



Sustainability Commission Agenda

March 21, 2023 – 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/participate-in-city-meetings>

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes: Feb. 28, 2023

5. Report from Staff:

- A. CAAP Update
- B. Commission Event Sign Up
- C. MN House Introduces Bill on Yard Equipment
- D. Hennepin Energy Recovery Center Tour

6. Report from Sustainability Commission Members

7. Agenda Items

A. Minnetonka Trails and POST Plan

- Recommendation: Listen to the staff presentation and ask questions.
- Staff Members: Matt Kumka

B. Everything Electric Event Review

- Recommendation: Review the program and recommend changes (if needed).
- Staff Member: Drew Ingvalson

C. Sustainability Commission Education Opportunities

- Recommendation: Review the staff's list of options, provide additional educational

Sustainability Commission Agenda

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- opportunities that they are interested in, and select their top two choices.
- Staff Member: Drew Ingvalson

D. Approval of Bylaws

- Recommendation: Approve the Sustainability Commission Bylaws.
- Staff Member: Drew Ingvalson

E. Election of Officers

- Recommendation: Elect the Sustainability Commission Chair and Vice Chair.
- 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
Minutes**

Feb. 28, 2023

1. Call to Order

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

2. Roll Call

Sustainability commissioners Elizabeth Boor, Brian Golob, Matt Henry, David Ingraham, and Ashley Pattain were present. Justin Anderson, Edwin Avalos, Molly Birr, and Harapanahalli Muralidhara were absent.

Staff present: Community Development Director Julie Wischnack, City Planner Loren Gordon, Staff Liaison Drew Ingvalson, and Natural Resources Manager Leslie Yetka.

3. Approval of the Agenda

Henry moved, second by Pattain, to approve the agenda as submitted with a few changes and an additional link found in the change memo dated Feb. 28, 2023.

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

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

Ingraham moved, second by Henry, to approve the minutes as submitted with a change to replace “public hearing” with “public-input portion.”

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

5. Report from Staff

Ingvalson gave the staff report:

- Seven project submittals were submitted for the Minnetonka Climate Action and Adaptation Plan (CAAP). LHB was selected to create the CAAP. LHB started and operates the Regional Indicators Initiative, which tracks energy emissions.
- The city’s NexTrex collection program received 542 pounds of plastic bags and film in January and 425 pounds in February.
- Sustainability commissioners will tour the Hennepin Energy Recovery Center on March 30, 2023, at 1 p.m.

6. Report from Sustainability Commission Members: None

7. Agenda Items

A. Pollinator Conservation in MN and Requests for Participating in “No Mow May”

Yetka and Ingvalson reported. Staff recommends that commissioners recommend that the city council not promote “No Mow May” and continue to promote the city’s current resilient yards education program as part of a larger natural resources resilient initiative.

The public-input portion of the meeting was opened.

Heather Holm, 15327 Lakeshore Avenue, stated that:

- She is a pollinator conservationist and cannot understand how "no mow May" has become so popular. She considers it as greenwashing, which means that misleading information is disseminated to deceive members of the public about an initiative’s environmental impact.
- She provided a detailed email included in the meeting agenda packet that explains how not mowing grass does not help pollinators.
- Pollinators need more than weeds and evasive plants.
- She supports Minnetonka adopting a climate action and adaptation plan.
- She provided a brochure with information on how to create a climate-resilient landscape created by a non-profit called Wild Ones.
- She supports the city for not supporting the "No Mow May" initiative.
- She invited commissioners to participate in a pollinator walk this spring.

Dr. Dennis Yockers, 3648 Hazelmoor Place, stated that:

- He agrees that the city should not support “No Mow May.”
- He found no information on native landscaping in large box stores that carry lawn management products.
- Grass does not support animal life or help with climate resilience.
- A street improvement project was completed in his neighborhood. The city offered to plant grass or native plants in the restored area at the completion of the street improvement project. Only one of the 100 residences chose the native plants.
- Native plantings help with stormwater management.
- He suggested being more aggressive in educating residents on the importance of native plants. He suggested holding a workshop to show examples of resilient landscapes.

The public-input portion of the meeting was closed.

Henry appreciated the thorough review provided by staff and resident experts. He supports the staff's recommendation and the city educating residents on the benefits of pollinator-friendly plants and climate-resilient landscapes.

