



AGENDA
Environment and Sustainability
Commission Regular Meeting
Tuesday, January 9, 2024
5:30 PM
Council Chambers

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. ADMINISTRATIVE ITEMS**
 - a. Approve November 14, 2023 Environment and Sustainability Commission Meeting Minutes
- 4. PRESENTATIONS**
- 5. OLD BUSINESS**
 - a. Goals Updates
 - b. Education & Outreach Activities
- 6. NEW BUSINESS**
 - a. Environment & Sustainability Commission Revisioning
 - b. Annual Work Plan Development
- 7. ANNOUNCEMENTS**
- 8. STAFF REPORT**
 - a. Set Next Meeting Agenda for February 13, 2024
- 9. ADJOURNMENT**

**ROSEMOUNT ENVIRONMENT AND SUSTAINABILITY COMMISSION
REGULAR MEETING PROCEEDINGS
NOVEMBER 14, 2023**

CALL TO ORDER

Pursuant to due call and notice thereof, a regular meeting of the Environment & Sustainability Commission was held on Tuesday, November 14, 2023, at 5:30 PM in Rosemount Council Chambers, 2875 145th Street West.

Vice Chairperson Springer called the meeting to order with Commissioners Reed, Burman, and Andrews. Commissioner Angerer was absent.

Staff present included the following; Stormwater Specialist Jane Byron, City Engineer Brian Erickson, and Recording Secretary Amy Simonson.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

3.a. July 12, 2023 Environment and Sustainability Commission Meeting

Motion by Reed Second by Burman

Motion to approve the minutes of the July 12, 2023, Environment and Sustainability Commission meeting minutes.

Ayes: 4.

Nays: None. Motion Carried.

PRESENTATIONS

4.a. Vermillion River Watershed Joint Powers Organization 2026-2035 Watershed Plan Development

Britta Moore-Kutz, Communications & Outreach Specialist with the Vermillion River Watershed (VRW) Joint Powers Organization presented the 2026-2035 Watershed Management Plan Development. The process is in the initial planning phase and the VRW is gathering comments regarding concerns/issues from stakeholders. A summary of the issues and priorities received from stakeholders in the initial comment period was provided. This document is available on the VRWJPO website on the plan development page and there is also a link to provide comments.

Commissioners inquired if there are any current impairments in Rosemount. Per Moore-Kutz, there are no current impairments in Rosemount, but there are nutrient impairments to the Mississippi River and Lake Pepin.

Commissioners commented that as litter is not considered an impairment, they would like the VRW to encourage community engagement to help clean up litter from ponds/stormwater bodies.

OLD BUSINESS

5.a. Goals Updates

Commissioner Burman inquired about the status of the sustainability procurement proposal. Staff indicated that it is under review by department head staff and the next step will be further discussion with staff, discussion regarding budget, and then discussion with Council. No other comments from Commissioners relating to goal updates were provided.

5.b. Education & Outreach Activities

Stormwater Specialist Byron will write a December blog post on how residents can reduce salt usage. As part of the MS4 permit, the city is required to educate the community, staff, etc. on reducing salt usage. Moore-Kutz offered to provide a blogpost for January.

Commissioners discussed a recap of the Leprechaun Days tabling. It was noted there was a lot of traffic and engagement with residents. Future staffing of the table for this event should be two people per shift. Moore-Kutz offered to assist with staffing if a VRW display were to be borrowed by the Commission again next year.

Commissioners discussed forgoing tabling at the Steeple Center Tree Lighting even this year due to few commissioners available to staff the table and typically low engagement at this event. The Commission will focus on tabling at the Business Expo on March 2, 2024 and will coordinate with Violet Penman, the Solid Waste & Recycling Coordinator for the City.

NEW BUSINESS

6.a. Environment & Sustainability Commission Revisioning

Stormwater Specialist Byron is still working on collecting information from other cities relating to their practices for similar commissions. This information will be compiled, and staff will make recommendations to City Council on how to move forward with these recommendations.

Staff recommended canceling the December meeting to continue time to collect information and discuss recommendations with staff and Council, and due to the busy December calendar. Commissioners requested a special work session in December pending staff review.

Motion by Springer Second by Andrews

Motion to cancel the December 12, 2023 meeting.

Ayes: 4.

Nays: None. Motion Carried.

ANNOUNCEMENTS

None.

