

1 ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING  
2 Thursday, September 17, 2020 – 6:30 P.M.  
3 REMOTE ACCESS MEETING  
4

5 **ROLL CALL/CALL TO ORDER**  
6

7 Chairman Melanie Rummel called the meeting to order at 6:30 P.M. Aldermen  
8 Jed Morris and Jim Preschlack were present.  
9

10 Staff in attendance included Mike Strong, Assistant City Manager; Michael  
11 Thomas, Director of Public Works; Cameron Burrell, Business Analyst; Elizabeth  
12 Holleb, Finance Director; Cathy Czerniak, Director of Community Development  
13 and Layla Werner, Administrative Intern.  
14

15 Also in attendance was Mike Stopka, Consultant and Crystal Egelkamp,  
16 Consultant.  
17

18 There were approximately 10 members of the public that attended the meeting  
19 remotely.  
20

21 Chairman Rummel made the following statement as required by the Open  
22 Meetings Act. In accordance with state statute, Chairman Rummel has made a  
23 determination that it was not practical or prudent to schedule an in-person  
24 Committee meeting because of the COVID-19 pandemic, which is why this  
25 August 19, 2020 Environmental Sustainability Committee meeting is being held  
26 remotely.  
27

28 **ACTION ITEMS**  
29

30 **I. REVIEW AND APPROVAL OF AUGUST 19, 2020 MEETING MINUTES**  
31

32 Alderman Morris moved to approve the August 18, 2020 Environmental  
33 Sustainability Committee meeting minutes subject to the corrections  
34 shared with Layla Werner. Alderman Preschlack seconded the motion.  
35 The following voted "Aye": Chairman Rummel, Alderman Morris and  
36 Preschlack. The following voted "Nay": None. 3-Ayes, 0 Nays, motion  
37 carried.  
38

39 **DISCUSSION ITEMS**  
40

41 **I. COMMITTEE STRATEGY, FOCUS AREAS, INITIATIVES AND PRIORITIES –**  
42 **MIKE STOPKA**  
43

44 Chairman Rummel Thanked Mike Stopka, Mike Strong and other City  
45 staff members that have worked to develop the Committee strategies.  
46 She introduced Mike Stopka to discuss the potential recommendations  
47 brought forward by the committee to City Council. Mike Strong gave a

48 brief over view of the steps staff has been taking to advance the  
49 Committees goals.

50  
51 Mike Stopka gave a presentation explaining the sustainability  
52 framework the Committee can use to advance sustainability goals  
53 City wide. He briefly summarized the project scope beginning with the  
54 first phase, the assessment, the second phase, the strategy framework  
55 and finally, the prioritized project list.

56  
57 He provided a brief background on the first and second phases before  
58 discussing the third phase more in depth. In phase three, he explained  
59 the ultimate question is how we take the previous work done, and how  
60 potential projects can be filtered through prioritization process. He also  
61 discuss how MIST uses the assessment to identify priority areas. Mr.  
62 Stopka provided to the committee three recommended project areas  
63 to focus on long term.

64  
65 Chairman Rummel asked if there were any questions or discussion on  
66 this agenda item.

67  
68 The Committee had discussion on the priorities presented by MIST  
69 Environment. The Committee had additional discussion on moving  
70 forward with additional projects over the next two years.

71  
72 Chairman Rummel asked if there were any additional comments from  
73 the Committee, seeing none she asked if there were any questions or  
74 comments from the public.

75  
76 Rommy Lopat offered her comments to the Committee about priority  
77 areas as determined by the Committee

78  
79 Marion Cartwright offered her comments to the Committee about the  
80 direction of the prioritization of projects.

81  
82 Chairman Rummel asked if there were any additional comments from  
83 the committee.

84  
85 The Committee had lengthy discussion on the potential opportunity  
86 areas presented.

87  
88 Mike Stopka continued with his presentation, displaying to the  
89 committee a process that could be used to organize the priority  
90 projects. Mr. Stopka went into further depth on a potential "idea log"  
91 to track and house potential projects the City could undertake. He  
92 explained that by triaging projects, the Committee will have to  
93 opportunity to identify if the project aligns with Committee values as  
94 well as City values.

95

96 The Committee had lengthy discussion about what projects would be  
97 determined to need capital funds versus operating funds and the  
98 categorization process of projects.

99  
100 Mike Stopka continued to explain the proposed scoring format, based on  
101 the questions included in the survey in phase two. He briefly  
102 summarized the score sheet that was developed, similarly to the  
103 capital planning worksheet used by City staff. Mike Stopka walked the  
104 committee through a brief demonstration of the score sheet.

