



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

ENVIRONMENTAL COMMITTEE MEETING
OCTOBER 5, 2022 AT 6:00PM
CITY COUNCIL CHAMBERS

1. Call To Order
2. Roll Call
3. Citizen Comments
4. New Business
 - 4.A. Approve September 7, 2022 Minutes
Documents:
[090722.PDF](#)
5. Old Business
 - 5.A. Discuss Committee's Core Values
 - 5.B. Zoning Code Amendments - Continued Discussion
6. Updates
 - 6.A. Subcommittee
 - 6.A.1. Greenstep Cities Review
Documents:
[STEP 4_5 WORKSHEET 2022.PDF](#)
 - 6.B. City Council
 - 6.C. Staff
 - 6.D. Planning Commission
 - 6.E. Park & Recreation Committee

7. Other

8. 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*

West St. Paul Environmental Committee
Meeting Minutes
6:00 pm, September 7, 2022
West St. Paul Municipal Center- City Council Chambers

1. Call to order

The meeting was called to order at 6:01 pm.

2. Roll Call

Committee members in attendance: Chair Jade Pennig, Nicholas Hager, Constance LaCombe, Ken Paulman, Joshua Prybylski, Laura Zanmiller

Absent: Lauren Hazenson, Elizabeth Pearson,

Non-voting members in attendance: Robyn Gulley, Dave Schletty, Lisa Stevens, Emily Vergin

3. New Business-

a. Approve July 6, 2022 Minutes

The July 6 minutes were approved by the Committee.

b. Discuss Committee's Core Values

The Committee talked about the core values and said they could be consolidated. There is some redundancy. Members agreed to work on the statements to prepare for the next meeting.

c. Committee Planning Calendar

The Committee talked about planning for 2023; the calendar is in its beginning stages.

d. Zoning Code Amendment Suggestions

The Committee agreed to put together a list of suggestions for changes to City code on a Google Doc. The changes in code would replace the frequent recommendations the Committee makes in site plan review. Members will work on the document over the next month and it will be an agenda item on the next Committee meeting.

4. Old Business

a. GreenSteps Cities Review-51:00

A subcommittee was formed to lead the effort on the GreenSteps program: Paulman and LaCombe volunteered for the subcommittee.

b. Committee Priority List

Schletty stated that he would review the Committee Priority objectives list with Council in the coming week.

5. Updates

a. Subcommittee

- i. **City Website and Environmental Initiatives**-Pennig will working with Assistant City Manager and Schletty to start work on the website. .

b. City Council

- i. **West St. Paul Days**- Gulley said the event was great. She is excited about having the Environmental Committee participate in next year's event.

c. Staff

- i. **Ice Arena-the shell is completed.** The project is on schedule and will be done by early October for the new season.

- ii. **Thompson Oaks/Former Golf course-** Work is being done on the soil amendments and on the trail. The trail is part of the River to River Trail.

 - iii. **Crusader Ave Street Project-** The project is “wrapping up.” New sidewalk was installed on Crusader Avenue and on Bidwell Street.

 - iv. **Recycling Coordinator-** The Coordinator is leaving in October. The City would like to replace the coordinator at the beginning of the year. The coordinator would work for a group of five cities. The position may be changed to full-time. The new position would focus on the GreenSteps Initiatives program.

 - d. **Planning Commission-**Stevens reported that the Commission reviewed the plan for the Zupas restaurant and focused on pedestrian safety and sidewalks.

 - e. **Parks & Recreation Committee-** Vergin reported on the Parks and Recreation work session. They discussed decision-making and the direction of the committee in a similar way as the Environmental Committee. They also talked about naming the parks and ways the City can obtain more input from residents regarding the parks.
6. **Other**
- a. **Air Table-** Pennig said that she would share the air table with Members so that they could work on the various projects online. Schletty said he would follow-up with the City Attorney regarding this type of work and open meeting laws.
7. **Adjournment-**The Committee adjourned at 7:21 pm.



Updated: Oct. 22, 2021

Steps 4 & 5 Metrics Worksheet

To be considered for Step 4 or 5, please complete the following metric information into the Step 4/5 Metric Reporting Tool that was emailed to the GreenStep Coordinator.
This is a WORKSHEET only.

The green boxes indicate metrics that are **eligible for Step 5** recognition if a city shows improvement between year 1 and year 2. Category A, B, and C communities should improve upon 3 eligible metrics.

The blue boxes indicate metrics that are used to calculate your **city operations greenhouse gas** inventory. Data entered into these boxes are automatically filled in the last tab of this workbook. The "Total City Operations" number is used for metric 17.5.

CORE metrics are identified in yellow. All metrics listed under a CORE section should be reported by all Step 4 & 5 communities, regardless of Category.

Optional metrics are not considered core and communities may choose to include information under these sections. Category A cities include 5 optional metrics of choice; Category B include 3; Category C do not need to include any additional metrics.

Tips to keep in mind:

- Use the "Notes" column to keep notes for next year
 - Include notes such as who you talked to to gather data, any calculations used, etc.
- There is no need to send us your worksheet - take all the notes you need!
- Use the "justification" box for notes that you want to share with us. Include the metric number/letter and explain if you are using a different unit, calculation, etc.
- Consider if there are metrics that volunteers can help gather OR if there are metrics that can be combined with neighboring communities to reduce work load.
- Need to change a metric that was reported in a previous year? No problem! Just leave a note in the justification box for us.

How to use Step 4 & 5 metrics:

- Ask GreenStep staff for your data evaluation and see which Step 5-eligible metrics you improved in.
- Share 21 of the key metrics with your commissions, council, and other staff using the Step 4 & 5 Metric Dashboard.
- Use the Climate Metric Tracker which integrates Step 4 & 5 metrics and other goals into a long-term tracking

- [See all Step 4&5 Guidance](#)
- [See the Data Collection Process Guide](#)
- [See CO2e City Operations Guidance](#)

[See the Volunteer & Neighboring Communities Guidance](#)

[See the Steps 4&5 Metric Dashboard](#)

[See the Climate Metric Tracker](#)