



## **Sustainability Commission Agenda**

**Jan. 18, 2022 – 6:30 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes:** Nov. 9, 2021
- 5. Report from Staff:**
  - A. The next sustainability commission meeting will be on March 15, 2022.
  - B. Sustainability Commission's interest in attending an organic recycling facility tour.
  - C. One commissioner needed to attend for Feb. 12<sup>th</sup> and March 12<sup>th</sup> Winter Farmer's Market.
- 6. Report from Sustainability Commission Members**
- 7. Agenda Items**
  - A. 2021 Work Plan Summary
    - Recommendation: Listen to the presentation, ask questions, submit update to city council
    - Staff Member: Loren Gordon
  - B. 2022 Sustainable Minnetonka Awards
    - Recommendation: Review and finalize eligibility rules, selection parameters, and timeline.
    - Staff Member: Loren Gordon

Due to the COVID-19 health pandemic, all meetings of the Minnetonka Sustainability Commission will be conducted pursuant to Minn. Stat. § 13D.021, until further notice. Sustainability Commission members will participate in the meeting remotely via WebEx. Members of the public who desire to monitor the meeting remotely or to give input or testimony during the meeting can find instructions at <https://www.minnetonkamn.gov/government/virtual-meeting-information>. Limited seating may be available at the regular meeting room, for members of the public who wish to attend in person, but the public is advised to call 952.939.8200 the day of the meeting to confirm that the room will be open.

## Sustainability Commission Agenda

Jan. 18, 2022

Page 2

### C. Organics Recycling Promotion

- Recommendation: Provide comments and recommendations on how to promote organics recycling.
- Staff Member: Loren Gordon

### 8. Other Business

### 9. Adjournment

If you have questions about any of the agenda items, please contact:

- Drew Ingvalson, Associate Planner/Sustainability Coordinator (952) 939-8293, [dingvalson@minnetonkamn.gov](mailto:dingvalson@minnetonkamn.gov)
- Loren Gordon, AICP, City Planner, (952) 939-8296, [lgordon@minnetonkamn.gov](mailto:lgordon@minnetonkamn.gov)
- Julie Wischnack, AICP, Community Development Director, (952) 939-8282, [jwischnack@minnetonkamn.gov](mailto:jwischnack@minnetonkamn.gov)

Due to the COVID-19 health pandemic, all meetings of the Minnetonka Sustainability Commission will be conducted pursuant to Minn. Stat. § 13D.021, until further notice. Sustainability Commission members will participate in the meeting remotely via WebEx. Members of the public who desire to monitor the meeting remotely or to give input or testimony during the meeting can find instructions at <https://www.minnetonkamn.gov/government/virtual-meeting-information>. Limited seating may be available at the regular meeting room, for members of the public who wish to attend in person, but the public is advised to call 952.939.8200 the day of the meeting to confirm that the room will be open.

**Unapproved  
Minnetonka Sustainability Commission  
Virtual Meeting  
Minutes**

**Nov. 9, 2021**

**1. Call to Order**

The meeting was called to order at 6:30 p.m.

**2. Roll Call**

Sustainability Commissioners Justin Anderson, Edwin Avalos, Greta Beck, Brian Golob, David Ingraham, and Ashley Pattain were present. Matt Henry and Harapanahalli Muralidhara were absent.

Staff present: Community Development Director Julie Wischnack, City Planner Loren Gordon, Staff Liaison Drew Ingvalson, and IT Assistant Joonas Sundstrom.

**3. Approval of the Agenda**

The agenda was approved as submitted.

**4. Approval of Sustainability Commission Meeting Minutes**

Beck moved, second by Ingraham, to approve the Sept. 14, 2021 sustainability commission minutes as submitted.

Anderson, Avalos, Beck, Golob, Ingraham, and Pattain voted yes. Henry and Muralidhara were absent. Motion carried.

