



AGENDA

Environmental Management Commission

REGULAR MEETING
June 17, 2024
Oakdale City Council Chambers

1. CALL TO ORDER

2. CALL OF ROLL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

- a. May 20, 2024

6. OPEN FORUM

7. ENVIRONMENTAL MANAGEMENT COMMISSION REVIEW

a. **OLD BUSINESS**

- i. Environmental Fair Update

b. **NEW BUSINESS**

- i. Oakdale Park System Plan
- ii. Nomination and Election of New Commission Vice Chair

6. OTHER

- i. Staff Liaison Update(s)
 - 1. Monthly Review of the 2024 EMC Editorial Calendar
 - 2. Community Development Update*
- 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
August 19, 2024 @ 7PM in the Council Chambers at Oakdale City Hall.**

**REGULAR MEETING
OAKDALE ENVIRONMENTAL MANAGEMENT COMMISSION
MAY 20, 2024**

CALL TO ORDER

The Oakdale Environmental Management Commission (EMC) held a meeting on Monday, May 20, 2024 at Oakdale City Hall, 1584 Hadley Avenue North, Oakdale, Minnesota. The meeting began at 7:00 PM.

CALL OF ROLL

On a call of roll, the following were present:

Chairperson: Noah Gerding

Commissioners: Keith Miller, Vice Chairperson
Tim Doolittle
Bonnie Wilson
Chang Yang

Also Present: Hannah Dunn, Community Development Specialist and City Staff Liaison
Chris Volkers, City Administrator
Sara Ludwig, City Clerk
Jim Thomson, City Attorney

Absent: Kevin Zabel, City Council Liaison

Quorum Present: YES NO

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A MOTION WAS MADE BY COMMISSIONER MILLER, SECONDED BY COMMISSIONER WILSON, TO APPROVE THE AGENDA OF THE REGULAR MEETING OF MAY 20, 2024 AS PRESENTED.

**5 AYES
0 NAYS**

MOTION CARRIED

APPROVAL OF THE MINUTES

A MOTION WAS MADE BY COMMISSIONER WILSON, SECONDED BY COMMISSIONER YANG, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 18, 2024 AS PRESENTED.

**5 AYES
0 NAYS**

MOTION CARRIED

ENVIRONMENTAL MANAGEMENT COMMISSION REVIEW

a. OLD BUSINESS

i. Approval of 2024 Environmental Management Commission Work Plan

Chair Gerding stated that the 2024 Environmental Management Commission Work Plan is in alignment with Oakdale's electric vehicle priorities, as well as the City's 2040 Comprehensive Plan priorities encompassing renewable energy, energy efficiency, solar, waste and recycling, and water conservation. He also reminded Commissioners that the draft work plan was discussed by the Commission and City Council at the February 12, 2024 Environmental Management Commission appreciation dinner. The City Council also discussed the work plan at their workshop meeting on March 12, 2024.

A MOTION WAS MADE BY COMMISSIONER DOOLITTLE, SECONDED BY COMMISSIONER WILSON, TO APPROVE THE 2024 ENVIRONMENTAL MANAGEMENT COMMISSION WORK PLAN AS PRESENTED.

**5 AYES
0 NAYS**

MOTION CARRIED

b. NEW BUSINESS

i. None

OTHER

i. Staff Liaison Update(s)

Community Development Specialist Hannah Dunn reviewed the EMC's editorial calendar. This included a review of the summer themes of May–Bicycling and Walking; June–Renewable Energy; and July–Going Plastic Free. Commissioner Miller suggested a resource to consider for June called Solar United Neighbors (SUN) who use the vendor iSolar. Chair Gerding asked if staff has any testimonials from businesses with solar. Dunn stated that staff currently have none on file, but she can research.

OPEN FORUM

a. Advisory Body Training – General Topics, Presented by City Administrator Chris Volkers, City Clerk Sara Ludwig, and City Attorney Jim Thomson

City Administrator Chris Volkens, City Clerk Sara Ludwig, and City Attorney Jim Thomson provided an overview to the Environmental Management Commission about Robert's Rules of Order, Open Meeting Law, general conduct, and communications.

