

City of Falcon Heights Environment Commission

City Hall
2077 Larpenteur Avenue West

AGENDA

Monday, August 11, 2025
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL: Beth Mercer-Taylor (Chair) ____ Georgiana May ____
 John Pellegrini (Vice-Chair) ____ VACANT
 Adam Keester ____ VACANT
 VACANT

 Staff Liaison Lynch ____
 Council Liaison Mielke ____
 GreenCorps Member Siebert ____

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. July 14, 2025

E. NEW BUSINESS

1. Native Landscaping Ordinance Discussion
2. Energy Action Plan Update & Next Steps
3. Green To Go / Packaging Fair Updates
4. Lawn & Garden Tours – Recap and Recommendations

F. INFORMATION AND ANNOUNCEMENTS

1. Staff Liaison Report
2. Council Liaison Report

G. ADJOURN

Next regular meeting date: September 8, 2025

City of Falcon Heights Environment Commission

City Hall
2077 Larpenteur Avenue West

Minutes

Monday, July 14, 2025
6:30 p.m.

A. CALL TO ORDER: 6:30 p.m.

B. ROLL CALL:

Beth Mercer-Taylor (Chair)	☒	Georgiana May	☒
John Pellegrini (Vice-Chair)	☒	VACANT	
Adam Keester	☒	VACANT	
		VACANT	
Staff Liaison Lynch	☒		
Council Liaison Mielke	☒		
GreenCorps Member Siebert	☒		

C. APPROVAL OF AGENDA

Commissioner Keester made a motion to approve the agenda. Motion passed by consent.

D. APPROVAL OF MINUTES

1. June 9, 2025

Vice-Chair Pellegrini made a motion to approve the June 9, 2025 minutes. Motion passed by consent.

E. NEW BUSINESS

1. Green-To-Go – Noelle Bakken & Ness Carda, City of Roseville

Noelle Bakken (Sustainability Specialist) and Ness Carden (Sustainability Intern) from City of Roseville gave a presentation on the City of Roseville's Green-To-Go Initiative. The goal of this ordinance is to reduce the use of Styrofoam packaging in food service, reduce PFAS in the waste stream, support the MPCA's Solid Waste Plan and increase the recycling rate, encourage composting, and add consistency with other nearby communities and the newly passed Packaging Waste and Cost Reduction Act.

Bakken gave an overview of the timeline for research, community engagement, and adoption of the ordinance. She also described the next steps for education and adaptation, and the ongoing enforcement that will need to happen. Carda explained his process of reaching out to existing businesses and some of the difficulties involved. Chain restaurants tend to be more difficult to coerce into adoption due to the corporate chain of

command. There are also currently many exceptions to the ordinance due to a lack of appropriate alternative containers.

Bakken and Carda invited city staff and commissioners to their upcoming Packaging and Resource Fair on July 28 from 12-3 PM.

Commissioners discussed the ordinance and how it could work for Falcon Heights. There was some discussion around Roseville handling the outreach and enforcement of the six restaurants that are currently located in Falcon Heights. Bakken and Lynch will discuss further. Lynch also told the Commission she would look into this further and bring back an update in three months.

2. Lawn & Garden Tour Updates

Staff Liaison Lynch gave a brief update on the Lawn & Garden Tours. Host sign-up is closed and yard signs have been ordered for the 11 hosts. Handouts will be given at Ice Cream Social on Thursday, July 17 from 5-7 PM. She requested Commissioners attend and be prepared to work at the Environment Commission table.

3. Boulevard Tree Discussion / City Code Updates

Staff Liaison Lynch explained the difficulties that currently exist with the City's boulevard tree replacements. Currently residents who receive replacement trees tend to be those that contact the city directly and are most persistent. There needs to be a formal city code update to outline the process and describe the prioritization of neighborhoods to receive replacement trees first. Lynch asked Commissioners if they would prefer an opt-out or opt-in process for residents who are eligible for boulevard trees. Chair Mercer-Taylor was in support of less choice in opting, but rather the City focus on being "tree-forward." Lynch went through the brief Code changes she made which allowed for residents to provide input as to the type of replacement tree and placement, and if they needed to opt-out for a specific reason (shading a garden, etc.), it could be discussed. Lynch offered to work on the language and bring it back to a future meeting.

4. Community Park Landscaping Updates

Staff Liaison Lynch explained the comments and concerns from the previous Community Park landscaping plan were submitted to WSB and responses were received as included in the packet. She asked if the Commission wanted to focus more on low-maintenance plantings or natives. After discussion it was concluded that any of these would likely have a similar amount of maintenance needed, and the focus should be on native plantings/pollinator-friendly plantings. Lynch stated she would take the comments back to the staff person in charge of this.

F. INFORMATION AND ANNOUNCEMENTS

- 1. Staff Liaison Report** – *Staff Liaison Lynch gave a quick overview of the Les Bolstad Golf Course sale by the University of Minnesota and reminded Commissioners of the documents needed in order for them to begin to be paid by the city for their time spent volunteering at monthly meetings.*
- 2. Council Liaison Report** – *None.*

G. Adjourn

Meeting was adjourned at 8:53 p.m.

Next regular meeting date: August 11, 2025



ITEM FOR DISCUSSION

Meeting Date	August 11, 2025
Agenda Item	E-1
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Native Landscaping Ordinance Discussion
Description	The City of Falcon Heights promotes and understands the importance of pollinator yards/gardens and native plantings. City Code has a section regarding this, but it likely needs to be updated to allow for easier access to these important plantings and clearer for code enforcement.
Budget Impact	None.
Attachment(s)	- City Code - Chapter 54 - Vegetation - Edits from Adam Keester - City Code - Chapter 54 - Vegetation - Edits from Georgiana May
Action(s) Requested	Staff requests the Commission discuss the drafted changes to City Code.

