



CITY OF WEST ST. PAUL
1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

ENVIRONMENTAL COMMITTEE MEETING
WEDNESDAY, JANUARY 4, 2017 AT 6:00PM
MUNICIPAL CENTER
ADMINISTRATION CONFERENCE ROOM

1. Call To Order
2. Roll Call
3. New Business
 - 3.A. Approve December 7, 2017 Minutes
Documents:
[120716.PDF](#)
 - 3.B. Approve 2017 Rules Of Order
Documents:
[RULES OF ORDER 2017.PDF](#)
 - 3.C. 2017 Arbor Day Planning
4. Old Business
 - 4.A. Priority List Of Agenda Items
Documents:
[PRIORITY TOPICS.PDF](#)
5. Subcommittee Update
6. Other
7. Adjourn

651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
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Minutes
West St. Paul Environmental committee
December 7, 2016
West St. Paul Municipal Center-Administrative Conference Room

1. ROLL CALL

Committee members in attendance: Jon Thompson, Jonathan Wagner, Chris Gevara, Lauren Smith, Kristy Otte, Sheila Williams- Ridge

Non-voting members present: Dave Napier, Dave Schletty, Bob Gausman

2. NEW BUSINESS

a. MINUTES

The minutes from the November 2, 2016 meeting were approved by the committee, (with the correction of the spelling of Jon Thompson's name.).

b. NO NEW BUSINESS

3. OLD BUSINESS

a. Environmental Committee Membership

Schletty said there is one vacancy to be filled and there is an applicant that was supposed to attend the December meeting. Applications for the committee will be reviewed by Council at their January meeting. Schletty mentioned that Council is still "revamping" the committee membership renewals. Council would like all committee memberships to be renewed in January. (The new Council members will be sworn in this January.)

b. Priority Listing

For the recycling committee the members are Jessica, Thompson and Otte. The Litter subcommittee members are Smith, Wagner and Gevara and Gausman.

Recycling rates for the City of West St. Paul are low compared to other cities in Dakota County. The rate may be attributable to the high percentage of renters in West St. Paul and of the [questionable] reporting methods of individual trash haulers. There is about 178 pounds per person recycled per year. The city has not made a lot of progress in recycling from 2009-2015. South St. Paul "outdoes" West St. Paul. Mendota Heights and Inver Grove Heights are "way ahead." The committee may need to review the ordinance with regards to trash hauling.

The committee discussed the reasons why West St. Paul has low recycling rate:

- It may be easier to recycle in other cities.
- The trash haulers may not be providing [good] information to the city. Wagner mentioned the Minneapolis recycling study;

Schletty said that the city is hiring a recycling coordinator who will be shared with South St. Paul. The job will be posted in January.

Gevara said that her condo association has not given her information regarding how and what to recycle and did not provide recycling containers.

Rosemount and Farmington recycle much more than West St. Paul.

Dakota County is currently running an organic recycling program.

c. SUBCOMITTEE UPDATE

No updates reported.

4. OTHER

- a. **Park Board**-The Art Park has been seeded. Napier commented that city staff has done a good job considering the budget constraints. Gevara mentioned that Minneapolis has artwork on their stoplights.
- b. **Robert Street Business Association**- The Robert Street Business Association is purchasing banners for their store fronts. The banners will add "color" to Robert Street.

5. ADJOURNMENT

With no other business before the Committee and with no objections, the Environmental Committee meeting was adjourned at approximately 6:44 pm.

TO: Environmental Committee
FROM: Assistant Parks & Rec Director
DATE: January 4, 2017
SUBJECT: 2017 Rules of Order



BACKGROUND INFORMATION:

Per the Environmental Committee Rules of Order (attached); Section 5; Review: “At the January meeting of each year these Rules of Order shall be adopted by the Members.” This includes adopting any rule changes, meeting time/date changes, and voting for the chair and co-chair positions. Please review and be ready to discuss and adopt the 2017 Rules of Order.

STAFF RECOMMENDATION:

Staff recommends that the Committee discuss and adopt the Rules of Order.

Attachments: Rules of Order

West St Paul Environmental Committee

Rules of Order

Section 1 Meetings

TIME

Regular meetings are held on the first Wednesday of each month at 6pm, unless otherwise agreed to and so stated in the Agenda. When the regular meeting day falls on a legal holiday, there is no meeting that month unless the Chair decides otherwise.

SPECIAL MEETINGS

Special meetings maybe called by the Chair person or the Parks & Public Works Director/City Engineer.

PLACE

Meetings are held in the Administration Conference Room at the Municipal Center, 1616 Humboldt Avenue. Upon a majority vote of the Members, special meetings maybe held at a location convenient to the matters under consideration.

PUBLIC

All meetings, records and minutes are open to the public.

QUORUM

Five (5) Members constitute a quorum for the transaction of business. When a quorum in not present, the Chair may adjourn the meeting or hold the meeting for the purpose of hearing interested parties on items on the agenda. No final or official action shall be taken at such a meeting, however, the facts and information gathered at such a meeting maybe taken as a basis for action at a subsequent meeting at which a quorum is present.

