

**MAHTOMEDI ENVIRONMENTAL COMMISSION
MEETING AGENDA
JUNE 21, 2010
CITY HALL
6:30 P.M.**

- | | | |
|-----------|---|-------------|
| 1. | CALL TO ORDER | 6:30 |
| 2. | APPROVAL OF AGENDA | |
| 3. | APPROVAL OF THE MAY 24, 2010 MEETING MINUTES | |
| 4. | FARMER'S MARKET | 6:35 |
| 5. | SUSTAINABILITY PLAN | 6:50 |
| 6. | RITE OF SPRING 2011 | 7:20 |
| 7. | MINNESOTA GREENCORPS APPLICATION | 7:35 |
| 8. | CLF RECYCLING | 7:50 |
| 9. | ADJOURNMENT | 8:00 |

TO: Members of the Environmental Commission
FROM: Scott Neilson, City Administrator
DATE: June 14, 2010
RE: Environmental Commission Meeting of June 21, 2010

A regular meeting of the Mahtomedi Environmental Commission will be held on Monday, June 21, 2010 at 6:30 at City Hall. Please contact Luann Tembreull or me if you will not be able to attend this meeting. The following items are in order for consideration and discussion at that time.

APPROVAL OF THE AGENDA

The agenda, as presented or modified is in order for approval by the Commission.

APPROVAL OF MAY 24, 2010 MEETING MINUTES

The minutes of the May 24, 2010 Environmental Commission meeting are enclosed on pages 1-5 for your review. These minutes, as presented or modified, are in order for adoption by the Commission.

FARMER'S MARKET

The Farmer's Market was scheduled to begin on June 19th. Commissioner Kirsten Skogland will provide an update on the event.

SUSTAINABILITY PLAN

Continued discussion of the sustainability plan for Mahtomedi. Please bring copy of the plan to the meeting.

RITE OF SPRING 2011

The Commission will be discussing the planning of the event for next year.

MINNESOTA GREENCORPS APPLICATION

The Commission will be discussing whether they will recommend the City file an application for a GreenCorps person and specify tasks. Background information on pages 6-8.

CLF RECYCLING

Chairperson Maples requested this item be on the agenda for discussion.

ADJOURNMENT

The meeting will adjourn at or about 8:00 p.m.



Scott Neilson, City Administrator
Attachments
I:/Shared/EnvironmentalCommission/agenda

**MAHTOMEDI ENVIRONMENTAL COMMISSION
MINUTES
MAY 24, 2010**

A regular meeting of the Mahtomedi Environmental Commission was held on Monday, May 24, 2010 at 6:30 p.m. at City Hall.

Present were Commission Members: Chair Christine Ahmann -- Maples, Peter Reich, Dave Tarnowski, Angela Bourdaghs and Jim Hunt.

Also present were: Mayor Jud Marshall, Council member Lael Ramaley, City Administrator Scott Neilson, and Office Assistant Luann Tembreull.

AGENDA

Upon motion by Commissioner Bourdaghs, seconded by Commissioner Hunt, all members voting in favor, the agenda was approved as presented.

APPROVAL OF MINUTES

Upon motion by Commissioner Hunt, seconded by Commissioner Bourdaghs, all members voting in favor, the April 26, 2010 minutes were approved as presented.

ENVIRONMENTAL PURCHASING POLICY

Administrator Neilson introduced the item and indicated that he would verify that this purchasing policy can be easily implemented with staff before it is adopted by the City Council. He indicated that Assistant Tembreull has contacted the printing company that the city purchases letterhead, envelopes and misc. forms from to see if they are certified by the Minnesota Great Printers. Her memo to the commission is attached as Attachment A. In summary, the printing company is not currently certified, but will be soon at a cost of \$1,711 annually. This expense will be passed on to their customers by a 3% overall increase in printing costs. To offset the cost of using 30% post-consumer recycled paper, the overall cost would be an increase of 7%.

In her memo, Assistant Tembreull indicated that the company the city purchases copy paper from does offer 30% post-consumer recycled paper, but staff members prefer the SFI Certified 99.99% jam-free because the copy machine is in constant use and can not afford to have the machine constantly jam.

Upon a question by Commissioner Bourdaghs, Assistant Tembreull indicated that it has been several years since the city used the recycled copy paper. She noted the city could purchase a few reams of the 30% post-consumer recycled paper and use it to run a small packet to see if it jams the machine.