Adam Comments

Summary of Comments on Chapter_54_VEGETATION_AK.pdf

Page: 1

Chapter 54 - VEGETATION

Article/Division/Section:

ARTICLE I	IN GENERAL
54-1 – 54-33	<i>Reserved</i>
ARTICLE II	PLANTING, MAINTENANCE AND REMOVAL
54-34	Purpose
54-35	Applicability
54-36	City forester
54-37	Regulations for public property
54-38	Regulations for private property
54-39	Declared shade tree pests, control measures, and control areas

ARTICLE I - IN GENERAL

Secs. 54-1 – 54-33 - Reserved

ARTICLE II - PLANTING, MAINTENANCE AND REMOVAL

Sec. 54-34 - Purpose

- (a) Purpose. It is the purpose of this article to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants within the city.
- (b) Plant protection. It is the intent of the council to conduct a plant protection and export program pursuant to the authority granted by Minn. Stats. § 18G.
- (c) The provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests and to maintain a healthy urban forest, in addition to and in accordance with Minn. Stats. §§ 89.001, 89.01 and 89.51-64.

(Code 1993, § 8-4.01; Ord. No. 18-09, § 1, 9-26-2018)

Sec. 54-35 - Applicability

This Code provides full power and authority over all trees, plants and shrubs located within street rights-of-way, parks and public places within the city; and to trees, plants and shrubs located on private property that constitute a hazard as described herein.

(Code 1993, § 8-4.02)

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:24:28 AM
Add another purpose that is to increase climate resiliency. Suggested updated using language from the climate action plan:
"(c) The provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests, maintain a healthy urban forest, improve air and water quality, and to strengthen climate resiliency, in addition to and in accordance with Minn. Stats. §§ 89.001, 89.01 and 89.51-64. "

Sec. 54-36 - City forester

The city forester shall be under the direction of the city administrator at all times. The authority and duties of the city forester are as follows:

- (1) The forester shall have jurisdiction and supervision over all trees, shrubs, and other plants growing within the city.
- (2) The forester may order the trimming, treatment or removal of any trees or plants on public or private property that constitute a nuisance or hazard, or whenever necessary to prevent the spread of disease or harmful insects.
- (3) The forester shall act as the city tree inspector and shall coordinate all activities between the state department of agriculture and the council.

(Code 1993, § 8-4.03; Ord. No. 18-09, § 2, 9-26-2018)

Sec. 54-37 - Regulations for public property

(a) *Planting.*

- (1) No trees, shrubs or herbaceous plant materials, including annual or perennial flowers, may be planted in a public right-of-way except by authorized city personnel.
- (2) No tree shall be planted on a public right-of-way, except to replace a tree that has been removed or that has been identified as a new location for a tree by the city administrator.
- (3) The city administrator shall determine the specific location of any tree to be planted on a public right-of-way.
- (4) Any tree to be planted on a public right-of-way must be of cultivated nursery stock, and must be at least 1½ inches in diameter, measured at a point two feet above the ground.
- (5) Any tree to be planted on a public right-of-way must be planted in soil adequate to insure growth, in accordance with standards set by the forester.

(b) *Maintenance of trees.*

- (1) Public trees will be trimmed according to a schedule established by the forester and approved by the city administrator.
- (2) Only persons authorized by the city administrator may trim boulevard trees.
- (3) The forester may chemically vaccinate boulevard trees against disease whenever necessary.

(c) *Removal of trees.*

- (1) The city administrator has sole authority to order removal of any tree on a public right-of-way.

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:25:28 AM
Add section about foraging on public property. Reference Vadrals Heights code, and any climate action plan language

Do we need an urban agriculture section?

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:33:50 AM
Climate Action Plan GE 1-1: "Adopt a No Net Loss policy that ensures every removed public street or space tree is replaced with a seedling or sapling. If replanting on-site isn't feasible, a tree should be planted in a nearby space or within a tree bank established by or designated by the City."

- (2) Trees will be removed by city staff or contracted firms.
- (d) *Miscellaneous.* No person shall:
- (1) Damage, cut, trim, carve, kill or injure any tree or plant on public property;
 - (2) Attach any rope, wire or other contrivance to any tree or plant on public property unless authorized by the forester;
 - (3) In any way injure or impair the natural beauty or usefulness of any area of public property; nor
 - (4) Cause or permit any wire charged with electricity or any harmful gaseous, liquid or solid substances to come into contact with any tree or plant on public property.
- (e) *Care and maintenance of boulevards and adjacent property.* Owners of property abutting the right-of-way of a public street or alley shall properly maintain the grass on the property and on the public right-of-way to the curbline or traveled portion of the street or alley. Proper maintenance shall include sodding, planting, mowing or weed abatement whenever necessary.

(Code 1993, § 8-4.04; Ord. No. 0-95-03, § 1, 1-25-1995; Ord. No. 20-07, § 1, 2-12-2020)

Sec. 54-38 - Regulations for private property

- (a) *Purpose and application.* It is the purpose of this section to prohibit the uncontrolled growth of vegetation, while permitting the planting and maintenance of landscaping which promotes resiliency, diversity and a richness to the quality of life. There are reasonable expectations regarding the proper maintenance of vegetation on any lot or parcel of land. It is in the public's interests to provide standards regarding the maintenance of vegetation because vegetation which is not maintained may threaten public health, safety, order, and may decrease adjacent property values. It is also in the public's interests to encourage diverse landscaping, particularly that which restores native vegetation. Native vegetation requires fewer inputs of water, fertilizers, and herbicides. It also supports pollinators and birds. The city enacts this section to balance these competing interests.
- (b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Edible landscaping means the intentional planting, caring for, or otherwise cultivating plants that could produce food that is consumed by people. These plants include fruit and nut trees, berry bushes, vegetables, herbs, or edible flowers.

Native plants are those grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), rushes, forbs (flowering broadleaf plants), vines, trees and shrubs that are plant species native to the state of Minnesota prior to European settlement.