STAFF REPORT

8.a. Set Next Meeting Agenda for January 9, 2024

- i. Discuss preparations for tabling at the Business Expo 2024
- ii. ESC revisioning update

ADJOURNMENT

There being no further business to come before the City Council at the regular council meeting and upon a motion by Springer and a second by Reed the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Amy Simonson
Recording Secretary

Environment and Sustainability Commission Regular Meeting: January 9, 2024

AGENDA ITEM: Goals Updates	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.a.
ATTACHMENTS: Current ESC Goals	APPROVED BY: BE, NE
RECOMMENDED ACTION: Discussion	

BACKGROUND

The Environment & Sustainability Commission approved and periodically updates goals to guide its work. The most recent adopted goals cover the following topics:

- Industrial Air Permitting Research
- Greening City Operations
- Water Conservation and Quality Protection
- Sustainable Consumption and Waste
- Energy Conservation, Energy Efficiency, and Renewable Energy
- Pollinators and Habitat Protection
- Incentivizing Green Practice Adoption by Local Business.

The most recent goals document is attached for reference.

RECOMMENDATION

Commissioners will be given an opportunity to update the Chair on any progress they have made on goals since the last meeting.

Environment and Sustainability Commission Goals

The Rosemount Environment and Sustainability Commission has set the following goals to pursue as amended at its July 12, 2023, meeting. The Goals listed below are aspirational, and implementation schedules may extend beyond the year's end and change as the year progresses.

Goal: Industrial Air Permitting Research

Further expand the knowledge base of the Commission, residents, local businesses, and the City regarding outdoor air quality and industrial air permitting.

Actions

1. Provide information on the City website and otherwise educate residents on how to access current air quality information, industrial air permitting, industrial air permitting enforcement, and nearby outdoor air pollution sources.
2. Assist the City with dissemination of information on air quality/permitting violations or problems that affect the City and its inhabitants.
3. Tour local industries that have industrial air permits to learn about measures they are taking to mitigate impacts.
4. Research industrial air permitting and air quality issues, including best practices residents and businesses can take to reduce outdoor air pollution.
5. Invite guest speakers to future commission meetings from regulatory agencies to speak on industrial air permitting and air quality issues.

Goal: Greening City Operations

Update City policies, plans, and procedures to reduce the environmental impact of city operations. Use available environmental certification programs to help guide the City on where to make improvements.

Actions

1. Pursue implementation of BMPs that can advance the City to Step 3 under the GreenStep Cities certification program
 - i. BP 15.1 – Develop a sustainable purchasing policy
 1. Relates to Recycling & Waste Reduction Goal
 - ii. Develop a green city buildings policy for construction of new or retrofit of old City owned buildings
 - iii. Advise the City on other improvements that can advance the City's certification level
2. Document new city green practices in the context of the LEED for Cities certification program for a higher certification level at a future date

- i. Research the LEED for Cities certification program further
3. Research successful policies, plans, and procedures implemented by other communities that reduce the impact of city operations on the environment

Goal: Water Conservation and Quality Protection

Promote and incentivize actions that improve water conservation, protect surface water quality, and protect ground water quality.

Actions

1. Promote Smart Salting strategies for winter de/anti-icing and snow removal for homes and businesses.
 - i. Research and promote the Minnesota Smart Salting for Property Management Certification program and other certification programs
 - ii. Research and promote publicly available education products and policy tools
2. Promote the Adopt-a-Drain.org program
3. Encourage planting for clean water practices and other stormwater reduction and water quality improvement best management practices (BMPs) at residences and businesses. Examples of BMPs include raingardens, native plant buffers along waterbodies, native plant gardens, and rain barrels.
 - i. Research and learn about programs that promote, provide financial incentives, or technical assistance for planting for clean water and installation of private stormwater BMPs.
 1. Dakota County SWCD Landscaping for Clean Water
 2. BlueThumb.org
 3. Lawns to Legumes
 4. Other programs available
 - ii. Promote and research how planting for clean water practices intersect with protection of pollinators and habitat.
4. Promote irrigation reduction practices, including the use of drought tolerant lawn grasses.
5. Make recommendations to the City on opportunities for water conservation and quality protection in City operations and policies
6. Stay current on best practices and new technologies for water conservation and quality protection.
7. Recommend the City continue to train staff responsible for winter snow and ice removal operations in practices that reduce deicer use.
8. Assist the City with efforts to educate residents, businesses, and organizations on the importance of protecting local drinking water sources (e.g. the aquifer) from overuse and degradation.

Goal: Sustainable Consumption and Waste

Promote programs and practices that move the City, its residents, and local business towards a zero waste future.

Actions

1. Work with the city to adopt and develop practices to implement a sustainable purchasing policy.
2. Work with the city to promote the organics drop site in coordination with Dakota County.
3. Promote the city's education hub on the website regarding waste reduction topics and provide education to the public, businesses, and the City on recycling, waste reduction, composting, and organics recycling/composting.
4. Explore best practices to increase reuse and recycling of construction and demolition building materials.
5. Research current best practices, new technologies, and successful programs by other cities regarding waste reduction, including programs discouraging single use plastics at city events.
6. Use yard waste and/or food waste compost in city construction and landscaping projects.

