



Sustainability Commission Agenda

March 15, 2022 – 6:30 p.m.

Virtual Meeting 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>.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes: Jan. 18, 2022

5. Report from Staff:

- Welcome to our newest commissioner Elizabeth Boor
- The next sustainability commission meeting will be on May 17, 2022

6. Report from Sustainability Commission Members

7. Agenda Items

A. Energy Action Plan Update

- Recommendation: Review existing plan, recommend programs and events that could enhance the plan, select focus areas for plan update.
- Staff Member: Loren Gordon
- Presentation: Megan Weck and Marisa Bayer, Center for Energy and the Environment

B. Reflections on the United Nations Climate Change Conference (Glasgow 2021) – Patty Acomb, MN State House Representative

- Recommendation: Receive the presentation
- Staff Member: Julie Wischnack

C. Climate Action Emergency

Sustainability Commission Agenda

March 15, 2022

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- Recommendation: Review the proposed resolution, make a recommendation to the city council.
- Staff Member: Loren Gordon

D. Approval of Bylaws

- Recommendation: Approve Sustainability Commission Bylaws
- Staff Member: Loren Gordon

E. Election of Officers

- Recommendation: Elect Sustainability Commission Chair and Vice Chair
- Staff Member: Loren Gordon

8. Other Business

9. Adjournment

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

- Loren Gordon, AICP, City Planner, (952) 939-8296, lgordon@minnetonkamn.gov
- Julie Wischnack, AICP, Community Development Director, (952) 939-8282, 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**

Jan. 18, 2022

1. Call to Order

Chair Golob called the meeting to order at 6:30 p.m.

2. Roll Call

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

Staff present: Community Development Director Julie Wischnack and City Planner Loren Gordon.

3. Approval of the Agenda

Henry moved, second by Ingraham, to approve the agenda as submitted.

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

4. Approval of Sustainability Commission Nov. 9, 2021 Meeting Minutes

Avalos moved, second by Beck, to approve the minutes as submitted.

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

5. Report from Staff

Gordon gave the staff report. He stated that:

- Organic recycling facilities are currently restricting tours to four people at a time. Staff will schedule a tour in the spring or early summer of 2022 when all commissioners and staff are able to attend at the same time.
- Commissioner Anderson volunteered to represent the sustainability commission at the Winter's Farmer's Market on Feb. 12, 2022. Chair Golob volunteered to represent the sustainability commission at the Winter's Farmer's Market on March 12, 2022.
- The next regular sustainability commission meeting is scheduled to be held March 15, 2022.

6. Report from Sustainability Commission Members

Anderson stated that he is excited for curbside organics recycling to be provided to residents. It will significantly reduce the amount of waste put into landfills.

7. **Agenda Items**

A. 2021 Work Plan Summary

Gordon reported. Staff recommended that commissioners review, discuss and submit the 2021 work plan update to the city council for approval.

Chair Gobol noted that the commission accomplished quite a bit the first year.

Anderson was curious what the GreenCorp employee is working on. Gordon explained that the GreenCorp employee began working with staff in September of 2021 and will continue until October of 2022 with the primary goal of reducing greenhouse-gas emissions. She has been providing outreach to residents and managers of multifamily-residential buildings to educate them on and promote energy efficiency. She has attended city events to meet residents and promote and identify the best candidates to utilize solar power.

Ingraham complemented staff for keeping the momentum going to help the sustainability efforts move forward in 2021.

Chair Golob suggested scheduling the electric-vehicle event for when the weather is warmer to promote higher attendance.

Ingraham moved, second by Avalos, to recommend that the city council approve the Minnetonka Sustainability Commission 2021 Work Plan Summary. Anderson, Avalos, Beck, Henry, Ingraham, Pattain and Golob voted yes. Muralidhara was absent. Motion carried.

B. 2022 Sustainable Minnetonka Awards Recommendation

Gordon reported. Staff recommended commissioners review and finalize eligibility rules, select parameters and create a timeline.

