



**Agenda  
Minnetonka City Council  
Study Session  
Monday, June 29, 2020  
6:30 p.m.  
WebEx**

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1. Report from City Manager & Council Members
2. Sustainability Action Options
3. Tree Protection Ordinance update
4. Diversity and Inclusion Update
5. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.

**City Council Study Session Item #2  
Meeting of June 29, 2020**

**Brief Description**                      Sustainability Action Options

**Background**

The City of Minnetonka has been researching and considering ways to be more sustainable for several years. These discussions have facilitated new ideas and spurred new initiatives. Below is a brief history (the past 3 years) of the city council's discussions regarding sustainability.

- May 1, 2017: Community Solar Garden Subscription Agreement (Item 10B, see attached for report)

At this meeting, the City decided to support solar energy by committing to 100% energy subscription from community solar gardens. It has taken several years to become 100% subscribed (due to the private construction of solar gardens in the area), but the City is now fully subscribed to community solar gardens.

- Sept. 18, 2017: Sustainability Initiatives Discussion (Item 2, see attached for report)

At this study session, the city council discussed the various sustainability programs the City was involved in and the various options for further involvement.

- April 30, 2018: iMatter Presentation (Item 8, [Minutes](#))

At this meeting, students from the Minnetonka and Hopkins High School Earth Clubs, working with the iMatter group, presented a climate report card and a climate inheritance resolution to the city council during the open forum of the council meeting.

After that meeting, the students joined with a group of residents, along with representatives from the Sierra Club and Great Plains Institute that share their passion for climate and environmental protection. This group's name is the Minnetonka Climate Initiative (MCI).

Staff met with this new group roughly monthly, from summer 2018 to spring 2019, and has been in regular communication with them since that time. Staff has served as a resource for this group, answering questions about city procedures, current programs, etc.

- June 17, 2019: Sustainability Study Session (Item 2, [Report](#) and [Minutes](#))

The MCI submitted a report for the city council to review and presented at this study session. The MCI group requested that the City of Minnetonka:

1. Develop a climate action plan (CAP) with specific and measurable, community-wide, climate goals:
  - a. 100% renewable electricity by 2030, and
  - b. Net-zero greenhouse gas (GHG) emissions by 2040

2. Establish a Sustainability Commission to assist the city with CAP development and on-going tracking of progress against climate goals.

To continue working towards being more sustainable and start planning for the future, the city council directed staff to apply to join Xcel Energy's Partners in Energy program, which would create an energy action plan for the City of Minnetonka. The City applied for and was selected to participate in this program in the summer of 2019.

- Dec. 2, 2019: City Council Meeting (Item 14B, [Minutes](#))

The city council discussed the 2020 operating budget at this meeting. Several members of the MCI group spoke during a public hearing portion of the meeting opened by the Mayor. At this meeting, the city council decided to add \$100,000 to the 2020 operating budget for sustainability initiatives. The city council did not specify the exact initiative that these funds would be put towards. Instead, the council decided that they would determine the use of the funds in the spring of 2020 (after the planning phase of the Partners in Energy program was completed).

- June 22, 2020: Partners in Energy Report (Item 14B, [Report](#))

At this meeting, the City Council reviewed and accepted (contingent upon budget approval) the Energy Action Plan completed through Xcel Energy's Partners in Energy program. This plan sets a goal to reduce greenhouse gas emissions by 160,000 metric tons of CO2 equivalent before the end of 2030.

### **Existing Sustainability Initiatives**

The City of Minnetonka has a long-held philosophy of environmental protection. It is reflected in the city's strategic profile, comprehensive plan, ordinances, policies, capital improvement planning, and a wide range of programs. Below is a brief list that highlights some of the current city efforts. Please note, this is not a comprehensive list of the city's sustainability initiatives. Please visit the [Sustainable Minnetonka](#) webpage for more information.

- [GreenStep Cities](#)
- [Regional Indicator Project](#)
- [B3 Benchmarking](#)
- [Community Solar Garden](#)
- [Home Energy Squad \(HES\)](#)
- [Solar Twin Cities by Midwest Renewable Energy Association \(MREA\)](#)
- [Citizen Utility Board of Minnesota Energy Bill Consultations](#)
- [City Tree Sale](#)

### **Hennepin County Climate Action Plan**

In 2020, Hennepin County will be developing a Climate Action Plan with initiatives to reduce greenhouse gas emissions and strategies to be more resilient to our changing climate. Hennepin County's planning process includes the following phases

- Phase 1: Research and assess climate change impacts and greenhouse gas emissions.

- Phase 2: Develop goals and strategies.
- Phase 3: Review, build support, and seek approval.
- 2020 and beyond: Seek and facilitate partnerships to accomplish the work.

It is currently unknown what involvement Hennepin County residents, businesses, or cities will have with the creation of this plan or how these groups will be involved in the future climate action plan initiatives. More specifically, it is unknown how the Hennepin County Climate Action plan will align with other communities' sustainability efforts or existing sustainability (energy or climate action) plans. More information about Hennepin County's Climate Action Plan progress and other initiatives can be found [here](#).

### Comparable Cities

To provide a broader view of other cities' sustainability efforts, staff has provided a review of the sustainability efforts of 12 comparable cities in the metro area (see below).

Comparable City	GreenStep Cities	Energy Action Plan	Climate Action Plan	Sustainability, Environment, or Energy Commission
Apple Valley	Yes	No	No	No
Bloomington	Yes	Yes	No	Yes
Brooklyn Park	Yes	No	No	No
Burnsville	Yes	No*	Yes*	No
Eagan	Yes	No	No	Yes
Eden Prairie	Yes	Yes	Yes	Yes
Edina	Yes	Yes	No	Yes
Lakeville	Yes	No	No	No
Maple Grove	Yes	No	No	No
Plymouth	No	No	No	Yes
St. Louis Park	Yes	Yes	Yes	Yes
Woodbury	Yes	No	No	No
<b>Total</b>	<b>11 out of 12</b>	<b>4 out of 12</b>	<b>3 out of 12</b>	<b>6 out of 12</b>
<i>Minnetonka</i>	Yes	Yes	No	No

\*Burnsville's CAP is scheduled to be completed in 2020

\*\*Burnsville does not have an Energy Action Plan but does have a Sustainability Guide Plan

Comparable Cities' Sustainability, Environment or Energy Commissions

Below is a list of comparable cities' commissions with background information. More details about some of these cities' commissions can be found attached to this report.

<b>Comparable City</b>	<b>Commission/ Committee</b>	<b>Number of Members</b>	<b>Meetings per year</b>	<b>Focus Areas</b>
<a href="#">Bloomington</a>	Sustainability	11 (1 CC member, 2 students, majority must have sustainability background)	12	Sustainability and Environmental Resources (Air, Water, Energy, Land and Ecological Resources, and Waste)
<a href="#">Eagan</a>	Energy and Environment Advisory	8	6	Environmental Sustainability and Energy Conservation
<a href="#">Eden Prairie</a>	Sustainability	9-13 (5-9 adults, 4 students)	12	Sustainable Development and Conservation of the City's Air, Water, and Land Resources.
<a href="#">Edina</a>	Energy and Environment	11 (2 students)	12	Solid Waste, Energy, Air, and Water
<a href="#">Plymouth</a>	Environmental Quality	7 (1 from each of the 4 wards, and 3 at large)	12	Natural Environment
<a href="#">St. Louis Park</a>	Environment and Sustainability	13 (2 students)	12	Environment and Sustainability

**Sustainability Options**

Below are four different sustainability options the council can consider. With each option, there are one-time costs (creating a climate action plan) and annual costs (additional staffing, program budget, etc.) associated. Staff has estimated annual costs for additional staffing needed; however, implementation costs (new programs created with CAP) have not been determined as they could vary depending on the initiatives. (See below.) Note, the city council provided \$100,000 of funding for sustainability in the 2020 general fund budget. These funds may completely cover or partially cover the estimated budget for the initiatives below, depending on the desired direction.

**Option 1: Energy Action Plan (EAP) Only**

Purpose	Recommended Timeline (EAP)	Staffing Needs	Other Implications	Formal Action Needed	Budget
Provide strategies for the City to reduce building energy consumption (electric and natural gas).	July 2020: Begin work on short-term initiatives (next 18 months)  Winter 2021: Determine medium/long-term initiatives  Winter 2021: Amend Energy Action Plan as needed	Short-Term <ul style="list-style-type: none"> <li>• Planning/sustainability intern: Backfill planning duties and/or assist with sustainability work.</li> <li>• Part-time communications support person: Assist with various marketing and communications aspects of the EAP.</li> </ul>	Increased cross-department collaboration  Additional staff time  Additional resources	None	Short-Term <ul style="list-style-type: none"> <li>• Planning/Sustainability Intern: \$20,000</li> <li>• PT Communications: \$20,000</li> </ul> <p><b>Ongoing - Total: \$40,000</b></p>

**Option 2: Energy Action Plan (EAP) with Climate Action Plan (CAP)**

Purpose	Recommended Timeline (CAP)	Staffing Needs	Other Implications	Formal CC Action Needed	Budget
<p>The CAP would serve as a holistic plan that would guide the City towards further reducing greenhouse gas emissions.</p> <p>Staff would recommend that this plan build upon the strategies already proposed within the Energy Action Plan.</p>	<p>0-6 months</p> <ul style="list-style-type: none"> <li>• Hire a part-time employee</li> <li>• Submit a request for proposal (RFP) for CAP consultant team</li> <li>• Create a citizen task force or continue the energy action team.</li> <li>• Begin implementing EAP initiatives</li> </ul> <p>7-18 months</p> <ul style="list-style-type: none"> <li>• Hold meetings with the consultant team and task force</li> <li>• Implement EAP initiatives</li> </ul> <p>18 months and beyond</p> <ul style="list-style-type: none"> <li>• Begin implementing CAP initiatives</li> <li>• Continue implementing EAP initiatives</li> <li>• Hire a full-time employee (sustainability coordinator)</li> </ul>	<p>Short-Term</p> <ul style="list-style-type: none"> <li>• CAP consultant (author and lead community meetings)</li> <li>• Part-time staff member to backfill planning work, assist with EAP initiatives, and/or oversee CAP creation (0.5 FTE)</li> <li>• Part-time communications support person: Assist with various marketing and communications aspects of the EAP and CAP.</li> </ul> <p>Long-Term</p> <ul style="list-style-type: none"> <li>• Full-time sustainability coordinator (1.0 FTE)</li> </ul>	<p>Increased cross-department collaboration</p> <p>Additional staff time</p> <p>Additional City resources</p>	<p>Authorize funding for CAP creation</p> <p>Accept CAP</p>	<p>Short-Term</p> <ul style="list-style-type: none"> <li>• CAP creation (one-time): \$75,000</li> <li>• PT Communications: \$20,000</li> <li>• PT Staff: \$55,000</li> </ul> <p>Year 1 Total: \$150,000</p> <p>Long-Term</p> <ul style="list-style-type: none"> <li>• Full-Time Sustainability Coordinator: \$100,000</li> <li>• PT Communications: \$20,000</li> </ul> <p>Ongoing – Total: \$120,000</p>

**Option 3: Energy Action Plan (EAP) with Sustainability Commission (SC)**

Purpose	Recommended Timeline (SC)	Staffing Needs	Other Implications	Formal CC Action Needed	Budget
<p>A future SC would serve by reviewing and advising the city council on sustainability policies, ordinances, and initiatives.</p> <p>This group may also serve as a volunteer commission that helps spread information to the larger community (eg. volunteering at tabling events).</p>	<p>0-2 months: Determine SC:</p> <ul style="list-style-type: none"> <li>• Role</li> <li>• Meeting Schedule</li> <li>• Commission Appointment</li> <li>• Commission term length</li> <li>• Number of Commissioners</li> <li>• Commission Composition</li> <li>• City Council approve Resolution creating SC</li> </ul> <p>(An example of other Minnetonka commissions/boards parameters can be found attached)</p> <p>3-5 months</p> <ul style="list-style-type: none"> <li>• Staff would advertise and solicit SC applications</li> <li>• Create a list of applicants for interview and selection by Mayor/CC</li> </ul> <p>6-7 months</p> <ul style="list-style-type: none"> <li>• Train new commissioners and kick-off SC</li> </ul>	<p>Full-time staff member or combined staff equivalent (1.0 FTE) to assist with</p> <ul style="list-style-type: none"> <li>• EAP Initiatives</li> <li>• SC packet creation, meeting minutes, scheduling, etc.</li> </ul> <p>Part-time communications support person: Assist with various marketing and communications aspects of the EAP.</p>	<p>Increased cross-department collaboration</p> <p>Additional staff time</p> <ul style="list-style-type: none"> <li>• Mailing notices</li> <li>• Agenda and packet creation</li> <li>• Meeting minutes</li> <li>• Scheduling</li> </ul> <p>Additional technology and IT staff time</p> <ul style="list-style-type: none"> <li>• Equipment</li> <li>• TV and web-streaming</li> </ul>	<p>Adopt Resolution or Ordinance creating SC</p>	<p>Full-time staff or combined equivalent (1.0 FTE): \$100,000</p> <p>PT Communications: \$20,000</p> <p>IT Assistance: \$30,000</p> <p><b>Ongoing – Total: \$150,000</b></p>



**Option 4: Energy Action Plan (EAP) with Climate Action Plan (CAP) and Sustainability Commission (SC)**

Purpose	Recommended Timeline	Staffing Needs	Other Implications	Formal CC Action Needed	Budget
<p>See Purpose sections above for EAP, CAP, and SC.</p>	<p>Please see the timelines above for various options.</p>	<p>Full-time staff member (1.0 FTE), to serve as Sustainability Coordinator</p> <p>Part-time staff member or combined staff equivalent (0.5 FTE) to assist with:</p> <ul style="list-style-type: none"> <li>• EAP and CAP initiatives</li> <li>• SC packet creation, meeting minutes, scheduling, etc.</li> </ul> <p>Part-time communications support person: Assist with various marketing and communications aspects of the EAP and CAP.</p>	<p>Increased cross-department collaboration</p> <p>Additional staff time</p> <ul style="list-style-type: none"> <li>• Mailing notices</li> <li>• Agenda and packet creation</li> <li>• Meeting minutes</li> <li>• scheduling</li> </ul> <p>Additional technology and IT staff time</p> <ul style="list-style-type: none"> <li>• Equipment</li> <li>• TV and web streaming</li> </ul>	<p>Authorize funding for CAP creation</p> <p>Accept CAP</p> <p>Adopt Resolution or Ordinance creating SC</p>	<p>Full-time staff (1.0 FTE): \$100,000</p> <p>PT staff member (0.5 FTE): \$55,000</p> <p>PT Communications: \$20,000</p> <p>IT Assistance: \$30,000</p> <p>CAP creation (one-time): \$75,000</p> <p><b>Year 1 Total: \$280,000*</b></p> <p><b>Ongoing Total: \$205,000</b></p> <p><b>*could delay part-time and evaluate after 1 year. 2020 budget includes \$100,000.</b></p>

## Summary and Staff Recommendation

The City of Minnetonka has a long history of pursuing environmental protection and sustainability efforts. The City continues to pursue best practices in these areas with current and planned projects, regardless of the new initiatives identified in this report. Staff has provided various sustainability options for the city council's consideration. Staff recommends option 3. Staff believes that the county's climate action plan efforts are important to align with the city's process, so delaying engagement in creating that plan is recommended. Below is staff's analysis of each option.

**Option 1 (EAP only):** This option would be as outlined in Option 1 Table. This is the most minimal option, but it does track progress efforts of the city with the least amount of budgetary impact.

**Option 2 (EAP + CAP):** Start the process for creating a Minnetonka CAP after Hennepin County has created their CAP, and the City has an opportunity to review it. At this point, staff is unaware of how the City will be involved in Hennepin County's CAP or what efforts will be made by the county. Creating a CAP before this process is completed could duplicate efforts between the two governmental units. Starting the CAP creation process after Hennepin County has completed their CAP will ensure that the two governments' plans are cohesively aligned.

In addition, starting the process for creating a CAP after Hennepin County's CAP creation will allow the City time to focus on the initiatives outlined in the newly approved EAP, select medium/long-term focus areas, review the program's initiatives, and align this plan with a future CAP.

**Option 3 (EAP + SC):** Staff recommends establishing a sustainability commission prior to creating a CAP, as this group could serve as a reviewer during the creation of the CAP document. In addition, staff recommends creating a sustainability commission with the following guidelines:

- Role:
  - Provide recommendations to council that advances the city's sustainability goals, policies, and programs.
  - Provide leadership in engaging the community, encouraging relationships and partnerships with neighborhoods, special interest groups, religious institutions, public institutions, business leaders, and other commissions.
  - Serve as a conduit for environmental and sustainable information, topics, and direction to and from residents and the public.
- Meeting Schedule: 6 meetings per year, more when CAP is developed
- Commission Appointment: Current method
- Commissioner Term Length: 2 years, staggered terms
- Number of Commissioners: 9
- Commission Composition:
  - 1 member from each existing commission (EDAC, Planning, Senior, Park) to ensure cohesiveness and avoid duplication between various commissions of the city.
  - 3 at large
  - 2 students

**Option 4 (EAP + CAP + SC):** The guidelines above would be followed for this option. This option is the most intensive and the most costly option. Staff believes that option 3 would eventually transition into option 4, but at some future point.

**Discussion Points:**

- *Does the city council affirm the city's commitment toward sustainability efforts through a wide range of initiatives?*
- *Does the council agree with pursuing Option 3 (EAP & SC) at this time, with the potential to transition to Option 4 at a future date?*
- *If not immediately desired, when would council like to revisit sustainability alternatives (climate action and sustainability commission)?*

**Summary**

The City of Minnetonka has a long history of dedication to environmental protections, and the city council has expressed an interest in continuing its commitment to such measures. Funding is available in 2020 to expand these efforts, and additional funding would need to be included in the 2021 budget depending on the option selected.

Through:     Geraldyn Barone, City Manager  
                  Julie Wischnack, AICP, Community Development Director  
                  Loren Gordon, AICP, City Planner

Originator:   Drew Ingvalson, Planner

## Agenda

### Minnetonka City Council

Regular Meeting, Monday, May 1, 2017

6:30 P.M.

Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Ellingson-Allendorf-Acomb-Wiersum-Bergstedt-Wagner-Schneider
4. Approval of Agenda
5. Approval of Minutes: April 24, 2017 LBAE meeting minutes
6. Special Matters: None
7. Reports from City Manager & Council Members
8. Citizens Wishing to Discuss Matters Not on the Agenda
9. Bids and Purchases: None
10. Consent Agenda - Items Requiring a Majority Vote:
  - A. Resolution establishing new polling place locations for Ward 1 Precinct D, Ward 1 Precinct E, and Ward 2 Precinct D
  - B. Approval of community solar garden subscription agreements
11. Consent Agenda - Items Requiring Five Votes: None
12. Introduction of Ordinances: None
13. Public Hearings:
  - A. Off-sale liquor licenses for Minnesota Fine Wine & Spirits, LLC, (DBA Total Wine) 14200 Wayzata Blvd  
  
Recommendation: Continue the public hearing and grant the license (5 votes)

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Replays of this meeting can be seen during the following days and times: Mondays, 6:30 p.m., Wednesdays, 6:30 p.m.,  
Fridays, 12 p.m., Saturdays, 12 p.m. The city's website also offers video streaming of the council meeting.  
For more information, please call 952.939.8200 or visit [eminnetonka.com](http://eminnetonka.com)

**City Council Agenda Item #10B  
Meeting of May 1, 2017**

**Brief Description:** Community solar garden subscription agreements

**Recommended Action:** Approve the contracts, subject to approval of the final language by the city manager and city attorney

**Background**

Two of the city's major goals include protecting and enhancing the natural environment and being responsible stewards of the city's financial resources. In keeping with those goals, the city has launched an effort to maximize its participation in Xcel Energy's Solar\* Rewards Community® program. Participation in the program supports renewable energy use and provides energy cost savings to the city.

Since 2015, the city has entered into four subscription agreements with community solar garden operators: two with Innovative Power Systems, one with SolarStone Partners LLC, and one with an affiliated entity of MN Community Solar, LLC. A brief overview of the Solar\* Rewards Community® Program is attached.

The city of Minnetonka consumes over 15.7 million kilowatt-hours of electrical energy per year. From the beginning, the city's goal has been to secure subscription agreements that would account for all of the city's energy consumption. With the assistance of the city's energy consultant, Energy Management Solutions (EMS), the city staff has secured two contracts that move the city closer to its goal.

The contracts have been negotiated through representatives of Innovative Power Systems. Separate corporate entities will be established for each solar garden, and the name of the contracting entity has not been finally determined. The subscription agreements contain trade secret information and have been provided to the council separately. For simplicity, the agreements are referred to as "Subscription A" and "Subscription B."

Subscription	kWh	Est. OnLine
Subscription A	≈1,020,000	October 2017
Subscription B	≈2,000,000	December 2017

In addition, EMS and city staff are still vetting a subscription agreement with MN Community Solar for approximately 1,800,000 kWh. Once finalized, that agreement will be brought to the council for approval, which would achieve the city's goal of accounting for all 15.7 million kilowatt-hours of energy consumption. The cumulative impact of all seven solar garden contracts is projected to result in energy savings of nearly \$21.4 million over 25 years.

**Recommendation**

Staff recommends that the city council authorize the mayor and city manager to execute solar garden subscription agreements for Subscription A and Subscription B, subject to approval of the final language by the city manager and city attorney.

Submitted through:

Geralyn Barone, City Manager  
Brain Wagstrom, Director of Public Works  
Joel Merry, Assistant City Finance Director

Originated by:

Corrine Heine, City Attorney



## **Solar\*Rewards® Community® Minnesota Subscriber FAQs**

### ***How can I subscribe to a community solar garden?***

In order to be a subscriber to the Minnesota Solar\*Rewards Community (S\*RC) program, you must be an Xcel Energy electric retail customer in Minnesota. The location of the customer premise associated with the account receiving the bill credit must be in the county where the solar garden is located, or in an adjacent county. You can decide which garden you are interested in and contact one of the many Garden Operators developing solar gardens in Minnesota.

Requirements are largely defined in [Minn. Statute §216B.1641](#).

### **Subscriber Requirements**

The following rules apply to all Solar\*Rewards Community subscribers:

- A subscriber must be an electric retail customer of Xcel Energy
- Subscriptions must not exceed 120% of your average annual electric energy usage
- Subscriptions must not exceed 40% of a single garden
- Subscribers will be provided a monthly credit on their bill. The credit will be determined on a dollars per kilowatt-hours produced (\$/kWh) basis by Xcel Energy.

### ***Am I eligible to receive a bill credit? What type of credit is available?***

Xcel Energy customers subscribing to a solar garden are eligible for a solar energy bill credit.

Bill credit rates can be found in our [Section 9 Tariff](#).

The “Standard Bill Credit” is the applicable retail rate in effect at the time of energy generation. The “Enhanced Bill Credit” is the sum of the applicable Standard Bill Credit and the Commission-approved Renewable Energy Credit (REC) pricing. A Solar\*Rewards Community garden electing to sell its RECs (via the Enhanced Bill Credit) to the Company for subscribed energy, shall be at the Commission-approved REC price in place on the date the garden’s application is considered by the Company to be complete.

### ***How is the credit amount determined?***

Each month, the solar production from a community solar garden is recorded in kilowatt-hours (kWh). The production amount is then allocated, based on each customer’s subscription size. The customer’s bill credit is calculated by multiplying the number of kWh by the bill credit rate (\$/kWh). Detailed information on the calculation of the bill credit can be found in the published Tariff on our website.

Bill credits are applied to the final billed amount, after all electric charges, adjustments, riders, taxes and fees are added in. Therefore the credits will have no impact on the taxable amount owed by the subscriber.

### ***When are credits posted?***

On the ninth of every month, each subscriber's share of energy production from the community solar garden is posted to his/her account as a bill credit. Because customers are on different billing cycles, the timing for when each subscriber will see their credit depends on the day their meter is read.

If a subscriber's billing cycle (three-day, meter-reading window):

- **Is before the ninth of the month:** the bill will reflect Solar\*Rewards Community credits with a one-month lag time/delay. (For example, a September bill will show credits from July.)
- **Is after the ninth of the month:** the bill will reflect Solar\*Rewards Community credits for the previous month. (For example, the September bill will show credits from August.)
- **Contains the ninth of the month:** the Solar\*Rewards Community bill credit reflected may be from the previous month, or may have a one-month lag. For this small subset of subscribers, bill credits will not be reflected on their bills each and every month; some bills may include two months' worth of bill credits, while some bills may not show any credits.

Xcel Energy is not able change customers' billing cycles. However, if a customer is on a meter-reading cycle that results in a bill generating on or near the ninth of the month, we have the ability to delay the creation of that bill, in order to ensure that the customer will only see one credit applied to each bill cycle. If you would like to discuss this option, please send us an email at [srcmn@xcelenergy.com](mailto:srcmn@xcelenergy.com). While the credits are reflected differently based on the timing for each customer's bill, please remember that the Solar\*Rewards Community bill credits will be posted regularly to customer accounts on the ninth of each month.

***How does the 120% rule apply to customers?***

Subscriptions must not exceed 120% of your average annual electric energy usage.

If there is less than four months of consumption history, the new home calculator can be used to generate an estimate.

Square Feet Range (sq. ft.)	120% Rule Equivalent (kWh)	Allow PV System Size (kW)
500 – 1,000	5,311	4.13
1,001 – 1,500	7,318	5.69
1,501 – 2,000	10,215	7.94
2,001 – 2,500	11,018	8.57
2,501 – 3,000	12,978	10.09
3,001 – 3,500	15,618	12.14
3,501 – 4,000	14,830	11.53
4,001 – 4,500	17,887	13.91

For properties that are over 4,500 square feet, without consumption history, please submit an energy audit (HERS Rating or similar) or load calculations for the property. Please submit all system sizing paperwork to [srcmn@xcelenergy.com](mailto:srcmn@xcelenergy.com).

We use the National Renewable Energy Laboratory's (NREL) PVWatts® calculator to convert a subscriber's allocation in kW to annual output in kWh. That number is then checked against the customer's historic usage or the home usage estimator for compliance with the 120% rule. NREL's PVWatts calculator can be found on their [website](#).



**How does the 40% allocation requirement work?**

[Minn. Statute §216B.1641](#) defines a subscriber as “**a retail customer of a utility who owns one or more subscriptions of a solar garden facility interconnected with that utility.**” A retail customer is a separate person or corporation and is the **legal name of the party** as defined by state law and existing Xcel Energy tariffs.

Further, **affiliates of a legal entity** will be treated as the same person or entity for the purposes of subscription with the exception of government entities. Political subdivisions of a government entity or public agency can be considered separate retail customers of the utility as defined by Minn. Stat. §216B.02, Subd. 2. If a governmental agency composed of sufficient political subdivisions or agencies has a different account, each political subdivision or agency may have a 40% interest in a single garden.

To provide some context as to whether or not you may be at risk for allocating more than the legislated 40% threshold, we’ve provided the below questions to help identify possible cases. If you answer “yes” to one or more of the below questions and intend to subscribe to 40% or more of any solar garden, we suggest you contact the S\*RC team at [srcmn@xcelenergy.com](mailto:srcmn@xcelenergy.com). We’ll contact you within seven calendar days to help resolve your questions.

- Do you have more than one physical location to which subscriptions can be attributed?
- Do you have more than one account?
- Does the premise address on your bill differ from the billing address?
- Are you one of many accounts for the same type of business?
- Do you have political subdivisions and do you have separate financials per subdivision?

For further clarity, we’ve put together the following questions and answers about this topic:

- **How do I know whether or not I have multiple accounts under one legal entity?**  
There are a couple of ways you can determine whether or not you have multiple accounts that would be combined for the purposes of the 40% requirement. First, if your bill is sent to an alternative address (versus your location) and you receive multiple bills, it is likely that you have several accounts associated with one legal entity.
- **What is meant by “affiliates are considered the same entity”?**  
State statute provides guidance with the definitions of “person” and “corporation”, which are as follows:

“Person” means a natural person, a partnership, or two or more persons having a joint or common interest, and a corporation as hereinbefore defined.  
(As noted in Minn. Stat. §216B.02, Subd.3)

“Corporation” means a private corporation, a public corporation, a municipality, an association, a cooperative whether incorporated or not, a joint stock association, a business trust, or any political subdivision or agency. (As noted in Minn. Stat. §216B.02, Subd. 2.)

Therefore, as defined by statute for our S\*RC Community Program, a “person” includes corporations associations or partnerships having a “joint or common interest”. Xcel Energy does not have insight into specific customer legal structures, but if your company and another company are affiliated businesses, then together these two businesses can only own up to a 40% interest in one garden.

- ***As a government agency, I have different political subdivisions. Can I have a 40% interest in one garden per political subdivision?***

The likely answer is yes. Government entities have specific statutes that define them differently than regular “corporations”. Some cities have different political subdivisions and have legal entities such as City X Fire Department and City X Libraries. Each subdivision can have a 40% interest. [In order to determine if you are a political subdivision or agency, we provide guidance in the linked document.](#)

- ***How can I determine if there is a “joint or common” interest between two legal entities?***
  - If you can accurately state “yes” to all of the following, then there is no “joint or common” interest and each legal entity would be its own subscriber. You can confirm:
    - There is no partnership or joint venture between them?
    - They have not united together for the same purpose?
    - There is no common owner between them?
    - They are not part of the same corporate family – not affiliates, corporate subunits, nor otherwise related companies?
    - They are independent companies?
- ***Do different legal names and Federal Tax ID number constitute a different subscriber?***

Not necessarily. Having a different legal name and/or a different Federal Tax ID does not by itself show that these are not the same subscriber.
- ***As an elementary school, our bills are paid by the district. Who is the “retail customer”?***

Generally speaking, elementary schools and high schools in the same district are considered one legal entity and therefore together could not have more than a 40% interest in one garden.

***What should I do if I still have questions?***

Most customers should have very little difficulty determining their eligibility. But if you are unsure of your legal structure, we recommend you discuss this option with your legal representative and then contact [srcmn@xcelenergy.com](mailto:srcmn@xcelenergy.com) to help determine your eligibility for Solar\*Rewards Community.

**Minutes  
Minnetonka City Council  
Monday, May 1, 2017**

**1. Call to Order**

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

**2. Pledge of Allegiance**

All joined in the Pledge of Allegiance.

**3. Roll Call**

Council Members Bob Ellingson, Dick Allendorf, Patty Acomb, Brad Wiersum, Tim Bergstedt, Tony Wagner, and Terry Schneider were present.

**4. Approval of Agenda**

Acomb moved, Bergstedt seconded a motion to accept the agenda, with an addendum to item 13A. All voted "yes." Motion carried.

**5. Approval of Minutes: April 24, 2017 LBAE meeting minutes**

Wiersum moved, Wagner seconded a motion to approve the April 24, 2017 LBAE meeting minutes, as presented. Ellingson, Acomb, Wiersum, Bergstedt, Wagner and Schneider voted "yes." Allendorf abstained. Motion carried.

**6. Special Matters: None**

**7. Reports from City Manager & Council Members**

Barone reported on upcoming council meetings.

Wagner reported he recently attended a meeting hosted by Hennepin County Commissioner Jan Callison related to the solid waste management plan. There was discussion about the current state of collection that is going to landfills instead of incineration, energy, recycling, composting and the targets by the county and state for 2030.

Schneider reported that the SWLRT project got a \$10 million advance from the Federal Transit Administration as part of the adoption of the federal budget extension.

**8. Citizens Wishing to Discuss Matters not on the Agenda**

**9. Bids and Purchases: None****10. Consent Agenda – Items Requiring a Majority Vote:****A. Resolution establishing new polling place locations for Ward 1 Precinct D, Ward 1 Precinct E, and Ward 2 Precinct D**

Allendorf moved, Acomb seconded a motion to adopt resolution 2017-043 changing the polling place for Ward 1 Precinct D from Grace Apostolic Church to Mzizi International Church; the polling place for Ward 1 Precinct E from Mzizi International Church to Bet Shalom Congregation; and the polling place for Ward 2 Precinct D from the Ridgedale Hennepin County Library to the Ridgedale YMCA. All voted “yes.” Motion carried.

**B. Approval of community solar garden subscription agreements**

Allendorf moved, Acomb seconded a motion to authorize the mayor and city manager to execute solar garden subscription agreements for Subscription A and Subscription B, subject to approval of the final language by the city manager and city attorney. All voted “yes.” Motion carried.

Wagner said it was worth celebrating the contract to get the city 100 percent solar certified. Schneider agreed it was a major accomplishment.

Public Works Director Brian Wagstrom gave a staff update.

**11. Consent Agenda – Items requiring Five Votes: None****12. Introduction of Ordinances: None****13. Public Hearings:****A. Off-sale liquor licenses for Minnesota Fine Wine & Spirits, LLC, (DBA Total Wine) 14200 Wayzata Blvd**

Community Development Director Julie Wischnack gave the staff report.

Craig Vaughn, traffic consultant with SRF Consulting Group, presented the traffic and parking study.

Wagner said because of the short turn movement between the 394 ramp and Wayzata Boulevard that many times the queuing is so full that vehicles can't get off the ramp. He asked if this was seen during the study and if a combination of signal timing between signals could work to

***Agenda***

**City of Minnetonka**

**Study Session**

**Monday, September 18, 2017**

**6:30 p.m.**

**Minnehaha Room**

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1. Public Safety Facility Project Update
2. City of Minnetonka Sustainability Initiatives
3. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.

## City Council Study Session Item #2 Meeting of September 18, 2017

**Brief Description** City of Minnetonka Sustainability Initiatives

**Recommended Action** Discuss the report and provide feedback.

### Introduction

Recently, the United States announced its intention to leave the Paris Climate Accord (for more information on the Paris Climate Accord visit [http://unfccc.int/paris\\_agreement/items/9485.php](http://unfccc.int/paris_agreement/items/9485.php)). The U.S. joined in this agreement at the United Nations Framework Convention in 2015. Since opting to leave this agreement, environmental initiatives and protections have come to the forefront of national conversations. Within this greater discussion, local governmental units have taken it upon themselves to join groups that support climate protections and create policies that address reducing carbon emissions at the local level.

At the June 19, 2017 city council study session, the council expressed interest in exploring what role Minnetonka might take in these efforts. Following is a review of the city's past and current related sustainability initiatives, along with additional options for involvement. Council is asked to discuss and provide direction on any broadened efforts.

### Previous and Existing, Voluntary City Initiatives

#### *U.S. Conference of Mayors Climate Protection Agreement and Kyoto Protocol*

While Minnetonka has a strong history of environmental stewardship, the city has taken more steps in recent years. In 2008, the city signed a resolution supporting the U.S. Conference of Mayors climate protection agreement. This agreement pledged the city of Minnetonka to:

1. Urge federal and state governments to enact policies and programs to reduce pollution levels to 7 percent below 1990 levels by 2012;
2. Urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation; and
3. Strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking certain actions in city operations and within the community. (See attached for steps taken.)

Data is not available for greenhouse gas emissions in Minnetonka in 1990, but below is an outline of the greenhouse gas emissions in the city in 2008, when the city entered the agreement, and 2012, when the city was expected to meet the Conference of Mayors goals. (Information provided by Regional Indicators.)

<b>Green House Gas Emissions</b>	<b>2008 (in tonnes CO<sub>2</sub>e)</b>	<b>2012 (in tonnes CO<sub>2</sub>e)</b>	<b>Change</b>
Energy	584,871	466,289	-20.8%



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Travel	306,827	303,934	-0.9%
Waste	15,406	10,237	-33.6%

### *GreenSteps*

In 2013, the City of Minnetonka joined the Minnesota GreenStep Cities program, a voluntary program to help cities achieve sustainability and quality of life goals through specific initiatives. Currently, the city is a level 2 member of the program, working toward becoming a level 3 member. Several steps taken within this program have a direct impact on reducing carbon emissions. Some steps the city has taken through this program include:

- Contributing municipal building energy data to the B3 Program. The city's building data is complete through mid-2015. Staff is currently entering data for 2015-2016;
- All traffic signals have been scheduled for converted to LED lighting technology;
- Many of the city of Minnetonka's boards and commissions went to paperless agendas in 2001 and several staff projects have reduced paper consumption at the city including:
  - o Online citizen requests and public works project management;
  - o electronic filing and archival;
  - o electronic payment for vendors and payroll;
  - o online utility billing; and
  - o online recreation program brochure publication and registration.
- Creating policies to consider multi-modal transportation and enhancing the city's trail system to support non-motorized transportation;
- Continuing to monitor city fleets to ensure the city does not have unused or oversized vehicles; and
- Monitoring city fleet fuel logs and mileage.