**5. Report from Staff**

Ingvalson reported that:

- The city council adopted an amendment to the tree protection ordinance. The amendment reduced the size requirement for a tree to be considered a high priority tree or significant tree; established a significant-tree-removal limit of 50 percent; and added that redevelopments are now required to meet the tree protection ordinance requirements along with applications that request subdivision of a property.
- The next ambassador event will be the Winter Farmer's Market on Nov. 13, 2021.
- The next sustainability commission meeting is scheduled to be held on Jan. 18, 2022.

**6. Report from Sustainability Commission Members: None**

## 7. **Agenda Items**

### **A. City Campus Electric Vehicles (EV) and EV Chargers Update**

Acting Chair Pattain introduced the proposal and called for the staff report.

Ingvalson reported. He recommended that commissioners listen to the presentation, ask questions, and provide recommendations on how the commission may promote EVs in the larger community.

Anderson asked where the electricity would come from to charge the vehicles. Ingvalson answered that Xcel Energy would provide electricity. Xcel uses a mix of sources and is working to obtain more energy from sustainable sources. Anderson was wondering how far the electricity had to travel to reach Minnetonka. Ingvalson will do some research to find the answer.

In response to Ingraham's question, Ingvalson explained that Minnetonka pays to subscribe 100 percent of its energy use in solar power even though all of the solar energy may not be being used in Minnetonka. The power used in Minnetonka is not generated 100 percent from a solar source, but Minnetonka subscribes 100 percent of its electrical use for a solar source to create the same amount of solar power as Minnetonka uses. Minnetonka is working toward being able to have all of its power provided by a solar source as that becomes available.

Ingraham thought it might be helpful to encourage Xcel to be supportive of installing chargers at residences. He has heard from homeowners who had difficulty with Xcel workers installing EV chargers. Ingvalson will pass on that information to an Xcel representative.

Beck felt it would be helpful to tell consumers about the economic benefits when comparing gas prices and the cost of operating an electric vehicle. Those chargers would be available for the public's use.

Avalos agreed that this would be a good time to promote electric vehicles since gas prices are rising. He suggested having a Geotech location at the charger and encouraging users to post their use of the EV charger on social media. It would help create awareness of the chargers and support green initiatives. He thought some recognition in the Minnetonka Memo or a reward could be considered for EV charger users.

Ingraham agreed. He asked if Minnetonka has an inventory of its charging stations available for use by the public and encouraged that it be published on the city's website. Ingvalson explained that the staff report has a link to "plug share," which shows where all of the charging areas are in Minnetonka. He will look into a link to plug share being added to the website. There is an area in the middle of the city that currently lacks EV charging stations.

Anderson suggested creating and sharing a map to residents that would illustrate the number of residences in Minnetonka that have an EV charging station to help others to be comfortable doing so themselves.

Avalos asked if additional EV charging stations would be added in Minnetonka in the future after the first six. Ingvalson explained that the current plan is to monitor the use of the proposed EV chargers before looking at adding more in other locations that the public frequently visits. He noted that the Target by I-394 has EV chargers.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

#### **B. Fall 2021-2022 Ambassador Events Recommendation**

Acting Chair Pattain introduced the proposal and called for the staff report.

Ingvalson reported. He recommended that commissioners review the events and provide their level of interest in attending.

Anderson asked for the status of hosting an electric vehicle-driving event. Ingvalson is waiting to hear back from Drive Electric. Hopefully, it will occur in May, June, or July of 2022 in a large parking lot on the city hall campus.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

#### **C. Climate Action and Adaptation Plan (CAAP)**

Acting Chair Pattain introduced the proposal and called for the staff report.

Ingvalson reported. He recommended that commissioners listen to the presentation, ask questions, and discuss each commissioner's interest in creating a climate action and adaptation plan (CAAP).

Avalos confirmed with Ingvalson that completing a CAAP would be expected to take five extra sustainability commission meetings over the course of a year.

Ingraham asked for what items the grants could be used. Ingvalson explained that the grants could be used for green and sustainable initiatives. There is a great deal of competition for the grants, but it would be worth trying to obtain a grant to help reduce the expected \$75,000 cost to complete a CAAP.

In response to Anderson's question, Ingvalson answered that the meetings to create a CAAP might extend past the current term of some commissioners and into their second term.