Chair Golob thanked Gordon for the report and invited commissioners to provide comments.

Avalos suggested that staff create a post to advertise the Sustainable Minnetonka Awards contest that he and other commissioners could post to their personal social media sites and staff could post on Minnetonka's Nextdoor and other media sites that would include a link to the application. He supports posting all of the entries on the city's website to share the ideas and recognize each person's achievement. Avalos was slightly disappointed that he would not be eligible to enter the competition since he serves as a commissioner.

Anderson asked if the number of winners would be restricted to one each year. Gordon responded that that has not yet been decided. Commissioners could discuss the options.

Anderson suggested having a winner once every six months or four months to keep momentum going.

Avalos liked that idea. He thought having as many winners as possible would be best.

Ingraham thought there may be some projects that would not impact the property owner and may not need property owner approval.

Anderson thought six months would be a good time interval if there would be a winner for each category. He noted that a project being done entirely indoors would not require approval from the property owner and may need to be determined on a case-by-case basis.

Wischnack suggested that commissioners recommend adding "if applicable" to the application in reference to the property owner's approval and staff could make that determination during the initial review of the application.

Wischnack suggested completing one cycle of accepting applications and granting awards before deciding whether to make the process occur more often than once a year.

Gordon asked commissioners if they would prefer to have one all-encompassing winner or a winner for each category.

Avalos supports the young-person category having its own separate winner. Chair Golob agreed.

Anderson noted that it would be possible for a category to not receive an application.

Ingraham agreed with the young-adult category distinction. He liked the idea of having the flexibility to potentially have more than one winner if more than one outstanding project would be submitted at the same time. He would like to reward all of the great efforts being made and motivate other people by them seeing the activities done by the applicants.

Chair Golob agreed.

Pattain agreed with Ingraham. She likes the idea of multiple winners since it can be difficult to compare very different projects. She understands that a lot will be learned from going through the first cycle and discovering how many and what types of projects apply for the award.

Avalos suggested having a winner and a runner up who could be from two different categories along with a third winner from the young person category.

Beck suggested giving awards to the top three overall projects. The categories could be used to provide guidance to what would be applicable projects. She also favored having a winner for each category that received an application.

Chair Golob agreed with commissioners. He hoped there would be quite a few submissions.

Henry suggested not limiting the number of winners. The rules could state that winners would be chosen from among the categories. He liked the idea of highlighting as many good projects as possible.

Gordon appreciated the discussion. He liked the idea of having more opportunities for multiple winners and runner ups. He agreed with completing one cycle of applications and awards before establishing a rolling schedule. Posting information on different social media platforms makes sense.

Wischnack liked the idea of posting sustainable projects being done on the city's website which could highlight projects commissioners are working on.

Chair Golob was excited to see the proposal come to fruition.

Avalos moved, second by Pattain, to recommend that the city council approve the rules and timeline for the 2022 Sustainable Minnetonka Awards. Anderson, Avalos, Beck, Henry, Ingraham, Pattain and Golob voted yes. Muralidhara as absent. Motion carried.

C. Organics Recycling Promotion Recommendation

Gordon reported. Staff recommended commissioners review staff's recommendation on how the city can promote organics recycling and provide additional promotion ideas.

Gordon clarified that residents are not required to participate in compost recycling and each refuse hauler establishes its own fee and method of collection.

Wischnack and Pattain currently use organic recycling from Randy's Sanitation. Pattain stated that her hauler offered the service free for one year and charges \$75 per year after that first year. Her hauler provides the organic bags.

Pattain suggested looking into grants to cover the cost for residents to pay for curbside-organic recycling.

Henry and Chair Golob agreed. Henry thought finding out what each hauler charges for curbside-organic recycling would be beneficial. Wischnack explained that a range of the costs charged by refuse haulers may be provided to residents, but city representatives must not appear to be promoting a particular company. Staff is looking for ideas on how the city may promote organic recycling.