### *Solar Garden Subscription*

In addition to GreenStep program initiatives, the city has also invested in subscriptions to solar energy gardens. Beyond investing in a more sustainable energy source, the expected savings are estimated at nearly \$21.4 million over 25 years (assuming 3% annual increase in electric rates over the life of the contract). (Council Letter, Meeting of May 1, 2017, Item 10B.)

### *Regional Indicators Project*

This initiative measures annual performance metrics for 22 Minnesota cities (including Minnetonka) committed to increasing their overall efficiency and level of sustainability. The project collects data about energy, water, travel, and waste, which in turn reflects the activities of the people who live, work, learn, travel, visit, and play within each city's geographical boundaries. This information can be viewed electronically at <http://www.regionalindicatorsmn.com/>.

### *Energy Efficiency and Conservation Block Grant (2009)*

In 2009, the city applied for and received a federal Energy Efficiency and Conservation Block (EECBG) Grant as part of the American Recovery and Reinvestment Act from the

Department of Energy. The purpose of this federal grant was to stimulate the economy and to create and retain jobs. Further direction of the grant was to assist local governments to create and implement strategies to reduce fossil fuel emissions, reduce total energy use and to improve energy efficiency.

The city used the funds to complete eight projects that retrofitted existing building systems within our municipal buildings and grounds. These projects ranged from upgrading heating boilers, implementing occupancy sensors and retrofitting lighting. The EECBG was for \$530,000 and completion occurred in 2011.

### Other Potential Initiatives

As stated previously, several local communities are taking up additional efforts to support climate change initiatives and do their part to reduce greenhouse gas (GHG) emissions. National initiatives that have received significant attention include: We Are Still In, Climate Mayors, and Compact of Mayors initiatives.

#### *We Are Still In*

We Are Still In is a declaration by mayors, governors, college and university leaders, businesses, and investors to declare that they will continue to support climate action to meet the Paris Climate Accord. The declaration states that the organization will pursue ambitious climate goals, working together to take forceful action and to ensure that the U.S. remains a global leader in reducing emissions. Four Minnesota cities have signed the declaration; Michelle Behr, Chancellor of University of Minnesota-Morris, and Lori Swanson, Minnesota Attorney General, have signed on as well.

We Are Still In Cities	
<b>Comparable Cities</b>	<b>Minnesota</b>
Eden Prairie	Minneapolis
	St. Paul
	Duluth

There are no obligations attached with the declaration; however, the declaration form requests contact information. This group appears to be primarily an advocacy group with additional environmental initiatives being voluntary or above and beyond the group's requirements.

Website: <http://wearestillin.com/>

#### *Climate Mayors*

The Climate Mayors Project was created as a response to the U.S. withdrawal from the Paris Climate Accord. Currently, 359 Mayors have signed on to adopt, honor, and uphold the commitments to the goals outlined within the agreement.

Climate Mayor Cities	
<b>Comparable Cities</b>	<b>Minnesota</b>



There are no binding commitments as Climate Mayors members, only that cities are pursuing actions to achieve an emissions reduction target through:

Eden Prairie	Minneapolis
Burnsville	St. Paul
Edina	Duluth
	Carver
	Falcon Heights
	Maplewood

1. Developing a community Greenhouse Gas (GHG) inventory.
  1. The city has completed this requirement through existing initiatives.
2. Setting near- and long-term targets to reduce emissions.
  1. The city would need to set emission reduction goals.
3. Developing a Climate Action Plan aligned with the city’s targets.
  1. The city would need to create a Climate Action Plan. Follow link for Climate Action Plan example (City of Minneapolis):  
<http://www.minneapolismn.gov/www/groups/public/@citycoordinator/documents/webcontent/wcms1p-109331.pdf>

Members are asked to join in occasional letters and statements, as well as substantive initiatives. There is no formal process for mayors to join Climate Mayors; however, the city does need to email Climate Mayors from a responsible authority within the city.

Based on the group’s website, there are nine Minnesota cities that have joined this group, only three of which are considered a “comparable city” to Minnetonka.

Website: <http://climatemayors.org/>

*Compact of Mayors*

The Compact of Mayors is a global coalition of mayors and city officials that formed in 2014. The group’s aim is to reduce city-level emissions, enhance resiliency to climate change, and match national level climate protection efforts.

A city has up to three years to meet a series of requirements and fully comply, culminating in the creation of a full climate action and adaptation plan. The steps for participation include:

1. Register Commitment—the mayor must commit to completing the program. The mayor must register via a reporting web platform or email.
2. Take an Inventory—within the first year the city must:
  - a. Build and complete a communitywide GHG inventory with a breakdown of emissions for buildings and transport sectors.
  - b. Identify climate hazards. (e.g., changing sea levels, droughts, flooding)
  - c. Report on both items.

Cities	Phases Completed
Minneapolis	1 and 3
St. Paul	1

3. Create Reduction Targets and Measurements—within two years, the city must update its GHG inventory and break down the emissions by waste sector, set a target to reduce its GHG emissions, conduct a climate change vulnerability assessment consistent with Compact guidance; and report its chosen platform.
4. Establish an Action Plan—within three years, the city must create an action plan that shows how it will reduce greenhouse gas emissions and adapt to climate change.

Based on the group's website, Minneapolis and St. Paul are the only Minnesota cities that have committed to the Compact of Mayors. Both joined in 2015.

Website: <https://www.compactofmayors.org/>

**Discussion Question:**

- **Is the council interested in joining any of the initiatives listed above?**
- **Are there additional initiatives, not outlined in the report, which the council would like to pursue?**

Originated by:

Drew Ingvalson, Planner  
Julie Wischnack, Community Development Director

## U.S. Conference of Mayors

***Pledge 3: We will strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities such as:***

- 1. Inventory global warming emissions in City operations and in the community, set reduction targets and create an action plan.**

*The city inventories global warming emissions in city operations through the B3 Benchmarking Program and receives community wide emission information from the Regional Indicators Initiatives.*

- 2. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities;**

*The city has adopted land use policies within the Comprehensive Plan and enforces these policies with new developments.*

- 3. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit;**

*The city financially contributes to the I-494 Corridor Commission. This commission works with businesses, residents and agencies to reduce congestion on I-494 and assists in providing alternative transportation options for commuters. For more information, visit <http://494corridor.org/index.php>.*

*The city also promotes alternative transportation options by providing bicycle trails. The city has made providing and maintaining these trails a commitment in the Trail Planning Capital Improvement Plan.*

- 4. Increase the use of clean, alternative energy by, for example, investing in “green tags”, advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology;**

*The city participates in a solar garden initiative.*

- 5. Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money;**

*The Public Works Department has retrofitted lighting and installed energy efficient physical plant systems throughout city facilities. It monitors and implements energy efficiency practices with new buildings, renovations and daily practices.*

**6. Purchase only Energy Star equipment and appliances for City use;**

*Although the city's purchasing policy does not include this requirement, many of the appliances and equipment purchased meet this standard.*

**7. Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system;**

*The city encourages and promotes projects that use the LEED program and/or other sustainable practices, but the city does not have a formal policy regarding these initiatives.*

**8. Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including idling messages; convert diesel vehicles to bio-diesel;**

*In general, city vehicles have become more fuel efficient and some have been "right-sized" based on use (e.g., smaller vehicles for community service officers). Hybrid vehicles were purchased and piloted in the past. Newer vehicles in public works come with programmed idling limitations. The police department periodically educates its personnel to reduce idling. The city's diesel-powered vehicles run on a bio-diesel fuel blend.*

**9. Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production;**

*The city is continually looking at ways to save energy and be more efficient with our utility pumps. During lift station renovations the city looks at the pump run times to determine if the pumps and motors are sized correctly. When possible, pumps are replaced with a smaller or more efficient pump or motor if that is what the pump run data is suggesting. In some cases, the city will utilize variable frequency electric motor drives that ramp pumps up or down depending on demand or flow. The city tries to eliminate starting and stopping of electric motors as much as possible. This minimizes one aspect of an electrical charge called demand. When an electric motor starts it requires more energy to get it started than when it is running.*

*The city does not deal with methane use because it is primarily an opportunity for wastewater treatment plants and landfills, neither of which the city has.*

**10. Increase recycling rates in City operations and in the community;**

*The city contracts with Republic Services for the curbside pickup of mixed recyclables. Also, the city provides a 24-hour drop off center for recyclables at*

*the public works building and has the collection of organics for composting at the city hall complex.*

*The city collects compostables at the public works building. There are periodic articles in the Minnetonka Memo promoting recycling. Some city facilities provide separated trash disposal containers (e.g., compostables, recyclables, trash).*

**11. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO<sub>2</sub>; and**

*The city provides urban forestry maintenance for diseased or unhealthy trees and provides information to private property owners with forestry maintenance questions.*

*Since 2007, the city has been conducting an annual tree sale for community residents. Over the past eight years, the city has generally sold approximately 800 units per year. In 2017, the city sold 785 units, which includes two shrub units.*

**12. Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.**

*The city annually holds an open house and provides information to the public regarding environmental best practices. In addition, the city sends a newsletter (the Minnetonka Memo) to members of the community. This newsletter often has articles about environmental concerns, best practices, and locations for more information.*



# City of Minnetonka GreenStep Program

# GreenStep Program Overview

- Voluntary program developed in 2010 to help Minnesota cities achieve sustainability goals
- Contains 29 best practices (grouped into 5 categories) that focus on cost savings, energy use reduction, and civic innovation
- There are some required best practices to meet certain "steps"
- However, there is some flexibility built in for cities to choose which best practices to complete and allow them to proceed at own pace.
- The City of Minnetonka is a Category A City and is currently a Step 2 City working towards Step 3

# GreenStep: Recognition Steps

There are currently five steps of recognition within the program:

- Step One: Cities that have passed a resolution and have begun to enter information onto the GreenSteps website.
- Step Two: For Category A cities that implemented eight best practices.
- Step Three: For Category A cities that have implemented 16 best practices, this includes the required actions.
- Step Four: Measure and report a minimum number of core and optional metrics for the previous calendar year or the most recent available data.
- Step Five: Demonstrate improvement in three eligible metrics measured in Step 4, from one data year to the next.



# GreenStep: Best practices



## Buildings and Lighting

- ✗ Efficient Existing Public Buildings
- ✗ Efficient Existing Private Buildings
- New Green Buildings
- ✗ Efficient Outdoor Lighting and Signals
- Building Redevelopment



## Land Use

- ✗ Comprehensive Plans
- Resilient City Growth
- Mixed Uses
- ✗ Efficient Highway- and Auto-Oriented Development
- ✗ Natural Resource Conservation Design



## Transportation

- Living Streets
- ✗ Mobility Options
- ✗ Efficient City Fleets
- Demand-Side Travel Planning



## Environmental Management

- Sustainable Purchasing
- ✗ Urban Forests & Soils
- ✗ Stormwater Management
- ✗ Parks and Trails
- ✗ Surface Water
- Efficient Water and Wastewater Systems
- Septic Systems
- ✗ Solid Waste Reduction
- Local Air Quality



## Economic and Community Development

- Benchmarks & Community Engagement
- Green Business Development
- ✗ Renewable Energy
- ✗ Local Food
- Business Synergies
- Climate Adaptation and Community Resilience

Five program Categories

Required best practices outlined in red

Completed Best Practices marked with



# GreenStep: Best Practices Needed



## Buildings and Lighting

- Efficient Existing Public Buildings
- Efficient Existing Private Buildings
- New Green Buildings
- Efficient Outdoor Lighting and Signals
- Building Redevelopment



## Land Use

- Comprehensive Plans
- Resilient City Growth
- Mixed Uses
- Efficient Highway- and Auto-Oriented Development
- Natural Resource Conservation Design



## Transportation

- Living Streets
- Mobility Options
- Efficient City Fleets
- Demand-Side Travel Planning



## Environmental Management

- Sustainable Purchasing
- Urban Forests & Soils
- Stormwater Management
- Parks and Trails
- Surface Water
- Efficient Water and Wastewater Systems
- Septic Systems
- Solid Waste Reduction
- Local Air Quality



## Economic and Community Development

- Benchmarks & Community Engagement
- Green Business Development
- Renewable Energy
- Local Food
- Business Synergies
- Climate Adaptation and Community Resilience

Routinely consider complete streets elements in all streets projects (submitted for review)

Identify and remedy street-trail gaps between city streets and off-road trails/bike trails (submitted for review)

Implement traffic calming measures (submitted for review)

# GreenStep: Best Practices Needed



## Buildings and Lighting

- Efficient Existing Public Buildings
- Efficient Existing Private Buildings
- New Green Buildings
- Efficient Outdoor Lighting and Signals
- Building Redevelopment



## Land Use

- Comprehensive Plans
- Resilient City Growth
- Mixed Uses
- Efficient Highway- and Auto-Oriented Development
- Natural Resource Conservation Design



## Transportation

- Living Streets
- Mobility Options
- Efficient City Fleets
- Demand-Side Travel Planning



## Environmental Management

- Sustainable Purchasing
- Urban Forests & Soils
- Stormwater Management
- Parks and Trails
- Surface Water
- Efficient Water and Wastewater Systems
- Septic Systems
- Solid Waste Reduction
- Local Air Quality



## Economic and Community Development

- Benchmarks & Community Engagement
- Green Business Development
- Renewable Energy
- Local Food
- Business Synergies
- Climate Adaptation and Community Resilience

Adopt a formal sustainable purchasing policy.

# GreenStep: Best Practices Needed



## Buildings and Lighting

- Efficient Existing Public Buildings
- Efficient Existing Private Buildings
- New Green Buildings
- Efficient Outdoor Lighting and Signals
- Building Redevelopment



## Land Use

- Comprehensive Plans
- Resilient City Growth
- Mixed Uses
- Efficient Highway- and Auto-Oriented Development
- Natural Resource Conservation Design



## Transportation

- Living Streets
- Mobility Options
- Efficient City Fleets
- Demand-Side Travel Planning



## Environmental Management

- Sustainable Purchasing
- Urban Forests & Soils
- Stormwater Management
- Parks and Trails
- Surface Water
- Efficient Water and Wastewater Systems
- Septic Systems
- Solid Waste Reduction
- Local Air Quality



## Economic and Community Development

- Benchmarks & Community Engagement
- Green Business Development
- Renewable Energy
- Local Food
- Business Synergies
- Climate Adaptation and Community Resilience

Outreach committee to report to local businesses and the community. Additional credit for forming a Sustainability Commission

Create or participate in a marketing/outreach program, promote green businesses, and/or other practices

Prepare to maintain public health and safety during extreme weather and climate-change-related events (submitted for review)



## **SECTION 125. PARK BOARD.**

### **125.005. Park Board.**

There is hereby continued, as heretofore created, a park board for the city of Minnetonka, which board shall be known and designated as the park, recreation, and leisure time activities board and shall consist of 7 voting members who shall be appointed as follows:

1. three members, one to be appointed from each school district serving Minnetonka, those being the Hopkins, Minnetonka and Wayzata school districts; and
2. four members, or such other number as may be required to fill the entire membership of the board to be appointed from the city of Minnetonka at large, taking into account insofar as possible geographic representation from all areas of the city with particular attention to the ward boundaries of the city.

### **125.010. Eligibility.**

Members must have been a resident of the city of Minnetonka for a period of not less than one year prior to the date of their appointment.

### **125.015. Appointment Procedure and Term.**

All members shall be appointed by the mayor with the approval of the city council. The terms of the at-large members shall commence February 1, 1983 for two-year terms expiring on January 31<sup>st</sup> of each successive odd year. The three school district members' terms will commence on February 1, 1984, and be for two-year periods expiring on January 31<sup>st</sup> of each successive even year. All unexpired terms shall be filled for the remainder of the unexpired term only. Any member may be removed by the mayor, with the approval of the city council, for misconduct or neglect of duties. The mayor with the approval of the city council shall make such interim appointments as necessary to maintain membership at 7 persons, prior to commencement of the staggered terms described above.

### **125.020. Duties.**

1. The park board will consult with the city council and the staff and be advisory to the city council in matters relating to park lands, park facilities, programs, and finances. This shall include short- and long-range planning related to capital improvement projects, the acquisition, development, and use of park lands, park facilities, recreational and leisure time facilities, and matters of policy relating to park lands, park facilities and recreational programs.
2. The park board may, from time to time, meet with various groups on matters relating to park and recreation activities.
3. When convened as the park board, the board shall make its foremost concern the park lands and park facilities of the city of Minnetonka, through the recommendations to the city council of policies pertaining thereto.
4. The park board shall annually, at its first meeting in February, select one of its members to be its chairperson.
5. As designated by the park board, six of the members of the park board shall also represent the city of Minnetonka on a joint recreation board heretofore established between the cities of Hopkins and Minnetonka. In this capacity, the members shall direct their primary attention to the recreation programs and activities developed and offered through the joint board, and make

recommendations to the city council through the joint board concerning policies pertaining to the recreation programs and activities.

**125.025. Meetings.**

The park board shall meet as necessary, but not less than once every three months, at a time and place designated by the chairperson of the park board, or at a time and place mutually agreeable to the majority of the board.

**125.030. Compensation.**

The city council may, from time to time, fix compensation for the members of the park board and provide for the payment of expenses incurred in connection with carrying out the duties and functions of the board.

## **SECTION 130. SENIOR CITIZENS ADVISORY BOARD.**

### **130.005. Senior Citizen Advisory Board.**

The senior citizen advisory board for the city of Minnetonka will consist of fifteen members to be appointed by the mayor with approval of the council.

### **130.010. Appointment and Term.**

Terms will be for two years expiring on January 31st. Seven members will be appointed in even-number years, and eight members will be appointed in odd-numbered years. The terms of members appointed prior to the effective date of this section will be extended from a term expiring on May 31st to a term expiring on January 31st.