Noxious weeds are annual, biennial, or perennial plants that the Commissioner of

- Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:28:32 AM
This specifies turf grass and is over simplifying the code for private property plantings in the next section. It suggest it is changed to something like "... maintain the plants on the property and on the adjacent public right-of-way, as regulated for private property in Sec. 54-38"
- It would also allow residents to extend plantings into the right-of-way without requiring city approval, though the city would still retain all relevant rights for the right-of-way as described above
- Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:34:41 AM
Climate Action Plan GE 1-3: "Update the City's Landscape Ordinance to establish minimum tree and native/pollinator planting coverage standards based on lawn or impervious surface area. Ensure planting islands are included in parking lots for new or expanded developments. Promote diversity in native trees, shrubs, and pollinator-friendly groundcovers."
- Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:32:30 AM
Expand on the benefits and reasons using some of the language in the climate action plan. Suggested update using language from the climate action plan:
"Native vegetation requires fewer inputs of water, fertilizers, herbicides, pesticides and there is less emissions from lawncare equipment. Native vegetation supports a broader range biodiversity including pollinators, birds, and other wildlife."

Agriculture designated to be injurious to public health, the environment, public roads, crops, livestock, or other property (Minnesota Noxious Weed Law, Minn. Stat. Sec. 18.75-18.91).

Ornamental plants means grasses, flowering annual, biennial, and perennial plants, shrubs, trees, and vines that may not be native to Minnesota, but are adapted. Ornamental grasses do not include turfgrasses.

Turf grass means commercially available cultured turf grass varieties, including bluegrass, fescue and ryegrass blends, commonly used in regularly cut lawn areas.

Planned landscape area means an area where ornamental plants, or native plants are planted pursuant to a plan.

Rain garden means a shallow excavated depression (typically no more than 18 inches deep) with loosened sub-soils in which ornamental or native plants that are adapted to moist conditions and have deep roots are planted for the purpose of infiltrating and filtering rain water and reducing storm water runoff. Temporary ponding of water in rain gardens typically occurs for no more than 48 hours after rainfall assuming no subsequent rainfall.

Residential garden means an area of edible landscaping on a lot that is conducted by the property owners or residents of that lot.

Restoration area means an area where native plants are being, or have been, intentionally re-established.

Weeds are (i) prohibited noxious weeds or (ii) any volunteer plant, except trees and other woody vegetation, which is not customarily or intentionally planted. For the purposes of this definition, weeds do not include dandelions or clover.

(c) *Location of restoration areas, planned landscape areas, and edible landscaping areas.*

(1) *Setback.* A restoration area, planned landscape area, or residential garden must provide the following minimum setbacks:

a. Front lot line, corner side lot line, or rear lot line abutting a street or alley: two feet, and two feet from publicly maintained pavement or sidewalk

b. Interior side lot line or rear lot line not abutting a street or alley: two feet;

provided, however, for the exception in the required side yard or rear yard setback, as described in [section 54-38\(c\)\(2\)](#).

(2) *Mitigations for reductions in side or rear yard setback.* A required interior side yard or rear yard (not abutting a street or alley) setback may be reduced to zero feet for a restoration area, planned landscape area, or residential garden if:

a. A fence at least three feet in height is installed on the lot line adjoining the

Author: ajkee Subject: Comment on Text Date: 8/3/2025 9:03:07 AM

There are a large number of plants that volunteer during normal growth/spreading. I think we should remove all of (ii) and focus on preventing invasive plants

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:40:34 AM

A question for the city and EC to consider: what benefit does this setback add? It has a con or making any garden planning and execution more convoluted. The following subsection does not actually require turfgrass in the setback, but that's not immediately clear.

restoration area, planned landscape area, or residential garden; or

b. The restoration area, planned landscape area, or residential garden abuts:

1. A restoration area, planned landscape area, or residential garden on any adjoining lot;
2. A public park or open space;
3. A wetland, pond, lake or stream;
4. Natural area; or

c. The restoration area or planned landscape area is located on slopes equal to, or greater than, three feet horizontal to one foot vertical (3:1).

(d) *Maintenance Standards.* Every owner of property shall maintain the vegetation growing thereon according to the minimum standards set forth in this subsection:

- (1) The setback area required by [section 54-38\(c\)](#) shall be composed of a soil retention cover such as mulch, regularly mowed turf grasses or groundcovers maintained at six inches or less, native or ornamental plants maintained at ten inches or less, trees or shrubs, or as may be required by the city administrator to protect the soil and aesthetic values on the lot and adjacent property.
- (2) Non-woody vegetation in a planned landscape area shall be cut at least once annually between April 15 and July 15 to a height no greater than 10 inches.
- (3) It is unlawful to plant any tree or shrub within five feet of a property lot line abutting a right-of-way of a public street or alley.
- (4) Property owners shall prune trees and shrubs located on private property so they will not obstruct pedestrian sidewalk traffic, nor obstruct the view of any traffic sign, street, alley, or intersection. Overhanging portions of trees and shrubs must be pruned to maintain a minimum clearance of eight feet over all sidewalks, and 16 feet over all streets.
- (5) Properties shall be free of blight and blighting factors, as described in [section 22-19](#).
- (6) Properties shall be free of public nuisances, as described in [section 22-47](#).
- (7) The city may require the owner or occupant who has planted, or has allowed to be planted, native plants or other vegetation within a drainage or utility easement to remove the native plants or other vegetation from the drainage and utility easement at no expense to the city if the city determines the native plants or vegetation interferes with the utility easement. The city will not be responsible for damage to turfgrass and/or any landscaped areas resulting from public works improvements or snow removal activities within drainage and utility easements.
- (8) Retail sales of produce from edible landscaping activities shall not occur on the property.

Author: ajkee Subject: Comment on Text Date: 7/29/2025 11:24:07 AM

When I read this, I feel there is an implicit assumption about protecting a neighbor's turfgrass from a resident's garden area. See top-level note about changing our assumptions about what the typical/default landscape contains. To flip the scenario, how does this setback protect the resident's planned area from the neighbor's (non-native) turfgrass?

There's also an edge case here where two residents have adjacent garden areas. If a Homeowner 1 comes in and removes their garden area, does Homeowner 2 have to put in a fence or add a setback due to Homeowner 1's actions? I don't think this should be the result, but think that the code would currently default to this understanding

Author: ajkee Subject: Comment on Text Date: 8/3/2025 9:04:08 AM

I suggest the city increase this turfgrass height limit. 8-9"? I'd have to do more research on what the modern height limit should be

Author: ajkee Subject: Comment on Text Date: 8/3/2025 9:04:28 AM

This 10" limit eliminates a very large number of native/ornamental plant options. If present at all, I think it should be increased at minimum to 18", preferably 24". Echoing my comment above, what do we want out of the setback?

