



AGENDA

Environmental Management Commission

REGULAR MEETING
September 19, 2022
7:00 PM
Oakdale City Council Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

- a. August 15, 2022

5. ENVIRONMENTAL MANAGEMENT COMMISSION REVIEW

a. OLD BUSINESS

- i. Walk-through of public events for Bike and Pedestrian Plan Update project
- ii. Electric Vehicle Suitability Assessment update

b. NEW BUSINESS

- i. 2023 EMC Work Plan preparation
- ii. Bus tour save the date*

6. OTHER

- i. Monthly review of the 2022 EMC Editorial Calendar
- ii. Commissioner update(s)*
- iii. Council liaison update(s)*

7. ADJOURNMENT

*Items marked with an asterisk have no accompanying materials

**The next regular Environmental Management Commission meeting will be held
October 17, 2022 @ 7PM in the Council Chambers at Oakdale City Hall.**

**REGULAR MEETING
OAKDALE ENVIRONMENTAL MANAGEMENT COMMISSION
AUGUST 15, 2022**

CALL TO ORDER

The Oakdale Environmental Management Commission (EMC) held a meeting on Monday, August 15, 2022 at Oakdale City Hall, 1584 Hadley Avenue North, Oakdale, Minnesota. The meeting began at 7:06 PM with the Pledge of Allegiance.

CALL OF ROLL

On a call of roll, the following were present:

Chairperson: Keith Miller, Chairperson

Commissioners: Noah Gerding, Vice Chair
Bonnie Wilson

Also Present: Kevin Zabel, City Council Liaison
Shannon Reidlinger, Sr. Community Development Specialist

Absent: Connor Brown

Quorum Present: YES NO

APPROVAL OF MINUTES

A MOTION WAS MADE BY COMMISSIONER GERDING, SECONDED BY COMMISSIONER WILSON, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 16, 2022 AS WRITTEN.

**3 AYES
0 NAYS**

MOTION CARRIED

ENVIRONMENTAL MANAGEMENT COMMISSION REVIEW

a. NEW BUSINESS

i. Bike and Pedestrian Plan facilitated workshop

Shaun Murphy Lopez, a Senior Planner with Toole Design Group contracted to serve as the project manager for the Bike and Pedestrian Plan Update, presented a summary of the project scope of work. The summary presentation included the purpose of the project, steps in the planning process, and an overview of the draft public engagement plan.

In response to Chair Miller's question regarding whether on-road bicycle lanes will be incorporated into the updated Bike and Pedestrian Plan, Mr. Murphy Lopez noted that he is not aware of any existing designated on-road bicycle lanes in Oakdale but that shoulders for bicycling on the road are an element in regional bicycle and pedestrian system plans. Mr. Murphy Lopez indicated that the city's updated Bike and Pedestrian Plan could include suggestions regarding on-road bicycle lanes, and that any recommendation would incorporate definitions related to bicycle lane design standards.

In response to Chair Miller's question regarding whether the Destination Analysis Map (created in the first planning step of the project) incorporates destinations near the border but outside of Oakdale city limits, Mr. Murphy Lopez confirmed that the Destination Analysis Map does take into account destinations in surrounding communities.

In response to Commissioner Gerding's question regarding how the draft public engagement strategy will comprehensively incorporate people of color in Oakdale, Mr. Murphy Lopez noted the importance of establishing a connection to potential focus group invitees through community members (including youth and residents that speak a non-English language). In response to Commissioner Gerding's question regarding whether public engagement materials would be made available in languages other than English, Mr. Murphy Lopez confirmed that any written materials brought to a focus group conducted in a language other than English would be translated, and that a translator would be made available for focus group participants.

