CITY OF MINNETONKA

Sustainability Commission Agenda

Sept. 20, 2022 – 6:30 p.m.

City Council Chambers – Minnetonka Community Center

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:** May 17, 2022
5. **Report from Staff:**

   A. New EV Chargers
   B. Everything Electric Event Recap
   C. SMSC Organics Tour Recap
   D. Organic Signage at City Facilities
   E. Young Person Commission Position
   F. Commissioner Event Sign Up

6. **Report from Sustainability Commission Members**
7. **Agenda Items**

   A. Energy Action Plan Addendum

   - Recommendation: Recommend city council approve the Energy Action Plan Addendum.
   - Staff Member: Drew Ingvalson

   B. Sustainable Minnetonka Awards

   - Recommendation: Review Sustainable Minnetonka Award submissions and vote for winners.
   - Staff Member: Drew Ingvalson

C. NexTrex Recycling Program

- Recommendation: Review program information and recommend action.
- Staff Member: Drew Ingvalson

D. Climate Action and Adaptation Plan

- Recommendation: Provide recommendations on what should be included in the city's Climate Action and Adaptation Plan.
- Staff Member: Drew Ingvalson

E. Solar Energy System Ordinance Update

- Recommendation: Review potential ordinance changes and provide questions/comments.
- Staff Member: Drew Ingvalson

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

Unapproved
Minnetonka Sustainability Commission
Virtual Meeting
Minutes

May 17, 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, Elizabeth Boor, Brian Golob, Matt Henry, and David Ingraham were present. Greta Beck, Ashley Pattain, and Harapanahalli Muralidhara were absent.

Staff present: Community Development Director Julie Wischnack, City Planner Loren Gordon, Drew Ingvalson, Associate Planner/Sustainability Coordinator, and Minnesota Green Corps member Julia Wells.

3. Approval of the Agenda

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

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

4. Approval of Sustainability Commission March 15, 2022 Meeting Minutes

Henry moved, second by Avalos, to approve the minutes as submitted with the removal of the words “on the” on Page 4, Item C, before the word “declaration.”

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

5. Report from Staff

Ingvalson gave the staff report. He stated that:

- The next Energy Action Plan meeting will take place on May 24, 2022.
- Commissioners are invited to sign up to represent the sustainability commission at the following:
    - Summer Farmer’s Market and Summer Fest events.
    - A Solar-Power-Hour event was presented by MREA and a solar power installer on Thursday, July 14, 2022.

- Everything Electric Event to be held Sunday, July 24, 2022.

- The next sustainability commission meeting is scheduled to be held on July 19, 2022.

6. Report from Sustainability Commission Members

Anderson noted that there is a recycling company, Redwell, which provides prescription-based recycling services by collecting different items such as stuffed animals and straws at different times. It is a nationwide company that now has a location in St. Louis Park.

Chair Golob stated that he volunteered at an event organized by We Share Solar in April. Patty Acomb helped organize the event. There were nine teams of junior high students at West Junior High who assembled items in solar suitcases that included a controlling mechanism. The constructed items were connected to solar cells. The kits are now being sent to nine groups in Kenya to produce light for the schools and community centers at night. Channels 9 and 11 televised the event. He encouraged the participants to apply for a Minnetonka Sustainability Award.

Chair Golob attended an Environment Commissions Conference at the Ridgedale Service Center and listened to three speakers. There will be a Zoom meeting on May 25, 2022, from 6:30 p.m. to 8 p.m. that everyone is welcome to join; that will be a climate-action conversation focusing on the Twin Cities.

7. Agenda Items

A. Sustainable Minnetonka Awards Update

Ingvalson reported that the Sustainable Minnetonka Award was promoted in the April Minnetonka Memo, and the application has been posted to the city website. One application was received in May. The application deadline is June 20, 2022.

Boor asked if the application needed to be filled out by the nominee or if someone else could apply on another's behalf. Ingvalson answered that an application could be submitted on another's behalf, but the nominee would need to be willing to have the information on the project shared with the public in an effort to promote sustainable efforts.

Boor suggested that the Minnehaha Creek Watershed District be provided information on the award. Ingvalson agreed.

Avalos suggested that flyers be given out at the Farmer's Market. Ingvalson stated that the first Farmer's Market would be on June 28, 2022.

In response to Henry's question, Ingvalson explained that 80 percent of respondents to a survey reported learning of the survey from the Minnetonka Memo.

Gordon added that the Minnetonka Memo has the highest readership of any publication in the metro area. The strategy is to use as many avenues of communication as possible.

In response to Henry's questions, Ingvalson will look into the number of visits made to Minnetonka's sustainable website page and the number of sustainability subscribers. Henry suggested advertising on Nextdoor and posting flyers at Whole Foods and Trader Joe's.

Ingraham suggested that if more nominees are needed closer to June 20th, staff will contact a resident who utilizes solar power and encourage that person to apply for a sustainability award. Henry suggested utilizing the pool of people who completed a home energy audit. Ingraham suggested residents who made energy-efficient improvements to their residences.

The public hearing was opened. No one chose to speak.

The public hearing was closed.

B. Sustainable Commission Education Opportunities

Ingvalson reported.

Chair Golob suggested adding touring an e-waste and mercury recycling center to the list.

Anderson stated that he would be able to attend a tour on a weekday. He would be curious to see a mercury recycling center and how that process works. Chair Golob explained how mercury is recycled. Part of the process transforms the mercury from a bead to a vapor and then a liquid secured in a stainless steel trap.

Chair Golob, Ingraham, Avalos, and Henry indicated that they would be able to attend a tour during a weekday if given enough notice.

Henry was concerned with salt used to treat roads and soften water being carried into bodies of water.

Boor noted that there is no economical way for a city to remove chloride from water. Boor suggested that Brooke Asleson of the Minnesota Pollution Control Agency chloride division provide a presentation on how technology has advanced.

Boor supports commissioners learning more about environmental justice. One way would be to invite Karen Gallus to give a presentation. Ms. Gallus has been the lead on the Hennepin County Climate Action Plan, which has an expansive climate justice report that covers areas of Minnetonka and identifies areas of communities most impacted by

climate change and other hazardous materials, and provides information on what can be done.

Boor would be interested in learning more about invasive species management and visiting a wastewater treatment plant. She could accommodate a weekday-during-the-day tour with advance notice.

Ingvalson added touring an e-waste facility, a presentation on environmental justice, a presentation on invasive species, and touring a wastewater treatment plant to the list of education opportunities.

Henry suggested inviting a vehicle manufacturer to give a presentation on electric vehicles. He would like to tour the Cullen Nature Reserve and Prairie Island or Monticello nuclear power plants.

Ingvalson asked commissioners to pick their two top choices for the next educational opportunity.

Anderson chose to tour the Hennepin County Energy Recovery Center and nuclear power plant.

Avalos chose the nuclear power plant tour and environmental justice presentation.

Boor chose the environmental justice presentation and landfill-site tour.

Chair Golob chose a composting presentation and Hennepin County Energy Recovery Center tour.

Henry chose a presentation on renewable energy subscription options and a tour of an electronic-and-hazardous-materials-recycling facility.

Ingraham chose wetlands and environmental justice presentations.

The public hearing was opened. No one chose to speak. The public hearing was closed.

C. **Community Solar Garden Discussion**

Wells reported.

Anderson asked what it would cost a resident to join a community solar garden. Wells stated that it depends on the developer. Edina and Eden Prairie's developer charged a one-time fee of $25 to join the cooperative that operates the solar garden.

Chair Golob explained that he joined a private solar garden at no cost to join, but there is a 25-year commitment to be a customer. After three years, his household avoided emitting 5.8 metric tons of greenhouse gases, and he saved a little money. It was a win-win situation for the private company and homeowner.

Chair Golob asked who takes advantage of the renewable energy credits (RECs). Wells explained that Xcel Energy owns the right to claim renewable energy credits.

In response to Avalos' question, Wells explained that solar developers are overseen by the public utilities commission, which regulates Xcel Energy. Developers see this as a great business opportunity since Xcel Energy is required to pay out bill credits, and the cost of solar panels is falling.

Avalos asked what would happen if the solar supply could not meet the demand for electricity. Wells explained that the city would remain connected to Xcel Energy's grid so it would continue to deliver electricity as it does now as a backup.

Boor thought a 25-year minimum could be a barrier for renters. Wells explained that one of Eden Prairie's developers, Cooperative Energy Futures, allows participants to be excused from the 25-year commitment if given a certain amount of notice.

Boor asked if Minnetonka is considering powering its own buildings with the solar array planned for the public works and police buildings or if it would be available for residents. Wells answered that it would be utilized by the city. Future discussions will focus on what would benefit the community the most.

Boor noted that the city is able to utilize solar power from elsewhere. Since there is an obstacle for a resident to obtain solar power from elsewhere, a city-owned-solar array in Minnetonka would provide the most effective community benefit by allowing residents to utilize its power and the city hosting an array.

In response to Anderson's question, Wells explained that Minnetonka would be the site owner of the solar array and subscriber if it would take on the backup subscriber role.

Ingraham asked if multiple buildings could subscribe to a solar garden and make it part of the rental terms. Wells has not heard of that occurring in Minnetonka. There is one multi-family building that has a solar array, but it is owned by the owner of the property. She saw no reason why a solar developer could not partner with multiple buildings and offer subscriptions.

