



AGENDA
Environment and Sustainability
Commission Regular Meeting
Tuesday, November 12, 2024
6:00 PM
Council Chambers

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. ADMINISTRATIVE ITEMS**
 - a. Presentation of Commissioner Springer's Resignation
 - b. Approval of the October 8, 2024, Environment and Sustainability Commission Regular Meeting Minutes
- 4. PRESENTATIONS**
- 5. OLD BUSINESS**
 - a. Environment & Sustainability Commission Revisioning
 - b. Work Plan Updates
 - c. Education and Outreach Activities
 - d. Sustainable Purchasing Framework Update
- 6. NEW BUSINESS**
- 7. ANNOUNCEMENTS**
- 8. STAFF REPORT**
 - a. Set Next Meeting Agenda for April 8, 2025
- 9. ADJOURNMENT**

Environment and Sustainability Commission Regular Meeting: November 12, 2024

AGENDA ITEM: Presentation of Commissioner Springer's Resignation	AGENDA SECTION: ADMINISTRATIVE ITEMS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 3.a.
ATTACHMENTS:	APPROVED BY: BE, NE
RECOMMENDED ACTION: Motion to accept the resignation of Commissioner Springer effective November 13, 2024	

BACKGROUND

Commissioner Springer submitted his resignation from the Environment and Sustainability Commission. This meeting will serve as Commissioner Springer's last meeting, and his resignation will become effective on November 13, 2024. Per Commission Bylaws, it is required that resignations be provided in writing and presented by the Chair at the next meeting.

RECOMMENDATION

Accept the resignation of Commissioner Springer effective November 13, 2024

**ROSEMOUNT ENVIRONMENT AND SUSTAINABILITY COMMISSION
REGULAR MEETING PROCEEDINGS
OCTOBER 8, 2024**

CALL TO ORDER

Pursuant to due call and notice thereof, a regular meeting of the Environment and Sustainability Commission was held on Tuesday, October 8, 2024, at 6:00 PM in the Rosemount Council Chambers, 2875 145th Street West.

Chairperson Springer called the meeting to order with Commissioners Burman and Andrews.

Staff present included the following: Stormwater Specialist Jane Byron, Recording Secretary Amy Simonson. City Engineer Brian Erickson was absent.

APPROVAL OF AGENDA

Motion by Burman Second by Andrews

Motion to approve the agenda.

Ayes: 3.

Nays: None. Motion Carried.

ADMINISTRATIVE ITEMS

3.a. Approval of the August 19, 2024, Environment & Sustainability Commission Work Session Minutes

Motion by Andrews Second by Springer

Motion to approve the minutes of the August 19, 2024, Work Session meeting.

Ayes: 3.

Nays: None. Motion Carried.

3.b. Approval of the August 19, 2024, Environment & Sustainability Commission Regular Meeting Minutes

Motion by Andrews Second by Burman

Motion to approve the minutes of the August 19, 2024, regular meeting.

Ayes: 3.

Nays: None. Motion Carried.

PRESENTATIONS

None.

OLD BUSINESS

5.a. Work Plan Updates

Specialist Byron indicated work plan items that were rescheduled. She noted that the city recently completed its annual public comment period for the Stormwater Pollution Prevention Plan (SWPPP), a requirement of the EPA and MPCA aimed at addressing stormwater pollution.

The SWPPP remains available on the city's website for ongoing public review, and residents can submit feedback at any time.

Commissioner Burman provided an update on the Dakota County Solid Waste Plan highlighting the new areas of emphasis which include waste reduction and reuse, construction material reuse and recycling, tree waste management (due to EAB), and organics/food scrap management. Two rounds of public engagement were conducted and resulted in recommended changes to the plan. Noted changes in the plan include:

- Curbside organics by 2030
- The state is requiring pre-processing at landfills
- The County will not mandate organized collection, leaving it to cities to decide, while providing resources to support local decisions.

There are no updates on the Sustainable Purchasing Policy as staff are currently focused on 2025 budget planning.

