



AGENDA

Environmental Management Commission

January 11, 2021 – 7PM
Zoom meeting

Click the link below to join the Zoom meeting.

<https://us02web.zoom.us/j/82892354920?pwd=aGJBV1ZUaVFTK3IkTTVKOVpnTU1aQT09>

Meeting ID: 828 9235 4920

Passcode: 358840

Dial in: 1-312-626-6799 US (Chicago)

Meeting ID: 828 9235 4920

Passcode: 358840

Find your local number: <https://us02web.zoom.us/u/kdWQ11OBHm>

1. CALL TO ORDER/ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

a. November 16, 2020

4. ELECTION OF COMMISSION CHAIR AND VICE CHAIR

5. MANAGEMENT REPORTS

a. Environmental communication strategy and editorial calendar update with Alyssa MacLeod, Communication Specialist

6. ALL OTHER ITEMS

a. MPCA EV Level 2 charging station grant update

7. NEXT MEETING DATE

b. February 8, 2021

8. ADJOURNMENT

**The next regular Environmental Management Commission meeting will be held
February 8, 2021 @ 7PM via Zoom.**

**REGULAR MEETING
OAKDALE ENVIRONMENTAL MANAGEMENT COMMISSION
November 16, 2020**

CALL TO ORDER

The Oakdale Environmental Management Commission (EMC) held a virtual meeting on Monday, November 16, 2020. The meeting began at 7:00PM with the Pledge of Allegiance.

CALL OF ROLL

On a call of roll, the following were present:

Chairperson: Keith Miller, Chairperson

Commissioners: Nick Kantola, Vice Chair
Connor Brown
Gretel Drainville
Noah Gerding
Bonnie Wilson

Also Present: Shannon Reidlinger, Sr. Community Development Specialist
Susan Olson, City Council Liaison

Absent: Karen Jackson

Quorum Present: YES NO

APPROVAL OF MINUTES

COMMISSIONER WILSON MADE A MOTION, SECONDED BY COMMISSIONER DRAINVILLE, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 19, 2020, AS PRESENTED.

6 AYES.

MANAGEMENT REPORTS

a. Environmental Communication Strategy Update

Ms. Reidlinger provided an update regarding how the Environmental Management Commission can promote all their priorities, and the best methods by which to promote them. Ms. Reidlinger conferred with Communications Specialist, Alyssa MacLeod, to develop an annualized approach to promoting EMC priorities via an editorial calendar that will assist the Commission by showing an annual snapshot of EMC priorities, and also include seasonal themes and reminders to be posted on the city's social media platforms.

Chair Miller thanked Ms. Reidlinger and asked all Commissioners to bring forth new ideas.

Commissioner Gerding thanked Ms. Reidlinger and noted this editorial calendar would set the EMC up for success in the future.

REVIEW OF 2021 EMC WORK PLAN DRAFT

Chair Miller shared that the 2021 EMC Work Plan draft guides and focuses the commission's work in the coming year.

In response to a question from Commissioner Wilson regarding the Minnesota Pollution Control Agency (MPCA) grant, Ms. Reidlinger shared she would be attending the information session to gain a better understanding of timelines and requirements for a successful MPCA Grant application. The funds will be used for charging stations for Electric Vehicles (EV). Chair Miller mentioned that he doesn't want to miss deadlines for this grant and asked Ms. Reidlinger to move ahead with the grant application as needed.

In response to a question from Chair Miller, Ms. Reidlinger explained that previously staff proposed new language for zoning and subdivision code amendments for installing the charging stations. Ms. Reidlinger will work with staff to formalize these changes.

In response to a question from Chair Miller regarding updating the city fleet to include EV, Ms. Reidlinger shared this requires having a third party come in to do an assessment and that the first step would be to review these recommendations.

Chair Miller discussed the next Action item: promoting energy efficiency in residential and commercial properties.

In response to a question from Commissioner Wilson regarding promoting Xcel Wind Sourcing that Commissioner Drainville mentioned at the last meeting, Chair Miller noted this could occur during a utility bill clinic.

Chair Miller noted another goal, reducing waste and increasing recycling. He shared that the city wants to leverage grant money from Washington County to help achieve this goal.

In response to a question from Commissioner Gerding, Chair Miller stated that Washington County handles organics recycling. And when available it can be implemented in Oakdale.

Ms Reidlinger shared that the city would be promoting the organics program in 2021 as details become available.

Chair Miller shared another goal of promoting water conservation by promoting Adopt-a-Drain and would like it promoted in early spring and placed on the new EMC calendar. Commissioner Drainville would like to promote salt awareness during the winter in order to have less salt going down the storm drains.