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:49:17 AM

Remove this regulation entirely. There is no basis for this as a good gardening practice for most variety of native/ornamental plants and still requires the use and maintenance of lawncare equipment which are enormously polluting.

I'm curious to know the motivation behind this. My guess is that it's intended as a way to enforce "neatness" onto resident's gardens or appease very pro-lawn residents, while being quantified so that the arbitrary opinion of a complaining neighbor is not what determines "neatness" of one's gardens.

Author: ajkee Subject: Comment on Text Date: 8/3/2025 8:54:08 AM

Link to city document describing what/where these easements occur. Also this feels like an unfair call out on native plants. If we want to encourage people to increase their native plant populations for the reasons specified above, I suggest this is just "vegetation". This is one more regulation for folks to worry about and is hard to understand as where the easements are is unclear for a lay person

This page contains no comments

- (e) *Trees.* Persons responsible for growing any trees, shrubs or other plants on private property must comply with the following regulations:
- (1) *Planting.*
- a. It is unlawful to plant any of the following trees:
 1. Box elder, *Acer negundo*;
 2. Silver maple, *Acer saccharinum*;
 3. Female ginkgo, *Ginkgo biloba*;
 4. Eastern cottonwood, *Populus deltoides*;
 5. Lombardy poplar, *Populus nigra italica*; or
 6. Chinese elm, *Ulmus pumila*.
 - b. It is unlawful to plant any tree within five feet of a property lot line abutting a right-of-way of a public street.
- (2) *Inspection and investigation of hazards and nuisances.*
- a. The city administrator or duly authorized agents shall inspect all premises as often as practicable, to determine whether any declared hazards or public nuisances exist. The city administrator or duly authorized agents shall investigate all reported incidents of infection.
 - b. The city administrator or duly authorized agents may enter private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this section.
 - c. It is unlawful for any person to prevent, delay, or interfere with the city administrator, forester, or duly authorized agents while in the performance of official duties related to this chapter.
- (3) *Abatement of hazards and nuisances on private property.*
- a. *Order procedure.* If the city administrator determines that trimming, treatment, or removal of a tree or plant on private property is necessary to abate a public hazard or nuisance, the city shall serve a written order upon the responsible property owner or occupant to correct the condition.
 - b. *Abatement of disease.* The city administrator shall order the treatment or removal of any infected tree or wood constituting a nuisance as described in [section 54-39](#). Removal and abatement shall be in accordance with the technical opinion of the forester or the department of agriculture. Trees impacted by a shade tree pest shall be removed or effectively treated so as to destroy and prevent as fully possible the spread of the shade tree pest.
 - c. *Time limit.* The order or notification shall set a time limit for compliance, depending on the urgency of the hazard or nuisance.
 - d. *Authority to abate.* If, after notification, the responsible person fails to correct the condition within the time prescribed, the city administrator may order city staff or

a contracted firm to abate the hazardous or nuisance condition.

- e. *Cost of abatement.* The responsible person shall be billed for the full cost of the abatement plus any additional administrative costs. If the bill is unpaid, the cost shall be certified to the county auditor as a special assessment against the property.

(Code 1993, § 8-4.05; Ord. No. 18-09, § 3, 9-26-2018; Ord. No. 20-02, § 2, 2-12-2020; Ord. No. 20-04, § 3, 5-13-2020; Ord. No. 20-07, § 1, 12-09-2020)

Sec. 54-39 - Declared shade tree pests, control measures, and control areas

Declaration of a shade tree pest. The council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community tree, as defined by Minn. Stats. § 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action. The following are considered public nuisances whenever they may be found within the city:

(1) Oak wilt disease

- a. Oak wilt disease is a shade tree pest and is defined as any living or dead tree, log, firewood, limb, branch, stump, or other portion of a tree from any species of the genus *Quercus* existing within the control area defined that has bark attached and that exceeds three inches in diameter or ten inches in circumference and contains to any degree any spore or reproductive structures of the fungus *Ceratocystis fagacearum*.

- b. *Control measures.*

Installation of a root graft barrier. A root graft barrier can be ordered installed to prevent the underground spread of oak wilt disease. The city will mark the location of the root graft barrier. The barrier disrupts transmission of the fungus within the shared vascular systems of root drafted trees. The barrier is created by excavating or vibratory plowing a line at least 42 inches deep between any oak tree infected with oak wilt disease and each nearby and apparently healthy oak tree within 50 feet of the infected tree.

- c. *Removal and disposal of trees.*

1. *On property zoned for residential and commercial use.* On property that is zoned residential and commercial the city may mark for removal of trees that have the potential to produce spores of the fungus *Ceratocystis fagacearum*. After, and in no case before, the installation of the root graft barrier and no later than May 1 of the year following infection, all marked trees must be felled. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

If, however, after the city prescribes the location for a root graft barrier, the

This page contains no comments

city determines that installation of the barrier is impossible because of the presence of pavement or obstructions such as a septic system or utility line, the city may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

2. *On all other property.* On all other property, the city may mark for removal all oak trees whether living or infected or not and located between and infected tree and marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

All wood more than three inches in diameter or ten inches in circumference from such felled trees must be disposed of by burying, debarking, chipping or sawing into wane-free lumber, or by splitting into firewood, stacking the firewood, and immediately covering the woodpile with unbroken four-mill or thicker plastic sheeting that is sealed into the ground until October 1 of the calendar year following the calendar year in which the tree was felled, or by burning before May 1 of the year following infection. Wood chips from infected trees may be stockpiled or immediately used in the landscape.

