ROBBINSDALE

Sustainability Committee Meeting
Wednesday, August 19, 2026
4100 Lakeview Avenue North
Robbinsdale, MN
6:00 PM

AGENDA

1. ROLL CALL: Hansen, Hanelitz, Hart, Heid, Larson, Lincoln, Lyng, Myrfield, Pendaz-Foster, Myers, Sande

2. CONSIDERATION OF MINUTES

   A. June 17th, 2026 Meeting Minutes

3. NEW BUSINESS

   A. 2026 Chamber of Commerce Meet & Greet — September 14th, 5:30-7:30pm (5 minutes)

   B. City of Crystal Sustainability Commission Mixer Reflection/Discussion (20 minutes)

4. OLD BUSINESS

   A. Franchise Fees (30 minutes)

   B. Draft Sustainability Committee Policies & Procedures (15 minutes)

5. INFORMATION ONLY

   A. City Hall Native Planting Project Update (5 minutes)

   B. Climate Action Plan Update (15 minutes)

   C. Topics for Next Meeting?

6. ADJOURNMENT

MINUTES

ROLL CALL

Present: Hart, Heid, Larson, Myers, Myrfield, Pendaz-Foster, Sande
Absent: Hansen, Hanelitz, Lincoln, Lyng
Staff: Kayla Kirtz, Sustainability Coordinator; Gwen Casey, Minnesota GreenCorps Member

A. Roundtable Introductions (15 minutes)

Each member of the Committee shared a brief introduction about themselves with the group and explained why they were interested in joining the Sustainability Committee.

CONSIDERATION OF MINUTES

A. May 20th, 2026 Meeting Minutes

Sande motioned to approve the meeting minutes from May 20th, 2026 and Heid seconded. The motion passed.

NEW BUSINESS

A. Whiz Bang Days Volunteering (10 minutes)

Casey described the plan for volunteering to sort waste during Whiz Bang Days. Casey passed around the volunteer sign-up sheet, explained the shift schedule, and shared a map of the planned sorting stations.

B. Draft Sustainability Committee Policies and Procedures (10 minutes)

Kirtz shared the draft Sustainability Committee Policies and Procedures document and asked if there were any comments or questions. The Committee provided some feedback about the draft and also asked questions about specific line items, such as why is the youth committee member non-voting, why is the committee capped at 11 members, and why does it require a 4/5ths vote from the City Council in order to appoint members? Kirtz confirmed that she would seek answers to these questions and provide answers at a future meeting.

OLD BUSINESS

A. City Council Top Priorities (45 minutes)

Kirtz noted that this was a follow-up item from the previous meeting. The group mostly discussed the idea of enhancing the Welcome Experience Packet and how the Sustainability Committee could put together materials related to organics recycling that staff could include in the packet. The group brainstormed including a QR code to the City sustainability page, linking to the site to request trash and recycling bin labels from Hennepin County, instructions on how to request an organics recycling cart, and including a potential coupon from Ace Hardware to purchase countertop compost bags. Member Hart said that she would discuss the coupon idea and potential partnership with Ace Hardware. The Committee also mentioned the Robbinsdale Middle School property and how the Committee should stay informed on the future of that property. Kirtz noted that she will ensure sustainability-related materials make it into the Welcome Experience Packet whenever that project is addressed in the future.

B. Franchise Fees (45 minutes)

Member Heid walked through his presentation slides on franchise fees. The Committee agreed that they want to continue moving ahead with this idea as a future recommendation to the City Council.

INFORMATION ONLY

- Kirtz notified the group of upcoming volunteer opportunities, including the rain garden planting at the water tower, upcoming community clean ups, and tabling at Music in the Park.
- Kirtz reminded the group to RSVP for the Volunteer Appreciation Dinner.
- Kirtz asked if the group would be interested in a joint meeting with the Crystal Sustainability Commission on Thursday, July 16th. They said yes.
- Kirtz confirmed that the Committee would still like to hold their Adopt-a-Park trash pick up at South Halifax Park on July 15th.

A. Topics for Next Meeting?

Kirtz asked the Committee for discussion topics for the next meeting. The requested items were:

- Chamber of Commerce Meet & Greet
- Franchise fee language
- Follow up on the draft Sustainability Committee Policies and Procedures questions

ADJOURNMENT

Kirtz adjourned the meeting at 8:15 p.m.

____
Kayla Kirtz, Sustainability Coordinator

____
Date

City of Robbinsdale
4100 Lakeview Avenue North
Robbinsdale, MN 55422
763-537-4534
www.robbinsdalemn.gov

ROBBINSDALE

Updates on Sustainability Committee – Resolution Adopting Operating Policy

A brief lookback
Earlier in the spring, staff made recommendation that Council adopt, by Resolution, operating policy that would provide more structure to the Sustainable Committee. The proposal was made with the intention of capturing and solidifying the Committees work as we approach its two-year anniversary, and to provide parameters that are same/similar to other advisory bodies serving the City Council. Staff prepare materials for the adoption of a resolution, including responses to the Committees questions/comments, but formal Council action has been on hold.

In tandem, not related to the Sustainability Committee, the City Council appointed three new members to the Human Rights Commission in June. This process highlighted a good problem – the City had more applicants than vacancies. Similarly, it called out opportunities to improve the process. At that time, Council Member Parisian voiced the desire to take a leadership role in proposing new language – wanting to establish a simplified and equitable approach to serving on advisory committees/commissions, while eliminating inconsistencies and burdensome parameters for the work. CM Parisian met with the City Manager just last week to discuss ideas, and will soon be sharing materials with Council.