Ingraham supports the staff's recommendation to not support "No Mow May" and reinforces the science behind that decision. He likes the city offering to plant native plantings for the restored area of street improvement projects.

Henry recommended that the city offer pollinator-friendly plantings for restoration areas of every street improvement project. Ingvanson made a note of the suggestion.

Boor is glad Minnetonka is taking a more scientific approach to promote more sustainable lawns.

In response to Boor's question, Yetka explained that she is aware that the Nine Mile Creek Watershed District does do soil testing to check fertilizer levels. Minnetonka is looking at creating a soil-health initiative, soil-protection ordinance, and soil-management plan for the city, which may include soil testing. Anyone can get their soil tested through the UMN.

Boor encouraged anyone interested to check the Nine Mile Creek Watershed District website to apply for funding for cost-share programs to promote native landscaping.

Pattain thanked the expert residents and Yetka for providing a lot of valuable information. She learned a lot. She hopes more opportunities to educate residents will take place as questions are raised regarding why the city is not participating in "No Mow May." She appreciated hearing the scientific side and would like written information to reference when speaking to residents.

Chair Golob thanked Yetka and the residents for their expertise. He applauded staff on the pollinator and resilient landscape initiatives.

Ingraham moved, second by Pattain, to recommend that the city council not promote "No Mow May" and continue to promote the city's current resilient-yards-education program as part of a larger natural resources resilient Minnetonka initiative.

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

B. Restaurant Business Outreach

Ingvanson reported. Staff recommends the commission affirm their interest with staff putting together waste reduction and energy efficiency handouts, with talking points, for sustainability commissioners to share with Minnetonka restaurants.

Yetka described the city's salt-storage ordinance that requires salt to be stored in a manner to prevent it from leaking out of a storage container. Regulating the use of salt

used to prevent icy roads and parking lots may occur in the future, but right now, the best way to minimize salt use and its impact on the environment is through education. The salt-smart campaign disseminates information on the best practices for salt use in the Thrive newsletter, which is sent to all businesses; on electronic billboards; in the natural resources bulletin; and in the Minnetonka Memo.

Boor supports the proposal. A personal invitation is more effective than an email. She supports commissioners acting as community advocates. She welcomes new ideas being added as they are developed.

Pattain confirmed with Ingvalson that commissioners would visit restaurants and provide information in person.

Henry supports the proposal. He agrees that speaking with someone in person has more of an impact. He welcomes the opportunity to advocate for the community.

Chair Golob agreed. The key to success would be to visit the restaurants during quiet times. He suggested making a few trial runs and reconvening to identify the most effective techniques used. He likes the idea.

Ingvalson explained that he would contact the county and utility providers to find out how many participants took advantage of the grants previously and compare those results with what happens this round to help gauge the success of the in-person visits.

Ingraham would like access to a spreadsheet that would show if a restaurant receives the Thrive newsletter and if the restaurant has already participated in a program. Ingvalson will look into what information he is able to obtain.

Boor asked if a commissioner could refer an interested party to city staff who could assist with walking them through the application process. Ingvalson answered in the affirmative. Commissioners would be provided talking points and instructions on the next steps.

Henry suggested commissioners be given identification to have visible during the restaurant visits. Ingvalson and Chair Golob agreed.

Chair Golob felt this would be well worth the amount of time spent on it. It could be extremely beneficial for members of the business community. It is part of the energy action plan. This is a positive action to take for the city and the planet.

Boor moved, second by Henry, to recommend that the city council move forward with putting together waste reduction and energy efficiency handouts with talking points for sustainability commissioners to share with Minnetonka restaurant staff.

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

8. Other Business

9. Adjournment

Boor moved, second by Pattain, to adjourn the meeting at 8:15 p.m. Motion was carried unanimously.

By: _____
Lois T. Mason
Planning Secretary



**Sustainability Commission Agenda Item 7A
Meeting of March 21, 2023**

Title: Multi-Modal Transportation Strategy - Trails Improvement Plan and POST Plan Presentation

Report From: Matt Kumka, Park and Trail Project Manager

Submitted through: Will Manchester, Public Works Director
Leslie Yetka, Natural Resources Manager
Phil Olson, City Engineer
Drew Ingvalson, Associate Planner/Sustainability Coordinator

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 [2023 Sustainability Commission Work Plan](#) directs the commission to receive a staff presentation on trail planning during the 2nd quarter of 2023. In addition, at the [Jan. 17, 2023, sustainability commission meeting](#), the commission expressed a strong interest in having the POST Plan shared as a Sustainable Minnetonka Presentation topic for the public.

