

1. 1. Agenda

Documents:

[1. AGENDA 2020.04.27.PDF](#)

2. 2. Oath Of Office - (No Document Attached)

3. 3. Approve Agenda (Roll Call Vote -- No Document Attached)

4. 4. Introductions Of The Environmental Commission Members And City Staff

Documents:

[4. MEMO - INTRODUCTION OF COMMISSION MEMBERS.PDF](#)

5. 5. Overview Of The Commission And Meeting Protocols

Documents:

[5. OVERVIEW OF THE ENV COMMISSION AND MEETING PROTOCOLS.PDF](#)

6. 6. Election Of Commission Chair And Vice Chair (Majority Vote By Roll Call)

Documents:

[6. MEMO - ELECTION OF CHAIR AND VICE CHAIR.PDF](#)

7. 7. Initial Discussion Of Potential Tasks For The Environmental Commission

Documents:

[7. INITIAL DISCUSSION OF POTENTIAL TASKS FOR THE COMMISSION.PDF](#)

8. 8. Regular Meeting Schedule And Next Meeting Of The Environmental Commission (No Document Attached)

9. 9. Adjournment (Majority Vote By Roll Call -- No Document Attached)



ENVIRONMENTAL COMMISSION AGENDA

Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Due to the declared health pandemic, this meeting of the Environmental Commission will be held through electronic means, rather than in-person.

You may participate in this meeting by joining the following videoconference or by calling the following telephone number at the scheduled date and time of the meeting:

- 1. Via Videoconference: <https://us02web.zoom.us/j/86999659897> (Note: Your computer should have a camera and a microphone. However, if you do not have a microphone and camera, you can still view the meeting on your computer and participate in the conversation via a telephone.)*
- 2. Via Telephone: 1-312-626-6799, meeting ID: 869 9965 9897# (Note: You may need to enter # twice.)*

MONDAY, APRIL 27, 2020

6:00 PM

1. Call to Order / Inaugural and Electronic Meeting Protocols / Roll Call
2. Oath of Office
3. Approve Agenda (majority vote by roll call)
4. Introductions of the Environmental Commission Members and City Staff
5. Overview of the Environmental Commission and Meeting Protocols
6. Election of Environmental Commission Chair and Vice Chair (majority vote by roll call)
7. Initial Discussion of Potential Tasks for the Environmental Commission
8. Regular Meeting Schedule and Next Meeting of the Environmental Commission
9. Adjournment (majority vote by roll call)

Please contact the Department of Community and Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.



Environmental Commission Memorandum

TO: Environmental Commission

THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Community & Economic Development Director

FROM: David Wanberg, City Planner

MEETING DATE: April 27, 2020

SUBJECT: Introduction of Commissioners and Staff

The following lists those appointed to the Environmental Commission by the City Council. It also lists when the initial term of each commissioner expires. Please note that the terms expire in different years to ensure staggered terms. All future appointments will be for three-year terms (or in the case of a vacancy, the remainder of an existing term).

Chuck Ackman January 31, 2021
 Tom Boevers January 31, 2021
 Dan Behrens..... January 31, 2022
 Cynthia Diessner January 31, 2022
 Richard Huston January 31, 2023
 Emily Nesvold January 31, 2023
 Roger Steinkamp January 31, 2023

The following City Staff have been assigned to assist the Environmental Commission in its work:

David Wanberg, City Planner (dwanberg@ci.faribault.mn.us)
 Kari Casper, Administrative Assistant (kcasper@ci.faribault.mn.us)

Because the April 27 meeting of the Environmental Commission is the inaugural meeting of the Commission, most commissioners likely do not know each other. Therefore, before the Commission elects its chair and vice chair, it would be helpful for the commissioners to know a little about their fellow commissioners. Each commissioner will take roughly two minutes at the April

27 meeting to introduce themselves to their fellow commissioners. Plan to briefly discuss the following:

1. What is your background?
2. Why did you volunteer to serve on the Environmental Commission?
3. What do you hope to accomplish on the Environmental Commission?
4. Feel free to share any additional information about yourself.

Attachments:

- None



Environmental Commission Memorandum

TO: Environmental Commission

THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Community & Economic
Development Director

FROM: David Wanberg, City Planner

MEETING DATE: April 27, 2020

SUBJECT: Overview of the Environmental Commission and
Meeting Protocols

Background:

For the Environmental Commission to function in an effective manner, all commissioners must have a shared awareness and understanding of the purpose of the Environmental Commission. Commissioners must also understand their responsibilities and the protocols they must follow as commissioners.

