



## **ENERGY AND ENVIRONMENT COMMITTEE**

**Tuesday, March 28, 2023 5:00 PM – 6:30 PM**

**Wayzata City Hall  
600 Rice Street East  
Wayzata, MN 55391**

1. Roll Call
2. Approve Agenda
3. Approve November 29, 2022 Minutes
4. Introduction of New E&E Committee Member – Meaghan Yorro
5. Partners in Energy Review
6. Municipal Solar Update
7. 2023 Work Plan Discussion
8. Sustainability Champion Award
9. Committee Member Recruitment
10. Election of Officers
11. Code of Conduct
12. Next Meeting – April 25, 2023
13. Adjournment



## ENERGY AND ENVIRONMENT COMMITTEE

### Meeting Minutes

Tuesday, November 29, 2022 5:00 PM – 6:30 PM

#### 1. Roll Call

Committee attendees included: Polly Andersen, Dr. Edmund Chute, Lauren Lindelof, and KC Chermak

Wayzata city staff member: Nick Kieser, Parks Planner

#### 2. Approve Agenda

Motion to approve agenda, first by Chute and seconded by Lindelof. Motion passed 4-0.

#### 3. Approve October 25, 2022 Minutes

Motion to approve draft minutes as shown, first by Chute and seconded by Chermak. Motion passed 4-0.

#### 4. Update on Municipal Strategy / EV Fleet Study Update

Staff noted that additional research will need to be completed on the next steps for the EV study. There will need to be a focus on EV infrastructure and how these projects can be funded. Staff will reach out to Sawatch Labs and Xcel Energy to get more information on the best next steps in response to the EV study.

Staff also noted that the City Council approved the Facilities CIP that included the cost for LED lighting retrofit projects. Starting in 2023, the facilities staff will start changing over the lighting to LED lights.

#### 5. Municipal Solar Update

Staff stated that the municipal solar agreement with Blue Horizon is planned for the December 19, 2022 City Council meeting. The agreement would incorporate the installation of solar systems on City Hall, Fire Station, Library, Public Works, and the Muni/Liquor Store. If the agreement is approved then the solar systems would be planned to be installed during the summer. The financing option proposed for the installations is a direct purchase option which was preferred by the Council during the last meeting.

#### 6. Update on Faith Organization Strategy

The Committee discussed previously that the Wayzata Community Church should receive the Sustainability Champion Award. Staff has discussed this opportunity to a Church representative. The Church is excited to pursue this award so staff will create a plan for promoting the Church and getting an award.

### **7. 2023 Work Plan Discussion**

The Committee stated that they would like to focus on water conservation, sustainable landscaping, etc. in 2023. The Committee can research programs/initiatives that are of interest to them and bring those ideas to the next Committee meeting to discuss. Staff will also complete some additional research into different options that other cities have worked on.

### **8. 2022 Remaining Budget Allocation**

Staff noted that Public Works has started to get the battery-powered equipment and they are very grateful for the new equipment and that the E&E Committee used their funds to get the equipment. Staff will continue to get updates on the battery-powered equipment to see if it works well for the projects public works staff works on.

### **9. Additional Updates on the Energy Action Plan**

Staff will work with the Partners in Energy staff to get a final summary of the Partners in Energy program at one of the next E&E Committee meetings.

### **11. Next Meeting – December 13, 2022 Open House**

The next meeting will be an Open House at the Wayzata Muni. The Committee is invited along with the public to get to know the Committee and the Committee's work.

### **12. Adjournment.**

Motion to Adjourn at 6:35 was made by Chermak, seconded by Lindelof. Motion passed 5-0.

