

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

On Monday, June 3, 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 Tara Pendergast  
                          Board Member Thomas Stodola  
                          Board Member Michael Valentine

Members Absent:     None.

Also Present:        Associate Planner/Environmental Coordinator Chris Anderson  
                          Councilmember Mark Kuzma

**1.     CALL TO ORDER**

Chairperson Max called the meeting to order at 6:36 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

**4.01:  Approve Meeting Minutes Dated May 6, 2013**

Motion by Board Member Valentine and seconded by Board Member Lewis to approve the regular meeting minutes dated May 6, 2013.

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

## **5. POLICY BOARD BUSINESS**

### **5.01: Develop Questionnaire/Survey for Attendees of the Environmental Expo**

Associate Planner/Environmental Coordinator Anderson presented the staff report. He noted that he was also asked to develop a timeline and steps that the Board could assist with for the expo event, which was included in the packet.

Chairperson Max believed that a paper survey sent home with attendees would simply end up in the recycling bin.

Associate Planner/Environmental Coordinator Anderson advised that the EPB booth could have a computer station setup and Survey Monkey could be used to administer the survey.

Board Member Stodola stated that at the last meeting he volunteered to find examples questions that could be used for the survey and passed out copies of the information he found online.

Chairperson Max thanked Board Member Stodola for the information he gathered.

The Board discussed tweaks that could be made to the language on some questions to make them more specific to the EPB and the environment. Discussion also occurred regarding the potential percentage of residents that would complete the survey.

Board Member Lewis stated that however the questionnaire is composed, it should be meaningful so that the Board is able to get real information out of it. He stated that it really does not matter the percentage of residents that respond as long as meaningful information comes out of the process.

Board Member Bentz noted that if Survey Monkey is used you wouldn't be able to compose a survey where people write in their own responses, as it would be hard to qualify the results. He suggested that the survey be administered on a tablet and be short with large print for easy reading.

Associate Planner/Environmental Coordinator Anderson stated that to be realistic one percent of residents would be about 230 and believed that would be a great turnout for the survey. He believed that perhaps a Subcommittee should be formed to meet a few times before the next regular Board meeting to work out the direction and details of the survey.

Board Member Stodola stated that the Board should first determine why the survey is being done and then craft the type of survey that would be needed to find that information.

Board Member Bentz stated that in the past the Board has had to have a giveaway in order to draw people into the booth and participate in those types of things. He questioned if the City was interested in having a drawing. He stated that insulated bags are very popular and could be given away for completing the survey.

Associate Planner/Environmental Coordinator Anderson agreed that a giveaway could be an idea for the event. He stated that the City had partnered with ACE Solid Waste to purchase reusable

bags as give aways but advised that he would likely have available funds to purchase recycled content items if needed.

Councilmember Kuzma noted that Connexus would be another potential partner.

Board Member Lewis suggested placing the survey on other sources in addition to the in person booth at the event in order to obtain additional responses.

Associate Planner/Environmental Coordinator Anderson confirmed that the City website and QCTV could be used to promote the survey to residents.

Chairperson Max noted that the survey would not need to be finished at the end of Happy Days and could be left open for a bit longer to allow more residents to respond.

Councilmember Kuzma noted that the City Council could promote the survey on the Council Updates that they do following their meetings.

The Board further discussed the purpose for the survey. It was the consensus of the Board to include a brief statement at the beginning of the survey that would explain the EPB and the reason for the survey.

Associate Planner/Environmental Coordinator Anderson confirmed that the Board would like to conduct this survey as a method to gain the input of the residents to assist in future direction of the Board. He stated that perhaps the Board would like to form a Subcommittee to further discuss the direction of the survey prior to the July meeting.

It was the consensus of the Board to aim for a survey length of three minutes.

Associate Planner/Environmental Coordinator Anderson stated that if the survey is going to run past the Happy Days event, a statement should be included stating that the survey would be open until a specific date. He stated that if the questions in the survey are closed, Survey Monkey will interpret those results for the Board but advised that if the questions are open ended, he would ask the Board to compile and interpret those results rather than Staff.