- d. *Control area.* The control area for oak wilt disease is defined as all lands within the boundaries of the city.
- (2) Emerald ash borer.
 - a. Emerald ash borer is a shade tree pest and is defined as an insect that attacks and kills ash trees. The adults are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grub- or worm-like and live underneath the bark of ash trees.
 - b. Control measures that may be taken to abate emerald ash borer are those state statute.
 - c. *Control area.* The control area for emerald ash borer is defined as all lands within the boundaries of the city.
 - (3) Dutch elm disease.
 - a. Dutch elm disease is a shade tree pest and is defined as a disease of elm trees caused by the fungus *Ophiostoma ulmi* or *Ophiostoma nova-ulmi*, and includes any living dead tree, log, firewood, limb branch, stump, or other portion of a tree from any species of the genus *Ulmus* existing within the control area defined that has bark attached and that exceeds three inches in diameter or ten inches in circumference and could contain bark beetles or any spore or reproductive structures of the fungus *Ophiostoma ulmi* or *Ophiostoma novo-*

This page contains no comments

ulmi. Any tree infected with the Dutch elm disease fungus or which harbors any of the elm bark beetles (*Scolytus multistratus*, *S. schevyrewi*, or *Hylurgopinus rufipes*) or any other pest capable of producing an epidemic, and any dead elm tree or part, including logs, branches, stumps, firewood or other material that contains elm bark are considered nuisances.

- b. Control measures that may be taken to abate Dutch elm disease are:
 - 1. *Use of fungicide.* Fungicides may be effective in prevent Dutch elm disease when injected into living trees that do not already show symptoms of Dutch elm disease. Fungicide injections on private lands are optional and, if performed, are at the landowner's expense. Treating with fungicide on public lands requires the approval of the city administrator or their designee.
 - 2. *Removal and disposal of trees.* Prompt removal of diseased trees or branches reduces breeding sites for elm bark beetles and eliminates the source of Dutch elm disease fungus. Trees that wilt before July 15 must be moved by April 1 of the following year. Diseased trees not promptly removed will be removed by the city at the landowner's expense. Wood may be retained for use as firewood or saw logs if it is debarked or covered from April 15 to October 15 with four mill plastic. The edges of the cover must be buried and sealed to the ground.
- c. *Control area.* The control area for oak wilt disease is defined as all lands within the boundaries of the city.
- d. *Unlawful storage, transporting and disposing of elm wood.* It is unlawful for any person other than licensed tree services to transport, store or dispose of any bark- bearing elm wood between April 15 and September 1 of each year.

(Ord. No. 18-09, § 4, 9-26-2018; Ord. No. 20-02, § 5, 2-12-2020)

Georgiana Comments

Section 54-38

a) Definitions

Edible landscaping means the intentional ~~planting, caring for, or otherwise-~~ cultivating plants that could produce food ~~that is~~ consumed by people. These plants ~~may~~ include fruit and nut trees, berry bushes, vegetables, herbs, or edible flowers.

Native plants are those ~~plant species,~~ grasses ~~(including prairie grasses),~~ sedges, rushes, ~~forbs~~ (flowering broadleaf plants), vines, trees and shrubs, that are ~~plant species~~ native to the state of Minnesota prior to European settlement.

Ornamental plants ~~means are those plant species,~~ grasses, flowering annual, biennial, and perennial plants, shrubs, trees, and vines that may not be native to Minnesota, ~~but are adapted.~~ ~~Ornamental grasses do not include turfgrasses.~~

Rain garden means a shallow excavated depression ~~(typically no more than 18 inches deep)~~ with loosened sub-soils in which ornamental or native plants ~~that are adapted to moist conditions and have deep roots~~ are planted for the purpose of ~~infiltrating and~~ filtering rain water and reducing storm water runoff. Temporary ponding of water in rain gardens ~~typically may~~ occurs ~~for no more than 48 hours~~ after rainfall ~~assuming no subsequent rainfall~~ but typically is drained within 48 hours.

Weeds are (i) prohibited noxious weeds or (ii) any volunteer plant, ~~except trees and other woody vegetation,~~ which is not customarily or intentionally planted. For the purposes of the code definition, weeds do not include dandelions or clover.

(c) *Location of restoration areas, planned landscape areas, and edible landscaping areas.*

Current language:

(1) *Setback.* A restoration area, planned landscape area, or residential garden must provide the following minimum setbacks:

Front lot line, corner side lot line, or rear lot line abutting a street or alley: two feet, and two feet from publicly maintained pavement or sidewalk.

b. Interior side lot line or rear lot line not abutting a street or alley: two feet; provided, however, for the exception in the required side yard or rear yard setback, as described in section 54-38(c)(2).

Suggested language:

(1) Vegetation in a restoration area, planned landscape area, or residential garden that is adjacent to a front lot line, corner side lot line, or rear lot line abutting a street, ~~or~~ alley, ~~or~~ a publicly maintained pavement or sidewalk should be maintained with plants that do not bend over the property line or otherwise impede use of public areas.

b. Vegetation in a restoration area, planned landscape area, or residential garden that is adjacent to an interior side lot line or rear lot line not abutting a street or alley: ~~two feet; provided;~~

~~however, for the exception in the required side yard or rear yard setback, should not bend over or impede use of the adjacent property except as described in section 54-38(c)(2).~~

2) ...

~~c) Vegetation in a restoration area, planned landscape area, or residential garden that is located on a steep slope adjacent to a property line.~~

(d) *Maintenance Standards.* Every owner of property shall maintain the vegetation growing thereon according to the minimum standards set forth in this subsection:

~~(1) The setback area required by section 54-38(c) shall be composed of a soil retention cover such as mulch, regularly mowed turf grasses or groundcovers maintained at six inches or less, native or ornamental plants maintained at ten inches or less, trees or shrubs, or as may be required by the city administrator to protect the soil and aesthetic values on the lot and adjacent property.~~

~~(2) Non-woody vegetation in a planned landscape area shall be maintained at the natural height for the plants and such that it does not impede use of adjacent property. be cut at least once annually between April 15 and July 15 to a height no greater than 10 inches.~~

(3) It is unlawful to plant any tree or shrub within five feet of a property lot line abutting a right-of-way of a public street or alley.

(4) Property owners shall prune trees and shrubs located on private property so they will not obstruct pedestrian sidewalk traffic, nor obstruct the view of any traffic sign, street, alley, or intersection. Overhanging portions of trees and shrubs must be pruned to maintain a minimum clearance of eight feet over all sidewalks, and 16 feet over all streets.

On the plans for the community park

WSB accepted most of our suggestions for plant species substitutions. On the idea of a demonstration garden for native plants – if it seems a maintenance problem for a more natural planting, the native plants could be planted in arrays such as suggested by the drawings. These would still allow residents to learn about the plant species.



