



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Sustainability Commission Special Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Thursday, May 29, 2025, at 5:30 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2557 344 3736 and password 2025 when prompted.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Red Wing Sustainability Vision & Mission Statement

A sustainable community meets the needs of the present without compromising the ability of future generations to meet their needs.

5. Approval of Agenda

6. Approval of Minutes

6.A. Motion to Approve Minutes:

- July 23, 2024 Regular Meeting Minutes
- August 27, 2024 Workshop Meeting Minutes
- September 24, 2024 Workshop Meeting Minutes
- November 12, 2024 Workshop Meeting Minutes

7. Election of Officers

7.A. Election of Chairperson

The election of the Chair will begin with the Liaison asking for nominations (nominations do not need a second). The Liaison will ask three times for nominations and then close nominations. The Liaison will list the nominees, and each will be offered time to share their thoughts on becoming Chair. Other Commission members can provide additional discussion in this regard. At the end of the discussion, the Liaison will perform a roll call vote on the first candidate nominated, followed by a roll call vote on the second candidate and more as appropriate. The Liaison will read the results of who voted for each

candidate and announce the new Chair if one nominee receives a majority of votes. If the vote does not result in one nominee getting a majority, a second round of voting will occur.

7.B. Election of Vice Chairperson

7.C. Election of Pro Tem

8. Public Comment

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

9. Motions & General Business

9.A. Review the Rules and Policies and vote on two segments of the document: Section 9 - Order of Business and Section 11 - Public Comment.

10. Communication Items

10.A. Finance Report

10.B. Subcommittee Reports

10.C. City Council Liaison Report

11. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**Red Wing Sustainability Commission
Regular Meeting
City Council Chambers
July 23, 2024**

Members Present: Chair Kristen Bandurski; Commissioners Michael Johnson, Mark Berman, Hugh Brown, Shawn Carney, Maddie Brown, Jay Hill, Joshua Meyer, and Angie Dickson

Members Absent: Commissioner Min MartinOakes (unexcused absence)

Others Present: Melissa Hill, Staff Liaison; Becky Norton, Council Liaison

1. Call to Order

Chair Bandurski called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

Chair Bandurski led the recitation of the Pledge of Allegiance.

3. Red Wing Sustainability Vision & Mission Statement

Chair Bandurski read the Sustainability Commission Vision & Mission Statement.

4. Roll Call

Roll call was conducted. Chair Bandurski and Commissioners Berman, H. Brown, Carney, M. Brown, Johnson, Hill, Meyer, and Dickson were in attendance.

5. Introduction of New Member Angie Dickson

Commissioner Dickson introduced herself, described her background and experience, and discussed her interest in local sustainability initiatives.

6. Approval of Agenda

A motion was made by Commissioner Johnson, seconded by Commissioner Meyer and unanimously carried, to approve the agenda as presented.

7. Approval of Minutes

A. Motion to Approve Minutes.

- 1. April 9, 2024, Special Meeting Minutes.**
- 2. May 28, 2024, Workshop Minutes.**
- 3. June 25, 2024, Workshop Minutes.**

A motion was made by Commissioner Johnson, seconded by Commissioner Meyer and unanimously carried, to approve the meeting and workshop minutes as drafted.

8. Public Comment

There was no public comment.

9. Communication Items

A. Finance Report.

Staff Liaison Hill reviewed the finance report and discussed the Sustainability Commission budget over the last two years. She detailed the process of encumbering funds from the 2023 budget and referenced anticipated 2024 expenses. Council Liaison Norton and Chair Bandurski discussed the Bee City signage. Commissioner Johnson asked about expenses relating to the pollinator demonstration project, and Staff Liaison Hill discussed services that were provided free of charge from the City. Chair Bandurski suggested discussion of 2024 projects and associated budget allocations.

Commissioner Johnson suggested that the Sustainability Commission assist with a capital expense that the City is considering that would increase efficiency. Council Liaison Norton and Chair Bandurski referenced past discussion of the Green Fund, noting that these funds are separate from the Sustainability Commission budget. They provided examples of budget expenditures and potential Green Fund expenditures.