Henry likes Avalos' idea and would like staff to provide information regarding organic recycling that he could post to his social media accounts.

Beck assumed the cost for curbside organic recycling would be higher than what Pattain's refuse hauler charges. She thought a statement that said that some providers charge less than \$10 a month for curbside-organic recycling would be beneficial. Beck supports encouraging businesses such as Williston Center and breweries to advertise on their social media sites that they participate in organic recycling.

Ingraham thought it would be good to let the refuse haulers know that the city will be promoting curbside organic recycling to allow them to prepare for a surge in interest. He suggested removing the statement from the city's website regarding the one year free offer that is no longer being provided. Wischnack appreciated the correction.

Avalos suggested posting a video regarding creating an at-home composting bin and explaining what items can be organically recycled. He has videos that could be used. He thought listing the ways that haulers collect organic recycling could be included in a brochure.

Anderson suggested providing large compost bins at the Winter's Farmer's Market for visitors to use and introduce them to what can and cannot be composted.

Henry suggested utilizing social media, the Minnetonka Memo and creating a fun video to demonstrate organics recycling.

Chair Golob suggested putting an article in the Sun Sailor and Minneapolis Star Tribune focusing on organic recycling.

Beck suggested providing a visual illustration or interactive activity for kids where one would separate items into garbage, recycling and organics-recycling bins at the Winter's Farmer's Market.

Chair Golob liked that idea.

Gordon appreciated the suggestions.

8. Other Business

9. Adjournment

Henry moved, second by Pattain, to adjourn the meeting at 8:07 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary



**Sustainability Commission Agenda Item 7A
Meeting of March 15, 2022**

Title: Energy Action Plan Update
Report From: Loren Gordon, AICP, City Planner
Submitted through: Julie Wischnack, AICP, Community Development Director

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

The 2022 work plan included two items of direction from the Sustainability Commission regarding the city's [Energy Action Plan](#):

- Recommend programs/events that could enhance the plan
- Recommend focus areas for the plan update

Recommended Action

Review existing plan, recommend programs and events that could enhance the plan, select focus areas for 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

In 2019, the city entered into Xcel Energy's *Partners In Energy* program to develop an energy plan for the city. The plan was developed in a collaborative effort involving Xcel Energy, the Center for Energy and Environment, city staff, and community members that met regularly over 18 months. The plan contains a number of short, medium, and long-term goals. The goal of the plan is to reduce energy-related greenhouse gas emissions in Minnetonka by 160,000 metric tons of CO2 equivalent before the end of 2030.

To date, the city has been working on the short-term focus areas – multi-family buildings, residential energy efficiencies, and renewable energy.

Staff recommends starting work on medium and long-term focus areas of business outreach and electric vehicle adoption.

- **Business Outreach**

As we move toward 2030, the plan will add outreach to the business community in Minnetonka. The city enjoys a diverse array of business types, ranging from small retailers to large office complexes, all with their own unique energy needs. Commercial and industrial premises represent only 8% of premises, but in 2018, they consumed almost 50% of all energy used in Minnetonka. Businesses saved over 8.3 million kWh of electricity and 106,200 therms. However, data shows that the largest commercial and industrial electricity users have accounted for most of the electricity savings during the baseline period in Minnetonka. This is likely due to larger accounts having a dedicated utility account manager to support program participation. Our opportunity to engage companies will be targeted to small and medium-sized businesses that do not have account managers and have historically not participated in energy-saving programs.

Recently, the city surveyed its businesses to assess a variety of issues. One question revolved around the issues of environment and sustainability. The findings can be found at this [link](#).

- **Facilitate Electric Vehicle Adoption**

The second focus area scheduled for medium and long-term activation is support for electric vehicle adoption. According to the industry journal Automotive News, electric vehicle sales are expected to overtake internal combustion vehicle sales by 2030. The same article also notes that auto manufacturers have more than 100 new electric vehicle models in their pipeline for introduction over the next three years.