Ingraham would like Minnetonka to promote understandable instructions on how to become a solar subscriber for those unable to accommodate solar panels on one's own property. He once attempted to sign up for a community solar garden but gave up after not being able to locate understandable information.

Avalos had the same experience as Ingraham. Avalos suggested notifying property owners whether their property would be a good candidate or not for solar panels and providing each with information on the steps to create one's own solar array or how to subscribe to a community solar garden.

Chair Golob suggested creating a list of reputable solar-power providers that have the capacity to add new customers.

In response to Henry's question, Wells found that most developers allow a subscriber to terminate the 25-year lease with proper notice and/or by paying a fee. Henry supports developers by providing different options for long-term contracts.

Henry would like Minnetonka to assume the responsibility of a long-term contract on behalf of a resident and pass the management costs onto the end user. Wells stated that she has heard of a city being used as a backup subscriber where the city agrees to take on the additional capacity if a subscriber leaves. She has not heard of a city being a backup subscriber for an individual customer and did not know if it would technically be possible to have more than one electrical account attached to the same contract.

Ingvalson noted that the city is close to utilizing its limit of available solar power.

Henry proposed a credit-union model be utilized.

Ingraham thought it might be a bigger benefit to the environment by the city not claiming RECs to meet a goal and residents using the capacity created by the solar arrays that will be located on the public works and public safety facilities.

Avalos likes the idea of Minnetonka offering a buffer to the long-term contracts. This is an area that Minnetonka could potentially lead. He likes the idea of a co-op.

Anderson likes the co-op idea.

Chair Golob suggested creating a working group with more expertise to address the issue in greater detail.

Ingvalson explained that the Energy Action Team will continue meeting on the issue and will update and receive comments from the sustainability commission.

Henry asked how a backup subscriber benefits. Wells explained that some backup subscribers have an ongoing commitment to regularly utilize 1 to 20 percent of the solar garden and up to 40 percent if needed. Eden Prairie's contract was not designed to benefit Eden Prairie in a financial way but to back up the primary subscriber.

Henry supports residents being told if their property could support a solar array. Ingvalson noted that the UMN website provides some preliminary information to determine if one's property could accommodate a solar array. The link is on the sustainability page of Minnetonka's website.

Boor likes Henry's idea. She asked if the city would get the RECs if the city or a resident utilized the solar power from a community solar garden. Wells answered that either way, Xcel Energy would get the RECs. The only way a city could get the RECs would be for the city to own and operate its own solar array.

8. Other Business

9. Adjournment

The meeting was adjourned unanimously at 7:30 p.m.

By: _____
Lois T. Mason
Planning Secretary

Sustainability Commission Agenda Item 7A
Meeting of September 20, 2022

Title: Energy Action Plan (EAP) Addendum

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

This spring/summer, the city's energy action team has been working on adding an addendum to the Minnetonka Energy Action Plan. Specifically, the updated plan adds business and electric vehicles (EVs)/charging infrastructure as added focus areas.

Recommended Action

Recommend the city council approve the Energy Action Plan (EAP) Addendum.

Strategic Profile Relatability

☐Financial Strength & Operational Excellence
☒Sustainability & Natural Resources
☐Infrastructure & Asset Management
☐Safe & Healthy Community
☐ Livable & Well-Planned Development
☐ Community Inclusiveness
☐ N/A

Statement: link to strategic profile

Background

Workshops: The energy action team (comprised of city staff, commissioners, business owners, residents, Xcel Energy staff, and CenterPoint Energy staff) completed their third and final in-person workshop in June. The three workshops focused on:

- Existing energy action plan strategies;
- Business Outreach; and
- Facilitating Electric Vehicle Adoption.

Progress Towards 2030 Greenhouse Gas Reduction Goal: The updated plan provides a report on the city's progress towards its goal of eliminating 160,000 metric tons of CO2 community-

wide by the end of 2030. The community has made significant strides toward reaching this goal; however, in the first full year (2021), we only achieved 69% of the progress needed to be on track to meet this goal. The existing EAP was adopted in 2020, with most of the meetings and goal-setting being done prior to major COVID-19 shutdowns. Unfortunately, the pandemic significantly affected in-person outreach and events, along with personal and business financials. This circumstance required pivoting to virtual events/workshops/meetings in lieu of being in-person.

The Minnetonka community has made impressive commitments to energy-reducing equipment and supporting solar energy. Specifically, areas where the community exceeded our goals include:

- Efficient heating and cooling equipment adoption;
- On-site solar adoption (residential);
- Community solar gardens subscriptions (residential).

Alternatively, the city did not meet some of the goals outlined within the plan and had room for improvement. Some goals that will require additional attention, focus, and support include:

- Residential energy audits (Home Energy Squad);
- Improving insulation;
- Renewable energy subscriptions (residential and business);
- On-site solar adoption (businesses).

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Strategies: During the workshops, the energy action team participated in exercises to identify potential focus area strategies. The team eventually cut the number of strategies down to 19 (all can be found within the attached EAP Addendum). To determine priority, the energy action team ranked each item. The highest ranked strategies included:

1. Identify the next steps to remove barriers to the broader adoption of community solar gardens.
2. Educate Minnetonka homeowners about tools, advantages, and programs for energy-efficient homes.
3. Increase participation in renewable energy programs.
4. Update development review and permitting processes to share information about energy efficiency and EVs.
5. Launch a targeted outreach campaign to advise local businesses.
6. Promote access to no-cost energy audits for multi-family buildings.

These strategies will be given the highest priority as the team starts implementing the Minnetonka EAP Addendum.

Based on the group's input, strategies were also placed into three different categories to ensure there is a scheduled path on when items are worked on:

- Ongoing implementation strategies;
- Near-term implementation strategies (2022-Q1 2024)
- Medium-term implementation strategies (Q2 2024-2025)

Tactics: Each strategy has 1-5 tactics (or specific action items to achieve the strategy). There are 42 total tactics within the subject plan. Below are a few highlights of tactics from our highest-ranked strategies.

- 3A: Promote energy efficiency programs, resources, and financial support via social media, newsletters, mailings, and events to educate the public.
- 9B: Identify locations (both public and private) that would be good host sites for a community solar garden. Begin outreach to these site managers and start the next steps to prep building sites for solar (2024).
- 10D: Dedicate at least one Sustainable Minnetonka webinar/event to renewable energy programs annually (Tactic 11A).
- 12B: Work with city staff to integrate energy efficiency, EV chargers, and EV program information into the development project review and permitting process for new construction and major renovation projects.
- 15A: Promote the Multi-Family Building Efficiency Program, energy audit information, and rebate programs to building managers through emails, phone calls, and letters.
- 18B: Perform outreach through communication channels to share cost savings, awareness of programs, and understanding of the benefits. Encourage businesses to move forward with program participation and project recommendations.

Plan Support: Implementing the EAP Addendum will require support from various groups within the community. The plan outlines roles for the Minnetonka Community, City of Minnetonka/Sustainability Commission, Energy Action Team, and Xcel/Energy/Partners in Energy. The city will continue to receive implementation assistance from Xcel Energy's Partners in Energy team for 18 months after plan approval. All other assistance will be ongoing.

Next Steps:

- Sept. 20, 2022: The sustainability commission will review the final draft of the EAP Addendum and provide recommendations for revisions/approval.
- Sept. 26, 2022: The energy action team will review the final draft of the EAP Addendum and provide comments.
- October 2022: The city council will review and make the final decision on the adoption of the EAP.

ENERGY ACTION PLAN ADDENDUM

September 2022

INTRODUCTION

The City of Minnetonka has a long history of being a leader in environmental protection and sustainability practices. Continuing and expanding on this work will help the city sustain its natural resources and be resilient in an ever-changing, interconnected world. The city has expressed their commitment to sustainability by including "Sustainability and Natural Environment" as one of the pillars of the city's "Strategic Profile."

Minnetonka's Energy Vision

Minnetonka will be the community of choice for people who care about responsible energy stewardship. We will lead the metro in efficient energy management.

Minnetonka adopted its Energy Action Plan in 2020, setting a course to sustain its sought-after resources and remain resilient as our community grows and changes. The Energy Action Plan was created by stakeholders from the business community, local sustainability groups, faith communities, the City of Minnetonka staff, and residents.

Our Energy Action Plan aims to reduce energy-related greenhouse gas emissions by 160,000 metric tons of CO_2 equivalent ($MTCO_2e$) before the end of 2030. Meeting this community-wide goal would be equivalent to:

- Eliminating greenhouse gas emissions from 34,475 gasoline powered passenger vehicles driven for one year.
- Removing CO_2 emissions from 20,154 homes' energy use for one year.
- Carbon sequestered by 2,645,614 tree seedlings grown for 10 years.[1]

Three short-term focus areas were established to help us achieve our goal and energy vision.

1) Multi-family Building Energy Efficiency
2) Residential Energy Efficiency
3) Renewable Energy

[1] Numbers calculated on the United States Environmental Protection Agency Greenhouse Gas Equivalencies Calculator, https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator

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An Xcel Energy Community Collaboration

Two medium-term focus areas—Business Energy Efficiency and Electric Vehicles and Charging Infrastructure—were identified to put us on the path to achieve our community energy vision and goals.

This document serves as an addendum to our Energy Action Plan with updated strategies from our original focus areas and new strategies in Business Energy Efficiency and Electric Vehicles and Charging Infrastructure focus areas.

Energy Action Plan Impact

Since adopting the Energy Action Plan in August 2020, Minnetonka has successfully implemented several strategies from its plan and is progressing toward the greenhouse gas reduction goal.

