



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Agenda

### Environmental Quality Commission

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Wednesday, January 15, 2020

7:00 PM

Council Chambers

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#### I. Call to Order and Approval of Agenda

#### II. Approval of Minutes

1. [20-027](#) December 18, 2019 EQC Minutes

**Attachments:** [1 - 12-18-19 EQC Minutes](#)

#### III. Unfinished Business

2. [20-028](#) Review of Noxious Weed Ordinance for City Council

**Attachments:** [1 - Noxious Weed Ordinance Flaherty edits](#)

3. [20-029](#) Consider EQC Calendar and Work Plan for 2020

**Attachments:** [1 - EQC Work Plan 2020](#)

4. [20-030](#) Discussion of Work Groups for Climate Action Plan Implementation

#### IV. New Business Items

#### V. Reports and Discussion Items

5. [20-031](#) Staff Update from Program Coordinator

- a) Commissioner Comments and Reports
- b) Staff Updates and Reports
- c) Comments from the Chair

#### VI. Adjournment



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## Legislation Text

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**File #:** 20-027, **Version:** 1

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**EQC Meeting Date:** January 15, 2020

**To:** Members of the Environmental Quality Commission

**From:** Barb Neitzel, Recording Secretary

December 18, 2019 EQC Minutes

**Action Requested:**

**Summary Report:**

**Alternative Options:**

**Financial Impacts:**

**Tentative Timelines:**



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## Meeting Minutes - Draft Environmental Quality Commission

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Wednesday, December 18, 2019

7:00 PM

City Hall 2nd Floor Training Room

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### Roll Call

*Also Present: Beth Kallestad - Program Coordinator, Katie Schroeer - Youth Member, Mary Jo Cristofaro, Martha Larson - Carleton College, Barb Neitzel - Recording Secretary*

**Present:** 4 - Matthew Rohn, Janet Petri, Carla Hansen and Brian Nowak

**Absent:** 2 - Alexandra Miller and Kim Smith

### I. Call to Order and Approval of Agenda

*B. Nowak made a request to add an item on Land Development Code revisions.*

**A motion was made by Board Member Rohn, seconded by Board Member Hansen, to approve the December 18, 2019 EQC Agenda as amended. The motion carried by the following vote:**

**Yes:** 4 - Board Member Rohn, Board Member Petri, Board Member Hansen and Board Member Nowak

### II. Approval of Minutes

1. [19-1236](#) November 20, 2019 EQC Minutes

**Attachments:** [1 - 11-25-19 EQC Minutes](#)

**A motion was made by Board Member Rohn, seconded by Board Member Nowak, to approve the November 20, 2019 EQC Minutes. The motion carried by the following vote:**

**Yes:** 4 - Board Member Rohn, Board Member Petri, Board Member Hansen and Board Member Nowak

### III. Unfinished Business

2. [19-1237](#) Update on proposed Dark Skies Ordinance

*B. Nowak gave an update based on conversations with the Starry Skies Lake Superior Group. They provided useful information on illumination levels. B. Nowak and K. Smith will still need to research language for baffles and certain fixtures and will continue to communicate with Community Development staff on potential Land Development Code changes.*

3. [19-1238](#) Consider EQC Calendar and Work Plan for 2020

**Attachments:** [DRAFT EQC Work Plan 2020](#)  
[CAP Priorities and Targets Condensed 12.2.19](#)

*The EQC discussed how they would manage the Climate Action Plan going forward. They agreed it would be best to focus on the three year goals and work in steps four and five and be mindful of them. They would like to have work groups for the identified categories and the following members expressed interest in working in these areas:*

*Energy: M. Rohn, C. Hansen, K. Schroeer  
Transportation: Advisory group, K. Schroeer, J. Petri  
Land Use and Urban Forest Management: K. Smith, B. Nowak  
Materials/Waste: C. Hansen  
Food/Greenery: B. Nowak, C. Hansen  
Resilience/Water: C. Hansen*

*After the new EQC members are appointed they will continue to evaluate the plan.*

*Staff noted a celebration of the Climate Action Plan will be held January 8th at the Weitz Center between 6-8 p.m.*

*It was also noted an Earth Day brainstorming session will be held January 16th at Imminent Brewery beginning at 5:30 p.m.*

#### IV. New Business Items

4. [19-1239](#) EQC Highlights for 2019

*Staff noted the city is putting together a document highlighting 2019 accomplishments of each board and commission. The following items were provided by the EQC:*

*Climate Action Plan  
Invasive species research  
Dark Skies issues  
Land Development Code review  
Proposed work on Urban Forest Management  
Wastewater Treatment Plant updates and issues  
DNR water usage report  
DSI Contract*

*Staff will prepare a report based on the input and send to J. Petri for review.*