The attached Environmental Commission Handbook is intended to guide commissioners in their work on the commission. It is currently in draft form. City Staff will refine and update the handbook as needed.

Requested Action:

Review the attached Environmental Commission Handbook in advance of the April 27 meeting. Be prepared to provide comments or ask any questions you may have about the handbook or the function of the Environmental Commission.

Attachments:

- Draft Environmental Commission Handbook

ENVIRONMENTAL COMMISSION HANDBOOK

Draft in Progress: April 27, 2020

Welcome to the Environmental Commission! Thank you for your service to the community. This handbook provides you with an overview of the Environmental Commission and your role and responsibilities as a commissioner serving on the Environmental Commission.

Application of Community Vision and Community Values

The adopted vision of the community provides an overarching guide to all actions of the Environmental Commission and all other boards and commissions in the city. The adopted vision of the community is as follows:

Faribault is one of America's best small communities. A place where all people find opportunities to succeed, grow, and prosper. We celebrate our unique strengths in education, business, industry, medical, nature, recreation, leisure, and the arts – and we are proud of our historic downtown and iconic institutions. As a community we embrace the future and plan for positive change through our commitment to innovation and excellence, making Faribault an outstanding place to live, work, grow, invest, and visit.

The Environmental Commission should also consider its actions in light of the stated values of the community, which are as follows:

Sense of Community

We value a strong sense of community and belonging. We believe in being a friendly, respectful, safe, inclusive, and welcoming community that celebrates strong connections among all people.

Faribault will be a community that residents from a wide range of backgrounds, ages and cultures call home. We will strive to provide a friendly, respectful, and inclusive environment that creates a strong sense of unity and togetherness. People will come to Faribault and stay in Faribault.

Sense of Place

We value and respect our historic character, iconic institutions, rich traditions, and natural amenities that give Faribault its unique sense of place.

Faribault will be a community known for its unique and iconic surroundings. In 25 years, we will have continued to cultivate our rich history through preservation of our distinctive buildings, our downtown, our institutions, and cultural traditions.

We will also enhance our unique natural amenities to attract and retain our distinctiveness.

Opportunity

We value the opportunities that all people have for growth and enrichment in our community, including opportunities for high-quality education, decent jobs, good housing, quality healthcare, and access to nature, leisure, and the arts.

In 25 years, Faribault will have a diversified economy that provides residents with expanded opportunities to work and to meet their personal, educational, recreational, and cultural needs. A mix of industrial, commercial, and retail redevelopment will provide the tax base needed to support high quality services and amenities.

Innovation

We value and encourage creativity, flexibility, and openness to new ideas and positive change in all sectors of our community, including business, industry, education, and government.

Faribault will be known for its creativity, thought, and leadership in business, education, and government. We will foster a culture where new ideas can flourish, and will regularly demonstrate our innovative spirit through advances in our educational sector, unique new businesses, and our cutting-edge government service.

Excellence

We value excellence and strive for it in everything we do. We believe if it is worth doing, it is worth doing to the best of our ability.

Faribault will be a community known for its commitment to excellence. We will demonstrate in all sectors of our community the attention to detail and quality necessary to achieve great outcomes and a highly livable and thriving community.

To review the complete Community 2040 document, visit the following:

<http://www.ci.faribault.mn.us/DocumentCenter/View/1553/Community-Vision-2040?bidId=>

Purpose, Organization, and Duties of the Environmental Commission

On February 25, 2020, the City Council approved Ordinance 2020-3, which established the Environmental Commission as well as the purpose, organization, and duties of the Environmental Commission. Chapter 9 of the Faribault City Code of Ordinances reads as follows:

Environmental Commission

Sec. 9-1. – Established. *There is hereby established an environmental commission of the city.*

Sec. 9-2. – Purpose. *The purpose of the environmental commission is to advise the city council on environmental issues and opportunities affecting the city while respecting the city's economic and social environments.*

Sec. 9-3 – Organization.

- (a) *Appointment and residency. The environmental commission shall consist of seven (7) voting members, all of whom the city council shall appoint by resolution. At least five (5) members shall be residents of the City of Faribault. Up to two (2) members may be residents of a bordering township.*
- (b) *Terms of office. All members of the environmental commission shall have terms of three (3) years expiring on January 31, except, of those members appointed in 2020, two (2) shall have an initial appointment of one (1) year, two (2) shall have an initial appointment of two (2) years, and three (3) shall have an initial appointment of three (3) years.*
- (c) *Oath of office. Every appointed member of the environmental commission shall, before entering upon the discharge of his or her duties, take an oath that he or she will faithfully discharge the duties of the office.*
- (d) *Chair and vice chair. The environmental commission shall elect a chair and vice chair among its appointed members for a term of one (1) year.*
- (e) *Removal. The city council may remove any member of the environmental commission by a majority vote of the city council.*
- (f) *Vacancies. Any vacancy on the environmental commission during a term of office shall be filled by the city council for the unexpired portion of the term.*
- (g) *Compensation. The members of the environmental commission shall serve without compensation.*

Sec. 9-4 – Meetings.