This rapid transportation evolution carries significant implications and opportunities for cities like Minnetonka with a strong commitment to greenhouse gas reduction. These opportunities extend to fleet electrification of municipal vehicles and those associated with the increasing adoption of electric vehicles in the private sector. Opportunities include an electric vehicle readiness policy on new construction projects, such as adding charging stations to public buildings and sharing information about special rates for charging electric vehicles. Our short-term focus areas include some strategies for electric vehicle education but do not go as in-depth as this long-term focus area hopes to accomplish.



**Sustainability Commission Agenda Item 7B
Meeting of March 15, 2022**

Title: Reflections on the United Nations Climate Change Conference (Glasgow 2021) – Patty Acomb, MN State House Representative

Report From: Loren Gordon, AICP, City Planner

Submitted through: Julie Wischnack, AICP, Community Development Director

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

Minnesota State House Representative Patty Acomb has graciously offered to provide the commission with a reflection on the United Nations Climate Change Conference she attended in Glasgow, Scotland, in the fall of 2021.

Recommended Action

Receive the presentation.

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

This is a unique and timely opportunity for the commission to hear about the work of the United Nations to address climate change. [UN Climate Change Conference UK 2021](#) Patty Acomb is a Minnetonka resident, former park commissioner, and former city council member.

**Sustainability Commission Agenda Item 7C
Meeting of March 15, 2022**

Title: Climate Emergency Declaration
Report From: Loren Gordon, AICP, City Planner
Submitted through: Julie Wischnack, AICP, Community Development Director

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

Several Minnesota cities have declared a climate emergency through the [Minnesota Cities Climate Caucus](#), a statewide group of city councils and mayors. The climate emergency declaration, authored by the Caucus cities, explains the impacts of climate change already being felt in Minnesota, commits cities to take climate action and calls on state and federal leaders to address climate change.

Recommended Action

Review the proposed resolution and make a recommendation to the city council.

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 impacts of climate change are experienced worldwide and locally in Minnetonka. Temperatures are rising. The city is experiencing higher winter night-time low temperatures. Severe weather and precipitation events are more prevalent. The ten warmest and wettest years ever recorded in Minnesota have all occurred in the last 25 years. These events stress the natural environment – waters, wetlands, prairies, and woodlands. These events also burden the built environment – roadways, infrastructure, and buildings. Climate change negatively impacts people and those that are the most vulnerable.

Climate science is rapidly evolving. In the future, the city will likely have opportunities to be involved in programs and efforts that better prepare the city. Being open to exploring those opportunities to understand how the city may prepare for uncertainties. Additionally, it is important to address how to be more resilient and prepared for climate change.

Minnetonka is well positioned and prepared to join other cities in this declaration through a demonstrated history and commitment to preparing for the future through plans, studies, programs, capital improvement programming, and strategic leadership. Several recent sustainability and climate initiatives are located on [Sustainable Minnetonka](#), including:

- Community Solar Subscription (complete)
- GreenStep Cities (ongoing)
- Regional Indicators Initiative (ongoing)
- B3 Benchmarking (ongoing)
- Energy Star Certification of city public works facility
- Energy Action Plan (ongoing)
- Climate Action and Adaptation Plan (programmed for 2023)
- [Natural Resources Master Plan](#)
- [Sustainability Commission](#) (ongoing)
- [Resiliency](#) theme in the Comprehensive Plan

Like Minnetonka, other suburban communities have similar climate and energy initiatives. This is a summary of cities that have declared a climate emergency and the status of larger initiatives.

