



Sustainability Commission Agenda

Nov. 15, 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: Sept. 20, 2022

5. Report from Staff:

- A. Sustainable Minnetonka Awards
- B. Solar Energy System Ordinance Update
- C. Young Adult Sustainability Commission Position
- D. Home Energy Squad Presentation
- E. Climate Action and Adaptation Plan Update
- F. City Electric Vehicles

6. Report from Sustainability Commission Members

7. Agenda Items

A. 2022 Work Plan Update

- Recommendation: Listen to the presentation, ask questions, submit 2022 work plan update to city council.
- Staff Member: Drew Ingvalson

B. 2023 Work Plan

- Recommendation: Recommend city council approve the 2023 Sustainability Commission Work Plan.
- Staff Member: Drew Ingvalson

Sustainability Commission Agenda

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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
Meeting Minutes**

Sept. 20, 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 Ashley Pattain were present. David Ingraham and Harapanahalli Muralidhara were absent.

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

3. Approval of the Agenda

Henry moved, second by Pattain, to approve the agenda as submitted with a procedural correction provided in the change memo dated Sept. 20, 2022.

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

4. Approval of Sustainability Commission May 17, 2021 Meeting Minutes

Henry moved, second by Avalos, to approve the May 17, 2021 meeting minutes as submitted.

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

5. Report from Staff

Ingvalson gave the staff report:

- Two electric vehicle (EV) chargers have been installed in the community center parking lot, and two are located in the city hall parking lot. The city's fleet of vehicles now includes two electric vehicles.
- Sustainability Commissioners attended the farmer's market once a month during the summer to connect with residents and hand out LED light bulbs.

- There was a solar event in July to educate residents on how to go about utilizing solar power. Ninety percent of visitors stated that they heard about the event from the Minnetonka Memo.
- The Everything Electric event was a success with 150 visitors being provided the opportunity to learn more about electric vehicles, lawnmowers, bikes, and other electric equipment.
- Commissioners toured an organics recycling center in Shakopee in July. Compost has to be over 130 degrees for at least three consecutive days to kill pathogens.
- Signs were added at city hall to identify what items may be put into the organic recycling containers.
- Staff is working to obtain an interested candidate under the age of 25 to serve as a sustainability commissioner.
- Commissioners will be needed to attend Minnetonka's open house and winter farmer's markets.
- The commission will begin creating a work plan at a meeting in November. Please provide staff with ideas by the middle of October.

6. Report from Sustainability Commission Members

Chair Golob attended the successful electric event. There was a lot of interest. The solar-power hour had 40 residents interested in solar power.

Chair Golob stated that the composting tour was very interesting. The equipment used to operate the compost site is very expensive. Oxygen is utilized to eliminate a bad smell. Hennepin County is considering creating a centralized anaerobic digester.

Henry explained his reasons for supporting the proposed bulk deicer ordinance.

Henry stated that information on solar power options is available on the city's website. Staff learned that the majority of companies that provide solar power do not have cancellation of service penalties but instead require a 60-day notice for closing an account.

Chair Golob's stated that he had a very positive experience utilizing solar power at his residence.

Henry would like information on heat pumps added to the city's website.

7. Agenda Items

A. Energy Action Plan

Ingvalson introduced Megan Weck and Marisa Bayer from the Center for Energy and the Environment and Tami Gunderzik from Xcel Energy.

Marisa Bayer and Megan Weck, facilitators with the Partners in Energy program, introduced themselves. Ms. Bayer provided a presentation on the update to Minnetonka's Energy Action Plan. Ms. Bayer stated that:

- The goal is for Minnetonka to reduce its energy-related greenhouse gas emissions by 160,000 metric tons of CO₂ equivalent (MTCO₂e) before the end of 2030.
- Three focus areas that will be utilized to reach that goal are multi-family buildings, residential energy efficiency, and renewable energy.
- Minnetonka reduced its greenhouse gas by 10,855 MTCO₂e in 2021.

Ms. Weck stated:

- Minnetonka's vision is to be the community of choice for people who care about responsible energy stewardship. Minnetonka will lead the metro in efficient energy management.
- Strategies that will be utilized to assist in meeting the goal include:
 - Awarding sustainable Minnetonka awards.
 - Keeping the website up to date
 - Updating the development review and permitting process to share information about energy efficiency and electronic vehicles.
 - Creating opportunities to share energy efficiency and renewable energy resources with residents.
 - Promoting access to no-cost energy audits for multi-family buildings.
 - Educating homeowners.
 - Promoting the adoption of energy-efficient behaviors.
 - Identifying the next steps to remove barriers for the adoption of community solar gardens.
 - Increasing participation in renewable energy programs.
 - Launching a broad outreach campaign to businesses.
 - Promoting access to no-cost energy audits for non-profit organizations.
 - Hosting electric vehicle ride and drive events.