- (a) *Schedule. The environmental commission shall meet at such intervals as its business may reasonably require.*
- (b) *Quorum. Four (4) members of the environmental commission shall constitute a quorum.*

- (c) *Record of proceedings. The environmental commission shall keep an accurate record of its proceedings, which shall be a public record.*

Sec. 9-5 – Advisory duties.

The environmental commission shall create, for city council review, an annual work plan outlining planned projects and tasks for the year. General duties of the environmental commission include the following:

- (a) *Environmental review. Review and provide recommendations on projects that involve an environmental assessment worksheet or an environmental impact statement.*
- (b) *Creation of plans. In consultation with the city council, participate in the development of city plans that have a significant environmental component, such as a natural resource protection plan, an energy plan, or a climate action plan. Make recommendations to the city council on the adoption and updating of said plans.*
- (c) *Other duties as directed by the city council. Advise the city council on other environmental matters as directed by the city council. Such other duties may include making recommendations on environmental ordinances and promoting public awareness and understanding of environmental matters affecting the city.*

In establishing the Environmental Commission, the City Council emphasized the following:

- 1. Advisory.** The Environmental Commission should be strictly and advisory commission with no inherent power to adopt ordinances or establish new programs or policies on its own. The City Council shall be the final authority on environmental issues affecting the City.
- 2. Balance the Relationship between Environmental, Economic, and Social Considerations.** The City Council emphasized that the Environmental Commission should consider the economic and social impacts related to environmental policies and practices.

Specific Responsibilities of Commissioners and Staff

The specific responsibilities of the Commissioners and City Staff are as follows:

All Commissioners

1. Attend most, if not all, scheduled meetings of the Environmental Commission. If you are unable to attend a meeting, please send an email message to the City Staff Liaison (David Wanberg, City Planner, dwanberg@ci.faribault.mn.us).

2. No later than the Friday before a scheduled meeting, Commissioners will receive notification that the Environmental Commission packet is complete along with instructions on how to download the packet. In general, all Board, Commission, and Council meeting packets can be downloaded from the City's agenda center at: <http://www.ci.faribault.mn.us/agendacenter> . Commissioners should download and review the packet in advance of the meeting. Please note that the City does not intend to print and deliver packets to Commissioners. If you have a laptop computer or tablet, you may find it helpful to bring it to the meeting.
3. Participate in meeting discussions in a respectful manner.
4. Please note that it is not the role of Commissioners to direct City Staff or assign tasks to City Staff.

Chair

1. Preside over the meetings. (Call the meeting to order, introduce items for discussion, entertain motions, call votes, etc.).
2. Ensure meeting protocols are followed. Maintain meeting decorum and order.
3. Encourage the participation of all Commissioners.
4. Coordinate with City Staff as needed on issues such as upcoming agendas, attendance of commissioners, and other issues affecting the Commission.

Vice Chair

1. Fulfill the responsibilities of the chair if the chair is unable to do so.

City Staff Liaison

1. Prepare the Environmental Commission packets.
2. Provide technical assistance as necessary.
3. Present information to the Commission.
4. Listen and respond to Commissioner ideas and concerns.
5. Coordinate Environmental Commission activities with City Administration and the City Council.

Administrative Assistant

1. Assemble the Environmental Commission packet and notify Commissioners that the packet is ready for download.
2. Record meeting minutes.

3. Properly file and maintain all pertinent records of the Environmental Commission.

Meeting Structure and Meeting Protocols

Types of Meetings

1. Regular meetings will generally be held at 6:00 pm on the fourth Monday of each month. In the event that City Hall is closed due to a holiday or other conflict, the Environmental Commission may choose another date for the regular meeting. Typically, meetings will be held in the First Floor Public Meeting Room of City Hall.
2. The Environmental Commission may choose to hold a special meeting, which can be held at any time if proper notice is given.
3. The Environmental Commission may choose to conduct a joint meeting with the City Council or another commission, if proper notice is given.

Under certain circumstances (including a health pandemic) the Environmental Commission may hold a meeting through electronic means.