After his presentation, Mr. Murphy Lopez conducted a facilitated workshop with the EMC to identify the strengths, weaknesses, opportunities, and threats regarding bicycling and walking in Oakdale (also called a SWOT Analysis). Commission members wrote each individual idea about a strength, weakness, opportunity, or threat on a sticky note, and then placed each sticky note on a wall-mounted sheet of paper with the corresponding SWOT Analysis category. Then, the Commission members organized the sticky notes under each category into groupings by theme. The following themes were identified:

- Strengths: Oakdale's wide streets and shoulders, and existing bicycle paths
- Weaknesses: Lack of access to public transit; indirect relationship of bicycling and walking to Oakdale's existing community brand; the increase in traffic with continued development; concerns related to the flow and maintenance of the trail system; lack of facilities to sit and rest along the trails; concerns related to bicycle lanes and routes
- Opportunities: Chance for diverse marketing, branding, and awareness; chance for collaborations and partnerships; chance to better connect Oakdale's commercial economy to bicyclists and pedestrians through "street furniture"
- Threats: Neighboring cities' plans; freeways; increasing car traffic

Finally, Commission members informally voted using stickers for what they viewed to be the most compelling theme in each of the four categories. The themes voted for most often were:

- Strengths: Existing bicycle paths
- Weaknesses: Concerns related to bicycle lanes and routes
- Opportunities: Tie between chance for diverse marketing, branding, and awareness, and chance for collaborations and partnerships
- Threats: Increasing car traffic

After the informal voting exercise, Mr. Murphy Lopez explained that the SWOT Analysis will inform draft goals and objectives for the updated Bike and Pedestrian Plan. The draft goals and objectives will be refined by public input, and incorporated into the policies and network recommendations related to bicycling and walking in Oakdale as outlined in the updated Plan.

In response to Chair Miller's question regarding whether electric bicycle (e-bike) standards will be incorporated into the updated Bike and Pedestrian Plan, Mr. Murphy Lopez responded that Minnesota state statutes and peer community best practices regarding e-bikes will inform any related content included in the final project deliverable.

Mr. Murphy Lopez concluded the discussion by gathering feedback on the focus group element of the draft public engagement plan. Commissioner Gerding and Commissioner Wilson emphasized their interest in seeing senior residents invited to a focus group. In response to Commissioner Gerding's question regarding the definition of a 'business' as a target segment for invitation to a focus group, Mr. Murphy Lopez explained that a focus group with businesses could mean meeting convening local businesses through collaboration with the area Chamber of Commerce, or through existing connections among City staff. Commissioner Gerding highlighted the importance of including nonprofit and faith-based organizations in the 'business' category of the proposed focus group segments; Chair Miller suggested that instead of targeting businesses, the public engagement strategy might target 'employers' to capture more diverse perspectives. Chair Miller noted interest in inviting the 3M Bike Club to a focus group; in response, Mr. Murphy Lopez indicated that bicycling and pedestrian advocates may be a particular target segment for a focus group.

In response to Commissioner Wilson's question regarding whether focus group participants must be residents of Oakdale, Mr. Murphy Lopez confirmed that individuals living outside of Oakdale may still participate in the public engagement planning phase as long as the topic of conversation remains bicycling and walking in Oakdale. Commissioner Gerding expressed support for hearing non-resident points of view from youth who attend an Oakdale school but do not live in the city, as well as their parents.

Following the conclusion of Mr. Murphy Lopez's presentation and facilitated discussion, Chair Miller opened the meeting for public comment.

Donald Empson of 7014 24th St. N in Oakdale commented that public feedback on bicycling and walking in Oakdale could be best collected from bicyclist and walkers out-and-about on a highly-traveled road in the city, such as 15th St. Mr. Empson also recommended inquiring of

individuals at a bus stop how far they had bicycled or walked to reach the bus stop. Finally, Mr. Empson suggested using existing residential streets in Oakdale as a bicycle route and listed a number of advantages.