Commissioner Hill referenced the reuseable bag project and showed the group a bag stand that he constructed. He summarized discussions with local merchants that are willing to participate in a pilot project. Commissioner Dickson asked about creating a logo or educational signage for the bag stands. Commissioner Hill discussed the goal of the project to provide feeder bags to encourage patrons to start bringing their own bags and/or bring bags for others to use. He discussed the use of a logo for the stands. The possibility of purchasing feeder bags was discussed. Chair Bandurski referenced past discussion of the Boomerang bag grassroots movement. She suggested encouraging community members and local businesses to donate reusable bags to help get the project off the ground, along with purchasing bags. Commissioner Hill suggested placing a drop box for excess reusable bags at each of pilot project merchants, to be used to replenish the bag stands. Council Liaison Norton commented that the Koozie Group may have misprints or other excess bags. She suggested creating reminder signs or stickers to help promote the program. Commissioner Johnson commented that a friend of his has a car accessory that hangs on the back of the driver's seat that is used to hold reusable bags. Commissioners Dickson and Carney noted that reuseable logo bags are available for a reasonable price. The benefits to the merchants were noted in terms of having to purchase fewer paper or plastic bags. Commissioner Hill suggested establishing a project budget.

A motion was made by Chair Bandurski to allocate up to \$300 for reuseable bags to promote the project. The motion was seconded by Commissioner Johnson. Commissioners suggested increasing the budget to \$400 to cover the cost of bags, shipping, and signage. Chair Bandurski amended her motion to allocate up to \$400 toward the purchase of reuseable bags and signage to promote the pilot project.

Commissioner Berman asked whether the pilot project merchants offer reuseable bags, and Commissioner Hill indicated that they currently do not offer reuseable bags. It was suggested to gather feedback and data from the merchants. Commissioner Hill indicated that he will be checking in with the merchants. Staff Liaison Hill noted that City staff can assist with print-ready graphics. Commissioner Dickson and Chair Bandurski volunteered to contact the Koozie Group. Commissioner Brown suggested establishing a name for the program. It was suggested to promote the program at River City Days and via *City Beat*. Commissioner M. Brown suggested reaching out to local community groups or service clubs to ask for bag donations. Council Liaison Norton provided suggestions in this regard. Commissioner Hill volunteered to connect with these groups. Following discussion a vote was conducted, and the motion carried unanimously.

B. City Council Liaison Report.

Council Liaison Norton summarized 2025 budget and tax levy discussions. She provided a high-level overview of the Green Fund, noting that a portion of the cost savings from the City's use of solar energy has been allocated toward future green initiatives. She suggested that the Sustainability Commission consider forming a committee to draft a recommendation to the City Council relating to the use of the Green Fund. Commissioner Johnson commented that there has been past discussion of eliminating the Green Fund and volunteered to serve on the committee. Chair Bandurski referenced past conversations with Public Works relating to energy efficient capital purchases. She discussed the benefits of education and suggested a holistic approach. Council Liaison Norton provided the example of street cleaning equipment. Commissioner Johnson commented regarding median plantings along Highway 61. Commissioner M. Brown suggested asking Public Works about future capital improvement projects. Commissioners also requested information regarding how the Green Fund has been utilized in the past. It was clarified that up to four Sustainability Commission members can serve on a committee, to avoid a quorum. Chair Bandurski volunteered to serve on the committee along with Commissioners Johnson, M. Brown, and Hill. Commissioner H. Brown referenced the benefits of Sustainability Commission participation in capital procurement discussions early in the process, to effectively allocate the Green Fund.

Commissioner Johnson asked whether the Solid Waste Campus is considering any projects. Council Liaison Norton stated that the Solid Waste Campus is currently working on a composting project, with funding assistance from a State grant. She reviewed the next phase of the pilot project.

Commissioner Carney discussed electric lawn maintenance equipment that was purchased by the Anderson Center and suggested asking them for information. Council Liaison Norton commented that one of the firetrucks has a battery mode.

10. Motions & General Business

A. Finalize Details for River City Days.

Chair Bandurski summarized discussion by the committee. She reviewed booth prizes and giveaways, including water bottles, mini birdhouses, stickers, temporary tattoos, and coloring books. She discussed the use of a prize wheel. She requested consideration of an expenditure of \$177.66 for these items.

