Environmental Committee Meeting

Monday, March 25, 2019

4:30 p.m.

City Council Chambers
3800 Laverne Avenue North

AGENDA

A. Call to Order

B. Minutes-March 29, 2018

C. John Hodler – Water efficiency

D. Arbor Day Tree Giveaway 2019

E. Next Meeting-TBD (April)

F. Adjourn
City of Lake Elmo  
Environmental Committee Meeting  
Minutes of February 26, 2018

COMMITTEE MEMBERS PRESENT: Chair Tedi Carlson, Vice Chair Brenda Jo Carlson, and Committee Member Beverly Schwalbach

COMMITTEE MEMBERS ABSENT: Committee Members Scott Drommerhausen and Dominic Travis

STAFF PRESENT: City Administrator Kristina Handt and Assistant City Administrator Jake Foster

Call to Order  
By Chair Carlson at 5:35PM

Minutes - November 27, 2017  
Motion by Brenda Jo Carlson, seconded by Committee Member Schwalbach to approve the minutes from the February 26, 2018 meeting. Motion carried 3-0.

Pat Dean - Subsurface Irrigation Systems  
Resident and business owner, Pat Dean provided a presentation on subsurface irrigation systems. Mr. Dean detailed how subsurface irrigation systems work, how they are installed, and the regions throughout the world in which they are both popular and have had success. Furthermore, Mr. Dean described how such irrigation systems can help with water conservation throughout the City.

Chris Larson, SEH – Water Efficiency Study  
Chris Larson from Short Elliott Hendrickson Inc. (SEH) presented SEH's findings from a water efficiency study done for the Washington County Municipal Water Coalition which includes Lake Elmo and nearby cities. The study data provided in the presentation was specific to Lake Elmo. Mr. Laron's presentation provided data on opportunities for water efficiency in Lake Elmo, water use patterns in the City, and information on how a water conservation and efficiency program could be developed within the City.

Chair Carlson asked if part of this motion could include having a presentation from SEH, to which Foster affirmed. Additional discussion took place relating to the committee’s role, and how they could better educate themselves and Lake Elmo residents. The committee agreed that a presentation from SEH would be helpful.

Next Meeting – TBD (likely next year)
Meeting adjourned at 6:47PM

Respectfully Submitted,
Jake Foster
TO: Environmental Committee

AGENDA ITEM: Water Conservation

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:
Water efficiency and water conservation continue to be very important topics within the City of Lake Elmo. John Hodler is a Lake Elmo resident and is working toward becoming a Master Water Steward. As part of that certification he is required to complete a water stewardship project. The project in which Mr. Hodler is presenting would be his project to achieve the Master Water Steward certification.

ISSUE BEFORE COMMITTEE:
Should the committee recommend a cost-sharing agreement to Council not to exceed $____?

PROPOSAL DETAILS/ANALYSIS:
Mr. Hodler has been in contact with the City of Woodbury to learn more about their smart controller reimbursement pilot program and how that program was rolled out into an on-going citywide program. As part of his water steward project, he is looking to create a similar pilot program within the Fields of St. Croix 2 neighborhood in which he resides. As this programs aims to benefit the City, there is potential for cost-sharing with the City. Staff recommends that the City only contribute funds if additional funding comes from other sources. Furthermore, staff recommends the cost to the City not exceed $2,000-$2,500.

FISCAL IMPACT:
$________ (cost sharing maximum)

RECOMMENDATION:
If removed from the consent agenda:

“Move to recommend to Council to enter into a cost-sharing agreement for the water conservation pilot project not to exceed $____.”

ATTACHMENTS:
None
TO: Environmental Committee

AGENDA ITEM: Arbor Day 2019

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:
As in past years and discussed at previous meetings, the committee will be hosting an Arbor Day Tree Giveaway event. The date and time of the event will be Saturday, April 27, 2019 from 9:00 AM to noon. People will need to bring their own bags to transport the trees. There will be 425 trees to giveaway. The Mayor will also be issuing an Arbor Day Proclamation at the April 16th meeting to maintain our Tree City USA status.