## Wayzata Energy and Environment Committee

### 2023 Schedule for Taking Meeting Minutes

Date	Committee Member
January 31	Staff
February 28	Lindelof
March 28	Andersen
April 25	Chermak
May 23	Chute
June 27	Lindelof
July 25	Andersen
August 29	Chermak
September 26	Chute
October 24	Lindelof
November 28	Andersen
December 26	Chermak

RESOLUTION NO. 39-2019

RESOLUTION APPROVING ESTABLISHMENT OF  
ENERGY AND ENVIRONMENT COMMITTEE

**WHEREAS**, the Wayzata 2040 Vision Statement articulates:

*Wayzata is a forward-thinking lakeside community that is socially connected, charming, walkable, and pedestrian friendly. A multi-generational community with healthy, engaged, and active residents. A community that is in the forefront of sustainability, with a healthy environment, vibrant parks and enticing City spaces. It is a proud steward of its premier natural asset; Lake Minnetonka; and*

**WHEREAS**, the Wayzata 2040 Comprehensive Plan established environmental sustainability as a guiding principle to work towards implementation of Wayzata's Vision; and

**WHEREAS**, the environmental sustainability guiding principle states, "The establishment and operation of a City of Wayzata commission on energy and environment creates an opportunity for Wayzata to determine its sustainability goals and take steps to achieve them"; and

**WHEREAS**, sustainability is designated as an opportunity in the City of Wayzata 2019-2022 Strategic Plan; and

**WHEREAS**, the City Council approved the creation of the Energy and Environment Steering Committee to research and recommend a way to advance sustainability goals in the city.

**NOW THEREFORE, BE IT RESOLVED** by the City of Wayzata, Minnesota as follows:

A. Based on the 2040 Vision Statement, 2040 Comprehensive Plan, 2019-2022 Strategic Plan and the Energy and Environment Steering Committee's recommendation, the City Council of the City of Wayzata hereby finds, confirms and memorializes the creation of the Energy and Environment Committee.

B. The vision statement for the Energy and Environment Committee is as follows:

*The purpose of the Energy and Environment Committee is to conduct research and provide recommendations to the City Council concerning energy and environmental issues and initiatives confronting the City based on research and collaboration with City staff. Under direction from the City Council, the Committee shall work to protect and preserve the ecological resources of the community so that they are in balance with the economic, recreational, and historic resources of our land and Lake Minnetonka for generations to come.*

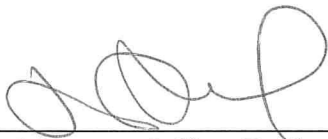
- C. The Committee will act as a research arm of the City Council. Based on extensive research and collaboration with the identified Staff Liaison, the Committee will make recommendations to the City Council that can inform environmental priorities into City departments and operations. Recommendations will emphasize cost saving opportunities for the City. The research of the Committee will pertain to:
- i. Renewable energy options for the City and community
  - ii. City purchasing practices and operations to best conserve energy and save money
  - iii. City Code changes to reflect best sustainability building and design practices
  - iv. Ways the City and community can reduce greenhouse gas emissions
  - v. Ways the City and community can reduce waste
  - vi. Initiatives for improved water quality and conservation
  - vii. Ways to educate the public on energy conservation and renewable energy
- D. The Committee will be composed of up to seven (7) members, which includes up to six (6) regular members and up to one (1) student member. Regular members shall be residents of Wayzata or business owners within the City of Wayzata. Student members shall either be residents of Wayzata or be enrolled at a school within Wayzata, or in the Wayzata School District in grades nine (9) through twelve (12).
- E. Committee members shall be appointed by the Council, generally, at the very end or beginning of the year.
- F. The City Council shall appoint a Council Liaison to the Committee at all times. The Council Liaison will be a non-voting member and not count towards the seven (7) total members.
- G. The Committee Chair, Vice Committee Chair, and Secretary shall be elected by a majority vote of the Committee at the first meeting of each year.
- H. The members of the Committee will serve a three (3) year term. Members may serve a maximum of three (3) consecutive years on the Committee. If a Committee member has three (3) or more absences in a year, then that membership will be reviewed by the Committee Chair, City Council Liaison, and Staff Liaison on an annual basis.
- I. The Committee will meet on a regular monthly basis. The Committee Chair, City Council Liaison, and Staff Liaison will manage the meeting agendas. The Secretary will draft meeting minutes for approval at the subsequent meeting. Approved minutes will be posted on the City website by the Staff Liaison.
- J. An Annual Report and Work Plan will be prepared by the Staff Liaison, Committee Chair, and City Council Liaison to be presented to the City Council each year to report on the work that the Committee has completed and that is currently in progress.
- K. The City Council Liaison, Staff Liaison, and Committee Chair will manage and monitor the amount of staff time that is required each month for the Committee.