Matt Kumka, Park and Trail Project Manager, will be presenting information on the Trails Improvement Plan and the Parks, Open Space, and Trails (POST) Plan to the Sustainability Commission.

Recommended Action

Listen to the presentation and ask questions. Take special note of information that relates to the City of Minnetonka and consider ways that the city can become a more sustainable community as it relates to non-motorized transportation.

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 checked="" type="checkbox"/> Community Inclusiveness |
| <input type="checkbox"/> N/A | |

Statement: The city has been expanding the multi-modal transportation network through the use of dedicated funding towards trail creation and improvement. The city has made a commitment to improving walkability and bike-ability throughout the city with an emphasis on trail network connections to key areas such as schools, commercial hubs, transit access points, and existing regional trails.

Background

In 2018, the city council adopted a new gas utility franchise fee and revised an existing electric utility franchise fee. These fees are possible through a state law that allows cities to impose and update fee schedules for utility services providers that place their facilities within city streets and public property. The City of Minnetonka has been imposing such fees since 1975.

The 2018 adopted ordinance states that the city must use a portion of these franchise fees collected to improve the city's trail system and make sidewalks and streets safer for pedestrians and other modes of non-motorized transportation. Through a community engagement process called [Imagine Minnetonka in 2016-17](#), trails were clearly identified as a valuable quality-of-life amenity to residents and that expansion and improvement of the trails should be a priority.

The construction of an integrated and connected trail system provides significant benefits – not only for health and recreation but also for safety, air quality, economic development, environmental sustainability, and traffic.

Trail Improvement Plan

Trails are an integral part of the city's parks, open space, and pedestrian system. The [Trail Improvement Plan](#) is updated annually to outline the city's efforts and document its progress. The plan is further used to communicate to the public and track internally which trail projects were completed in past years and which segments are currently scheduled for the upcoming years. This information is reflected in the [Capital Improvement Plan](#) budgeting process.

The trail type standard in the City of Minnetonka is an 8-ft wide paved surface located off the roadway and typically separated by a boulevard and curbing. This trail design allows these trails to be ADA-compliant and is wide enough to support mixed non-motorized transportation, such as walkers and bikers.

A key section of the Trails Improvement Plan is the [Priority Trails Segments list](#). This table includes 71 previously identified trail segments for construction. Additional trail segments may be considered through the city's trail committee, and recommendations to the council during the CIP process as new opportunities arise. The process includes a priority rank and score, which is applied to each trail segment as well as the total length and estimated cost in current dollars. The city's trails committee also considers opportunities that may connect more trails through development or redevelopment.

An in-depth grading system was developed to analyze the following characteristics of each potential trail section to develop a prioritization ranking:

- **Degree of Difficulty**
 - Environmental Impacts: Can the trail be constructed without significant impacts to wetlands, water bodies, or other environmentally sensitive natural resources?
 - Minimal Tree Loss: Can the trail be constructed without significant impacts on trees?

- **Cost Effectiveness**
 - Solutions: Can the trail be constructed without bridges, boardwalks, or significant infrastructure?
 - Right-of-way (ROW)/Easements Not Needed: Can the trail be constructed without ROW/easements?
 - Minimal Utility Relocation: Can the trail be constructed without significant utility relocation?