Implementation Highlights

Sustainable Minnetonka Webinars

The City of Minnetonka hosted 12 webinars on various energy topics to teach residents to be more energy efficient and support renewable energy. Topics included electric vehicles, home energy efficiency, and renewable energy. More than 400 people attended the webinars.

Leveraging City Communication Channels.

The City leveraged existing communication channels, like the Minnetonka Memo, City Facebook page, and City website to share information. The City updated its sustainability webpage with an easy-to-use URL that was featured on outreach collateral. The new sustainability webpage was also updated with rebate, financing, and program resources for residents and businesses.

Home Energy Squad® Promotion

The City of Minnetonka offers a 50% discount promotion to residents for the Home Energy Squad. To promote this opportunity, two postcards were mailed to older homes explaining the opportunity and how to complete project recommendations. The program was also shared on social media and through the Sustainable Minnetonka webinars.

Multi-family Building Outreach

Several materials were created to promote resources for multi-family property owners and renters, including a simple guide for renters on changes that can make their building more energy efficient. These materials were shared directly with property owners, along with an email campaign that promoted a free building assessment program.

Renewable Energy Program Promotion

Renewable energy efforts were targeted to homeowners, renters, and multi-family building owners. In addition to adding this information to the City's sustainability webpage, a flyer describing the options available to Minnetonka residents was shared, and the monthly webinar series featured a two-part topic on renewable energy.

Progress Toward Goals

As part of this addendum, Partners in Energy facilitators measured progress toward achieving both Minnetonka's community-wide and near-term focus area goals.[2] This data helps our community understand the quantitative impact of implementing our Energy Action Plan over the last two years.

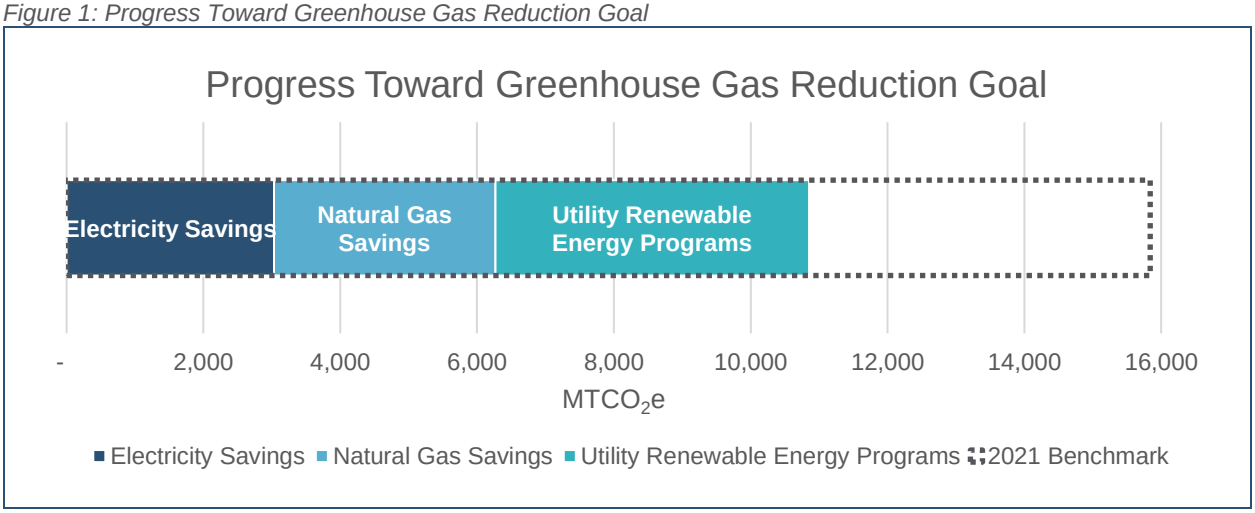
[2] See *Energy Action Plan, Appendix 4: Methodology of Measuring Success* for goal assumptions and baseline data.

Community-wide Goal

Minnetonka's community-wide goal is to reduce energy-related greenhouse gas emissions in Minnetonka by 160,000 $MTCO_2e$ before the end of 2030.

From the start of implementation in August 2020 through the end of 2021, Minnetonka residents and businesses saved 10.1 million kWh (10.1 GWh) of electricity and 609,200 therms of natural gas.[3] During this period, our community also increased its renewable energy support, resulting in 15.4 million kWh (15.4 GWh) of electricity subscribed to utility renewable energy subscription programs.[4] Minnetonka's combined energy savings and renewable electricity is equivalent to 10,855 $MTCO_2e$. This is 69% of the way toward the 2021 benchmark target needed to be on track to meet our greenhouse gas reduction goal (*Figure 1*).

Figure 1: Progress Toward Greenhouse Gas Reduction Goal



Focus Area Goals

Several focus area goals were created to measure utility program participation and impact of focus area strategies. As illustrated in the summary table below, Minnetonka reached some of its focus area goals and fell short in others. Programs with the most success were engaging multi-family buildings to get an energy assessment, residents to complete heating and cooling rebates, and residents to sign up for community solar or install solar panels on their home. With the adoption of the first Energy Action Plan in 2020, we could not foresee the impact the pandemic would have on Minnetonka's strategies, particularly in-person outreach and events. Like many initiatives during 2020, the pandemic upended plans and changed the way we interacted with people, which affected Minnetonka's ability to implement their plan to its full potential.

[3] Xcel Energy's Partners in Energy provided electricity savings data for August 2020–December 2021. CenterPoint Energy provided natural gas savings for the calendar year 2020 and 2021. For purposes of this addendum, we estimated CenterPoint Energy's 2020 monthly participation and savings to measure the impact of August to December 2020 outreach.

[4] This value reflects participation in Xcel Energy's Windsource® and Renewable*Connect® programs at year-end 2021.

Table 1: Progress Toward Focus Area Goals[5]

Program	Baseline Participation	2021 Goal Participation	2021 Actual Participation	Gap to Goal
Multi-family Focus Area				
Multi-Family Building Efficiency Program (number of buildings)	2	3	5	-
Multi-Family Energy Savings Program (number of units)	99	225	0	225
Residential Energy Efficiency Focus Area				
Home Energy Squad®	80	300	193	107
Residential Heating & Cooling Rebates[6]	856	1,260	1,408	-
Refrigerator Recycling	133	240	201	39
CenterPoint Energy Insulation Rebates	94	191	135	56
Renewable Energy Focus Area				
Renewable Subscriptions: Business	12	25	14	11
Renewable Subscriptions: Residential	1,015	2,000	1,406	594
On-Site Solar: Business	15	20	15	5
On-Site Solar: Residential	58	70	74	-
Solar Gardens: Business	113	150	136	14
Solar Gardens: Residential	186	250	269	-

PLANNING PROCESS RECAP

To create this addendum, the City of Minnetonka convened a set of new stakeholders to identify strategic priorities to engage businesses and promote electric vehicles. The City included some participants from the 2019 planning team and invited new guests to participate and share their perspectives.

Over a series of three workshops, stakeholders participated in discussions and activities designed to build effective strategies. Workshop 1 included a review of existing Energy Action Plan strategies and a guided activity to determine which strategies to tweak, mark as complete, or discard. The team also began planning for new focus areas by breaking into groups to brainstorm their sphere of influence, trusted messengers, and community assets for business outreach and electric vehicle adoption.

In Workshop 2, the group closely examined commercial energy use in Minnetonka, then identified what kinds of targets they might set for business energy efficiency. The second half of the workshop was a structured brainstorming session about business energy efficiency strategies.

In Workshop 3, the group learned about electric vehicle (EV) and public charging stations in Minnetonka, including the installation of three public charging stations by the City. The group worked together in small groups to brainstorm strategies to increase EV adoption and charging infrastructure in Minnetonka through education and engagement.

[5] Program participation is for Xcel Energy programs only unless otherwise noted in program name. Actual participation represents participation counts from August 2020 through December 2021.
[6] Xcel Energy's approved 2021-2023 Triennial Plan combined Residential Heating and Residential Cooling programs. For purposes of this addendum, historic participation and goals have been combined to stay consistent with program reporting.

Acknowledgements

Thank you to the following individuals who to participated in a series planning workshops hosted by Xcel Energy's Partners in Energy to create the content of this document.

Community Representatives
Bill Wentink
Brian Golob
David Black
Matt Henry
Megan Park
Ryan Waldriff
Tom Filla

City of Minnetonka
Alisha Gray
Drew Ingvalson
Julia Wells (former)
Kevin Maas
Loren Gordon
Will Manchester

Xcel Energy Representatives
Adam Burr
Ashley Haung
Suzanne Thieschafer
Tami Gunderzik

Partners in Energy Community Facilitators
Marisa Bayer
Matthew Douglas-May
Megan Weck
Paolo Speirn

CenterPoint Energy Representatives
Emma Schoppe
Marty Kapsch

2022–2024 WORK PLAN

Focusing on the next two years, the City of Minnetonka and Energy Action Team prioritized several strategies in their existing and new focus areas.

Focus Areas

Minnetonka will continue to implement strategies in the Energy Action Plan's existing focus areas — Multi-family Building Efficiency, Residential Energy Efficiency, and Renewable Energy. The Energy Action Team noted that these focus areas remain a priority for the community, even if the focus on implementation over the next two years is on the new focus areas. As a result, some existing strategies will continue into the 2022–2024 work plan.