Anderson asked if it would be possible to lease an electric vehicle. Ms. Bayer explained that there is a strategy to advocate auto dealerships to provide a leasing option for electronic vehicles.

In response to Avalos' question, Ms. Weck stated that small to medium-sized businesses would be the initial focus because they usually need more support. Ingvalson explained that the city is working on providing loans for businesses to fund sustainable, efficient equipment.

In response to Pattain's question, Ingvalson explained that the loan programs are in the process of being created. There would be some type of incentive, such as a better interest rate than what is provided by a lender. Another benefit would be a saving in utility costs.

Henry asked if a stamp of approval could be given to a business that meets certain standards. Ms. Bayer stated that some cities provide a window decal for businesses to display to show that the business meets the requirements for its recognition program.

In response to Boor's question, Ms. Bayer answered that strategies are identified in Minnetonka's plan to include groups who have been marginalized and attract a broader range of participants, such as those who may not have thought it possible for them to participate, such as renters residing in multi-family apartments.

Chair Golob thanked Ms. Bayer and Ms. Weck for the presentation and the continuation of the program.

Avalos asked if a study had been done to identify how a resident of Minnetonka without a vehicle would reach commercial areas and, if not, to look into doing one. Ingvalson explained that the city's website provides walkability scores for each neighborhood. The neighborhoods are reassessed each year, and the results are submitted to Green-Step Cities. That is something the city is working on improving by adding more trails and connections.

In response to Avalos' question, Ingvalson explained that it could be difficult to reach landlords who rent space to business tenants since they may be located outside of the area. The staff has access to landlords' contact information and does reach out to them. Avalos acknowledged the difficulty of a landlord who may not want to pay the up-front cost to install an electric charger even though it may benefit the businesses in close proximity by encouraging an electric vehicle owner to spend more time in the area.

Anderson supports creating more walkability and doing the research to make that happen.

Pattain appreciates the focus on working with more businesses. She understands that there is a lot of opportunity for a big-box business to increase its energy efficiency. She likes that the focus would start with local businesses. She supports the city by providing resources to businesses to support them in increasing their energy efficiency. She

appreciates the Thrive newsletter being sent to every business to get the information to the businesses. Customers will see the improvements businesses are making, and it could possibly prompt them to make similar improvements at home.

Henry moved, second by Avalos, to recommend that the city council approve the Energy Action Plan. Anderson, Avalos, Boor, Henry, Pattain, and Golob voted yes. Ingraham and Muralidhara were absent. Motion carried.

B. Sustainable Minnetonka Awards

Ingvalson reported. Staff recommends that commissioners review each application and vote on a winner for each category.

Energy Category:

- Ingvalson described the project submitted by Dominion.

Landscape Category:

- Ingvalson described Lisa Linde's project, which eliminated erosion and standing water on her residential property.
- Ingvalson described the application submitted by the Nine Mile Creek Watershed District on behalf of the property owners at 5567 Bristol Lane, who removed invasive species, planted native species, and educated their neighbors on how they can do the same thing.
- Dr. Dennis Yockers explained his project included planting a 10-foot to 20-foot buffer strip around his residential property to prevent water runoff from leaving his property. He installed a rain garden after receiving a grant from the Riley-Purgatory-Bluff-Creek Watershed District and removed invasive species. There are now over 50 species of native plants on the property which have attracted over 40 species of birds at different times of the year. He is most proud of the city's response to his suggestions. The engineering department agreed to stop its practice of automatically placing sod along streets after a street improvement project is completed to give a landowner a choice to plant native plants and grasses instead. He also assisted with a church implementing a 20-foot strip of native plantings and tying its rain garden into a stormwater system. He is adding a water retention feature to his property next year. He thinks more residents will make improvements when they see examples. He appreciates the city's work on this.
- Leanne Jorgenson explained how she and her husband planted vegetation to support bees, birds, and butterflies in addition to a food garden. They harvested seeds from the milkweed and asters and

designed, purchased, and installed an automated irrigation system. The yard has been filled out, and seeds will be collected and planted to fill in the empty spots. Buckthorn trees, creeping Charlie, and garlic mustard have been eradicated. The property has 74 kinds of native flowers, seven native bushes, 15 types of fruit, 24 trees, five raised-vegetable beds, and three rain gardens. She appreciated being considered for the award and invited commissioners to visit her yard.