- Nature of Use
 - Passive/Recreational Use: Will the trail be used for recreational purposes?
 - Transportation: Will the trail be used for transportation purposes?
 - High Use Segment: Will the segment be used by a large number of users?
 - Completes a Route: Will the trail connect two existing trial segments to complete a continuous route?
- Community Access
 - Village Center: Will the trail be located in the village center or connected to a village center?
 - Business Access: Will the trail provide business access?
 - Library/Government Center: Will the trail provide access to a library, city hall, or another government center?
 - School Access: Will the trail provide a connection to a school?
 - Connect to Transit Location: Will the trail provide a connection or is directly adjacent to light rail transit, bus transit, or a park and ride?
 - Regional Commuting: Will the trail be used by regional users

Current City of Minnetonka Efforts

Upcoming efforts to enhance the trails network include the following projects:

- [Minnetonka Boulevard – Woodlawn to Tonkawood Road](#)
 - Part of the Tonka/Woodcroft street reconstruction project
 - Overhead utility burial is currently in construction
 - Trail construction is in 2023
 - The future trail from Tonkawood Road to The Marsh building, scheduled for 2026
- [Hopkins Crossroad – Cedar Lake Road to Wayzata Boulevard](#)
 - Important north-south connection in the city
 - Overhead utility burial scheduled in 2023
 - Trail construction scheduled in 2024
- [Smetana Road – Sanibel Drive to Westbrooke Way](#)
 - The trail to connect Opus trail network, Shady Oak Drive, and Nine Mile Creek Regional Trail
 - Originally scheduled in 2013 CIP but delayed to coordinate with light rail construction. Partnership with the City of Hopkins
 - Trail construction and overhead utility burial scheduled in 2023

POST (Parks, Open Space, and Trails) Plan

Parks, Open Space, and Trail (POST) Plans are common planning documents created for assessing city park and recreation needs and establishing priorities for future implementation to meet resident expectations. A new [POST plan](#) was recently adopted by the park board and city council in 2022. The previous POST plan was created and adopted in 2001. The purpose of the POST Plan is to provide a comprehensive, balanced, and sustainable system of parks, open spaces, trails, and programs for city residents to use and enjoy. The POST plan is a concise and useable document that aligns with complementary studies and planning documents, such as the [Natural Resources Master Plan](#), and provides a framework for implementation.

Current City of Minnetonka Efforts

On-going efforts to implement POST Plan elements:

- Purgatory Park Master Planning

- Developing a park master plan focused on human-use features such as parking, trails, signage and wayfinding, interpretive features, amenities such as bathrooms and benches, memorial trees/benches, and dog-friendly additions.
- Pickleball recreation opportunities
 - Assessing opportunities to provide courts for this growing sport.
- Skatepark Feasibility Study
 - Assessing site opportunities for the development of a permanent, regionally-attractive skateboarding park



**Sustainability Commission Agenda Item 7B
Meeting of March 21, 2023**

Title: Everything Electric Review
Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator
Submitted through: Loren Gordon, AICP, City Planner

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

Summary Statement

On July 24, 2022, the city and sustainability commission hosted its inaugural “Everything Electric” event. The city’s [Energy Action Plan Addendum](#) (Strategy 14) and the [2023 Sustainability Commission Work Plan](#) direct the city to host the “Everything Electric” event again in 2023.

Recommended Action

Provide comments/suggestions for the 2023 “Everything Electric” event.

Strategic Profile Relatability

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

Statement: See [Strategic Profile](#).

Background

In 2022, the City of Minnetonka hosted the inaugural “Everything Electric” event. Below is information about the event.

- **Promotion:** The city promoted this event via:
 - o Social media
 - o City email subscribers
 - o The city website
 - o Billboards
 - o Minnetonka Memo
 - o Posters at community sites (Hennepin County Libraries, Lakewinds, Gopher Ace, UnMapped Brewing).

- Date, Time and Location: The event was held on Sunday, July 24th, from 2 p.m. to 5 p.m. The event was located in the Minnetonka Community Center parking lot.
- Dealerships: Five (5) dealerships participated in the event (Chevrolet of Wayzata, BMW of Minnetonka, Morrie's Ford, Minneapolis-Eden Prairie Tesla, and Polestar Minneapolis). All five dealerships had vehicles at the event for display, but only two dealerships committed to providing test drives. However, a mechanical issue on the day of the event left only one vehicle available for test drives (Polestar).
- Other Vendors: Three (3) local businesses attended the event and displayed various types of electric equipment.
 - o Gophers Ace brought a variety of Ego lawn equipment for display.
 - o Tonka Cycle and Ski displayed electric bicycles.
 - o Pump and Meter provided information about electric vehicle chargers.
- Local Organizations: Xcel Energy and Commuter Services of the I-494 Corridor Commission attended the event and provided information to visitors.
- Volunteers: Seven (7) electric vehicle owners attended the event and spoke with guests about their vehicles. In addition, two (2) community volunteers attended and provided information about their yard equipment (lawnmowers and snow blowers).
- City Displays: The city displayed its new EV chargers (not operational at the time), electric golf cart, and various electric yard equipment (weed whip, chainsaw, and leaf blower).
- Giveaways: The city provided handouts, LED light bulbs, beverages (water and soda), and ice cream for community members that attended the event.
- Presentation: The event had a short presentation on EVs within the Community Center building.
- Attendance: Staff estimates that 160 people attended the event.