Golob noted that \$100,000 was allocated in Minnetonka's 2020 operating budget for sustainability initiatives. Wischnack clarified that those funds were used for staffing, televising meetings, and other costs associated with sustainability initiatives established in 2021. The Nov. 8, 2021 city council meeting reviewed a proposed budget for 2022 that includes a line item of \$70,000 proposed to be used to fund the creation of a CAAP. The city council will review and consider final approval for that item in December of 2021.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

Avalos supports creating a climate action and adaptation plan instead of just a climate action plan. He looks forward to working on it.

Anderson felt that doing the CAAP rather than just a climate action plan would be essential.

Ingraham supports the creation of a CAAP. He appreciates the staff report's explanation of why it would take a year to create the CAAP.

Golob supports Minnetonka in creating a CAAP. He agrees with commissioners. It is an important endeavor. He would, ideally, like it done quickly but understands the time constraints and need for it to be done in a coordinated fashion.

Acting Chair Pattain is very excited for Minnetonka to create a CAAP. She agreed with commissioners. Doing the plans together would allow them to be looked at holistically.

Golob moved, second by Anderson, to recommend that the city council approve taking action to create a climate action and adaptation plan.

Anderson, Avalos, Beck, Golob, Ingraham, and Pattain voted yes. Henry and Muralidhara were absent. Motion carried.

#### **D. 2022 Sustainability Commission Meeting Schedule**

Acting Chair Pattain introduced the proposal and called for the staff report.

Ingvalson reported. He recommended that commissioners add the 2022 meeting dates to their personal calendars and ask any questions about the meeting schedule.

Beck asked what percentage of meetings commissioners are encouraged to attend each year. Gordon provided that 80 percent attendance would be appreciated, and notifying staff in advance if a commissioner knows one will not be able to attend a meeting is greatly appreciated. Ingvalson explained that if fewer than five commissioners were able to attend, the meeting would be canceled.

Ingraham asked when he would be notified if his one-year term would be extended to the next year. Ingvalson explained that term appointments occur in March, and commissioners will be notified in January or February.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

**E. 2022 Work Plan**

Acting Chair Pattain introduced the proposal and called for the staff report.

Ingvalson reported. He recommended that commissioners discuss and approve the commission's 2022-work plan.

The public hearing was opened. No testimony was submitted, and the hearing was closed.

Anderson moved, second by Golob, to approve the sustainability commission's 2022-work plan.

Anderson, Avalos, Beck, Golob, Ingraham, and Pattain voted yes. Henry and Muralidhara were absent. Motion carried.

**8. Other Business:** None

**9. Adjournment**

Avalos moved, second by Ingraham, to adjourn the meeting at 7:50 p.m.

Anderson, Avalos, Beck, Golob, Ingraham, and Pattain voted yes. Henry and Muralidhara were absent. Motion carried.

By: \_\_\_\_\_  
Lois T. Mason  
Planning Secretary



**Sustainability Commission Agenda Item 7A  
Meeting of Jan. 18, 2022**

**Title:** 2021 Sustainability Commission Work Plan Summary

**Report From:** Drew Ingvalson, Associate Planner/Sustainability Coordinator

**Submitted through:** Julie Wischnack, AICP, Community Development Director  
Loren Gordon, AICP, City Planner

---

**Action Requested:**  Motion  Informational  Public Hearing

**Form of Action:**  Resolution  Ordinance  Recommendation to City Council  
 Other  N/A

**Votes needed**  5 votes  N/A  Other

---

**Summary Statement**

City Code Section 145.015 (7) states, "The commission will annually submit a written work plan and progress report to the city council for review and approval." As such, staff has put together a work plan summary of the past year for review, comments, and recommendations by the sustainability commission.

**Recommended Action**

Review, discuss and recommend submittal of the 2021 work plan update.

