

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, August 22, 2023, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; and Members Jarrod Cicha, Edwin Hodder, Des Mueller and Allison Luongo

Absent: Member Vice Chair Mike Collins

Staff Present: Public Works Director Jesse Freihammer; Assistant Public Works Director/City Engineer Jennifer Lowry, Sustainability Specialist Noelle Bakken and Environmental Manager Ryan Johnson

2. Public Comments

None

3. Approval of July 25, 2023 Meeting Minutes

Comments and corrections to draft minutes had been submitted by PWETC commissioners prior to tonight's meeting and those revisions incorporated into the draft presented in meeting materials.

Motion

Member Hodder moved, Member Luongo seconded, approval of the July 25, 2023 meeting minutes as presented.

Ayes: 5

Nays: 0

Motion carried.

4. Communication Items

5. Assistant Public Works Director/City Engineer Jennifer Lowry provided a brief review and update on projects and maintenance activities listed in the staff report dated August 22, 2023.

Member Mueller asked regarding the Weir if anything has been done on that.

Mr. Freihammer indicated a couple of weeks ago the County was out tightening some bolts.

Member Hodder asked what is the 711 Shryer project.

Ms. Lowry explained it is a small development called the Villas or Reservoir Woods.

Member Cicha asked what the tree requirements are when developing a property.

Mr. Freihammer indicated there are rules, Community Development leads that so he was not sure about the specifics, but the developer has to do a tree inventory, submit a tree preservation plan, and the City has a consultant that reviews it.

Member Mueller asked if the developer pays a fee for trees does the fee for trees go elsewhere in the community.

Mr. Freihammer indicated he does not know the details, but the theory is trees would be planted in neighborhoods. He explained next month he will have someone from Community Development review the policy with the Commission.

Chair Ficek asked for the Ramsey County Bench Grant he wondered how many have applied.

Ms. Lowry indicated there are seven and it is to establish bench routes that are fifty feet to a quarter mile apart.

Chair Ficek asked if the benches will all be along Lexington.

Ms. Lowry explained these will go from County Road C up to Josephine Beach and then two along Woodhill as well.

6. Green To Go Introduction and Overview

Sustainability Specialist Noelle Bakken and Environmental Manager Ryan Johnson gave a presentation on the Green To Go history and Ordinance.

Member Luongo asked how staff defines caterer.

Ms. Bakken indicated she would define it as a business that only does catering and does not have an in-house service.

Member Hodder asked how organics are handled, how are rodents and bugs kept out of it.

Ms. Bakken explained businesses can have a separate organics waste bin and a lot of commercial haulers will actually do organics pick up for commercial businesses.

Mr. Johnson noted the commercial organics waste is treated similarly to the City's where it is picked up twice a week and any of the haulers can have that type of service.

Member Mueller asked if the City could look at a set schedule because she thought it would be helpful for the businesses, so those businesses do not have to try to schedule it on their own.

Ms. Bakken thought that would be something the business would work with their own haulers on because the business would not be taking things to the drop site that the City has. She indicated it was her understanding that the commercial haulers already do this kind of pick-up service. She did not know if it would necessarily change the hauling schedule in the city that much.

Mr. Johnson explained the goal is to downsize the trash produced in the businesses, which would help with savings as well.

Member Mueller explained she is concerned about contamination which they already deal with a lot and she thought maybe the Commission will learn more when the Eureka tour is taken. She thought there is a lot of opportunities and would like to help the residents learn about the recycling, so it does not become overwhelming to them.

Ms. Bakken indicated the City is going to be doing some educational work to try to ramp up for the curbside food scraps program as well.

Ms. Mueller wondered how the City can influence the big fast-food chains on how to wrap their food. She wondered if it is doable.

Ms. Bakker indicated what she has heard is it sounds like material availability is starting to even out and not really an issue anymore. She has also heard mixed experiences with the large chains and the suppliers have been adapting to compostable materials.

Member Cicha asked what Ramsey County considers high risk.

Ms. Bakken indicated she probably should not have included that in the presentation, but it is restaurants, like a sushi restaurant, that has high risk foods that are being served, like undercooked foods and that kind of thing.

Chair Ficek indicated along with the coordination with Ramsey County, Ms. Bakken talked about not wanting to confuse them with multiple agencies, so he thought that was a point that needs to be explored more. In terms of the penalties, a bunch was shown, and he wondered if it was a one-time thing or how does it work.

Ms. Bakken explained that is a great point. She would need to look back at the City Code because she was not sure if there was a specific number of violations where that fee starts to increase for repeat offenders and maybe something to be considered. She honestly did not know how often those fines are enforced and if any restaurants are actually being charged, but she would check with the staff members she has been talking to about it.

Chair Ficek indicated Ms. Bakken talked about caterers and how they would be exempt, he wondered about hospitals and nursing homes and why the City would exempt them.

Ms. Bakken explained because their food systems are pretty highly regulated as far as what is being ordered and where it is being ordered from, staff thought it was a little too burdensome to try to ask them to try to comply with those kinds of things. There is a lot of prepacked food as well that she thought comes from different medical catering companies.

Chair Ficek asked if six months was enough time for staff to gather the input needed.

Ms. Bakken felt it would be enough time to set up two or three focus conversations and maybe online surveys to gather more information and would give staff a lot of information to work from.

Ms. Bakken continued her presentation with the plastic bag ordinance.

Member Mueller agreed with the staff recommendation.

The Commission concurred with staff recommendation.

7. Street Name Change Update

Assistant Public Works Director/City Engineer Jennifer Lowry reviewed the street name change update with the Commission.

Member Cicha indicated the information states “more than fifty percent of owners on the street,” would that mean fifty percent of parcels on the street or property owners.