OTHER

i. Staff Liaison Update(s)

Dunn provided Community Development updates including Home Energy Squad rebates, which are now available to a limited number of households; City of Oakdale being designated as a Charging Smart Bronze Community (was called EV Smart but has been re-branded as Charging Smart); and Oakdale again being awarded Steps 4 & 5 of the 2023 GreenStep Cities. Commissioner Wilson asked about posting our GreenStep designation on the City signs at a cost of \$80. Dunn will research.

ii. Commissioner Update(s)*

Commissioner Doolittle asked about signs designating Oakdale as a "Tree City" and questioned what that meant and how it is obtained. Dunn stated that although she was not aware of the metrics needed to qualify, it is an annual application process that the City Forester has been doing, and that the City again has this designation for 2024. She will get more information on what it entails.

Chair Gerding mentioned the Adopt-a-Drain program. In the past, the Commission usually took care of three drains close to City Hall/Walton Park, volunteering 15 minutes twice per month in May through November to keep them clean of debris. Chair Gerding offered this information as a reminder to again commit to this process, and asked Dunn to research and share what was done in prior years at the next meeting. Additionally, the EMC committed to work with City staff to design and execute an Environmental Fair in 2025. He also expressed gratitude for the City's Development Bus Tour. He commended the group for being the only Commission with 100% participation.

iii. Council Liaison Update(s)*

None.

NEXT MEETING DATE

The next meeting of the EMC will be Monday, June 17, 2024 in the City Council Chambers.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER MILLER, SECONDED BY COMMISSIONER WILSON, TO ADJOURN THE MAY 20, 2024 REGULAR MEETING OF THE OAKDALE ENVIRONMENTAL MANAGEMENT COMMISSION AT 8:08 PM.

5 AYES
0 NAYS

MOTION CARRIED

Meeting Adjourned

Respectfully submitted,

Hannah Dunn
Community Development Specialist

TO: Environmental Management Commission
FROM: Hannah Dunn, Community Development Specialist
DATE: June 17, 2024
SUBJ: Environmental Fair Update

The purpose of this memorandum is to update the Environmental Management Commission (EMC) about the environmental fair.

BACKGROUND

The draft 2024 EMC Work Plan includes an item to “explore hosting an environmental fair or bringing in organizations to table booths at existing community events.” Initial discussion about the environmental fair occurred at the Environmental Management Commission’s February 12, 2024 meeting. Commissioners were supportive of hosting an environmental fair in some capacity but needed more time to flesh out ideas. At the March 18, 2024 EMC meeting, Staff Liaison Hannah Dunn informed the Commission that Council was supportive of the event but it would need to be pushed back to 2025 due to an already full 2024 events calendar. Below is a general outline of the event, which is subject to change throughout the planning process.

1. City staff will handle planning and preparation with assistance from EMC.
2. The event will be branded as the Oakdale Eco Fair.
3. The event will occur on the same day as the Arbor Day Tree Giveaway and will likely be from 9am to 1pm.
4. An email/letter will be sent by City staff to a list of potential vendors. Commissioners are welcome to forward the email/letter to any organizations that they feel would be a good fit for the event.
5. Vendor interest and response will dictate whether the event occurs at the Discovery Center or a bigger venue such as Castle Elementary.
6. The event will be entirely indoors, aside from potentially having a food truck stationed outside.
7. Vendors will not be charged to set up a booth.
8. There will be kid- and family-friendly activities. These are yet to be determined but could include recreation programming, a coloring contest, or a craft station.
9. City staff will seek potential partnerships with Washington County, Oakdale Library, and other community organizations for offerings such as a fix it clinic, book swap, or bike repair clinic.

The Environmental Management Commission’s role for the Eco Fair is to provide recommendations regarding potential vendors and leverage existing connections with groups to encourage them to table at the event. It is also expected that Commissioners are present the day of the event to assist with vendor check-in, setup, teardown, and other tasks. Specific assignments will be determined closer to the event.

TO: Environmental Management Commission
FROM: Hannah Dunn, Community Development Specialist
DATE: June 17, 2024
SUBJ: Park System Plan

Hannah Dunn, Staff Liaison to the EMC and project manager for the Park System Plan, will share a presentation about the project.

BACKGROUND

The City of Oakdale has a well-established parks, trails, and recreation system. There are currently 28 parks with over 473 acres of park space. In the coming years, three new parks will be built in the developing Willowbrooke neighborhood. Additionally, a new park is planned near the Gold Line Bus Rapid Transit Helmo Station. However, several factors are impacting the system including significant City growth, changing demographics, interest in different park amenities, and aging park infrastructure. In order to provide a system that meets demand and the needs of the community, the City is developing a new Park System Plan.