Water Category:

- Ingvalson described the application submitted by Mike Voss for the Dominion project at 11001 Bren Road East. The project connected three stormwater catch-basin runoff pipes to three underground storage facilities. One of the facilities is a water reuse tank. The water from the tank is used for on-site irrigation of Bren Road Station and the Preserve at Shady Oak.
- Maria Kline presented the project submitted by the Nile Mile Creek Watershed District that cleaned out a plugged drain pipe and created a rain garden on the property at 5607-5627 Green Circle Drive. The rain garden had to be replanted three times due to storms, but it is growing well now. She hopes it serves as a good example to neighbors.

Young Adult Category:

- Lindsey Leseman, the Hopkins West Junior High Community School Coordinator, described the project that received funding from Share Solar to enable students to build nine solar suitcases that were shipped to Nairobi last spring to be used in areas where there is no energy. The students will see footage of the devices in action. We Share Solar has received another grant to allow six more solar cases to be completed by classrooms.

Ingvalson explained that Gordon would collect commissioners' votes in a hat, and the city council will present awards to the winners at a meeting later this fall or winter. All of the applicants and winners will be recognized in the Minnetonka Memo, on social media sites, and on the city's website.

Chair Golob thanked those who submitted applications and applauded their efforts to support the environment. He would like commissioners to visit the sites. He felt that all of the applicants are winners.

Gordon tabulated the votes and announced the winners:

- Energy Category: Dominion

- Water Category: Maria Kline presented the application submitted by the Nile Mile Creek Watershed District for a project Opus 2 property at 5607-5627 Green Circle Drive.
- Young Adult Category: Hopkins West Junior High Community School student-solar-suitcases-for Nairobi project.
- Landscape Category: Dr. Dennis Yockers and Leanne Jorgenson

C. NexTrex Recycling Program

Ingvalson reported.

Anderson noted that Target by Ridgedale already has a NexTrex drop-off container, but the more drop-off sites there are, the better.

Henry confirmed with Ingvalson that the city would have two drop-off containers. Henry stated that his employer might be able to provide 500 lbs. of items to be recycled at once, which may require a larger collection container.

Anderson confirmed with Ingvalson that information detailing what type of clean plastic may be recycled using the NexTrex containers would be posted on the collection containers.

Chair Golob suggested a container be located at the public works and city hall buildings for the public to utilize. He supports the proposal.

Henry supports the proposal. He agrees with locating a collection container at public works. He suggested the city do what it can to require businesses to utilize biodegradable bags.

Avalos thought this would provide a good opportunity to educate people on what plastics should not be placed with regular recycling.

Anderson moved, second by Pattain, to approve the NexTrex recycling program.
Anderson, Avalos, Boor, Henry, Pattain, and Golob voted yes. Ingraham and Muralidhara were absent. Motion carried.

D. Climate Action and Adaptation Plan

Ingvalson reported.

Anderson likes the focus on total emissions and supports attention being paid to climate changes occurring during the last year, such as droughts and an increase in the number of storms.

Boor supports emphasis being placed on creating a stormwater infrastructure for the city to handle large storm events as climate change progresses.

Boor favors the city becoming more walkable and bikeable by utilizing mixed-use developments to allow a resident to walk across the street from one's home to get groceries. She lives near Ridgedale Center and rarely has to drive anywhere to meet her basic needs. She promotes that type of livability being expanded throughout Minnetonka.

Henry would like the emphasis placed on planning for flood and drought events.

Henry supports the greenhouse gas inventory being completed. In response to Henry's question, Ingvalson explained that individual residences would not be included in the greenhouse gas inventory due to privacy rules, but a city-wide inventory of residences would be collected.

Henry would like the consultant to have a background in scope one, scope two, and scope three accounting to be able to act meticulously.

Pattain would like to make sure renters in multi-family residences are represented by inviting renters and board members of condominiums to be part of the process.

Avalos suggested making a solar garden cooperative more accessible to renters by decreasing the required time-period commitment for participants to subscribe to a solar garden. Another beneficial climate change initiative would be to make the city more walkable.

Henry agrees with the importance of including renters in the initiatives. He would like language included in the climate action and adaptation plan to reduce the city's salt usage for the deicing of roads.