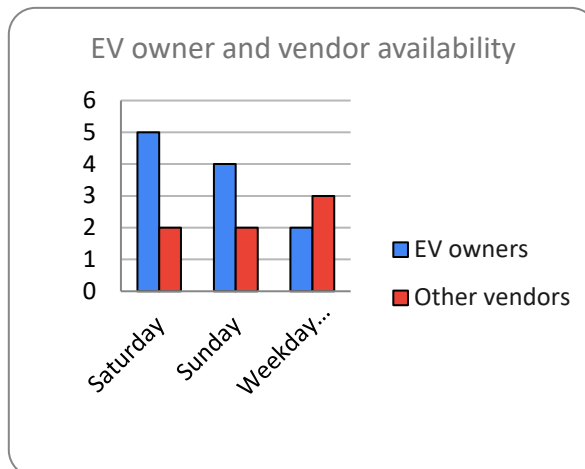
Vendor and Volunteer Survey

Staff sent out surveys to all vendors and volunteers that participated in the event and received nine (9) completed surveys (six EV owners, three non-vehicle vendors, and 0 vehicle vendors). Respondents were asked to rate the event (good, fair, or poor) in various categories. Generally, the event received positive reviews with only a few comments/suggestions.

- Location, Layout, and Time Length: All respondents rated these categories as good without any suggestions or feedback.
- Communication: All respondents rated the event communication as good, without suggestions or feedback.

- Event Date and Time: Eight respondents rated the event day and time as good, and one rated it as fair, who recommended the event be held earlier in the day on Sunday. The survey also asked the responders to provide their preferred days of the week for a future event. To the left are their preferences.

Unfortunately, no EV dealers responded to the survey. However, anecdotally, EV dealers provided comments to staff that a future event would work better for them if the event was held on a day other than Sunday (due to staffing availability).



- Programming: Programming comments/recommendations included:
 - o Provide future EV plans.
 - o Consider attaching the “Everything Electric” event with a larger event and invite food trucks.
 - o Invite more local/city leaders and government officials to see the excitement (Note: Staff invited all council members, and multiple attended the event).
- Other Comments: Additional comments included:
 - o “I think it has been the best that I've attended - the variety of E-items represented - lawn mowers, bikes, etc.”
 - o “This was one of the best events I have shown my car at.”
 - o “I thought that the event went well, and I would like to participate in more of your events as they become available.”

Proposed Changes

In general, vendors and volunteers had very positive feedback regarding the event. However, after reviewing the survey and comments from event participants, staff recognized a few changes that could improve the program in 2023.

- Day of the Week: Staff received mixed reviews from vendors (via surveys and conversations) regarding the best day to host this event in 2023. Staff proposes having the event either on a Saturday or during the work week (Monday-Friday). This will hopefully make it possible to have more EV dealership vendors attend and provide rides and drives.
- Attach to an Existing Event: Staff will attempt to have the “Everything Electric” event attached to an existing event.
 - o Some city-sponsored events will be too busy with pedestrian traffic to safely have a ride-and-drive event (SummerFest and City Open House).
 - o The city’s farmer’s market may be a good candidate for the event; however, it will be moved to the Ridgedale Commons in 2023 (a new location). This site is a bit smaller than the city campus previously used for the Farmer's Market.
 - o A smaller event that the city hosts annually and could be combined with “Everything Electric” is the [Solar Power Hour](#), which provides an opportunity for residents to learn about on-site solar and participate in a bunk on-site solar purchase to reduce costs. It is typically attended by 40-50 people.