Commissioner Johnson discussed bee pencils, at a cost of \$19.92; bumble bee finger puppets, at a cost of \$34.95; and a bumble bee party table cover, at a cost of \$3.99. Commissioner Johnson also stated that he has been working with Prairie Moon Nursery on seed mix guides, pollinator guides, seed packets, and other information for distribution at the booth.

Commissioner Johnson discussed electric vehicle and equipment demonstrations. He asked whether Rubin the Blue Bin would be able to make an appearance. Chair Bandurski indicated that Commissioner M. Brown has a friend who is willing to serve in this capacity on Saturday, as Commissioner Meyer has another commitment.

Commissioner Johnson summarized discussions with David Anderson of Resilient Red Wing relating to the garden tour. He stated that the group is requesting up to \$50 to cover the cost of promotional materials, maps, signage, passports, and stickers for the passports. Chair Bandurski provided additional information and reviewed the pollinator garden tour details. The flyers were reviewed. A convening event at the bandshell in Central Park was discussed.

1. Motion to Approve Spending Budget for River City Days Items.

A motion was made by Commissioner H. Brown, seconded by Commissioner Hill, to approve a total budget of up to \$300 toward River City Days expenses. The reimbursement process was discussed. Council Liaison Norton indicated that the City might be able to assist with printing and suggested that David Anderson reach out to Staff Liaison Hill. Following discussion a vote was conducted, and the motion carried unanimously.

2. Finalize Pollinator Garden Tour Details.

The pollinator garden tour details were reviewed.

Commissioner M. Brown discussed coordination of the booth schedule. The booth hours were reviewed. Commissioners were asked to volunteer for shifts. Commissioner Meyer volunteered to participate as Rubin the Blue Bin on Friday. Rubin “handlers” were suggested. It was suggested to promote the pollinator garden tour at the booth on Friday. A shared schedule document was discussed.

B. Planning & Budget for the Remainder of the Year.

River City Days expenses were referenced.

Chair Bandurski asked whether Commission members had other suggestions for 2024 projects, noting that this topic would also be added to a future workshop agenda.

C. Bee City Updates.

Chair Bandurski asked whether the committee had updates to share. She referenced Bee City requirements and discussed photo opportunities during River City Days.

Commissioner Johnson indicated that he recently met with David Anderson from Resilient Red Wing, noting that River City Days was the primary topic of discussion.

Bee City signage was discussed.

Chair Bandurski discussed a potential pollinator map.

Commissioner Johnson suggested educating the public regarding the importance of trees and shrubs in terms of pollination habitat. He suggested installing Bee City signs in City parks. Staff Liaison Hill commented that Public Works is discouraging additional signage in Colvill Park and Bay Point Park. Plans to install a Bee City sign at the bike trail head in Memorial Park were reviewed. Potential photo opportunities were suggested. Chair Bandurski discussed tree mapping and carbon sequestration data calculations, which may help support grant applications toward additional tree plantings. Commissioner Berman commented that he provided a list of habitat species for the endangered Rusty Patched bumble bee.

Commissioner Berman requested clarification of the main point of contact for Bee City activities. Chair Bandurski reported that the Sustainability Commission will be responsible for managing Bee City activities and resources, with support from Resilient Red Wing.

11. Announcements

Commissioner Johnson discussed a Pollinator Celebration 2024 event in Stockholm, Wisconsin, on August 11. It was suggested to share the event details with Staff Liaison Hill. Quorum considerations for public events were discussed.

A. Topics for Future Agendas.

Commissioner H. Brown reported that the Southeast Coordinator from RSDP (Regional Sustainable Development Partnership) through the University of Minnesota Extension has been invited to attend the next workshop to discuss the work of this group.

Council Liaison Norton commented that presenters can be invited to attend televised meetings as well as workshops. Chair Bandurski provided suggestions for future presentations.

Commissioner Hill requested historical budget information and suggested a committee discussion during a future workshop. It was noted that budget information and a list of committees will be shared with Sustainability Commission members.