A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

(Amended by Ord. 2018-12, effective Oct. 13, 2018)

### **130.015. Duties.**

The senior citizen advisory board will:

1. advise the city council about the needs and status of senior citizens in the city;
2. recommend to the city council ways in which the needs of senior citizens may be met;
3. determine and assess existing resources in the city that may be utilized by senior citizens to meet their needs;
4. evaluate proposed programs, grants and other governmental activities that may impact on senior citizens in the city;
5. recommend policies, goals and objectives for the operation of the Minnetonka senior center to the city council; and
6. work cooperatively with the city staff and the senior coordinator in the operation of the senior center and implementation of its goals and objectives.

### **130.020. Officers.**

The senior citizens advisory board may adopt by-laws providing for the election of officers and appointment of committees.

### **130.025. Rules.**

The senior citizens advisory board must adopt rules governing its organization and procedures.

### **130.030. Meetings.**

The senior citizens advisory board will meet at least once each month at a time and place designated by the chairperson of the senior citizens advisory board or at a time and place mutually agreeable to a majority of the board.

### **130.035. Relationships.**

The senior citizens advisory board reports directly to the city council.

## **SECTION 300.04. PLANNING COMMISSION.**

### **1. Establishment.**

A planning commission of seven members is established and will constitute the planning agency of the city. Members of the planning commission must be residents of the city and will be appointed by the mayor and confirmed by the city council. Members will serve staggered terms of two years and may be removed by a vote of two-thirds of the full city council. Members will hold office until their successors are appointed and qualified, not to exceed an additional 90 days.

### **2. Powers and Duties.**

The planning commission shall have such powers and duties as may be conferred upon it by statute, charter or ordinance. The planning commission's actions shall be advisory to the city council except with regard to those matters in which its decisions are final but subject to appeal to the city council. In addition, the planning commission shall have the power:

- a) to hear requests and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an administrative officer in the enforcement of this ordinance; and
- b) to hear requests for variances from the literal provisions of this ordinance in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this ordinance.

### **3. Procedures.**

The planning commission shall elect from among its members such officers as it may deem appropriate. The planning commission may adopt bylaws or rules for the conduct of its business.

### **4. Staff Liaison.**

The city planner shall serve as liaison between the planning department and planning commission. The city planner shall prepare reports and information for the planning commission, attend its meetings and participate in hearings and discussions held by the commission but shall not vote on any item before the planning commission.

### **5. Actions.**

The planning commission shall make recommendations to the city council or decisions on items before it within a reasonable time or such time as shall be prescribed by statute, charter or ordinance. Failure by the planning commission to make a recommendation or decision within the required period shall be deemed to be a denial if the delay is appealed by the applicant. The planning commission may condition its recommendations or approval in order to effect the intent of this ordinance. The planning commission shall accompany its decision to deny an application with a statement of its findings regarding the matter. The planning commission shall serve a copy of any decision in which its action is final upon the applicant by mail.

### **6. Appeals.**

- a) Any person aggrieved by a decision of the planning commission regarding an application on which the decision of the planning commission may be final may appeal such decision to the city council. The appeal shall be submitted in writing within 10 days of the date of the decision or



the decisions stands. Upon appeal, the city council shall consider the request within 90 days unless an extended period is agreed with the appellant. The city council may reverse the decision of the planning commission by an affirmative vote of two-thirds of its full membership.

b) A person aggrieved by a decision of the city planner or the city engineer that is made under the authority of this ordinance may appeal such decision to the planning commission. The appeal must be submitted in writing within 10 days of the date of the decision. A person aggrieved by a decision of the planning commission regarding such appeal may appeal the decision of the planning commission to the city council. The appeal must be submitted in writing within 10 days of the decision. The city council may reverse the decision of the planning commission by an affirmative vote of at least two-thirds of its full membership.

c) In any matter in which the planning commission's decision is not final but is a recommendation to the city council, the city council may adopt, modify or reject the recommendation of the planning commission by vote of a simple majority of those present, unless otherwise required by this ordinance.

d) A person aggrieved by a final city decision made under this chapter 3 may seek judicial review by filing an action with the Hennepin County District Court within 60 days after the date that the city provides written notice of the final decision to the applicant.

e) Any applicant who obtains a building permit, starts construction, begins a use in reliance upon the decision of the planning commission, or any combination of those activities, prior to the termination of the appeal period, assumes the risk that the decision may be reversed upon appeal. When an appeal is received by the city the applicant will be notified of the appeal and informed as to the date of the city council meeting where it will be heard.

(Amended by Ord. 2012-07, adopted June 25, 2012, Ord. #2004-24, adopted August 23, 2004; amended by Ord. #2001-15, adopted May 21, 2001; amended by Ord. 2020-04, adopted April 20, 2020)

## RESOLUTION NO. 2010-022

### RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT ADVISORY COMMISSION

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BE IT RESOLVED by the City Council of the City of Minnetonka, Minnesota as follows:

#### Section 1. **Background.**

1.01. In 1988, the city council established an Economic Development Authority, whose commissioners consisted of a combination of city council members and citizen representatives.

1.02. The city council has decided that it is in the public interest to reconfigure the Economic Development Authority to have city council members serve as the commissioners.

1.03. The city council recognizes that there is significant benefit in having citizen representatives provide expertise and advice to the city council in the area of economic development and related subjects.

#### Section 2. **Creation of an Economic Development Advisory Commission.**

2.01. The city council hereby establishes an Economic Development Advisory Commission ("EDAC").

2.02. The EDAC will consist of seven voting members who reside in the city, work in the city, or own a business in the city, and will be, to the extent practicable:

- One member with a legal background
- One member with a finance background
- One member with a development, architectural or real estate background
- One member with a social service/non-profit or housing background
- One member with a planning background
- Two members that are at-large.

2.03. In addition, the city council will chose one city council member and an alternate city council member to be a non-voting member of the EDAC and act as a liaison between the city council and the EDAC.

2.04. EDAC members will be appointed by the mayor and confirmed by the city council. The initial appointment will have four members serving two-year terms and three members serving one-year terms. Thereafter, all members will serve two-year terms. No member may serve more than eight consecutive years. Any member may be removed by the mayor, with the approval of the city council, for misconduct or neglect of duties.

2.05. The chair and vice-chair of the EDAC will be appointed annually by the mayor, with confirmation by the city council.

2.06. The EDAC will advise the city council on the following topics and other topics designated by the city council:

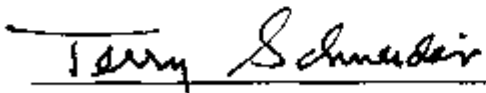
- Redevelopment
  - Redevelopment in redevelopment areas and other locations
  - Property acquisitions in redevelopment areas
  - Implementation of comprehensive plan objectives
- Development/Finance
  - Tax increment and tax abatement financing
  - HRA levy and budget
  - Development Account & Livable Communities Account budgets
  - City-initiated development projects, including soliciting proposals from potential developers
- Housing
  - Community Development Block Grant allocations
  - Affordable and modest price housing programs
  - Homebuyer and home rehabilitation programs
- Transportation
  - Light rail and bus transit operations
  - Compliance with state law for street reconstruction

2.07. The city council will set work plans annually identifying key objectives for the EDAC for the upcoming 24 months. These plans will direct the EDAC's activities.

2.08. The EDAC may establish subsidiary work groups or task forces that include non-members of the EDAC to examine a specific topic in more detail.

2.09. The EDAC will meet as necessary to accomplish its duties.

Adopted by the city council of the City of Minnetonka, Minnesota, on March 8, 2010.



Terry Schneider, Mayor

ATTEST:



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David E. Maeda, City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption: Wagner

Seconded by: Wiersum

Voted in favor of: Hiller, Wagner, Ellingson, Allendorf, Greves, Wiersum, Schneider

Voted against:

Abstained:

Absent:

Resolution adopted.

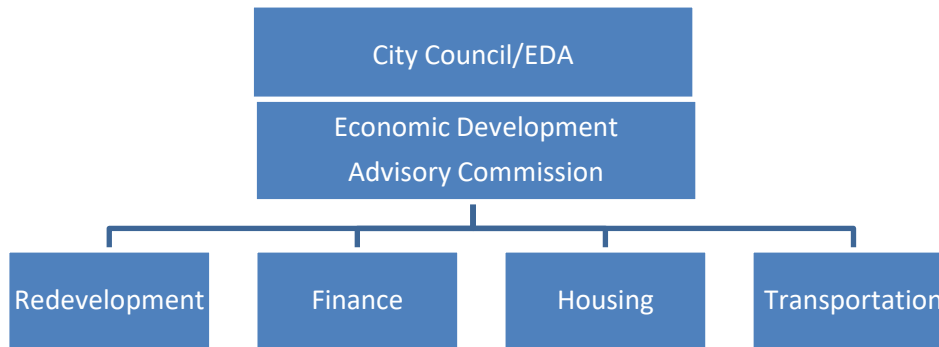
I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the city council of the City of Minnetonka, Minnesota, at a duly authorized meeting held on March 8, 2010.

---

David E. Maeda, City Clerk

## EDAC RESPONSIBILITIES

- Redevelopment
  - Redevelopment legal documents and contracts
  - Redevelopment around light rail stations
  - Implementation of comprehensive plan village center planning
- Development Finance
  - Tax increment and tax abatement financing
  - HRA levy and budget
  - Development Account & Livable Communities Account budgets
- Housing
  - Community Development Block Grant allocations
  - Affordable housing programs
  - Homebuyer and home rehabilitation programs
- Transportation
  - Light rail and bus transit operations
  - Compliance with state law for businesses and street reconstruction



**Bloomington:** <https://codelibrary.amlegal.com/codes/bloomington/latest/overview>

## **DIVISION H: SUSTAINABILITY COMMISSION**

### **§ 2.86.01 PURPOSE.**

The purpose of the Sustainability Commission shall be to advise the City Council on policies and practices that relate to the sustainable use and management of environmental resources that include air, water, energy, land, and ecological resources, and waste.

The Sustainability Commission will help to ensure that such resources will be sustained and continue to provide for a high quality of life for present and future generations of Bloomington.

(Ord. 2017-15, passed 5-22-2017)

### **§ 2.86.02 DUTIES AND RESPONSIBILITIES.**

The Commission shall:

(a) Collaborate with city staff to review, evaluate, develop, and advise the City Council on policies and practices regarding the sustainable use and management of environmental resources that include air, water, energy, land and ecological resources, and waste;

(b) Act as change agent, coordinator and educator for policies, procedures and proposals that relate to environmental sustainability;

(c) Engage with the Bloomington community and serve as a community liaison for issues, ideas, and proposals and provide appropriate feedback;

(d) Cultivate relationships with residents, community groups, businesses, institutions of higher learning, faith based organizations, outside government bodies, and non-governmental institutions;

(e) Serve as a resource for other Bloomington commissions, boards, committees, and task forces on any issues related to sustainability;

(f) Adopt criteria and processes for making decisions about the use of resources and selection of sustainability projects;

(g) Review sustainability proposals and make recommendations; and

(h) Submit written annual work plans and progress reports to the City Council.

(Ord. 2017-15, passed 5-22-2017)

### **§ 2.86.03 MEMBERSHIP.**

The Sustainability Commission shall consist of 11 members, including at least two young adults. The majority of the members shall be technical experts in one or more of the areas of sustainability and one seat shall be reserved for a City Council member.

(Ord. 2017-15, passed 5-22-2017; Ord. 2018-19, passed 7-9-2018; Ord. 2019-31, passed 8-5-2019)

**Eden Prairie:** <https://www.edenprairie.org/city-government/commissions/sustainability-commission>

## **Charter Statement**

### **Purpose**

To advise the City Council and staff about policies and practices that promote the sustainable development and conservation of Eden Prairie's air, water, and land resources; reduction of residential and commercial solid waste; and the more efficient use of energy in the economic activities of both the public and private sectors.

### **Roles and Responsibilities**

- Review, examination and evaluation of the City's operating policies and practices with the goal of improving performance in this area through the recommendation of Best Management Practices. The Sustainability Commission shall recommend the inclusion of appropriate environmental conservation and protection measures into the planning process. Where environmental policy mandates of the state and local agencies require the City's response, the Sustainability Commission may serve as the body to examine alternatives and make recommendations to the City Council.
- Provide recommendations as to oversight and accountability for municipal and private initiatives in the area of environmental policies that impact Eden Prairie's energy and natural resources. The Commission shall serve as the liaison and monitoring body for community events and activities that are relevant to the Commission's purpose.
- Educate the community, including Eden Prairie schools and community groups, about the impact of advances in environmental science, engineering, product development and policies to produce a better informed citizenry about environmental conservation.

### **Work Tasks**

- Recommend best practices for energy conservation for Eden Prairie's citizens, businesses, institutions and City government, including the 20/40/15 initiative.
- Encourage energy efficiency through appropriate building code improvements.
- Recommend opportunities to increase the City's use of alternative energy.
- Recommend ways to develop a comprehensive recycling, reuse and municipal solid waste (MSW) reduction program.
- Recommend ways to improve water quality in Eden Prairie.
- Promote tree planting, native landscapes and infiltration of water runoff with rain gardens and other techniques to maintain healthy urban native landscapes and reduce water consumption.
- Recommend ways to reduce greenhouse gas emissions and improving air quality in Eden Prairie.
- Recommend ways to integrate natural resource initiatives and programs into other areas of Eden Prairie government, including other commissions and groups, to better promote natural resource management and conservation.
- Educate the public, professional associations, organizations, businesses and industries about improving the community's environment, both natural and man-made.

### **Membership**

Five to nine members-at-large appointed by City Council.

**Chair and Vice Chair**

Annually appointed by the City Council.

**Staff Liaison**

Beth Novak-Krebs, Senior Planner

**Meeting Frequency**

Monthly on the second Tuesday of the month



**Edina:**

[https://library.municode.com/mn/edina/codes/code\\_of\\_ordinances?nodeId=SPAC0OR\\_CH2AD\\_ARTIIIIBOCOCO\\_DIV3ENENCO](https://library.municode.com/mn/edina/codes/code_of_ordinances?nodeId=SPAC0OR_CH2AD_ARTIIIIBOCOCO_DIV3ENENCO)

**DIVISION 3. - ENERGY AND ENVIRONMENT COMMISSION**

**Sec. 2-137. - Policy and establishment.**

The council, recognizing the need to support and advance environmental protection, conservation efforts including energy conservation, and waste reduction, and to improve thereby the overall welfare of the citizens of the city, does hereby establish the energy and environment commission (the "commission").

(Code 1992, § 1502.01; Ord. No. 2007-05, 4-3-2007; Ord. No. 2009-04, 3-17-2009; Ord. No. 2010-04, 3-2-2010; Ord. No. 2011-02)

**Sec. 2-138. - Duties.**

The commission shall:

1. Examine and recommend best practices for energy conservation for the city's citizens and businesses, including a "green" building code, use of Energy Star appliances, and other energy reduction targets.
2. Examine and recommend changes in city government purchasing and operations to conserve energy.
3. Evaluate and monitor the provision of a residential recycling program.
4. Evaluate and monitor the provision of a privately provided solid waste program, as well as a reduction in municipal solid waste produced by city residents and businesses.
5. Evaluate and encourage improvements in air and water quality.
6. Promote the establishment of targets for the reduction of greenhouse gas emissions produced by the city's buildings, equipment and operations.
7. Educate the public about energy issues, reduction, conservation, reuse, recycling and environmental protection.
8. Examine and promote renewable energy options for transportation, heating, and cooling, and other energy uses.

(Code 1992, § 1502.02; Ord. No. 2007-05, 4-3-2007; Ord. No. 2009-04, 3-17-2009; Ord. No. 2010-04, 3-2-2010; Ord. No. 2011-02)

**Sec. 2-139. - Membership.**

The commission shall consist of nine regular and two student members. The change in membership shall be attained through attrition by replacing one member less in 2018 and one less member in 2019 until the nine-member commission is achieved.

(Code 1992, § 1502.03; Ord. No. 2007-05, 4-3-2007; Ord. No. 2009-04, 3-17-2009; Ord. No. 2010-04, 3-2-2010; Ord. No. 2011-02; Ord. No. 2014-03, § 1, 3-4-2014; Ord. No. 2018-03, § 3, 2-21-2018)

**St. Louis Park:** <https://www.stlouispark.org/home/showdocument?id=15463>

**Division 8. Environment and Sustainability Commission:  
Sustainable SLP**

**Sec. 2-331. Purpose.**

The purpose of the Environment and Sustainability Commission: Sustainable SLP shall be to:

- (a) Provide recommendations to advance city goals, policies, and programs.
- (b) Provide advice and assistance to staff and council through collaboration.
- (c) Provide leadership in engaging the community, encouraging relationships and partnerships with neighborhoods, special interest groups, religious institutions, business leaders, and other commissions.
- (d) Serve as a conduit for environmental and sustainable information, topics, and direction to and from residents and the public.

**Sec. 2-332. Membership; terms.**

(a) The Environment and Sustainability Commission shall be an advisory commission to the city council. It shall consist of eleven regular members and two youth members, all appointed as set forth in this section.

(b) *Regular members.* The city council shall appoint three regular members of the commission for terms to expire on May 31, 2019, three regular members for terms to expire on May 31, 2020, and five regular members for terms to expire on May 31, 2021. All subsequent appointments shall be for three-year terms that shall expire on May 31 of the third year of such term and until a successor is duly appointed and qualified. The city council should ensure representation from each city ward, as outlined in Chapter 10 of this code. The city council will also give preference to applicants representing the business and rental communities in order to ensure fair representation on the commission. In the event of a vacancy, the city council shall appoint a person to complete the unexpired term. A member of the commission may be removed with or without cause by the city council.

(c) *Youth members.* Two voting youth members who shall reside in the city and be a high school student may be appointed by the city council and serve a term of one year.

(d) *Qualifications.* Regular members of the Environment and Sustainability Commission: Sustainable SLP shall be qualified voters and residents of the city, except in the case of a business owner or representative. A business owner or representative need not be a resident of the city. A vacancy shall deem to exist if a member ceases to meet the residency requirements. All members of the commission shall be appointed from persons who have demonstrated an interest in the commission by submission of appropriate city forms and exhibit high energy, leadership, and a commitment to the environment and sustainability.

(Ord. No. 2537-18, 6-4-18)

**Sec. 2-333. Organization.**

(a) A staff liaison to the Environment and Sustainability Commission: Sustainable SLP shall be appointed by the city manager and shall be subject to the administrative rules and regulations of the city.