VOTE

Voting shall be by voice vote, except as otherwise stated herein. Members shall voice vote on each issue, which shall be recorded. All Members, except City Council and City Staff, have a right to vote.

Section 2 Organization

MEMBERSHIP

“Members” refers to all members of the West St. Paul Environmental Committee as established by the City Council. Appointments are submitted by the Mayor and approved by the City Council. Applications for vacancies shall be reviewed by the West St. Paul Environmental Committee who shall submit a recommendation to the City Council. Ex-officio non-voting members include one Council Member, the Assistant Parks & Recreation Director, and one representative each from the Parks & Recreation Advisory Committee & Planning Commission.

ABSENCES

A Member with two consecutive unexcused absences is subject to removal by the Council. An absence is excused if the Member notifies the Parks & Recreation Secretary before 12:00 noon on the day of the meeting that the member will be unable to attend.

ELECTION OF OFFICERS

At the January meeting each year, the Members shall elect from its membership a Chair and a Vice-Chair by secret ballot. Each Member casts a ballot for the Chair. If no one receives a majority, the balloting shall continue until one Member receives majority support. The Vice-Chair shall be elected from the remaining Members by the same procedure.

If the Chair retires, the Vice-Chair becomes Chair. If both Chair and Vice-Chair retire, new Officers are elected at the next meeting. If the Chair and Vice-Chair are absent from a meeting, the most senior member will preside as Chair.

TENURE OF OFFICERS

The Chair and Vice-Chair take office immediately following their election and hold office until their successors are elected and assume office.

DUTIES OF OFFICERS

The Chair, or in the absence of the Chair, the Vice-Chair presides at meetings, appoints committees, and performs other duties as may be ordered by the Members.

The Chair conducts meetings so as to keep them moving as rapidly and efficiently as possible and reminds the Members, witnesses, and applicants to discuss only the subject at hand.

The Chair may not move for action, but may second motions.

Section 3 Staff Support

SECRETARY

City Staff is responsible for recording the minutes and keeping records of actions.

PARKS & PUBLIC WORKS DIRECTOR/CITY ENGINEER

The Parks & Public Works Director/City Engineer or their designee approves all items placed on the agenda. Upon receipt of a request for an item to appear on the agenda, it will be the decision of the Parks & Public Works Director/City Engineer.

The Assistant Parks & Recreation Director shall prepare the final agenda and assemble the packet of material (“the Packet”) for the meetings. The Packet shall contain Staff reports and all other relevant information. The Packets shall be placed on the Web site to Members and Staff Members no later than the Thursday preceding the next meeting. Members and Staff Members will be notified by e-mail from the Assistant Parks & Recreation Director.

Section 4 Procedure

PARLIAMENTARY PROCEDURE

Parliamentary Procedure governed by Robert Rules of Order shall be followed at meetings. At special meetings and when useful, the Members may hold group discussions not following any set parliamentary procedure, unless motions are before the Members.

PURPOSE OF HEARING

The purpose of a hearing is to collect information and facts in order for the Members to develop a recommendation for the City Council.

HEARING PROCEDURE

At hearings the following procedure is followed:

- a. The Chair shall identify the subject to be heard.
- b. The Chair may call upon the appropriate Staff Member to summarize the reports contained in the packets.
- c. The Chair asks the person requesting to appear before the committee to come forward and be heard.
- d. Interested persons may address the Members regarding the particular matter, after providing their full name and address.
- e. All persons should address the Chair only, and not Staff or other members.
- f. After all new facts and information have been heard, the hearing shall be closed and interested persons shall not be heard from again unless the hearing is reopened and unless all interested parties are given an opportunity to be heard again. Upon completion of the hearing on each matter, the Members discuss the matter at hand and render a decision.

OTHER MATTERS

Matters for discussion that do not appear on the agenda are considered and discussed by the Members only when initiated and presented by the Staff or a Member, and shall be placed at the end of the regular agenda.

Section 5 Miscellaneous

SUSPENSION OF RULES

The Members may suspend any of these rules by majority vote.

AMENDMENTS

These Rules of Order may be amended at any regular or special meeting by a vote of six (6) Members.

REVIEW

At the January meeting of each year these Rules of Order shall be adopted by the Members.

Priority Topics:

1. Walkable City - Trails and sidewalks, Robert Street and the lack of neighborhood grocery store, ("Food Desert") were grouped under Walkable City.
2. Pollinators
3.
 - A. Community Gardens/Gardening
 - B. City Code Modifications (Residential Lakes and water control issues were grouped under city code modifications.)
 - C. Recycling (including organics)
 - D. Storm Water Management
4.
 - A. Styrofoam/Plastic bag Bans
 - B. Thompson Oaks Golf Course/Preserving Green Space

Other Topics:

- Outdoor Play and Education
- Mud Lake Clean-up and commercial applicators
- Invitations to Bike and walking clubs