ITEM FOR DISCUSSION

Meeting Date	August 11, 2025
Agenda Item	E-2
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Energy Action Plan Update & Next Steps
Description	GreenCorps Member Siebert has been working extensively on the Energy Action Plan implementation along with Partners in Energy. This is an update on the current status of implementation and next steps.
Budget Impact	None.
Attachment(s)	- Energy Action Plan Work Plan
Action(s) Requested	Staff requests the Commission discuss the Energy Action Plan work plan and advise on next steps.

Focus Area	Strategy	Action Items	2024	2025	2025	2025	2025	2026
			Q4	Q1	Q2	Q3	Q4	Q1
Alleviating energy burden for homeowners and renters	1) Conduct Energy Outreach in Schools	A Identify school and teacher partnerships and work with those partners to understand classroom needs.						
		B Develop materials and activities that support appropriate energy engagement according to school partners						
		C Ask school library or other entities to host educational events regarding energy efficiency / conservation and renewable energy						
		D Encourage partnering with "EmPowered Schools" program to Neighboring School Districts						
		E Utilize the Minnesota GreenStep School Program to show students that their school is leading the way in energy conservation and reducing environmental impacts						
	2) Develop Neighborhood Energy Liaisons	A Call for community volunteers by the City						
		B Provide Xcel Energy and supporting energy resources to the volunteers to share with their neighbors / associations						
		C Develop resources for volunteers to share with neighbors (e.g., template emails, National Night Out activities, NextDoor posts, website content, etc.)						
	3) Increase Access to Renter Resources	A Provide renters with information about applicable energy rebates						
		B Raise awareness of assistance programs for those renters who are affected by a higher energy burden or lower-income household						
	4) Promote Home Energy Assessments	A Promote home energy assessments						
		B Showcase residents who have had home energy assessments and made improvements in their home as a result						
	5) Provide Accessible Energy Communication	A Create an Energy Action Hub on the City of Falcon Heights' website to disseminate information about energy resources						
		B Establish partnerships with community organizations and/or Falcon Heights specific publications to bring awareness to residents						
		C Include energy educational resources on the City of Falcon Heights email newsletter						
	6) Highlight Energy Saving and Clean Energy Testimonials	A Showcase positive testimonials in the City's newsletter, blog and articles in local media						
		B Postcard mail out campaign of testimonials from residents to other residents						
		D Postcard mail out campaign of testimonials from business owners to other businesses						
		D Share testimonials at St Paul Chamber of Commerce meetings						
	7) Develop and Sustain Partnerships that Support Community Energy Equity Goals	A Connect with Commonwealth Terrace Cooperative (CTC) to Improve Living Conditions through energy projects for Student Housing						
		B Form partnership with neighboring city councils to coordinate energy equity projects that are mutually beneficial						
Enhancing Energy Efficiencies in Buildings	1) Support Energy Improvments	A Create and promote City incentives and/or recognition for energy efficient multi-family buildings						
		B Review and revise City code to remove barriers to more energy efficient multi-family buildings						
		C Support the adoption of standards requiring buildings larger than 5 units to periodically re-invest in energy efficient improvements that have a reasonable payback period						
		D Support incentives for retrofits and redevelopment of existing multi-family buildings to improve energy while respecting the historic integrity of buildings and communities						
	2) Incentivize and Recognize Energy Efficiency Projects	A Be present at community events with resources and tips to encourage businesses and residents to reduce energy consumption						
		B Request that homeowners who have made significant energy efficiency improvements temporarily display an energy conservation yard sign						
		C Publicly acknowledge homeowners and business owners in the City's email newsletter for energy conservation efforts						
	3) Partner with the State Fair to Encourage Energy	A Draft proposal to partner with State Fair to encourage joint energy projects						
	4) Encourage Efficient Electric Heating Technologies	A Create targeted outreach programs to educate business owners and owners of multi-family buildings about the benefits of electric heating options						
		B Host workshops and informational sessions to highlight benefits of adopting efficient electric heating technologies						
		C Encourage building owners who have already installed air source heat pumps to share their success stories with other building owners through presentations, open houses and business networking events						
		D Assist businesses and workforce to keep up to date on technological advances in building energy. Provide outreach to local businesses to assist in these educational efforts						
		E Recommend energy improvements for rental properties during annual inspections. Provide an opportunity to educate building owners about energy improvements annually, giving updates on electrification technology and available incentives						
	5) Form Climate Action Partnership with U of M	A Draft a proposal for collaboration between the City Council and the University of Minnesota and find a way forward						
		B Advocate for increasing EV charging infrastructure on and off campus						
		C Encourage charging infrastructure on new developments and retrofits, especially multi-family buildings and businesses. Support the continued development of charging infrastructure for Evs						
	6) Collaborate with Metro Transit	A Draft, send and follow up on a request to Metro Transit to have electric buses on Route 121 and on the Rapid Transit A Line						
	7) Reduce Costs of Home Energy Assessments for Residents	A Address economic barriers for residents who may be hard to reach or under-represented in the community and increase home energy assessment visits by promoting free visits						
	8) Showcase Existing Energy Projects in Homes and Businesses	A Identify homes and businesses that have already undergone energy projects						
		B Recognize those who would wish to participate in open house tours and set up tour dates for groups to visit						
		C Host a local energy fair in Falcon Heights and encourage citizen and local business participation						
Embracing Clean, Renewable Energy	1) Support a Group-Buy Solar	A Contact and form a collaboration with Solar United Neighbors (SUN) to help residents and businesses bulk buy solar						
		B Pursue grants to assist with the installation of solar panels on homes and businesses. This financial support will make renewable energy a viable option for more residents, reducing the City's overall carbon footprint						
	2) Solar Arrays on Future Buildings	A Request proposals for solar installations on future municipal buildings						
		B Partner with one or more solar installation companies to recommend to buildings in the City.						
		C Explore grants for installation of onsite solar on businesses and buildings						
	3) Promote Renewable Subscription and On-site Options for Residents	A Encourage subscription and on-site opportunities to residents during events and on the City website						
		B Share incentives for renewable energy options with renters though email and mailing campaigns						
	4) Partner with the University of Minnesota to Encourage Renewable Energy	A Reach out to the University of Minnesota to form a collaboration centered on renewable energy technologies						
		B Partner with the University of Minnesota to help share incentives for renewable energy programs to multi-family building owners, residents and students						
	5) Establish a Reliable Workforce in Renewable Energy Applications	A Host workshops to educate the community on renewable energy topics and resources while connecting professionals with residents and residents with training options						
		B Support and promote workforce opportunities in renewable energy industry						