(b) The commission shall elect its own chair and vice-chair. Subject to such limitations as may be imposed by the city council at any time, the commission shall provide its own rules and procedure, determine the date and time of meetings and, upon proper notice, shall call public hearings when necessary and desirable and in accordance with all requirements of local and state laws. The bylaws of the commission and amendments shall be submitted to the city

council upon their adoption. Such laws and any amendments shall be deemed to be approved by the city council unless the city council takes action to modify such bylaws or amendments with 30 days after submission. No member of the commission shall consider or vote upon any question in which the member is directly or indirectly interested.

(c) The commission shall include any number of working groups focused on identified special topics or projects, and be led by at least one commissioner.

(d) The commission shall keep proper records of its proceedings, and such records shall be maintained by the staff liaison or the liaison's designees.

**Sec. 2-334. Expenses of members.**

The members of the Environment and Sustainability Commission: Sustainable SLP shall serve without pay but may be reimbursed for actual expenses to the extent that funds therefor are provided in the annual city budget adopted by the city council. The commission shall properly account for its receipts and expenditures of monies in accordance with established city procedures.

**Sec. 2-335. Powers and duties.**

(a) The Environment and Sustainability Commission: Sustainable SLP shall have the following powers and duties to:

(1) Advise the city council with respect to environment and sustainability issues arising out of or in connection with the plans or operations of any city department or agency and recommend the adoption of such specific policies or actions as may be needed to enhance the city's environmental stewardship.

(2) Elicit community feedback and direction, including direct engagement, social media, annual events and fairs, etc.

(3) Reach out to the full community as well as to special populations with communication and educational efforts related to the environment and sustainability.

(4) Establish work groups to focus on specific areas of interest, special projects, and ongoing concerns. Work group representation should be broadened to emphasize greater diversity, inclusiveness, and specific issue expertise with non-commission members from the general community.

(5) Submit to the city council by April 1 of each year an annual report of the activities of the commission during the previous year.

(b) The commission shall have such additional powers and duties as the city council shall from time to time determine.

(Ordinance No. 2438-13, 4-1-13)



TO: Mayor Wiersum and Minnetonka City Council  
CC: City Manager Geralyn Barone  
Community Development Director Julie Wischnack  
FROM: Minnetonka Climate Initiative  
DATE: June 22, 2020  
RE: **Sustainability Commission**

Thank you for scheduling a virtual study session on June 29, 2020 to consider the creation of a Sustainability Commission and a Climate Action Plan.

One year ago, the Minnetonka Climate Initiative urged the Minnetonka City Council to create a Sustainability Commission, develop a Climate Action Plan, and hire a staff person to implement it. Today, we reaffirm that request with urgency.

Since then we have researched best practices of peer suburbs that have successful commissions – especially Bloomington, Eden Prairie, and Edina. The result is the attached draft of a sample Sustainability Commission Ordinance.

If the City Council expresses a desire to create a Sustainability Commission, we welcome the opportunity to collaborate and be helpful.



MCI SUSTAINABILITY  
COMMISSION  
DRAFT CITY ORDINANCE

June 21, 2020



**DRAFT ORDINANCE FOR SUSTAINABILITY COMMISSION**

**Mission**

The mission of the Sustainability Commission (SC) is to:

- Improve the quality of life for Minnetonka community members and its natural resources
- Preserve and restore Minnetonka’s natural resources for today and generations to come
- Foster citizen leadership and involvement in city decisions and programs related to environmental sustainability and climate change
- Promote citizen knowledge and expertise related to environmental best practices through education.

**Membership and Term**

The SC will be comprised of 11 members, two of whom will be youth members, representing our high schools (Hopkins, Minnetonka, Wayzata). For the initial appointments of 2021, three of the members shall be appointed for a one-year term, three of the members shall be appointed for two-year terms, and three of the members shall be appointed for three-year terms. The two youth members shall be appointed to one-year terms. Terms will begin on January 1, except for student members, whose terms begin September 1.

A minimum of 4 members shall be technical experts in one or more of the areas of environmental management and / or sustainability.

SC member selection and appointment: Proposed SC members to be initially vetted by the SC using a transparent process, with SC members performing initial reviews and recommendation of proposed new members for city council appointment.

**Scope**

The scope of the SC will include all issues related to air, water, land, and life, including:

- Climate change
- Renewable energy
- Green building construction
- Transportation and land use
- Water quality and protection
- Woodlands, wetlands and open space preservation
- Biodiversity improvement and preservation
- Waste collection and disposal
- Recycling / reuse programs
- Air, noise, and light pollution
- Soil erosion



## Duties

The SC will:

- o Advise the city council on matters related to climate and environmental sustainability
- o Recommend to the city council ways to advance city goals, policies, and programs related to the environment and climate change mitigation
- o Advise city council on climate, energy conservation, ecological land stewardship, environmental degradation, and solid waste management. This advice to include matters of city plans and operations.
- o Provide collaborative leadership on environmental sustainability with other city teams, boards, residents, faith communities, and business leaders
- o Provide leadership in community engagement
- o Provide research and input on projects that impact natural resources and sustainability efforts
- o Provide education and outreach to residents and businesses about conservation initiatives
- o Lead the development of a climate action plan (CAP), incorporating learnings and recommendations from the Xcel Partners in Energy (PIE) program
- o Develop annual plan for SC, to include measurable goals and an annual report to the City Council on accomplishment toward goals
- o Assume additional duties determined by the city council.

## Rules

The SC will create by-laws to address the election and terms of officers, the definition of a quorum, attendance expectations, and management of vacancies.

## Meetings

The SC will meet once per month at a time and place designated by the SC chair, or at a time and a place mutually agreeable to a majority of the members of the SC.

## Relationships

The SC will report directly to the city council.

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Vote YES on Environmental Sustainability Commission  
**Date:** Thursday, June 25, 2020 11:08:43 AM

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**From:** Judith Ingram  
**Sent:** Tuesday, June 23, 2020 1:46 PM  
**To:** Brian Kirk  
**Subject:** Vote YES on Environmental Sustainability Commission

Hello Council Member Kirk.

I have lived in Minnetonka for almost 25 years, the most recent three in the Zvago Glen Lake Cooperative building. The City's ongoing commitment to preserving our rich environmental resources is one of the reasons I love living here.

**I urge you to support the creation of an Environmental Sustainability Commission** to continue this commitment and to involve residents more actively in future efforts. Our own senior building has taken a serious interest in maintaining the health our lakeside property and that of the larger community. An active landscape committee commits countless volunteer hours removing invasives, planting milkweed and other pollinator-friendly native species, and educating ourselves about environmental issues. A majority of our households collects organics for compost. Most have grandchildren, whose futures are vulnerable to climate change.

Thank you for your support.

Susan Sobelson

Sent from my iPad



**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** MTKA Sustainability Commission  
**Date:** Thursday, June 25, 2020 12:20:58 PM

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**From:** Mary Malotky  
**Sent:** Thursday, June 25, 2020 10:00:18 AM  
**To:** Bradley Schaeppi  
**Subject:** Re: MTKA Sustainability Commission

Dear Council member Bradley,

I am writing to you as a member of Ward 3 for the last 27 years. Over the last several years, as the Climate Crisis has become more dire, I have been actively working to educate and motivate community residents and political leaders, such as yourself, to accept the reality of Climate Change. *We must change our ways.* Within our own households, in churches and workplaces and in our cities, states and in our country. The changes that will be required of us over the next decade will be a very heavy lift. We need dedicated people, committees and commissions, in our government, who are laser-focused on making these important transitions as smooth and targeted as possible. Some of the valuable things a Sustainability Commission could bring to Minnetonka include,

- \*Dedicating more focus and resources towards environmental protection and climate action,
- \*Bringing issue experts in the community together to advise on wildlife preservation and ecological health,
- \*Engaging more individuals and business owners in reducing energy consumption and switching to clean energy,
- \*Providing a forum for directly engaging Minnetonka community members in actions and decisions that impact their lives and future
- \*Educating the community on environmental and climate issues

Please support the Minnetonka Sustainability Commission

Sincerely,  
Mary Malotky,  
*Chair, West Metro Climate Action*  
16563 Grays Bay Blvd  
Wayzata, 55391

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Sustainability Commission  
**Date:** Thursday, June 25, 2020 12:15:48 PM

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**From:** Cindy Eyden  
**Sent:** Wednesday, June 24, 2020 10:29:20 PM  
**To:** Bradley Schaeppi  
**Subject:** Sustainability Commission

June 24, 2020

Dear Council Member Bradley Schaeppi:

I am writing to let you know I am very excited to think Minnetonka could have an Environmental Sustainability Commission! This Commission could do so much good in our community. I see it as a way to promote a resilient city by dealing with climate change now and into the future. It would be community based and so both educate and draw support from the city residents for projects like reducing energy consumption, switching to clean energy, preserving wildlife and our own ecological health! It is a WIN in all directions!

There is so much we can accomplish in Minnetonka! I am asking you to vote for this commission at the meeting on June 29th. Thank you!

Cynthia Eyden  
16824 Excelsior Blvd.  
Minnetonka, MN 55345

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Tell the Minnetonka City Council that you Support an Environmental Sustainability Commission!  
**Date:** Thursday, June 25, 2020 12:19:55 PM

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**From:** kate netwal  
**Sent:** Tuesday, June 23, 2020 4:10 AM  
**To:** Bradley Schaeppi; Deborah Calvert; Susan Carter  
**Subject:** Fwd: Tell the Minnetonka City Council that you Support an Environmental Sustainability Commission!

Hello Bradley, Deb and Susan,

Please support the formation of an Environmental Sustainability Commission for Minnetonka. We citizens all recognize that our home and community are vitally important and we can be leaders in making positive changes to policy to ensure we are protecting the natural resources that brought us to know, love and live in the beautiful community.

Thank you for your support,

Kate Netwal  
3311 Martha Ln, Minnetonka, MN 55345

**From:** [Fiona Golden](#)  
**To:** [Fiona Golden](#)  
**Subject:** Vote YES on SC  
**Date:** Thursday, June 25, 2020 12:17:28 PM

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On Wed, Jun 24, 2020 at 2:32 PM Beverly Gillen wrote:

Dear Council Member Schaeppi,

I am writing to encourage you to approve a Sustainability Commission at the next council meeting. Our changing climate is of great concern to me, especially now as my husband and I anticipate the birth of our first grandchild in 4 weeks. We need to ensure our climate is healthy for this next generation.

As an MCI member, I know that many residents are passionate about this cause and willing to support the effort. What a wonderful tribute to Minnetonka leadership that citizens want to collaborate with the council and the city staff for this worthy cause!

There are many benefits to the city of creating a Sustainability Commission including cost savings, enhanced reputation, and community relations. Please be a champion for the environment and vote to appoint a Minnetonka Sustainability Commission.

Thank you for your consideration.

Best Regards,

Bev Gillen  
5000 Mayview Road  
Minnetonka, MN 55345

--

**Beverly Gillen**  
Partners in Parenting Consulting LLC

**City Council Study Session Item #3  
Meeting of June 29, 2020**

**Brief Description:** Tree Protection Ordinance update

**Background**

The existing Tree Protection Ordinance was adopted in 2008 after four years of study and consideration. The ordinance is based on three key principals:

- Focus on tree protection. The ordinance focuses on tree protection rather than on tree removal. A protection ordinance identifies the natural environmental qualities of a site and applies protections accordingly. Generally, a removal ordinance simply regulates the replacement of trees, regardless of a site's existing ecosystem or natural qualities.
- Focus on woodlands. Greatest protections are given to remnant woodland ecosystems, rather than individual trees.
- Focus on new development. Regulations pertaining to new developments, rather than to existing properties.

Over the last 12 years, discussion surrounding tree protection has evolved from “protecting trees that cannot be easily replaced” to broader protection of trees and woodlands that provide habitat, climate resilience, and ecosystem services.

**Council Requests**

In Oct. 2019, staff presented information to the city council pertaining to: (1) Minnetonka's tree canopy cover; (2) national and local tree ordinances; and (3) the history and basics of Minnetonka's existing tree protection ordinance.

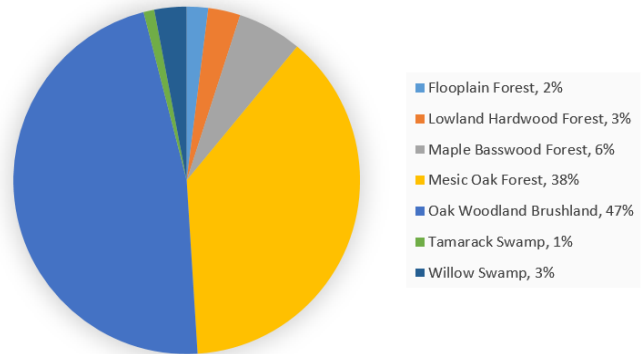
After discussing the existing ordinance, councilmembers generally agreed that full-scale ordinance changes were not necessary. However, the council requested more information and evaluation of small – but potentially impactful – changes. Specifically, council members requested that staff:

- Provide data related to woodland preservation areas and changes to those areas since the adoption of the ordinance;
- Consider and comment on adding tree removal thresholds for redevelopment activities; and
- Reevaluate the Living Legacy Program and the city's education efforts.

The Planning Commission also reviewed information related to the tree ordinance in Dec. 2019 and had similar comments. ([PC Minutes](#).) The city council was scheduled to discuss the information presented in this report at its March 16, 2020 study session. That meeting was cancelled due to the Covid-19 pandemic, and this item was rescheduled for council review at this evening's meeting. The remainder of this report will address the council requests.

**Woodland Preservation Areas**

The city’s woodland preservation areas (WPA) are defined as remnant woodland ecosystems identified by a Minnesota Land Cover Classification System (MLCCS) analysis completed in 2002. The MLCCS, conducted by the city and Hennepin Conservation District, is a “vegetation oriented classification system [used to] identify natural and cultural land cover types using a standardized methodology.”<sup>1</sup>



In 2008, WPA comprised roughly 1,250 acres – or 6.9% – of Minnetonka’s 28 square miles. The majority of these areas are Mesic Oak and Oak Woodland Brushland types.

Under the existing tree ordinance, removal of WPA during subdivision is limited to 25% of the WPA on the subdivision site.<sup>2</sup> This removal threshold does not apply if: (1) subdivision occurs at a density of no more than one lot per acre; or (2) the city approves the use of PUD to promote a greater public good.

Since the adoption of the ordinance, the city has approved 57 residential subdivisions with a total of 310 lots.<sup>3</sup> Seven of the subdivisions involved property containing WPA. Those subdivisions had very little impact on the community’s WPA, removing just 0.34% of the total area. This removal number does not account for trees that may have been replanted in WPA as part of the development.

	<b>WPA</b>
Pre-Subdivision	1,246 acres
Amount Removed	4.26 acres
Percent of Total Removed	0.34%

In staff’s opinion, the existing 25% removal threshold for WPA is effective and appropriate.

**Potential Ordinance Changes**

Since the Oct. 2019 study session, planning and natural resource staff have discussed potential ordinance changes that may reflect the underlying principles of the existing ordinance and the broader council discussion on tree protection. The changes include the council’s suggested change related to redevelopment. (See #4 below.)

- 1. Purpose Statement.** The tree protection ordinance’s purpose statement could be revised to include language related to climate resilience. Staff would generally support

<sup>1</sup> “The Minnesota Land Cover Classification System (MLCCS)” Minnesota Department of Natural Resources, [www.dnr.state.mn.us/mlccs/index.html](http://www.dnr.state.mn.us/mlccs/index.html), accessed Dec. 12, 2019.

<sup>2</sup> A tree is considered removed if girdled, if 30 percent or more of the trunk circumference is injured, if 30% or more of the crown is trimmed, if an oak is trimmed between April 1 and July 15, or if the following percentage of the critical root zone is compacted, cut, filled or paved: 30 percent of the critical root zone for all species, except 40 percent for ash, elm, poplar species, silver maple, and boxelder.

<sup>3</sup> Four additional subdivisions were approved but never developed. Those approvals have since expired.

such language but acknowledges that discussion of climate – changes to it or to promoting resilience to this change – could be contentious.

2. **WPA Conservation Easements.** While it has been the city’s practice to request a conservation easement over WPA preserved during subdivision, the ordinance notes that the city “*may* require other legal means to ensure that woodland preservation areas or groups of high priority trees or significant trees are not intentionally destroyed after the development has been approved.” This language could be modified to note that the area *must* be placed in a conservation easement.

Staff would generally support such a change, as it would likely reduce future cumulative impacts to WPA within a “new” subdivision. At the same time, staff foresees some potentially negative consequences, including:

- Unequal treatment. By establishing easements over WPA in subdivisions, “new” Minnetonka residents would be subject to restrictions that would not apply to “established” property owners.
- Monitoring. The time and resources required to monitor easements can be significant.

3. **Significant Tree Removal Limit.** The existing ordinance establishes a maximum limit for the removal of WPA and high priority trees during subdivision. High priority trees, as defined by ordinance, are trees of certain species over 15 inches in diameter. A maximum removal limit could also be established for significant trees, which are trees over eight inches in diameter regardless of species.

Since the adoption of the tree protection ordinance, staff evaluation of tree removal resulting from subdivision activities has been focused on WPA and high priority trees because the ordinance regulates the removal of such. Of the 57 subdivisions approved since 2008, data on significant tree removal is available for just 22 subdivisions. The chart below notes the removal of significant trees on these 22 subdivision sites. As with the WPA removal, the numbers below do not take into account trees that may have been replanted as part of the development.

	<b>Significant Trees</b>
Pre-Subdivision	2,034
Number Removed	762
Percent of Total Removed	37%

The range of removal in the 22 subdivisions varied significantly from 0 percent to 77 percent. Staff would generally support establishing a 50 percent threshold in the ordinance. Such a threshold would increase overall tree preservation during the subdivision process and would promote forest resiliency and reforestation, as smaller trees are allowed to continue to grow. The potential negative consequences is a possible reduction in a property owner’s ability to subdivide.

4. **Redevelopment Removal Limit.** The existing ordinance does not regulate tree removal associated with redevelopment activities. Redevelopment is defined as (1) reconstruction of a principal structure if more than 50 percent of the square footage of the structure’s footprint has been removed, or (2) increasing the square footage of a

structure's footprint by more than 50 percent.<sup>4</sup> A maximum removal limit could be established for redevelopment activities.

