

**NORTHFIELD ENVIRONMENTAL QUALITY COMMISSION**  
**Monthly Meeting**  
**Wednesday March 11, 2010**  
**Second Floor Conference Room - City Hall**  
**7:00p.m.**

**AGENDA**

1. Call to Order 7:00 p.m.
2. Public Comment: 7:01 p.m.

**This is the opportunity for residents of Northfield to address the Environmental Quality Commission. After being recognized by the chair, each individual will identify herself/himself and the group they represent, if any. To insure all individuals will have a chance to speak, speakers will be limited to a three-minute presentation. Please note this is the time for public comments on items not on the agenda.**

3. Additions/Revisions to Agenda 7:05 p.m.
4. Review and Approval of February 11, 2010 Minutes 7:07 p.m.
5. Earth Day/Arbor Day Plans 7:10 p.m.
6. EQC Role in SW Ordinance 7:20 p.m.
7. Land Development Code Update 7:30 p.m.
8. Energy Advisory Subcommittee Report 7:40 p.m.
9. Board and Commission Training 7:50 p.m.
10. Student Liaison Report 8:00 p.m.
11. Local Food Group 8:15 p.m.
12. Plastic Recycling 8:30 p.m.
13. Agenda Items for Next Meeting 8:40 p.m.
14. Meeting Summary with Council Liaison 8:45 p.m.
15. Adjourn 9:00 p.m.



Wednesday February 11, 2010  
Environmental Quality Commission Meeting  
7:00 PM  
2<sup>nd</sup> Floor Conference Room  
801 Washington, Northfield, MN 55057

Members Present: George Kinney, Susannah Shmurak, Stephanie Wolle, Daniel Jones

Also Present: Erika Zweifel-Council Liaison, Kris Vohs- City Councilmember, Brian Erickson -Staff Liaison to EQC, Barb Thompson - Administrative Assistant

1. **Call Meeting to Order**  
Meeting was called to order at 7:00 with quorum present.
2. **Public Comment**  
None
3. **Additions and Revisions to Agenda**  
Local Food Group update
4. **Review and Approval of Meeting Minutes from January 20, 2010**  
The Board requested that the minutes expand to include more discussion points included in the minutes.  
**A Motion was made by Commission Member G. Kinney to approve the January 20, 2010 EQC Minutes. Motion was seconded by Commission Member S. Wolle.**  
**All voted in favor.**  
**Motion passed.**
5. **Northfield Code – Chapter 22**  
The Commission reviewed the existing Chapter 22 pertaining to EQC and the draft Ordinance #906. The following revision was forwarded to City Council.  
ORDINANCE NO. 905  
Sec 2-28 – Organization  
(b) .....*Notice of all meetings of the commission shall be given in compliance with ~~the~~ applicable law.*
6. **Environmental Studies Project**  
St. Olaf professor John Schade was looking for ideas for civic engagement projects for his students. The class now has the topics that they needed and will contact the EQC if further assistance is needed.
7. **AD Hoc Energy Advisory Subcommittee Report**  
Met on Wed Feb 10<sup>th</sup>. Continuing to work with energy usage comparisons for the city with the Johnson Control work now mostly completed. The group also continues work on receiving approval for PACE Bonds (Property Assessed Clean Energy Bonds). These bonds would help commercial, industrial as well as residential properties make needed energy efficient upgrades and have the costs then spread over a specified number of years and added to the property tax bills. There would be no cost to the City and administrative costs would be reimbursed during the payback. The EQC also urged the Ad Hoc Energy Subcommittee to change their name to The Energy Advisory Committee.
8. **Local Food Update**  
The Eat Local Winter Challenge will be held at the beginning of March. March 4<sup>th</sup> at 5:50pm- Eat Local Potluck Dinner followed by the program. Also discussed was the possibility of the City using edible landscaping for future projects. A list will be developed to be used for future plantings around the City.
9. **College Liaison Updates**  
St. Olaf is looking for projects around the City. The EQC recommended buckthorn removal both at Lashbrook Park and Hauberg Woods as a possible project.  
Carleton College is involved with the Feb Energy Challenge. They are competing with other schools to reduce their energy use.

**10. Updates**

The Twin Cities Sustainability Conference is being held on March 12, 2010 in Minneapolis. It is sponsored by the Alliance for Sustainability.

Barr Engineering has been chosen for the Storm Water Ordinance Update, more information will follow.

Earth Day is March 11<sup>th</sup>. A Conserve Energy Workshop will be held and Chair Jones will check on the possibility of a tree handout.

The Bridgewater Conference Concerning Local Streams will be held on Sat. Feb 13, 2010 from 8:30am-11:30.

March 23 is the date set for Board and Commission Training. At least 2 members from each Board and Commission are requested to attend.

Rain Barrel building class is scheduled for April 28.

**11. Agenda Items for Next Meeting**

Earth Day Events

Energy Advisory Committee Update

Storm Water Ordinance

Land Development Code

College Liaison Reports

Implementing EQC Goals

**12. Meeting Summary with Council Liaison**

Talk with Council concerning the need for the Energy Task Force to become an approved Commission

**13. Adjourn**

**A Motion was made by Commission Member G. Kinney to adjourn the meeting at 8:30. Motion was seconded by S. Shmurak.**

**All voted in favor.**

**Motion passed.**

Respectfully submitted,  
Barb Yaeger-Thompson



## MEMORANDUM

*Public Services Department  
Public Works Operations Engineer*

**Environmental Quality Commission  
March 11, 2010  
Agenda Item #5**

**Item:** Earth Day/Arbor Day  
**Requested By:** EQC  
**Submitted By:** Brian Erickson, Public Works Operations Engineer

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### **Background:**

Earth Day is April 22, 2010 and as in past years there will be citywide clean up days scheduled on April 24 and May 1. This will be run as in previous years, but a discussion should be held regarding the potential for volunteers to be on site working with the residents for donations to a citywide 'garage sale'.

