

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

Agenda Item

Date: August 27, 2019

Item No: 3

Item Description: Approval of the July 23, 2019 Public Works Commission Minutes

Attached are the minutes from the July 23, 2019 meeting.

Recommended Action:

Motion approving the minutes of July 23, 2019 subject to any necessary corrections or revision.

Move: _____

Second: _____

Ayes: _____

Nays: _____

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

Tuesday, July 23, 2019, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1 **1. Introduction / Roll Call**

2 Chair Cihacek called the meeting to order at approximately 6:30 p.m. and at his
3 request, Public Works Director Marc Culver called the roll.

4
5 **Present:** Chair Brian Cihacek; Vice Chair Joe Wozniak; and Members
6 Stephanie Hammer, Karen Huiett, Michael Joyce, and Nancy Misra

7
8 **Absent:** Member Shane Spencer (Excused)

9
10 **Staff Present:** Public Works Director Marc Culver; and City
11 Engineer/Assistant Public Works Director Jesse
12 Freihammer.

13
14 **2. Public Comments**

15 None

16
17 **3. Approval of June 25, 2019 Meeting Minutes**

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

21
22 **Motion**

23 **Member Huiett moved, Member Joyce seconded, approval of the June 25,**
24 **2019 meeting minutes as presented.**

25
26 **Ayes: 6**

27 **Nays: 0**

28 **Motion carried.**

29
30 **4. Communication Items**

31 City Engineer Jesse Freihammer provided a brief review and update on projects
32 and maintenance activities listed in the staff report dated July 25, 2019.

34 Chair Cihacek inquired if the Fairview Underground Reuse System Project would
35 be rebid due to the bids being higher than anticipated.

36
37 Mr. Freihammer indicated the city will not be proceeding with that project because
38 staff did not think it was feasible at this price point and will be removed from the
39 Capital program and looking at other options for other stormwater improvements
40 in the area.

41
42 Public Works Director Marc Culver explained staff has come to the conclusion that
43 the site is a bad site for what the city is trying to do and that is a combination of a
44 park being there with a lot of trees and it is trying to be confined to a small footprint
45 as well as the fact that the storm sewer system the city is trying to tap into is on the
46 other side of Fairview. There are some issues with elevation and that forces the
47 system to be deeper than it really needs to be to be functional.

48
49 Member Huiett asked if there was similar bid participation the second go around as
50 the first go around.

51
52 Mr. Culver recalled in 2015 the bids started high and went down, but he thought
53 there were three bids the first time and four bids the second time. He indicated it
54 was not for lack of number of bids.

55
56 Chair Cihacek asked staff if the bids seemed to be accurate or were the bids put in
57 at a high price to reflect some desired need.

58
59 Mr. Culver thought staff felt the climate, with so much going on, contributed to the
60 high prices. He did not know if the project were bid this fall for next spring if the
61 city would receive any lower bids. The cost of materials is higher, labor is higher
62 as is supply and demand for the labor market.

63
64 Mr. Freihammer explained the low bid contractor spoke with staff and explained
65 the site constraints are very difficult and they do not have a lot of room to store
66 material and other issues.

67
68 Mr. Freihammer continued with his update on projects and maintenance activities.

69
70 Vice Chair Wozniak asked how far away staff thought the Organic Site Project was
71 from being done.

72
73 Mr. Culver indicated because this site is within the existing fence there will not be
74 any screening done. He noted the slab that was poured is for the dumpsters and he
75 thought some paving would be done. Because it is such an abstract site, a yard
76 waste site, there will not be any real defined trail through there but there will be a
77 paved surface to the pad from where the people would enter in.

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79 Vice Chair Wozniak asked what the timing looked like for completion.

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Mr. Freihammer thought with concrete getting poured this week, next week asphalt paving can be done and then the equipment would need to be placed on site.

Mr. Culver expected this to be completed by the end of August and operational.

Vice Chair Wozniak asked if the city was working with the County on bag distribution.

Mr. Culver indicated that will need to happen with getting sites at city hall and a few other places for people to get bags.

Mr. Freihammer continued with his update on Public Work activities.

Member Misra asked if the Lexington Resurfacing was going to be completed in a few days as noted in the update.

Mr. Freihammer explained the county is doing a mill and overlay from County Road C2 all the way to County Road E.

Vice Chair Wozniak asked if staff knew when the section south of County Road C2 would be redone because it is starting to get bad.