Boor agreed. She supports including an adaptation plan in the climate action and adaptation plan to combat environmental issues caused by road salt, chloride, and higher water temperatures.

Chair Golob stated:

- He supports prioritizing environmental justice.
- He likes the inclusion of "adaptation" in the title climate action and adaptation plan.
- Completing a vulnerability assessment and addressing the identified vulnerabilities is important.
- He agrees with completing a greenhouse gas emissions inventory for city operations and community-wide activities.

- A consultant must be familiar with numbers and be analytical.
- He suggests having a section that provides examples of actions that individuals can take to prevent climate change.
- Community engagement is critical and necessary to be successful. It would be well worth it.

Chair Golob confirmed with Ingvalson that a request for qualifications would be completed before a request for a proposal.

Chair Golob stated that the consultant should have already written a climate action and adaptation plan and should be able to provide an example of one they have already written.

Chair Golob appreciated moving forward with Minnetonka creating and adopting a climate action and adaptation plan.

E. Solar Energy System Ordinance Update

Ingvalson reported.

Avalos asked if residences with existing solar energy systems would be grandfathered into the new ordinance requirements or how many would be impacted. Ingvalson answered that the city has been permitting solar energy systems in a similar way, so existing solar energy systems should be compliant with the proposed ordinance update.

Avalos asked where the screening would be located to reduce glare. Ingvalson explained that a solar energy system user would be required to provide screening, preferably with vegetation, to block glare from the panels if the glare would enter a neighboring residence's window.

Henry asked if a solar system array could be located in the front yard of a residence. Ingvalson explained that a detached solar array would be treated the same as a detached accessory structure which would not be allowed in a residential front yard. A solar system taller than 12 feet in height would require approval of a conditional use permit.

In response to Henry's question, Gordon stated that wind turbines are allowed in Minnetonka with a conditional use permit. Each district's height regulations would apply.

Avalos supports the proposed solar-energy-system-ordinance update. Having definitive, written guidelines detailing where and how solar systems are allowed would be helpful.

Anderson agrees with Avalos and the staff's recommendation.

Pattain agrees with Avalos. Sometimes a person assumes something cannot be done if regulations for it cannot be found. She supports the staff's recommendation.

Henry would like to see the solar-energy-system regulations included on the city's website. He agreed that consistency is important. He supports the staff's recommendation.

Boor agreed that it is helpful to lay out the regulations and options. She supports allowing a solar-energy system to be located in the front yard of a residence.

Chair Golob agreed that providing clear regulations for solar systems is important.

8. Other Business

Chair Golob noted that commissioners are invited to attend the Annual City County Climate Action Conference scheduled to be held on Oct. 6, 2022. There are afternoon and evening sessions that may be viewed by Zoom.

9. Adjournment

Boor moved, second by Henry, to adjourn the meeting at 9:08 p.m. Motion carried unanimously.

By: _____
Lois T. Mason
Planning Secretary



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

Title: 2022 Sustainability Commission Work Plan 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

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

Recommended Action

Review, discuss and recommend the submittal of the 2022 work plan update.

Strategic Profile Relatability

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

Statement: [link to strategic profile](#)

Background

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

Work Plan Update Highlights

Below are a few completed task highlights from the 2022 work plan update:

- The city hosted various sustainability educational opportunities for community members, such as:
 - o [Organics Recycling](#) webinar, attended by 32 people;
 - o Solar Energy Systems (Solar Power Hour), attended by 36 people; and
 - o Home Energy Audits (Home Energy Squad), attendance not available.
- In 2022, the sustainability commission members and staff served as ambassadors at nine (9) city events (Summer Farmers Market, Summer Fest, Winter Farmers Market, and City Open House).
 - o Staff and commissioners handed out free LED light bulbs, gave out sustainability handouts, and spoke with community members about various sustainability topics.
- Commission members, city staff, and community volunteers attended three energy action plan workshops in May and June 2022. These workshops led to the city's approved Energy Action Plan addendum.
- On July 24, 2022, the city hosted its inaugural "Everything Electric" event. Staff estimates that 160 guests visited this new event.
- The commission reviewed and provided comments on the city's solar energy system ordinance update.
- The commission selected winners of the city's inaugural Sustainable Minnetonka Awards. The city received eight applications for these awards.

Meeting Objectives

Staff is requesting input from the sustainability commission on the completed tasks provided in the work plan update. This is also an opportunity for the commission to ask questions or discuss further work needed from the 2022 work plan.