Mr. Freihammer indicated it would be per parcel, one vote per parcel.

Chair Ficek asked if there should be a spot, replacing A, where the individuals would need to come to the City to talk about it first. He could see someone seeing this information, getting a bunch of signatures before coming to the City and then having the City tell them it will not work. He wondered if having them check in at the very front would be better to either tell the person there is no chance or to provide that guidance. A slight reordering of the information.

Ms. Lowry indicated she was not sure where that would go because this is reviewed by the City Engineer first and then the City Engineer would take it to other agencies.

Chair Ficek asked if the petition would include signatures.

Ms. Lowry thought the last sentence under Item A could be moved up higher in paragraph, “Applicants are encouraged to contact the City Engineer to discuss the process prior to circulating a petition.”

Chair Ficek thought instead of “encouraged” it should read “Applicants need to contact the City Engineer...”

Mr. Freihammer indicated staff could do that.

Motion

Member Mueller moved, Member Hodder seconded, to recommend staff to move forward to the City Council with changes as proposed and adding a process A to contact the City Engineer as the first step for the Street Naming Policy.

Ayes: 5

Nays: 0

Motion carried.

8. Discuss Commission Scope

Public Works Director Jesse Freihammer reviewed previous meeting discussion with the Commission. He noted there are some additional bullet points the Commission should discuss such as the number of meetings per year, number of Commissioners, etc.

The Commission reviewed the proposed changes to the Scope, Duties and Functions. There were no additional changes.

The Commission reviewed and discussed the number of members on the Commission.

Chair Ficek indicated in his time on the Commission he thought it has been a minority that they have actually had a full number of people. There have been vacancies for the majority of the time. He likes the number the Commission has of seven with four being a quorum. What he would like to see is if the Commission could have an alternate member or two to have on the ready if someone leaves the Commission instead of reinterviewing people. He thought this would save a lot of time.

Member Luongo concurred and thought it would be a good idea to have alternates for the Commission, but she was not sure what the City Code states as far as the process.

Mr. Freihammer thought the points were valid and was not sure it was in an ordinance but rather how the City Council chooses Commission Members.

Chair Ficek indicated he would like to keep the Youth Commission Member left in for an option.

The Commission concurred on the number of Commissioners remaining at seven.

The Commission felt the number of meetings per year was adequate as well as the two-hour meeting time.

Chair Ficek asked if the Commission wanted to have discussion on possible name change to the PWETC. He indicated he was okay with changing the name if the Commission was open to that. He noted one idea that was discussed before was on sustainability and infrastructure. He thought that would work if the Commission is open to the acronym SIC.

Commissioner Hodder wondered what the administrative burden would be if the name were to change.

Mr. Freihammer thought if the Code was being updated it would get updated and there would not be any real dollar investment involved in a name change.

The Commission did not care if the name changed or not.

Chair Ficek suggested the name be kept unless someone comes up with a better name in the next month.

Mr. Freihammer noted the City Council meeting start at 6pm and the PWETC meeting starts at 6:30pm and he wondered if that time is appropriate or would it be better to start the meeting earlier or later.

Commissioner Hodder thought 6:30pm was good because then a person can actually have dinner before the meeting.

The Commission concurred.

9. Street Design Standards

Assistant Public Works Director/City Engineer Jennifer Lowry reviewed the Street Design Standards with the Commission.

Chair Ficek indicated the minimum width for emergency vehicles is 24 feet, he thought emergency vehicles only needed twenty feet. He wondered where the 24 feet came from.

Ms. Lowry indicated 20 feet is State Statute.

Mr. Freihammer explained 20 feet is the Fire Code, so he was not sure where the 24 feet came from.

Chair Ficek thought 24 feet seemed arbitrarily high. He thought 20 feet would be adequate with room to move around another vehicle if necessary and it matches State Statute.

Ms. Lowry indicated 24 feet includes the gutters. She would not want to build a road where snow storage could not occur. She thought a 16-foot road could be built with gutters to meet the 20-foot State Statute.

Mr. Freihammer indicated staff could check this out.

Chair Ficek asked if there is a maximum width and should there be.

Mr. Freihammer indicated the City does not have a maximum width and there are not any City streets with a width larger than 24 feet, unless it is a State Aid road or a County Road that was turned back to the City.

Chair Ficek asked if the City allows hammer head cul-de-sacs.

Mr. Freihammer indicated the City has a couple of them and those types of cul-de-sacs are allowed. He noted staff takes these on a case-by-case basis and typically is what the Fire Department will approve, and it is looked at from a maintenance perspective.

Chair Ficek indicated there are a lot of standards and it sounds like staff is applying flexibility to them, case by case. He questioned how much of these are needed.

Mr. Freihammer explained City staff follows the basic guidelines of the ordinance. There certainly could be some updates to the ordinance.

Chair Ficek suggested the Commission email staff if there are additional questions.

10. State Fair Parking

Public Works Director Jesse Freihammer updated the Commission on State Fair parking.

11. Items for Next Meeting – September and October 2023

Discussion ensued regarding the September and October PWETC agendas:

- New Commissioner
- Emerald Ash Borer update
- City Tree Ordinance
- CEE Program update
- County Road B update in October
- Envision Roseville update in October
- Utility Rate review in October
- Public Works Plan later in the year
- Recycling RFP later in the year

The Commission discussed the recycling tour date with staff. It was decided to schedule the tour for Monday, September 18, 2023, at 3:30 p.m.

12. Adjourn

Motion

Member Cicha moved, Member Hodder seconded, adjournment of the meeting at approximately 8:51 p.m. to the Eureka Tour on Monday, September 18, 2023 at 3:30 p.m.

Ayes: 5

Nays: 0

Motion carried.