Two new focus areas are included in the 2022–2024 work plan: Business Energy Efficiency and Electric Vehicle and Charging Infrastructure.

Business Energy Efficiency

Commercial and industrial premises represent only 7% of premises in Minnetonka but consume 62% of the electricity and 41% of the natural gas in the city. On average, 229 commercial and industrial businesses participate in utility energy efficiency programs annually, saving an average of 6.68 million kWh of electricity and 289,000 therms of natural gas.

Most of the commercial and industrial sector's energy savings are from the largest commercial and industrial energy users. There are many reasons why this is the case. Larger businesses consume more electricity and so have more opportunity for savings. They also have dedicated facility staff whose jobs are to manage and reduce energy consumption, and they have utility

account managers to support program participation. This gives the larger businesses the capacity to take advantage of energy efficiency programs.

Small and medium-sized businesses participate in energy efficiency programs, but not to the same extent as larger businesses. Common barriers to participation include the time needed to navigate options and make upgrades, split incentives between property owners and commercial tenants, not having a clear decision-maker on these issues, and not being aware of energy efficiency opportunities and benefits.

During the workshop series, the City of Minnetonka reviewed the 2021 business survey data, which captured in-depth responses from 157 Minnetonka businesses. This survey identified that environmental issues are areas of concern. Water conservation, encouraging recycling/composting, improving protection of lakes, streams, and wetlands, and energy conservation were all considered very or somewhat important by 65% or more of businesses.

The strategies identified in this addendum are targeted to small and medium-sized businesses that do not have dedicated account managers. This will ensure access to resources and support to move forward with project recommendations.

Electric Vehicles and Charging Infrastructure

According to industry journal*, Automotive News*, electric vehicle (EV) sales are expected to overtake internal combustion vehicle sales by 2030.[7] This rapid transportation evolution carries significant implications and opportunities for cities like Minnetonka with a strong commitment to greenhouse gas emission reduction.

Minnetonka has already begun to participate in the switch to EVs. The population of Minnetonka is 54,704.[8] As of December 2021, there are 484 EVs registered in Minnetonka.[9] The City of Minnetonka also considers electric vehicle options when it purchases fleet vehicles and has two Chevy Bolts on order.

Access to charging infrastructure is also important for the growth of EV adoption. There are seven public EV charging stations in Minnetonka, and the City of Minnetonka is currently installing three more on their campus. More than 100 public EV chargers exist in the Metro area, making charging on-the-go accessible.

Expanding electric vehicle charging infrastructure and the growing market segment of EVs in car purchases lays the groundwork for our community to smoothly transition to EVs. Strategies in this addendum are focused on increasing awareness about the benefits of owning EVs and educating our community about the resources available to make the transition to EVs.

Strategies

The Energy Action Team identified 19 strategies to achieve our vision and goals. These strategies consist of modified strategies from the initial Energy Action Plan and new strategies from the two new focus areas (Business Energy Efficiency and Electric Vehicles and Charging Infrastructure).

[7] https://www.autonews.com/mobility-report/ev-sales-growing-faster-expected
[8] Metropolitan Council 2021 Data, https://stats.metc.state.mn.us/profile/detail.aspx?c=02395876
[9] Minnesota Department of Transportation Electric Vehicle Dashboard, http://www.dot.state.mn.us/sustainability/electric-vehicle-dashboard.html, Accessed June 14, 2022.

There are two strategies that encompass all focus areas. Strategy 1 includes maintaining the City of Minnetonka website as a resource hub for all focus areas. Strategy 2 will include all focus areas in the *Sustainable Minnetonka Awards* program.

Ongoing implementation strategies will be considered part of the workplan for the duration of implementation, knowing that these strategies are broad, and the tactics include annual actions. Near-term strategies are planned for implementation during years 2022 through March 2024 with direct support from Xcel Energy's Partners in Energy program. To measure the success of near-term strategies, program participation targets are outlined in the *Methodology for Measuring Success* section. Medium-term strategies are planned to start mid-year 2024 and include lighter support from the Partners in Energy program.

Through the workshop process, six strategies were ranked as the most important to achieve our goals. These strategies should be considered high priority and are marked with an asterisk (*) in the strategy tables below.

1. Identify next steps to remove barriers to broader adoption of community solar gardens.
2. Educate Minnetonka homeowners about tools, advantages, and programs for energy efficient homes.
3. Increase participation in renewable energy programs.
4. Update development review and permitting processes to share information about energy efficiency and EVs.
5. Launch a targeted outreach campaign to advise local businesses.
6. Promote access to no-cost energy audits for multi-family buildings.

Ongoing Implementation Strategies

Focus Area	Strategy	Tactics
All	1. Create a maintenance schedule to ensure the *Sustainable Minnetonka* website has current resources for each focus area.	1A: Create a schedule and assign staff to update website resources that feature information on energy efficiency, renewable energy, and EVs, including financing and grant opportunities, programs and rebates, and energy data.
All	2. Maintain *Sustainable Minnetonka Awards* to recognize those who take actions that support our community energy goals.	2A: Review recognition program for target audiences and include all actions and alternate forms of recognition.
		2B: Host annual award events and tours of business winners.
		2C: Create signage and/or digital recognition for winners on city website, newsletter, and social media.
Residential Energy Efficiency	3. Educate Minnetonka homeowners about tools, advantages, and programs for energy efficient homes.*	3A: Promote energy efficiency programs, resources, and financial support via social media, newsletters, mailings, and events to educate the public.
		3B: Promote home audit services for homeowners and renters (Home Energy Squad® and/or other programs).

Focus Area	Strategy	Tactics
Residential Energy Efficiency	4. Promote adoption of energy efficient behaviors to improve perceptions (desirable, popular, and growing).	4A: Create promotional materials, mailings, and/or tabling scripts that include a call to action for residents to change behaviors and participate in programs to take steps toward energy efficiency.
		4B: Encourage completion of project recommendations after energy assessments by sharing financial incentives and/or other support from the city.
Electric Vehicles and Charging Infrastructure	5. Table at local events and host workshops to educate community.	5A: Create informational materials and presentations on EVs and EV chargers to share at events and workshops.
		5B: Build partnerships with other organizations to table and present at their events.
		5C: Leverage community and city events to do outreach and host workshops.

Near-term Implementation Strategies (2022–Q1 2024)

Focus Area	Strategy	Tactics
Business Energy Efficiency	6. Launch a targeted outreach campaign to advise action to local businesses.	6A: Create materials and resources, including a decision tree, to help businesses decide which programs to participate in to increase energy efficiency.
		6B: Perform outreach using city communications channels, partner channels, and business groups to promote resources, business advising, and other business resources.
Business Energy Efficiency	7. Present at local business meetings/events.	7A: Create presentation and educational materials to share at meetings and events, seeking out business leaders and nonprofits to share case studies as motivation.
		7B: Establish partnerships with commercial neighborhoods, property management groups, specific business sector owners, and other business associations to present at their meetings and events about different energy efficiency programs and incentives.
Business Energy Efficiency	8. Host business tours and presentations.	8A: Collaborate with business community and nonprofits to identify businesses to host tours and presentations.
		8B: Provide networking tools, share case studies, learn about best practices, connect to utility contacts, and promote saving energy and money to businesses.
Renewable Energy	9. Identify next steps to remove barriers to broader adoption of community solar gardens.*	9A: Meet with third-party community solar developers and cities/organizations that host community solar gardens (2023). Identify community solar garden best practices.
		9B: Identify locations (both public and private) that would be good host sites for a community solar garden. Begin outreach to these site managers and start next steps to prep building sites for solar (2024).

Focus Area	Strategy	Tactics
Renewable Energy	10. Increase participation in renewable energy programs.*	10A: Update materials with current renewable energy program options for residents, multi-family buildings, and businesses.
		10B: Host renewable energy outreach campaigns and promote them on social media, city communication channels, and at city events.
		10C: Include renewable energy as eligible action in the Sustainable Minnetonka Award program (Strategy 2).
		10D: Dedicate at least one Sustainable Minnetonka webinar/event to renewable energy programs annually (Tactic 11A).
		10E: Collaborate with MREA and other partners to host Solar Power Hours.
Renewable Energy and Energy Efficiency	11. Create virtual and in-person education opportunities to share energy efficiency and renewable energy resources for residents.	11A: Create schedule, decide topics, recruit presenters, and promote a regular series of workshops and events for residents and businesses to learn about and act upon renewable energy and energy efficiency.
		11B: Host quarterly webinars/events on topics related to renewable energy and energy efficiency and increase the number of in-person events throughout the year.
EV and Business	12. Update development review and permitting processes to share information about energy efficiency and electric vehicles.*	12A: Create EV, EV charger, and energy efficiency educational materials and flyers targeting developers and builders.
		12B: Work with city staff to integrate energy efficiency, EV chargers, and EV program information into development project review and permitting process for new construction and major renovation projects.
Electric Vehicles and Charging Infrastructure	13. Facilitate information exchanges between businesses, rental property owners, and City.	13A: Create materials that include case studies and facts about EVs to dispel myths.
		13B: Share materials at business meetings, in partner newsletters, and in city communication channels.
		13C: Leverage business gatherings, EV owners' associations, NextDoor, and other neighborhood groups to share information and materials.
Electric Vehicles and Charging Infrastructure	14. Host EV ride & drive events.	14A: Work with dealerships, EV groups, and Xcel Energy to provide EVs, resources, and exhibit materials for events.
		14B: Create promotional materials and schedule to market EV events to the public and in coordination with businesses for their employees.