**Strategic Profile Relatability**

- |  |   |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence   | <input type="checkbox"/> Safe & Healthy Community           |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management             | <input type="checkbox"/> Community Inclusiveness            |
| <input type="checkbox"/> N/A   |   |

Statement: [link to strategic profile](#)

**Background**

The sustainability commission must annually submit a work plan update to the city council per city code. The work plan update provides the city council with an overview of the sustainability commission's progress on tasks outlined in their work plan over the past year. The city council reviewed and approved the work plan at their Dec. 20, 2021, regular meeting. After a review of the annual summary, the city council will have the opportunity to ask questions or request follow-up work on specific items of the work plan.



### **Work Plan Update Highlights**

Below are a few completed task highlights from the 2021 work plan update:

- From June to December 2021, the city hosted six Sustainable Minnetonka webinars (11 total in 2021) and one “Solar Power Hour” webinar. Video links can be found on the [Sustainable Minnetonka webpage](#) under “Monthly webinar series.” Compared to other communities, Minnetonka’s participation was higher than other communities for energy-related topics that Xcel Energy hosts. The initial meeting had 99 registrations which gradually reduced. These videos are also viewable on the city’s website.
- Sustainability commission members and staff served as ambassadors at seven city events (Summer Farmers Market, Winter Farmers Market, and City Open House).
  - o Staff and commissioners handed out free LED light bulbs, gave out sustainability handouts, and spoke with community members about various sustainability topics.
- The sustainability commission reviewed and provided comments on the city’s revised tree protection ordinance.
- The commission hosted the Bee Lab to present on pollinators at their [Sept. 14 meeting](#) (see item 7A for video).
- The city applied for and was selected to host a GreenCorps member to work on air pollution reduction strategies from Sept. 2021 to Aug. 2022. Projects include outreach efforts for multifamily building efficiencies, solar and wind source energy promotion,
- The commission voted to:
  - o Create new “Sustainable Minnetonka Awards” in 2022.
  - o Extend the city’s partnership with Xcel Energy’s Partners in Energy program through the end of 2022.
  - o Host an “Everything Electric” event in 2022.
- The commission recommended that the city create a climate action and adaptation plan in the 4<sup>th</sup> quarter of 2022.
- An annual community development report is being prepared that will include a number of sustainability-related metrics and data that will be shared with the commission.

### **Meeting Objectives**

Staff is requesting input from the sustainability commission on the completed tasks provided in the work plan update. This is also an opportunity for the commission to ask questions or discuss further work needed from the 2021 work plan.

When the commission has agreed on the work plan update, it will be submitted to the city council for approval.

### **Future Submittals**

In January 2023, the sustainability commission will be required to submit an annual update on the 2022 work plan to the city council.

2021 Sustainability Commission Work Plan Update

2<sup>nd</sup>/3<sup>rd</sup> Quarter

Area	Items	Updates
<b>Events and Outreach</b>	<ul style="list-style-type: none"> <li>✓ Create commission ambassador sign-up worksheet                             <ul style="list-style-type: none"> <li>○ Prepare content/talking points</li> <li>○ Prepare a plan for the event</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Sign Up Sheet Created in June (2 SC spots for each event)</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Potential ambassador events (Summer Festival, Farmer's Market)* AS AVAILABLE</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC approved ambassador events at May 11<sup>th</sup> SC Meeting</li> <li>✓ SC members and staff served as ambassadors at four summer farmers markets</li> <li>✓ The city handed out free LED light bulbs and sustainability handouts at the events</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Sustainable Minnetonka Webinar Series                             <ul style="list-style-type: none"> <li>○ Attend and present where applicable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ The city hosted three Sustainable Minnetonka webinars                             <ul style="list-style-type: none"> <li>○ June: Off-site Renewables</li> <li>○ July: On-site Solar</li> <li>○ August: Electric Vehicles</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>✓ Share sustainability programs and initiatives (Home Energy Squad visits, renewable resource options, etc.) with personal networks to spread awareness in the community.</li> </ul>	<ul style="list-style-type: none"> <li>✓ N/A</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Learn about the Adopt-A-Drain program and promote</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC members received the Adopt-A-Drain program handout at the July 13<sup>th</sup> SC meeting.</li> </ul>
<b>Educational and Recognition Material</b>	<ul style="list-style-type: none"> <li>✓ Review handouts and talking points for ambassador events</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC members were provided handouts on Home Energy Squad, Renewable Energy Subscriptions, Adopt-A-Drain, Emerald Ash Borer, and Organics Recycling at the July 13<sup>th</sup> SC meeting</li> </ul>
<b>Input and Support</b>	<ul style="list-style-type: none"> <li>✓ Energy Action Plan                             <ul style="list-style-type: none"> <li>○ Sustainable practices recognition (Residential and Business)                                     <ul style="list-style-type: none"> <li>▪ Discuss parameters for recognition</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ SC discussed and decided to create new "Sustainable Minnetonka Awards" for 2022 at the September 14<sup>th</sup> SC meeting.</li> </ul>

