

NORTHFIELD ENVIRONMENTAL QUALITY COMMISSION
Monthly Meeting
Wednesday February 11, 2010
Second Floor Conference Room - City Hall
7:00p.m.

AGENDA

1. Call to Order 7:00 p.m.

2. Public Comment: 7:01 p.m.

This is the opportunity for residents of Northfield to address the Environmental Quality Commission. After being recognized by the chair, each individual will identify herself/himself and the group they represent, if any. To insure all individuals will have a chance to speak, speakers will be limited to a three-minute presentation. Please note this is the time for public comments on items not on the agenda.

3. Additions/Revisions to Agenda 7:05 p.m.

4. Review and Approval of January 20, 2010 Minutes 7:07 p.m.

5. Northfield Code – Chapter 22 7:10 p.m.

6. Environmental Studies Project 7:30 p.m.

7. Ad Hoc Energy Advisory Subcommittee Report 8:00 p.m.

8. Agenda Items for Next Meeting 8:15 p.m.

9. Meeting Summary with Council Liaison 8:30 p.m.

10. Adjourn 9:00 p.m.



Wednesday January 20, 2010
Environmental Quality Commission Meeting
7:00 PM
2nd Floor Training Room
801 Washington, Northfield, MN 55057

Members Present: George Kinney, Susannah Shmurak, Stephanie Wolle, Peter Schmelzer, Suzanne Nakasian

Also Present: Erika Zweifel-Council Liaison, Kris Vohs- City Councilmember, Brian Erickson -Staff Liaison to EQC, Barb Thompson - Administrative Assistant

1. **Call Meeting to Order**
Meeting was called to order at 7:00 with quorum present.
2. **Public Comment**
None
3. **Additions and Revisions to Agenda**
None
4. **Review and Approval of Meeting Minutes from November 17, 2009**
A Motion was made by Commission Member G. Kinney to approve the November 17, 2009 EQC Minutes. Motion was seconded by Commission Member S. Shmurak.
All voted in favor.
Motion passed.
5. **Officer Selection**
A Motion was made by Commission Member Kinney to select Daniel Jones as Chairman of the EQC for 2010. The Motion was seconded by Commission Member Shmurak.
All voted in favor
Motion passed

A Motion was made by Commission Chair Jones to select S. Shmurak as Vice-Chairman of the EQC for 2010. The Motion was seconded by Commission Member G. Kinney.
All voted in favor
Motion passed.
7. **The EQC will meet for 2010 at City Hall 7:00pm the second Thursday of each month.**
6. **EQC Goals and Work Plan Discussion**
The following is a list of the 2010 EQC Goals:
Storm Water Protection Education
Waste Reduction Community Education
Clean-up Day Evaluation
Downtown Recycling
Tree Protection Policy
New Municipal Building Policy
Transit-Review options and advocate
Sustainability Plan
8. **Praver-Gill Annexation**
The annexation is being forwarded to City Council
9. **LDC Update**
Continued work at the Planning Commission level.

- 10. Ad Hoc Energy Advisory Group**
Continue work on receiving approval for PACE Bonds (Property Assessed Clean Energy Bonds)
- 11. Agenda Items for Next Meeting**
Environmental Studies students looking for project
- 12. Meeting Summary with Council Liaison**
Progress and Goals for 2009-2010
The EQC is available for LDC assistance if needed
- 13. Adjourn**
A Motion was made by Commission Member G. Kinney to adjourn the meeting at 8:20. Motion was seconded by S. Wolle.
All voted in favor.
Motion passed.

Respectfully submitted,
Barb Yaeger-Thompson



MEMORANDUM

*Public Services Department
Public Works Operations Engineer*

**Environmental Quality Commission
February 11, 2010
Agenda Item #5**

Item: Northfield Code – Chapter 22
Requested By: Brian Erickson
Submitted By: Brian Erickson

Background:

Since the City Council has changed their normal meeting days to Tuesday from Monday there is a conflict with the current Environmental Quality Commission (EQC) regular meetings. At the January meeting a change of day discussion was held where the EQC decided to meet on the second Thursday of the month.

Action Required:

Review existing Chapter 22 information to see if additional changes may be warranted.

Attachment:

1. Existing Chapter 22 – Environmental Quality Commission
2. Draft Ordinance No. 906 – Amend Section 22-28

***Charter reference**—Boards and commissions, § 3.2.

***Cross reference**—Boards and commissions, § 2-281 et seq.

[Sec. 22-26. - Established; purpose.](#)

[Sec. 22-27. - Membership.](#)

[Sec. 22-28. - Organization.](#)

[Sec. 22-29. - Powers and duties.](#)

[Sec. 22-30. - Relationship with planning commission, appropriate council committees and designated city staff.](#)

[Secs. 22-31—22-55. - Reserved.](#)

Sec. 22-26. - Established; purpose.

There is established an environmental quality commission for the purpose of advising the city on matters concerning environmental quality and natural resources and on the implementation of the environmental policy stated in section 22-1.

(Code 1986, § 245:05(1))

Sec. 22-27. - Membership.

(a)

The environmental quality commission shall consist of seven voting members appointed by the mayor with the consent of the city council. At least five commission members shall be city residents. Each member shall be appointed for a three-year term. The remainder of any term vacated by resignation shall be filled by the normal appointment procedure. Upon expiration of the term of office or voluntary resignation, a member shall continue to serve until his/her successor shall be appointed. Members may be reappointed for no more than three consecutive terms. The designated representative of the city government staff shall serve as an ex officio, nonvoting member of the environmental quality commission.