Robert Brehm of 6906 7th St. N in Oakdale commented that more street and trail lighting will be necessary to accommodate higher bicycling and pedestrian traffic, and expressed interest in seeing enhanced lighting indicated on one or more maps included in the updated Bike and Pedestrian Plan.

ii. Summary of Stewardship Grant open house

Ms. Reidlinger shared that Commissioner Gerding attended the Stewardship Grant open house hosted by Ramsey-Washington Metro Watershed District (RWMWD) at Sun Ray Branch Library on July 12, 2022.

Commissioner Gerding summarized that the open house was a great reminder of existing programs available to Oakdale residents. He underscored that the Stewardship Grant reimburses a number of diverse environmental stewardship projects that benefit water quality and natural resources, including rain gardens, shoreline restoration, pervious pavement, and bee-safe and native plant lawns. He explained that projects funded by the Stewardship Grant complement the goals and objectives of the Commission's 2022 Work Plan and emphasized that EMC commissioners honor the legacy of Oakdale by promoting environmental programs like the Stewardship Grant. Finally, Commissioner Gerding shared that he applied for a site consultation related to driveway repaving, foundation drainage, and rain gardens at his home. Chair Miller noted that a neighbor had utilized funding from the Stewardship Grant to complete a shoreline restoration and native landscaping project.

Chair Miller mentioned that other Watershed Districts with jurisdiction in Oakdale, including the Valley Branch Watershed District and the South Washington Watershed District, have similar grant programs available to Oakdale residents for water quality and natural resource improvement projects.

b. OTHER ITEMS

i. Monthly review of the 2022 EMC Editorial Calendar

The EMC reviewed the themes and dates relevant to the 2022 environmental communications strategy for the months of August, September, and October. Chair Miller noted that August is National Water Quality Month and that information about the Adopt-a-Drain and Adopt-a-Wetland programs, as well as about rain gardens and rain barrels, is available on the City of Oakdale website. In response to Chair Miller's question regarding whether the City will host a Touch-a-Truck event in September, Ms. Reidlinger agreed to confirm with staff whether the event is scheduled (event was held September 13, 2022).

ii. Grow Solar Twin Cities solar group buy program update

Chair Miller shared that the EMC co-hosted a Solar Power Hour virtual information session, presented by the Midwest Renewable Energy Association, to promote the Grow Solar Twin Cities solar group buy program on May 31, 2022. He noted that the solar group buy program has surpassed the first participation milestone, triggering a reduction in the price of installing a solar system through the group buy program. He explained that surpassing the second participation milestone achieves the maximum reduction in price through the solar group buy program. Finally, Chair Miller shared that the EMC will host an additional virtual Solar Power Hour information session on September 1, 2022 at 11 AM.

iii. Commissioner update(s)

Commissioner Gerding shared that he cleaned the storm drains adopted by the EMC as part of the Adopt-a-Drain program.

iv. Council liaison updates

Council member Zabel provided an update on the 2023 budget planning process and shared that the City is required by state law to set the preliminary levy (i.e. the statutory cap on property taxes) in September of 2022. He noted that the final 2023 budget will be adopted in December of 2022. Of note, he explained that the City Council is considering additions to the Police Department in the 2023 budget as well as fully converting the Oakdale Fire Department to a full-time, paid department.

Council member Zabel indicated that development and redevelopment projects continue throughout the city, including the Willowbrooke neighborhood development, school facility upgrades, and residential re-roofing and re-siding projects in the wake of a recent hail storm. In response to Commissioner Wilson's question regarding whether the distribution of developers involved in the Willowbrooke neighborhood has changed, Council member Zabel indicated that Lennar continues to build out a majority of the property, and that Continental Properties continues to build in the southeast corner of the property. In addition, he noted that the City Council reviewed a proposal for multi-family housing along the I-694 corridor that represented a minor proposed change from what was planned. In response to Chair Miller's question regarding bicycling and pedestrian facilities are being integrated into the new roads built in the Willowbrooke neighborhood, Council member Zabel confirmed that the realignment and reconstruction of the new 40th St incorporates bicycle and pedestrian safety. He commented that the City will need to address infrastructure to provide bicycle and pedestrian access over I-694, as the current 40th St overpass does not include bicycle and pedestrian facilities; he indicated that the City Council is researching the possibility of funding facilities through a bonding request to the State legislature. Finally, he acknowledged that the Oakdale Parks and Recreation Commission is discussing plans for park space and facilities in the Willowbrooke development.

