

## **AGENDA**

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1. ROLL CALL:
2. CONSIDERATION OF MINUTES
3. NEW BUSINESS
  - A. Introductions
  - B. Committee Logistics
  - C. Overview of City Sustainability Initiatives
4. OLD BUSINESS
5. INFORMATION ONLY
  - A. Next Meeting: October 16, 2024
6. ADJOURNMENT

**Notice of Newly Formed**  
**City of Robbinsdale – Sustainability Committee**

**Introduction**

The City of Robbinsdale continues to promote Sustainability efforts in a number of capacities. In recent years, the City joined with others in the State of Minnesota to declare a Climate Emergency, supported the creation (and now execution) of Robbinsdale’s Energy Action Plan, enabled the advancement of the City to a GreenStep 4 City (effective summer of 2024), and recently created a full-time position of Sustainability Coordinator.

**Background**

In 2023 and 2024, the Robbinsdale City Council formally identified “sustainability” as a top priority. Specifically in 2024, the Council identified “Continue City-wide sustainability efforts; Utilize new Sustainability Coordinator to pursue funding through the Infrastructure, Investment and Jobs Act, Inflation Reduction Act, and various state agencies such as the Minnesota Pollution Control Agency, etc.; And continue to work with the community through programs like Partners in Energy” as one of seven top priority goals.

The City is working with different agencies to understand ways to execute these goals. For example, the City Council received a presentation from University of Minnesota undergraduates in May of 2024, which included success stories from other communities and their Climate Action Plans, a summary of Minnesota’s Climate Action Framework, and other climate-related recommendations. As a result of the presentation, the Council paid particular attention to the consideration of a Sustainability Committee (or similar).

At the June 11, 2024, City Council Work Session, staff presented the recommendation of a Sustainability Committee to the City Council, the intention being for the Committee to identify goals and advise the City Council on next steps. The City Council ultimately approved the Sustainability Committee at its June 18, 2024, meeting.

**Committee Operations**

As recommended by staff and supported by Council, the Sustainability Committee will be subject to the Minnesota Data Practices Act, including considerations related to Open Meeting Law Rules and Requirements (including those of Minnesota Statutes Chapter 13D) and general data compliance. All such meetings shall meet notice requirements, be open to the public, and at a minimum keep a journal or minutes to record votes of a meeting.



Meetings shall occur on the **3<sup>rd</sup> Wednesday of every month**, unless otherwise posted, starting **September 18<sup>th</sup>, 2024**. No later than summer of 2025, the Robbinsdale City Council shall consider the work of the Sustainability Committee, which may result in continuing efforts as a Committee, considering other formats (e.g. a City Commission), or disbanding the group.

### **Committee Make-Up**

City staff are soliciting membership in August of 2024, with a deadline of August 25, 2024. The only requirement to apply is to **submit a Letter of Interest to Kayla Kirtz, Sustainability Coordinator**, via email, [kkirtz@CI.ROBBINSDALE.MN.US](mailto:kkirtz@CI.ROBBINSDALE.MN.US), or delivered to 4100 Lakeview Ave N, Robbinsdale MN, 55422. The goal is to have a variety of representation that supports equity and inclusivity.

### **Committee Content**

Topics that the Sustainability Committee may consider may include (but are not limited to):

- Identifying a vision, mission statement, and specific goals related to City sustainability efforts.
- Promoting the participation in and ensuring the success of the Robbinsdale Energy Action Plan.
- Helping to promote current City efforts like Organics and Recycling collection, Water Efficiency Rebate Program, or grant opportunities for residents and businesses.
- Conducting research and analysis in order to make recommendation on new programs and policies.
- Assisting staff with community events and communication efforts.
- Considering partnerships with outside organizations like Hennepin County, neighboring cities, Three Rivers Park District, Center for Energy and Environment, etc.

### **Committee Expectations**

The Committee will spend the first few meetings ideating on Committee expectations, mission statement, and goals and will document said expectations as a group. However, prior to the first meeting it is important that all members of the committee understand that the group shall generally:

- Make a deliberate effort to attend all regularly scheduled meetings and actively participate in meeting activities.
- Understand and abide by the Minnesota Data Practices Act and Open Meeting Law rules and requirements.
- Demonstrate dedication to and understanding of the city's sustainability objectives.
- Meaningfully engage with other residents, businesses, city staff, and stakeholders to gather input, build support, and ensure that sustainability initiatives reflect community need and values.
- Understand that the Committee operates on an *advisory* capacity to the City Council and is providing *recommendations*.
- Treat all members of the Committee with respect. The Committee will uphold a zero-tolerance policy towards any form of discrimination, including but not limited to discrimination based on race, ethnicity, gender, sexual orientation, age, disability, or socioeconomic status.

August 2024



TO: Sustainability Committee  
PREPARED BY: Tim Sandvik, City Manager  
APPROVED BY: Tim Sandvik, City Manager  
DATE: September 18, 2024  
RE: Committee Logistics

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**Background:**

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**Analysis:**

**Public Meetings, Providing Notice**

Statute defines three types of meetings: regular meetings, special meetings, and emergency meetings. Every public body is required to provide members of the public with notice of its meetings, regardless of the type of meeting. The same notice requirements that apply for any type of closed meeting would apply for the same type of open meeting. Staff will perform this duty, but a reminder as to the standing day (3rd Wednesday of the month) of Sustainability Committee meetings. Agendas shall be posted on the Friday prior to each meeting. Public meetings must be open to the public, except in certain circumstances that do not apply to the Sustainability Committee. Note: a quorum (majority of membership) must be present for a meeting to take place.