Medium-term Implementation Strategies (Q2 2024–2025)

Reminder: Ongoing strategies (strategies 1–5) should continue during implementation years 2024–2025. In addition to those, strategies 15–19 are identified for action.

Focus Area	Strategy	Tactics
Multi-family Buildings	15. Promote access to no-cost energy audits for multi-family buildings.*	15A: Promote the Multi-Family Building Efficiency Program, energy audit information, and rebate programs to building managers through emails, phone calls, and letters.
		15B: Include information for property owners and managers in city permitting and inspections department interactions.
Business Energy Efficiency	16. Develop a business energy incentive or loan program.	16A: Work with Economic Development staff to create a program that offers free money, low-interest loans, and cost savings for businesses to complete energy efficiency projects.
Business Energy Efficiency	17. Promote access to no cost energy audits for non-profits.	17A: Promote nonprofit energy audit services, information, and rebate programs to building managers through emails, phone calls, and letters. (EnerChange or other providers)
		17B: Include information for property owners and managers in city permitting and inspections department interactions.
Business Energy Efficiency	18. Launch a broad outreach campaign to businesses.*	18A: Create marketing materials with current energy efficiency program information including flyers, postcards, newsletters, and/or emails.
		18B: Perform outreach through communication channels to share cost savings, awareness of programs, and understanding the benefits. Encourage businesses to move forward with program participation and project recommendations.
Electric Vehicles and Charging Infrastructure	19. Conduct outreach to dealerships, associations, and others about EV and charging programs	19A: Create educational materials about EVs and charging infrastructure.
		19B: Develop relationships with dealerships and EV associations to share information with customers and the community.

ACHIEVING OUR GOALS

Implementation Support from our Community and Partners

Implementing the strategies outlined in this plan will require leadership and collaboration among the City of Minnetonka, Minnetonka Sustainability Commission, members of Energy Action Team, community representatives, Xcel Energy, and other partners.

Role of Minnetonka Community

The Minnetonka community will support implementation by participating in programs and attending events, as well as advocating for energy efficiency and renewable energy. The community will continue to provide innovative energy projects that are worthy of highlight to the larger community. The success of this plan to reduce emissions will benefit everyone in the community and requires community support to achieve.

Community Assets and Connections

The Energy Action Team identified several community assets and connections in Minnetonka to support strategy implementation for the new focus areas targeting businesses and promoting EVs. From organizations to individuals to relationships, the City of Minnetonka and Energy Action Team are set up for success to implement these strategies.

	Business Community	Electric Vehicles
Trusted Messengers	• Other companies • Places of worship • Schools • City of Minnetonka • Energy utilities (Xcel Energy, CenterPoint Energy) • Long-term residents who own businesses • Sustainability nonprofits • Employees of local businesses • Elected officials	• EV Owners • Car dealerships • Xcel Energy • Business leaders • City of Minnetonka • C-Stores (fuel / gas stations) • City Council • Property managers • Nonprofits
Assets to Engage Community	• Employees • Small and large companies with GHG strategies and goals • Companies participating in Partners in Energy • Sustainability Commission • City of Minnetonka processes/structure • Energy utility engagement • Public and community events • Business newsletters and Minnetonka Memo • University of Minnesota researchers • Elected officials	• Xcel Energy for Infrastructure Installation • City-owned properties • Business parking lots and vacant land • City of Minnetonka channels like the Minnetonka Memo
Connections of Energy Action Team	• Businesses (large and small) • Sustainability officers at large companies • Chamber of Commerce • U of M • Xcel Energy and other utilities • City of Minnetonka • Manufacturing, car dealerships, and other industries • Minnetonka Climate Initiative • Schools serving Minnetonka • Hennepin County • NextDoor • Sustainability Commission • BOMA	• Family/friends who own EVs • Car dealers • U of M researchers • Subject matter experts • Location of chargers close to city amenities • Minnetonka Climate Initiative • Elected officials (local and state)

Role of City of Minnetonka and Sustainability Commission

The City of Minnetonka and Sustainability Commission will support implementation of all strategies. The new focus areas of Business Energy Efficiency and Electric Vehicles and Charging Infrastructure will need extra attention to initiate connections to groups, associations, and businesses for action.

Strategies supported by Sustainability Commission include:

- Update development review and permitting processes to share information about energy efficiency and electric vehicles.
- Present at local business meetings and events.
- Promote access to no-cost energy audits for single-family and multi-family buildings.
- Identify next steps to remove barriers to broader adoption of community solar gardens.
- Host business tours and presentations.
- Table at local events and host workshops to educate community.

Role of the Minnetonka Energy Action Team

The Energy Action Team formed to create this addendum will support implementation by serving as community connectors to their networks, promote our energy vision, encourage participation in programs and outreach campaigns, and share success stories. When available, the Energy Action Team will serve as partners and leaders in strategies, including those that target small and medium-sized businesses, large industry, and education institutions.

Strategies supported by the Energy Action Team include:

- Present at local business meetings and events.
- Host business tours and presentations.
- Promote virtual and in-person education opportunities to share energy efficiency and renewable energy resources for residents.
- Share information about energy efficiency and EVs.
- Promote adoption of energy efficient behaviors to improve perceptions (desirable, popular, and growing).
- Help identify next steps to remove barriers to broader adoption of community solar gardens.

Role of Xcel Energy and Partners in Energy

Xcel Energy's Partners in Energy commits to an additional 18 months of implementation support, including marketing and communications support and program expertise. It will also provide a dedicated community facilitator to serve as a primary point of contact. Partners in Energy Network resources, including webinars, portal, and events, will also be available.

Xcel Energy will also leverage its communication channels to promote programs and resources, as well as leverage staff expertise to connect the City of Minnetonka and Minnetonka Xcel Energy customers with the right resources.

Methodology for Measuring Success

As part of implementation support, Xcel Energy's Partners in Energy will provide Minnetonka biannual progress reports for electricity consumption, Xcel Energy efficiency and renewable program participation, and electricity savings data. Partners in Energy will support coordinating with CenterPoint Energy on an annual basis to gather natural gas consumption and CenterPoint Energy efficiency program participation and savings data.

Progress toward achieving our community-wide goal to reduce greenhouse gas emissions 160,000 $MTCO_2e$ by 2030 will be measured by comparing annual electricity savings, natural gas savings, and renewable electricity against forecasted benchmarks. Included in these

calculations are efficiency programs from Xcel Energy and CenterPoint Energy, and Xcel Energy's renewable energy programs in which customers retain the renewable energy credits. Benchmarks will be measured from August 2020 through the end of the year noted below. *Table 2* provides updated annual benchmarks from the original Energy Action Plan based on the actual emissions avoidance.

Table 2: Annual Benchmarks for Greenhouse Gas Reduction Goal

	Actual	Forecasted Benchmark								
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
$MTCO_2e$	10,855	27,427	43,998	60,570	77,142	93,713	110,285	126,857	143,428	160,000

To achieve our goals and measure the success of strategies, the Energy Action Plan identified specific program targets by focus area for 2021 and 2030. *Table 3* identifies updated program participation goals for the end of the second implementation phase in March 2024 based on the 2030 goal from the initial Energy Action Plan. Implementation Phase 2 target numbers are calculated to account for progress made so far during implementation and where we need to be by March 2024 to stay on track toward meeting our 2030 goal. Progress will be measured from January 2022 through March 2024.

Table 3: Existing Focus Area Goals for Phase 2 Implementation

Program	Baseline Participation	2021 Actual Participation	Implementation Phase 2 Target
Multi-family Focus Area			
Multi-Family Building Efficiency Program (number of buildings)	2	5	4
Multi-Family Energy Savings Program (number of units)	99	0	320
Residential Energy Efficiency Focus Area			
Home Energy Squad	80	193	378
Residential Heating & Cooling Rebates[10]	856	1,408	1,837
Refrigerator Recycling	133	201	70
CenterPoint Energy Insulation Rebates	94	135	199
Renewable Energy Focus Area			
Renewable Subscriptions: Business	12	14	11
Renewable Subscriptions: Residential	1,015	1,406	440
On-Site Solar: Business	15	15	5
On-Site Solar: Residential	58	74	8
Solar Gardens: Business	113	136	31
Solar Gardens: Residential	186	269	43

To measure the success of new strategies in the Business Energy Efficiency focus area, near-term targets were created for popular Xcel Energy business sector programs using a three-year baseline from 2019 through 2021 (*Table 4*). Progress will be measured from October 2022 through March 2024.

[10] Xcel Energy's approved 2021–2023 Triennial Plan combined Residential Heating and Residential Cooling programs. For purposes of this addendum, historic participation and goals have been combined to stay consistent with program reporting.

Table 4: Business Energy Efficiency Focus Area Goals for Phase 2 Implementation

Business Energy Efficiency	Baseline Participation	Implementation Phase 2 Target
Energy Design Assistance	3	3
Energy Efficient Buildings	5	12
HVAC +R Efficiency	32	57
Lighting Efficiency	92	110
Business Energy Assessments[11]	2	5
Small Business Lighting	43	58

To measure the success of new strategies in the Electric Vehicle and Charging Infrastructure focus area, Minnetonka has set a goal to increase EV ownership, aligning with Minnesota Department of Transportation's goal for 20% of all passenger vehicles to be EVs by 2030. The goal of this plan is to increase the number of registered EVs in the city 107% by 2030, resulting in 1,000 registered EVs in Minnetonka. The City will monitor the number of EVs owned in Minnetonka annually and Implementation Phase 2 target will be measured at the end of 2024, when updated vehicle registration data is available. As of December 2021, there were 484 EVs registered in Minnetonka.[12]

Table 5: 2030 Electric Vehicle Goal

	Actual 2021	Implementation Phase 2 Target	Goal 2030
EVs registered in Minnetonka	484	129	1,000

[11] Business Energy Assessments is a new program from Xcel Energy starting in 2022. Baseline participation includes historic participation in the Recommissioning and Turn-Key Assessment programs, which are now a part of the Business Energy Assessments program.