Since 2008, the city has approved 31 major redevelopment projects. These include large multi-family residential projects, commercial sites, and institutional campuses. The existing ordinance does not contain a removal threshold during redevelopment that does not also include subdivision. Of the 31 projects, data on tree removal is available for 18 projects.

	WPA	High Priority Trees	Significant Trees
Pre-Redevelopment	16.5 acres	400	1,140
Amount Removed	4.2 acres	230	847
Percent of Total Removed	25.5%	58%	74%

Except for the removal and reconstruction of single-family homes, staff would generally support establishing preservation/removal thresholds for redevelopment projects consistent with subdivision thresholds. Such requirements would increase overall tree preservation. Conversely, staff acknowledges that such a change may impact a property owner's ability to redevelop a site as they desire and may hinder some economic development activities. Note, staff would support maintaining existing language that gives the council discretion to approve removal above these thresholds if it finds the redevelopment provided a larger community benefit.

5. **Flexibility for Climate Resiliency.** The impact of development and redevelopment is just one of many potential effects on the city's forests; the changing Minnesota climate, disease, and pests will be much more impactful. Understanding this, in staff's opinion, language should be added addressing resiliency. Under the existing ordinance, the city council may allow the removal of trees protected by the ordinance if it determines that doing so would promote a greater public good. Examples of public good outlined in the ordinance include: providing affordable housing, creating a public road or trail, providing a public utility service, and rehabilitating a public park. Additional flexibility could be added to the ordinance acknowledging that maintaining or increasing species diversity to promote climate resilience constitutes a public good. Under the existing ordinance, the potential public good of a project would be uniquely evaluated during the review of that project.

Staff would generally support the addition of promoting climate resiliency to the list of public good examples. It should be noted that such language change could increase the level of subjectivity in the review of subdivision and redevelopment proposals.

If the council would like to consider any or all of the changes outlined above, staff would suggest such consideration involve a public input phase outside of – and in addition to – the standard public hearing process. Information could be shared, and public input gathered in a variety of ways, including:

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<sup>4</sup> For the removal and reconstruction of single-family homes, trees may be removed within the "basic tree removal area" – as defined by code – without mitigation. Mitigation is required for trees outside of that area.



- An article in the Minnetonka Memo outlining potential ordinance changes, with a link to an online survey to gather property owner comment;
- A page on minnetonkamn.gov about potential ordinance changes, again with a link to an online survey to gather property owner comment; and
- Public open houses/input sessions.

### **City Education and Non-Development Related Efforts**

In 2007, the city began the Living Legacy program. The program was intended to encourage Minnetonka property owners to place portions of their property into conservation easements. Under the program, the city would not pay for such easements but would provide technical support in the surveying, drafting, and filing of the easement document. At the outset of the program, staff compiled a list of properties two to five acres in size and contacted the owners about the program. One large parcel on McGinty Road West was placed in an easement. The city had acquired a large parcel on Oakland Road prior to the Living Legacy Program.

Hennepin County has since started a [conservation easement program](#) and has [grants](#) available for property owners who wish to restore or protect natural areas. Given the resources and potential funding available through the county, and to not duplicate efforts, staff would suggest the city promote the county programs. This promotion could be accomplished in several ways: add information and links on the natural resources "[What Can You Do](#)" page of minnetonkamn.gov, an article in the summer/fall issue of the Minnetonka Memo, and an educational display at the City Wide Open House.

In addition to education, the city actively requires, promotes, and participates in reforestation efforts. The existing tree ordinance requires mitigation (replanting). Since 2007, over 17,000 trees have been replanted through a combination of trees sold to Minnetonka residents at the city's annual tree sale and trees planted by city staff in parks and on public property.

### **Discussion Points**

- ***Does the city council still agree with the three basic principles of the tree protection ordinance?***
- ***Does the city council generally support the proposed ordinance changes?***

### **Attachments**

The following attachments are included for reference:

- Existing Tree Ordinance Background Memo
- Tree Removal Data
- City of Atascadero, CA ordinance provided by Councilmember Calvert

## Summary

Through its ordinances, Minnetonka has historically tried to balance individual rights and community responsibilities. The existing tree ordinance was intended to preserve a property owner's right to use their property, while at the same time preserving trees that could not be easily replaced. To do this, the ordinance focuses on the regulation of subdivision activities, which can substantially alter the physical landscape.

The potential ordinance changes outlined in this report would broaden ordinance regulation to include redevelopment activities while placing greater value on significant trees. In keeping with the key principles of the existing ordinance, the potential changes would not impact how a single-family homeowner – who is not proposing a subdivision of their lot – chooses to use their property. Neither would the potential changes address the larger and more substantive impacts that pests, disease, or Minnesota's changing climate will have on the urban forest.

Through:       Geraldyn Barone, City Manager  
                  Julie Wischnack, AICP, Community Development Director  
                  Will Manchester, PE, Director of Public Works  
                  Leslie Yetka, Natural Resources Manager

Originator:     Susan Thomas, AICP, Assistant City Planner

### **A Note on Competing Interests**

The community goals outlined in the city's Comprehensive Guide Plan and Strategic Profile are varied. In some cases and situations, those goals may be at cross purposes. This is most evident in the equally important goals of protecting tree resources and providing moderately-priced, new-construction housing options.

The best way to preserve the natural features of a site is to minimize site work. This generally means reducing the number of lots proposed in a subdivision or, put another way, increasing the size of the lots. This, in turn, may reduce the associated site disturbance necessary for the construction of homes and the installation of public infrastructure. Given land values in the Minnetonka, reducing the number of lots in a subdivision (or increasing their size) typically increases the price of the lots in the subdivision, correspondingly decreasing the opportunities for moderately-priced, new-construction homes.

Alternatively, decreasing the number of lots (or increasing lot size) may not decrease development impact on a site but result in the construction of larger homes, again decreasing opportunities for moderately priced housing.

Staff is not suggesting that the community needs to “decide between” saving trees and promoting moderately-priced housing. However, the community should be aware of – and acknowledge that – these two goals can often be in opposition to each other.



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**FROM:** Susan Thomas  
**DATE:** March 3, 2020  
**SUBJECT:** Tree Ordinance Background

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### **Ordinance Adoption**

The city's tree protection ordinance was adopted by the city council in 2008 after four years of study and consideration. During the study phase:

- A one-year development moratorium was enacted.
- Two open houses were conducted; one was specific to proposed ordinance revisions, and one was part of the annual City-Wide Open House.
- Five newspaper articles were published related to proposed ordinance revisions: two in the Minnetonka Memo, one in the Lakeshore Weekly News, and two in the Star Tribune.
- Questions about proposed ordinance revisions were included in the annual community survey.
- Over 2,400 postcards were sent to owners of wooded lots.
- The planning commission and council discussed tree preservation policies and standards at 15 meetings.
- Staff provided six draft ordinances to respond to the questions and concerns raised during the commission and council meetings.
- The draft ordinances were posted on [eminnetonka.com](http://eminnetonka.com), with an invitation to comment on the survey drafts via an online survey.

### **Key Principles**

The ordinance that was ultimately adopted, and is currently in place, is based on three key principles:

- Focus on tree protection. The ordinance focuses on tree protection rather than on tree removal. A protection ordinance identifies the natural environmental qualities of a site and applies protections accordingly. Generally, a removal ordinance simply regulates the replacement of trees, regardless of a site's existing ecosystem or natural qualities.

- Focus on woodlands. Greatest protections are given to remnant woodland ecosystems, rather than individual trees.
- Focus on new development. Regulations are pertinent to new development, rather than to existing privately-owned properties.

## Standards Summary

Within the framework of the three key principles, the existing tree ordinance is quite detailed. However, all of the detail is grounded in five basic definitions:

- **Woodland Preservation Area (WPA).** A remnant woodland ecosystem that is at least *two* acres in size regardless of property boundaries, is generally mapped in the city's Minnesota Land Cover Classification System and, although it may be degraded, generally meets the criteria for one of seven types of ecosystems. These systems are the following: floodplain forest, lowland hardwood forest, maple basswood forest, mesic oak forest, oak woodland bushland, tamarack swamp, and willow swamp. (See attached map.)
- **High-Priority Tree.** A tree that is not in a WPA, but is still important to the site and neighborhood character, that is structurally sound and healthy, and meets at least one of the following standards:
  - ✓ A deciduous tree that is at least 15 inches in diameter, except ash, box elders, elm species, poplar species, willow, silver maple, black locust, Amur maple, fruit tree species, mulberry, and Norway maple.
  - ✓ A coniferous tree that is at least 20 feet in height, except a Colorado spruce that is not in a buffer as described in below; or
  - ✓ A tree that is in a group of deciduous trees that are at least eight inches diameter or coniferous trees that are at least 15 feet in height, that provide a buffer or screening along an adjacent public street, and that are within 50 feet of an arterial road and 35 feet of a minor collector, local, or private street and a trail.
- **Significant Tree.** A tree that is structurally sound and healthy and that is either a deciduous tree at least eight inches diameter or a coniferous tree at least 15 feet in height.
- **Protected Tree.** A tree that is in a woodland preservation area, or is a high priority tree or significant tree.
- **Basic Tree Removal Area.** The area consists of: (1) the area improved for reasonably-sized driveways, parking areas, and structures without frost footings and within ten feet around those improvements; (2) the area within the footprints of, and 20 feet around, buildings with frost footings; (3) areas within the footprints of, and 10 feet around, structures with post footings such as decks or porches; and (4) the area where trees are being removed for ecological restoration in accordance with a city-approved restoration plan.

The ordinance allows the following removal without mitigation.

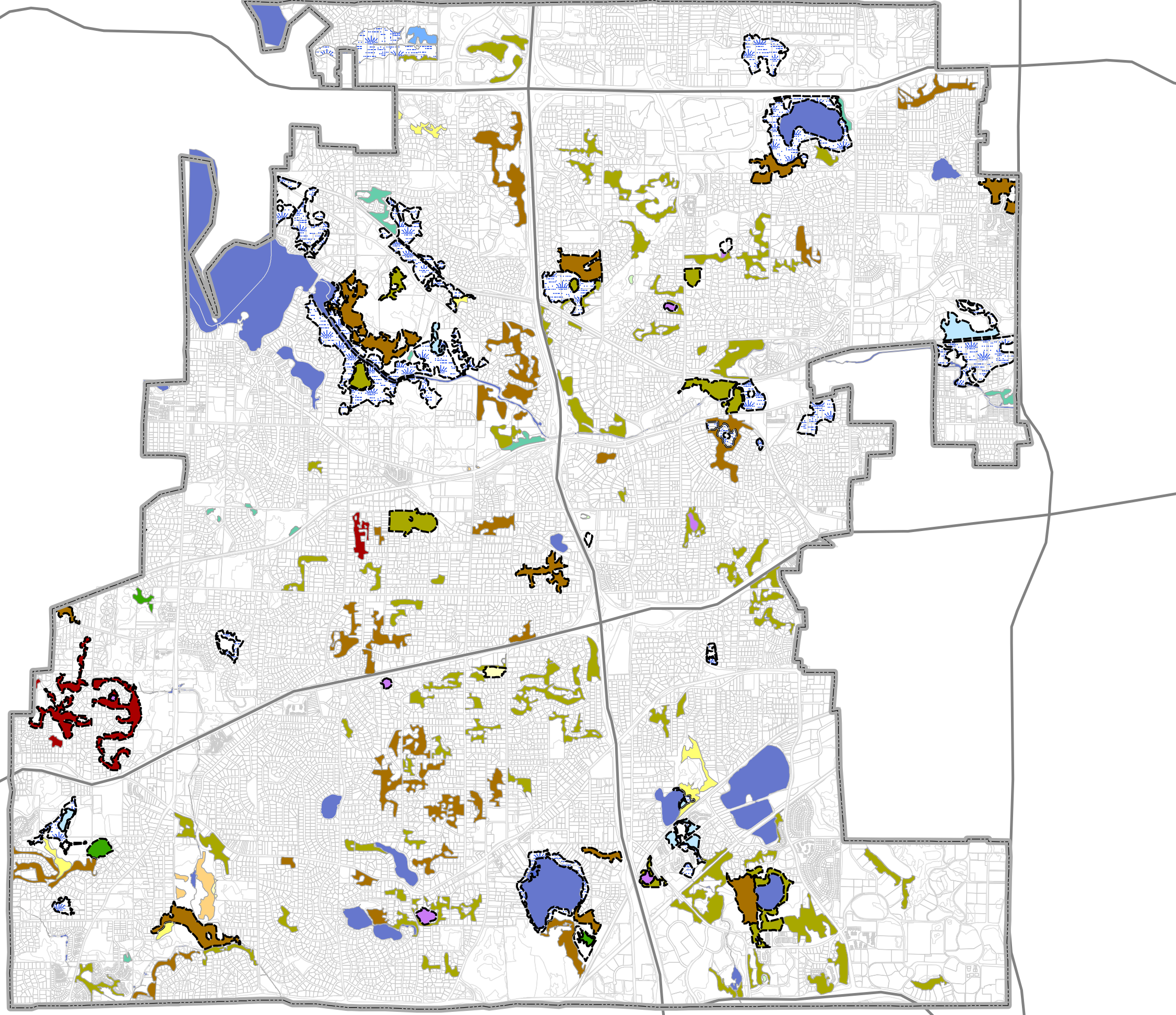
		WPA	High Priority	Significant
Lots with Existing Structures	R-1 properties	removal allowed	removal allowed	removal allowed
	All other properties	removal allowed if consistent with previously approved plans	removal allowed if consistent with previously approved plans	removal allowed if consistent with previously approved plans
Existing Vacant Lots, Redevelopment, Site Improvements	R-1 properties	removal allowed in a basic tree removal area	removal allowed in a basic tree removal area	removal allowed in a basic tree removal area
	All other properties	removal allowed in a basic tree removal area and within the width of required infrastructure improvements	removal allowed in a basic tree removal area and within the width of required infrastructure improvements	removal allowed in a basic tree removal area and within the width of required infrastructure improvements
<b>Subdivision</b>		<b>Max. 25 percent of area;</b> Mitigation required if any removal outside of: (1) basic tree removal area; or (2) the width of required infrastructure improvements	<b>Max. 35 percent of trees;</b> Mitigation required if any removal outside of: (1) basic tree removal area; or (2) the width of required infrastructure improvements	Mitigation required if any removal outside of: (1) basic tree removal area; or (2) the width of required infrastructure improvements

Mitigation is required for removal of WPA, high priority, and significant trees located outside of the basic tree removal areas during subdivision, development of existing vacant lots, redevelopment, and site improvements.

Also important to note:

- Existing Lots: The removal allowance for existing lots applies two years after issuance of a certificate of occupancy. At that point, “new” lots and Minnetonka residents are equitably given the same allowances as “older” lots and Minnetonka residents.
- Existing vacant lots, redevelopment, and site improvement on non-single-family lots: Landscaping is required through a different section of city code.
- Subdivision: If more than 25 percent of WPA or 35 percent of high priority trees are removed:
  1. There can be no more than one lot per developable acre of land; or
  2. The city may allow for the use of PUD to allow development up to the full density normally allowed under the applicable zoning district. In reviewing the PUD, the city will consider the extent to which steps are taken to preserve trees.





- Natural Communities**
- Dry prairie
  - Mesic prairie
  - Wet meadow
  - Mixed emergent marsh
  - Rich fen
  - Cattail marsh
  - Willow swamp
  - Oak woodland-brushland
  - Floodplain forest
  - Lowland hardwood forest
  - Tamarack swamp
  - Oak forest mesic
  - Maple-basswood forest

- Natural Heritage Ranking**
- C
  - D

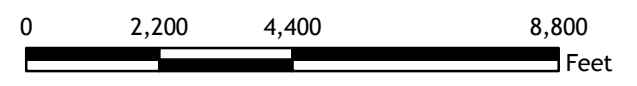
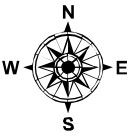


Figure VI-3  
Natural Communities

Source: Minnesota Department of Natural Resources

**SUBDIVISION**

Year Approved	Subdivision Name	Location	Total Acres	No. of Lots	WPA			High Priority*			Significant		
					Pre-Dev Acreage	Removed Acreage	% Removed	Pre-Dev Trees	Removed Trees	% Removed	Pre-Dev Trees	Removed Trees	% Removed
2008	Woolman Woods	Woolman Dr	9.56	9	6	2.5	42%	^	^	60%			
2009	Lake Rose Highlands	Lake Shore Ave	2	2	1.08	0.28	26%	9	8	89%			
2009	Hopaca Hollow	Wilson St	3.86	5	2.53	1.21	48%	3	1	33%			
2009	Old Excelsior Addition	Old Excelsior Blvd	2.13	2	0.78	0	0%	5	0	0%			
2009	Black Oak Estates	Black Oaks La	5.7	7				132	39	30%	173	66	38%
2010	Dalmation Ridge	Oakland Rd	7	2	0.75	0.19	25%	15	9	60%			
2011	Lone Lake Highlands	Bren Rd	5.6	21				26	8	31%	53	41	77%
2011	Rabbit Hills	Highland Rd	3.7	6				35	12	34%			
2011	Rutledge Ridge	Shady Oak Rd	1.9	2				30	10	33%			
2012	Binger Crossing	Meeting St	23.6	12				354	115	32%	289	98	34%
2012	Jacks Estates	Maywood La	2.1	3				59	18	31%			
2012	Cottage Lane Estates	Cottage La	1.19	2				9	0	0%	41	3	7%
2013	Fretham 13th	Orchard Rd	1.9	3				9	2	22%			
2013	Maxx Marais	Meeting St	2.5	2				45	9	20%			
2013	Minnehaha Vista	Timberhill Rd	12	4				14	5	36%	46	11	24%
2013	St. Albans Woods	Rainbow Dr	3.5	7				152	47	31%			
2013	Woods of Fairview	Fairview Ave	3.2	7				40	14	35%			
2013	Fretham 16th	Covington Rd	0.9	2				9	1	11%			
2013	Park Valley Estates	Park Valley Rd	2.99	6				30	10	33%			
2013	Autumn Creek	Old Excelsior Blvd	1.1	2				12	4	33%			
2014	Legacy Oaks	Parkers Lake Rd	26	65				263	227	86%			
2014	Stevens Estates	Robinwood Dr	1.1	2				23	7	30%			
2014	Westburgs 2nd Addition	Excelsior Blvd	0.96	2				23	2	9%			
2014	Koch Hill Estates	Shady Oak Rd	2.6	4				10	3	30%			
2015	Groveland Pond	Minnetonka Blvd	2.9	14				26	9	35%			
2015	Congregation Hill	Meeting St	4.1	3	0.75	0.075	10%	79	22	28%			
2015	Buckman Addition	Highwood Dr	1.06	2	0.08	0	0%	22	3	14%			
2015	Ridgemount Grove	Ridgemount Ave	1.04	2				6	2	33%			
2015	Estate Development Corp	Meeting St	1.8	2				35	12	34%			
2016	Wilson Ridge	Wilson St	2.17	2				155	52	34%			
2016	Williston Woods West	Williston Rd	1.6	5				48	14	29%	71	47	66%
2016	Fretham 18th	Lake Street Ext	2.5	3				9	3	33%			
2016	Highview Place	Highview Pl	4.5	9				101	35	35%			
2016	Eldorado Villas	Minnetonka Blvd	0.71	3				22	9	41%			
2016	Tonkawood Farms	Highwood Dr	1.7	3				22	7	32%			
2016	Mayfair at Copperfield	Copperfield Pl	2	3				58	17	29%	234	98	42%
2017	Woolands at Linner	Linner Rd	5.5	4				145	53	37%			
2017	Tony's Addition	Sandra La	3.3	2				9	3	33%			
2017	Wilson Ridge 6th	Wilston St	2.5	3				44	13	30%			
2017	Shadow Investments	Cottage La	1.1	2				11	3	27%	1	0	0%
2017	Linner Road Estates	Linner Rd	2.4	4				15	5	33%	63	24	38%
2017	Enclave at Royal Oaks	Shady Oak Rd	2.6	4				31	10	32%			
2017	Homestead Place	Plymouth Rd	1.3	2				3	1	33%			
2017	Grenier Rd	Eden Prairie Rd	1.08	2				9	2	22%			
2017	Lindberry	Cedar Lake Rd	3.25	2				9	2	22%	28	11	39%