2021 Sustainability Commission Work Plan Update

	<ul style="list-style-type: none"> <li>✓ Tree ordinance input for planning commission (provided through staff liaison)</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC completed worksheets and discussed the tree protection ordinance at their July 13<sup>th</sup> SC meeting.</li> <li>✓ Completed sheets were submitted to the city council.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Discuss and provide input on sustainability commission learning opportunities (presentations/tours)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Learning opportunities were discussed and ranked at the May 11<sup>th</sup> SC meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Recommend programs/events that could enhance the city's energy action plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff received ongoing recommendations from SC members regarding:                             <ul style="list-style-type: none"> <li>○ Community events</li> <li>○ Climate Action Plan creation</li> <li>○ Solar events</li> <li>○ Drive electric events</li> </ul> </li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Attend Sustainable Minnetonka webinar series</li> </ul>	<ul style="list-style-type: none"> <li>✓ The city hosted three "Sustainable Minnetonka" webinars during this timeframe.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Review Sustainable Minnetonka webpage and current city initiatives</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff provided a link to the Sustainable Minnetonka webpage in the orientation packet and has taken recommendations for the page throughout the year.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Explore the opportunity to host/attend an electric vehicle "Ride and Drive" event *AS AVAILABLE</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC discussed hosting a "ride and drive" event and decided to host an "Everything Electric" event in the 3<sup>rd</sup>/4<sup>th</sup> Quarter of 2022 at the September 14<sup>th</sup> SC meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Explore opportunity for the city to host solar energy event (continue Solar Power Hour) *AS AVAILABLE</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC discussed the "Solar Power Hour" event at September 14<sup>th</sup> SC Meeting, and the city hosted a webinar on Oct. 8<sup>th</sup></li> </ul>

2021 Sustainability Commission Work Plan Update

	<ul style="list-style-type: none"> <li>✓ Attend tour or presentation *AS AVAILABLE</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bee Lab presented at September 14<sup>th</sup> SC Meeting</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>✓ Work with utility providers to promote energy efficiency and renewable energy opportunities.</li> <li>✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff continued work with Xcel on Partners in Energy program</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>✓ Create/recommend approval of the 2021 work plan and presentation to the council.</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC recommended approval of the 2021 work plan at their May 11<sup>th</sup> meeting</li> <li>✓ CC approved the 2021 work plan at their May 24<sup>th</sup> meeting</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Review and approve sustainability commission bylaws</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC bylaws were approved at the May 11<sup>th</sup> SC meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Elect Chair and Vice-Chair</li> </ul>	<ul style="list-style-type: none"> <li>✓ Chair and Vice-Chair elected at July 13<sup>th</sup> SC Meeting</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Look for opportunities to apply for grants (programming; events; resident/business programs)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff applied for and was selected to host a GreenCorps member from Sept. 2021 to Aug. 2022</li> </ul>

4<sup>th</sup> Quarter

<b>Topics</b>	<b>Items</b>	<b>Update</b>
<b>Events and Outreach</b>	<ul style="list-style-type: none"> <li>✓ Table at City Open House *AS AVAILABLE                             <ul style="list-style-type: none"> <li>○ Prepare content</li> <li>○ Prepare a plan for the event</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ SC members and staff served as city ambassadors at the city open house on Oct. 5<sup>th</sup> and two winter farmers markets.</li> <li>✓ The city handed out free LED light bulbs sustainability handouts at the events.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Promote Adopt-A-Drain program</li> </ul>	<ul style="list-style-type: none"> <li>✓ The city handed out adopt-a-drain handouts at all ambassador events.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Sustainable Minnetonka Webinar Series                             <ul style="list-style-type: none"> <li>○ Attend/present where applicable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ The city hosted three Sustainable Minnetonka webinars</li> </ul>