[12] Minnesota Department of Transportation Electric Vehicle Dashboard, http://www.dot.state.mn.us/sustainability/electric-vehicle-dashboard.html, accessed June 14, 2022.

Sustainability Commission Agenda Item 7B
Meeting of September 20, 2022

Title: Sustainable Minnetonka Awards

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 has received eight application submissions for the Sustainable Minnetonka Awards.

Recommended Action

Review each project prior to the Sept. 20th sustainability commission meeting, listen to presenters (if available), and vote on winners for each award category.

Strategic Profile Relatability

☐Financial Strength & Operational Excellence ☐Safe & Healthy Community
☒Sustainability & Natural Resources ☐ Livable & Well-Planned Development
☐Infrastructure & Asset Management ☐ Community Inclusiveness
☒ N/A

Statement: N/A

Background

Voting Process: Commissioners should review all application submittals received by the city (located within this report) prior to the July 19th sustainability commission meeting. At the meeting, each item will be described (either by city staff or by the applicant). After all the items have been described, the commission will complete their vote for winners via paper ballots provided by staff. Staff will count votes and announce winners at the meeting.

Application Submittals: The following pages are descriptions of each project submitted for the 2022 Sustainable Minnetonka Awards.

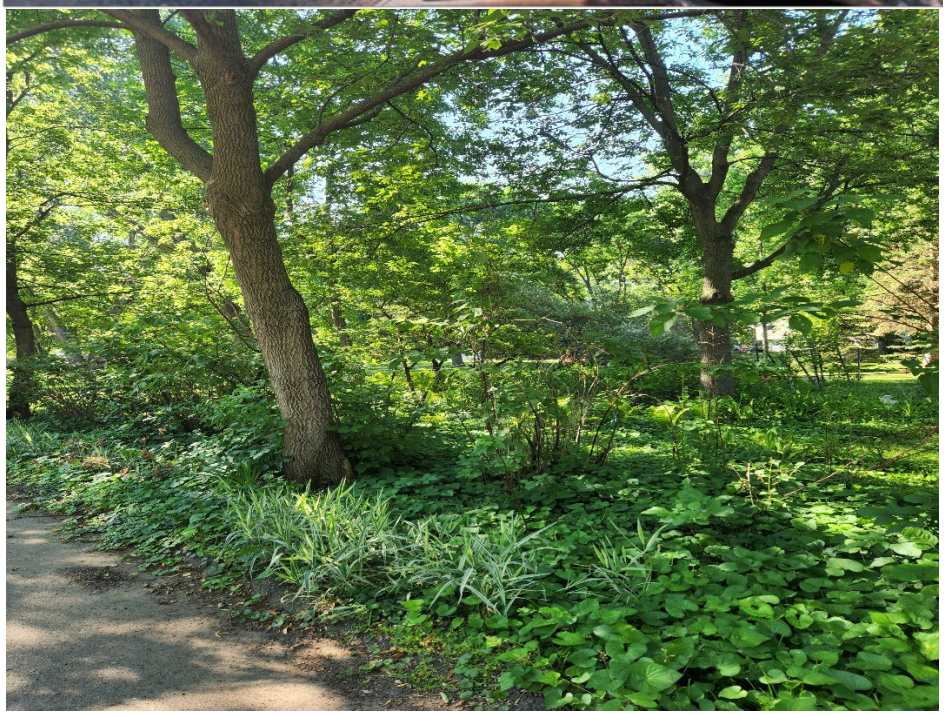
Category	Number of Submittals
Energy	1
Landscape	4
Water	2
Waste	0
Young Adult	1
Total	**8**

ENERGY

Applicant: Mike Voss, Dominium Director of Communications (Developer)
Address: 10987 Bren Road East
Description: Preserve at Shady Oak consists of 220 affordable multi-family homes, located in Minnetonka, MN. Built in conjunction with Bren Road Station, Preserve at Shady Oak is located directly adjacent to the future Opus Station along the Green Line LRT Extension, ensuring that future residents have convenient access to fixed transit for many years to come. Preserve at Shady Oak consists of two buildings, one four-story and one split five-story with underground parking within each building. This development provides affordable workforce housing for families who income-qualify, earning no more than 60% of the Area Median Income. The unit mix consists of 55 one-bedrooms, 121 two-bedrooms, and 44 three-bedrooms. This ambitious redevelopment is a catalyst to the second life of the Opus Business Park, transforming the area into a mixed-use, dense, connected community with housing options for all ages and incomes. Both Preserve at Shady Oak buildings are equipped with rooftop solar panels to reduce the emission of greenhouse gasses and provide clean, renewable energy to the complex. And every unit is equipped with Energy Star rated lighting and appliances. Beneath its shared parking lot, Preserve at Shady Oak also features a stormwater collection tank that feeds the irrigation system for the entire complex. The property also includes many amenities, including a fitness center, bike repair lounge, clubroom with kitchen, an indoor playground and several outdoor playgrounds and play areas, an outdoor pool, and multiple trails around the site.
Attachment:

LANDSCAPE

Applicant: Lisa Linde, Minnetonka Resident
Address: 16505 Temple Circle
Description: The black dirt washes from my neighbor's manicured lawn down the hill to me. We are the lowest being at the bottom of the hill. We planted a 'woods' with bushes and trees that wanted to grow in the clay low land. We have kept the erosion from happening in our yard and it has brought in birds and insects! The shade is wonderful and the deer love it. No more standing water after the rain as what happens with the adjoining yard.
Attachments:

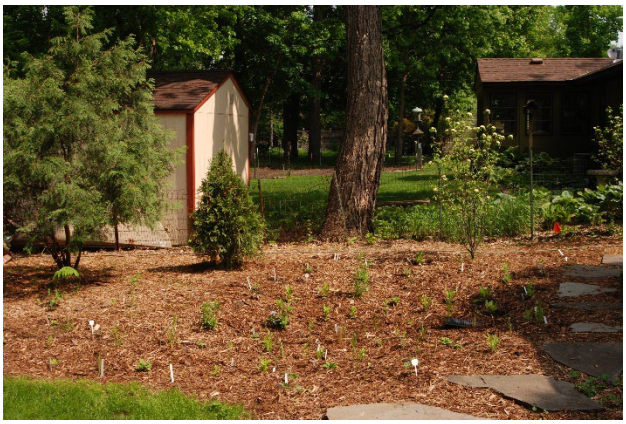


LANDSCAPE

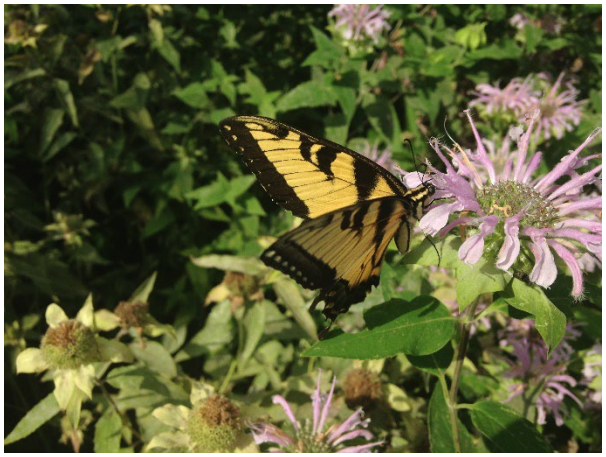
Applicant: Erica Sniegowski, Program and Project Manager at Nine Mile Creek Watershed District (applicant on behalf of the property owners)
Address: 5567 Bristol Lane
Description: Michael and Emilie Kennedy have worked very hard over the past year to remove invasive species from their front yard, converting it to a native woodland ecosystem. They, as well as other neighbors, have received cost share grants from the Nine Mile Creek Watershed District to improve water quality, limit erosion, and improve pollinator habitat. Their project is very visible from the road and a great opportunity for education. Many other neighbors have taken action in removing invasive species in their yard jointly, or in response to this project. The Kennedy's project on 5567 Bristol Lane is a great example of small ecosystem improvements that can be done on a single property scale and expanded throughout the neighborhood as a whole.
Attachment:

LANDSCAPE

Applicant: Dr. Dennis Yockers, Minnetonka Resident
Address: 3648 Hazelmoor Place
Description: My wife and I moved to our ¼ acre Minnetonka property in July 2013. The area was primarily turf grass with a few trees and shrubs. Our first step was developing an integrated natural resources plan for the property. We began by removing all the invasives. Over the past eight years, 75% of the turf grass has been replaced with a variety of plant communities (prairie, wooded, and rain garden). Each year we plant more native species (grasses, sedges, ferns, wildflowers, shrubs, and trees) and there are now over 50 species. In terms of water resources management, a rain garden (RPBCWD grant-funded) was installed. We also utilize a compost pile to reduce our household organic waste. The compost is incorporated into the planting projects. A ten to 20 foot native planting buffer strip now exists around the property's perimeter, which keeps all rainwater on site. The buffer, along with other areas, now provides some aspect of wildlife habitat for over 40 species of birds, 10 mammals, several amphibians, and countless insects (butterflies, moths, bees, wasps). The native plants are extremely important to numerous pollinators. Over the past two years, I have worked with the city's engineering department regarding best management practices for stormwater management. The city will now incorporate native seeding of grasses and flowers in the disturbed areas from road construction. They will also provide tree vouchers for any trees removed during the construction process.
Attachments:




Bee
Safe
Yard



LANDSCAPE

Applicant: LeAnne Jergensen, Minnetonka Resident
Address: 3904 Cottage Lane
Description: We built a new home on almost half acre of land that used to be just grass and an old orchard with one very old tree left. I have spent the last three years planting mostly Minnesota wild flowers and taken out the grass completely. Last fall, I hopefully purchased the last of the wild flower seeds and spread them in the last couple of sections that the rabbits had eaten the flowers out of the first year. Going forward, the plan is just to harvest seeds from existing flowers and planting them if there are any sections that are having issues from the rabbits. We have also put in numerous native trees, many of which flower. For ground cover, we have just mulch that is slowly being covered by flowering plants as they spread. The fenced garden area (to keep the deer out) has mulch but this is now almost completely covered by native wild strawberries that I grew mainly from seeds two summers ago. We also have three rain gardens that native wild flowers love. Throughout the yard we have Service Berries, Choke Berries, and Elder Berries that are native. In the fenced area we have raised garden beds for vegetables. The other half of the fenced area has non-native fruit trees and bushes. We are very proud of our native MN yard and would love to show it off once the flowers start coming up. Sadly, I only have pictures from the initial plantings. Trust me there are so many more flowers and trees that I have added since these pictures were taken.
Attachment:

WATER

Applicant: Mike Voss, Dominium Director of Communications (Developer)
Address: 11001 Bren Road East
Description: Bren Road Station Senior Living consists of 262 affordable multi-family homes, located in Minnetonka, MN. Built in conjunction with Preserve at Shady Oak, Bren Road Station is located directly adjacent to the future Opus Station along the Green Line LRT Extension, ensuring that future residents have convenient access to fixed transit for many years to come. This development provides affordable workforce housing for those over the age of 55, earning no more than 60% of the Area Median Income. The floor plans consist of 59 one-bedrooms, 149 two-bedrooms, and 54 three-bedrooms. This ambitious redevelopment is a catalyst to the second life of the Opus Business Park, transforming the area into a mixed-use, dense, connected community with housing options for all ages and incomes. Bren Road Station contains one seven-story building with rooftop solar panels, Energy Star lighting and appliances, and underground parking. The property also features a shared surface parking lot with Preserve at Shady Oak. Stormwater runoff is directed to several catch basins and directed via pipe to one of three stormwater facilities located under the parking lot. One of these facilities is a water reuse tank; water from this tank is re-used for on-site irrigation for both Bren Road Station and Preserve at Shady Oak, reducing water usage for both properties. The additional underground stormwater facilities outlet to the public sewer system. Bren Road Station contains many additional amenities including a fitness center, theater, clubroom, salon, craft & community rooms, and an outdoor courtyard with lounge deck.
Attachment:

WATER

Applicant: Program and Project Manager at Nine Mile Creek Watershed District (applicant on behalf of the property owners)
Address: Opus 2 Condos 5607-5627 Green Circle Drive, Minnetonka 55343
Description: The Nine Mile Creek Watershed District would like to nominate a MN Water Steward Project, which was funded through our Cost Share grant program. MN Water Steward Maria Klein was instrumental in the completion of an immense raingarden project on the Opus 2 Condominium property. Several parts of construction were delayed from COVID and Maria was instrumental in updating and convincing the Condominium board that the project was worthwhile. The garden both collects water run-off from Green Circle Drive and provides pollinator habitat with native flowers. From Maria — "It's amazing how well the garden has bloomed despite challenges from the day after it was planted (big storm events challenge transplant growth). It has functioned well from its first day, capturing, holding, infiltrating and draining away an impressive volume of rainwater and runoff from the street. This garden makes me proud for several reasons. It looks beautiful – it's kind of a landmark in our neighborhood. It feels good to have done one good thing to help protect and preserve our natural environment and contribute to cleaner water in our community. It was instructive and frankly fun to work with the Nine Mile Creek WD staff, Metro Blooms, and Elliott Design Build to plan and execute the project, and I feel proud that our association accomplished this together. The association board were enthusiastic and responsive, and I feel that we challenged the notion that a condo can't get anything done. I would like to think we are setting a good example to neighbors and passers-by, and it's gratifying to see those signs marking the garden as an official watershed project."
Attachment:

WASTE

No submittals.

YOUNG ADULT

Applicant: Lindsey Leseman, Hopkins West Junior High Community School Coordinator
Address: 3830 Baker Road (Hopkins West Junior High School)
Description: WCCO News Release (Mohs, April 29, 2022)
https://minnesota.cbslocal.com/2022/04/29/hopkins-junior-high-students-send-solar-energy-to-kenyan-villages-in-need/ HOPKINS, Minn. (WCCO) — On Friday, 60 students at Hopkins West Junior High learned just how powerful the sun can be. "If we collected all the energy that the sun was emitting down to us for a day, it would supply the world for a year," said Emily Todd, a seventh-grader. These student also learned that all you need is a little suitcase to utilize its strength. "Today we made switches for solar suitcases that we're sending to Kenya," said Lilyanna Hoskins, a ninth-grader. A U of M student is partnering with "We Share Solar," and she's taking nine solar-powered suitcases that were built in Hopkins to Kenyan villages that specifically lack electricity. "In Kenya, the sun sets at 6, so if you can imagine after that when it's dark…kids can't do their homework, council members can't have their meetings," said Irina Kornberg, the U of M student who raised $20,000 to buy the nine suitcases to bring to Kenya later this year. Kornberg says it was important for her to get kids involved in building the suitcases to use it as a teaching moment. "I feel proud of myself for doing something like this for kids in Kenya," said Halima Aden, a seventh-grader. The students learned that not everyone in this world is lucky enough to have guaranteed electricity to light up rooms and charge their phones and computers. "I'm learning all this stuff I realize how many people don't have these types of things," said Haley Chau, a seventh-grader. For Mohamed Ahmed, a seventh-grader from Somalia, this project is personal. "There was one whole night where we didn't have light or energy in the whole town and it was a very scary night then," said Ahmed. "It makes me feel very good inside that I'm helping my own community." The hope is to keep fundraising and bring more suitcases down to villages in Africa in the future.
Attachment: https://www.youtube.com/watch?v=2dX4OzI8_no

Sustainability Commission Agenda Item 7C
Meeting of September 20, 2022

Title: NexTrex Recycling Program

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

City staff recently became aware of the NexTrex Recycling Program. This program requests that communities collect various types of plastic films and drop them off at collection points to be used by Trex for their products.

Recommended Action

Review program information and recommend if the city should move forward with the program.

Strategic Profile Relatability

☐Financial Strength & Operational Excellence
☒Safe & Healthy Community
☒Sustainability & Natural Resources
☐ Livable & Well-Planned Development
☐Infrastructure & Asset Management
☐ Community Inclusiveness
☒ N/A

Statement: N/A

Background

Collection Items: The NexTrex program collects various types of plastic films, including bread bags, produce bags, newspaper sleeves, pallet wrap and stretch film, salt and ice bags, grocery bags, cereal bags, case overwrap, bubble wrap, wood pellet bags, plastic shipping envelopes, dry cleaning bags, and reclosable food storage bags.

Containers: NexTrex will provide two containers and promotional materials for community program participants. If the city moves forward with the program, staff recommends having them at the Williston Fitness Center and another city campus location.

Award: As part of the program, the city can earn a Trex bench as an award if they collect over 500 pounds of plastic film over a six-month period. Staff will collect and weigh plastic bags prior to dropping them off at collection locations.

Next Steps

If the city moves forward with the program, staff will request that commissioners share collection information with their various networks. In addition, staff will reach out to the local school's earth club advisors to make them aware of the program.

COMMUNITY PROGRAM

NexTrex

plastic film recycling challenge info sheet

1 How does the challenge work?

Determine a six-month collection time period.

Collect a minimum of 500 lbs. or 40,500 plastic film and bags.

Weigh and record amount of film recycled each month.

Deliver the collected plastic film to a participating retailer (see list) for recycling.

Stores prefer smaller and more frequent amounts in the provided bin. Please contact store ahead of time with larger amounts.

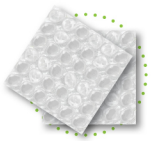
Report recycling totals to Stephanie Hicks, **shicks@trex.com** each month.

What can be recycled?

All plastic must be clean, dry and free of food residue.


Grocery bags

Bread bags

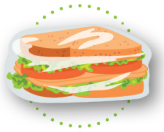

Bubble wrap

Dry cleaning bags

Newspaper sleeves

Ice bags


Plastic shipping envelopes


Ziploc & other reclosable food storage bags


Cereal bags

Case overwrap

Salt bags


Pallet wrap & stretch film


Wood pellet bags


Produce bags

2 What does Trex provide?

- Two recycling bins
- Posters
- Award

3 Award

- If goal is met or exceeded, group will receive a Trex bench.

register on the website: **trex.com/recycling**

Sustainability Commission Agenda Item 7D
Meeting of September 20, 2022

Title: Climate Action and Adaptation Plan (CAAP)

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

On Nov. 9, 2021, the sustainability commission voted to add the following items to their 2022 work plan (see item 7C for full report):

- Q1-Q3: Research grant opportunities and provide recommendations for parameters for CAAP. Submit information to the city council for final approval.
- Q4: Publish a request for proposals (RFP) for a consultant to assist with the creation of a CAAP.