2017	Williston Acres	Margaret Pl	1.2	2				17	4	24%	16	4	25%
2018	Simpson Park	Lake St Ext	1.6	3				28	9	32%	25	17	68%
2018	Arundel Addition	Minnetonka Blvd	8.5	3				6	1	17%	254	62	24%
2018	Villas of Glen Lake	Eden Prairie Rd	1.5	4				20	7	35%	56	16	29%
2019	Inverness Estates	Inverness Rd	1.3	2				27	9	33%	16	2	13%
2019	Oakland Estates	Oakland Rd	2.4	4				73	21	29%	94	39	41%
2019	Patriot Estates	Park Valley Rd	1	2				16	3	19%	41	4	10%
2019	Rutzick Ridge	Shady Oak Rd	1.4	2				7	1	14%	27	12	44%
2019	Highcroft Meadows	Orchard Rd	6	12				36	8	22%	167	55	33%
2019	Conifer Heights	Conifer Tr	1.4	6				12	4	33%	115	86	75%
2019	Bird Song	Oakland Rd	11.5	13				172	60	35%	194	60	31%
2019	Highwood Ridge	Highwood Dr	1.2	2				32	11	34%	30	6	20%
<b>TOTAL</b>			<b>215.2</b>	<b>310</b>			<b>11.97</b>	<b>4.255</b>	<b>36%</b>		<b>2612</b>	<b>966</b>	<b>37%</b>
											<b>2034</b>	<b>762</b>	<b>37%</b>

**REDEVELOPMENT**

Year Approved	Project Name	Location	Type	WPA			High Priority*			Significant		
				Pre-Dev Acreage	Removed Acreage	% Removed	Pre-Dev Trees	Removed Trees	% Removed	Pre-Dev Trees	Removed Trees	% Removed
2008	BMW	Wayzata Blvd	Commercial									
2008	Hampton Inn	Wayzata Blvd	Commercial									
2009	St. Therese	Exceslrio Blvd	Multi-family									
2010	United Health Group Phase II	Data Blvd	Commercial									
2011	The Ridge	Wayzata Blvd	Multi-family				17	17	100%	33	33	100%
2013	Macys	Wayzata Blvd	Commercial									
2013	Shoppes on 101	Co Rd 101	Commercial									
2013	Minnetonka Medical	Hwy Blvd	Commercial				33	14	42%	125	113	90%
2014	Nordstrom	Wayzata Blvd	Commercial									
2014	The Overlook	Minnetonka Blvd	Multi-family				11	11	100%	97	87	90%
2014	Applewood Pointe	Minnetonka Blvd	Multi-family				19	16	84%	75	53	71%
2014	Highland Bank	Plymouth Blvd	Multi-family									
2015	Croix Oil	Hopkins Crossroad	Commercial									
2015	At Home Apartments	Rowland Rd	Multi-family	1.42	0.23	16%	11	5	45%	102	88	86%
2015	Carlson Island Apartments	Carlson Pkwy	Multi-family	8	2.5	31%						
2015	Cherrywood Pointe	Plymouth Blvd	Multi-family	1.38	0.34	25%	16	15	94%			
2016	Home 2	Clearwater Blvd	Commercial				22	5	23%	121	87	72%
2016	Ridgedale Corner Shoppes	Plymouth Rd	Commercial									
2016	Rize	Blue Circle Dr	Multi-family				59	25	42%	99	77	78%
2017	Crest Ridge Senior Housing	Wayzata Blvd	Multi-family				10	5	50%			
2017	Mesaba Capital	Old Excelsior Blvd	Multi-family				12	8	67%	33	33	100%
2017	Minnetonka Hills	Jordan Ave	Multi-family	3.4	0.61	18%	37	12	33%	100	31	31%
2017	Shady Oak Rd	Shady Oak Rd	Multi-family				1	1	100%	38	15	39%
2018	Ridgedale Restaurants	Wayzata Blvd	Commercial									
2018	Solbekken	Shady Oak Rd	Multi-family				16	3	19%	77	41	53%
2018	Avidor	Wayzata Blvd	Multi-family				18	15	83%			
2018	Dominium	Bren Road E	Multi-family				40	36	90%	105	81	77%
2018	Olive Garden	Wayzata Blvd	Commercial									
2018	Marsh Run	Wayzata Blvd	Multi-family				11	8	73%	40	36	90%
2019	City Police and Fire	Minnetonka Blvd	Institutional	2.25	0.49	22%	27	27	100%	10	10	100%
2019	Chabad Center	Hopkins Crossroad	Institutional				40	7	18%	85	62	73%
<b>TOTAL</b>				<b>16.45</b>	<b>4.17</b>	<b>25%</b>	<b>400</b>	<b>230</b>	<b>58%</b>	<b>1140</b>	<b>847</b>	<b>74%</b>

\* As noted in staff report. When not noted, based on reexamining inventory size and species only.

<b>Atascadero Municipal Code</b>							
<a href="#">Up</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Main</a>		<a href="#">Search</a>	<a href="#">Print</a>	<a href="#">No Frames</a>

[Title 9 PLANNING AND ZONING](#)

[Chapter 11 NATIVE TREE REGULATIONS](#)

### **9-11.105 Tree removal.**

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(a) Permit Required. Except as set forth in subsection (b), a tree removal permit shall be required for the removal of any deciduous native tree two (2) inches dbh or greater and four (4) inches dbh or greater for all other protected native trees, and for pruning of more than twenty-five percent (25%) of the live canopy in native trees. Any private or public entity doing regular maintenance in the City may seek a blanket pruning permit that may be renewed on a yearly basis.

(b) Exemptions. The following are exempt from the permit requirements of this chapter:

(1) Emergency situations which cause hazardous or dangerous conditions that have serious potential to cause immediate damage to persons or improvements on real property. Such situations must be reported to the City within forty-eight (48) hours;

(2) Trees planted, grown and maintained as part of a licensed nursery or tree farm business;

(3) Tree pruning that affects less than twenty-five percent (25%) of a tree's live canopy within one (1) years' time. The pruning shall be done according to current tree pruning standards as adopted by the International Society of Arboriculture;

(4) Trees removed as part of an approved "tree management plan";

(5) Single-family residences in single-family zoning districts where a permanent dwelling exists and building or grading permits are not being sought;

(6) Emergency septic system repair and/or replacement in a single-family zoning district, where a septic system has failed as determined by the City Engineer and is considered a hazard to the health, safety, and welfare of the homeowner and adjacent property owners.

(c) Application for Tree Removal.

(1) Early Consultation. All applicants are encouraged to consult with the Community Development Department before site development that may involve any tree removal. Early consultation shall be a factor used in determining whether proposed improvements can be reasonably designed to avoid the need for tree removal.

(2) Content. The content of the tree removal application and permit shall be in a form as established by the Community Development Director. The applicant must provide the factual data to make the required finding(s) as required in this chapter.

(3) Fees. Application fees shall be established by resolution of the City Council.

(4) Arborist Report. An arborist report shall be provided when determined necessary by the Community Development Director or designee.

(5) Posting. All native trees proposed for removal shall be identified by the applicant for field inspection as set forth in the Guidelines. When a tree removal permit is sought, the lot shall also be posted at a visible location along the project frontage for a minimum of fifteen (15) calendar days prior to approval. The notice shall be in a form approved by the City.

(d) Review and Approval.

(1) Authority. The City Council shall make decisions regarding all tree removal application requests involving designated heritage trees. All other tree removal application decisions will be made by the

Community Development Department. Any Community Development Department decision may be appealed to the Planning Commission in accordance with AMC Section 9-1.111.

(2) Required Findings. At least one (1) of the following findings must be made in order to approve a tree removal application:

(i) The tree is dead, diseased or injured beyond reclamation, as certified by a tree condition report from an arborist;

(ii) The tree is crowded by other healthier native trees; thinning (removal) would promote healthier growth in the trees to remain, as certified by a tree condition report from an arborist;

(iii) The tree is interfering with existing utilities and/or structures, as certified by a report from the site planner;

(iv) The tree is inhibiting sunlight needed for existing and/or proposed active or passive solar heating or cooling, as certified by a report from the site planner;

(v) The tree is obstructing proposed improvements that cannot be reasonably designed to avoid the need for tree removal, as certified by a report from the site planner and determined by the Community Development Department based on the following factors:

- a. Early consultation with the City,
- b. Consideration of practical design alternatives,
- c. Provision of cost comparisons (from applicant) for practical design alternatives,
- d. If saving tree eliminates all reasonable use of the property, or
- e. If saving the tree requires the removal of more desirable trees.

(3) Evaluative Criteria for Tree Removal. The following criteria will be considered when evaluating each tree removal application:

(i) The potential effect that tree removal could have on topography, knowing that hilltops, ravines, streambeds and other natural watercourses are more environmentally sensitive than flat or gentle sloping lands;

(ii) The potential effect that tree removal could have on soil retention and erosion from increased flow of surface waters;

(iii) The potential effect that tree removal could have on the ambient and future noise level;

(iv) The potential effect that tree removal could have on the ability of existing vegetation to reduce air movement and wind velocity;

(v) The potential effect that tree removal could have on significantly reducing available wildlife habitat or result in the displacement of desirable species;

(vi) Aesthetics;

(vii) The number, size, species, condition and location of trees to be removed;

(viii) The special need to protect existing blue and valley oaks because of regeneration problems;

(ix) The cumulative environmental effects of tree removal.

(4) Conditions of Approval. Tree removal permits shall be conditioned by one (1) or more of the following methods:

(i) Depending on the characteristics of the site the applicant may plant replacement trees on site. This method shall include payment in advance for three (3) site inspections during a four (4) year establishment period;

(ii) Payment of fee to the tree replacement fund;

(iii) Establishment of conservation easements, which will restrict removal of any tree within a designated area of the property. (Ord. 616 § 5, 2018; Ord. 578 § 1, 2013; Ord. 350 § 2, 1998)

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**City Council Study Session Item #4  
Meeting of June 29, 2020**

**Brief Description:** Diversity and Inclusion Update

**Introduction**

In the wake of the death of Mr. George Floyd and the civil unrest that followed, the purpose of this agenda item is for staff to provide a historical review of the city's diversity and inclusion (D & I) efforts, outline short term actions, and obtain guidance from the city council about future efforts. In recent weeks, council and staff have received feedback from the community requesting action and looking for city leadership.

Diversity and inclusion efforts are not new to the community, and the city has played an increasing role over the last few years. Throughout 2017, 2018, and 2019, staff was immersed in a myriad of activities as described below. At times the efforts have had both challenges and successes. While staff continues to adjust and refine the focus and structure around the work, the level of interest and dedication remains within the organization. As the greater Minnesota metro, Hennepin County and our city grow with population and anticipated shifts in demographics, ensuring an inviting, welcoming, inclusive and equitable community is essential to the future success and vitality of Minnetonka.

It is anticipated that the city council will engage in a deeper conversation about this topic at the upcoming strategic planning session later this summer. However, this evening's discussion is preemptive to update the council on activities and to seek guidance from the council on direction in the near term.

**Current and Anticipated Action Steps**

As noted, there has been a foundation laid and work that was completed by staff in regards to increasing efforts related to diversity and inclusion. Although both staff turnover in key leadership positions over the last year and the impacts of the pandemic have admittedly slowed progress, a new team has been assembled with a renewed sense of urgency to continue building upon the work completed the last three years.

The following activities hves been identified as short-term steps that staff have already initiated or have identified to pursue:

- Hosting of courageous conversations. Last week, City Manager Geralyn Barone created a series of three forums to create a safe space for coworkers to simply share how they are feeling about the tumultuous events over the last month. These were well attended.
- Continuing participation with Hopkins Race Equity and Inclusion (HREI). Additional information is listed below, but this has been a collaborative effort between jurisdictions to bring leaders together. HREI has hosted a number of forums and the forum scheduled for April 2020 was postponed due to the pandemic.
- Reconstituting the city's internal D & I committee, tasked with the following:
  - Reviewing mission and goals
  - Reviewing completed D & I work and GARE cohort work (see below for details)
  - Developing an updated work plan and implementation strategies

- Pursuing partnerships with YWCA and City of Richfield. City staff are exploring options for collaborative partnerships with the YWCA and the City of Richfield.
- Pursuing grant opportunity to fund D & I efforts. Staff is currently pursuing grants from the St. Paul Foundation and the McKnight Foundation to provide financial resources for these efforts. This is desirable because the 2020 budget has limited funding for expanded D & I activities.
- Exploring ways to engage the community on the issues of race, equity, diversity and inclusion, with the assistance of a consultant. A number of Minnetonka's comparable and surrounding cities have hired or will be discussing hiring (for 2021) dedicated staff. A consultant would provide immediate help to facilitate community engagement or other identified activities while the city determines long-term staffing. City council guidance is particularly desired on ways to engage the community.
- Considering dedicated funding for D & I in the 2021 budget, which may include additional staff depending on the scope of city efforts. Currently, the city does not have the capacity with existing staff to lead an extensive D & I program. During the upcoming strategic planning and 2021 budget processes, the council can identify long-term priorities and associated funding.

## **Background**

In 2017, city staff established an internal diversity and inclusion (D & I) committee to assist in identifying organizational obstacles to city employment and services and develop an implementation plan to reduce or remove those obstacles. The initial purpose was to help in retaining a positive workplace culture while unprecedented turnover occurred in the organization. The group was initially formed to help identify what the current workplace culture was, what had been lost and gained, and what was needed to do to ensure employees felt welcome and included. Former City Clerk David Maeda led this committee's work.

Beginning in 2018, with the support of the city council, city of Minnetonka staff began participation in the year-long Government Alliance on Race and Equity (GARE) introductory cohort learning program. GARE is a national network of government personnel working to achieve racial equity and advance opportunities for all. A goal for participation in the GARE program was to assist the staff D & I committee with one band of the inclusion spectrum, race and equity, by helping build capacity to analyze policies, practices and procedures. Former Assistant City Manager Perry Vetter led this committee's work.

As part of the cohort tasks, staff collected demographic information, created a racial equity narrative and learned the use of a racial equity toolkit for the evaluation of policies and procedures from a race and equity standpoint. Throughout the course of the cohort work, staff began the process of creating a racial equity statement and racial equity plan.

While the above initiatives were primarily internally focused, a third effort was launched in 2017 with the creation of a community engagement officer within the police department. Officer Scott Marks leads this effort with the support of fellow officers to increase engagement externally in the community by a variety of methods. One of the most notable was the establishment of the faith leaders' consortium, inviting leaders of each local place of worship to join together for an ongoing dialogue. The police department, acting as a catalyst to the effort, has now created this network that is self-sustaining within the community. The group holds regular meetings to address topics of common concern and importance, and comes together during challenging situations that arise in the community. Most recently, Officer Marks hosted a joint video

conference following the death of George Floyd to discuss community action. On another front, Officer Marks has engaged management staff of several multi-family apartments with underrepresented populations with conversations on improving connections with the city. Finally, Officer Marks has led educational forums on implicit bias for employees, city council and boards and commission members.

### **Diversity and Inclusion Committee Update**

Throughout 2017 and 2018, the D & I committee met regularly to work on foundational issues to ensure that work goals were being met. Subgroups were formed to collect research on what other comparable cities were working on, conduct a peer review of our organization's shared values descriptions, and ensure inclusion of D & I initiatives within the traditional work of the organization (such as health rewards program requirements and meeting discussions). Other subgroups began review of current practices, such as recruitment and interview processes, employee events and how to improve the facility environment when hosting meetings or public engagements.

During 2018, the D & I committee paused its work due to a number of factors, most notably the strains on staff support due to personnel turnover; conducting special, primary and general elections; and particularly focusing on completing the GARE cohort. In the fall of 2018, staff reviewed the charge of the D & I committee and updated the group's direction.

### **GARE Cohort Work**

Starting in 2018, the city's ten-member GARE cohort work group included representation from most city departments and a linear cross section of the organization's hierarchy, including the city manager, several department directors, plus other supervisory and front-line employees. Throughout 2018 and 2019, the cohort team participated with other jurisdictions in monthly meetings and met regularly outside of those sessions to complete homework. During the process, each member personally grew with their individual ability to analyze and discuss the topic of racial equity. A summary presentation of the GARE research, data collection and work plan is attached.