Goal: Energy Conservation, Energy Efficiency, and Renewable Energy

Promote programs, develop policies, and look for financial incentives to reduce energy consumption and transition to a greater share of renewable energy within the community.

Actions

1. Pursue an update the City's Energy Action Plan which expired in 2020.
2. Pursue policies and programs that encourage increased use of electric vehicles within the community, including installation of electric vehicle charging stations in town.
3. Promote programs and policies that educate and provide incentives to businesses and community members to switch to renewable low carbon energy and encourage energy efficiency.
 - i. Working in partnership with local utility providers is a key component of this action.
4. Research best practices, new technologies, and successful programs by others that promote energy efficiency and green house gas reduction and mitigation.

Goal: Pollinators and Habitat Protection

Promote best practices for landscaping and green space management within the community that encourage increased use of native plants and pollinator habitat.

Actions

1. Develop policies and a promotion campaign for No Mow May
2. Develop policies and promote bee lawns
3. Promote state and local programs that incentivize or provide technical assistance on planting for pollinators and habitat that focus on preservation and installation of native plants/ecosystems.
4. Develop a pollinator resolution and advise adoption by the City Council
5. Research designation programs that certify or otherwise recognize the City or city greenspace as pollinator friendly.
6. Look for opportunities within City greenspace to increase pollinator friendly habitats and incorporate native landscaping.

7. Research best practices, new technologies, and successful programs by others that promote pollinator and habitat preservation and creation.

Goal: Incentivizing Green Practice Adoption by Local Business

Promote adoption of green best practices by local businesses.

Actions

1. Develop a program or research existing programs that acknowledge businesses that implement green practices and encourage participation by local businesses.
2. Highlight local businesses that have won awards or have otherwise been acknowledged for implementation of green practices.
3. Provide information on the City website and otherwise educate local businesses on environmental incentive programs and technical assistance programs.
4. Engage with local businesses to learn more about impediments to adopting green practices and what green practices they would be interested in learning about.

Environment and Sustainability Commission Regular Meeting: January 9, 2024

AGENDA ITEM: Education & Outreach Activities	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.b.
ATTACHMENTS:	APPROVED BY: BE, NE
RECOMMENDED ACTION: Discussion	

BACKGROUND

The Environment & Sustainability Commission (ESC) regularly participates in and promotes education and outreach activities that align with their goals. Activities are often assigned to specific commissioners to organize or complete. The intent of this item is to review the success of recently completed activities and share ideas for upcoming activities. Below is a listing of recent and upcoming programs and dates of significance:

1. Blog posts:
 - a. December - Smart Salting Practices
 - b. January - VRWJPO 10-Year Plan Update
 - c. February - Landscaping for Clean Water Workshops
 - d. March - Waste Reduction Topic
 - e. April - Water conservation in observance of the Mayors' Water Challenge
2. Upcoming Events:
 - a. Rosemount Home & Business Expo - March 2, 2024, from 9:30 AM to 2:30 PM
3. Upcoming Holidays of Note
 - a. January 15 - Martin Luther King Jr. Day
 - b. February - Black History Month
 - c. February 2 - Groundhog Day
 - d. February 2 - World Wetlands Day
 - e. February 14 - Valentine's Day
 - f. February 19 - Presidents' Day
 - g. March 10 - Start Daylight Savings
 - h. March 17 - St. Patrick's Day
 - i. March 22 - World Water Day
 - j. March 31 - Easter
 - k. April - [The Mayor's Water Challenge](#)
 - l. April 1 - April Fools' Day
 - m. April 22 - Earth Day

RECOMMENDATION

Choose blog authors for February, March, and April.

Discuss options for Home & Business Expo Booth.

Assign Captains for Home & Business Expo Booth Organization.

Environment and Sustainability Commission Regular Meeting: January 9, 2024

AGENDA ITEM: Environment & Sustainability Commission Revisioning	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 6.a.
ATTACHMENTS: Common Environmental Commission Practices Research	APPROVED BY: BE, NE
RECOMMENDED ACTION: Motion to cancel the March 12, 2024, Environment and Sustainability Commission Meeting	

BACKGROUND

The Environment and Sustainability Commission (ESC) was formed from the Rosemount Environment & Sustainability Task Force in February 2020. As the Commission nears its fourth anniversary, city staff has completed a review of common city environmental commission practices in Minnesota. The City will be implementing the following administrative and operational changes to improve the workings of the ESC based on the results of the common practices review and City Council comments:

- Reduce ESC commission size to 7 (6 regular members and 1 youth member) beginning in April 2024
- Change meeting start time to 6:00 PM beginning in February 2024
- Limit meeting length to 1.5 hours beginning in February 2024
- Hold regular meetings every other month beginning in February 2024. Periodic work session options if tied to the work plan.
- Develop a Council approved work plan to direct Commission work annually

The City continues to review other options for improving operations, and additional changes may be implemented in the future.

