

Meeting Minutes - Draft

Environmental Quality Commission

Thursday, December 14, 2017

7:00 PM

City Hall 2nd Floor Training Room

I. Call to Order and Approval of Agenda

Chairman George Kinney called the December EQC meeting to order at 7:01pm.

A motion was made by Board Member Kinney, seconded by Board Member Rohn, to approve as amended the December 2017 agenda to include an update of the Carbon Fee and Dividend presentation from last month's meeting. The motion carried unanimously.

II. Approval of Minutes

1. [17-1171](#)

Attachments: [Meeting Minutes Nov-2017](#)

A motion was made by Board Member Miller, seconded by Board Member Smith, to approve the November 2017 minutes as written. All in favor. Motion carried.

III. Public Comment

Alex Miller brought forward four community opportunities.

1. The 2018 CERTs Conference which will be held in St. Cloud, MN on March 28 & 29.

An email will be sent containing more information.

2. ASCIE will be held in San Antonio in October 2018. An email will be sent containing more information.

3. The Carleton Climate Action week will be held in February. The event will run for 10 days this year. Alex would like a picture of the EQC to share with the EQC story during this event.

4. Those who volunteered to participate in the Carleton Zero Waste Basketball event on Friday December 15th should meet at the West Gym at 6:45 for training.

IV. Unfinished Business

2. [17-1172](#)

Consider Motion Recommending a Climate Action Planning Group to the Northfield City Council.

Attachments: [Northfield-One Page Summary 2.7.07.26.2017](#)

[City Council Charge to Climate Action Working Group](#)

Youth members Chase Ingraham and Katie Schroeer came up with a list of names for the newly formed CAP committee. Discussion was held with a motion from Kim and seconded by Alex to approve the name "Climate Planning Committee". All were in favor of naming the CPC.

Members discussed the most efficient number of members to have on the newly formed committee. It was decided to recommend an odd number of members - nine community

members, one staff representative and one administrative staff.
EQC members would like the committee to share a quarterly update at an EQC meeting.

DRAFT

City Council Charge to the Climate Planning Committee

Background: In June 2017, the Northfield City Council adopted six strategic priorities, including creating a "community that's resilient and sustainable." The desired outcomes under this priority include (1) a climate action plan offering a clear vision for climate action and (2) reduced net carbon emissions. To achieve these outcomes, the City Council has appointed a Climate Planning Committee to propose a Climate Action Plan [CAP] for the city.

Working with city staff, consultants, the Environmental Quality Commission and other relevant boards and commissions, and civic groups, the Climate Planning Committee will meet monthly to oversee the data collection, public comment, and organization of the proposed CAP.

Specifically, the Climate Planning Committee will

- 1) work with city staff to determine the scope of the CAP (that is, to determine the precise issue areas to be addressed, such as energy, waste, water, transportation, education, etc. in adherence with the Climate Change Impacts section of the City of Northfield Strategic Plan Summary 2018-20);*
- 2) Develop an outreach and education strategy to engage the public in the planning process;*
- 3) Solicit volunteers, appoint and direct working groups to help gather data and contribute to the drafting of each section of the proposed CAP;*
- 5) Update EQC quarterly about its activity and progress;*
- 6) Finalize drafts of each section of the proposed CAP; and*
- 7) Present CAP to City Council.*

Climate Planning Committee Structure and Timeline

The mayor will appoint the members of the Climate Planning Committee, and it will operate under the rules governing commissions. The CPC will be composed of stakeholders who represent Northfield residents, have interest, experience, or expertise on climate-relevant topics or related policy work, and/or represent key community or civic organizations that may play a role in implementation. It shall have nine members and may establish work groups led by a CPC member but consisting of volunteers to help it work on specific aspects of the climate action plan. One city staff member will be a non-voting, ex officio member of the CPC, and one staff administrative assistant. The CPC will develop means for obtaining broad community input on any climate action plan and report to the Environmental Quality Commission every 3 months about its activity and progress. It will bring a climate action plan before the City Council no later than two years after it has been established and will dissolve upon approval or rejection of the climate action plan.

December 14, 2017 - EQC makes a motion recommending a CAP Group to the City Council.

January 2, 2018 - CAP Group presented to City Council for approval via Resolution. Week following approval, a letter/email is sent to all of the people on the list provided by GNSC requesting them to apply for the CAP Group.

January 16, 2018 or February 6, 2018 - Scope of people who have filled out an application is brought to the City Council for their approval and appointment of the CAP Group.

A motion was made by Board Member Miller, seconded by Board Member Rohn, to approve with amendments the motion to name the Climate Action Plan committee being formed, along with the charge, goal, structure and timeline for the committee. All in favor. Motion carried.

V. Adjournment

Items for the January 2018 EQC meeting:

- * Election of officers*
- * Introduction of new members*
- * Update on CAP*
- * Outreach to other boards and commissions*
- * One Watershed One Plan update*
- * Carbon Fee and Dividend update*

A motion was made by Board Member Smith, seconded by Board Member Culbreth, to adjourn the December 2017 EQC meeting at 7:42pm. The motion carried unanimously.