

CREEK SIDE SOILS ADVISORY COMMITTEE
MINUTES
Creekside Compost Facility
February 23, 2009, 4:00 p.m.

Members Present: Bill Arndt, Robert Anderson, Brandon Fraser, Marion Filk

Others Present: Doug Johnson – CreekSide Manager, Jeremy Carter – Finance Director, Gary Plotz – City Administrator, Mayor Steve Cook

1. Approval of minutes from December 27, 2008

Anderson asked for clarification in paragraph 3 related to the profit forecasted for 2009 compared to the 2009 budget. Jeremy Carter explained the differences between a budget presentation and a year-end income statement.

Motion by Anderson, second by Fraser, to approve the minutes as presented. Motion carried unanimously.

2. 2008 & 2009 Financial Review

Jeremy Carter, Finance Director, presented the 2008 actuals to budget (unaudited). The revenues over expenses show \$101,376.00. Carter then reviewed a 2008 balance sheet for refuse. Total retained earnings total \$2,492,914.00. Carter then reviewed CreekSide's income statement for 2008. The income statement showed a \$1.5 million in gross profits with \$235,000 in revenues over expenses. Discussion was held regarding a large custom-bagging contract that was retained in 2008 and renewed in 2009. Fraser raised the issue on how the City (CreekSide) competes with private industry. It was realized that there typically isn't an industry in the private sector that can provide the exact service that Creekside does. Carter then reviewed the 2008 Creekside balance sheet. The total retained earnings total \$3.3 million (total assets minus the total liabilities).

3. Strategic Plan Strategies

Johnson explained that four new goals have been identified in CreekSide's strategic plan:

1. Document all policies and procedures
2. Work on sustainability
3. Direct more waste from landfill
4. Look at alternatives for waste and renewables

More detail was provided on each of these goals. Plotz went into more detail on Goal 4 and plans CreekSide has on getting into renewable energy. Perhaps a name change of “CreekSide Renewables” could be considered at a later date. Fraser commented that this direction should be headed down sooner than later. Arndt commented on burning corn cobs as well as they provide a tremendous amount of heat. Fraser asked if MPCAS controls procedures related to renewable energy production. Johnson mentioned that the MPCA regulates this type of production now. Cook suggested having community education be a goal in and of itself rather than just a tactic under Goal 3. Carter mentioned that community needs to be defined as well.

4. 2009 Work Plan Overview

Johnson stated that new hours of operation will be put in place at CreekSide. CreekSide staff conducted a detailed study that measured customer counts to the half hour. CreekSide will be adjusting their hours based on this study.

Johnson reviewed a business plan that he and his lead employee created. The business plan outlines the number of employees needed to accomplish certain tasks. The plan shows that CreekSide will need to add three part-time employees in the near future. Additional shifts may need to be added as well to accomplish the large bagging production. This will mean 10 hour days for 2 – 2 ½ months, including a few Saturdays. An extension to the bagging building would curtail extended hours. Fraser suggested putting the work plan into an Excel spreadsheet which will calculate work hours, etc.

5. Miscellaneous

Cook asked how local sales were going (i.e. Runnings, etc.). Plotz noted that the local retailers liked having CreekSide product on hand and no merchants have pulled out of the program.

Arndt noted that he has received a request that CreekSide put soil down on the city-owned garden plot. Johnson will check into it and speak with Sara Witte from the Parks Department.

Motion by Anderson, second by Arndt, to adjourn at 5:50 p.m. Motion carried unanimously.

CREEK SIDE SOILS ADVISORY COMMITTEE
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Creekside Compost Facility
April 8, 2009, 4:30 p.m.

The meeting was called to order at 4:30 p.m.

Members Present: Bill Arndt, Robert Anderson, Brandon Fraser, Marion Filk, Randy DeVries

Others Present: Doug Johnson – CreekSide Manager, Jeremy Carter – Finance Director, Gary Plotz – City Administrator, Mayor Steve Cook

1. Approval of minutes from February 23, 2009

Motion by Fraser, second by Anderson, to approve the minutes as presented. Motion carried unanimously.

2. Update of Strategic Plan.

Doug Johnson provided an update on the strategic plan. As suggested at the last Creekside board meeting, community education was added as a separate goal under Strategy 3 – Direct More Waste from Landfill. Robert Anderson asked about the PeachTree software that had been implemented a couple of years ago. It was explained that the manufacturing models used in the PeachTree system were removed, therefore the City’s current financial system has been utilized. Jeremy Carter explained how the financial system can provide reporting information. In addition, an additional goal of “Create Local Public Relations” under Goal 2 – Work on Sustainability was included. Johnson explained a Monerva computer program which links policies and procedures to operations. Johnson asked that the board review the plan and it will be discussed again at the next meeting.