City	Energy Action Plan	Climate Action Plan	GreenStep Cities	Climate or Sustainability Specific Fund	Related Commission
Bloomington	Yes	No	Step 5		Sustainability Commission
Eden Prairie	Yes	Yes (March 2020)	Step 5		Sustainability Commission
Edina	Yes	Yes (December 2021)	Step 5	Conservation and Sustainability Fund	Energy & Environment Commission
Golden Valley	Yes	No	Step 5		Environmental Commission
Robbinsdale	No- may apply in 2022	No	Step 2		N/A
St. Louis Park	Yes	Yes (2018)	Step 5	Climate Investment Fund	Environment and sustainability commission
Minnetonka	Yes	No (2023)	Step 5	Funding through Community Development	Sustainability Commission

In addition to those initiatives, these cities have made these commitments in their climate emergency declaration:

- **Robbinsdale:**
 - Create Climate Action Plan
 - Create Sustainability and Resiliency Committee
 - Implement GreenStep best practices

- **Golden Valley:**
 - Continue Equity Plan
 - Continue to implement GreenStep best practices
 - Continue to implement EAP
 - Work with Environmental Commission
 - Update and implement capital improvement plan with a focus on sustainability, equity, and climate adaptation
 - Partner with Hennepin County on their Climate Action Plan
 - Consider developing a Climate Action Plan sooner than 2030

- **Bloomington:**
 - Continue to implement GreenStep best practices
 - Continue to implement EAP
 - Partner with and employ experts
 - Engage residents and leaders

- **Eden Prairie:**
 - Continuing to implement Climate Action Plan

- **Edina:**
 - Climate Action Plan and Conservation and Sustainability Fund
 - To ask the State of Minnesota to coordinate responses to climate change among cities, counties, regional planning organizations, commerce, industry, and agriculture to adapt to climate change and partner with cities to identify projects to take advantage of climate action funding opportunities

- **St. Louis Park:**
 - Launch “2022 Year of Climate Action”
 - Collaborate with surrounding cities and local partners to identify larger, regional sustainability projects, and when applicable, work together to pursue state and federal climate action funding for those projects.

Summary

The attached resolution follows the template provided by the Minnesota Cities Climate Caucus. As noted, the city is well-positioned and prepared to join other cities in this declaration through a demonstrated history and commitment to preparing for the future through plans, studies, programs, capital improvement programming, and strategic leadership. In addition to the provided language, the resolution includes the following commitments:

- Create/Implement a Climate Action and Adaptation Plan.

- Implement GreenStep Cities best practices related to energy, climate actions, climate adaptation, resilience, or other appropriate practices.
- Implement innovative projects, programs, and public awareness through the city's capital improvement program, strategic profile, Sustainability Commission, and other efforts.
- Collaborate with surrounding cities and local partners to identify and work on larger, regional sustainability projects.
- Position city with shovel-ready (or identified) projects to take advantage of state and federal climate action funding opportunities.
- Use all available tools to ensure climate action in Minnetonka is equitable and just.

Staff recommends the commission discuss the proposed resolution and make a recommendation to the city council.

Resolution No. 2022-

Resolution joining cities and counties across Minnesota declaring a climate emergency and asking the state and federal governments to help address it and provide valuable resources

Be it resolved by the City Council of the City of Minnetonka, Minnesota, as follows:

Section 1. Background.

- 1.01 Minnetonka has just this past year experienced numerous climate change-related impacts including, a record June heatwave, dangerous air quality from drought-fueled forest fires where even healthy people were encouraged to remain inside, and water restrictions from the same drought, making it clear that the climate crisis is not only a future issue — it is affecting us here and now.
- 1.02 Extreme weather will create new challenges for Minnetonka's infrastructure and finances and will threaten the economic vitality of our residents and businesses.
- 1.03 The greatest burden from an inadequate response to the climate crisis will be felt by historically marginalized or underserved communities, and the youngest generation, including the children and grandchildren of Minnetonka.
- 1.04 In Minnesota, the ten warmest and wettest years ever recorded have all occurred since 1998; warming surface waters are leading to a significant loss of fish habitat for many prominent species as well as increasing the risk of harmful algae blooms, forests are changing as native northern species are strained by warming temperatures, crops are stressed by cycles of drought and floods, home insurance rates are rising far faster than the national average from an average of \$368 in 1998 to \$1348 in 2015. Faster warming winters are leading to new pests as well as shorter winter recreation seasons.
- 1.05 The bi-partisan Next Generation Energy Act, passed by the Minnesota State Legislature and signed by then-Governor Tim Pawlenty in 2007, committed our State to achieving an 80% reduction in greenhouse gas (GHG) emissions by 2050 and with interim goals of 15% and 30% below 2005 GHG emissions levels by 2015 and 2025, respectively, with cities being key drivers of achieving these goals.
- 1.06 Our State did not meet its 2015 goal and is not yet on track to reach our future targets.

