

Roseville Public Works, Environment and Transportation Commission Meeting Agenda

Tuesday, August 25, 2015, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

- 6:30 p.m. 1. **Introductions/Roll Call**
- 6:35 p.m. 2. **Public Comments**
- 6:40 p.m. 3. **Approval of July 28, 2015 Meeting Minutes**
- 6:45 p.m. 4. **Communication Items**
- 7:00 p.m. 5. **Leaf Disposal Outreach and Education Discussion**
- 8:00 p.m. 6. **Items for August Agenda**
- 8:15 p.m. 7. **Adjourn**

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**Roseville Public Works, Environment and
Transportation Commission**

Agenda Item

Date: August 25, 2015

Item No: 3

Item Description: Approval of the July 28, 2015 Public Works Commission Minutes

Attached are the minutes from the July 28, 2015 meeting.

Recommended Action:

Motion approving the minutes of July 28, 2015 subject to any necessary corrections or revision.

Move: _____

Second: _____

Ayes: _____

Nays: _____

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, July 28, 2015, at 6:00 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1 **1. Introduction / Call Roll**

2 Vice Chair Cihacek called the meeting to order at approximately 6:00 p.m. and
3 Public Works Director Mark Culver called the roll.
4

5 **Members Present:** Vice Chair Brian Cihacek, Members Joe Wozniak, , Kody
6 Thurnau, John Heimerl, Sarah Brodt Lenz, and Duane
7 Seigler; with Chair Dwayne Stenlund arriving at
8 approximately 6:05 pm
9

10 **Staff Present:** Public Works Director Marc Culver and City Engineer Jesse
11 Freihammer

12 **2. Public Comments**

13 Public Works Director Culver Marc introduced the City of Roseville's newest City
14 Engineer, Jesse Freihammer, and provided a brief review of his career and expertise
15 in the field as Jesse relocates from the Brainerd, MN area to this area.
16

17 **3. Approval of June 23, 2015 Meeting Minutes**

18 Member Lenz moved, Member Heimerl seconded, approval of the June 23, 2015,
19 meeting as amended.
20

21 **Corrections:**

22 • **Page 7, Lines 299-300 (Wozniak)**

23 Correct to read: "... required due to the potential authority to direct trash from
24 landfills into recycling; and hopes to divert more trash..."
25

26 **Ayes: 6**

27 **Nays: 0**

28 **Motion carried.**
29

30 **4. Communication Items**

31 Chair Stenlund arrived at this time; approximately 6:05 pm
32

Public Works Director Culver reviewed project updates and maintenance activities listed in the staff report and attachments dated July 28, 2015. Due to limited time for the business portion of tonight's meeting, Mr. Culver asked individual members of the PWETC to contact staff for any additional information or if they had questions.

5. **City Campus Solar Panel Installation Proposal Review and Recommendation**

Public Works Director Culver provided a quick overview of two proposals received for a solar panel installation on the Oval/Skating Center roofs, as detailed in the staff report dated July 28, 2015; and as displayed via Power Point presentation, a copy of which is made a part of the staff report and *attached hereto and made a part hereof*.

Mr. Culver noted receipt of two proposals: one from TruNorth with several options included in their response to the Request for Proposals (RFP) and a proposal from Sundial Solar. Based on ownership and upfront costs, and after staff's analysis and comparison of the two proposals and full submittals from both solar developers, Mr. Culver advised staff was recommending entering into an agreement with Sundial Solar for a Power Purchase Agreement system that the City will then be able to purchase in the sixth year after installation with the use of a charitable contribution for a private sector third party. Mr. Culver noted the submittal from Sundial was much more detailed and contained several tables providing for a cost analysis and power production analysis.

Mr. Culver noted that the TruNorth proposal included the option for one power purchase agreement and another option for a simple direct purchase, with both requiring entering into an energy partnership loan through the St. Paul Port Authority (SPPA) for fifteen years, and based on minimum dollar amounts and assumptions as detailed in the staff report.