RECOMMENDATION

Discuss changes in ESC procedures.

Approve the cancelation of the March 2024 meeting in line with the new bi-monthly meeting schedule.

Memorandum

To: Environment & Sustainability Commission
From: Jane Byron, Stormwater Specialist
Date: January 1, 2024
Subject: Common City Environmental Commission Practices in Minnesota

This memo is a summary of research completed on how commissions similar to the Environment & Sustainability Commission function in Minnesota communities.

Methods

Cities within Dakota County and Minnesota cities with a population ranging from approximately 20,000 to 36,000 residents that host environmental commissions were surveyed on their practices. A total of 21 communities were surveyed with a 71% response rate. The City of Rosemount's practices are included in the findings listed below.

Findings

Characterization of Surveyed Communities

38% of Dakota County Cities have environmental commissions

54% of cities with a population ranging from 20,000 to 36,000 have environmental commissions

Average population: 29,506

Range of population responses: 20,822 – 68,000

- 68,000 is an outlier and Dakota County city; all other communities that responded to the survey are under 36,000

56% of surveyed communities have a dedicated full-time environmental staff person

- 1 community has a staff member with 50% of their time dedicated to environmental management/coordination and is not include in the above statistic
- 1 community indicated they have plans to hire a dedicated full-time environmental staff person – that would raise percentage to 63%
- 1 community has 2 staff members whose jobs are dedicated full-time to environmental management/coordination. The second position was not double counted as part of the above statistic.

Surveyed Community Commission Membership Characteristics

SPIRIT OF PRIDE AND PROGRESS

Rosemount City Hall, 2875 145th Street West, Rosemount, MN 55068-4997

651-423-4411 | TDD/TTY 651-423-6219

www.rosemountmn.gov

Average Commission Size: 8 members

Range of Commission Size Responses: 7-11

25% with open seats

- 2-6 members down

Make up:

12 - have residents at large

1 - has residents by ward with one at large

1 - has energy utility customers and representatives from various sectors (e.g. school, council, municipal utilities, chamber, energy businesses)

1 – allows up to 2 residents from outside of city limits

1 – allows one member to be a co-member on the tree board

1 – has non-voting liaisons from city council, park & rec commission, and planning commission

1 – the chair serves on the planning commission

38% have youth members

- 25% have voting youth members
- 13% have 2 non-voting youth members

31% have liaisons on the City Council

Surveyed Community Commission Operations Characteristics

Frequency of Meetings

14 – Monthly

2 – Bi-monthly

- 1 – has work session on alternate month

88% of commissions meet at 6:00 PM or later

Average meeting length: 1.4 hours

19% of commissions are combined with another traditional commission

1 – combined parks and environmental commission

1 – combined public works/utility commission and environmental commission

1 – a mostly autonomous planning commission committee

100% of commissions have agendas developed by staff

31% of commissions have agendas developed in coordination with staff and the chair

13% of commissions have agendas developed in coordination with staff and the commission

81% of commissions participate in community education and outreach activities

31% of commissions reported activity on community development topics such as development reviews, landscape plan reviews, code amendments, EAWs/EISs, and landfill/wetland approvals

Overseeing department

38% Public Works and/or Engineering

19% Parks and Recreation

31% Community Development

6% Environmental Services

6% shared – Recycling, Community Development, and Engineering

63% of commissions complete a work plan periodically, most annually

- Most other commissions have guiding goals or principals or outreach schedules

Popular areas of focus reported in survey responses:

Renewable energy & conservation

Compost/recycling/waste
reduction

Climate resiliency/action

Pollinators & habitat

Water resources

Electric vehicles

Code and policy

Sustainable building

Project review

Outreach planning

Transportation

Grants and funding

Invasive species

Trees

Unique Responses and Characteristics

1 - community has an annual franchise fee budget of \$1.5M for sustainability projects and programs

Environment and Sustainability Commission Regular Meeting: January 9, 2024

AGENDA ITEM: Annual Work Plan Development	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 6.b.
ATTACHMENTS:	APPROVED BY: BE, NE
RECOMMENDED ACTION: Discussion	

BACKGROUND

The Environment and Sustainability Commission (ESC) is tasked with developing an annual work plan to guide its work during its 2024/25 calendar (April 2024-March 2025). The work plan will be approved by the City Council in spring 2024. The goal will be to develop a final draft of the work plan for approval by the Commission at its February meeting. Focusing on setting modest and achievable goals should be the priority for the commission.

RECOMMENDATION

Review Commission Goals prior to the meeting and develop a list of recommendations for work to be completed during the 2024/25 Commission Calendar.