Board Member Hiatt stated that perhaps a mix could be done with some closed questions and one open ended question at the end.

Chairperson Max agreed and believed that perhaps the survey should be left open for two weeks following Happy Days.

Board Members Bentz, Hiatt and Stodola volunteered for the Subcommittee and noted that they would discuss times to meet.

## **5.02: 2013-2014 Work Plan**

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Lewis stated that perhaps the Board could work with the 2012-2013 version of Work Plan and amend that to refocus the priorities of the Board.

Board Member Stodola referenced a few items that were listed on the Work Plan and noted that the document could be streamlined by combining similar items under a heading, such as Education and Outreach Efforts.

Councilmember Kuzma asked how much time Associate Planner/Environmental Coordinator Anderson has to spend on items such as this Work Plan for the EPB.

Associate Planner/Environmental Coordinator Anderson stated he does not have as much time as he would like to dedicate to the EPB Work Plan as the majority of his time is spent on planning issues. He stated that it is not to say that the City does not have interest in these matters but that with the various restructurings over the past several years, staff members have had to assume additional job duties, which by default, impacts the amount of time that can be spent on matters.

Chairperson Max noted that there are environmental impacts to things, such as land use, that the Board should review and provide input on. He was unsure how the EPB could get into that loop without extending the approval process, as he personally believed that the EPB should be more involved in those types of activities.

Board Member Bentz stated that the EPB seems to find out about things on the backend and noted that perhaps certain items could trigger a review by the EPB as part of the approval process.

Board Member Lewis provided four categories that he thought of for the Work Plan which are community awareness, demonstration projects, public space improvements, and environmental standards in regard to residential and commercial development. He noted that a goal for the Board would be to complete one demonstration project within the City, whether the Board completes the project or whether they advocate to another organization or business to assist with the project.

The Board further discussed potential demonstration projects that could be done which included collecting data information on trees.

Associate Planner/Environmental Coordinator Anderson confirmed the consensus of the Board to use those four broader headings for the Work Plan and fill in information under those items. He noted that he could leave a few bullet points open as placeholders for additional ideas the Board may think of between now and the next meeting. He noted that once the Work Plan is complete he would get the item on the agenda for an upcoming City Council Work Session for review and encouraged all available Board Members to attend.

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

- **Update on Revolving Banner on Website**

Associate Planner/Environmental Coordinator Anderson advised that he is working with the IT staff person to try and create a revolving banner on the EPB page of the City website, noting that

if it's possible, it would mirror the revolving banner on the City homepage but with information relevant to the environment.

- **Monthly Recycling Collection Events**

Associate Planner/Environmental Coordinator Anderson advised that he will be meeting with ACE Solid Waste the following day to solidify a schedule for monthly recycling events that could be held. He noted that the events would be similar to the spring and fall events, but on a smaller scale. He did not think paper shredding would occur as a part of the smaller event. He advised that ACE would be running the event but noted that the event would still be held at the Public Works grounds because that is where people are used to going. He stated that he would attend the first event to ensure it runs smoothly but advised that after that ACE will simply run the event themselves. He advised that he was able to secure funds from the County to run these monthly recycling events, which means that he will have funds to advertise. He noted that he would list the events on the City website and would possibly utilize direct mail postcards to residents as well.

- **Other**

Chairperson Max asked for an update on the planting event.

Associate Planner/Environmental Coordinator Anderson reported that the planting event took place on May 18th and with the participation of local volunteers, including Anoka football players, the event was a success. He stated that while the wet weather conditions were good for the trees, it was not much fun for the participants. He noted that the Parks Department followed up and planted the remaining stock the following week, so all the plantings are now complete at North Commons Park. He stated that between the planting events the previous year and this year there were a total of about 90 trees planted in the park.

Board Member Bentz noted that his family attended the International Children's Festival in Saint Paul this weekend and provided some comments. He noted that he was unable to find one recycling container at the event.

Associate Planner/Environmental Coordinator Anderson stated that there are now about 45-50 recycling carts throughout the parks in Ramsey.

## **7. ADJOURNMENT**

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

The meeting adjourned at 8:51 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.*