MAHTOMEDI ENVIRONMENTAL COMMISSION MINUTES
May 24, 2010

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Environmental Purchasing Policy continued:

Administrator Neilson indicated that the contracted company that prints the city's newsletter is certified. Upon a question by Commissioner Bourdaghs, Administrator Neilson stated that he is not sure if they use 30% post-consumer recycled paper, but he will double check.

Administrator Neilson indicated that as far as using environmentally safe cleaning supplies, he has not heard back from the contracted cleaning service yet.

Commissioner Reich indicated that the policy could specify the words "if you can".

After some discussion, upon motion by Commissioner Reich, seconded by Commissioner Hunt, all members voting in favor, the Commission recommends the City Council approve the Environmental Purchasing Policy put forth by Administrator Neilson. See Attachment B.

FARMERS MARKET

Administrator Neilson stated that representatives from the Mahtomedi Area Farmers Market have attended several City Council meetings and that the city is in full support of a farmer's market downtown Mahtomedi. He indicated that this group does have the required insurance needed and has applied for an Interim Use Permit to use a city park. Upon their request, the City Council agreed to waive this permit fee.

Administrator Neilson indicated that the parking restrictions in Triangle Park will stipulate No Parking 2:00 a.m. – 5:00 a.m., and No Parking Saturdays 7:00 a.m. – 1:00 p.m., and that this will start on June 19th, which is when the first Farmer's Market is scheduled to begin.

Council member Ramaley reminded those present of additional parking space in the Kindross parking lot located behind the businesses on Kindross Street.

Chair Ahmann-Maples reminded the commission members of the fact that the Farmers Market representatives will need to discuss this event with the City of Willernie since both Mahtomedi and Willernie share the Triangle Park parking lot.

SUSTAINABILITY PLAN

Chair Ahmann-Maples introduced the item and the Commission continued their discussion from the April meeting.

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May 24, 2010

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Sustainability Plan continued:

After much discussion, Commissioner Hunt indicated that he supports transportation and the Farmers Market; Commissioner Reich indicated he feels strongly about the issues of surface water quality and green streets; Commissioner Tarnowski feels strongly about traffic management and local food; Commissioner Bourdaghs will focus on what the City needs to do as far as requirements.

The Commission will discuss this item further at the June Commission meeting.

NEWSLETTER

Administrator Neilson indicated that articles are due for the summer newsletter.

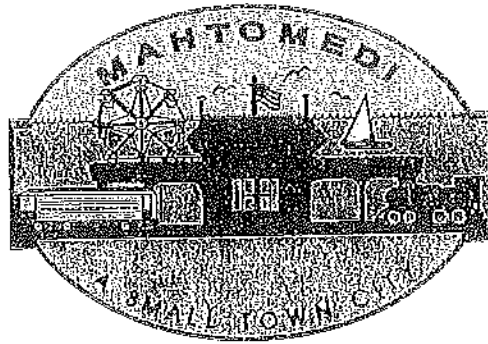
ADJOURNMENT

Upon motion by Commissioner Tarnowski, seconded by Commissioner Hunt, all members voting in favor, the meeting was adjourned at 7:40 p.m.

It was noted by several members that they have a conflict in attending the scheduled June 28th Commission meeting. It was the consensus of the group to hold the June meeting on Monday, June 21st instead of the 28th.

Respectfully Submitted by:

Luann Tembreull, Office Assistant
Attachments
Environmental Comm. May, 2010



To: Scott Neilson, City Administrator
Environmental Commission Members

From: Luann Tembreull, Office Assistant

Date: May 17, 2010

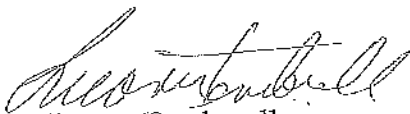
Subject: ENVIRONMENTAL PURCHASING POLICY COMPLIANCE

I just received a call back from Frank Stewart, President of New Vision Printing, with whom the City purchases letterhead, envelopes and misc. forms. Mr. Stewart indicated that his company will be certified by Minnesota Great Printers within the next 30 - 45 days. This certification will cost his company an annual fee of \$1,711, which will result in increased costs to the city of 3% overall.

In regards to his company using 30% post-consumer recycled paper, that will cost the city an additional 7% in overall costs. As an aside, he stated that his company uses soy ink in their printing machines which is less harmful.