Chair Miller noted the goal of creating zoning code regulations for solar. Ms. Reidlinger confirmed that the regulations have been drafted. Chair Miller asked Council Member Olson if the drafted regulations need to be approved by the City Council, and she affirmed this. Ms. Reidlinger explained that she will work with staff on the drafted regulations to make sure they are updated and ready for the spring.

Chair Miller brought up the SolSmart Designation of which the city was in the SolSmart study two to three years ago. Ms. Reidlinger will research what is needed for the Bronze SolSmart Designation and bring this back to the commission.

Connecting low-income residents to weatherization and energy efficient resources is another goal Chair Miller noted; specifically the Citizens Utility Board (CUB) bill clinic, and discussed communicating to residents when these clinics would occur.

Chair Miller shared the GreenStep Cities goal, the bike and pedestrian plan update, and that increasing active alternate transportation to automobile travel was delayed. Ms. Reidlinger noted that the goal would be to wrap this up in 2021. Chair Miller mentioned that 2020 metrics are part of the GreenStep Cities, and looks forward to reviewing this data, and continuing to improve.

In response to a question from Chair Miller, Ms. Reidlinger would draft a new schedule for the Commission's Adopt-a-Drain responsibilities.

NEXT MEETING DATE

Chair Miller reminded the Commission that their next meeting would be Monday, January 11, 2021, due to the federal holiday on January 18.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER DRAINVILLE, SECONDED BY COMMISSIONER GERDING, TO ADJOURN THE NOVEMBER 16, 2020 REGULAR MEETING OF THE OAKDALE ENVIRONMENTAL COMMISSION AT 7:50 P.M.

6 AYES.

Respectfully submitted by: Jackie Knutson, Recording Secretary

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: January 8, 2021
SUBJ: Election of Commission Chair and Vice Chair

BACKGROUND

Chapter 6 of the City Code of Ordinances states that the Environmental Management Commission shall elect from its membership a Chair and Vice Chair annually at its first meeting of the year. Neither the City Code of Ordinances nor EMC by-laws specify term limits with regards to serving in these positions. Therefore, all commission members are eligible to serve in 2021.

ELECTION PROCESS

The following is the process for the Election of Chair & Vice Chair. Ballots for voting will be distributed.

1. Nominate candidates for the Chair & Vice Chair position. Commissioners may nominate themselves. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Commissioner _____ for the position of Chair"

"Motion to nominate Commissioner _____ for the position of Vice Chair"

2. When there are no new nominations to be made a commissioner should motion that nominations close. The motion to close requires a "second".

"Motion to close nominations for the position of Chair and Vice Chair"

3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

4. Staff will announce results.

5. Election of Chair & Vice Chair requires a motion and a second.

"Motion to elect Commissioner _____ for the position of Chair of the Environmental Management Commission for a period of one (1) calendar year, commencing with the January 11, 2021 meeting".

"Motion to elect Commissioner _____ for the position of Vice Chair of the Environmental Management Commission for a period of one (1) calendar year, commencing with the January 11, 2021 meeting".

TO: Environmental Management Commission
FROM: Shannon Reidlinger
DATE: January 8, 2021
SUBJ: Environmental communication strategy and editorial calendar update with Alyssa MacLeod, Communication Specialist

Policy Overview

It is the City's policy to foster environmental resiliency, adaptation, and mitigation among the community. Coordinating timely communication about programs and information is an important consideration in achieving the City's environmental management priorities. Implementing an environmental communication strategy will ensure residents, business owners and their employees, developers, and other audiences in Oakdale receive the information and resources they need to make environmentally sustainable decisions.

Consequently, staff has prepared a draft environmental communication strategy in collaboration with the City's Communications Specialist. The goal of the environmental communication strategy is to increase awareness about emission reduction, energy efficiency, water conservation, waste reduction, and recycling, in alignment with 2040 Comprehensive Plan priorities and the 2021 EMC Work Plan.

Annual editorial calendar summary

The environmental communication strategy shall be implemented using an annual editorial calendar. The editorial calendar provides an opportunity to focus on relevant themes at key times throughout the year. These themes may be ongoing in nature (i.e. increasing energy efficiency and recycling, conserving water, reducing waste, etc.) or specific to a date or program (i.e. an electric vehicle Ride and Drive event, a Washington County Recycling Grant project, the Adopt-a-Drain program, etc.).

The editorial calendar will be formulated with the following sections in mind:

- **Goals.** Establishing the primary goal[s] of the environmental communication strategy will ensure communications facilitate the priorities of the Environmental Management Commission.
- **Content.** Communication materials pertinent to the priorities of the Environmental Management Commission will be listed and summarized.
- **Calendar.** Content will be scheduled on an annualized basis in a relevant and timely manner. Along with a timeframe, the content calendar will also summarize the type and delivery format of communications.
- **Resources.** Materials provided by community partners (ex – Washington County, Adopt-a-Drain, etc.) will be listed and summarized as supporting content.