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

Future Submittals

In Winter 2023/2024, the sustainability commission will be required to submit an annual update on the 2023 work plan to the city council.

2022 Sustainability Commission (SC) Work Plan Update

City of Minnetonka

1st Quarter

Area	Items	Status
Events and Outreach	<ul style="list-style-type: none"> ✓ Ambassador events (Winter Farmer’s Market)* AS AVAILABLE ✓ Share sustainability programs and initiatives (Home Energy Squad visits, Energy Action Plan, Climate Action Plan, renewable resource options, etc.) with personal networks to spread awareness in the community ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable 	<ul style="list-style-type: none"> ✓ Commissioners and staff shared various sustainability handouts at the February and March Farmer’s Markets
Education and Recognition	<ul style="list-style-type: none"> ✓ Sustainable Minnetonka Awards <ul style="list-style-type: none"> ○ Review final eligibility rules ○ Finalize selection parameters ○ Determine the date for recognition 	<ul style="list-style-type: none"> ✓ The SC discussed organics recycling promotion at their 1/18 meeting ✓ The SC discussed award guidelines at their 1/18 meeting
Input and Support	<ul style="list-style-type: none"> ✓ Energy Action Plan <ul style="list-style-type: none"> ○ Recommend programs/events that could enhance the plan ○ Recommend focus areas for the plan update ✓ Provide recommendations on how to promote organic recycling 	<ul style="list-style-type: none"> ✓ The SC recommended business outreach and electric vehicle adoption as energy action plan focus areas at their 3/15 meeting
Learning	<ul style="list-style-type: none"> ✓ Attend tour or presentation *AS AVAILABLE 	<ul style="list-style-type: none"> ✓ MN House Rep. Patty Acomb presented to the SC on 3/15 on the UN Climate Change Conference she attended
Partnerships	<ul style="list-style-type: none"> ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others 	<ul style="list-style-type: none"> ✓ N/A
Other	<ul style="list-style-type: none"> ✓ Research opportunities to apply for grants (programming, events, resident/business programs, climate action, and adaptation plan) 	<ul style="list-style-type: none"> ✓ The city unsuccessfully applied for an MPCA climate resilience-planning grant.

2022 Sustainability Commission (SC) Work Plan Update

City of Minnetonka

2nd Quarter

Area	Items	
<p>Events and Outreach</p>	<ul style="list-style-type: none"> ✓ Potential ambassador events (Summer Festival, Summer Farmer's Market)* AS AVAILABLE <ul style="list-style-type: none"> ○ Obtain public input on energy action plan update ○ Obtain public input on CAAP creation ✓ Share sustainability programs and initiatives (Home Energy Squad visits, Energy Action Plan, Climate Action Plan, renewable resource options, etc.) with personal networks to spread awareness in the community ✓ Plan for the "Everything Electric" event ✓ Plan for solar energy event (Solar Power Hours) ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable 	<ul style="list-style-type: none"> ✓ SC and staff provided sustainability handouts and spoke with residents about sustainability items at the Summer Fest and 6/28 Farmer's Market ✓ The city hosted an Organics Recycling webinar on 4/26 ✓ City scheduled Everything Electric and solar events
<p>Education and Recognition</p>	<ul style="list-style-type: none"> ✓ Sustainable Minnetonka Awards <ul style="list-style-type: none"> ○ Post the application on the city website ○ Promote awards on various city platforms and with SC sphere of influence 	<ul style="list-style-type: none"> ✓ The city promoted the awards via social media, Minnetonka Memo, the city website, and email subscribers
<p>Input and Support</p>	<ul style="list-style-type: none"> ✓ Energy Action Plan <ul style="list-style-type: none"> ○ Attend Workshops with Energy Action Team ○ Provide input and recommendations for medium/long-term initiatives and goals ✓ Discuss parameters for the Climate Action and Adaptation Plan (CAAP) ✓ Discuss and provide input on sustainability commission learning opportunities (presentations/tours) 	<ul style="list-style-type: none"> ✓ SC members attended three Energy Action Plan workshops (5/10, 5/24, and 6/14) ✓ SC provided CAAP comments at 9/20 meeting ✓ SC voted on education opportunity preferences at the 5/17 meeting
<p>Learning</p>	<ul style="list-style-type: none"> ✓ Attend tour or presentation *AS AVAILABLE 	<ul style="list-style-type: none"> ✓ N/A
<p>Partnerships</p>	<ul style="list-style-type: none"> ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others 	<ul style="list-style-type: none"> ✓ N/A