Mr. Freihammer noted it was originally supposed to go with this project and the County backed off and wanted to coordinate with a couple other projects and staff hopes it will occur in 2020 but staff has not received a confirmation on that. The county has some federal funding to do improvements at Lexington and County Road B2 with the signals and may be trying to coordinate it with that project.

5. City Council Joint Meeting Review

Mr. Culver stated on July 8th the PWETC held a joint meeting with the City Council. Several items were discussed including potential new commissions/subcommittees, Youth Commissioners, engaging Met Council, reviewing the Recycling Contract, and Sustainability topics.

Chair Cihacek thought the first item the Commission should discuss is the option to appoint two Youth Commissioners. He thought this made sense and was a good opportunity for early engagements. This will not cost the Commission anything so anything the Commission gets from the Youth Members would be a benefit to the Commission. It also helps to expand the Commission and helps connect the Commission to a deeper part of the community. He thought if there were two Youth's that were interested, he would invite them to come on board.

Member Joyce asked how the Commission would market for the Youth Commissioners.

126 Mr. Culver indicated that is always tricky but there are two other Commissions that
127 will be seeking youth members, the Parks Commission and HRIEC Commission
128 are seeking members. Those two Commissions are holding off on recruiting and
129 will advertise for that once those Commissions hear from the PWETC Commission
130 if members are wanted.

131
132 Member Misra asked if it would be the City Council that would select the Youth
133 Commissioners.

134
135 Mr. Culver explained the city code indicated the City Council could but from what
136 he understood the Commissions do all of the interviews and then recommend the
137 Youth Commissioners to the City Council who then appoints those individuals on
138 their Consent Agenda.

139
140 **Motion**
141 **Member Misra moved, Member Hammer seconded, Authorizing City Staff to**
142 **advertise for up to two Youth Members for a one-year term.**

143
144 **Ayes: 6**
145 **Nays: 0**
146 **Motion carried.**

147
148 Chair Cihacek explained another item that a lot time was spent on at the Joint
149 Meeting was making consideration about ways to reconfigure the current
150 Commission. There was discussion about forming a different task force, a
151 subcommittee, and even an entirely new committee to deal with Environmental
152 Policy by itself. The Council asked the Commission to come up with a plan and
153 he, as Chair, thought it would be good to come up with a couple of different options
154 of how it would be done along with making considerations to think about ways to
155 work jointly with other Commissions.

156
157 Chair Cihacek suggested the Commission could overlap items and pull the Chairs
158 and Executive Board the Commissions for an agenda setting meeting so the
159 Commissions could still work independently but greater visibility across the
160 Commissions, what the initiatives are, what might come across of significance at
161 different times. He did not know if that would be particularly productive because
162 that could be transitioned to staff in the first place, if needed.

163
164 Chair Cihacek indicated another way to look at this is the Commission could spin
165 off the Green Steps, which is a logical workgroup because it focuses directly and
166 only on the environment and Green Steps. The logistical responsibility with that is
167 there would need to be additional staff resources. There may also be some
168 additional work from this Commission as well. The way he understands the Code
169 is that the subcommittee can be composed of people separate from this committee,
170 but this Commission would still have to receive the report from the subcommittee.

171

172 Chair Cihacek indicated if there was a very specific issue a task force could be
173 appropriate. There would also be staffing concerns with this as well and another
174 question would be how it would actually get done within the current constraints of
175 space, staff, time and engagement.
176

177 Chair Cihacek thought the City Council would not be interested in making a brand-
178 new Commission until the other types of committees were tried. He thought it
179 made sense to make a subcommittee focusing on basically the green team as defined
180 in the Green Steps Program and the Commission would have to define that better.
181

182 Mr. Culver asked for clarification on what the subcommittee would be formed of.
183

184 Chair Cihacek thought there would need to be clarification from City Code because
185 he did not know that it says it has to be formed from this Commission. He thought
186 the Commission could solicit for subcommittee members.
187

188 Mr. Culver read Chapter 201.06 of city Code, indicating the Commission could go
189 out and solicit members to be on the subcommittee and would need to go before
190 the City Council for approval.
191

192 Chair Cihacek thought the Commission could form a committee by themselves and
193 powered by the City Code or could go back to the City Council and explain the
194 Commission wanted to expand out that subcommittee and then create a new
195 subcommittee, which is sort of bordering on forming a new subcommittee but the
196 difference is structurally that committee would simply report to the PWETC and
197 there would be a portion of the PWETC serving on that committee.
198