In response to Commissioner Wilson's question regarding future development near Target, Council member Zabel shared that the City Council has conducted a preliminary conversation with a multi-family housing developer for a parcel in the area but had not yet reviewed site plans. He explained that additional proposals for retail and commercial projects near Target are in early conversational stages.

Finally, Council member Zabel highlighted development of about 300,000 additional square feet of light industrial use at the 4 Front Campus.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER WILSON, SECONDED BY COMMISSIONER GERDING, TO ADJOURN THE AUGUST 15, 2022 REGULAR MEETING OF THE OAKDALE ENVIRONMENTAL COMMISSION AT 8:58 P.M.

**3 AYES
0 NAYS**

MOTION CARRIED

Meeting Adjourned

NEXT MEETING DATE

The next meeting of the EMC will be Monday, September 19, 2022 in the City Council Chambers.

Respectfully submitted,

Shannon Reidlinger
Sr. Community Development Specialist

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: September 15, 2022
SUBJ: Walk-through of public events for Bike and Pedestrian Plan Update project

This memorandum summarizes the purpose and goals of the public events proposed in the Bike and Pedestrian Plan public engagement strategy (reviewed by the EMC during its August 15, 2022 meeting) and invites reaction from the Commission.

BACKGROUND

Collecting unique types of feedback from the public on bicycling and walking in Oakdale is essential to creating an updated Bike and Pedestrian Plan that is reflective of the needs and desires of the community. A mixture of one open house, two pop-up workshops, and three focus group meetings will be held during the planning process to collect public feedback. The purpose of these public events is to gather information and community opinions about existing bicycling and walking conditions, and to inform the community about the planning process. Offering different types of public events allows for diverse types of people to attend and share their thoughts about bicycling and walking in Oakdale. Proposed public events are as follows:

1. *One open house.* Participants to the public open house will be invited into a casual environment where they will guide themselves through various stations of informative and engaging material. Examples of materials used during the open house include questionnaires, interactive maps/boards, and a story-telling station. Project team members will be present for the open house to field questions and direct participants. Interests and concerns that emerge from public comments at the open house will shape the strategic direction of the updated Bike and Pedestrian Plan. The goals of the open house are as follows:
 - Explain the purpose of a Bike and Pedestrian Plan to the public
 - Introduce the public to the planning process
 - Share the goals of bicycling and walking for Oakdale as identified in the City's Comprehensive Plan
 - Glean information about the state of bicycling and walking, including interests, concerns, gaps, and safety issues
 - Present findings from the preliminary existing conditions analyses
 - Seek input to craft a vision for bicycling and walking in Oakdale
 - Explain the process used to develop a proposed network of facilities

The open house will be held at the Discovery Center at the Oakdale Nature Preserve.

2. *Two pop-up workshops.* Conducting a pop-up workshop at a place where people already gather on a regular basis, like the Oakdale Farmers Market or the library, presents residents with an informal opportunity to participate in the planning process. An abbreviated format of the open house materials and questionnaires will be available, including information about the Plan. Project team members will staff the table to invite participation and answer questions. The goals of the pop-up workshops are as follows:
 - Engage with people as they go about their day vs. asking them to attend a special event