L. Official recommendations from the Committee to the City Council must be approved by a majority vote of Committee members.

Adopted by the Wayzata City Council this 1st day of October, 2019.

  
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Mayor Ken Willcox


ATTEST:

  
\_\_\_\_\_  
City Manager, Jeffrey Dahl

ACTION ON THIS RESOLUTION:

Motion for adoption:	McCarthy
Seconded by:	Plechash
Voted in favor of:	Plechash, McCarthy, Koch, Buchanan, Willcox
Voted against:	None
Abstained:	None
Absent:	None
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 Wayzata, Minnesota, at a duly authorized meeting held on October 1, 2019.

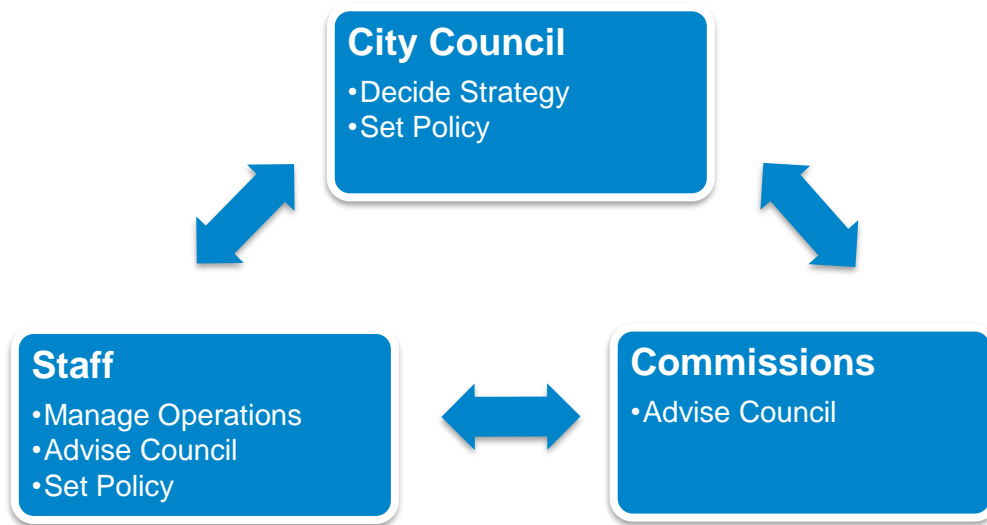
  
\_\_\_\_\_  
Kathy Leervig, City Clerk  
SEAL



## Code of Conduct for Boards and Commissions

(Adopted August 5, 2022)

This Code of Conduct policy has been adopted by the City Council to both (i) highlight the roles and responsibilities of Council members, City staff, and Boards and Commissions, and (ii) establish respectful behavior guidelines for working with each other, staff, and boards and commissions.