B. Next Meeting Date.

It was clarified that the next Sustainability Commission workshop is scheduled on August 27.

12. Adjournment

The meeting adjourned at 7:16 p.m.

**Red Wing Sustainability Commission
Workshop
Community Development Building
August 27, 2024**

Members Present: Chair Kristen Bandurski; Commissioners Michael Johnson, Mark Berman, Hugh Brown, Maddie Brown, Jay Hill, Min MartinOakes, and Joshua Meyer (left at 6:50 p.m.)

Members Absent: Commissioners Angie Dickson (excused absence) and Shawn Carney

Others Present: Brandy Howe, Staff Liaison; Becky Norton, Council Liaison; Jeff Schneider Deputy Director Public Works – Solid Waste; Danielle Piraino, Outreach Specialist, Southeast Region, RSDP; Melissa Hill, Administrative Support Manager

1. Roll Call

Chair Bandurski called the workshop to order at 5:31 p.m. Roll call was conducted. Chair Bandurski and Commissioners Berman, H. Brown, Hill, M. Brown, Johnson, Meyer, and MartinOakes were in attendance along with Staff Liaison Howe and Council Liaison Norton.

2. Introduction of Brandy Howe, Sustainability Commission Liaison

Staff Liaison Howe introduced herself and was welcomed by Sustainability Commission members. Former Staff Liaison Melissa Hill was thanked for her service to the Sustainability Commission.

3. Communication Items

A. City Council Liaison Report.

There was no report.

4. Workshop Items

A. Regional Sustainable Development Partnerships Presentation.

Danielle Piraino introduced herself as an Outreach Specialist for the Southeast Region of RSDP (Regional Sustainable Development Partnerships), noting that RSDP is part of University of Minnesota Extension.

Ms. Piraino discussed how RSDP works to enhance economic, environmental, and social sustainability by bringing community partners and U of M resources together to develop innovative solutions to challenges faced by communities through planning, design, and research-based projects.

Ms. Piraino reviewed the four core areas of RSDP focus:

- Sustainable agriculture and food systems.
- Natural resources.
- Resilient communities.

- Clean energy products.

Ms. Piraino described how the RSDP and CERTs programs work together and provided the example of an EV fast charging station project in Red Wing.

Ms. Piraino discussed the various ways that support that is provided to communities by RSDP. She shared examples of past and current projects in other communities. She detailed the project application process and discussed project funding. She also referenced information and resources that are available to communities.

Project funding allocations were further discussed. Council Liaison Norton reviewed the City's grant submission approval process. Ms. Piraino discussed the project exploration aspect of the application process, noting that extensive information about past and current projects is available on the RSDP website.

Chair Bandurski suggested that the Sustainability Commission consider brainstorming potential project ideas and discussed the benefits of leveraging academic resources. Commissioner H. Brown further commented regarding the benefits of information sharing.

Ms. Piraino encouraged workshop attendees to discuss sustainability challenges and share potential project ideas. Several ideas were generated and discussed.

- Community food forest or other community food programs.
- Car and truck sharing program to reduce carbon emissions and enhance transportation options.
- Electric tool sharing program.
- Strategies to address invasive plant species.
- A farmers market structure that could incorporate solar panels.
- Composting feasibility study.
- Public education regarding options for recycling lithium-ion batteries.
- Incorporate native plants into Downtown planters.
- Expand accessible community garden.
- Ash utilization study.
- Milkweed fluff processing.
- Research strategies to control the spread of tree diseases.
- Identify high-priority wildlife crossings along area roads.
- Explore year-round industrial gardening options.

B. Food Scraps Collection Pilot Program.

Deputy Public Works Director Jeff Schneider reported that the Red Wing Solid Waste Campus received grant funding from the MPCA toward an organics composting feasibility study. He commented that an organics composting facility was researched but was found to not be economically feasible in Red Wing. He discussed other facilities in the region.

Deputy Director Schneider stated that the second phase of the study will involve a pilot program to collect food scraps in one neighborhood. He discussed the durable compostable bags that have been distributed for this purpose. He noted that the pilot project will run through November 30. He discussed the organics drop-off component of the pilot project. He reviewed how the organic material will be processed at the Solid Waste Campus and data compiled and shared.

