



Sustainability Commission Agenda

May 11, 2021 – 6:30 p.m.

Virtual Meeting Via WebEx

Due to the COVID-19 health pandemic, the planning commission's regular meeting place is not available. Pursuant to Minn. Stat. § 13D.021, planning commission members will participate in the meeting remotely via WebEx. Members of the public who desire to monitor the meeting remotely or to give input or testimony during the meeting can find instructions at <https://www.minnetonkamn.gov/government/virtual-meeting-information>.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes: N/A

5. Report from Staff

A. Introductions

1. Julie Wischnack, AICP, Community Development Director
2. Loren Gordon, AICP, City Planner
3. Drew Ingvalson, Planner (Staff Liaison)

6. Report from Sustainability Commission Members

A. Introductions of Sustainability Commission members

7. Agenda Items

A. Sustainability Commission Bylaws

- Recommendation: Approve
- Staff Member: Drew Ingvalson

B. 2021 Sustainability Commission Meeting Dates

- Recommendation: Approve
- Staff Member: Drew Ingvalson

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C. 2021 Work Plan

- Recommendation: Discuss work plan and approve
- Staff Member: Julie Wischnack and Drew Ingvalson

D. Ambassador Events

- Recommendation: Review the events and provide level of interest in attending
- Staff Member: Drew Ingvalson

E. Sustainability Commission Learning Opportunities

- Recommendation: Discuss the list outlined in the staff report, add additional learning opportunities, and provide the top two learning opportunities.
- Staff Member: Drew Ingvalson

8. Other Business. N/A

9. Adjournment

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

Drew Ingvalson, Planner (952) 939-8293, dingvalson@minnetonkamn.gov

Loren Gordon, AICP, City Planner, (952) 939-8296, lgordon@minnetonkamn.gov

Julie Wischnack, AICP, Community Development Director, (952) 939-8282, jwischnack@minnetonkamn.gov



**Sustainability Commission Agenda Item 7A
Meeting of May 11, 2021**

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

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

Summary Statement

The sustainability commission is required to approve the bylaws for their commission. By-laws set out the basic meeting procedures.

Recommended Action

Staff recommends the sustainability commission approve the attached drafted bylaws.

Strategic Profile Relatability

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

Statement: N/A

Background

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

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

All city commissions are required to adopt bylaws to help manage their commission. The sustainability commission shall review their bylaws on an annual basis. At this time, the commission may make bylaw or policy amendments.

Elections of officers will be conducted at the July 13, 2021 meeting.

CITY OF MINNETONKA SUSTAINABILITY COMMISSION BYLAWS (DRAFT)

ARTICLE I - GENERAL

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

ARTICLE II - PURPOSE

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

ARTICLE III - MEETINGS

Section I. Regular Meetings

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

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

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

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

Section II. Special Meetings

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

Section III. Quorums

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

quorum.

Section IV. Agendas

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

Section V. Voting

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

ARTICLE IV - OFFICERS

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

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

ARTICLE V - CODE OF ETHICS

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

ARTICLE VI - PARLIAMENTARY PROCEDURE

The proceedings of the commission shall be governed by and conducted according to the latest

rules of Rosenberg's Rules of Order, as revised.

ARTICLE VII - AMENDMENTS

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

Adopted May 11, 2021



**Sustainability Commission Agenda Item 7B
Meeting of May 11, 2021**

Title: Sustainability Commission Meeting Dates
Report From: Drew Ingvalson, Planner
Submitted through: Julie Wischnack, AICP, Community Development Director
Loren Gordon, AICP, City Planner

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

Summary Statement

The sustainability commission needs to approve a meeting date schedule for 2021. Staff proposes the following meeting dates for 2021.

- Tuesday, May 11, 2021
- Tuesday, July 13, 2021
- Tuesday, Sept. 14, 2021
- Tuesday, Nov. 9, 2021

Staff has reviewed various calendars (city, school districts, and religious) to ensure that the dates would have the least amount of conflict as possible with community members.

Recommended Action

Staff recommends the sustainability commission approve the meeting schedule listed above.

Strategic Profile Relatability

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

Statement: N/A

Background

City Code Section 145.020 states, "The sustainability commission shall meet as necessary, but not less than once every other month." As such, the sustainability commission needs to determine meeting dates for the 2021 calendar year.

Staff has proposed that the sustainability commission hold meetings every other month in 2021; however, the commission may meet more often (up to monthly) if there is a need for more frequent meetings in 2022 or beyond.



