact information on possibly having a lemonade stand at the event.

Board Member Lewis questioned if the lemonade stand could be held under the umbrella of the Environmental Expo.

Associate Planner/Environmental Coordinator Anderson stated that there would be available space and noted that he would verify the possibility.

The Troop leader thanked the Board for their generosity and noted that she would follow up with Associate Planner/Environmental Coordinator Anderson.

### **5.02: Receive Update on Minnesota Department of Natural Resources (DNR) Rulemaking for Mississippi River**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Development Services Manager Gladhill provided a brief update on the State/DNR review of the rulemaking for the Mississippi Critical area. He stated that at this time he does not have much information as only one meeting has been held on this issue but noted that he wanted to advise the Board of this action early in the process. He stated that staff is unsure what the implications to the City will be. He noted that staff is optimistic to see what will develop during this process and whether that will be beneficial to the City. He stated that the City will continue to review the draft standards as they come before the City and continue to communicate the information to the Boards and Commissions. He was unsure if the process will begin at square one or whether the process will continue from the 2009 session.

Board Member Lewis questioned if anything has come out that has been a concern to the City.

Development Services Manager Gladhill noted that within the critical area the City had planned for one or two acre parcels in some areas, whereas the DNR had planned for rural residential along the corridor. He advised that the City did work with the DNR at that time in order to develop a compromise. He noted that was a factor in the last rulemaking process but was unsure what will come before the City in this round. He explained that the DNR is attempting to make the application across the corridor more consistent, acknowledging that what works in Minneapolis may not work in Ramsey.

Chairperson Max questioned the difference in elevation along the river within Ramsey.

Development Services Manager Gladhill noted that as a part of the 2009 process a preliminary bluff map was developed which could be shared throughout this process. He acknowledged that there is quite some difference in some areas.

The Board briefly discussed the Mississippi Critical Area and the rulemaking process specific to Ramsey.

### **5.03: Discuss Environmentally Related Best Management Practices for Inclusion in City's Housing Assistance Policy**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Bentz questioned if this was meant to apply to a specific group of people, whether with higher or lower means. He noted that some of the items are very expensive.

Associate Planner/Environmental Coordinator Anderson noted that the intent is to create a list of specific Best Management Practices that could be used to rank projects that apply for financial assistance. He noted that it was his understanding this would not be applied on a household basis but for larger developments.

Chairperson Max was concerned with using specific terms, as those items could become outdated and would then need consistent updating.

Associate Planner Environmental Coordinator Anderson explained that this policy will be an addendum and can be easily amended but noted that additional language could be added stating “or similar technology that is developed”.

Board Member Bentz noted that specific examples should also be mentioned as some people will not be familiar with those technologies.

Board Member Lewis referenced an area and believed that energy consumption as a whole should be specified in addition to the specific items mentioned. He also questioned if an item should include wastewater but was unsure how that could be worded.

Associate Planner/Environmental Coordinator Anderson noted that grey water could be mentioned separate from wastewater.

City Councilmember LeTourneau acknowledged the two topics regarding energy conservation and water management, noting that both issues require a great deal of work.

Associate Planner/Environmental Coordinator Anderson acknowledged that those two items would require a great deal of work.

Board Member Lewis noted that in his perspective these are simply ideas to provide to developers that they can pick and choose from.

Associate Planner/Environmental Coordinator Anderson noted that he does have a very early draft copy of the scorecard that is being developed in order to rank applying projects and reviewed some of those elements.

Board Member Lewis commented that the information included thus far, in addition to energy conservation and water management, would be a good starting point.

It was the consensus of the Board to include the items discussed, but the items can be incorporated into the draft items listed and do not require their own numbered item.

Associate Planner/Environmental Coordinator Anderson noted that he would try to work with this information during the next month to develop a more complete draft that can be reviewed

and modified at the next meeting by the Board and will then be forwarded to the Subcommittee working on this task.

#### **5.04: Environmental Expo**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Chairperson Max questioned if there is a speaker at this point.

City Councilmember LeTourneau stated that the gentleman and his daughter that they had reached out to had not worked out, as well as a contact with the DNR. He noted that there are a few more contacts that they could reach out to but did not have a solid option.

Associate Planner/Environmental Coordinator Anderson stated that while it would be wonderful to have a keynote speaker, he believed that the Happy Days setting would be a much better place for the Expo, with or without a speaker. He reviewed the list of confirmed exhibitors for the Expo and also mentioned exhibitors which were not going to be able to participate this year. He noted that there is an item on the agenda for the Park and Recreation Commission at their next meeting to discuss their participation during the event. He continued to review contacts that he has reached out to and is waiting to hear back from. He noted that he spoke with another City staff member who is working on Happy Days and advised that they are working to make the event a zero waste event.

Chairperson Max asked for any assistance the Board could provide to unburden Associate Planner/Environmental Coordinator Anderson.

Associate Planner/Environmental Coordinator Anderson mentioned some of the items the Board could assist with such as contacting potential exhibitors. He noted that the draft survey was included in the Board packet and asked for consensus on the item.

Board Member Stodola stated that he was not in attendance at the last meeting but believed that this was a great incorporation of the questions developed by the Subcommittee he participated in.