In analyzing the Sundial proposal, Mr. Culver noted the different power purchase agreement, with installation costs higher, but no upfront financing required of the City for that initial purchase price, and therefore requiring no loan with the SPPA. Mr. Culver noted this was due to taking advantage of tax equity financing and the power purchase agreement, combined with the charitable contribution at year six for the third party, at which time the City would purchase the system at 5% of the fair market value of the system and the tax equity partner would donate the remainder for a large tax write-off. Mr. Culver reviewed advantages of this option in overall power savings over a twenty year period, estimating an additional \$500,000 would be realized by the City in power savings alone.

Mr. Culver advised that, as part of their proposal process, Sundial had toured the roof area and realized it could make much more use of the roof space.

In both scenarios, even with a smaller footprint, Mr. Culver advised that there were further advantages with a solar panel system over the arena roof, as additional

power savings through less consumption were anticipated due to heat from the roof over the ice surface, a long time issue experienced during a portion of the year in cooling the indoor ice arena space. Mr. Culver opined that the solar panels would absorb some heat, helping with that energy loss.

Based on the long-term analysis provided by Sundial, Mr. Culver reviewed estimated operation and maintenance costs for the City at year 6 of approximately \$7,500; but advised additional information was needed for staff's review and analysis on what those actual maintenance costs assumed, or what components they included; and figuring in the replacement of the entire system in year thirty as that is incorporated into the City's long-term capital improvement program (CIP). As with any asset the City owns, Mr. Culver noted that, assuming thirty-year life for the panels, replacement costs would need to be estimated at the end of the life cycle.

In conclusion, Mr. Culver advised that staff was recommending entering into a Letter of Intent with Sundial Solar initiating the process of negotiating more final and specific terms for Power Purchase Agreement. Mr. Culver suggested staff returning to the PWETC at their August meeting with those final provisions, and subsequent recommendation to the City Council for their final approval in September of 2015.

At the request of Member Seigler, Mr. Culver clarified that the previous Letter of Intent entered into with the Metropolitan Council was still being pursued, and was specific to community garden shares, and would still be needed since the City consumes more power than could be generated on city campus roofs, and if pursued, would allow the City to obtain energy offset from that community solar garden system as well.

At the request of Member Lenz, Mr. Culver advised that staff continued to check the references provided as part of Sundial Solar's proposal; and those reviewed to-date had proven favorable. Mr. Culver further clarified that the Letter of Intent would be nonbinding, and all steps in the analysis and review process would be completed before entering into a Power Purchase Agreement. Member Lenz noted that, since this is new technology, there was no long-term history available.

At the concerns expressed by Member Wozniak regarding losses from severe weather, Vice Chair Cihacek noted there would be a clause provided in the final Agreement addressing natural disaster costs and remedies; and noted that individual panels could be removed and replaced if the entire system wasn't damaged.

Again, as with any other City asset, Mr. Culver noted the City's insurance would address losses as part of the City's overall insurance liability costs and provisions.

Member Stenlund asked if both panel systems had their own inverters, or each panel had individual inverters; recommending that the City pursue individual inverters

versus a centralized inverter(s) to ensure the majority of the system would continue operating if one small portion was out-of-service.

Mr. Culver advised that staff would check on that detail; noting there were several different methodologies still in play and under consideration. Mr. Culver noted that Sundial had provided a proposal for four large solar arrays with one inverter each; but another option would be to have each row with its own inverter, or each panel as well; and he would seek more detail on that and report back to the PWETC.

Member Stenlund noted that would impact maintenance costs, since the inverters would cost more than the panels. Member Stenlund spoke in support of moving forward with the Sundial Solar proposal.

With confirmation by Mr. Culver, Member Seigler clarified that this was still nonbinding and the motion would only authorize negotiations at this point.

Vice Chair Cihacek further confirmed this was only at the negotiation stage at this point and nonbinding, as he had concerns and sought further negotiation regarding the proposed annual cost escalator being too high, considered Sundial Solar could offer a better overall price; and other items of concern to him personally that he would provide to staff. However, Vice Chair Cihacek agreed that Sundial should be the selected vendor and staff initiate negotiations with them.