5.b. Education and Outreach Activities

Commissioners discussed upcoming topics and assignments for November and December blog posts.

NEW BUSINESS

6.a. Annual Goals Review and Update

Commissioners discussed the possibility of integrating the review of the Stormwater Pollution Prevention Plan (SWPPP) into the commission's annual goals. They also reviewed changes to some of the language in the goals document and considered removing certain items due to capacity limitations. A draft of the updates and revisions will be presented at the December regular meeting for review and potential approval.

Motion by Andrews Second by Springer

Motion to add discussion of the SWPPP to the December meeting agenda

Ayes: 3.

Nays: None. Motion Carried.

6.b. Climate Action Plan Options

Specialist Byron presented an overview of research on climate action plans and shared a table containing links to similar plans from various cities across Minnesota. Commissioners are encouraged to review the compiled resources and will discuss them at the December regular meeting to assess whether they have the capacity to develop a plan and propose a budget to City Council for consideration in the 2026 budget.

Motion by Andrews Second by Burman

Motion to add revisit discussion on a climate action plan at the December regular meeting.

Ayes: 3.

Nays: None. Motion Carried.

ANNOUNCEMENTS

Mike McMenemy addressed the commission regarding concerns he has about future development of the McMenemy properties located along Bacardi and Bonaire, near the Bella Vista, Caramore Crossings, and Meadow Ridge developments. He highlighted the presence of a significant population of monarch butterflies that use the area as habitat and urged the city to take action to protect and enhance this habitat as the area develops. McMenemy has already engaged with other agencies, including Dakota County, on this matter. Currently, the property remains in probate with no immediate plans for sale or development. Specialist Byron will forward these comments to the Community Development department for consideration when a development submission for the property is received in the future.

STAFF REPORT

8.a. Set Next Meeting Agenda for December 10, 2024

- i. Review and Discuss Comments on SWPPP
- ii. Revisit Discussions on Development of a Climate Action Plan

ADJOURNMENT

There being no further business to come before the Environment and Sustainability Commission at the regular meeting and upon a motion by Springer and a second by Andrews, the meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Amy Simonson
Recording Secretary

Environment and Sustainability Commission Regular Meeting: November 12, 2024

AGENDA ITEM: Environment & Sustainability Commission Revisioning	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.a.
ATTACHMENTS:	APPROVED BY: BE, NE
RECOMMENDED ACTION: Discussion	

BACKGROUND

Several discussions of operational and administrative changes to improve the workings of the Environment & Sustainability Commission have occurred over the last year. Though many of the recommended changes have been implemented, a renewed discussion is appropriate at this time due to the current number of vacant seats. Staff will share their thoughts on how to proceed in light of dwindling community participation.

RECOMMENDATION

Discuss changes to the Environment & Sustainability Commission procedures and structure.

Environment and Sustainability Commission Regular Meeting: November 12, 2024

AGENDA ITEM: Work Plan Updates	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.b.
ATTACHMENTS: ESC Work Plan amended through 11/07/2024	APPROVED BY: BE, NE
RECOMMENDED ACTION: Discussion	

BACKGROUND

The Environment & Sustainability Commission approved a Work Plan at the February 2024 meeting to guide its activities to address goals covering the following topics for 2024/2025:

- Industrial Air Permitting
- 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 Work Plan is a working document that changes slightly from month to month as new information becomes available as activities are pursued. The updated Work Plan is attached and will be presented at the meeting.

Due to a high vacancy rate on the Commission, Commission activities will focus on public education activities for the remainder of the term.

RECOMMENDATION

Commissioners will be given an opportunity to update the Chair on any progress they have made on activities listed in the 2024/2025 Work Plan.