- Interact with harder-to-reach groups that typically don't attend planning events
 - Explain the purpose of a Bicycle and Pedestrian Plan to the public
 - Introduce the public to the planning process
 - Share the benefits of bicycling and walking for Oakdale
 - Glean information about the state of bicycling and walking: interests, concerns, gaps, and safety issues
 - Seek input to craft a vision for bicycling and walking in Oakdale
3. *Three focus groups.* Focus groups are formal meetings with specific interest groups. Attendees are community members who likely have opinions and valuable information about bicycling and walking in Oakdale. These meetings create additional opportunities to gather information and advertise the Plan; in doing so, focus groups can curate feedback from people who would not typically come to an open house as well as more in-depth feedback from people who might be likely to attend an open house. At each focus group, the project team will be equipped with similar information from the open house and pop-up workshops (e.g., questionnaires, maps, general information about the Plan, directives to online engagement materials), as well as a list of conversation starters for a large group discussion with attendees.

COMMISSION ENGAGEMENT

The Bike and Pedestrian Plan Update project consultant, Toole Design Group, will facilitate a mock public engagement event with the EMC. Commissioners are encouraged to provide reactions to the materials, content, and layout of the mock public engagement event.

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: September 15, 2022
SUBJ: Electric Vehicle Suitability Assessment update

This memorandum updates the EMC on the City's participation in Xcel Energy's Fleet Electrification Advisory Program (FEAP) and summarizes the Electric Vehicle Suitability Assessment (EVSA), a primary component of program participation.

BACKGROUND

Resilient communities provide residents with a higher standard of living. The City's role in supporting an environmentally resilient community is to protect assets that are valued in the natural environment, like the quality of the atmosphere. One method of reducing atmosphere-harming greenhouse gas emissions identified in the City's Comprehensive Plan is exploring options for City fleet use of electric vehicles (EVs).

Eligible municipalities seeking to develop an electrification plan for their fleet have the opportunity to participate in Xcel Energy's Fleet Electrification Advisory Program, an initiative that provides advisory services and data-driven assessments of EV fleet opportunities and charging infrastructure options. At the October 26, 2021 Oakdale City Council workshop, staff presented the FEAP opportunity to council members for consideration. After legal review, the City Administrator signed a Terms and Conditions document on February 24, 2022 to indicate the City's interest in program participation.

ELECTRIC VEHICLE SUITABILITY ASSESSMENT

The first stage of FEAP participation – conducting an EVSA – is designed to identify fleet vehicles that are a good candidate to be replaced with an EV. In collaboration with Public Works, the Police Department, and the Fire Department, staff coordinated with the program-approved data analytics provider, Sawatch Labs, to draft a scope of work and estimated budget for the assessment. The assessment will be informed by collecting data via telematics equipment from 15 identified fleet vehicles for at least 90 days; the total timeline of the project is roughly six months from execution of the contract to presentation of results. The output of the assessment is an online planning tool that includes information on the latest EV models, customizable financial analytics, and GPS data for infrastructure needs specific to Oakdale's fleet. The outcome of the assessment is a recommendation regarding a fleet electrification strategy for consideration by City Council that keeps costs low for the City and drives the best return on investment when planning to install charging capacity and incorporate EVs into Oakdale's fleet. The results will be delivered to the City by Sawatch Labs via webinar; staff will share a summary of results with City Council at a subsequent Council workshop.

At the June 28, 2022 regular meeting, City Council authorized the Mayor and City Administrator to execute a Terms Document with Sawatch Labs to conduct an EVSA. Telematics devices for data collection were installed in late August of 2022 in 15 fleet vehicles. Telematics data will be gathered for 90 days, until late November or early December 2022. The results of the EV Suitability Assessment will be presented by Sawatch Labs in early 2023.

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: September 15, 2022
SUBJ: 2023 EMC Work Plan preparation

This memorandum summarizes the purpose of, and invites conversation about, the 2023 EMC Work Plan.

