



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

ENVIRONMENTAL COMMITTEE MEETING
WEDNESDAY, JANUARY 3, 2018 AT 6:00PM
MUNICIPAL CENTER
LOBBY CONFERENCE ROOM

1. Call To Order
2. Roll Call
3. New Business
 - 3.A. Approve December 6, 2017 Minutes
Documents:
[120617.PDF](#)
 - 3.B. 2018 Rules Of Order
Documents:
[RULES OF ORDER 2018.PDF](#)
 - 3.C. Site Plan Review For 1857-1917 Robert St
Documents:
[1-3-18 LANDSCAPE PLAN.PDF](#)
[1-3-18 SITE PLAN MEMO.PDF](#)
4. Old Business
5. Updates
 - 5.A. City Council
 - 5.B. Staff
 - 5.C. Subcommittee
 - 5.D. Park & Recreation Committee
 - 5.E. Planning Commission

6. Other

7. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting
www.wspmn.gov EOE/AA*

DRAFT
West St. Paul Environmental committee
December 6, 2017
West St. Paul Municipal Center-Administrative Conference Room

1. Call to order

The meeting was called to order at 6:02 pm.

2. ROLL CALL

Committee members in attendance: Carol Hall, John Margot, Jonathan Wagner, Chris Gevara, Kristy Otte, Rebecca McCarty

Non-voting members present: Bob Pace, Dave Schletty, Bob Gausman, Cassandra Schueller

Schletty reported that Hillary Shaw, the Planning Commission representative to the committee recently resigned. Ben Boike, City Planner is looking for her replacement.

3. NEW BUSINESS

a. MINUTES

The minutes from the November 1, 2017 meeting were approved by the committee.

b. 2017 Recap of City's Recycling Efforts

Cassandra Schueller, the city Recycling Coordinator, came to the committee to talk about what she has done in the past year. (She recently reported to Council about this past year's efforts.) Schueller started as a Green Corp member specializing in food waste prevention. Currently in the United States, 40 percent of what is grown and raised is thrown out as waste. The average St. Paul family throws out \$96 worth of food a month, amounting to \$1,500 a year. The metro counties in the Twin City area would like to reach a goal of recycling of 75 percent by 2030. The current rate is 50 percent. In order to reach the goal the focus is on [waste] prevention and recycling organics.

One of the tools that Schueller disseminates is the "A-Z Storage Guide" provided by Green Corp. She gives out the guide and other information at Farmer's Market and also at the Dakota County Fair. At the end of January when Schueller started, she and other staff sorted out two days worth of trash at City Hall. She discovered that 27% of trash was food, paper towels and Kleenex. There was a lot of recycling as well and 37% of the recycling was contaminated. Schueller found that there were too many different colored trash and recycling receptacles in City Hall. They have been changed to be consistent to blue and black. All plastic packing materials are recycled as well. Schueller has recycled 31lbs of material so far.

Schueller took an inventory of the parks as well; she especially looked at Harmon Park, the Ice Arena and the Sports Dome. The parks had different styles and colors of trash/recycling receptacles as well. There were not enough trash receptacles at the Dome; this resulted in contamination.

Schueller has replaced paper plates, napkins and utensils at city events; now they are made of compostable materials. She collected 51 pounds of organics at the City Hall Open House. Schueller also managed the curbside appliance pick up. For a fee, J R collected appliances; it helped out a lot of people without trucks or have mobility issues.

At the April shred event, 16,000 pounds of paper was shredded and recycled. Schueller has also organized the Halloween pumpkin collection drop off. A twenty foot roll off was filled with pumpkins for mulching.

Schueller was also interviewed for local TV regarding recycling in Dakota County. Dakota County is the only place that offers a free compost food waste drop off site.

Schueller has also mailed out information to 100 business regarding a \$10,000 grant to increase recycling efforts. This money could be used for things like redoing dumpster enclosures. So far only one business has called Schueller regarding the grant. She would like to see more business interested especially restaurants. (Schueller explained that this grant is being provided by Dakota County. Schueller said "it would be great" if committee members could encourage restaurants to participate in this program.)

Schueller has also talked to the ROMA group to get more apartment dwellers involved in recycling. She collects packaging materials from the South St. Paul library. She is working with TWIST office products to get rid of old cleaning products and to switch to more eco-friendly products.

A committee member asked Schueller if the city will ever have curbside organics pickup. Schueller replied that there is not enough interest in curbside pickup for trash haulers presently. Dakota County will center efforts on drop off sites.