105  
106 Mike Strong discussed the top six projects that were prioritized by staff  
107 after undergoing the scoring process. He explained how the  
108 categories were identified stating that some currently overlapped with  
109 the CIP, concluding that an environmental component could be an  
110 addition to the projects proposed.

111  
112 Director of Public Works, Mike Thomas discussed the capital planning  
113 process and how the Public Works department will work with the  
114 Committee to present multiple options that may include a  
115 sustainability component, when the department can.

116  
117 Chairman Rummel asked if there were any questions or comments  
118 from the Committee

119  
120 The Committee had lengthy discussion on capital funding when  
121 prioritizing potential projects, including a sustainability component.

122  
123 Mike Stopka continued to discuss the final step of the prioritization  
124 process describing the different lanes, if appropriate, where a  
125 project can be placed. Additionally, Mike Strong stated staff would  
126 work to identify recommended outcomes to update the budgeting  
127 process to include funding for sustainability projects, if needed. He  
128 continued to explain that this could include, but was not limited to, an  
129 ordinance, policy, or an opportunity for an education campaign.

130  
131 Mike Stopka concluded the presentation by describing the work that  
132 has already been done in regard to sustainability, and the role that  
133 MIST played, helping the Committee document the work it has  
134 accomplished.

135  
136 The Committee thanked Mike Stopka and the work MIST has done to  
137 create an inclusive and transparent process.

138  
139 **II. UPDATE AND INPUT ON PROJECTS AND CAPITAL PLANNING PROCESS –**  
140 **MIKE STRONG**

141  
142 Assistant City Manager, Mike Strong gave a brief overview of changes  
143 City staff has discussed to implement sustainability projects in the

144 budgeting process. He further explained how a mechanism had not  
145 yet been institutionalized in the capital and operating processes in  
146 relation to sustainability. Moving forward with the planning process,  
147 City staff has had internal discussions to move forward with initiatives,  
148 while still meeting funding goals that fall within the budgeted targets.

149  
150 Finance Director, Elizabeth Holleb gave a more detailed explanation  
151 about the capital planning process, and including a different bucket  
152 to categorize budgeted funds for environmental sustainability.

153  
154 Chairman Rummel asked if there were any questions or comments  
155 from the committee.

156  
157 The Committee had lengthy discussion on the updated capital  
158 planning and funding process. Additionally, there was discussion on  
159 processes and strategy to include the entire City Council.

160  
161 Chairman Rummel asked if there were any additional comments from  
162 the Committee, seeing none she asked if there were any questions or  
163 comments from the public.

164  
165 Seeing none, she moved to the next agenda item.

166  
167 **OTHER BUSINESS**

168  
169 **I. STATUS OF MUNICIPAL-SPONSORED COMMUNITY SOLAR PROGRAM –**  
170 **MIKE STRONG**

171  
172 Assistant City Manager, Mike Strong gave a very brief update on the  
173 Community Solar Program. He stated that the City published an article in  
174 the dialogue referencing the program which sparked interest from  
175 residents to participate in the program. He explained that as soon as the  
176 registration process is open, staff will alert residents via the e-news and  
177 other appropriate outlets.

178  
179 Chairman Rummel asked the Committee about the timing of addressing  
180 the three guiding principles as discussed in previous meetings, and  
181 asked about adding an additional principle.

182  
183 There was concurrence among the Committee to maintain the three  
184 principle, but to reach out to residents for further guidance and ideas.

185  
186 **PUBLIC COMMENT**

187  
188 Chairman Rummel asked if there were any public comments on any non-  
189 agenda items.

190

191 Joy Guscott-Mueller offered her comments to the committee in regard to the  
192 climate and resilience project and the score it received during MIST  
193 environments review.

194  
195 Chairman Rummel asked if there were any comments or questions from the  
196 Committee, seeing none Chairman Rummel asked if there were any additional  
197 public comments on any non-agenda items.

198  
199 Seeing none, Chairman Rummel moved to the next agenda item.

200  
201 **NEXT MEETING DATE(S) – OCTOBER**

202  
203 There was concurrence among the Committee members to meet the third or  
204 fourth week of October. Assistant City Manager, Mike Strong stated that he  
205 would send out a poll to gauge the availability of the Committee members prior  
206 to setting the next meeting date.

207  
208 **ADJOURNMENT**

209  
210 Alderman Morris moved to adjourn the meeting of the Environmental  
211 Sustainability Committee at 8:57 P.M. seconded by Alderman Preschlack. The  
212 motion carried unanimously by voice vote.

213  
214 Respectfully Submitted,  
215  
216 Layla Werner  
217 Administrative Intern

218  
219  
220 Reviewed by,  
221  
222 Mike Strong  
223 Assistant City Manager