The updated Park System Plan will serve as a roadmap that identifies and prioritizes recommendations for improvements, schedules, costs, staffing, and funding opportunities. As part of the planning effort, the City will develop a Tanners Lake Park Master Plan that helps envision the best use of this park. The project kicked off in January and is expected to take one year to complete.

Engagement with the community and stakeholders is foundational to the Park System Plan. The City and SRF Consulting Group, the consultant for the Plan, will use online surveys, in-person tabling at events, and other engagement tools to connect with park users and learn about barriers, unmet needs, gaps, and opportunities for improvement. Engagement activities to date include:

- Online survey to gather general input on the Oakdale park system (open to public from March 11, 2024 to April 5, 2024)
- Online interactive map to gather park-specific input (open to public from March 11, 2024 to September 2024)
- Pop-up at the Oakdale Indoor Market to promote the survey (March 23, 2024)
- Parks and Recreation Commission meeting (April 16, 2024)
- City Council workshop meeting (April 23, 2024)

In the coming weeks, another survey will be released to the public that solicits feedback regarding preliminary concept plans for 27 parks (not including Tanners Lake Park, which has its own Master Plan and concept design/engagement timeline). Staff Liaison Hannah Dunn will inform the EMC when the survey is available so that Commissioners can provide feedback and promote it to other residents or park users.