As an example, the city recently ordered 2,000 carbonless 3 part, consecutive numbering 4.25 x 6 receipts which include the city name at a cost of \$603.96. We also ordered 2,500 letterhead at a cost of \$451.70. It is my understanding that future orders will be increased by approximately 10% when factoring the 3% and 7%.

When the City orders office supplies through Innovative Office, the copy paper we have been ordering and are happy with is SFI (Sustainable Forestry Initiative) Certified. The city has ordered the 30% post-consumer recycled paper in the past and found that paper to cause frequent jamming of our copy machine, so we switched to the 99.99% jam-free SFI Certified paper:


Luann Tembreull
Office Assistant

ENVIRONMENTAL PURCHASING POLICY

It is the policy of the City of Mahtomedi to have an environmentally preferable purchasing policy. The policy consists of the following:

1. The City will only purchase EnergyStar (www.energystar.gov) certified equipment and appliances.
2. The City will only purchase copy paper and envelopes containing at least 30% post-consumer recycled content.
3. Use State and National Standards for the following: electronics (computers and monitors) (EPEAT), and cleaning products (Greenseal or Ecologo).
4. Require printing services to be purchased from companies certified by Minnesota Great Printers.

Scott Neilson

From: Bourdaghs, Angela (MPCA) [Angela.Bourdaghs@state.mn.us]
Sent: Wednesday, June 09, 2010 1:54 PM
To: Christine.R.Ahmann-Maples@wellsfargo.com; davetarnowski@netscape.net; kskoglund@tgt-insurance.com; preich@umn.edu; jshunt@mmm.com; Mary.George@mahtomedi.k12.mn.us; Scott Neilson
Subject: FW: Announcing Minnesota GreenCorps Host Site Application for 2010-2011

We all know what a good job Rachel did this year (i.e. program works/ed and is continuing). Consider if having a GreenCorps person hired could help forward some of the initiatives we may pursue through the Greenstep criteria? It doesn't have to be a Living Green person either, it could be in any of the below categories:

- Energy Conservation and Air Quality
- Waste Prevention and Recycling
- Living Green Outreach (including local foods)
- Green Infrastructure (including forestry and stormwater assistance)

As noted below, questions about the program or application process should be directed to mngreencorps.pca@state.mn.us. The same email should be used to request application materials. Host site applications are due on July 8th.

I think it's worth having this as an agenda item at our next meeting.

From: Minnesota Pollution Control Agency [mailto:mngreencorps.pca@state.mn.us]
Sent: Friday, June 04, 2010 3:56 PM
To: Souter, Stephanie (MPCA)
Subject: Announcing Minnesota GreenCorps Host Site Application for 2010-2011



**Applications are invited for
 Minnesota GreenCorps Host Sites
 for 2010-2011 Program Year!**

Greetings,

The Minnesota Pollution Control Agency (MPCA) is now accepting applications for organizations interested in participating as a host site in the 2010-2011 year of the Minnesota GreenCorps program.

Minnesota GreenCorps is an AmeriCorps program, coordinated by the MPCA, that places AmeriCorps members with organizations around the state to spend a year of service addressing critical environmental issues, while gaining experience and learning valuable job skills.

Applications from eligible organizations interested in hosting Minnesota GreenCorps members are due by July 8, 2010.

Local government and non-profit organizations statewide may apply to host Minnesota GreenCorps members who will serve on projects in the areas of:

- Energy Conservation and Air Quality
- Waste Prevention and Recycling
- Living Green Outreach (including local foods)
- Green Infrastructure (including forestry and stormwater assistance)

Minnesota GreenCorps members serve full time (approximately 40 hours a week) for 11 months beginning in mid to late September 2010 through August 2011. Members will be placed either in teams of two or individually at selected host sites.

Host site application packets are only available by emailing mngreencorps.pca@state.mn.us. Please direct all questions to this email.

(Individuals interested in applying to serve as a Minnesota GreenCorps member are also welcome to contact us. Member application materials will be available at www.pca.state.mn.us/mngreencorps)

This project is funded by Corporation for National and Community Service as well as through ServeMinnesota. Operation of the 2010-2011 program year is dependent on this funding.



Minnesota GreenCorps is an AmeriCorps program.

NOTE: This message is being sent to local government and other community environmental contacts who may have 1) requested information for the 2009 program year 2) requested information for this upcoming program year or 3) have attended MPCA sponsored conferences and workshops. We apologize for any duplicate postings!

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