#### V. Reports and Discussion Items

5. [19-1240](#) Staff Update from Program Coordinator

*Staff updated the EQC on the following:*

- Noxious weed support resolutions have been prepared and have been sent to the City Attorney for review. The resolutions will be discussed at the January 21, 2020 City Council Meeting.*
- The McKnight Grant has been applied for. She also got word that funding was received*

*through the Clean Energy Resource Team Seed Grant.  
- Public Works Stormwater Division is applying for a Lawns to Legumes Grant which will provide funding for plantings in stormwater retention areas.*

- p a) Commissioner Comments and Reports**
- b) Staff Updates and Reports**
- c) Comments from the Chair**

*The commission discussed who would chair the meeting in January since elections would not take place until February.*

*A motion was made by Board Member Nowak, seconded by Board Member Hansen to move that J. Petri remains as chair of the EQC until a new chair is elected. The motion carried by the following vote:*

*Yes: 5 - Board Member Rohn, Board Member Petri, Board Member Nowak, and Board Member Hansen*

*B. Nowak asked to discuss Section 8 of the Land Development Code and how to work with the Planning Commission at the January meeting.*

## **VI. Adjournment**

*The meeting adjourned at 8:30 p.m.*



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## Legislation Text

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**File #:** 20-028, **Version:** 1

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**EQC Meeting Date:** January 15, 2020

**To:** Members of the Environmental Quality Commission

**From:** Beth Kallestad, Program Coordinator

Review of Noxious Weed Ordinance for City Council

**Action Requested:**

The EQC reviews the Noxious Weed Ordinance language that will have the first reading at the February 4, 2020 City Council meeting. Discussion regarding presentation for Council.

**Summary Report:**

The EQC provided language changes for the City's Noxious Weed Ordinance in November 2019. Staff have worked with City Attorney to create modifications to the City Code and have requested the item be placed on the February 4, 2020 City Council Agenda. A copy of that version is being provided for EQC members. A short presentation needs to be prepared and delivered at the first reading to City Council. EQC will discuss what to include in presentation.

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING NORTHFIELD CITY CODE, CHAPTER 86 –  
VEGETATION, ARTICLE I. – IN GENERAL

THE CITY COUNCIL OF THE CITY OF NORTHFIELD DOES ORDAIN THAT (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. Northfield Code, Chapter 86 – Vegetation, Article I. – In General, Division 1. Weeds, is hereby amended to read as follows:

**Sec. 86-1. – Weeds and Invasive Species.**

- (a) The term "weeds," as used in this section means not only such noxious weeds as are enumerated in the Minnesota Noxious Weed Law, Minn. Stat. §§ 18.776 to 18.91 and applicable state rules, which are incorporated herein by reference as the same may be amended from time to time and acts amendatory thereto, but also such useless and troublesome plants as are commonly known as weeds to the general public. Weeds shall also be construed to mean all rank vegetable growth which exhales unpleasant or noxious odors, and also high and rank vegetable growth that may conceal filthy deposits.
- (b) The term "invasive species" as used in this section are invasive species that are not native to Minnesota and cause economic or environmental harm or harm to human health as defined by Minn. Stat. § 84D.01, subd. 9a.
- (c) City staff shall post in a public place, such as the City website, the list of prohibited invasive plant species, enumerated in subsection (d). City staff and the Environmental Quality Commission may recommend to the City Council that other plant species be added to the list when they threaten environmental harm or harm to human health in the City of Northfield. Plants may be added to the prohibited invasive species list by a majority vote of City Council.
- (d) Prohibited invasive species include:
- (1) Those species listed in Minn. R. 6218.0250, which is incorporated herein by reference, as it may amended from time to time; and
- (2) Amur Cork Trees (Phellodendron amurense, Phellodendron lavallei, and Phellodendron sachalinense).
- (e) Any plant on the City's list of prohibited invasive plant species in subsection (d) growing on any lot or parcel of land is declared to be a nuisance and dangerous to the health, safety and good order of the city.
- ~~(b)~~ (f) \_\_\_\_\_ Any weeds or grass growing upon any lot or parcel of land, ~~excluding grass or forage crops used for agricultural purposes, planned landscaping purposes, and/or areas officially designated as wildlife areas, but~~ including the lands between the curblineline of the street or alley and the property line of private properties, that have grown to a greater-height greater than one foot or are about to go to seed are declared to be a nuisance and dangerous to the health, safety

and good order of the city. Exempted from this provision are any grasses or forage crops used for agricultural purposes or planned landscaping purposes, and/or areas officially designated as wildlife areas, which are not prohibited invasive species.