Attachment

Park System Plan Presentation Slides

Park System Plan

Environmental Management Commission Meeting

June 17, 2024



Project Introduction

Project Team



Ken Grieshaber
Project Director



Stewart Crosby
Project Manager



Shaunna Newton
Park Planner



Norman Palacios
Park Planner

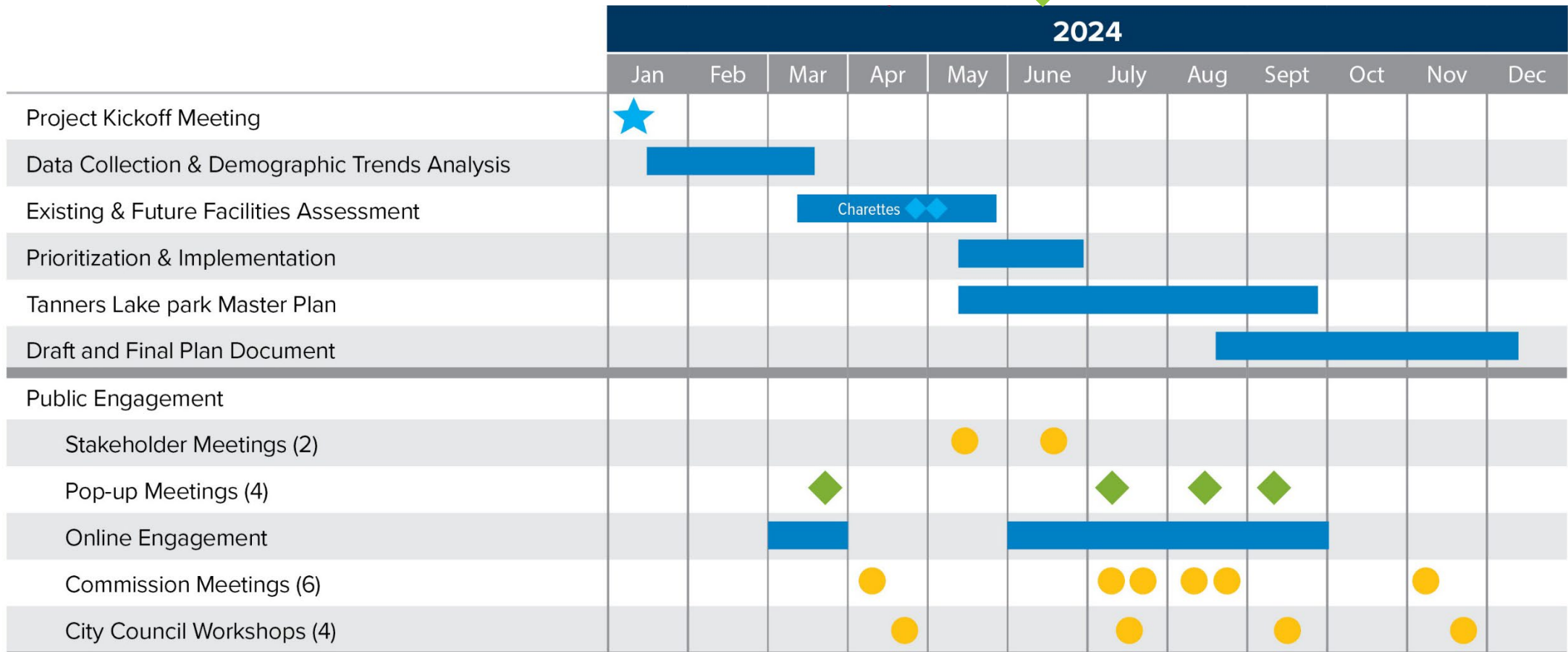
Project Purpose

- Prepare a comprehensive park plan for the City to complement previous planning efforts including the 2022 Park Inventory and Assessment, and the 2023 Bicycle and Pedestrian Plan.
- The plan update is needed because of increasing growth in the city, changing demographics, interest in new park amenities, and aging infrastructure.
 - 28,000 residents with a 20% anticipated growth rate
 - Increasing diversity in age and ethnicity
 - Gold Line Bus Rapid Transit
- The plan will identify and prioritize improvements, and will provide estimates, phasing plans, and funding opportunities.
- Community engagement is important to this process and is a primary focus of the study.