Arbor Day is April 30, 2010 and the City Council has a resolution for approval at the March 16, 2010 City Council Meeting proclaiming April 30 as Arbor Day. This is one of the items required for the Tree City USA designation.

### **Action Required:**

None, discussion only.



## MEMORANDUM

*Public Services Department  
Public Works Operations Engineer*

**Environmental Quality Commission  
March 11, 2010  
Agenda Item #6**

**Item:** EQC Role in Stormwater Ordinance  
**Requested By:** EQC  
**Submitted By:** Brian Erickson, Public Works Operations Engineer

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### **Background:**

At the February 10, 2010, City Council work session the staff facilitated a discussion regarding the community process for drafting the surface water management plan ordinances. During that work session the Council indicated that the process was acceptable and at the Feb 16, 2010 City Council Meeting the plan was approved by the Council. This process is shown in attachment 1, and essentially establishes two committees. They are the Technical Steering Committee (TSC) and the Advisory Group. The TSC is "intended to be a group of individuals with specific credentials to guide the technical aspects of creation of the surface water management ordinance." The Advisory Group is "intended to be a larger group that has interest in the creation of the regulation for various reasons but may be focused more on policy and implementation." It's intended that the EQC would be involved in the Advisory Group portion of the process.

### **Action Required:**

None, information only.

### **Attachment:**

1. Surface Water Ordinance Process

### **Technical Steering Committee (TSC)**

The TSC is intended to be a group of individuals with specific credentials to guide the technical aspects of creation of the surface water management ordinance. The areas of expertise that are recommended be represented are pollutant fate and transport, water chemistry, ecology, hydrology, geology, policy, and staffing/budgets. It is anticipated that this group will guide the creation of the ordinance with input from the Council, City Boards and Commissions, other advisory groups and the general public. It is possible that others could be called upon when necessary to provide further direction.

Suggested members include:

- Paul Jackson, Ph.D., St. Olaf Associate Professor, Analytical Chemistry, Separations, Environmental Analysis
- John D. Schade, Ph.D., St. Olaf Assistant Professor, Biology and Environmental Studies, Ecology, Nutrient Cycling
- Hugh Valient, DNR Fish and Wildlife Rep.
- Beth Kallestad, Cannon River Watershed Partnership
- Brian Welch, Ph.D., Geology and Geophysics, Aquifer Hydrology, Northfield GIS Technician,
- Katy Gehler, P.E., M.S. Water Resources, Northfield City Engineer

### **Advisory Group**

The advisory group is intended to be a larger group that has interest in the creation of the regulation for various reasons but may be focused more on policy and implementation. For example members of the Planning Commission, EQC, local builders and developers, or other citizens having an interest in the process could be included in this group. It is anticipated that the meeting of the Advisory group be both for explaining the reasoning for recommendations of the TSC along with getting input and comments on the policies.

# Community Plan

## TSC

It is anticipated that the TSC will meet 1-2 times per month with the consultant to discuss technical issues related to creation of the overall ordinance.

## Advisory Group

### Meeting 1 – Project Kick-off

The purpose of this meeting is to flush out all concerns, issues, ideas or other input at the beginning of the process.

### Meeting 2 – Project Input

The purpose of this meeting is to present the work of the consultant and TSC in a preliminary form to get feedback.

### Meeting 3 – Final Ordinance review

The purpose of this meeting will be to review the final draft of the ordinance for final comment and input prior to the Council's consideration.

## Community Meetings

Open House 1 – The purpose of this open house would be to allow the general public an opportunity to express any concerns, issues, or ideas at the beginning of the process.

Open House 2 – The purpose of this meeting is to allow the general public the opportunity to weigh in on the preliminary draft of the ordinance.

Open House 3 – The purpose of this meeting is to allow the general public the opportunity to weigh in on the final draft of the ordinance.

## City Council

Work Session 1 – The purpose of this work session will be to provide an update to the council including comments and input from the Advisory Group's Meeting 2 and the Open House 2. Policy questions that the TSC needs guidance on would be raised during this work session.

Work Session 2 – The purpose of this work session will be to present the final draft of the ordinance to the City Council for final comment prior to the first reading of the ordinance.



## MEMORANDUM

*Public Services Department  
Public Works Operations Engineer*

**Environmental Quality Commission  
March 11, 2010  
Agenda Item #7**

**Item:** Land Development Code Update  
**Requested By:** EQC  
**Submitted By:** Brian Erickson, Public Works Operations Engineer

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### **Background:**

The Planning Commission recently finished their review of the existing residential portion of the code. That is the portion that applies to areas of the city where there currently existing homes. They will next be moving on to the 'greenfield' residential development areas. As of now the Planning Commission has not requested any additional information or input from other boards or commissions.

### **Action Required:**

None, information only.



## MEMORANDUM

*Public Services Department  
Public Works Operations Engineer*

**Environmental Quality Commission  
March 11, 2010  
Agenda Item #9**

**Item:** Board and Commission Training  
**Requested By:** EQC  
**Submitted By:** Brian Erickson, Public Works Operations Engineer

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### **Background:**

On March 23, 2010 from 7:00 p.m. – 9:00 p.m. in the City Council Chambers there will be training on Data Practices for Board and Commission members. Invitations were forwarded to all members and there is an expectation that at least two members from each board or commission will be there.

### **Action Required:**

Respond to invitation forwarded separately to J. Nash.