(b)

At the second regular meeting of each calendar year, the environmental quality commission may appoint two or more nonvoting advisory members. These persons shall have substantial education or training in the natural sciences or environmental or urban planning field and shall, upon request of the environmental quality commission or upon its own initiative, advise the environmental quality commission on matters concerning environmental quality and natural resources.

(Code 1986, § 245:05(4), (6))

Sec. 22-28. - Organization.

(a)

At the first regular meeting, which shall be held on the second Tuesday in January of each calendar year, the environmental quality commission shall elect a chairperson, vice-chairperson, and secretary, who shall each serve until a successor is elected. The chairperson shall appoint the ex officio members of the planning commission and the appropriate city council committees, with the consent of the environmental quality commission. These positions may rotate to other members of the environmental quality commission from time to time, at the discretion of the commission.

(b)

The environmental quality commission shall hold at least one regular monthly meeting. The chairperson may call special meetings of the commission and must do so upon the request of four voting commission members or at the request of the council.

(c)

For transaction of business at any meeting, four voting members shall constitute a quorum. At least four votes shall be required for the adoption of any resolution.

(d)

The environmental quality commission shall adopt such bylaws as shall be necessary or desirable for the conduct of its business.

(Code 1986, § 245:05(5))

Sec. 22-29. - Powers and duties.

(a)

The powers and duties of the environmental quality commission shall be to:

(1)

Assist and advise the city council, planning commission and the designated city governmental staff in assessing the

environmental impact of proposed undertakings that fall in part or in total under the city's jurisdiction and recommend changes that would lessen or eliminate the environmentally detrimental effects of such undertakings.

(2)

Appraise activities of the city government and public and private organizations for the purpose of determining the extent to which such activities contribute to or detract from city governmental policies and goals.

(3)

Recommend to the city council additional environmental policy provisions and ordinances for enactment, as well as actions and programs that will maintain or improve environmental quality and the conservation of natural resources.

(4)

Request that the city council authorize studies on matters pertaining to environmental quality and natural resources and recommend, when necessary, the employment of professionally qualified persons to carry out such studies.

(5)

Hold public hearings at the request of the city council, notice of which shall be published in the local newspaper at least ten days in advance of the day of the hearing.

(6)

Report to the city council on the activities and findings of the environmental quality commission.

(7)

Request a budget to provide for the payment of all ordinary expenses incurred in carrying out the functions of the environmental quality commission.

(8)

Promote public awareness and concern for environmental quality and conservation of natural resources.

(b)

The powers and duties of the environmental quality commission shall be advisory to the city council and shall be exercised upon the request of the mayor, the city council, or the planning commission or directly upon the initiative of the environmental quality commission. All formal recommendations, reports and resolutions of the environmental quality commission shall be directed to the city council.

(Code 1986, § 245:05(2))

Sec. 22-30. - Relationship with planning commission, appropriate council committees and designated city staff.

The relationship of the environmental quality commission with the planning commission, appropriate city council committees, and designated city government staff shall be as follows:

(1)

There may be one ex officio, nonvoting position on the planning commission occupied by a person serving concurrently on the environmental quality commission.

(2)

There may be one ex officio, nonvoting position on each appropriate city council committee, designated by the mayor, occupied by a person serving concurrently on the environmental quality commission.

(3)

The city administrator shall cooperate with the environmental quality commission on environmental matters. The administrator shall, upon reasonable request and within a reasonable time, furnish to the environmental quality commission or to its employees or agents such available records or information as may be required in its work.

(Code 1986, § 245:05(3))

Secs. 22-31—22-55. - Reserved.

ORDINANCE NO. 905

AN ORDINANCE OF THE CITY OF NORTHFIELD, MINNESOTA,
AMENDING NORTHFIELD CODE CHAPTER 22, ARTICLE II

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT
NORTHFIELD CODE CHAPTER 22, ARTICLE II, SEC. 22-28 IS HEREBY
AMENDED AS FOLLOWS (deleted material is lined out; new material is
underlined; subsections which are not being amended are omitted):

Sec. 2-28. – Organization.

(a) At the first regular meeting of the calendar year, ~~which shall be held on the second Tuesday in January of each calendar year~~, the environmental quality commission shall elect a chairperson, vice-chairperson, and secretary, who shall each serve until a successor is elected. The chairperson shall appoint the ex officio members of the planning commission and the appropriate city council committees, with the consent of the environmental quality commission. These positions may rotate to other members of the environmental quality commission from time to time, at the discretion of the commission.

(b) The environmental quality commission shall hold at least one regular monthly meeting. Regular meetings of the commission shall be held as prescribed by resolution, which resolution shall state the days, time and usual location of all regular meetings. The chairperson may call special meetings of the commission and must do so upon the request of four voting commission members or at the request of the council. Notice of all meetings of the commission shall be given in compliance with the law.

Passed by the City Council of the City of Northfield this 2nd day of March, 2010.

ATTEST:

City Clerk

Mayor

VOTE: BUCKHEIT DENISON POKORNEY POWNELL
 ROSSING VOHS ZWEIFEL

First reading: _____
Second reading: _____
Published: _____