Project Schedule

↓ WE ARE HERE!



Public Engagement Plan

- Preliminary Park System Survey (March 11 - April 5)
- Online interactive maps (March 1 - September 15)
- Mayor's Monday Morning Minute (March 11)
- Pop-up #1: Oakdale Marketplace (March 23)
- Stakeholder Meetings (May-June)
- Second online survey for park concepts (June - September)
- Pop-up #2: Summer Event
- Pop-up #3: ITS Truck
- Pop-up #4: Tanners Lake Park
- Public review of draft report

Note: Engagement events and dates may change based on schedules and availability.



Pop-up event at the Oakdale Market, March 23, 2024.

Public Engagement Summary To-Date

- The preliminary survey was open from March 11 to April 5
- There were 250 respondents
- The interactive map has received over 80 unique comments and is still open

What have we heard? (summary of top responses)

Install a water feature

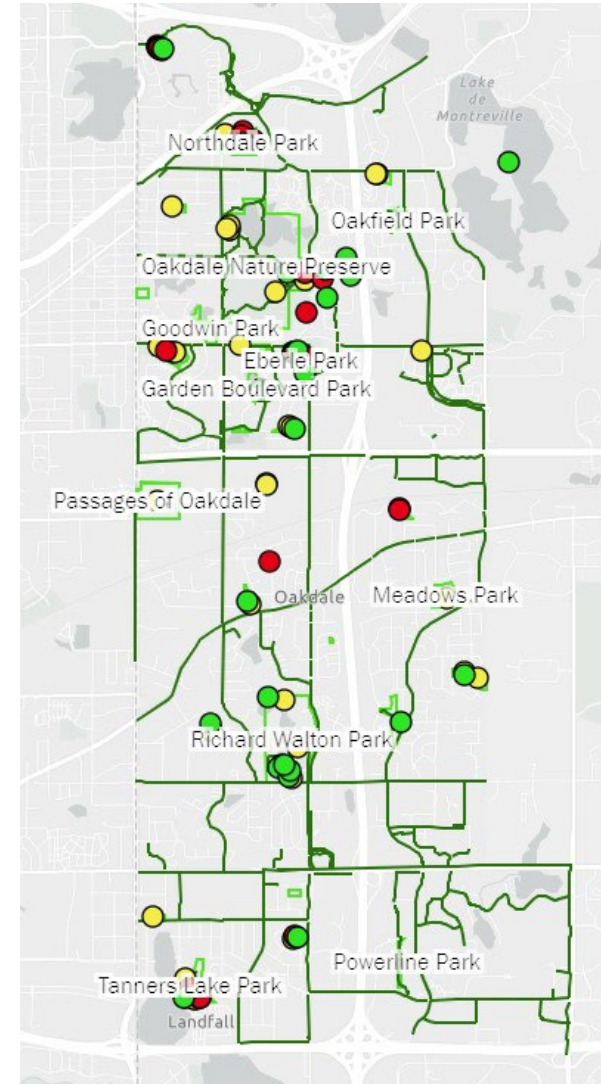
Update playgrounds/
new playground equipment