2021 Sustainability Commission Work Plan Update

		<ul style="list-style-type: none"> <li>○ October: Electric Vehicles Chargers</li> <li>○ November: Electrification</li> <li>○ December: Home Efficiency and Home Energy Squad visits</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Share sustainability programs and initiatives (Home Energy Squad Visits, renewable resource options, etc.) with personal networks to spread awareness in the community.</li> </ul>	<ul style="list-style-type: none"> <li>✓ N/A</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Staff will monitor and coordinate as required with other city programs/departments.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff worked with various departments for the city's open house event</li> </ul>
<b>Educational and Recognition Material</b>	<ul style="list-style-type: none"> <li>✓ Update handouts and talking materials for the City Open House</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff created materials and attended ambassador events with SC members.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Energy Action Plan                             <ul style="list-style-type: none"> <li>○ Provide comments on renewable energy recognition materials</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ SC discussed and decided to create new "Sustainable Minnetonka Awards" for 2022 at September 14th SC Meeting</li> </ul>
<b>Input and Support</b>	<ul style="list-style-type: none"> <li>✓ Assist Energy Action team with creating long-term goals for the city's Energy Action Plan</li> <li>✓ Continue to support Energy Action Plan initiatives</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC voted to extend partnership with Xcel Energy through 2022 and decided to complete the EAP updated in the 3<sup>rd</sup> quarter of 2022.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Discuss ways to support the Hennepin County Solid Waste Master Plan and Climate Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC will be discussing how to promote organic recycling at their Jan. 18<sup>th</sup> SC meeting and has recommended that the city create a Climate Action and Adaptation Plan.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>✓ Attend Sustainable Minnetonka Webinar Series</li> </ul>	<ul style="list-style-type: none"> <li>✓ The city hosted three Sustainable Minnetonka webinars during this timeframe.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Attend Tour or Presentation *AS AVAILABLE</li> </ul>	<ul style="list-style-type: none"> <li>✓ The commission did not have a tour or presentation this quarter</li> </ul>

2021 Sustainability Commission Work Plan Update

<b>Partnerships</b>	<ul style="list-style-type: none"> <li>✓ Participate in metro environmental/sustainable commission workshops *AS AVAILABLE.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The commission did not participate in any workshops this quarter</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>✓ Work with utility providers to promote energy efficiency and renewable energy opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff continued work with Xcel on Partners in Energy program.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Continue to foster new partnerships and build existing relationships with other organizations, commissions, and others.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The city worked with Xcel Energy to install electric vehicle chargers at three city campus locations (near the Williston Center, Community Center, and City Hall)</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Draft 2021 Annual Report and 2022 Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC approved the 2022 work plan at their Nov. 9<sup>th</sup> meeting (approved by the city council at their Dec. 20<sup>th</sup> meeting)</li> <li>✓ Staff submitted the 2021 work plan update to SC at their Jan. 18, 2022 meeting.</li> <li>✓ The update is scheduled to be submitted to the city council at their Feb. 7, 2022 meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Update city's Energy Action Plan (adding long-term goals)</li> </ul>	<ul style="list-style-type: none"> <li>✓ SC voted to extend the city's partnership with Xcel Energy's Partner in Energy program. The city will update the energy action plan in the 3<sup>rd</sup> quarter of 2022</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Look for opportunities to apply for grants.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff continues to apply for grants where applicable.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Continue implementing 2nd-3rd quarter goals.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff continued completing items within the Energy Action Plan.</li> </ul>



**Sustainability Commission Agenda Item 7B  
Meeting of January 18, 2022**

**Title:** Minnetonka Sustainability Awards  
**Report From:** Drew Ingvalson, Planner  
**Submitted through:** Julie Wischnack, AICP, Community Development Director  
Loren Gordon, AICP, City Planner

---

**Action Requested:** Motion Informational Public Hearing Vote  
**Form of Action:** Resolution Ordinance Other N/A  
**Votes needed** 5 votes N/A Other

---

**Summary Statement**

Tactic 7 of the city's Energy Action Plan outlines that the city should "recognize participants performing upgrades to their homes." As such, the city needs to consider the rules, selection parameters, and timeline for the Minnetonka Sustainability Awards.