Quorum Required for Commission Action

The Environmental Commission cannot take any action unless a quorum (four of the seven Commissioners) are present at the meeting. Therefore, it is critical that Commissioners let City Staff know if they are unable to attend a meeting. If the Environmental Commission is not going to have a quorum, the City will postpone the meeting.

Typical Meeting Agenda

Although meeting agendas may vary, the typical agenda will include the following:

1. Call meeting order / roll call
2. Approve agenda (you can make minor adjustments to the agenda, but you cannot add an item for Commission action that has not been noticed)
3. Approve minutes of previous meeting
4. Items for discussion / action
5. Routine business (announcements, updates, or other items of interest)
6. Adjourn

Again, agendas may vary. For example, the Commission may choose to have presentations from the public or invited speakers, etc.

Robert's Rules of Order

The City generally conducts its meetings in accordance with Robert's Rules of Order. The key aspects of Robert's Rules of Order are as follows:

1. Only one subject (or motion) should be before the Commission at one time.
2. Only one person is allowed to speak at one time. The Chair is responsible for recognizing who "has the floor".
3. Each item is presented for debate. Every Commissioner has the right to be heard, but the majority vote will prevail.
4. Motions should be clear and concise. A motion is not the time for a Commissioner to give a long speech.

The typical steps for making and acting on a motion are as follows:

1. A Commissioner addresses the Chair and the Chair recognizes the Commissioner.
2. The Commissioner clearly and concisely states a motion. A typical motion will be something like, "I move that the Environmental Commission recommend approval of....." In some cases, City Staff may ask the Environmental Commission to take action on a draft resolution or ordinance. In that case, a Commissioner may state, "I move that the Environmental Commission recommend that the City Council approve Resolution.....".
3. The Chair may repeat the name of the Commissioner making the motion and the motion itself. The Chair may then ask if there is a second.
4. Typically, another Commissioner will second the motion. If there is no second, the first motion "dies".
5. If there is a second to the motion, the Chair will repeat who made the first motion, restate the motion, and state who seconded the motion. The Chair will then ask if there is any further discussion. Please note that there should be no discussion in between the first and second motion. Discussion occurs after the second motion.
6. After discussion is complete, the Chair may once again repeat the motion and ask for a vote. Generally, Commissioners are asked to state "Aye" or "Nay" or something similar.
7. A voice vote is generally taken in person. A roll call vote is required for electronic meetings.

Please note that there are many nuances to the above procedures. For example, a Commissioner could make a subsidiary motion to "table" or "postpone" debate.

Other Items of Importance

Open Meeting Law

1. Meetings must be open and transparent to the public. Meeting agendas are posted for public review. Meetings must be held in a public meeting place. (The Environmental Commission will generally meet in the First Floor Public Meeting Room at City Hall, except when the meeting is notice to be held in another location or to be held electronically.)
2. Discussion between a quorum of Commissioners outside the publicly noticed meeting is prohibited. This means that when a meeting is adjourned that there should not be a quorum of Commissioners discussing Commission business in the hallway, parking lot, or anywhere else.
3. Serial communication can violate the Open Meeting Law. In other words, one Commissioner cannot make separate phone calls to a quorum of Commissioners regarding Commission business.
4. If a Commissioner has information that he or she would like to share with the Commission, the Commissioner should relay that information to the City Staff Liaison for proper distribution to the Commission. Commissioners should avoid group email discussions with each other.

Communication with the Public

1. Public engagement is encouraged, but a Commissioner should not represent his or her personal views as the view of the Commission.
2. The City Staff Liaison will be responsible for coordinating any public announcements, press releases, and the like.

Conflict of Interest

1. Commissioners must disclose any conflict of interest (financial or other) and abstain from voting on any item related to a conflict of interest.
2. If a Commissioner does not have a legal conflict of interest, but others may perceive that the Commissioner could have a conflict of interest, then it is best for that Commissioner to make that perceived conflict known and, ideally, abstain from voting.

Gifts

1. Commissioners must follow state and city policy related to gifts. If you have any questions related to gifts, contact the City Staff Liaison.



Environmental Commission Memorandum

TO: Environmental Commission

THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Community & Economic Development Director

FROM: David Wanberg, City Planner

MEETING DATE: April 27, 2020

SUBJECT: Election of Chair and Vice Chair

Background:

Each year at its annual meeting, the Environmental Commission will elect a chair and a vice chair. The chair and vice chair will serve until the annual meeting of the following year, at which time the Commission can re-elect or elect a new chair and vice chair. The primary responsibilities of the chair are as follows:

1. Preside over the meetings. (Call the meeting to order, introduce items for discussion, entertain motions, call votes, etc.).
2. Ensure meeting protocols are followed. Maintain meeting decorum and order.
3. Encourage the participation of all commissioners.
4. Coordinate with City Staff as needed on issues such as upcoming agendas, attendance of commissioners, and other issues affecting the Commission.