**Sustainability Commission Agenda Item 7C
Meeting of May 11, 2021**

Title: 2021 Sustainability Commission Work Plan
Report From: Drew Ingvalson, Planner
Submitted through: Julie Wischnack, AICP, Community Development Director
Loren Gordon, AICP, City Planner

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

Summary Statement

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

Recommended Action

Staff recommends that the sustainability commission review and recommend approval of their 2021 work plan.

Strategic Profile Relatability

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

Statement: [link to strategic profile](#)

Background

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

Draft Work Plan

As the first sustainability commission meeting will be occurring in May 2021, the drafted work plan provides tasks that will begin this month (May 2021) and will be split up quarterly (with quarters 2 and 3 combined). Future work plans will be completed for the entire year and will be split up quarterly.

The attached work plan is broken down into six categories:

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

A few highlight tasks for the draft 2021 work plan include:

- Ambassador at various city events (Summer Festival, Farmer's Market, City Open House);
- Considering sustainability events to host in 2021 (on-site solar, electric vehicles, etc.)
- Creating parameters for a new renewable energy user recognition program;
- Providing input on the city's tree ordinance; and
- Updating the city's Energy Action Plan with long-term goals.

Meeting Objectives

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

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

Future Submittals

In December 2021, the sustainability commission will be required to submit an annual update on the 2021 work plan and a proposed 2022 work plan to the city council.

2021 Sustainability Commission Work Plan (Draft)

2nd/3rd Quarter

Area	Items
Events and Outreach	<ul style="list-style-type: none"> ✓ Create commission ambassador sign-up worksheet <ul style="list-style-type: none"> ○ Prepare content/talking points ○ Prepare a plan for the event ✓ Potential ambassador events (Summer Festival, Farmer's Market)* AS AVAILABLE ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend and present where applicable ✓ Share sustainability programs and initiatives (Home Energy Squad visits, renewable resource options, etc.) with personal networks to spread awareness in the community. ✓ Learn about Adopt-A-Drain program and promote
Educational and Recognition Material	<ul style="list-style-type: none"> ✓ Review handouts and talking points for ambassador events
Input and Support	<ul style="list-style-type: none"> ✓ Energy Action Plan <ul style="list-style-type: none"> ○ Sustainable Practices recognition (Residential and Business) <ul style="list-style-type: none"> ▪ Discuss parameters for recognition ✓ Tree ordinance input for planning commission (provided through staff liaison) ✓ Discuss and provide input on sustainability commission learning opportunities (presentations/tours) ✓ Recommend programs/events that could enhance the city's Energy Action Plan
Learning	<ul style="list-style-type: none"> ✓ Attend Sustainable Minnetonka webinar series ✓ Review Sustainable Minnetonka webpage and current city initiatives ✓ Explore the opportunity to host/attend an electric vehicle "Ride and Drive" event *AS AVAILABLE ✓ Explore opportunity for the city to host solar energy event (continue Solar Power Hour) *AS AVAILABLE ✓ Attend tour or presentation *AS AVAILABLE
Partnerships	<ul style="list-style-type: none"> ✓ Work with utility providers to promote energy efficiency and renewable energy opportunities. ✓ Foster new partnerships and build existing relationships with other organizations, commissions, and others.
Other	<ul style="list-style-type: none"> ✓ Create/recommend approval of the 2021 work plan and presentation to the council. ✓ Review and approve sustainability commission Bylaws ✓ Elect chair and vice-chair ✓ Look for opportunities to apply for grants (programming; events; resident/business programs)