Staff is requesting the sustainability commission provide information about items they would request be included in the development of a future CAAP and items that they highly value. This will help guide staff as the request for proposals/qualifications is developed.

Recommended Action

Review other cities' climate plans and identify issues that should be prioritized by Minnetonka's Climate Action and Adaptation Plan.

Strategic Profile Relatability

☐Financial Strength & Operational Excellence
☒Sustainability & Natural Resources
☐Infrastructure & Asset Management
☐Safe & Healthy Community
☐ Livable & Well-Planned Development
☐ Community Inclusiveness
☐ N/A

Statement: The future climate action and adaptation plan will continue the City of Minnetonka's commitment to being a leader in environmental protection and best practices.

Background

What is a Climate Action and Adaptation Plan?

A climate action and adaptation plan is a guide for how the city will reduce greenhouse gas emissions and protect the environment. In addition, this plan also provides an outline for how to prepare for inevitable climate impacts. Overall, the plan takes a holistic view of sustainability by selecting multiple areas of focus and creating strategies and goals to improve, protect, or limit impacts on our environment. Due to the various focus areas, there may be several different measurement goals used to determine overall success; however, typically, these plans have a greenhouse gas reduction goal that is set for a certain year in the future (5, 10, 20 years, or more). For instance, a climate action and adaptation plan will focus on energy reduction but may also address the other items including, but not limited to:

- Adaptation for extreme heat, stormwater, and drought;
- Building efficiency and management;
- Community health;
- Solid waste and recycling;
- Water and stormwater;
- Local food;
- Ground cover;
- Transportation; and
- Land use.

What will be in the CAAP?

The items listed above are the typical sections of a climate plan. The future climate action and adaptation plan could include most of these topic areas. It will also include, but not be limited to:

- A vulnerability assessment (for human, built environment, and natural environment vulnerabilities);
- Complete greenhouse gas emission inventory for city operations and community-wide activities;
- Additional tools to track progress for city operations and community-wide emissions reductions or other goals;
- Community engagement planning process; and
- Engagement opportunities for underrepresented communities.

How will this plan fit with our Energy Action Plan?

The city's CAAP will most likely not be completed until late 2023 or early 2024. As that document is being developed, the city will continue to work on initiatives laid out in the energy action plan while the community works to create the CAAP.

Long term, staff envisions the city's energy action plan either being a chapter/section or incorporated within the climate action and adaptation plan. There may be additional energy initiatives added, but there should be several energy action plan strategies integrated into the new plan.

Who will be involved with the creation of the plan?

The consultant team, city staff, and the sustainability commission will make up the participants of the working group. However, outside experts may be invited to provide additional

information/details, and the city expects significant community outreach and engagement to help determine community values around the natural environment and infrastructure.

What other climate plans exist?

Below are links to a few local communities' climate action plans that the commission may review for inspiration or ideas about what they would want to be included in the City of Minnetonka's CAAP.

Only a few of Minnetonka's comparable cities currently have a climate plan (four out of 12). Below is a list of these cities and a link to their climate plans.

- Burnsville
- Eden Prairie
- Edina
- St. Louis Park

Below are links to larger, non-comparable cities and Hennepin County's climate action plans.

- Minneapolis
- St. Paul
- Hennepin County

What climate plan grants are available?

Staff did submit but was not able to obtain the Minnesota Pollution Control Agency's Planning Grants for Stormwater, Wastewater, and Community Resilience grant.

Staff continues to search for climate plan grant opportunities; however, grants are very competitive and typically have an emphasis on environmental justice, which the City of Minnetonka does not qualify based on MPCA definitions.

The state legislature is currently reviewing a bill that would create a $5 million program to offer dollar-for-dollar matching climate action plan grants. As currently written, grants would be available for up to $50K for cities, counties, and school districts, and the proposed funding would be available until the end of 2023. The proposed bill has not passed; however, staff will continue to monitor its progression. Below are links regarding the bill:

HF 2200 Status
HF 2200 Story

What are our next steps?

- Sept. 20, 2022: The sustainability commission provides recommendations on what they would like to see incorporated into the CAAP
- October 2022: Staff prepares the CAAP request for consultants
- November 2022: City advertises request to consultants
- December 2022: Applications due
- January 2023: The city selects a consultant
- February 2023: Community begins work on creating CAAP

Key Questions for Sustainability Commissioners

- What subjects do you want to prioritize in the Climate Action and Adaptation Plan?
- Are any focus areas missing?
- What area of the plan most excites you?
- What expertise or skills do you want to see in a consultant?
- Identify underrepresented communities that should be considered when conducting outreach.

Sustainability Commission Agenda Item 7E
Meeting of September 20, 2022

Title: Solar Energy Systems Ordinance Update

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

The City of Minnetonka has allowed photovoltaic (PV) solar equipment as an accessory use on buildings and freestanding structures in all zoning districts; however, city code only allows solar equipment in residential districts.

As such, the city will be updating its city code to allow solar energy systems in all districts and clarify solar energy system standards.

Recommended Action

Review the information and provide questions/comments.

Strategic Profile Relatability

☐Financial Strength & Operational Excellence
☐Safe & Healthy Community
☒Sustainability & Natural Resources
☐ Livable & Well-Planned Development
☐Infrastructure & Asset Management
☐ Community Inclusiveness
☐ N/A

Statement: link to strategic profile

Background

Solar in Minnetonka: The City of Minnetonka has several homes and businesses that have elected to invest in solar energy systems. On-site solar has substantial upfront costs; however, residents and businesses that invest in solar energy systems have significantly lower energy costs over the lifetime of the equipment. The city has encouraged community members to invest in solar energy systems by hosting solar power hours and providing educational information at various city events.

	Residential	Business
Estimated Total Number of Solar Installations	214	37
Number Installed in 2021	16	4

Existing City Code: Minnetonka city code currently allows solar equipment in all residential districts as an accessory use. The city has allowed solar energy systems in non-residential districts (office, commercial, industrial); however, there is not a specific ordinance permitting them within these areas. The staff has allowed solar energy systems with the interpretation that this equipment is similar to other rooftop equipment, which does not require special approval. In addition, the city code does not define solar equipment or have any performance standards for it.

Proposed Changes: Staff will be proposing that the Minnetonka City Code be amended to include solar energy systems as accessory uses in all zoning districts and that the city adds solar energy system definitions and performance standards. These changes will not restrict community members' ability to invest in solar but instead will clarify the rules around installing this equipment. Below are the first drafts of the proposed changes to the ordinance, which will later be brought to the planning commission and city council.

DEFINITIONS

- "Solar Energy System" (SES) is a system whose primary purpose is to harvest energy by transforming solar energy into another form of energy, or transferring heat from a collector, to another medium using mechanical, electrical, or chemical means.
- "Ground Mounted Solar Energy System" is a freestanding solar energy system mounted directly to the ground using a rack, pole, or other base.
- "Roof Mounted Solar Energy System" is a solar energy system located on the roof of a building, backside of a parapet wall, or stage loft.
- "Wall Mounted Solar System" is a solar energy system located on the wall of a building.

ACCESSORY USE

- Ground Mounted, Roof Mounted, and Wall Mounted Solar Energy Systems are permitted as an accessory use in all zoning districts.

PERFORMANCE STANDARDS

- General Provisions
    - Roof Mounted Solar Energy Systems and Wall Mounted Solar Energy Systems shall comply with all location, setback, size, and height requirements of its attached structure.
    - Ground Mounted Systems shall comply with all location, setback, size, and height standards relating to accessory structures. Ground-mounted solar energy system height shall be measured from the top of the grade to the highest point of the structure at its maximum designed height.
    - Solar Energy Systems collector surfaces shall be oriented so as to not direct glare towards neighboring windows. Where necessary, screening may be required to address glare.

    - Solar energy collector devices less than one (2) square foot in area and generally used for garden decoration, exterior accent lighting, lawns, and flagpoles are exempt from the requirements of this section.
    - Accessory SES installed by a government agency or public utility on light poles, signs, transit shelters, within the public right of way, easements, and city-owned property are exempt from the provisions of this section.
- Safety
    - Solar energy systems and all components thereof shall meet the minimum manufacturer standards, if any, as required by the Minnesota State Building Code, including the Plumbing Code, Electrical Code, Energy Code, and Fire Code, as applicable.
    - Any Solar Energy System found to be unsafe by the building official or designee shall be repaired by the owner to meet all code requirements or removed as directed.
    - If any SES remains nonfunctional or inoperative for a continuous period of twelve (12) months, the system shall be deemed to be abandoned and shall constitute a public nuisance. The owner shall remove the abandoned system at their expense after any required permits have been obtained. Removal includes the entire structure, including transmission equipment and footings.

Sustainability Commission's Task:

- Receive the staff's presentation and provide questions/comments about the potential ordinance amendment.

Next Steps:

- The planning commission will review and provide a recommendation regarding the ordinance amendment.
- The city council will make a final decision regarding the ordinance by the end of the year.