ISSUE BEFORE COMMITTEE:
Volunteers? Tree transportation if not public works?

PROPOSAL DETAILS/ANALYSIS:
We will need volunteers from the committee to commit to helping with the event. Set up will occur at roughly 8:30AM. Kristina and myself will be at the event and can open the city hall doors for access to a table for checking IDs. As we changed last year, we won’t have residents sign-in, but volunteers can check IDs to verify that individuals are Lake Elmo residents. Help may also be needed in assisting folks with their tree selection. As in years past, flyers with planting instructions will be provided for each tree.

Additionally, we may need a volunteer (or volunteers) with access to a truck to transport the trees to city hall. Last year, a few Public Works employees were able to pick up the trees, but we do not yet know if that is the case. I will confirm one way or the other once I have that information. To save with shipping costs, the trees will once again be combined with the County’s shipment. The trees have been delivered to the fairgrounds in prior years, but the delivery location will be verified closer to the date of the event.

FISCAL IMPACT:
$500 for trees and delivery

ATTACHMENTS:
• Arbor Day Flyer
• Schumacher Nursery & Berry Farm Sales Order
• 2019 Arbor Day Tree List
• Planting Instructions
In celebration of Arbor Day, the City of Lake Elmo’s Environmental Committee is sponsoring a tree giveaway on April 27th, 9:00am-11:00am at City Hall at 3800 Laverne Ave. N.

*Please bring your own plastic bag(s) for transporting the trees*

www.arborday.org
Acknowledgment

Order #: SO9383
Order Date: Jan 28, 2019
Page: 1

37806 910th St
Heron Lake, MN  56137

Voice: 507-793-2288
Fax: 507-793-0025

Bill To:

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<tr>
<td>SUITE 100</td>
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Ship To:

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**Customer ID**

CITY OF LAKE ELMO

**Customer Contact**

JAKE FOSTER

**Ship Date**

1/28/19

**Shipping Method**

Spee-Dee

**Payment Terms**

Net 30 Days

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**Subtotal** 456.00

**Sales Tax**

0.00

**Freight**

0.00

**TOTAL ORDER AMOUNT**

456.00

This acknowledgement confirms that we have received your order. If we cannot supply the following, we will contact you.
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<th>Soil moisture</th>
<th>Drought tolerance</th>
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Planting a Tree Seedling with Shovel or Planting Bar

**Planting with a Shovel**

1. Contact Gopher State One-Call at 800-252-1166 before digging.
2. Brush aside loose organic material such as leaves and grass to expose soil.
3. Dig a hole twice as wide as the size of the roots and slightly deeper.
4. Place seedling in the hole. Make sure top of the first root is slightly below the soil surface. Distribute the roots evenly, making sure the taproot is straight down. Avoid making a “J” root.
5. Pack the soil firmly around the roots. Make sure there are no air pockets.

**Planting with a Planting Bar**

1. Follow steps one and two from above.
2. Drive blade into soil; move it back and forth to form a V-shaped hole. Make sure hole is deep enough for the roots to be fully extended. Avoid making a “J” root. (See “J” root image above.)
3. Insert seedling into hole. Set seedling vertically with top of first root slightly below soil surface.
4. Insert the bar into the soil 2 inches away from the planting hole. Pull the handle toward you, firming the soil at the bottom of the planting hole. This is important to prevent air pockets at the bottom of the hole.
5. Push handle toward seedling to firm soil at the top of planting hole.
6. Remove the bar and firmly pack the soil around seedling with your heel.

**Mulching and Watering**

1. Water seedling well after planting and then a good soaking once a week.
2. Mulch around the seedling, keeping mulch 2-3” away from trunk.
3. Protect your seedling from lawn mowers and deer browsing by adding a cage or netting.

Note: Watering, mulching, and protecting trees may not be feasible for a large scale planting project.

Note: Check periodically to make sure that brush, grass and other vegetation is kept under control by mowing, mulching, spraying or a combination of these treatments.

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Adapted with permission from Casey Tree. Washington, DC