City Council	City Manager & Staff	Boards and Commissions
<ul style="list-style-type: none"> <li>● Adopts City policies</li> <li>● Makes policy-level decisions</li> <li>● Hires &amp; supervise City Manager</li> <li>● Reviews and Approves               <ul style="list-style-type: none"> <li>○ City Budget, CIPs, and related work plans</li> <li>○ Ordinances</li> <li>○ Developments and Land Use applications</li> <li>○ City's Strategic Plan</li> <li>○ Other requests/proposals under City Code</li> </ul> </li> <li>● Appoints members of advisory boards and commissions</li> </ul>	<ul style="list-style-type: none"> <li>● Carries out Council policies and decisions</li> <li>● Manages City operations and staff</li> <li>● Provides advice to Council</li> <li>● Proposes budget and policies</li> <li>● Delivers City services</li> <li>● Enforces City codes &amp; policies</li> </ul>	<ul style="list-style-type: none"> <li>● Advises Council on areas within their purview as established in City Code, Council directive, or Work Plan</li> <li>● Helps gather and provide community perspective</li> <li>● Propose Work Plan items and recommended Council action</li> <li>● Hold hearings as directed by Council and required by City Code</li> </ul>

## Working with Each Other and the Public

*Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, members of the public, visitors, and City staff.*

Members Should <u>Strive To</u> ...	Members Should <u>Avoid</u> ...
<ul style="list-style-type: none"> <li>● Treat people with respect, courtesy, and kindness</li> <li>● Adhere to “Rules of Order” for all Meetings</li> <li>● Respect and support the Chair’s role in leading meetings and Staff’s supportive and advisory role</li> <li>● Encourage others to express their opinions and ideas and actively listen to what others have to say</li> <li>● Consider the ideas of others to improve decisions and outcomes</li> <li>● Recognize and respect differences</li> <li>● Prepare in advance for meetings and the items on the agenda</li> <li>● Focus on the business of the Board and Commission and the items on the agenda</li> <li>● Consider only factual, impartial, and relevant factors in decisions</li> <li>● Accept decisions of the majority once made while also respecting the opinions of the minority</li> <li>● Identifying your role as a Board member if presenting at a public meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Speaking over or cutting off another person</li> <li>● Insulting, disparaging ideas, or putting down Staff, other Board members, Applicants, or members of the public</li> <li>● Belittling, demeaning, or patronizing comments or body language</li> <li>● Questioning motivations of others</li> <li>● Speaking for writing for other Board members, the Board as a whole, or the City unless specifically authorized to do so</li> <li>● Take on topics that are outside of the scope of the board</li> <li>● Making promises to applicants or community members</li> <li>● Violence or the threat of violence</li> </ul>

## Working with Staff

**Board and Commission Members pledge to City Staff that they will:**

- Respect staff as professionals and valued resources and members of the City’s team and not direct their work
- Support a positive and constructive workplace environment for City employees where staff are encouraged to work to their full potential
- When possible, notify the staff liaison in advance of a Board Meeting of any new information related to an agenda item, as well as anticipated questions and requests to pull agenda items from the consent agenda, so the appropriate staff can compile the information needed
- Acknowledge and understand their role as public officials, and the need for transparency and openness in conducting the City’s business and in communication with each other and with staff

**Acknowledgement and Agreement**

I have reviewed and understand this Code of Conduct policy. I agree to follow it to the best of my ability.

**Name (Please Print)**

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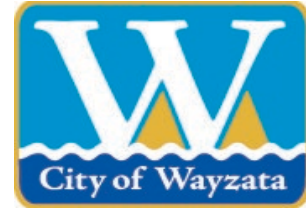
**Signature**

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**Date**

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# City of Wayzata 2023 Meeting Calendar



January 2023						
S	M	T	W	Th	F	S
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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23	24	25	26	27	28	29
30	31					

- Energy & Environment 5:00 PM
- Planning Commission - 6:30 PM
- City Council - 7:00 PM
- Wayzata School Board
- Lake Minnetonka Conservation District (LMCD)
- Heritage Preservation Board (HPB) - 5:00 PM
- Housing & Redevelopment Authority (HRA) - 7:30 AM
- Parks & Trails Board - 6:30 PM
- Charter Commission - 9:00 AM
- Elections (see below)
- Night to Unite

Meeting dates and times are subject to change. Dates can be confirmed by calling City Hall.

Holiday Observed  
City Offices Closed

Revised  
9/21/2022

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