Mr. Culver noted that Sundial Solar would not be installing the system until the spring of 2016, so these would be preliminary negotiations.

Member Stenlund moved, Member Heimerl seconded, recommending to the City Council that the City enter into a Letter of Intent with Sundial Solar and staff be authorized to enter into negotiations with the firm preparatory to the City entering into a Power Purchase Agreement for a solar panel system on the Oval/Skating Center roof as detailed in the proposal and staff report dated July 28, 2015.

Ayes: 7

Nays: 0

Motion carried.

6. Items for August 25, 2015 Agenda

- Continued Review and Update of City Campus Solar Installation
- Discussion of final year of the Leaf Pick-up Program; outreach to residents about termination of the program; and alternatives for residents

Vice Chair Cihacek opined that those two discussions would take considerable time, and if any new business needed to be addressed it could be added to an amended agenda.

169 Member Lenz expressed her interest in keeping the agenda on those two items,
170 opining that typical PWETC meetings attempted to pack in too many items.
171

172 **7. Adjourn**

173 Stenlund moved, Thurnau seconded, adjournment of the meeting at approximately
174 6:24 p.m. for the PWETC to attend and participate in the “Living Streets &
175 Recycling Workshop” for City Environmental Commissions, being held at
176 Roseville City Hall from 6:00 to 9:00 p.m.
177

178 **Ayes: 7**

179 **Nays: 0**

180 **Motion carried.**
181

182 **8.**

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: August 25, 2015

Item No: 4

Item Description: Communication Items

Projects update:

- Victoria Street Reconstruction and Sidewalk Project
 - Retaining walls have all been installed.
 - Existing bituminous surface was milled and the first lift of bituminous was paved on August 14.
 - Scheduled to construct sidewalk and bituminous pathway starting August 20.
 - Work has begun on sidewalk work north of County Rd B.
 - Ramsey County will now be doing a mill and overlay north of County B next year to accommodate sidewalk work.
 - Project still scheduled to be completed by October.
- Pavement Maintenance Program
 - New water main on the West Snelling service drive north of Roselawn Ave. will begin on August 20.
 - Scheduled to mill and overlay Wheeler St., Herschel St., Aldine St. and Charlotte St. starting the week of August 24.
 - Contractor will begin storm sewer work on Chatsworth St and Millwood Ave. starting the week of August 24.
 - Contractor has begun preparing for temporary water on Draper Ave. and Shryer Ave. The water main on this street is planned to be replaced starting September 8.
 - Work on Roselawn Avenue will take place starting September 14.
- Lift Station Replacements
 - The Wagner lift station work is scheduled to begin August 25. Work is expected to take two weeks.
- Twin Lakes Parkway
 - Council approved plans and specifications and authorized bidding at the August 10 meeting. The plan is to open bids in September.
- 35W & Cleveland Interchange
 - Opened bids on August 4th. Six bids were received with the low bid \$1,598,448 from Forest Lake Contracting which was 13.3% under estimate. This item is on the City Council agenda on August 24 to consider awarding the bid.
- Water Meter Replacement Project:
 - Ferguson is continuing to replace meters in the northeast section of the City (Area 2). They have completed 1,995 out of 2,487 in this section.

- Once they get close to completing the Area 2 they will begin working on Area 3 – the east and southeast portions of the City.
 - Their deadline is 12/31/15 and are committed to completing this project on time.
- 35W North Corridor Project
 - MnDOT presented an update on this project to the City Council at their August 24, 2015 meeting. The presentation will be available to view by accessing the video archives of the meeting after the August 24th meeting.

Maintenance Activities:

- Finished the crack seal program the week of August 10.
- Continuing with miscellaneous street and pathway patching
- Started the 5th mowing of City right of ways
- Starting the 3rd round of city Wide Street sweeping August 24.
- The 2015 sewer cleaning program is continuing.
 - The new jetter is working as well as we had expected.
- Completed hydrant flushing and recording of static pressures at each hydrant.