~~(e)~~ (g) When any conditions exist on any lot or parcel of land within the city limits violative of subsection (e) or (b-f) of this section, it shall be the duty of the public works director/city engineer to serve a notice on the owner ~~or~~ and occupant of or agent responsible for the lot or parcel of land, ordering such owner and occupant or agent to have such invasive species, weeds, or grass cut and removed or the weeds sprayed within ten days after the date of service thereof or such other corrective actions as stated in the notice.

—The notice shall also state the following:

(1) that for noncompliance, the work will be done by the public works director/city engineer or their designated representative or contractor, at the owner's expense, and that such cost incurred by the city shall be paid by the property owner within 30 days of the date of city invoicing the owner for the same.

(2) that in the event that the city takes the corrective actions stated in the notice due to noncompliance, and the property owner subsequently fails to timely pay the invoiced cost, such amount shall, following council hearing, be considered for certification to the county auditor for assessment to taxes against the owner's subject property in accordance with Minn. Stat. § 429.101 and this Section. The owner shall be responsible for payment of the actual cost if it differs from any estimate contained in the notice.

When such premises shall appear to be vacant and unoccupied or when the owner or occupant cannot be found, notice may be served by posting it upon the subject premises in a conspicuous place.

~~(d)~~ (h) Upon the failure of the owner, occupant or agent to comply with the provisions of the notice and after the expiration of ~~the ten days~~ notice period provide therein, the public works director/city engineer or their designated representative or contractor, shall cut and remove ~~the weeds or grass~~ or spray the invasive species, weeds, or grass, or take such other corrective actions as stated in the notice, and shall determine the cost thereof and charge the owner of the subject premises therewith, ~~and shall report the costs thereof to the council at the next regular meeting thereof, at which time any person objecting shall be heard. The city shall invoice the owner for the cost of the same, which amount shall be paid by the owner within 30 days of the date of the city invoice.~~

(i) In the event the owner does not timely pay the city invoice for any reason, the matter shall be submitted to the council for hearing and consideration of assessing the same to the owner's property taxes. The owner shall be provided notice of the assessment hearing. The notice shall contain the following:

(1) A description of the reason for the assessment hearing before the council and shall enclose therewith a copy of the prior notice and unpaid invoice.

(2) The amount to be assessed against the subject property due to non-payment of the invoice by the property owner.

(3) The date, time and location for the assessment hearing before the city council.



- (4) That at the assessment hearing, the owner or owner's representative shall have an opportunity to object and be heard by the council as to the amount of the assessment.
- (5) That adoption by the council of the proposed assessment may be taken at or following the hearing.
- (6) That the property owner has the right to prepay the entire assessment, the time in which prepayment must be made, and the person to whom prepayment must be made.
- (7) The rate of interest to be accrued if the assessment is not prepaid within the required time period.
- (9) That no appeal may be taken as to the amount of any assessment adopted pursuant to this Section, unless a written objection signed by the affected property owner is filed with city clerk, either prior to the noticed council assessment hearing on the same, or presented to the presiding officer at such assessment hearing.
- (10) That the owner may appeal the proposed assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or city clerk.

(e) (j) If no objection is made at the assessment hearing, or if there is a timely objection that is made and passed upon by the council, or if the council otherwise shall find that the work was properly done and the amount to be assessed correct, following the close of the assessment hearing, the council shall adopted the assessment role, with any amendments deemed necessary by the council and the amount of such cost shall be reported to the county auditor as for other special assessments, and the auditor shall cause the cost to be assessed, levied and collected in one payment, provided that within 30 days after the report of the public works director/city engineer is made to the council, the amount of such cost may be paid to the ~~treasurer~~city finance director.

(Code 1986, §§ 1005:50—1005:70)

State Law reference— Nuisance liability of agricultural operations, Minn. Stat. § 561.19; Control or Eradication of Noxious Weeds, Minn. Stat. §§ 18.76 – 18.91; Invasive Species, Minn. Stat. sec. 84D.04; Prohibited Invasive Species, Minn. R. 6216.0250.

SECTION 2: This Ordinance shall take effect thirty days after its publication.

Passed by the City Council of the City of Northfield, Minnesota, this \_\_\_\_ day of \_\_\_\_\_ 2020.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Published: \_\_\_\_\_

VOTE:     \_\_\_ POWNELL \_\_\_ DELONG \_\_\_ GRABAU \_\_\_ NAKASIAN  
          \_\_\_ NESS \_\_\_ PETERSON WHITE \_\_\_ ZWEIFEL



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## Legislation Text

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**File #:** 20-029, **Version:** 1

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**EQC Meeting Date:** January 15, 2020

**To:** Members of the Environmental Quality Commission

**From:** Beth Kallestad, Program Coordinator

Consider EQC Calendar and Work Plan for 2020

**Action Requested:**

The EQC will finalize its calendar and work plan for 2020.