- 1.07 In April 2016, world leaders from 175 countries, including the United States, recognized the threat of climate change and the urgent need to combat it by signing the Paris Agreement, agreeing to “pursue efforts to limit the temperature increase to 1.5 degrees Celsius”.
- 1.08 We have already reached a temperature increase of nearly 1.1 degrees Celsius (nearly 2 degrees Fahrenheit) as compared to pre-industrial times, and the death and destruction already wrought by this level of global warming demonstrate that the Earth is already too hot for safety and justice, as attested by increased and intensifying wildfires, floods, rising seas, diseases, droughts, and extreme weather.
- 1.09 In August 2021, the Intergovernmental Panel on Climate Change (IPCC), the United Nations body responsible for assessing the science related to climate change, released a report that stated, “It is unequivocal that human influence has warmed the atmosphere and land,” and that “Human influence has warmed the climate at a rate that is unprecedented in at least the last 2000 years,” and “with every additional increment of global warming, changes in extremes continue to become larger”.
- 1.10 Recent scientific research indicates that to achieve the goal of limiting temperature increase to 1.5 degrees Celsius, carbon emissions must be halved by 2030 and reach net-zero global emissions by 2050.
- 1.11 A transition to a clean energy economy, if not carefully planned, would have a disruptive effect on the livelihoods of many in our community. In contrast, a well-planned transition may provide expanded job opportunities for local residents.
- 1.12 2,012 jurisdictions in 34 countries, including many other Minnesota cities, have already declared climate emergencies to focus attention on the need for rapid action to address climate change;
- Section 2. Council Action.
- 2.01 The Minnetonka city council declares that a climate emergency threatens our city, region, state, nation, humanity, and the natural world.
- 2.02 The Minnetonka city council commits to working for a just transition and climate emergency mobilization effort and will:
- Create/Implement a Climate Action and Adaptation Plan.
 - Implement GreenStep Cities best practices related to energy, climate actions, climate adaptation, resilience, or other appropriate practices.

- Implement innovative projects, programs, and public awareness through the city’s capital improvement program, strategic profile, Sustainability Commission, and other efforts.
- Collaborate with surrounding cities and local partners to identify and work on larger, regional sustainability projects.
- Position city with shovel-ready (or identified) projects to take advantage of state and federal climate action funding opportunities.
- Use all available tools to ensure climate action in Minnetonka is equitable and just.

2.03 The Minnetonka city council calls on the Minnesota legislature and executive branch to immediately and aggressively support cities of all sizes around Minnesota to mitigate and adapt to the effects of climate change including, providing funding and resources for the development and implementation of climate action plans.

2.04 The Minnetonka city council calls on the federal government to immediately commit resources to support the climate mitigation and adaptation efforts of cities large and small, to invest in the infrastructure needed for a sustainable future, to ensure that investment is at the scale required, and to provide the necessary global leadership to keep global warming to 1.5 degrees Celsius (2.7 degrees Fahrenheit).

Adopted by the City Council of the City of Minnetonka, Minnesota, on April 11, 2022.

Brad Wiersum, Mayor

Attest:

Becky Koosman, City Clerk

Action on this resolution:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Minnetonka, Minnesota, at a meeting held on April 11, 2022.