When asked whether the compostable bags will be made available to other residents, Deputy Director Schneider commented that the Solid Waste Campus has a limited number of bags to share with residents. He added that the bags can be purchased from Amazon. Other bag options were discussed.

When asked about collecting food waste from restaurants and other large food waste producers, Deputy Director Scheider shared the results of the research that was conducted in this regard. He further discussed the voluntary drop-off program. Concerns and misconceptions about organics collection were discussed. The environmental impacts of garbage disposal use were discussed. Home composting options were discussed. The potential to expand the number of drop-off sites was discussed. The importance of education and awareness was discussed. It was clarified that paper bags can be used at the drop-off site.

Deputy Director Schneider commented regarding future plans for the program and discussed economic and staffing challenges. Commissioner H. Brown discussed CPRG grant program opportunities. Commissioners relayed feedback from residents about the pilot program.

Deputy Director Schneider also discussed the yard waste program. Promotion of the City's recycling programs was discussed, and Sustainability Commission members offered to provide assistance. Wood drop-off was discussed.

5. Announcements

Commissioner Hill provided an update regarding the reusable bag program and discussed bags that were purchased for this purpose. Promotion of the program was discussed. Other potential locations for reusable bag racks were suggested.

A. Topics for Future Agendas.

This item was not discussed.

B. Next Meeting Date: September 24, 2024.

6. Adjournment

The workshop adjourned at 7:00 p.m.

**Red Wing Sustainability Commission
Workshop
Community Development Building
September 24, 2024**

Members Present: Chair Kristen Bandurski; Commissioners Michael Johnson, Mark Berman, Hugh Brown, Angie Dickson, Shawn Carney, and Maddie Brown (joined at 5:40 p.m.)

Members Absent: Commissioners Min MartinOakes, Jay Hill, and Joshua Meyer

Others Present: Brandy Howe, Staff Liaison; Becky Norton, Council Liaison

1. Roll Call

Chair Bandurski called the workshop to order at 5:34 p.m. Roll call was conducted. Chair Bandurski and Commissioners Berman, H. Brown, Carney, Dickson, and Johnson were in attendance along with Staff Liaison Howe and Council Liaison Norton. Commissioner M. Brown joined the workshop late.

2. Communication Items

A. City Council Liaison Report.

Council Liaison Norton discussed how the long-range work plans for Boards and Commissions are incorporated into the City Council's budget planning process. She reviewed the history and purpose of the Green Fund.

Council Liaison Norton was asked about the relationship between Three Rivers Community Action and the City of Red Wing. Council Liaison Norton discussed how the City of Red Wing supports Three Rivers, which provides transportation services.

3. Workshop Items

A. Develop 2025-2029 Sustainability Commission Work Plan.

Chair Bandurski further discussed the long-range planning process.

Staff Liaison Howe referenced the workshop agenda materials, including the Sustainability Commission 2024 Work Plan. Council Liaison Norton discussed annual plantings and summarized past Council discussion of the possibility of converting to native plants. It was suggested that the Sustainability Commission conduct analysis in this regard.

Commissioner Johnson asked about priority goals, including ways to help address the impacts of climate change.

Staff Liaison Howe read a purpose statement for the Sustainability Commission.

The purpose of the Sustainability Commission is to provide advice to the City Council concerning environmental issues and initiatives confronting the City. The Commission works with citizens, government, businesses, and local community organizations to protect and preserve the ecological resources of the community so that they are in balance with the cultural, historic, recreational, and economic resources of our rivers and lands for generations to come.

Staff Liaison Howe reviewed Sustainability Commission duties:

- Assisting and advising the City Council, Planning Commission, and other City agencies in assessing the environmental impact of proposed undertakings
- Completing studies
- Developing educational programs
- Establishing volunteer programs and opportunities
- Recommending environmental policies
- Recommending a sustainability plan to the City Council

The long-range Climate Action Work Plan was discussed. Chair Bandurski suggested reviewing and updating the plan and potentially conducting additional study. Commissioner Johnson also referenced the City's 2040 Plan and the Sustainability Commission five-year Work Plan. The process of developing and modifying strategies, goals, and action steps was reviewed.