2021 Sustainability Commission Work Plan (Draft)

4th Quarter

Topics	Items
<p>Events and Outreach</p>	<ul style="list-style-type: none"> ✓ Table at City Open House *AS AVAILABLE <ul style="list-style-type: none"> ○ Prepare content ○ Prepare a plan for the event ✓ Promote Adopt-A-Drain program ✓ Sustainable Minnetonka Webinar Series <ul style="list-style-type: none"> ○ Attend/present where applicable ✓ Share sustainability programs and initiatives (Home Energy Squad Visits, renewable resource options, etc.) with personal networks to spread awareness in the community. ✓ Staff will monitor and coordinate as required with other city programs/departments.
<p>Educational and Recognition Material</p>	<ul style="list-style-type: none"> ✓ Update handouts and talking materials for the City Open House ✓ Energy Action Plan <ul style="list-style-type: none"> ○ Provide comments on renewable energy recognition materials
<p>Input and Support</p>	<ul style="list-style-type: none"> ✓ Assist Energy Action team with creating long-term goals for the city's Energy Action Plan ✓ Continue to support Energy Action Plan initiatives ✓ Discuss ways to support the Hennepin County Solid Waste Master Plan and Climate Action Plan
<p>Learning</p>	<ul style="list-style-type: none"> ✓ Attend Sustainable Minnetonka Webinar Series ✓ Attend Tour or Presentation *AS AVAILABLE
<p>Partnerships</p>	<ul style="list-style-type: none"> ✓ Participate in metro environmental/sustainable commission workshops *AS AVAILABLE. ✓ Work with utility providers to promote energy efficiency and renewable energy opportunities. ✓ Continue to foster new partnerships and build existing relationships with other organizations, commissions, and others.
<p>Other</p>	<ul style="list-style-type: none"> ✓ Draft 2021 Annual Report and 2022 Work Plan ✓ Update city's Energy Action Plan (adding long-term goals) ✓ Continue implementing 2nd-3rd quarter goals ✓ Look for opportunities to apply for grants



**Sustainability Commission Agenda Item 7D
Meeting of May 11, 2021**

Title: Sustainability Commission Ambassador Events

Report From: Drew Ingvalson, Planner

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

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

Summary Statement

As city ambassadors, the sustainability commission needs to select which events they wish to attend to communicate city initiatives, plans, and programs to the larger Minnetonka community.

Recommended Action

Staff recommends the sustainability commission review the recommended events below and provide their level of interest in attending these city events.

Strategic Profile Relatability

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

Statement: N/A

Background

An important function of the sustainability commission is being an ambassador to the community about city sustainability initiatives, plans, and programs.

To help bring awareness to the community, staff has put together a list of tentative events where the sustainability commission could attend as ambassadors regarding the following topics.

- Home Energy Squad visits;
- Renewable Energy subscriptions; and
- On-site solar.

If the commission is interested in attending any of these events, staff will create:

- A sign-up list for commissioners;

- A handout for community members and
- Talking points for commissioners.

In addition, staff will coordinate space with a table and chairs at each event. It is expected that at least two sustainability commissioners would attend each event.

Please be aware, health and safety are of the utmost importance to the city of Minnetonka. City officials and event attendees will be required to abide by health and safety requirements provided by the State of Minnesota. All events below are tentative and may be canceled due to state health guidelines.

Tentative Events

Event	Dates
Summer Festival	Saturday, June 26 th (4-7 pm)
Farmer's Market	Tuesday, June 29 th (4-7 pm) Tuesday, July 27 th (4-7 pm) Tuesday, Aug. 31 st (4-7 pm) Tuesday, Sept. 28 th (4-7 pm)
City Open House	Tuesday, Oct. 5 th (Time TBD)



**Sustainability Commission Agenda Item 7E
Meeting of May 11, 2021**

Title: Sustainability Commission Learning Opportunities

Report From: Drew Ingvalson, Planner

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

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

Summary Statement

Staff is requesting the sustainability commission provide input on their learning opportunities preferences for 2021.

Recommended Action

Staff recommends that the sustainability commission review the list of learning opportunities, provide any additional learning opportunities they are interested in, and provide their top two choices for 2021.

Strategic Profile Relatability

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

Statement: N/A

Background

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

An important function of the sustainability commission will be providing learning opportunities for our members and the public where possible. The staff has created a list of various presentation and tour opportunities the commission could take advantage of in the 3rd or 4th quarter of 2021. Please review the list below, consider alternative learning opportunities that interest you, and be prepared to provide your top two topics at the upcoming meeting.

Potential Presentations and Tour Ideas *IF AVAILABLE:

- Presentations
 - o City's renewable energy subscriptions
 - o U of M Bee Lab
 - o Pollinators
 - o Wetlands
 - o Native plantings
 - o Stormwater

- Tours
 - o City facilities
 - o Solar or wind farm
 - o Local business with on-site solar
 - o Hennepin County Energy Recovery Center
 - o Composting facility tour
 - o Landfill site
 - o Native planting areas installed on city property

Health and Safety

After a few topics are selected, staff will research opportunities within that topic. Health and safety are of the utmost importance to the city of Minnetonka. Staff will ensure that off-site tours will abide by health and safety regulations provided by the State of Minnesota.