A committee member asked about the end product of the recycling efforts. Schueller replied that waste is recycled into humus/fertilizer for farmers to use. MN DOT purchases humus for road projects as well. Some waste is turned into mulch. The product can be found at FET. South St. Paul does have a compost site that is free. It is not as high grade as the FET product.

c. Site Plan Review for 68 Moreland Ave

Schletty presented a site plan memo from the Community Development Coordinator for committee review. It described plans for a new storage facility at 68 Moreland. The new three story climate controlled storage facility would replace the former Signal Car Wash.

Committee members discussed the plan.

A motion was made to recommend that pollinator- friendly perennials like sedum, cat mint, Echinacea, bee balm and coreopsis be planted (that are not neonicotinoid treated) in the five- foot section on the east side of the building, The motion carried. All ayes.

A motion was made to accept the site plan for the 68 Moreland Avenue with the recommended changes mentioned in the above motion. Discussion followed. The committee approved the 2.5 caliper inch trees staff recommendation and added that the plantings be free of any neonicotinoids and any known harmful pesticides. The motion carried. All Ayes.

d. Site plan Review for 1660 Robert St

Schletty presented a memo from the City Planner regarding plans for 1660 Robert Street. A new outlot building is being proposed for the parking lot of Hobby Lobby. The City Planner asked for committee comments and recommendations regarding the plan.

After some discussion, a motion was made to recommend:

- **An ornamental fence to be placed between the sidewalk and the drive through, and for it to extend to the end of the driveway (North to South end of the property,)**
- **A hedge on the inside of the fence to be a native evergreen species,**
- **The three proposed islands be turned into rain gardens that would have pollinator-friendly native species plantings,**
- **The three overstory trees be native tree species (not ginko) and neonicotinoid and pesticide-free.**

The motion carried. All Ayes.

e. Event Survey

The committee was briefed on a survey that was being sent out by Conservation Minnesota. The organization is working with the Bloomington Sustainability Commission to gauge interest for a joint city environment commissions meeting. Committee members can answer the online survey and tell “what they would like to see” in the meeting and if they can also volunteer to be part of the steering committee.

4. OLD BUSINESS-NA

5. UPDATE

- a. **Council Updates-** Pace did not have anything to report to the committee. A committee member asked why there was the emphasis on fast food. Pace replied that the demographics of the city support this type of business. Schletty

added that the city has lost some sit-down dining establishments because the demographics do not support them. A committee member reported that Chris Simmons, a developer from a Renaissance Committee meeting said that West St. Paul is in a unique position geographically. It is not “entirely easy to get to.” It is also one of the top five poorest areas in the Twin Cities. West St. Paul residents pay a relatively high percentage of their income for housing, twenty-nine percent. Demographics may change however, with the redevelopment of Town Center I. Developer are making proposals to build mixed use buildings, (retail and housing) in the Town Center I area.

- b. **Staff Update-** Schletty reported that he submitted a new application to Tree City USA. An RFP for a new trash hauler for West St. Paul will be sent out requiring the trash hauler to recycle organics. The ground at the golf course is being tested for hazardous waste in preparation for possible redevelopment. Development of the golf course has been delayed partly because the YMCA has been slow moving in deciding to sell their part of the golf course.

6. OTHER- NA

7. ADJOURNMENT

With no other business before the Committee and with no objections, the Environmental Committee meeting was adjourned at approximately 7:38 pm.

TO: Environmental Committee
FROM: Assistant Parks & Rec Director
DATE: January 3, 2018
SUBJECT: 2018 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 2018 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 Lobby 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

Four (4) 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 (5) Members.

REVIEW

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

TO: ENVIRONMENTAL COMM.
THROUGH: PARK & REC SUPERINTENDENT
FROM: CITY PLANNER
DATE: JANUARY 2, 2018



SUBJECT

CASE #18-04 – Site Plan approval a building addition and modification to the existing parking lot at 1857-1917 Robert St. (Southview Square Shopping Center)

REQUEST

Review Site Plan and provide recommendations to the Planning Commission/Council

BACKGROUND

SASCO Investments LLLP Pebb has submitted plans for Site Plan review to construct a new 4,550 sq. ft. addition to the north side of the existing shopping center and modify the existing parking lot. The proposed parking lot modifications result in some new curbed islands that, per code, require landscaping (areas in bold on the attached landscape plan).

The proposal includes a total of 9 new trees, including 4 Honeylocust, 2 Serviceberry, and 3 Crabapple trees, along with 68 shrubs and 211 perennials.

Please keep in mind that the recent Robert St. construction project resulted in the planting of overstory trees along Robert St. Staff is considering a recommendation to install decorative fencing between the Robert St. sidewalk and the parking lot similar to the fencing recently installed along the corridor.

Should the Environmental Committee have any further comments or recommendations, please provide them for Planning Commission and Council.

ATTACHMENTS

Submitted Landscape Plan

TIMELINE

January 16: PC public hearing
January 22: CC public hearing