**Summary Report:**

See attached calendar/work plan topics. Note that items and topics may be modified as needed.

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA

City of Northfield - Environmental Quality Commission  
 Calendar and Work Plan Topics for 2020 (topics may be modified as needs arise)

2020

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Discussion/Policy Items</b>	Finalize 2020 Work plan & priorities												
	Urban Forest management												
	City Solar Assessment/Renewable Energy/energy Efficiency												
	Land Development Code and CAP												
<b>Action</b>	Dark Skies Ordinance												
	Noxious weed ordinance												
	Climate Action Plan Work Group Updates												
	Earth Day												
	Promotion of Tree Sale, Rain Barrel and Native Plant rebates												
	Review and recommend Carbon Fund program to Council												
<b>Staff</b>	Orientation/Meeting practices review												
	Climate Action Plan updates												
	Green Step Cities												
	2021 Budget - Climate Action Plan requests												
	Develop Carbon Fund (income to be used for tree/native plant planting and maintenance)												
	DSI Contract/Waste/Recycling Review												
<b>EQC Governance</b>													

March 11 - 6 - 8 PM, Effective Meetings/ Robert's Rules - Chair/Vice Chair training

State of the City - Optional

recruit new members, B & C Training (optionla)

start 2021 work plan

2021 Work plan

## Legislation Text

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**File #:** 20-030, **Version:** 1

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**EQC Meeting Date:** January 15, 2020

**To:** Members of the Environmental Quality Commission

**From:** Beth Kallestad, Program Coordinator

Discussion of Work Groups for Climate Action Plan Implementation

**Action Requested:**

The EQC will continue discussion from December 18, 2019 meeting with regard to topic area work groups to help move implementation of the Climate Action Plan (CAP) forward.

**Summary Report:**

At the last EQC meeting there was discussion regarding how to best track and provide support for the CAP. It was determined to use the same areas as the former subcommittees of the CAP. There was some discussion about who might be a lead/contact for each group but this was not finalized. The EQC will continue this discussion as well as some scope and project areas for 2020.

The following is a summary of notes from 12/18/19 meeting provided by Matt Rohn.

**Work Groups**

1. Energy
2. Transportation
3. Urban Forest/Land Use
4. Food
5. Materials & Waste/Water/Resilency

**Priorities to Keep in Mind**

- a) CAP “1-3-Year Priority Projects” (62-63)
- b) High GHG impact as indicated by number of CO2 symbols
- c) Education & engagement (so things, including popularity of choices to quickly excite and inform public & show things are happening)
- d) High GHG impact as indicated by number of CO2 symbols
- e) Education & engagement (so things, including popularity of choices to quickly excite and inform public & show things are happening)
- f) Social equity - showing how all in the community are served by the activity & thus engaging all
- g) GreenSteps: helping us reach steps 4 & then 5 (note ‘GSC best practice #’ with recommendations)

**Alternative Options:** NA

**Financial Impacts:** NA

**Tentative Timelines:** Finalize by March 2020.



## Legislation Text

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**File #:** 20-031, **Version:** 1

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**Environmental Quality Commission Meeting Date:** January 15, 2020

**To:** Environmental Quality Commission

**From:** Beth Kallestad, Program Coordinator

Staff Update from Program Coordinator

**Action Requested:**

1. Noxious Weed Ordinance - on City Council Agenda for first reading February 4, 2020
2. Attended Green Step Cities Celebration on 1/8/2020
3. Attending University of Minnesota Climate Conference - January 22, 2020. Poster on collaboration with Growing Up Healthy and Home Energy Squad Visits.

**Northfield Reads event: "NORTHFIELD READS 2019-20: A COLLABORATION OF HUMAN RIGHTS COMMISSION, LWVNCF, LIBRARY, CARLETON HUMANITIES**

Northfield Reads is continuing in its partnership with the city to explore issues associated with climate change.... In February, we will be examining the issue of climate change from the perspective of scientists. "Scientists have a moral obligation to clearly warn humanity of any catastrophic threat and to 'tell it like it is'". This is the opening of a brief, recently published paper, "World Scientists' Warning of a Climate Emergency". The statement has more than 11,000 scientists from around the world as signatories. It can be found at: <https://academic.oup.com/bioscience/advance-article/doi/10.1093/biosci/biz088/5610806>

Northfield Reads invites the community to read the article and join in a discussion of it with a panel of local experts. We will be discussing the article and the issues it raises regarding energy usage and conservation, the impact of climate change on nature, and concerns regarding food consumption and production. **Join us February 27, 7:00-8:30, at Northfield Public Library.**

**Alternative Options:**

NA

**Financial Impacts:**

NA

**Tentative Timelines:**

NA