**Keeping of a Journal or Minutes**

Statute notes: "The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal or minutes." Ultimately, minutes must (at a minimum) reflect a high level of general discussion, and record any votes that might be considered. Staff will perform this duty.

**General Communications**

While there are a variety of other sections in statute related to Open Meeting Law, the final reminder is that members of the Sustainability Committee shall not circumvent the Public Meeting requirements through emails, subcommittees, or otherwise. A good example is that your staff liaison will email the group on bcc, from time to time, as a "reply all" would potentially be a violation of Open Meeting Law. Another example, is if the group has seven (7) members, and two subcommittees of three (3) members, those two subcommittees are not to discuss findings, until the full group convenes.

Ultimately, this guidance is to protect the Committee and avoid mistakes to promote the success of the group!

**Recommendation:**

Consider and discuss.

**Attachments:**

None



Sustainability Committee  
September 18, 2024

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## Agenda

ROLL CALL  
CONSIDERATION OF MINUTES  
NEW BUSINESS  
1. Introductions  
2. Logistics  
3. Overview of City Sustainability Initiatives  
OLD BUSINESS  
INFORMATION ONLY  
ADJOURNMENT



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## ROLL CALL



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## CONSIDERATION OF MINUTES



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## NEW BUSINESS



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### Introductions

*Name*

*What is one thing you LOVE about Robbinsdale?*

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### Logistics

Public Meetings, Providing Notice  
Keeping of a Journal or Minutes  
General Communications



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### City Sustainability Initiatives



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### Council Action

- Joined the Minnesota GreenStep Cities program in August 2019
- Declared a climate emergency in January 2022
- Formally established sustainability action as a goal of the Robbinsdale City Council in 2023 and 2024
- Adopted Robbinsdale Energy Action Plan in August 2023
- Hired the Sustainability Coordinator in January 2024
  - New position
  - Focus on grants, Energy Action Plan, internal operations, program implementation, and Sustainability Committee(s)



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### Energy Action Plan

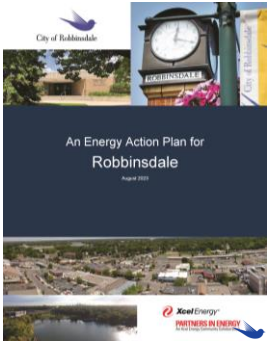
Adopted in August of 2023

Four focus areas:

1. Residential Energy Efficiency
2. Business Energy Efficiency
3. Renewable Energy
4. Reducing Energy Burden

**Our Goals**

Robbinsdale will avoid an additional 39% of energy-related greenhouse gas emissions by 2030 compared to business as usual.



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### Energy Action Plan

**Achievements**

Volunteer group → Sustainability Committee  
Ace Hardware partnership  
Chamber of Commerce outreach  
Business Energy Efficiency Blitz  
Non-profit/school outreach

**Achievements**

Resident case study  
Outreach and engagement at city events  
Multi-unit building outreach  
Rental property outreach  
B3 Benchmarking  
NEAR Food Shelf volunteering

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### Going Solar

**Water Treatment Plant**

- 80 kW AC array
- 228 panels
- 11.5% of building energy use
- 30% IRA tax credit

**City Hall**

- 40 kW AC array
- 92 panels
- 60% of building energy use
- 60% state grant + 30% IRA tax credit

**Community Solar Garden**

- 113 kW DC allocated to Public Safety
- 113 kW DC allocated to WTP

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### Home Energy Squad

- Clean Energy Resource Teams (CERTs) Seed Grant funded
- Offering FREE HES visits to 50 Robbinsdale residents
- HES visits are ALWAYS free to income-qualified residents
- Looking into budget options to continue offering free visits



Ask me how to get a **FREE** visit from the **Home Energy Squad**!

The City of Robbinsdale is offering **FREE** Home Energy Squad® visits for Robbinsdale residents.

A Home Energy Squad visit will provide energy-saving materials such as LED bulbs, weather stripping, programmable thermostat, assess your hot water heater, and help determine your next steps to save even more energy.

City of Robbinsdale

Home Energy Squad is a program of the Clean Energy Fund of Minnesota, a 501(c)(3) non-profit organization.

Robbinsdale and Clean Energy are pleased to work together to advance our community's energy goals.

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### Home Improvement Grant Program

- 20% of eligible project expenses
- Eligible improvements include most interior or exterior permanent remodeling and upgrades. Includes solar panels, heating and cooling systems, air source heat pumps, window replacement, insulation, etc.
- 1-4 unit owner-occupied residential properties
- Income limits apply (100% AMI)



Let's Do This!

Home Energy Improvements

- Replace Windows
- Solar Panels
- Insulate Attic
- Upgrade Furnace

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### Water Efficiency Rebate Program

- Active program since 2020
- Rebates for residents who replace existing toilets, washing machines, dishwashers, and showerheads with Energy Star or WaterSense labeled appliances
- Up to 75% of the cost of the item, not to exceed \$100



CLEAN WATER LAND & LEGACY AMENDMENT

METROPOLITAN COUNCIL

ENERGY STAR

WaterSense Meets EPA Criteria

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## OLD BUSINESS



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## INFORMATION ONLY



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### Expectations

The Committee works in an advisory capacity to the City Council  
Provide an update to Council after 6 months

### Next Meeting

Wednesday, October 16, 2024  
6:00 PM @ City Hall  
Come prepared to discuss your "Top 3"

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**ADJOURNMENT**



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