2022 Sustainability Commission (SC) Work Plan Update

City of Minnetonka

<p>Other</p>	<ul style="list-style-type: none"> ✓ Review and approve sustainability commission bylaws ✓ Elect Chair and Vice-chair ✓ Research opportunities to apply for grants (programming, events, resident/business programs, climate action, and adaptation plan) and prepare RFP for climate action and adaptation 	<ul style="list-style-type: none"> ✓ SC approved bylaws at the 3/15 meeting ✓ SC elected chair and vice chair at the 3/15 meeting
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3rd Quarter

<p>Area</p>	<p>Items</p>	
<p>Events and Outreach</p>	<ul style="list-style-type: none"> ✓ Potential ambassador events (Summer Farmer’s Market)* AS AVAILABLE <ul style="list-style-type: none"> ○ Obtain public input on CAAP creation ✓ Share sustainability programs and initiatives (Home Energy Squad visits, Energy Action Plan, Climate Action Plan, renewable resource options, etc.) with personal networks to spread awareness in the community ✓ Host Everything Electric Event *AS AVAILABLE ✓ Host solar energy event (Solar Power Hour) *AS AVAILABLE ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable 	<ul style="list-style-type: none"> ✓ SC and staff provided sustainability handouts and spoke with residents about sustainability items at the 7/26, 8/30, and 9/27 Farmer’s Markets ✓ SC hosted the inaugural Everything Electric event on 7/24 ✓ The city hosted a Solar Power Hour presentation on 7/14
<p>Educational and Recognition Material</p>	<ul style="list-style-type: none"> ✓ Present and promote winners of the Sustainable Minnetonka Awards 	<ul style="list-style-type: none"> ✓ SC selected inaugural Sustainable Minnetonka Award winners at the 9/20 meeting
<p>Input and Support</p>	<ul style="list-style-type: none"> ✓ Provide input on Climate Action and Adaptation Plan (CAAP) 	<ul style="list-style-type: none"> ✓ SC provided input on CAAP and Solar Energy System Ordinance Update at the 9/20 meeting
<p>Learning</p>	<ul style="list-style-type: none"> ✓ Attend tour or presentation *AS AVAILABLE 	<ul style="list-style-type: none"> ✓ SC attending a tour of SMSC Organics facility on 7/28

2022 Sustainability Commission (SC) Work Plan Update

City of Minnetonka

Partnerships	<ul style="list-style-type: none"> ✓ Work with utility providers to promote energy efficiency and renewable energy opportunities ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others 	<ul style="list-style-type: none"> ✓ SC, city staff and volunteers helped create the Energy Action Plan addendum through Xcel Energy's Partners in Energy program
Other	<ul style="list-style-type: none"> ✓ Research opportunities to apply for grants (programming, events, resident/business programs, climate action and adaptation plan). Select a consultant for CAP 	<ul style="list-style-type: none"> ✓ The city will be selecting a CAAP consultant in the beginning of 2023

4th Quarter

Topics	Items	
Events and Outreach	<ul style="list-style-type: none"> ✓ Potential ambassador events (City Open House, Winter Farmer's Market) *AS AVAILABLE <ul style="list-style-type: none"> ○ Obtain public input on potential CAAP creation ✓ Share sustainability programs and initiatives (Home Energy Squad Visits, renewable resource options, etc.) with personal networks to spread awareness in the community ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable 	<ul style="list-style-type: none"> ✓ SC and staff provided sustainability handouts and spoke with residents about sustainability items at the Open House (10/11) and Winter Farmer Market (12/10)
Educational and Recognition Material	<ul style="list-style-type: none"> ✓ Decide how to recognize Sustainable Minnetonka Award winners at the City Open House 	<ul style="list-style-type: none"> ✓ The city recognized winners at the 10/24 city council meeting. The city will also be recognizing winners via other city media outlets
Input and Support	<ul style="list-style-type: none"> ✓ Provide support for new energy action plan initiatives 	<ul style="list-style-type: none"> ✓ N/A
Learning	<ul style="list-style-type: none"> ✓ Attend Tour or Presentation *AS AVAILABLE 	<ul style="list-style-type: none"> ✓ N/A
Partnerships	<ul style="list-style-type: none"> ✓ Participate in metro environmental/sustainable commission workshops *AS AVAILABLE ✓ Work with utility providers to promote energy efficiency and renewable energy opportunities 	<ul style="list-style-type: none"> ✓ SC members attended the Resilient Cities and Communities Conference on 10/6