Improve playing fields

Tanners Lake Park
needs updating

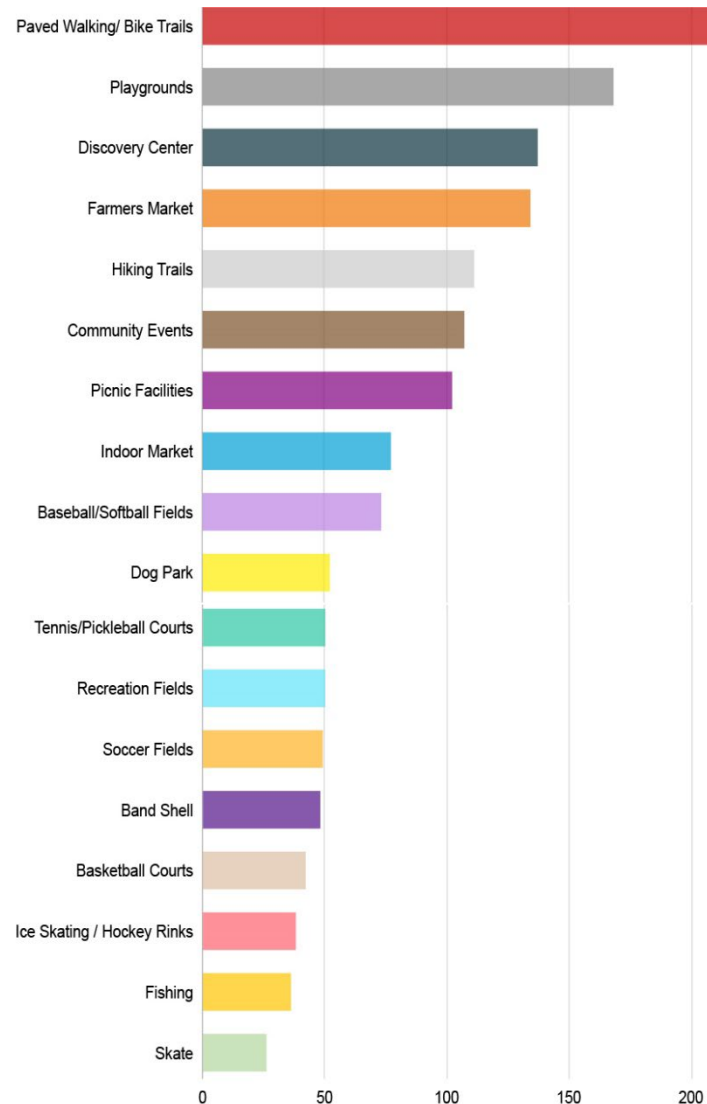
Add more pickleball courts

Add accessible/inclusive
playground amenities



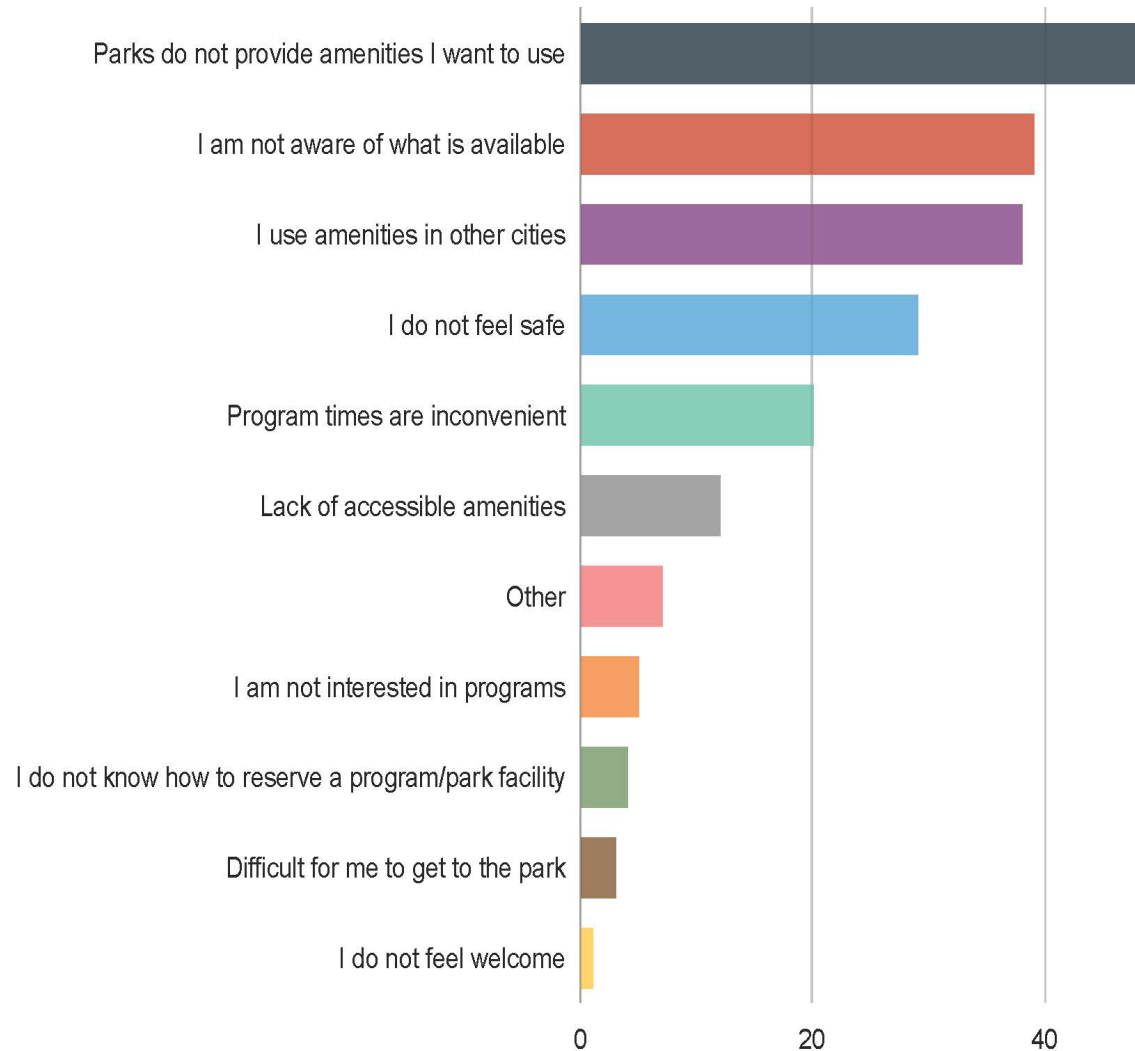
Public Engagement Survey

Which Oakdale park system amenities have you or your family used in the past year?