Becky Koosman, City Clerk



**Sustainability Commission Agenda Item 7D
Meeting of March 15, 2022**

Title: Sustainability Commission Bylaws
Report From: Loren Gordon, AICP, City Planner
Submitted through: Julie Wischnack, AICP, Community Development Director

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

Summary Statement

The sustainability commission is required to approve the bylaws for the commission annually. Bylaws set out the basic meeting procedures.

Recommended Action

Staff recommends the sustainability commission approve the attached drafted bylaws.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input 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

Bylaws are the official rules that determine how an organization or group should function. The proposed by-laws include items such as:

- Commission purpose;
- Meeting schedules (time, place, order, special meetings, quorums, voting, agenda, etc.);
- Officer positions (role and election);
- Code of ethics; and
- Meeting procedure.

All city commissions are required to adopt bylaws to help manage their commission. The sustainability commission shall review its bylaws on an annual basis. At this time, the commission may make bylaws or policy amendments. The commission first adopted the bylaws on May 11, 2021. Staff is suggesting no changes to the bylaws at this time.

CITY OF MINNETONKA SUSTAINABILITY COMMISSION BYLAWS

ARTICLE I - GENERAL

The Minnetonka Sustainability Commission is established under City Code Section 145.

ARTICLE II - PURPOSE

The commission is appointed by the city council to assist and advise the city council on plans, policies, procedures, programs, and practices regarding climate change mitigation and the sustainable use and management of environmental resources. Environmental resources within the commission's purview include air, water, energy, land, and ecological resources, recycling and landfill waste, and related sustainability areas not addressed by city code or assigned to another city advisory group. The commission will also serve as a city ambassador and liaison to the larger community.

ARTICLE III - MEETINGS

Section I. Regular Meetings

The regular meetings of the commission will be held at the offices of the City of Minnetonka, located at 14600 Minnetonka Boulevard. The meeting schedule will be as designated on the official city calendar. All meetings will be open to the public, except as otherwise provided by law.

The sustainability commission meeting will convene at 6:30 p.m. and conclude no later than 11:00 p.m. unless a majority of the member's present vote to continue the meeting beyond 11:00 p.m. for a single item. Items not covered by 11:00 p.m. will be automatically continued to the next sustainability commission meeting and given priority placement on the agenda.

The chair will ask for a presentation from staff or other presenters for regular agenda items. After the presentation, the chair will open the floor to commissioners for questions. Following that, the chair will ask for comments from members of the public. The chair will encourage the members of the public to limit their presentations to about ten minutes each. However, time limits will be at the discretion of the chair. Once everyone has spoken, the chair may allow persons to return for additional comments. After public input has been received, the chair will then open discussion among members of the commission.

The voting order shall be alphabetical according to the last name of each commissioner. The voting order shall rotate alphabetically at each sustainability commission meeting. The presiding chair shall always vote last.

Section II. Special Meetings

A special meeting may be held when deemed necessary by five members of the commission or at the city council's request.

Section III. Quorums

At any duly called meeting of the commission, a majority of the active members shall constitute a quorum.

Section IV. Agendas

An agenda for each meeting shall be prepared by the community development department for the city in cooperation with the chair. The agenda shall be delivered to all members of the commission along with supporting data on the Friday before the next regular meeting.

Section V. Voting

Votes on agenda items shall require a simple majority based on the current sustainability commission membership, excluding any vacant positions. As such, successful motions for approval shall require five affirmative votes. Members present must vote on all agenda items unless disqualified because of a conflict of interest under the city's Code of Ethics or state law.

ARTICLE IV - OFFICERS

Officers of the commission shall consist of the chair and a vice-chair. The officers shall be elected for a one-year period at the first meeting in March of every year. If there is no quorum at the first regular meeting in March, the election shall be held at the next regular meeting having a quorum.