Responses to specific questions from Committee Members

- First sentence of Terms paragraph: reword to clarify that members serve two year terms and are able to be reappointed to serve additional terms.
  - Good call – language was updated to clarify
- Why are potential youth committee members non-voting members?
  - Being intentional about making space for youth membership allows flexibility. Most often, we are able to appoint students to serve in capacity during the school year. If Committee membership is full, not having this dedicated space would not allow for an appointment mid-year. Further, City Staff has no recollection of Commission/Committee formal action coming via split/controversial votes – again, while up to the committee, a youth member would be allowed to participate and contribute to all conversations and the expectation would be that their input was valued.
- Why shall the committee consist of no more than 11 members?
  - Admittedly, there is no perfect number… However, limiting the size promotes efficiency (easier for a group of 11 to make a decision vs a group of 50) and makes space for membership to participate (if each member averages 10 minutes of dialogue per meeting, 11 members = just under 2 hours, 50 members = more than 8 hours). Alternatively, smaller groups limit outreach and engagement (public events, trash pick ups, etc…), so staff is not advocating for a size same/similar to smaller commissions like the Planning Commission or Parks, Rec, and Forestry Commission.
- Why does appointment from Council require a 4/5ths vote and not a majority vote?
  - This is consistent with other Commissions – in large part the formal action of appointment shows CC support of the individual as well as the body. Remember, advisory groups serve at the pleasure of the Council – while it is expected that they present opportunities and recommendations that may be challenging, operationally, Committees/Commission and CC are all working to the same end.
- Concerns over having additional procedures to follow without being designated a formal commission.
  - While concerns are not entirely understood, the City Council have signaled continued support in the capacity as a Committee. Long-term members will recall that the group as a whole have an open invitation to present to Council (now formally captured through proposed language). Further, establishing a Chair, Co-Chair, and establishing the Committee is to adhere to things like Open Meeting Law and/or other standards observed by other advisory bodies, it promotes success and mitigates risk that less formal parameters open up. If there are specific concerns about operating under the proposed format, and/or there is a sense that work/efficacy is limited in proposed parameters, explicitly stating those concerns would be helpful for continued conversation.

MEMORANDUM

TO: Tim Sandvik – City Manager

FROM: Jenna Wolf – Water Resources Specialist

DATE: 23 July 2026

SUBJECT: Prairie Restoration City Hall Native Conversion Project

---

Staff have been working with Prairie Restorations creating a plan to covert part of City Hall turf grass to native prairie/planting areas. The larger project became too expensive, and staff were not awarded the CPL grant that they had applied for. Staff decided to pivot and focus on a smaller area closer to Lakeview Avenue. Please see contract attached to email for cost estimates.

This work will entail re-planting the raingarden (Block R) and then converting the long grassy area along Lakeview Avenue (Block B) to a native planting (please see attached photo for work area). Work has already been done on the City's part to partially prepare the raingarden area. More work will be completed by Prairie Restorations to get rid of the cattails growing in the raingarden and getting the native planting area prepped by getting rid of the turf grass this fall. In the spring, Prairie Restorations will implement more prep for the site and then seed and plant both areas.

The native planting work will be coded to Forestry's Boulevard Planting budget line, and the raingarden will be coded to Storm TMDL Implementation budget line item. Both line items have enough budget to complete the work, including maintenance.

I recommend proceeding with this contract as received.

Jenna Wolf
Water Resources Specialist


Block B
Block D
Block R
Block
rmap
© 2026 Nearmap, HERE
20 ft

ROBBINSDALE

TO:	Sustainability Committee
PREPARED BY:	Kayla Kirtz, Sustainability Coordinator
DATE:	August 19, 2026
RE:	Climate Action Plan Update (15 minutes)

Background:

On April 21st, City staff were notified that our grant application to the Minnesota Pollution Control Agency's Local Climate Action planning grants was selected for funding, in the amount of $49,950. The grant agreement was signed and fully executed by July 7th. The staff Sustainability Committee drafted a Request for Proposals (RFP) for climate action plan (CAP) consulting services. We researched other CAP RFPs from cities in the Twin Cities metro. We specifically took inspiration from the cities of Golden Valley, Roseville, and Crystal. Issuance of the RFP was approved by the City Council on June 16th. The RFP was posted on June 22nd and remained live for approximately four weeks before it closed on July 20th. Staff utilized multiple different avenues to publish and promote the RFP. A notice was published in the Sun Post. A webpage was created on the City website to house information about the RFP including a link to the document. The RFP notice was directly emailed to a list of consultants. The RFP was also promoted on LinkedIn. In total, we received 14 proposals for our RFP. A team of staff from the Sustainability Committee + management team spent two weeks reviewing the proposals. After thorough review and discussion, staff selected three firms to invite to City Hall for an interview. Interviews were held on Monday, August 10th and Monday, August 17th. At the time of writing this, the final selection has not been made. However, approval to enter into a contract with the selected firm will be sought at the Tuesday, August 18th City Council meeting. Kayla will provide further updates on the selected firm at the Sustainability Committee meeting.

Analysis:

Recommendation:

Attachments:

None