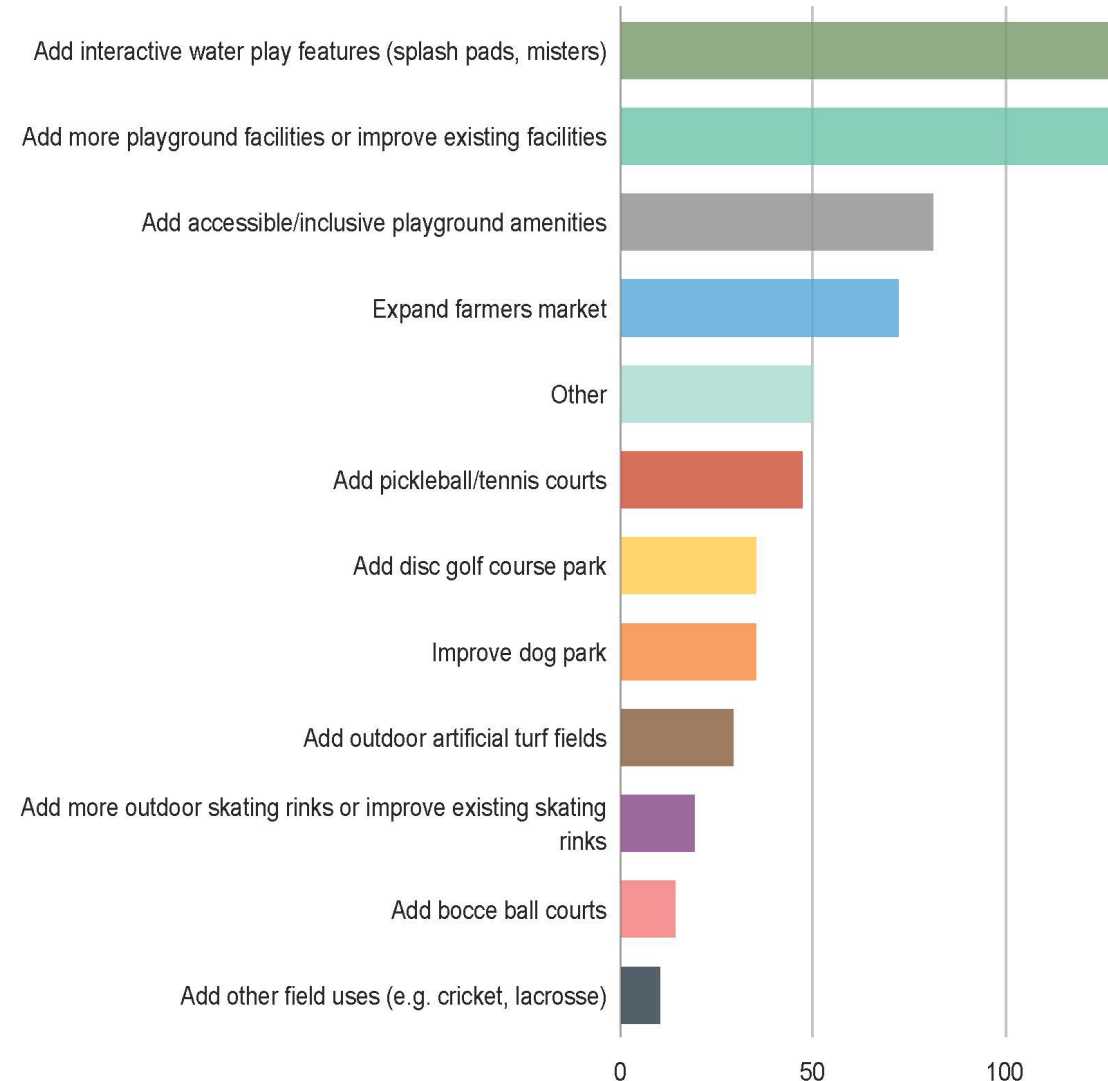
Public Engagement Survey

If you do not regularly use parks, facilities or recreation programs, what barriers do you feel prevent you from using them?



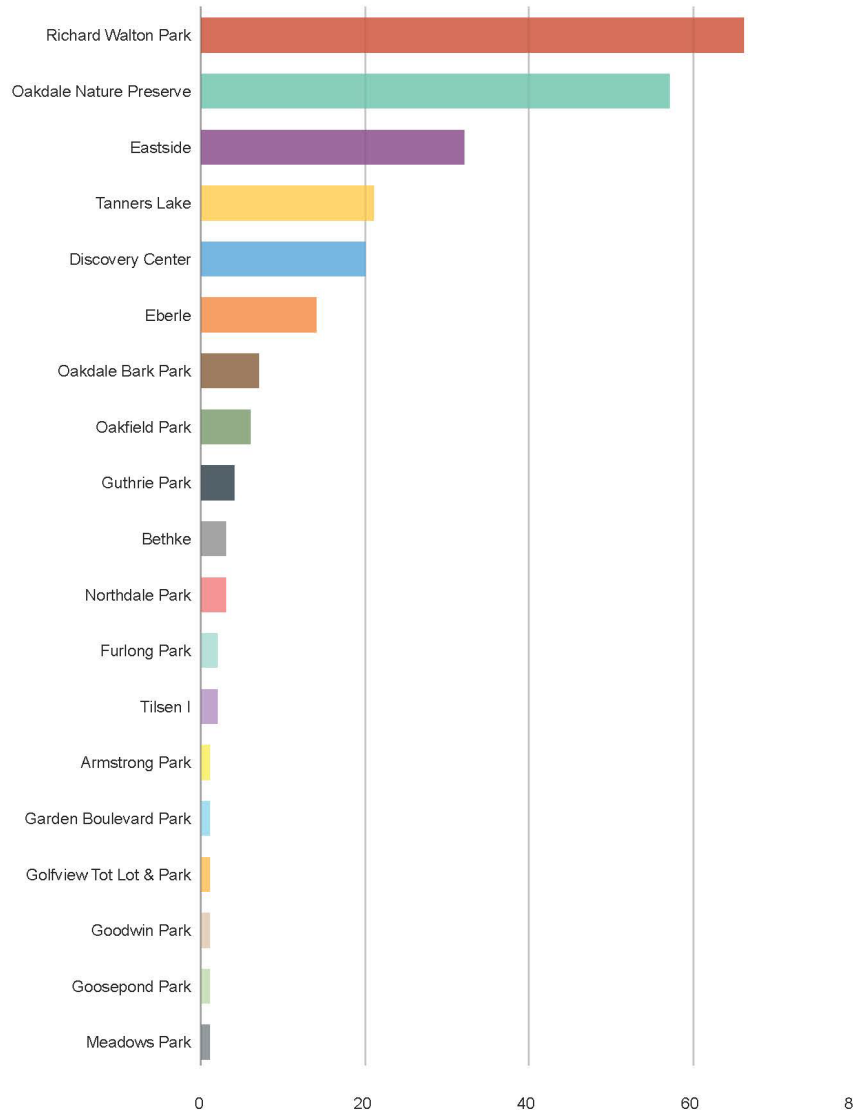
Public Engagement Survey

What improvements to outdoor recreation facilities would you or your family like to see in the future?