3. Update of Orders Being Shipped for Spring

Johnson distributed information showing bag and bulk products shipped from October 2007 – September 2008 and October 2008 – September 2009. Thus far, to date, 40,000 less were shipped this year than last year in bagged product. Contract bagging has yet to be shipped out. Discussion was held regarding Emerald Ashbore getting into Creekside products. It could potentially be burned. Mark Schnbrich, City Forester, is working on a plan at a county level.

4. Discussion of Proposal for a Building Addition to the Bagging Building

Johnson has been approached by other businesses to complete custom bagging. Ideally, the bagging operation will become a year-round operation. Johnson is proposing to add on an enclosed portion to the bagging building in order to operate year-round. Expansion could cost \$200,000 (hoop structure, natural light, boiler burning own material). A pro forma would be completed before anything would move forward.

Brandon Fraser suggested instead of making the Creekside transfer allocation to the general fund, the transfer should be made to the expansion of the building or to help adjust water rates.

5. Black top of Bagged Product Storage Area

Johnson explained that black topping is essential. Product is stored on dirt and ails shipped product. Fraser asked about billing out for runoff. DeVries noted that the gallons per day can be measured for sanitary sewer charges. Anderson proposed using bit-con product on site. Johnson noted that bit-con settles about an inch which breaks pallets when product is removed.

6. Miscellaneous

Anderson noted that a local landscaper had told him there was contamination in CreekSide's potting soil. Johnson explained that he has not received that feedback from any landscaper. Product typically contains less than 1% of weed seed.

Arndt suggested that the Creekside board meeting on a quarterly basis on the third Wednesday of each month. The next meeting will be held on July 15, 2009, at 4:30 p.m. at the City Center.

Motion by Anderson, second by Arndt, to adjourn at 5:40 p.m. Motion carried unanimously.

CREEK SIDE SOILS ADVISORY COMMITTEE
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July 15, 2009, 4:30 p.m.

CALL TO ORDER: The meeting was called to order by Bill Arndt.

Members Present: Marian Filk, Bob Anderson, Bill Arndt and Steve Cook

Others Present: Gary Plotz, Doug Johnson, Becky Kobow and Steve Heintz

1. Approval of April 8th Minutes – There were no minutes to consider.
2. September Open House at Creekside

Doug Johnson explained they would like to have an open house with a bus tour of the Creekside facilities some time in September. He stated the local vendors would set up displays in the bagging building. After discussion, the committee decided to schedule the open house for Saturday, September 26, 2009, from 9 a.m. – 3 p.m.

Doug stated he would notify all local media, send invitations to City Council and customers and get the word out. He explained there will be scheduled tours, by bus, of the grinder, bagging line, blending line, turner and screener. Discussion followed on service hot dogs, chips and coffee.

3. Financials

Steve Heintz, Assistant Finance Director, reviewed the financials and explained the balance sheets for both Creekside and Refuse (Source Separated). Discussion followed on the Minneapolis contract. There was also discussion on the emerald ash borer concerns.

After discussion, Mr. Anderson made a motion to approve the 1st and 2nd Quarter balance and income sheets for Creekside and Refuse. Seconded by Ms. Filk, the motion carried unanimously.

4. Strategic Plan

Doug Johnson commented on the following completed items of the strategic plan :

Public education was implemented at the County Fair, September Open House, Trimester Teaching at School, survey of private and independent customers, and energy reduction in the facility. He commented on the possibility of converting waste to pellets to heat the buildings. They are working toward zero waste at the facility.

5. Miscellaneous

Bob Anderson asked about the building expansion. Doug explained they will not be looking at expansion for 1 to 2 years. He stated he is negotiating with a company to bag wood burning pellets and if that is successful they will begin the building expansion project. The black top project is the most important presently. Gary Plotz explained the City is taking a conservative approach and the 8,000 sq. ft. of asphalt was approved by the City Council and also the conveyor system was approved. Doug Johnson stated they should be bagging the pellets by the end of July or in August.

Marian Filk had questions on the actual duties of this board and if she was as effective as maybe Nathan Winter would be on the committee. Bill Arndt stated she was an important representative from the gardener group.

Bob Anderson stated concerns with odors for the site for a couple of days in July. Doug stated he can't promise odor free days with humidity changes in the summer. Bob also noted weeds in the trees and Doug stated he would take care of the weeds.

6. Adjournment

Bob Anderson made a motion to adjourn, seconded by Marian Filk, the meeting adjourned at 5:30 p.m.