Attachments:

None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: August 25, 2015

Item No: 5

Item Description: Leaf Disposal Outreach Discussion

Background:

Earlier this year the City Council voted to discontinue the City's leaf pickup program after 2015. Part of that action was directing staff to coordinate with the PWET Commission on outreach and communication efforts to notify the residents of the discontinuation of the program as well to provide options for leaf removal, composting, etc.

Attached is some information for the University of Minnesota on what to do with your leaves, including options for not raking and removing them.

Staff has also done some research on area landscape firms and the services they provide for leaf removal. We will review those at the meeting on Tuesday.

Recommended Action:

Review communication and outreach items regarding the termination of the leaf pick up program.

Attachments:

- A. September/October City of Roseville Newsletter Article
- B. University of Minnesota Information on Leaf Disposal Options

Leaf Pick Up Program

One last time, for a fee (\$55), Roseville will pick up leaves in front of residents' homes. Online registration begins September 1 at www.cityofroseville.com/leaf, or watch for a postcard that will be mailed to homes starting in late September. Registration must be completed by Friday, October 23. If a registration form is not completed for your address, leaves will not be picked up even if they are raked to the curb.

Under the program, the city picks up leaves in one of four sections of the city over a specific set of days. Leaves must be at the curb on the first day of the pick up scheduled for your section. No return trips will be made after an area is completed. Please refer to the map on the postcard or on the website and note when pick up is scheduled for your area.

When participating in the Leaf Pick Up Program, please rake leaves into a pile no more than three feet from the street (do not rake into the street). Keep away from mailboxes, trees, landscaping or other obstructions. Make sure there are no rocks or branches in your pile. This will clog the vacuum tube. For more information please visit www.cityofroseville.com/leaf.

Program Discontinuing after 2015

After careful consideration, the City Council voted to discontinue the leaf pick up program after 2015. The cost of running the program was not able to sustain itself. In 2014 the city charged participants \$55 to collect leaves. However, due to early snows and cold temperatures, the actual cost was \$127 per registered resident.

Overall, costs continue to increase and as the price goes up registrations have declined. Additional capital costs would also be needed in order to keep the program running. Staff estimates that an additional \$300,000 would be needed to replace aging equipment that is used only for the leaf pick up program.

Set this off in a box

More information about decision to discontinue the program

- Watch April 13, 2015 City Council meeting at www.cityofroseville.com/council
- Watch March 2014 PWET Commission meeting at www.cityofroseville.com/commissions
- Call Public Works at 651-792-7004

Alternatives to dispose of leaves

- Drop leaves at the Leaf Recycling Center at the southeast corner of Dale St and County Road C. Log on to www.cityofroseville.com/leafrecyclingcenter or call 651-792-7193 for directions and hours. The Center is open October 5 to November 21.

- Use as mulch to suppress weeds, conserve soil moisture and reduce soil erosion. Layer 2-4 inches of mulch around perennials to help them live through the winter.
- Compost leaves and mix finished compost with other soil.
- Arrange a pick up with your refuse hauler. Refuse haulers are required to accept and recycle yard waste, but may charge an additional fee.
- Take to a free County yard waste site. Call 651-633-EASY (3279) or log on to www.ramseyrecycles.com/ for compost sites, hours and directions.

The City Council has also asked the Public Works, Environment and Transportation Commission to research private alternatives to the Leaf Pick Up program. We will provide residents with additional information as it becomes available.

Garden

Options for disposing of leaves

Robert J. Mugaas, Extension Educator, Department of Horticultural Science

Thomas R. Halbach, Extension Educator, Department of Soil, Water, and Climate

Fall clean-up usually means having to deal with an abundance of leaves. State law now bans this material from landfills and burning facilities in Minnesota. The options still available to homeowners include off-site disposal or use of leaves in the home landscape.

Options for off-site disposal include:

- having them hauled away for a fee by your private refuse hauler.
- having them hauled away by a community pick-up program (if available).
- disposal of them at a community composting or drop-off site (if available).
- disposal of them at a commercial yard waste processing site in your area.

For information on community programs or sites, contact the Recycling Coordinator in your city. Contact your refuse hauler for their policies and rates, and check the Yellow Pages or your city office for the names of commercial yard waste processors near you. Shredding leaves can reduce volume by 50% or more and may result in reduced disposal costs.