2022 Sustainability Commission (SC) Work Plan Update

City of Minnetonka

	<ul style="list-style-type: none"> ✓ Continue to foster new partnerships and build existing relationships with other organizations, commissions, and others 	<ul style="list-style-type: none"> ✓ The city hosted a presentation on Home Energy Squad visits on 11/9
Other	<ul style="list-style-type: none"> ✓ Draft 2022 Annual Report and 2023 Work Plan ✓ Prepare for the CAAP kick-off ✓ Research opportunities to apply for grants (programming, events, resident/business programs, climate action and adaptation plan) 	<ul style="list-style-type: none"> ✓ SC drafted the 2022 Annual Report and 2023 Work Plan at the 11/15 meeting ✓ CAAP kick-off will tentatively occur in Spring 2023



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

Title: 2023 Sustainability Commission Work Plan

Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator

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

Action Requested: Motion Informational Public Hearing

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

Votes needed 5 votes N/A Other

Summary Statement

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

Recommended Action

Review, discuss and recommend approval of the 2023 work plan.

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

A work plan aims to determine the goals, priorities, and objectives of the sustainability commission for the year. The plan should serve as a guide for the sustainability commission for the following year and provide the city council with an outline of the work that the sustainability commission has proposed to complete. Note, tasks provided within the draft work plan should be specific, measurable, achievable, relevant, and time-bound.

Draft Work Plan

The work plan tasks are assigned to the four quarters of the calendar year, with six categories in each quarter:

- Events and Outreach;
- Educational and Recognition Material;
- Input and Support;
- Learning;
- Partnerships; and
- Other.

A few highlight tasks for the draft 2023 work plan include:

- Ambassador at various city events (Summer Festival, Winter and Summer Farmer's Market, City Open House);
- Continue the "Sustainable Minnetonka Awards" program and "Everything Electric" event;
- Attend Climate Action and Adaptation Plan workshops and assist with collecting community input at various city events;
- Discuss strategies to increase organic recycling and off-site renewable energy participation within the city;
- Attend and host various presentations/tours (organics recycling, environmental justice, Hennepin County Energy Recovery Center, responsible chloride use, etc.); and
- Continuing to promote energy audits for residents, businesses, and non-profits.

Meeting Objectives

Staff is requesting input from the sustainability commission on the categories and tasks provided in the work plan. Recommendations, comments, and additions from the sustainability commission are welcome and encouraged; however, a majority of members must agree to any additions and the final work plan. In addition, as noted previously, any new tasks added to the draft work plan must be specific, measurable, achievable, relevant, and time-bound.

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

Additional Submittals

In addition to the 2023 work plan, the sustainability commission will also be submitting an update on its 2022 work plan.

2023 Sustainability Commission Work Plan

City of Minnetonka (Draft)

1st Quarter

Area	Items
Events and Outreach	<ul style="list-style-type: none"> ✓ Ambassador events (Winter Farmer’s Market) ✓ Review tabling materials ✓ Discuss ways the city can celebrate 2023 Earth Day (Saturday, April 22nd) ✓ Share sustainability programs and initiatives with personal networks to spread awareness in the community
Education and Recognition	<ul style="list-style-type: none"> ✓ Sustainable Minnetonka Awards <ul style="list-style-type: none"> ○ Consider changes to the award program ✓ Present and preview the updated Sustainable Minnetonka Webpage <ul style="list-style-type: none"> ○ Include tools available to the public (Regional Indicators Initiative, solar tools, etc.) ✓ Decide on 2023 Sustainable Minnetonka Webinar topics (quarterly)
Input and Support	<ul style="list-style-type: none"> ✓ Climate Action and Adaptation Plan (CAAP) <ul style="list-style-type: none"> ○ Attend kick-off meeting
Learning	<ul style="list-style-type: none"> ✓ As available <ul style="list-style-type: none"> ○ Attend a tour at Hennepin County Energy Recovery Center ○ Attend environmental justice presentation ✓ Attend other tours or presentations
Partnerships	<ul style="list-style-type: none"> ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others
Other	<ul style="list-style-type: none"> ✓ Present information on no-cost energy audits for multi-family buildings and non-profits with the sustainability commission. Sustainability commission members share ideas on how to promote programs. ✓ Share vulnerability assessment data, if available

2023 Sustainability Commission Work Plan

City of Minnetonka (Draft)