Chair Bandurski suggested starting the discussion with a review of the overarching categories. Council Liaison Norton suggested keeping the purpose and duties of the Sustainability Commission in mind when discussing the Work Plan. The current Board and Commission recommendation and reporting processes to the City Council were reviewed.

The history and purpose of the Green Fund were discussed. It was suggested to clarify roles and responsibilities relating to the allocation of the Green Fund. Council Liaison Norton suggested that the Sustainability Commission provide recommendations to the City Council. She noted that the City Council could vote to modify policies relating to the Green Fund in the future. It was suggested to approve a recommendation relating to the Green Fund during an upcoming Sustainability Commission meeting. The City's five-year Capital Improvement Plan was identified as a resource. Subcommittee work was discussed.

The categories were further discussed, including a category relating to native plants and pollinators. It was suggested to consider adding a goal relating to restoration of natural spaces. The benefits of compiling carbon sequestration data were discussed.

It was suggested to add a goal relating to the transition to electric-powered tools. The expansion of EV charging stations was discussed.

It was suggested to evaluate progress toward Climate Action Work Plan goals.

Red Wing's participation in the GreenStep Cities program was discussed along with the Gold Leaf Challenge.

Commissioner Berman provided comments relating to native plantings, invasive plant species, tree diseases, and wildlife impacts. He offered suggestions for resources and potential grant funding opportunities. Invasive wildlife species, such as earthworms, were also discussed. The importance of public education was noted. It was suggested to add a new category, Wildlife and Natural Space Restoration, to the Work Plan.

The concept of a "no-growth" community was discussed. It was suggested to consider researching a potential "healthy growth" or "smart growth" economic policy to help guide future development. Council Liaison Norton provided guidance in this regard.

Staff Liaison Howe facilitated an exercise whereby workshop attendees were asked to identify high, medium, and low priority goals for 2025 and beyond utilizing different colored dot stickers. Consensus around the use of the "red dots" was clarified. The Sustainability Commission purpose and duties were referenced. It was noted that high-level recommendations from the Sustainability Commission could help trigger further Council discussion. It was suggested to develop a summary page for Council review.

When asked about the anticipated outcome of the workshop, Staff Liaison Howe stated her goal to develop a draft Work Plan over the next one to two months. It was suggested that a subcommittee assist with this task. Chair Bandurski and Commissioners M. Brown, Berman, and Dickson volunteered to serve on a subcommittee. The results of the "priority dot" exercise were reviewed. The purposes and limitations of the Work Plan were further clarified. City staff considerations were discussed.

4. Announcements / Other Discussion

A Trunk or Treat event at Bay Point Park on October 26 was discussed. It was suggested that Sustainability Commission members consider assisting with this activity. It was discussed that leftover giveaway items from River City Days could be utilized. Council Liaison Norton provided additional information and noted that 5,000 area children are expected to attend. Potential educational components were discussed. The meeting and workshop schedule was discussed. It was suggested to form a subcommittee to provide a recommendation during a special meeting in October. Chair Bandurski and Commissioners H. Brown and Johnson volunteered to serve on a subcommittee. It was suggested to ask Resilient Red Wing members to volunteer during the event.

The Climate Action Work Plan update process was further discussed.

Commissioner Johnson commented that this is his last year to serve on the Sustainability Commission. He offered to help work on Wildlife and Natural Space Restoration initiatives in a volunteer capacity going forward.

A. Topics for Future Agendas.

- 1) Committee Recommendations.**
- 2) Work Plan Progress Update.**

B. Next Meeting Date: October 22, 2024 – Special Meeting.

5. Adjournment

The workshop adjourned at 7:22 p.m.