**Recommended Action**

Review and finalize eligibility rules, selection parameters, and timeline.

**Strategic Profile Relatability**

- |  |  |
|--|--|
| <input type="checkbox"/> Financial Strength & Operational Excellence   | <input checked="" type="checkbox"/> Safe & Healthy Community |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development  |
| <input type="checkbox"/> Infrastructure & Asset Management             | <input type="checkbox"/> Community Inclusiveness             |
| <input checked="" type="checkbox"/> N/A                                |  |

Statement: N/A

**Background**

In 2020, the City of Minnetonka approved the [Energy Action Plan](#) created through Xcel Energy's Partners in Energy program. Strategy 7 of the plan states that the city should "recognize participants performing upgrades to their homes." More specifically, the two tactics of this strategy are:

**Tactic 7A:** In addition to regular publicity about the number of people starting energy efficiency projects, celebrate newsworthy projects.

**Tactic 7B:** Conduct an annual event or coordinate with an existing event that celebrates all of the improvements Minnetonka residents have made – and the greenhouse gasses they've saved.

### **Sustainability Commission Meeting**

At the Sept. 14, 2021 sustainability commission meeting, the commission provided comments on the award program and voted to move forward with planning. (See the following links for meeting [report](#) and [minutes](#).)

### **Staff Recommended Award Program**

Staff recommends that the sustainability commission approve a sustainability award program with the following guidelines.

#### **Eligibility:**

- Must be a Minnetonka property owner or tenant of a Minnetonka property with the property owner's approval to apply.
- The property owner does not need to be a Minnetonka resident.
- The project must have been completed in the past two years.
- The nomination may be made by persons on behalf of the property owner or others; however, the property owner must sign off on the use of photos for the property to be eligible.
- City staff and board/commission/council members are not eligible.

**Promotion:** The city will promote the award program throughout the year through the Minnetonka Memo, Sustainable Minnetonka webpage, city social media, email subscriber groups, etc. Sustainability commissioners are encouraged to promote the awards within the community.

**Submittal:** Applicants must complete a form and submit a photo (including signing off on the City of Minnetonka sharing names, photos, and project information, addresses will not be shared without consent).

- Staff will create an application form that requests:
  - o Applicant information.
  - o Project category (multiple category submittals allowed).
  - o Explanation of the project.

The application will be posted on the [Sustainable Minnetonka](#) and/or [Minnetonka Matters](#) webpages.

**Review:** Conducted by city staff and Minnetonka Sustainability Commission.

- City staff will collect applications and provide relevant information to the commission for voting.
- The commission will rank their 1<sup>st</sup> and 2<sup>nd</sup> choice for each category.
- Staff will tabulate points for each category.
- The top point-getter will receive the award.



### Awards

- Submittals must be for projects that go above and beyond city code requirements.
- Categories and Examples (included, but are not limited to):
  - o **Energy:** solar panels or solar-powered electricity, wind power, smart grid systems, energy efficiency projects, electric vehicles, electric equipment, charging stations, geothermal HVAC
  - o **Landscape:** native plantings, pollinator-friendly gardens, low/no-mow grass
  - o **Waste:** organics recycling, composting, food waste reduction, clothes recycling/repurposing, reused/recycled construction materials
  - o **Water:** rain gardens, water retention ponds/systems, greywater reuse systems, shoreline preservation/restoration, or green roofs
  - o **Young Adult:** any sustainability project in the categories above created by someone under 25 years old
- The winner will be:
  - o Announced annually at a sustainability commission meeting.
  - o Provided a plaque, landscaping stone, or other award (no monetary award).
  - o Recognized in Minnetonka Memo, at a city council meeting, and at other city-sponsored events.