199 Mr. Culver indicated he has been giving this item a lot of thought and how this
200 Commission can get more input from some people who perhaps are more
201 knowledgeable on the environmental issues without creating an official
202 commission or subcommittee. How can the City of Roseville engage people who
203 are perhaps already organized or organizing to provide the city with some input and
204 recommendations without necessarily being a formal city committee,
205 subcommittee or commission.
206

207 Vice Chair Wozniak thought during the public comment period of each meeting a
208 specific topic could be addressed that the Commission was interested in getting
209 more information on.
210

211 Mr. Culver thought there could also be a time in the meeting when a presentation
212 about a certain topic could be made by a specialist or someone with some expertise
213 on the topic.
214

215 Chair Cihacek thought public comment period was for short statements and
216 community concern from the public rather than long presentation format. It might
217 be easier to invite any interested groups to come and make a presentation into the

218 Commission meeting as a part of the public meeting and agenda setting process,
219 which is a way to engage them or try to co-partner again with the Watershed District
220 and sit in that environment and co-host both meetings for greater engagement. He
221 noted another option would be for the Commission to change the calendar structure
222 so one month is more environmental focused, one month is transportation focused,
223 one month is Public Works focused so people will have a better sense of when
224 topics of their concern come up which might encourage more public conversation.
225

226 Member Misra asked what staff saw as an advantage to putting another group of
227 citizens between staff and City Council.
228

229 Mr. Culver did not know if he saw it that way, he would see it as working with a
230 group of engaged citizens that are not necessarily appointed and are not an official
231 committee or subcommittee of the city. The group would not necessarily get
232 assigned a staff liaison or have staff time but would give some additional
233 perspective, ideas and maybe have done some additional research for staff that staff
234 does not necessarily have time to do. Maybe bring some new ideas to staff and the
235 Commission. He would not place the group between staff and the Council he would
236 say staff is still between them and the Council.
237

238 Member Misra asked if there are examples of citizen groups that work with some
239 staff that is completely separate from the Commissions.
240

241 Mr. Culver stated he was trying to think of a group and the one he thought came
242 close to that is Friends of Roseville Parks. This is a very organized group of citizens
243 that are separate from the city and have several events raising money for parks and
244 also bring ideas and lists of improvements the group would like to see in the parks.
245 He thought there were a couple of different groups that do that for parks.
246

247 Member Misra asked if public participation meetings could be held without the
248 Commission.
249

250 Mr. Culver indicated a group could. The Commission is an official body because
251 of appointment as representatives of the city. With that appointment comes rules
252 as to how the members can meet and when the meetings can occur, public notice
253 and quorums. A different group that has interest in sustainability efforts within the
254 City of Roseville that have ideas and meet on their own with their own structure
255 but were not appointed by the city can certainly work offline and research ideas to
256 bring forward to the city in an organized meeting format.
257

258 Chair Cihacek asked if staff develop a calendar with all of the mandatory topics the
259 Commission must do and see if there is a natural clustering of these areas, things
260 that are reappearing each year and how those items are currently scheduled to see
261 if that would build itself into a natural calendar.
262

263 Mr. Culver explained on the last page of the current agenda staff has started that
264 with a preliminary 2019-2020 calendar and he has filled in some of the more
265 traditional, regular topics the Commission discusses each year. The big one that is
266 pretty well set is the MS4 meeting because it is a public hearing and he thought
267 staff did a good job of coupling that with EUREKA and the Green Team annual
268 meeting. He indicated June is the joint City Council meeting but did not need to be
269 the entire meeting. Beyond that the different months could be targeted to focus on
270 certain topics.

271
272 Member Huiett asked Chair Cihacek if a separate subcommittee would allow the
273 structure to be a little more fluid to gain that information and to study the topics.
274

275 Chair Cihacek thought it might open the door as a new committee. The committee
276 would serve as an advisory or expert committee and would not have any
277 reportability, unless the ownership moved elsewhere. He was not sure if that was
278 the best thing to do because he did not know if the committee could maintain a
279 consistent meeting schedule on mandatory topics so it might not be monthly. He
280 thought Green Steps might be the ideal committee to look to because he noted the
281 city is at step three and there is nothing else for the Green Steps committee to do
282 but to monitor to get to step four. He was not sure if this Commission should form
283 a subcommittee, maybe have other Commissions help to form a subcommittee so
284 each Commission is sending a delegate in on these broad topics to start developing
285 a framework for conversation and addressing.
286