ITEM FOR DISCUSSION

Meeting Date	August 11, 2025
Agenda Item	E-3
Attachment	See below.
Submitted By	Hannah Lynch, Community Development Coordinator

Item	Green-To-Go / Packaging Fair Update
Description	Commissioner Pellegrini contacted staff about potentially looking at an ordinance similar to the City of Roseville Green-To-Go initiative. Noelle Bakken, Sustainability Specialist with the City of Roseville, and Ness Carda, Sustainability Intern, spoke at the last Environment Commission meeting. Since that time, Staff Liaison Lynch and GreenCorps Member Siebert attended the Roseville Sustainable Packaging Fair and went on a Roseville restaurant visit.
Budget Impact	None.
Attachment(s)	- Green-To-Go Flyer – City of Roseville - City of Roseville – Ordinance No. 1681 Creating Title 4, Chapter 412 “Green To Go Packaging” to Require Food Establishments to Provide Recyclable, Compostable, or Reusable Packaging
Action(s) Requested	Staff requests the Commission discuss the Roseville program and potential ways to adapt this to the needs of Falcon Heights.



What is Required?

Any food and beverages prepared for immediate consumption and meant to be carried out must be in packaging that is:

- Compostable (certified BPI) or
- Recyclable or
- Returnable or reusable

Who is Affected?

Businesses that provide take-out food packaging/containers or utensils. This includes restaurants, but also organizations providing to-go food or beverages (free or paid) at events that require a permit or license, including:

- Restaurants
- Gas Stations
- Food Trucks
- Grocery Stores
- Convenience Stores
- Schools

Who is Exempt?

- Hospitals and nursing homes
- Manufacturers, distributors, or other businesses with no retail food or beverage business
- Caterers

Why an Ordinance?

- Reduce non-recyclable single use plastic
- Eliminate the use of Styrofoam
- Increase awareness and usage of recycling and composting programs.
- Promote Ramsey County's upcoming food scraps pickup program.
- Decrease the volume of landfill waste and toxic byproducts of incineration
- Achieve a 75% recycling rate as laid out by Minnesota State Statute by 2030.



CONTACT

Noelle Bakken

Sustainability Specialist

noelle.bakken@cityofroseville.com
651-792-7057

MATERIALS EXPLAINED

Allowed

- Recyclable plastics:
 - #1 (PET or PETE)
 - #2 (HDPE)
 - #5 (PP)
- Compostable plastics, paper, or fiber products that meet BPI or ASTM D6400/D6868 standards
- Aluminum products



Not Allowed

- Black plastic (even if it's labeled #5 - it's not recyclable!)
- Styrofoam
- Any other plastics (#4, #6, etc.)



Exemptions

- Foods prepackaged by manufacturer or distributor
- Plastic films
- Paper food wraps and liners

Collection Bins

Food businesses must provide collection bins for each type of material used.

- Recyclable materials must be recycled
- Compostable plastics must be collected as organics and sent for composting



Utensils

- Utensils, straws, and condiments should be given only when asked for.
- Single use utensils (including forks, knives, and spoons) must be compostable

**City of Roseville
ORDINANCE NO. 1681**

AN ORDINANCE AMENDING

TITLE 4, CHAPTER 412

**AN ORDINANCE CREATING TITLE 4 CHAPTER 412 “GREEN TO GO
PACKAGING” TO REQUIRE FOOD ESTABLISHMENTS TO PROVIDE
RECYCLABLE, COMPOSTABLE, OR REUSABLE PACKAGING.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 4, Chapter 412 of the Roseville City Code, entitled “Green to Go Packaging” is hereby created to read as follows:

**CHAPTER 412
GREEN TO GO PACKAGING**

SECTION:

412.01	Purpose
412.02	Definitions
412.03	Regulations
412.04	Exclusions and Exceptions
412.05	Enforcement

412.01. PURPOSE.

It is the intent of the City Council, by means of this Chapter, to:

- A. Promote waste reduction in order to:
 - 1. Lower the amount of greenhouse gases emitted during the incineration and landfilling of non-recyclable and compostable food and beverage packaging and non-packaging items.
 - 2. Assist the City in reaching the waste reduction goals established by the State of Minnesota and Ramsey County.
- B. Promote waste prevention by:
 - 1. Encouraging the use of reusable food and beverage packaging when possible.
 - 2. Reducing or eliminating products that create waste such as single-use, disposable food and beverage packaging and non-packaging items that cannot be recycled or composted and must be disposed of by incinerating or landfill.
- C. Promote waste recycling by maximizing the amount of single-use food and beverage packaging and non-packaging items that can be recycled or composted.
- D. Minimize contamination in organics and recycling.

412.02. DEFINITIONS.

The following words have the meaning ascribed to them, unless the context clearly indicates a different meaning:

CERTIFIED COMPOSTABLE means that a material or product will biodegrade without leaving a residue or any toxicity in the soil. Any compostable plastic or lined paper must meet the ASTM standards for compostable products, as certified by the Biodegradable Products Institute or other similar independent certification bodies.

COMMERCIALLY COMPOSTABLE means that certified compostable materials will biodegrade at a commercial site used to compost organic materials where the environment is carefully controlled and regulated to facilitate optimal degradation.

FOOD AND BEVERAGE PACKAGING means packaging used to serve food and beverage products intended for immediate consumption including cups, plates, bowls, serving trays, to-go containers, clamshells, wrappers, and lids.

FOOD ESTABLISHMENT means a retail operation that prepares, serves, or otherwise provides food or beverages, or both, for human consumption.