Options for using leaves at home include:

- spreading them as a mulch around trees, shrubs, and in planting beds.
- adding them to your compost pile.
- leaving some of them where they fall.

Leaves make an excellent mulch for use around trees and shrubs, or in flower and vegetable gardens. They help retard the growth of weeds, help retain soil moisture, help maintain lower soil temperatures in the summer, and protect against temperature fluctuations and some types of low temperature injury during winter. They eventually decompose, adding their nutrients to the soil and improving soil structure.

Leaves make a good addition to your compost pile. Shredding is not required, but it may speed their rate of decomposition. Leaves are difficult to compost alone and will require extra nitrogen in the form of a commercial fertilizer (no weed 'n' feed products), or materials high in nitrogen such as grass clippings. If you have room, you can save leaves to mix with green materials next summer. As a general rule, grass clippings should be left on the lawn, but for those times when you need to collect clippings, it is useful to have leaves

to mix with the grass for better composting results. For more detailed information on composting, see Extension publication FO-3296, [*Composting and Mulching: A Guide to Managing Organic Yard Wastes*](#).

If you plan to allow leaves to remain on the lawn, it must be done cautiously and should be confined to lawns with only a light covering of leaves. (Grass blades should still be visible through leaves before shredding.) Shredding is recommended; several passes using a mower with or without a leaf shredding attachment will improve your chances for success. Even when shredded, it does not take a very heavy layer of leaves to smother the grass, causing partial die-back, or making it more susceptible to diseases. It is often necessary to remove at least some of the fallen leaves from the lawn.

Leaves from trees with leaf diseases such as apple scab, anthracnose, or leaf spot should be removed or destroyed to prevent over-wintering of the disease organisms in the debris and possible re-infection of new leaves next year. Oak leaves decompose more slowly than other types of leaves and it is best to use them for mulch or compost. In fact, their slower rate of decomposition makes them well suited for use as mulch.

The decision to shred or not shred leaves for composting or mulching is a matter of personal preference and is related to the homeowner's willingness to spend money for the purchase or rental of appropriate equipment. The ability and willingness to perform physical labor and to accept the potential physical risks may also be a factor in this decision. It is best in some cases to hire a landscape maintenance company to do your shredding.

You can shred leaves by running them through a shredder/chipper. This equipment is relatively expensive to purchase (several hundred dollars), and you should be sure to buy a machine that is large enough to handle your volume of leaves. Many of the smaller, less expensive machines require much more time to handle a large volume of material. Even some of the larger machines will become clogged if the leaves are wet, so it is better to only shred leaves when they are dry. Always use proper safety equipment and practices. (See Extension publication FS-3949, [*Home Yard Waste Chippers/Shredders: Safety Is Important!*](#))

Another shredding option, which may be less effective but is more readily available to homeowners, is using a lawn mower to chop leaves. Most unmodified rotary mowers will at least partially shred leaves. Use of a mulching blade may improve results. Special leaf shredding attachments are available for some major brands of mowers and cost from \$20 to \$60. Some are more effective than others and may include a screen that helps reduce particle size. Always follow the manufacturer's recommendations when using this equipment in order to avoid damage to your mower. Use good safety practices since debris may be thrown from the mower with considerable force and could cause serious injury.

For more information on yard waste management and composting, check with your local County Extension Office.

Information for *Options for Disposing of Leaves* was initially compiled by Jack Porter, former Education Coordinator-Yard Waste Management, University of Minnesota Extension-Hennepin County.

VW-05570 Reviewed 2009

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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: August 25, 2015

Item No: 6

Item Description: Look Ahead Agenda Items/ Next Meeting September 22, 2015

Suggested Items:

- Review of Proposals and staff recommendation for City Campus Solar Installation (if tabled from July meeting)
- Discussion of final year of the Leaf Pickup program, outreach to residents about termination of the program and alternatives for residents.

Recommended Action:

Set preliminary agenda items for the September 22, 2015 Public Works, Environment & Transportation Commission meeting.