Proposed Timeline

- **April/May:** Staff will reach out to car dealers and other vendors about attending the event.
- **May:** Determine the date for the "Everything Electric" event.
- **June-August:** The city will promote the event to community members via the Minnetonka Memo, social media, email subscriptions, billboards, etc. Commissioners will be provided posters to share with local businesses and community buildings.
- **August/September:** Host the 2023 "Everything Electric" event.



**Sustainability Commission Agenda Item 7C
Meeting of March 21, 2023**

Title: Sustainability Commission Education Opportunities
Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator
Submitted through: Loren Gordon, AICP, City Planner

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

Summary Statement

Staff is requesting the sustainability commission provide input on their education opportunities preferences for the next 12 months.

Recommended Action

Staff recommends that the sustainability commission review the staff's list of options, provide additional educational opportunities that they are interested in, and each commissioner select their top two choices.

Strategic Profile Relatability

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|--|---|
| <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: N/A

Background

The field of sustainability is constantly evolving with new technology and education. As such, it is essential to review new materials and information regularly.

An important function of the sustainability commission is providing educational opportunities for our commission members and the public, where possible. In the past 12 months, the commission has received presentations/tours on the following topics:

- Environmental Justice, Karen Galles of Hennepin County
- Shakopee Mdewakanton Sioux Community (SMSC) Organic Recycling Facility

In 2022, the commission expressed interest in touring the Hennepin Energy Recovery Center. This tour has been set for March 30, 2023.

The staff has created a list of various presentations and tour opportunities the commission could take advantage of in the next 12 months. Please review the list below, consider alternative education opportunities that interest you, and be prepared to provide your top two topics at the upcoming meeting. Staff will do their best to accommodate the commission's topic preferences when searching for speakers/tours.

Potential Presentations and Tour Ideas *IF AVAILABLE:

- Presentations
 - o City's renewable energy subscriptions
 - o Deconstruction (vs. demolition)
 - o Wetlands
 - o Stormwater
 - o Xcel Energy (2050 zero-carbon goal)
 - o Electric Vehicles
 - o Mayor's Monarch Pledge
 - o Dark Sky Lighting

- Tours
 - o Westwood Hills Nature Center, City of St. Louis Park
 - o Sustainable Minnetonka Award Winners
 - o City of Minnetonka facilities
 - o Community solar or wind farm
 - o Local business with on-site solar
 - o Landfill site
 - o Native planting areas installed on city property

Health and Safety

The health and safety are of the utmost importance to the City of Minnetonka. Staff will ensure that all off-site tours abide by health and safety regulations provided by the State of Minnesota.



**Sustainability Commission Agenda Item 7D
Meeting of March 21, 2023**

Title: Sustainability Commission Bylaws
Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator
Submitted through: Loren Gordon, AICP, City Planner

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

Summary Statement

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

Recommended Action

Staff recommends the sustainability commission approve the attached drafted bylaws.

Strategic Profile Relatability

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

Statement: N/A

Background

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

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

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

CITY OF MINNETONKA SUSTAINABILITY COMMISSION BYLAWS

ARTICLE I - GENERAL

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

ARTICLE II - PURPOSE

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

ARTICLE III - MEETINGS

Section I. Regular Meetings

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

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

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

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

Section II. Special Meetings

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

Section III. Quorums

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

Section IV. Agendas

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

Section V. Voting

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

ARTICLE IV - OFFICERS

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

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

ARTICLE V - CODE OF ETHICS

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

ARTICLE VI - PARLIAMENTARY PROCEDURE

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

ARTICLE VII - AMENDMENTS

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

Adopted May 11, 2021



**Sustainability Commission Agenda Item 7E
Meeting of March 21, 2023**

Title: Election of Officers: Sustainability Commission Chair and Vice-Chair Selection

Report From: Drew Ingvalson, Associate Planner/Sustainability Coordinator

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

Recommended Action

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

Strategic Profile Relatability

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

Statement: N/A

Background

Per the sustainability commission's bylaws, the commission must elect a chair and vice-chair annually. On March 15, 2022, the commission elected Brian Golob as chair and Ashley Pattain as vice-chair.

Chair and Vice-Chair Role

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

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

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

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

Process

Chair Selection

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

Second, each commissioner will provide their vote for commission chair.

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

Vice-Chair Selection

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

Second, each commissioner will provide their vote for commission vice-chair.

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