Public Engagement Survey

Which is your favorite City park to visit in Oakdale?



Upcoming Engagement

- SRF has completed preliminary concept plans for 27 parks
- Survey will be released to the public soon to gather feedback about concept plans
- In-person engagement on concept plans will also occur



Design charrette at City Hall.

Park System Plan

Thank You!

Questions or Comments to:

Hannah Dunn, Community Development Specialist

Hannah.dunn@oakdalemn.gov | 651-730-2723



TO: Environmental Management Commission
FROM: Hannah Dunn, Community Development Specialist
DATE: June 17, 2024
SUBJ: Monthly Review of the 2024 EMC Editorial Calendar

The 2024 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 July, August, and September of 2024.

2024 EMC Editorial Calendar	
July: Going Plastic-Free	
Dates related to monthly topic	Resources related to monthly topic
<i>Plastic Bag Free Day – July 3</i>	<ul style="list-style-type: none"> • Washington County Environmental Center (reuse room) • Plastic bag and film recycling locations at Target, Cub Foods, Environmental Center • Reusable bags at the Farmers Market
<i>Plastic Free July</i>	
August: Miscellaneous	
Dates related to monthly topic	Resources related to monthly topic
	In August, communications content will focus on whatever is relevant to the month. For example, if the Twin Cities or State is experiencing severe drought, content can focus on water conservation tips. If content from the Recycling Education Committee’s communications calendar is timely, Oakdale communications will align and promote that messaging.
September: Electric Vehicles	
Dates related to monthly topic	Resources related to monthly topic
Zero Emissions Day – Sep 21	In September, communications content will focus on electric vehicles. Resources: <ul style="list-style-type: none"> • IRA rebates for EVs • Drive Electric Minnesota • Shift2Electric • EVs with Xcel Energy • MN State EV Dashboard

Environmental social media posts published since the EMC's May meeting packet release include:

- **May 16** social media post about the availability of Food Scraps Pickup Program trial kits at City Hall.
- **May 18** social media post highlighting National Bike Month and providing bicycling resources.
- **May 20** Monday Morning Minute video promoting the availability of Oakdale-sponsored Home Energy Squad rebates for residents.
- **May 21** social media post promoting Home Energy Squad rebates available to residents.
- **May 30** social media post about the Food Scraps Pickup Program that included a video of how the program works.
- **June 5** social media post providing Clean Energy Resource Teams' resources for the Inflation Reduction Act and available tax credits/rebates.
- **June 11** social media post sharing City staff's presence at the Farmers Market to educate attendees on the Food Scraps Pickup Program.



Process for the Election of Board Members/Commissioners

1. Nominate candidates for the Chairperson and Vice-Chairperson positions. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member/Commissioner_____ for the position of Chairperson."

"Motion to nominate Board Member/Commissioner_____ for the position of Vice-Chairperson."

2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a "second".

"Motion to close nominations for the Chairperson and Vice-Chairperson positions."

3. Election using the ballot provided. Board Members/Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

4. Staff will announce results.

5. Election of Chairperson and Vice-Chairperson require a motion and a "second."

"Motion to elect Board Member/Commissioner_____ for the position of Chairperson of the _____ for a period of one (1) calendar year, commencing with the [current date] meeting."

"Motion to elect Board Member/Commissioner_____ for the position of Vice-Chairperson of the _____ for a period of one (1) calendar year, commencing with the [current date] meeting."

Assumption of the roles of Chairperson and Vice-Chairperson may commence immediately following the vote.



Ballot
[Board/Commission] Election of Chairperson & Vice-Chairperson
[Meeting Date]

Please write in your choice for Chairperson and Vice-Chairperson from those nominated tonight:

Chairperson: _____

Vice-Chairperson: _____

Votes will be tallied and announced immediately following the vote.