2024/2025 ESC Work Plan Through September 25

Month	Action	Associated Goal	Responsible Party	Progress	Notes
April	Attend Commission Meeting - April 9	N/A	Commissioners	Complete	
	Website Article: Water Conservation/Mayor's Water Challenge	Water Quality Conservation	City Staff	Cancel and cover irrigation under Mow Less May post	Mayor's Water Challenge on hiatus for 2024. The County county will be hosting a Water Wise Challenge over the summer that may delay outreach on water conservation to closer to May.
	Mow Less May (No Mow May) Proclamation to Council	Pollinators & Habitat	City Staff	Approved April 2.	Outreach expected mid-April
	Speaker @ Commission Meeting: Dakota County Solid Waste**	Sustainable Consumption	City Staff	Confirmed for April 9	**Invitation to Dakota County must be extended, Solid Waste Plan; Dakota County contacted on 02/21
	Review State Air Quality Permitting Program	Air Quality	City Staff	Reached out to MPCA on 03/15 and 03/18 with request with no response.	MPCA Possible guest speaker
	Review Community Survey Questions	All	City Staff	completed April 9	
	ESC Work Plan presentation to City Council April 16	N/A	Commissioners	Postponed	Preference is for presentation of the work plan by the ESC Chair
May	Website Article: Mow Less May/Pollinators	Pollinators & Habitat	City Staff	Completed May 2024	Will also include other information on low input lawn care.
June	Attend Commission Meeting - June 11	N/A	Commissioners	Complete	
	Website Article: Solid Waste Reduction & Recycling	Air Quality	Commissioners	Complete	Fireworks disposal and safety
	Update Draft Sustainable Purchasing Framework Policy	Greening Operations	City Staff	Complete	New draft being routed through city staff
	Speaker @ Commission Meeting: Overview of the IRA clean energy incentives	Energy	City Staff	Completed June 11	CERTs reached out in March with an invitation. Bruce Odegaard is an Inflation Reduction Act Ambassador volunteer with CERTs and will give the presentation.
	Leprechaun Days Prep	All	Commissioners	Cancelled	The Leprechaun Days booth will be handled by the Solid Waste Coordinator due to current small commission size.
July	Website Article: Reporting Environmental Issues	Sustainable Consumption	Commissioners	Completed	
	Table @ Leprechaun Days: July 26 & 27	All	Commissioners	commission not hosting booth in 2024	Volunteer opportunities will be available to assist with the recycling booth and City Council booth.
	Sustainable Purchasing Framework to Council	Greening Operations	City Staff	In progress	New draft being routed through city staff
August	Attend Commission Meeting - August 13	N/A	Commissioners	completed	
	Website Article: Energy Sustainability, Energy Conservation, Renewable Energy	Energy	Commissioners	cancelled	Cooling Strategies for the Home - Commissioner Andrews volunteered
	Speaker @ Commission Meeting: VRWJPO Watershed Plan**	Water Quality Conservation	City Staff	Moved to future activities as a draft plan is unlikely to be completed by 03/31/2025	**Invitation to VRWJPO must be extended; contacted VRWJPO on 02/21; watershed plan still under development as of 09/25/2024
	Investigate Climate Action Plan options	Energy	City Staff	completed	high level review included in 10/08/2024 packet
September	Website Article: Composting & Yard Waste	Water Quality Conservation	Commissioners	completed	published 09/24/2025
October	Attend Commission Meeting - October 8	N/A	Commissioners	completed	
	Website Article: Energy Sustainability , Energy Conservation, Renewable Energy	Energy	Commissioners	completed	published 10/02/2024
	Review Goals for Amendment	All	Commissioners	completed	