At year end, the city's cohort members were surveyed to gather feedback on the GARE model. Although there was general frustration relating to how the materials were presented, leading to a lack of a linear learning progression and some logistics disorganization, staff also felt there were many benefits from participation. These included:

- Appreciating others' perspectives and broadening viewpoints
- Watching *Race and the Power of Illusion* video on redlining
- Learning about applying a different "lens" to view the world
- Meeting and networking with other committed cohort jurisdictions
- Learning different tools and methods for us to adapt and apply
- Differentiating between equality and equity
- Watching staff transform from feeling awkward with the topic to open discussions

To conclude the work of the staff cohort, a racial equity statement and plan was created, as follows:



*Goal: All people in Minnetonka are healthy, safe and thriving.*

To support that goal, planned implementation steps include developing an internal racial equity inventory, structure and learning action plan, along with developing a system to collect racial equity data specific to Minnetonka events.

### **Human Rights Commission Research**

In 2018, the city council expressed an interest in learning about the efforts of human rights commissions in other communities. Staff found at that time that of our ten comparison cities, Brooklyn Park, Eden Prairie, Edina and St. Louis Park have such advisory commissions, and Burnsville, Eagan, Lakeville, Maple Grove, Plymouth and Woodbury do not. At one time, Plymouth did have a commission; however, the city council disbanded the group several years ago.

Notable benefits for those communities with human rights commissions include promoting understanding and tolerance, plus encouraging participation by under-represented groups. Staff research indicates for those cities with a commission, the primary functions include education/outreach, public policy development, and discrimination response. More detail regarding these follows.

#### Education/Outreach

This is the most common endeavor the commissions coordinate and generally have the most direct impact on the community. Examples of educational activities include hosting forums or discussions with speakers, authors, or academics who present on a civil rights issue. Commissions have also sponsored sessions about the Holocaust, Islam, and the history of slavery in the U.S. Some host public gatherings to celebrate important days in human rights history, such as Martin Luther King Jr Day. A few cities sponsor a Human Rights Award, which formally recognizes a resident or business that is working to promote civil rights in the community.

#### Public Policy/Council Support

Another effort of some human rights commissions is to ensure city policies, practices, and procedures are free from bias. For example, ADA compliance, bias response policy, police body camera policy, and an inclusive comprehensive guide plan are reviewed to ensure that all residents are served fairly and without prejudice. A few groups create reports on human rights issues in their community to assist the city council with policy making decisions.

#### Discrimination Response

While all commissions help to maintain policies against discrimination, a number offer a direct outlet for those experiencing discrimination in their city. Sometimes referral is made to an independent mediator. If a resident makes a request for an investigation, all commissions refer the complaint to the Minnesota Department of Human Rights for action. Some cities send a letter of support if notified of an incident of potential bias.

Feedback from the commissions' staff liaisons indicate the need to set clear and specific goals for the commission. Some are directed by the city council, while others create a work plan that is then approved by the council. Developing a yearly work plan provides focus, and designating an annual budget for activities avoids having limited scope and impact. As with other city commissions, assigning the appropriate level of staff support is critical. Typical work completed

by staff includes meeting agenda/report/minutes preparation, research and policy development, and event planning, promotion, and execution.

At the time this information regarding human rights commissions was shared with the city council in 2018, the council did not express interest in pursuing the creation of a commission.

### **Additional Inclusion Work**

#### Police Chief Outreach

A group of engaged citizens, primarily people of color, from New Hope, Plymouth and Minnetonka meet regularly with the three police chiefs to discuss ways to enhance community trust with their police departments. These discussions started in late 2016 focusing on current issues and the role of policing. In addition to these discussions, the group participated in use of force simulation training at the police training facility. The group most recently met following the death of George Floyd.

#### City Event Ideation Session

In the fall of 2018, Elena Imaretska, Chief Innovation Officer for Brave New Workshop, Minnetonka resident, and park board member, facilitated a session with city staff and residents. The goal of the session was for staff and residents to get to know each other, build trust, and together ideate ways the city can make its community events more inclusive. At the conclusion of the session a list of 100 ideas to consider was generated. General themes included establishing and utilizing partnerships, enhancing communications, engaging neighborhoods, updating events, and adding resources. Staff assigned to organizing city activities plan ways to incorporate these ideas or adjust events to make them more inclusive.

#### Hopkins Race and Equity Initiative (HREI)

HREI was formed in 2015 as a collaborative effort between Hopkins Public Schools, the City of Hopkins, the Hopkins Police Department, and Gethsemane Lutheran Church to work on race and equity in the Hopkins area. During the summer of 2018 and again in 2019, Minnetonka's GARE cohort work group and Mayor Brad Wiersum participated in a one day event sponsored by HREI. This event was also attended by representatives of a number of surrounding cities and the Hopkins School District. Staff found the collaborative to be well organized with a mission to create opportunities to increase awareness and understanding. As noted, the group was scheduled to meet this past spring before being postponed due to the pandemic.

#### Minnetonka Methodist Church

Minnetonka Methodist Church has been working on diversity and inclusion efforts for a number of years and reached out to create a dialogue with city staff on how best to support each other's efforts. Staff discussed with representatives on how best to execute that strategy by discussing efforts, resources, networks, trainings and facilitated discussions. Several staff and city officials have participated in the church's restorative justice program, and police leadership have participated on speaker panels sponsored by the church.

### **Discussion Points**

- ***Does the city council have any questions or comments regarding the work of the GARE cohort work group, internal D & I Committee, or other work that has occurred the last couple of years?***
- ***Understanding the need for community engagement and conversation, does the city council support utilizing a consultant – at least in the short term?***
- ***Does the council have other thoughts or direction for staff to initially pursue?***

### **Summary**

Although the city has been involved in diversity, inclusion, race and equity initiatives over the past number of years, recent events of civil unrest have brought to the forefront the need for greater organizational and community responses. The city council is asked to affirm staff's recommended approach and provide initial guidance as the conversation continues in the next several months during the strategic planning and budgeting processes.

Submitted through:  
Geraldyn Barone, City Manager

Originated by:  
Mike Funk, Assistant City Manager

# City of Minnetonka

## Government Alliance on Race and Equity

2018 Cohort



# 2018 GARE Cohort Staff Members



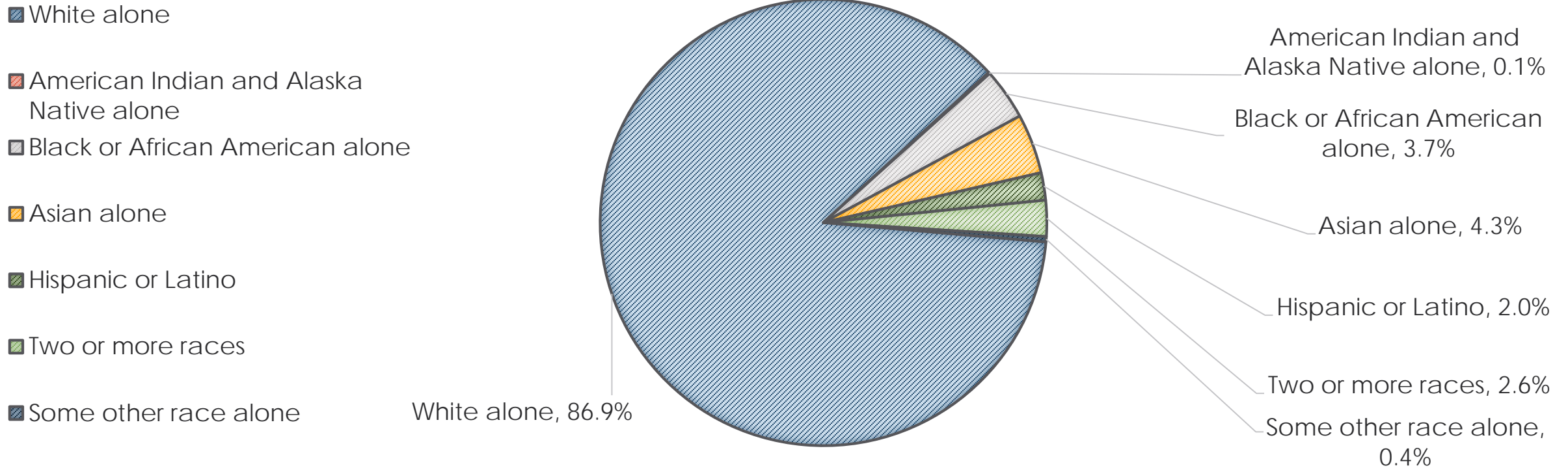
- Geralyn Barone
- Scott Boerboom
- Eileen Connors
- Andy Gardner
- Corrine Heine
- Drew Ingvalson

- David Maeda
- Rachel Meehan
- Christine Petersen
- Kaylee Wallin
- Perry Vetter



# Demographic Information Review

# Demographic Information

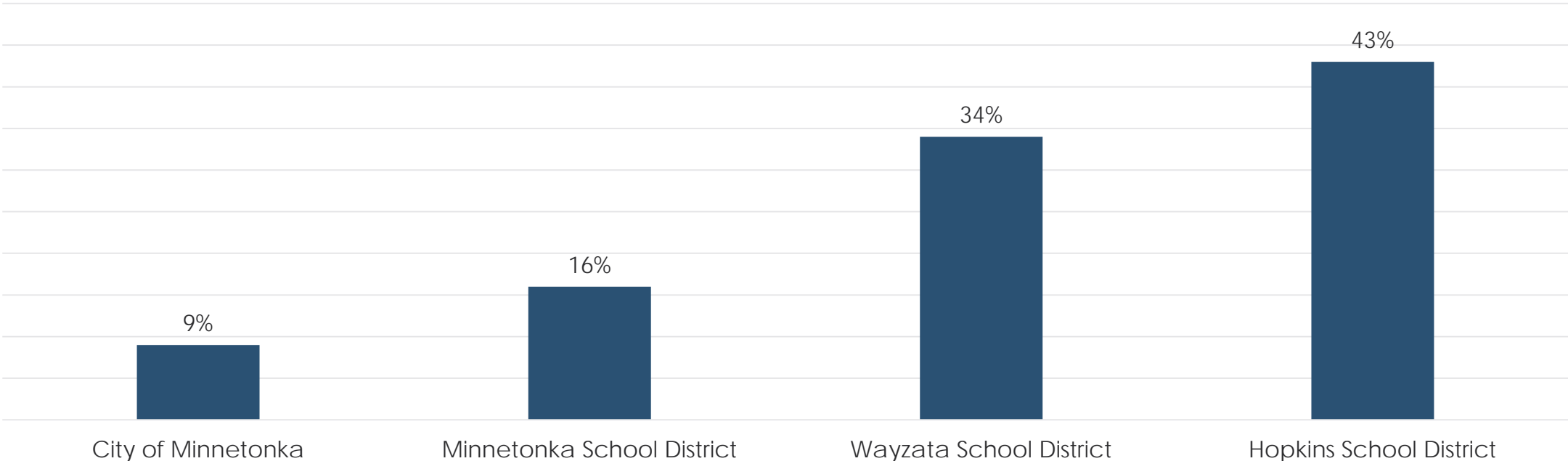


By percentage, the percent of white alone in Minnetonka is higher than Hennepin County (70%) and the Twin Cities Region (74%)

# Demographic Information



Percentage of Residents or Students of Color





# Demographic Information



- The White Alone population in Minnetonka will continue to fall, but not drastically
- Black and Hispanic/Latino groups grew substantially in Minnetonka during the 1990s and 2000s; however, these groups rate of increase appears to be leveling off. Hispanic/Latino growth appears to be slowing down in Hennepin County and the Twin Cities Region; however, Black growth appears to still be continuing in these areas
- The fastest growing groups in Minnetonka will probably be Two or More Races and Asian
- These trends appear to be consistent with Hennepin County and the Twin Cities Region

# Demographic Information



- There are far less White Alone children (78%) than White Alone total population (87%) in Minnetonka
- There is nearly double to amount of Black Alone Children (6.1%) than total Black (3.7%)
- There is 50% more Hispanic/Latino Children (3.1%) than total Hispanic/Latinos (2%)
- Interestingly, the Asian Alone Children population has grown 35% over the past 4 years (4.0% to 5.4%)
- It is unclear if children that grow up in Minnetonka will continue to live in Minnetonka into adulthood

# Demographic Information



- White and Asian had the highest level of education attainment
  - Both had over 96% of people being a HS Graduate or higher; however, Asian actually had a higher Bachelor's Degree or Higher than White (74.6% vs 59.5%)
- Black, Some Other Race, Two or More Races, And Hispanic/Latino all had HS Graduate or higher rates above 80% and had Bachelor's Degree or Higher varying from 29% to 50%

# Demographic Information



- Black, Asian, Some Other Race, Two or More Race, and Hispanic/Latino groups all have similar Labor Force Participation Rate and Employment Ratio Rates with Whites having lower participation and employment ratio
  - Or, in other words, there are more Whites not working or not looking for work in comparison to other groups
- Hispanic/Latinos, Some Other Race and American Indian and Alaska Natives have the zero percent unemployment rates (low data numbers?)
- Black had have low employment rates (2.7%) with Whites, Asians, and Two or More Races having similar rates (4-7%)
- In addition, American Indian and Alaska Native easily have the lowest Labor Force Participation Rate (47.1%)

# Demographic Information



- Two or more Races had the highest poverty rate (21.4%) followed by Black (14.4%)
- No other group had a poverty rate above 7%, with White having the lowest rate (3.8%), with the exception of American Indian and Alaska Native



# History of Minnetonka

# History of Minnetonka



1962 Zoning ordinance:

- City had only one residential district, which allowed private detached dwellings and accessory buildings "ordinarily considered essential to the private residential use of land in suburban areas, such as guest houses, dwellings for servants, private garages, boat houses and docks, stables and pens for poultry or small animals provided the same be for the sole use of the occupants of the land"



# History of Minnetonka



## Affordable Housing Initiatives

- In 1974, the city approved a housing project for elderly, low and moderate income families
- In 1975, the city opposed legislation related to the ability of local governments to set minimum lot sizes
- In 1976, the Minnetonka City Council authorized staff to obtain technical assistance to establish a low interest loan and grant program to help low and moderate income homeowners



# History of Minnetonka



- Established an Economic Improvement Program (EIP) with affordable housing goals
  - Current Affordable Housing Initiatives
    - Homes within Reach/WHAT
    - Housing Improvement Areas
    - Minnetonka Home Enhancements
    - Affordable Housing via TIF Pooling



# Community Partners

# Minnetonka partners



- Employee Diversity and Inclusion Committee
- Place of Worship
  - Minnetonka United Methodist
  - ICA
- Hopkins School District
- City of Hopkins
- TwinWest Chamber of Commerce
  - St. Jude's, Carlson Companies, UHG (United Health Group) and Cargill



# Our Racial Equity Narrative

# Racial Equity Narrative



## **MINNETONKA, MINNESOTA**

Minnetonka strives to be a community where all people have a sense of belonging and potential for success. However, we recognize there is a history of individuals in our country and in our community impacted by deliberate institutional decisions and historical imbalance. We will leverage individual and collective talent, build community connections, work to understand and learn, and employ racial equity tools in decision-making to elevate opportunities for all. We will work to achieve racial equity so everyone has a strong sense of belonging, has equal access to services and can participate in an open, accessible and transparent conversation. A commitment to racial equity is essential to the health of our community.



# GARE Team Feedback

What did you find frustrating or negative with the GARE Cohort?

What was the most beneficial or positive aspect of the GARE Cohort?

# GARE Team Feedback - Frustrating

- Lack of linear progression of learning
- Topics were taught without context of application
- Terminology was not intuitive
- Air of disorganization related to speaker availability, location, following agendas
- Successful examples presented didn't correlate to GARE tools
- Cohort attrition was evident but no discussion about why it was occurring

# GARE Team Feedback - Beneficial

- Appreciating others perspectives and broadening viewpoints
- Watching *Race and the Power of Illusion* on redlining
- Learning about applying a different “lens”
- Meeting and networking with other committed cohort jurisdictions
- Learning different tools and methods for us to adapt and apply
- Differentiating between equality and equity
- Watching staff transform from feeling awkward with the topic to openly discussing





# Our Racial Equity Statement

November 14, 2018 Cohort

# Racial Equity Statement

All people in Minnetonka are healthy,  
safe and thriving.

# Racial Equity Plan

## Goal: Result

**Goal: All people in Minnetonka are healthy, safe and thriving.**

Community Indicator	Outcomes and Actions	Timeline	Accountability	Performance Measure	Progress Report
CI: Who we are and what we are aiming for	OA: Connects the indicator – i.e. – Can we own it? What is in our role? Why is it important?			PM: Is someone better off? How well are we doing? How much are we doing?	

# Racial Equity Plan

**Goal: All people in Minnetonka are healthy, safe and thriving.**

Community Indicator	Outcomes and Actions	Timeline	Accountability	Performance Measure	Progress Report
<ul style="list-style-type: none"> <li>Develop an internal RE inventory, structure and learning action plan (normalizing)</li> </ul>	<ul style="list-style-type: none"> <li>Internal influencers</li> <li>Internal RE survey</li> <li>Learning methodology</li> <li>Training Options</li> </ul>		<ul style="list-style-type: none"> <li>Meet with D&amp;I committee</li> <li>Identify internal influencers (part of survey)</li> <li>Include in Health Rewards</li> <li>Review HR process/teams for hiring</li> </ul>		<ul style="list-style-type: none"> <li>Funded additional training in 2019 budget</li> </ul>
<ul style="list-style-type: none"> <li>Develop a system to collect RE data specific to Minnetonka events (organizing)</li> </ul>	<ul style="list-style-type: none"> <li>Perceived demographics</li> <li>Event participation</li> <li>Demographic change data from day to night</li> <li>Focus groups for events</li> <li>Pre-questions of event audiences of preregistered events</li> </ul>		<ul style="list-style-type: none"> <li>Include event managers</li> <li>Ad-hoc data teams to use/view results</li> <li>Focus groups to evaluate events</li> <li>Compare events of peer cities</li> </ul>		
			<ul style="list-style-type: none"> <li>Revisit, evaluate and update REP</li> </ul>		



**Equality**

doesn't mean



**Equity**



CITY OF  
**MINNETONKA**