287 Member Huiett indicated she was liking that direction more than just a separate
288 peel out of a few of the Commissioners on this Commission. She thought the more
289 voices is definitely more helpful and there is a lot of interconnectivity and she did
290 not like splitting it up. She thought the direction mentioned of greater participation
291 from other Commission Members in the formation of that committee seems far
292 more relevant to her than just a few of the PWETC.
293

294 Member Misra thought it would be worth thinking about instead of conducting all
295 of the business reacting to what is already on the Commission's plate, to open up a
296 meeting regarding, for example energy, and design it to have some public
297 involvement, design it to generate a list of questions for staff or experts outside to
298 come in and provide some input on, and then pick that up again at the next meeting.
299 Part of what her sense is, on environmental topics, the Commission is designed to
300 think about projects that need to get done but from the public view, there is a lot
301 more that needs to be done and maybe a way to open the door for some of that to
302 become part of the work the Commission does.
303

304 Chair Cihacek indicated as part of the November work planning meeting he
305 suggested to open up a space for people to bring ideas forward that the community
306 wants the Commission to get done.
307

308 Chair Cihacek did not think from discussion that there was any desire from the
309 Commission to make a subcommittee, task force or increase what the Commission
310 is already doing but there may be ideas to form a sub-committee when sending a
311 delegation to an additional meeting for specific topics.

312
313 The Commission agreed.

314
315 Chair Cihacek thought the topic to start with that made sense was Forestry because
316 the Commission has already identified it. He explained the Commission would
317 have to spread the word to the Planning and Parks Commissions to set up a sub-
318 committee or task force to look at forestry at the Policy level and see what those
319 commissions response is as a first step.

320
321 Mr. Culver summarized the Commission would invite the other commissions to
322 appoint one or two of their members to the task force and the task force would meet
323 and organize on their own and would not necessarily need any staff presence or
324 intervention.

325
326 Chair Cihacek thought staff would only be needed to get space for the task force to
327 meet. He noted he would describe this as a Forestry Study Group on Policy.

328
329 Mr. Culver stated he would discuss this with staff to bring forward to the other
330 Commissions for feedback.

331
332 Mr. Culver asked if the Commission wanted to talk about the next couple of months
333 agenda items. He noted it is possible there may be a timely topic for August. Staff
334 is in conversation with EUREKA about the current contract and the current costs
335 for recycling because the costs are running higher than anticipated. There may be
336 some information to bring back to the Commission to get input on in August.

337
338 Mr. Culver reviewed the pricing and possible increase in fees with the Commission.
339 He noted this will possibly come back to the Commission in August for review so
340 the Council can see it afterwards.

341
342 Mr. Culver thought the August meeting could consist of the EUREKA
343 conversation, maybe have some Youth Commission interviews or an update on that
344 process. He noted to use September as a backup as the topic of irrigation. He
345 wondered if the Commission wanted to set January as the sustainability month.

346
347 Member Huiett indicated Earth Day happens in April and might be another logical
348 grouping.

349
350 Vice Chair Wozniak thought the EUREKA update and Green Team meetings as
351 well might be a good fit for April if trying to compress and theme the meeting.

352
353 The Commission discussed a possible timeline for topics throughout 2020.

354 Mr. Culver proposed for September inviting the Planning Staff or group to talk
355 about the sustainability efforts within Building Code as well as some of the
356 incentive with some funding offered.

357
358 The Commission indicated that was a good idea.

359
360 Chair Cihacek asked staff to extend an invite to the Met Council to come to the
361 PWETC meeting sometime.

362
363 Chair Cihacek asked staff to plan to put on the May agenda the Public Works
364 orientation because that is when new members will be seated.

365
366 **6. Public Works Department Overview**
367 Mr. Culver provided a presentation with an overview of the department and the
368 major divisions and responsibilities of the department.

369
370 **7. Items for Next Meeting – August 27, 2019**
371 This item was discussed and set in item 5 above.

372
373 **8. Adjourn**
374
375 **Motion**
376 **Member Misra moved, Member Joyce seconded, adjournment of the meeting**
377 **at approximately 8:24 p.m.**

378
379 **Ayes: 7**
380 **Nays: 0**
381 **Motion carried.**