	Investigate Climate Action Plan options	Energy	City Staff	completed	high level review included in 10/08/2024 packet
November	Website Article: America Recycles Day	Sustainable Consumption	County	In progress	America Recycles Day
	Website Article: Environmental Features of the New PW/PD Campus & Practices During Construction	Greening Operations	City Staff	Moved to future activities	Moved to future date to better coincide with open house event TBD. Likely spring or summer of 2025.
December	Attend Commission Meeting — December 10	N/A	Commissioners		CANCELLED
	Website Article: Water Quality - Salt Reduction	Water Quality Conservation	City Staff		
	Draft 2025/26 Work Plan	All	Commissioners		Moved to future date until lower commission vacancy rate
	ESC Approve Amended Goals	All	Commissioners		Moved to future date until lower commission vacancy rate
	Speaker: 2025 Planned Sustainability Outreach**	Sustainable Consumption	City Staff	Confirmed for December 10	CANCELLED
	Facility Tour: Public Works & Police Campus**	Greening Operations	City Staff		Moved to future date until lower commission vacancy rate
	New Commissioner Orientation	N/A	City Staff		CANCELLED
January	Website Article: Incentive Environmental Programs for Business	Business Incentives	City Staff		
February	Attend Commission Meeting — February 11	N/A	Commissioners		CANCELLED
	Website Article: Incentive Programs for Residents	All	City Staff		
	Facility Tour: Spectro Alloys**	Air Quality	City Staff		Moved to future date until lower commission vacancy rate
March	Website Article: Environmental Volunteering Opportunities	All	City Staff		
	ESC Yearly Progress Report @ Council Meeting	All	Commissioners		Moved to future date until lower commission vacancy rate
	Table @ Rosemount Community Expo: Date TBD	All	Commissioners		CANCELLED due to commissioner vacancies

Future Activities

- 1 VRWJPO Speaker Invitation to talk about updated 10 year plan
- Website Article: Environmental Features of the New PW/PD Campus & Practices During Construction
- 2 Update Goals
- 3 Investigate Climate Action Plan Options
- 4 Develop a Work Plan for the Year
- Facility Tours: Public Works & Police Campus, Spectro Alloys, investigate other options
- 6

Environment and Sustainability Commission Regular Meeting: November 12, 2024

AGENDA ITEM: Education and Outreach Activities	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.c.
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 and 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. Recap of previous events:
 - a. none
2. News & Highlights Posts on RosemountMN.gov
 - a. November: Recycle Right on America Recycles Day - county
 - b. December: Deicing Salt Best Practices/Reduction - city staff
 - c. January: Incentive Programs for Business - city staff
 - d. February: Incentive Programs for Residents - city staff
 - e. March: Environmental Volunteering - city staff
3. Upcoming events and holidays of note:
 - a. March - Rosemount Home & Business Expo

RECOMMENDATION

Discuss education and outreach opportunities for November 2024 through March 2025.

Environment and Sustainability Commission Regular Meeting: November 12, 2024

AGENDA ITEM: Sustainable Purchasing Framework Update	AGENDA SECTION: OLD BUSINESS
PREPARED BY: Jane Byron, Stormwater Specialist	AGENDA NO. 5.d.
ATTACHMENTS: Draft Rosemount Sustainable Purchasing Framework - November 2024	APPROVED BY: BE, NE
RECOMMENDED ACTION: Motion to approve the draft Sustainable Purchasing Framework and recommend forwarding it to City Council.	

BACKGROUND

The Environment & Sustainability Commission (ESC) previously presented a draft Sustainable Purchasing Framework that meets the requirements of MN GreenStep Cities BMP 15.1 for city staff review with a recommendation to present to the City Council. City staff have reviewed the draft Framework and made changes that they hope will provide additional clarity and aid in implementation.

City staff is requesting that the ESC provide comments on the most recent Sustainable Purchasing Framework draft. City staff will take ESC guidance and other staff comments into account when preparing the draft that will be presented to the City Council.

RECOMMENDATION

Review and approve updates made to the Sustainable Purchasing Framework.

DRAFT Sustainable Procurement Framework
November 11, 2024

Purpose of a Sustainable Purchasing Framework:

The City of Rosemount recognizes that:

1. The products and services the city purchases have inherent human health, environmental and economic impacts.
2. The adverse impacts of products and services occur throughout their lifecycle (manufacturing, use, disposal).
3. By adopting a sustainable purchasing framework for the purchases of goods and services the city can leverage its purchasing to reduce adverse environmental and human health impacts and influence positive change within markets.

