



Agenda
Lake City Environmental Commission Meeting
February 28, 2024
City Hall 1st Floor Conference 5:00 PM

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1. Call to Order/Introductions/Disclose conflicts
 2. Review and adopt/amend agenda
 3. Public Forum
 4. Consent Agenda
 - a. Environmental Commission Minutes November 29, 2023
 5. Informational Reports
 6. New Business
 - a. Environmental Commission Focuses
 - b. Chair and Vice Chair Positions
 7. Future Meeting Dates
 8. Adjourn



REQUEST FOR

Environmental Commission Meeting, February 28, 2024

Agenda Item Description: Environmental Commission Minutes November 29, 2023

Meeting: Environmental Commission Meeting, 2/28/2024

Originating Department: Environmental

Action Requested:

Environmental Commission minutes November 29, 2023.

Background:

None

Budgetary/Fiscal Impact:

None

Reviewed By: Public Works

Preparer: Public Works Director Scott Jensen

ATTACHMENTS:

Description

- ☐ **Minutes**



Minutes
Lake City Environmental Commission Meeting
November 29, 2023
City Hall 1st Floor Conference 5:00 PM

1. Call to Order/Introductions

Acting chair Svein called the meeting to order at 5pm with a quorum present.

Members present: Dean Flugstad, Linda Eisterhold-Karli, Laurie Svein, Isabelle Quinn, Merrit Peterson.

Others present: Council liaison Amy Alkire, Assistant Public Works Director Travis Dunn, Public Works Director Scott Jensen.

2. Review and adopt/amend agenda

Agenda approved as presented.

3. Public Forum

None

4. Consent Agenda

a. Environmental Commission Minutes August 30, 2023

Motion Eisterhold-Karli, second Svein to approve consent agenda. All ayes, motion carried.

5. Informational Reports

a. Review of MS4 Audit

Jensen and Dunn reviewed the audit process with the Commission. The audit checklist was provided for reference, which is broken down into 6 Minimum Control Measures (MCM). These areas include public education and outreach, public participation, illicit discharge, construction site runoff control, post-construction management and pollution prevention/good housekeeping for municipal operations.

b. SolarChoice Program

Jensen shared that the program should be rolling out in December or January. It will be an up-front program where panel output is purchased for up to 75% of a customer's average monthly usage. Marketing of the program will be through utility billing, newspaper, and social media.

6. Communication Updates

a. Annual Storm Water Pollution Prevention Program Presentation

Jensen and Dunn reviewed the presentation with the Commissioning and addressed several questions. This is an annual requirement of the city's MS4 permit and can also be posted on the city's website to comply with the rule.

Members discussed painting stencils on storm water intakes to remind residents where these structures drain to. It was suggested to make this an Earth Day effort and look at organizations like Scouts, school classes, Key Club and the Environmental Learning Program as potential partners in this effort.

b. Illicit Storm Water Discharge

Illicit discharges into storm water systems are another area where the MPCA would like to see extended city staff trained on to recognize them and respond correctly. Members shared instances where they have witnessed illicit discharges and how they handled them. Staff shared a short video with the Commission that reviewed what to look for and how to report such instances.

7. Next Regular Meeting: January 24, 2024

8. Adjourn

Motion Eisterhold-Karli, second Svein to adjourn at 5:46pm. All ayes, motion carried.

Lawrence Svein, Acting Chair

Minutes submitted by Public Works Director Scott Jensen



REQUEST FOR

Environmental Commission Meeting, February 28, 2024

Agenda Item Description: Environmental Commission Focuses

Meeting: Environmental Commission Meeting, 2/28/2024

Originating Department: Environmental

Action Requested:

Commission discussion on the future focus of the committee.

Background:

Staff recommends to commission work toward two main goals/programs.

1. Continue educational articles and activities for the community
2. GreenStep Cities

Public Works has been without an administrative assistant for several months. This position should be filled in the next 2 to 3 months, with part of the job focus being on GreenStep Cities. Staff will define next moves as quickly as possible to help the commission get a better picture of what needs to be accomplished to complete future steps in the program.

Budgetary/Fiscal Impact:

None

Reviewed By: Public Works

Preparer: Public Works Director Scott Jensen



REQUEST FOR

Environmental Commission Meeting, February 28, 2024

Agenda Item Description: Chair and Vice Chair Positions

Meeting: Environmental Commission Meeting, 2/28/2024

Originating Department: Environmental

Action Requested:

Motion _____, second _____ to set _____ as Chair and _____ as Vice Chair.

Background:

All members are eligible for either position.

March 2023: Chair Andrea Chapman; Vice Chair Linda Eisterhold-Karli. Both positions can remain the same for 1 more year.

Budgetary/Fiscal Impact:

None

Reviewed By: Public Works

Preparer: Public Works Director Scott Jensen