In the event that the chair is unable to participate in a meeting of the Environmental Commission, the vice chair will assume the responsibilities of the chair for that meeting.

Requested Action:

Elect a chair and a vice chair of the Environmental Commission to a term, which will expire on January 31, 2021.

Attachments:

- None



Environmental Commission Memorandum

TO: Environmental Commission

THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Community & Economic Development Director

FROM: David Wanberg, City Planner

MEETING DATE: April 27, 2020

SUBJECT: Initial Discussion of Potential Tasks for Environmental Commission

Background:

Each year at its annual meeting, the Environmental Commission will prepare an annual work plan to help guide the work of the Commission over the coming year. City Staff will review the Commission's work plan with the City Council to ensure that the Commission and Council work in a unified and effective manner. Alternatively, the Environmental Commission and the Council may hold a joint work session to review the Commission's work plan. Ultimately, the Council can direct the Commission to undertake specific projects or make specific recommendations related to environmental matters.

Requested Action:

Identify potential work items that the Environmental Commission would like to begin to address this year and/or in future years. You may refer to the attached list of potential work items prepared by City Staff. This work plan will be refined in consultation with City Staff and the City Council.

Attachments:

- Potential Environmental Commission work items for discussion

ENVIRONMENTAL COMMISSION

INITIAL “BRAINSTORM” OF WORK PLAN IDEAS

April 27, 2020

The following lists an initial “brainstorm” of possible tasks that the Environmental Commission may perform. The intent of this list is to encourage discussion about possibilities. The list is intended to be a starting point for Environmental Commission, City Staff, and the City Council to review and revise as necessary or desired. Eventually, the Commission will develop a work plan, which the Council will approve.

Participate in the Development and Recommendation of Plans

- 1. Climate Adaptation Plan.** This summer, a stakeholder’s group will be working with a consultant team on the preparation of a Climate Adaptation Plan for Faribault. Some Commissioners have volunteered to participate in the stakeholder meetings. As the plan develops, the City Council would like the Environmental Commission to review and make recommendations on the Plan. The Plan is expected to be completed late this summer or early fall.
- 2. Update of the City’s Natural Resources Plan.** Quite a few years ago, the City adopted a Natural Resources Plan. If the City Council is interested in updating this plan at some future date, the Environmental Commission would likely lead this effort.
- 3. Pollinator Plan.** Several years ago, the City Council adopted a policy to promote pollinators in the City. Potentially, the Environmental Commission could guide the development of a Plan to Promote Pollinators.

Participate in the Implementation of Existing Plans

- 1. Faribault Energy Action Plan.** A few years ago, the City prepared an Energy Action Plan. Over the past several years, the City has made strong progress on implementing the Plan. However, there is a lot of work left to do. The Environmental Commission could help guide further implementation of the Plan.
- 2. Comprehensive Plan Update.** The City Council will adopt the Comprehensive Plan Update in May or June of 2020. The Environmental Commission can help guide the implementation of the environmental component of the Comprehensive Plan.
- 3. GreenStep Cities.** Review and promote implementation of GreenStep Cities actions.

Promote Awareness and Understanding of Environmental Issues

- 1. Coordinate Earth Day and/or Similar Events.** Work with others to organize Earth Day or similar events. Northfield organized a large Earth Day with multiple activities. Organize and promote pollinator and Blue Thumb events.

2. Promote Participation in the Annual State Conference of Environmental Commissions.

This is a “free” event that brings people together from across the state to discuss how communities can address environmental issues and opportunities.

3. Identify and Organize Possible Demonstration Projects and Community Service

Projects. Work with others to identify and organize demonstration projects like the rain garden at the Faribault Fire Station. This work may also involve awards and recognition ceremonies.

4. Review the City’s Website and Facebook Page related to the Environment. Identify links to resources, etc.

Recommend Ordinance Amendments

Work with others to review City ordinances related to the environment. Possible amendments may include the following:

- 1. Natural landscaping**
- 2. Tree preservation**
- 3. Electric vehicle charging stations**
- 4. Complete streets**
- 5. Refinements to the wetland ordinance**

Environmental Reviews

Although they are not common, if there are projects in Faribault that require an EAW or EIS, the Council will likely ask the Environmental Commission to review and comment on the EAW or EIS.