2nd Quarter

Area	Items
Events and Outreach	<ul style="list-style-type: none"> ✓ Ambassador events (Summer Fest, Summer Farmer’s Market) <ul style="list-style-type: none"> ○ Obtain public input on CAAP ✓ Consider changes for the "Everything Electric" event ✓ Plan for solar energy event (Solar Power Hours) ✓ Discuss ways the city and commission can promote watershed district grant opportunities ✓ Host Earth Day event/program (if desired by commission) ✓ Sustainable Minnetonka Webinar Series or other presentations <ul style="list-style-type: none"> ○ Attend and present where applicable ✓ Share sustainability programs and initiatives with personal networks to spread awareness in the community
Education and Recognition	<ul style="list-style-type: none"> ✓ Sustainable Minnetonka Awards <ul style="list-style-type: none"> ○ Post the application on the city website ○ Promote awards on various city platforms ○ SC members consider additional strategies to promote awards
Input and Support	<ul style="list-style-type: none"> ✓ CAAP <ul style="list-style-type: none"> ○ Attend workshops/meetings ✓ Discuss and provide input on sustainability commission learning opportunities (presentations/tours)
Learning	<ul style="list-style-type: none"> ✓ City staff presentation on city trail planning and/or stormwater, if available ✓ Attend other tours or presentations
Partnerships	<ul style="list-style-type: none"> ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others
Other	<ul style="list-style-type: none"> ✓ Organics recycling discussion (renter options, city participation, opportunities to increase participation) ✓ Recommend additional learning opportunities ✓ Review and approve sustainability commission bylaws ✓ Elect Chair and Vice-chair

2023 Sustainability Commission Work Plan

City of Minnetonka (Draft)

3rd Quarter

Area	Items
Events and Outreach	<ul style="list-style-type: none"> ✓ Potential ambassador events (Summer Farmer’s Market) <ul style="list-style-type: none"> ○ Obtain public input on CAAP ✓ Host Everything Electric Event ✓ Host on-site solar energy event (Solar Power Hour) ✓ Discuss ways the commission and city can promote responsible chloride use ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable ✓ Share sustainability programs and initiatives with personal networks to spread awareness in the community
Educational and Recognition Material	<ul style="list-style-type: none"> ✓ Present and promote winners of the Sustainable Minnetonka Awards
Input and Support	<ul style="list-style-type: none"> ✓ CAAP <ul style="list-style-type: none"> ○ Attend workshops/meetings
Learning	<ul style="list-style-type: none"> ✓ As available: <ul style="list-style-type: none"> ○ Invite a guest speaker to present to SC on chlorides (best practices, water softeners, effect on the environment, etc.) ○ City staff provide an overview of the city's invasive species removal and management ✓ Attend other tours or presentations
Partnerships	<ul style="list-style-type: none"> ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others
Other	<ul style="list-style-type: none"> ✓ Update on the city's promotion of no-cost energy audits for non-profits and multi-family buildings ✓ Staff follow up on meetings with community solar garden providers ✓ Discuss ways to encourage community participation in off-site renewable energy ✓ Request Hennepin County to attend a sustainability commission meeting to present on county initiatives and how Minnetonka can assist in shared goals

2023 Sustainability Commission Work Plan

City of Minnetonka (Draft)

4th Quarter

Topics	Items
<p>Events and Outreach</p>	<ul style="list-style-type: none"> ✓ Potential ambassador events (City Open House, Winter Farmer’s Market) ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable ✓ Share sustainability programs and initiatives with personal networks to spread awareness in the community
<p>Educational and Recognition Material</p>	<ul style="list-style-type: none"> ✓ Recognize Sustainable Minnetonka Award winners
<p>Input and Support</p>	<ul style="list-style-type: none"> ✓ CAAP <ul style="list-style-type: none"> ○ Attend workshops/meetings ○ Review the final draft of CAAP
<p>Learning</p>	<ul style="list-style-type: none"> ✓ As available: <ul style="list-style-type: none"> ○ Research alternate transportation opportunities (future light rail, car share, e-bikes, etc.) ○ Attend a presentation on PFAS (polyfluoroalkyl substances) ✓ Attend other tours or presentations
<p>Partnerships</p>	<ul style="list-style-type: none"> ✓ Participate in metro environmental/sustainable commission workshops ✓ Continue to foster new partnerships and build existing relationships with other organizations, commissions, and others
<p>Other</p>	<ul style="list-style-type: none"> ✓ Draft 2023 Annual Report and 2024 Work Plan ✓ Review the final draft of CAAP