GREEN TO GO PACKAGING means and includes any of the following:

1. **COMPOSTABLE PACKAGING:** packaging that is separable from solid waste by the generator or prior to collection for the purpose of composting. Compostable packaging must be made of unlined paper (unless lining is certified compostable), certified compostable plastic that meets ASTM standards that are acceptable at the Ramsey County composting facility or other cellulose-based packaging capable of being decomposed through composting or anaerobic digestion.
2. **RECYCLABLE PACKAGING:** food or beverage packaging that is separable from solid waste prior to collection for the purpose of recycling. Recyclable packaging must be accepted by the local material recovery facilities (MRF) receiving and processing the materials and have existing robust recycling markets as determined by Ramsey County. This includes glass bottles, aluminum cans and plastic food and beverage packaging. Plastic food and beverage packaging must be acceptable as determined by Ramsey County.
3. **REUSABLE PACKAGING** means food or beverage packaging that is capable of being refilled at a retail location or returned to the distributor for reuse at least once as a container for the same food or beverage.

MOBILE FOOD UNIT means a food establishment that is inside, on or otherwise attached to a vehicle.

NON-PACKAGING FOOD SERVICE ITEMS means items that are not packaging, but are used to consume food, including straws and utensils.

SINGLE-USE means an item designed and intended for a single use.

412.03. REGULATIONS.

- A. No person owning, operating, or conducting a food establishment or any person or organization providing free food or beverage products within the City of Roseville in a manner which would require a permit or license from the City or State of Minnesota, may provide any food and beverage packaging which is not Green to Go. Presence of food and beverage packaging other than Green to Go will be presumed to be non-compliant with this Chapter.
- B. To reduce contamination in recycling and organics, all food establishments must implement the following:
 - 1. Single-use cups and containers that are utilized with lids must have lids of the same category of packaging.
 - 2. Recyclable packaging must only have recyclable lids.
 - 3. Compostable packaging must only have compostable lids.
- C. Compostable cups must be labeled to clearly indicate to the consumer that the cup is compostable. Labeling must include at least one of the following:
 - 1. The words "certified compostable," "commercially compostable" or other language which meet ASTM standards. "Made from plants," "bio-based," or "biodegradable" are not acceptable alternatives on their own.
 - 2. The logo of a third-party certification or testing body indicating the cup meets commercially compostable standards, as approved by the City of Roseville.
- D. All food establishments must implement the following in relation to non-packaging food service items:
 - 1. Single-use utensils including, but not limited to, forks, spoons, and knives must be compostable.
 - 2. Single-use straws of any kind will only be provided to consumers upon request. Front-of-house straw dispensers, which allow customers to self-serve, meet this requirement.
- E. A food establishment which utilizes single-use compostable and/or recyclable food packaging to serve consumers on-site must have on-site collection for Green to Go packaging.
 - 1. A food establishment that does not utilize single-use packaging to serve consumers on-site is exempt from the requirement to have on-site collection for Green to Go packaging.
 - 2. A food establishment that does not have dine-in seating for consumers is exempt from the requirement to have on-site collection for Green to Go packaging.
 - 3. If a mobile food unit or other food establishment is being hosted by an entity as part of an event or regular business, the hosting entity must provide on-site collection for Green to Go packaging.
- F. Containers for the on-site collection of Green to Go packaging must be co-located with garbage containers.

1. If garbage receptacles are available to consumers, then receptacles for separating Green to Go packaging must also be made available to consumers in the same location.
 2. If garbage receptacles are not available to consumers and are instead placed in areas for use by staff only, then receptacles for separating Green to Go packaging are only required in those locations.
- G. A food establishment must arrange for the collection of Green to Go packaging by a licensed solid waste collector for delivery to an appropriate transfer station or processing facility.

412.04. EXCLUSIONS AND EXCEPTIONS.

Notwithstanding any other provisions to the contrary, this Chapter does not apply to:

- A. Manufacturers, brokers, distributors, or warehouse operators who conduct or transact no retail food or beverage business;
- B. Food and beverage service provided through patient care at hospitals and nursing homes;
- C. Food and beverage service provided through licensed caterers;
- D. Food packaging pre-packaged by a manufacturer, producer, or distributor;
- E. Plastic films less than ten mils in thickness;
- F. Any packaging, which is not considered Green To Go packaging, but for which there is not a commercially available or economically practical alternative as determined by the City of Roseville. The city of Roseville will maintain a list of types of packaging exempted under this paragraph which will be available from the Public Works department.

412.05. ENFORCEMENT.

- A. A violation of this ordinance is punishable as an administrative offense pursuant to City Code Section 102.01.
- B. The administrative offenses provided for in this Chapter are in addition to any other legal or equitable remedy available to the City for violation of the City Code.
- C. At the time a violation occurs, a warning notice will be given in writing. The food establishment will be given 60 calendar days to take corrective action prior to any enforcement action under this Chapter.

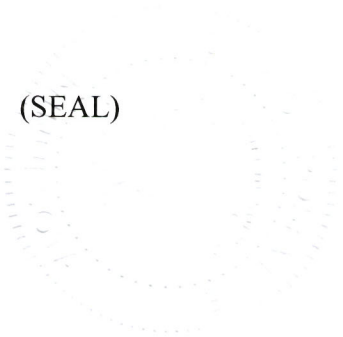
SECTION 2: Effective date. Upon its passage and publication, this ordinance shall take effect on January 1, 2025, with the exception of Section 412.05, which shall take effect on January 1, 2026.

Passed by the City Council of the City of Roseville this 21st day of October, 2024.

Signatures as follows on separate page:

***Ordinance – AN ORDINANCE CREATING TITLE 4 CHAPTER 412 “GREEN TO GO PACKAGING”
TO REQUIRE FOOD ESTABLISHMENTS TO PROVIDE RECYCLABLE, COMPOSTABLE, OR
REUSABLE PACKAGING.***

(SEAL)



CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

A handwritten signature in blue ink, appearing to read "Daniel J. Roe", is written over the line for the Mayor's signature.

ATTEST:

Patrick Trudgeon, City Manager

A handwritten signature in blue ink, appearing to read "Patrick Trudgeon", is written over the line for the City Manager's signature.