The board confirmed consensus on the survey as drafted with a few small grammatical changes.

Associate Planner/Environmental Coordinator Anderson noted that by the time the Expo occurs the Board should have an adopted Work Plan that can be distributed.

Chairperson Max noted that perhaps something could be displayed regarding the standards, as public input could be obtained.

Board Member Lewis questioned what kind of material will be available and whether someone will create photo boards before the event.

Associate Planner/Environmental Coordinator Anderson noted that the Board will have more luck drawing in people with visual displays. He advised that he could take a few pictures and print those out. He advised that he does have a display board which could be used but noted that he would most likely want assistance in the layout of the pictures.

Board Member Bentz stated that a poster board could be developed under the guide of hot topics for the EPB.

The Board continued discussion on the ideas for the booth and decided upon featuring items related to the Emerald Ash Borer. They also discussed the staffing times the Board would like to sign up for. Chairperson Max and Board Member Bentz volunteered to setup and staff the first portion of the event and Board Members Hiatt and Stodola volunteered to cover the later portion and tear down of the booth.

Associate Planner/Environmental Coordinator Anderson noted that one Board Member would need to remain at the booth at all times because of the laptop that will be there for the survey.

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

- **September Meeting Date (needs to be rescheduled due to Labor Day holiday)**

Associate Planner/Environmental Coordinator Anderson noted that the regularly scheduled meeting for the EPB would fall onto Labor Day and therefore would need to be rescheduled. He noted that the meeting could take place August 26<sup>th</sup> to act as one last chance to meet before the expo or could take place two weeks following, which would be a good opportunity to review the event.

Motion by Board Member Hiatt and seconded by Board Member Stodola to reschedule the regular September meeting of the EPB to August 26, 2013 because of the Labor Day holiday.

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

- **City Council Work Session to Review Work Plan and EAB Management Plan**

Associate Planner/Environmental Coordinator Anderson advised of the upcoming date for the City Council Worksession, Tuesday August 13<sup>th</sup>, at which time the City Council will review and discuss the EPB Work Plan. He asked that any available Board Members attend the Work Session and participate in the discussion. He noted that this item should be second on the agenda.

City Councilmember LeTourneau stated that it would be great to have representation and participation from the EPB.

Associate Planner/Environmental Coordinator Anderson agreed that it is important to have not only representation but active participation from the Board.

- **Zero Waste for Happy Days**

Associate Planner/Environmental Coordinator Anderson referenced the zero waste goal for Happy Days which will focus cans and bottles for beverages and compostable cups or plates

could all be recycled or composted which would leave zero garbage from the event. He stated that a volunteer is working with Linden Hills Power Association in regard to the compostable and recyclable containers. He noted that this concept had come a little late in the game, so the vendors were not required to have only compostable materials. He advised that this will be a start to this and hoped the momentum would continue into the future for the event.

- **Rain Garden Project Update**

Associate Planner/Environmental Coordinator Anderson noted that he did meet with Prairie Restorations on site following the last meeting. He advised that he does have a proposal for the company to do some work on the invasive species and noted that after that takes place the Board could begin with the planting. He stated that he does have quotes for the number of plants alone and another quote for a lesser amount of plants with labor costs for installation. He questioned how involved the Board would like to be on the planting. He noted that the quotes are for 150 with the Board planting and 90 plants with installation included.

Chairperson Max noted that is quite a difference and believed the Board could do the plantings themselves in a small amount of time.

Board Member Bentz questioned if there was a spacing identified.

Associate Planner/Environmental Coordinator Anderson noted that the company does have the knowledge and experience in regard to layout.

City Councilmember LeTourneau questioned if Prairie Restoration would be willing to share a layout for the Board.

Board Member Bentz questioned if perhaps Prairie Restoration would be willing to send one person as a supervisory position to provide guidance and assistance.

Associate Planner/Environmental Coordinator Anderson noted that there is not a cost difference to have the installation included with the 90 plants and the Board planting the 150 plants. He stated that with the number of plants there would not be room in the budget for a consultant.

City Councilmember LeTourneau stated that he would assist with the installation if the Board has the expertise. He stated that if the Board does not have that expertise, they should most likely choose the installation to ensure that the project has a good outcome.

Associate Planner/Environmental Coordinator Anderson stated that he will speak with Prairie Restoration to determine whether they would be willing to assist in the layout without additional consulting fees.

City Councilmember LeTourneau questioned if perhaps another group or agency would be willing to assist in the funding for the project.

Associate Planner/Environmental Coordinator Anderson noted that in order to obtain funding the project would be delayed but confirmed that he will speak with Prairie Restoration and the

Conservation District in attempt to gain assistance with the planting layout. He suggested again that he would prefer to do the planting on an evening rather than a weekend.

- **Other**

Board Member Lewis questioned if there was a way to limit the length of the meeting, such as stipulating 6:30 to 8:30 p.m. for meetings.

Associate Planner/Environmental Coordinator Anderson noted he was unsure if the length of the meeting could be limited but noted that guidance could be given as to how long a case should be discussed.

Board Member Lewis agreed and noted that the Board tends to wander off topic a bit and the meeting tends to run long for the amount of work completed.

## **7. ADJOURNMENT**

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

The meeting adjourned at 9:27 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.*