### Timeline

- **February/March 2022:** City will post the application on web pages.
- **March-June 2022:** City will promote award applications with special postings around Earth Day (April 22<sup>nd</sup>).
- **End of June 2022:** Application deadline.
- **Early July 2022:** Sustainability Commission will be given applicants' submittal information and will vote for winners
- **July 19, 2022:** The sustainability commission will announce winners at the July 19<sup>th</sup> sustainability commission meeting.
- **August 2022:** Winners will be given awards at a city council meeting.
- **October 2022:** The city will recognize winners at the city's open house.
- **Fall 2022:** Winners will be recognized in the Minnetonka Memo.



**Sustainability Commission Agenda Item 7C  
Meeting of January 18, 2022**

**Title:** Organics Recycling Promotion

**Report From:** Drew Ingvalson, Associate Planner/Sustainability Coordinator

**Submitted through:** Julie Wischnack, AICP, Community Development Director  
Loren Gordon, AICP, City Planner

---

**Action Requested:**  Motion  Informational  Public Hearing  Vote  
**Form of Action:**  Resolution  Ordinance  Other  N/A  
**Votes needed**  5 votes  N/A  Other

---

**Summary Statement**

The City of Minnetonka recently changed its ordinance to require waste haulers to offer curbside organics recycling collection to all residential dwellings (4 units or less). The decision will make curbside organics recycling available to the vast majority of Minnetonka residents.

**Recommended Action**

Review staff's recommendations on how the city can promote organics recycling and provide additional promotion ideas.

**Strategic Profile Relatability**

- |  |   |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence   | <input type="checkbox"/> Safe & Healthy Community           |
| <input checked="" type="checkbox"/> Sustainability & Natural Resources | <input type="checkbox"/> Livable & Well-Planned Development |
| <input type="checkbox"/> Infrastructure & Asset Management             | <input type="checkbox"/> Community Inclusiveness            |
| <input type="checkbox"/> N/A   |   |

Statement: Promoting organics recycling reflects the city's strategic priorities in taking an active role in environmental stewardship in our community.

**Hennepin County Organics Recycling Requirement**

In 2018, Hennepin County approved Ordinance 13, which requires cities with at least 10,000 residents to provide all residents (4 units or less) the opportunity to purchase curbside organics recycling by Jan. 1, 2022. More information about Ordinance 13 and Hennepin County organics recycling can be found in the links below.

[Ordinance 13](#)

[Hennepin County Organics Recycling](#)

### **City of Minnetonka Organics Recycling Plan**

At the Dec. 20, 2021 city council meeting, the city amended *city ordinance 835, Waste Collection and Disposal; Recycling; Organics* to require all licensed waste haulers to provide curbside organics recycling to all residential buildings with 4 or less units. This new ordinance brings the city into compliance with the county's ordinance 13 and provides wider availability to residents that wish to recycle their organic waste. Below is a link to the staff report from the city council meeting approving the ordinance amendment.

[Dec. 20, 2021 council packet Item 10E](#)

### **Proposed Organics Recycling Promotion**

With the expanded availability of organic recycling, now is a fantastic time for the city to encourage residents to sign up for organics recycling programs. Below are a few strategies the city plans on using to promote the newly available programs.

- Minnetonka Memo: The city plans to write an organics recycling article. This article will include information about signing up and a testimonial from someone that has already signed up for curbside organics.
- Social Media: The city will post organics recycling article on our various social media platforms (Facebook, Instagram, Twitter, NextDoor).
- Sustainability Commission Ambassador Events: Staff recommends the sustainability commission promote organics recycling programs at their various ambassador events. Staff plans on creating a handout and providing talking points for commissioners.
- Webinar or Workshop: The city may hold a workshop or webinar on waste reduction and signing up for organics recycling.

### **Sustainability Commission Task**

Brainstorm alternative ways that the sustainability commission can promote organics recycling. Bring ideas to the Jan. 18, 2021 sustainability commission meeting and share with the rest of the commission for discussion.