Definitions

- "Environmentally Preferable Products and Services" as defined by the United States Environmental Protection Agency (US EPA) means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.
- "Energy Star" means the US EPA's energy efficiency product labeling program described at <http://www.energystar.gov>.
- "Energy Efficient Product" means a product that 1.) meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star® trademark label; or, is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program- <https://www.energy.gov/eere/office-energy-efficiency-renewable-energy>.
- "Financially Feasible" means a product has lower costs over its entire lifecycle as determined by full cost accounting (purchase, operation, maintenance, disposal, staff time, and labor).
- "Practicable" means whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.
- "Post-consumer Recycled Material" refers to material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.
- "US EPA Comprehensive Procurement Guidelines" are the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases- <http://www.epa.gov>
- "Water-Saving Products" are those that are in the upper 25% of water conservation for all similar products or achieves a WaterSense label/certification <https://www.epa.gov/watersense>.

SPIRIT OF PRIDE AND PROGRESS

Guidelines

The following guidelines are to be followed by the City of Rosemount:

1. Recycled Paper Products: Per Minnesota Statute 16C.073 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Rosemount will endeavor to purchase paper products containing the highest post-consumer content practicable, but no less than minimum recycled content standards established by the EPA Comprehensive Procurement Guidelines: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
2. Paper Reduction: All communications, both internal and external, must be electronic, when applicable. Electronic communications may include emails,
3. Energy Savings: All appliances and products purchased by the city for which the US EPA Energy Star certification is available will meet Energy Star certification provided such products are available and financially feasible (www.energystar.gov). Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens. When Energy Star labels are not available, appliances and products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program shall be considered for purchase.
4. Water Savings: Water-saving products purchased by the city will meet the WaterSense certification when such products are available and financially feasible (<https://www.epa.gov/watersense>). This includes, but is not limited to, high-performing fixtures such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.
5. Waste Reduction: The City shall implement practices that result in reducing the amount of waste generated that do not reduce safety or quality. This may include, but is not limited to, electronically distributing all internal and external communications when applicable, repairing products and supplies to extend usability, and utilizing reusable, recyclable, and/or compostable products at City-sponsored meetings and functions.
6. Toxicity Reduction: Cleaning products purchased by the city will meet Green Seal, ECOLOGO®, U.S. EPA Design for the Environment, and/or U.S. EPA Safer Choice cleaning product standards if such products are practicable, available, and perform to an acceptable standard. (<http://www.greenseal.org>, <https://www.ul.com/services/ecologo-certification>, <https://www.epa.gov/saferchoice>, and <https://www.epa.gov/pesticide-labels/learn-about-design-environment-dfe-certification>).
7. Exclusion of City Infrastructure Projects: City infrastructure projects, such as road construction and new building projects, shall be excluded from the Sustainable Purchasing Framework apart from EnergyStar and WaterSense certified products for lighting, small appliances, indoor fixtures, and outdoor irrigation equipment.
8. Financial Feasibility: Notwithstanding the guidelines listed above, the city shall pursue purchasing sustainable products within the guidelines of this framework when the lifecycle cost of the item does not exceed the lifecycle cost of a like item that does not meet the

SPIRIT OF PRIDE AND PROGRESS

Rosemount Parks & Recreation, 2875 145th Street West, Rosemount, MN 55068-4997

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www.rosemountmn.gov

guidelines of this framework by more than 10% after grants and other outside funding sources have been considered.

Implementation of Sustainable Procurement

All City departments are to be fully aware of the City's guidelines on purchasing environmentally preferable goods and services, and all departments are responsible to:

- Ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification.
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.
- Review and revise specifications to maximize the specification of designated environmentally preferable products where practicable.

These guidelines are subject to the requirements and preferences in the Municipal Contracting Law (MN Statutes 471.345) and all other applicable laws and ordinances.

DRAFT