POLICY IMPLICATIONS

Chapter Six, Article I, Sec. 6-02 of the City Code of Ordinances establishes the EMC as an advisory body which acts in an advisory capacity to the City Council and City Administrator in all matters pertaining to solid waste, recycling, composting, storm water run-off, water quality improvements, wetland conservation and management, air quality, ground and drinking water, tree preservation, and energy conservation. To support this function, the 2023 EMC Work Plan will guide and focus the seven-member Commission's work during its monthly meetings and in the community.

The EMC will finalize the 2023 Work Plan at its November 2022 meeting; the finalized 2023 EMC Work Plan will be presented to City Council in early 2023 for consideration and feedback. The 2023 Work Plan will reflect priorities identified in the resiliency chapter of the City's 2040 Comprehensive Plan and the Minnesota GreenStep Cities program (a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality-of-life goals).

Traditionally, the EMC work plan details annual, ongoing items related to education and promotion of waste reduction, recycling, and water conservation. The 2023 Work Plan may also concentrate on implementing priority actions outlined in the 2021 EV-Ready Community Study; on concluding a Bike and Pedestrian Plan update; and on supporting community-wide energy efficiency efforts.

COMMISSION ENGAGEMENT

Commissioners are encouraged to provide opinions and commentary on the content of the draft 2023 Work Plan prior to the November 2022 meeting.

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: September 15, 2022
SUBJ: Monthly review of the 2022 EMC Editorial Calendar

The 2022 Environmental Management Commission (EMC) Editorial Calendar is designed to generate public outreach and communication about the Commission’s priorities related to solid waste, recycling, composting, air and water quality, and energy conservation. Topics of interest, dates of note, and relevant community resources may vary as the calendar is refined and updated; consequently, the EMC shall provide a recommendation to staff on the messages and resources of highest importance month-to-month.

This memorandum seeks to open discussion on the message and resources of focus in September, October, and November of 2022.

2022 EMC Editorial Calendar	
September: Electric Vehicles	
Dates related to monthly topic	Resources related to monthly topic
<i>Zero Emissions Day – Sep 21</i>	<ul style="list-style-type: none"> • EV-ready amendments to Oakdale’s Code of Ordinances • Drive Electric Minnesota • Shift2Electric
<i>Car Free Day – Sep 22</i>	
<i>National Drive Electric Week – Sep 23 - Oct 2</i>	
October: Renewable Energy	
Dates related to monthly topic	Resources related to monthly topic
<i>Energy Efficiency Day – Oct 5</i>	<ul style="list-style-type: none"> • Home Energy Squad (home energy audit) • Clean Energy Project Builder • Battery recycling • Citizens Utility Board (CUB) bill clinic
<i>National LED Light Day – Oct 7</i>	
<i>National Solar Tour – Oct 1 - 2</i>	
<i>Energy Awareness Month</i>	
November: Water Conservation	
Dates related to monthly topic	Resources related to monthly topic
<i>National Water Quality Month</i>	<ul style="list-style-type: none"> • Adopt-A-Drain • Adopt-A-Wetland • Rain barrels and rain gardens

Social media posts are scheduled and subject to review by Communications staff. Proposed social media posts in the month of September include:

- Recognition of the EV-ready amendments to Oakdale’s Code of Ordinances passed by City Council in 2022
- Promotion of the Electric Vehicle Charging Infrastructure Guidelines
- Promotion of Zero Emissions Day on September 21
- Promotion of [Car Free Day](#) on September 22

- Promotion of [National Drive Electric Week](#) from September 23 to October 2
- Sharing information and education about electric vehicles provided by:
 - [Drive Electric Minnesota](#)
 - [Shift2Electric](#)
 - Programs offered by [Xcel Energy](#)

Select social media posts of note in August and September 2022 include:

- A reminder of water conservation efforts in relation to lawn maintenance (August 10)
- Promotion of the September 1 virtual Solar Power Hour hosted by the EMC (August 19)
- Promotion of National Water Quality Month (August 25)
- Promotion of recycling and waste reduction opportunities available through Washington County (September 8)