- A. Chair: The chair shall preside over all meetings of the commission. If the chair and vice-chair are absent, the commission members present shall designate one of themselves to serve as chair.
- B. Vice-Chair: The vice-chair shall perform all the duties of the chair in the absence of the chair.
- C. Secretary: The secretary is a non-elected member of the community development department staff. The secretary shall keep an accurate account of meetings and proceedings of meetings, send written notices and agendas of all meetings to members, keep a policy file of all commission records and documents, and notify the city council in writing of all commission conclusions and recommendations.

ARTICLE V - CODE OF ETHICS

The sustainability commission members shall abide by the Code of Ethics established in Section 115 of the Minnetonka Code as amended from time to time. Additionally, no sustainability commissioner shall act as a representative for someone else for any item that comes before a Minnetonka Commission or Council. A sustainability commissioner may represent their own property or property in which they have a real interest.

ARTICLE VI - PARLIAMENTARY PROCEDURE

The proceedings of the commission shall be governed by and conducted according to the latest rules of Rosenberg's Rules of Order, as revised.

ARTICLE VII - AMENDMENTS

The commission shall review its bylaws and policies at the first meeting in March of each year. These bylaws may be amended or altered by a majority vote of the members of the commission at any regular or special meeting, having a quorum, provided the amendment was mailed or delivered to the commission members at least five days before the meeting.

Adopted May 11, 2021



**Sustainability Commission Agenda Item 7E
Meeting of March 15, 2022**

Title: Sustainability Commission Chair and Vice-Chair Selection
Report From: Loren Gordon, AICP, City Planner
Submitted through: Julie Wischnack, AICP, Community Development Director

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 sustainability commission is required to select a chair and vice-chair for their commission.

Recommended Action

Staff recommends sustainability commissioners announce their interest in both the chair and vice-chair positions. Commissioners will then vote for chair, then vice-chair.

Strategic Profile Relatability

- | | |
|--|---|
| <input type="checkbox"/> Financial Strength & Operational Excellence | <input type="checkbox"/> Safe & Healthy Community |
| <input 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

Per the sustainability commission's bylaws, the commission must elect a chair and vice-chair annually. In July 2021, the commission elected Brian Golob as chair and Ashley Pattain as vice-chair.

Chair and Vice-Chair Role

The chair shall preside over all sustainability commission meetings. The role of the chair is to facilitate discussion amongst both the commission and the public. Responsibilities will include:

- Keeping discussions within the purview of the sustainability commission;
- Ensuring that all commissioners' input and opinions are heard;
- Calling on the public for comments;
- Relaying questions from the public to city staff;
- Monitoring discussions to keep an appropriate time schedule.

The chair remains a regular voting member of the commission. However, the chair will provide their discussion comments last and will cast the final vote in roll call.

The vice-chair shall perform all the chair's duties in the absence of the chair. If the chair and vice-chair are absent, the commission members present shall designate one of themselves to serve as chair for that meeting.

Process

Chair Selection

First, staff will ask any individuals to step forward if they are interested in serving as the sustainability commission chair. Each interested member shall be given 3 minutes to speak about why they want to serve as the chair and would be a good selection.

Second, the commission will have a 3-minute break. During this time, commissioners will be asked to email Loren Gordon their selection for the chair.

If at least five members vote for the same commissioner, that individual will be selected as the chair. If no one receives at least five votes, the top two vote-getters will be announced, and the commissioners will vote again, via email, between these two commissioners.

Vice-Chair Selection

First, similar to the chair process, staff will ask any individuals to step forward if they are interested in serving as the sustainability commission vice-chair. Anyone who did not step forward for the chair position will be given 3 minutes to speak about why they want to serve as the vice-chair and would be a good selection.

Second, the commission will have a 3-minute break. During this time, commissioners will be asked to email Loren Gordon their selection for vice-chair.

If at least five members vote for the same commissioner, that individual will be selected as the vice-chair. If no one receives at least five votes, the top two vote-getters will be announced, and the commissioners will vote again, via email, between these two commissioners.