**Red Wing Sustainability Commission
Workshop
Community Development Building
November 12, 2024**

Members Present: Chair Kristen Bandurski; Commissioners Mark Berman, Hugh Brown, and Maddie Brown

Members Absent: Commissioners Min MartinOakes, Shawn Carney, Angie Dickson, and Joshua Meyer (excused absences); Commissioners Jay Hill and Michael Johnson (unexcused absences); Council Liaison Becky Norton (excused absence)

Others Present: Brandy Howe, Staff Liaison

1. Roll Call

Chair Bandurski called the workshop to order at 5:36 p.m. Roll call was conducted. Chair Bandurski and Commissioners Berman, H. Brown, and M. Brown were in attendance along with Staff Liaison Howe. The meeting attendance policy was discussed along with the officer nomination and election process. Staff Liaison Howe indicated that she will check in with Sustainability Commission members regarding their level of commitment in 2025. Chair Bandurski reviewed the roles and responsibilities of the Chair, the Vice Chair, and the Staff Liaison.

2. Communication Items

A. City Council Liaison Report.

Council Liaison Norton was not in attendance.

B. Staff Liaison Report.

Staff Liaison Howe summarized ongoing Council discussions regarding the possibility of converting some City Boards and Commissions to committees. Sustainability Commission members provided additional background information. The differences between a commission and a committee were reviewed. Assistance provided by Staff Liaison Howe was clarified. Commissioner M. Brown suggested compiling a list of volunteer hours to demonstrate the accomplishments and cost savings that Boards and Commissions offer to the City. Staff Liaison Howe encouraged Commissioners to attend a future Council meeting. Chair Bandurski suggested sending a letter or email to Council Members. It was suggested to add the tracking of volunteer hours and activities to the Work Plan.

3. Workshop Items

A. Subcommittee Reports.

1) Five-Year Work Plan Subcommittee.

Commissioner M. Brown provided a report. She discussed the editing process for the draft Five-Year Work Plan. Revisions to the Work Plan goals and priorities were discussed.

Chair Bandurski referenced recent discussion of the GreenStep Cities reporting requirements and metrics.

A potential commercial building energy efficiency benchmarking and transparency program was discussed. Potential project partners were suggested, including the Chamber of Commerce. It was suggested to start with energy audits.

Chair Bandurski provided historical background information relating to the original five-year plan goals and referenced the Climate Action Work Plan.

Commissioners commented that the Work Plan is very ambitious. It was suggested to develop checklists and outline more achievable action steps. The advisory role of the Sustainability Commission was discussed. The purpose of the five-year plan to provide guidance was discussed.

Staff Liaison Howe referenced the vision and objectives of the Sustainability Commission. Chair Bandurski commented that many of the accomplishments of the Sustainability Commission have resulted from passion projects. She suggested deciding what initiatives to work on as a group and the role of subcommittee work. The role of the Sustainability Commission in terms of recommending policies was discussed.

It was suggested to dedicate time during the February workshop to outline the strategies and action steps to undertake during 2025, determine available resources, and decide how best to measure progress. The Climate Action Work Plan was further discussed. Expectations in terms of the City Council reporting process were reviewed. Potential revisions to the Five-Year Work Plan document format were suggested, and communication mechanisms were discussed.

The Bee City USA program commitment was discussed. Chair Bandurski discussed the certification and reporting requirements and referenced the outline. She stated that the first report is due by the end of February of 2025. She discussed photos and data that have been gathered. Chair Bandurski suggested forming a subcommittee to aggregate the data and compile the report. She referenced the resources offered by Resilient Red Wing and other groups. Commissioner Berman offered to provide assistance. It was suggested to ask residents via the City's online newsletter, *City Beat*, to share private property photos and data for the report. The Bee City USA signage was discussed. The history of the pollinator lawn demonstration project in Featherstone Park was reviewed, and it was suggested to clarify Public Works involvement in this project.

2) Green Fund / CIP Subcommittee.

Chair Bandurski provided an update. She stated that she and Council Liaison Becky Norton reviewed upcoming capital improvement projects.

Chair Bandurski suggested that the Sustainability Commission provide a recommendation to the City Council relating to the allocation of the Green Fund. She offered tree replacement as one potential funding option. She stated that she has been attempting to devise a method to calculate carbon sequestration. She suggested adding this topic to the February workshop agenda.

3) Outreach Subcommittee.

Commissioner H. Brown and Chair Bandurski discussed the trunk or treat event. The use of the banner was discussed.

The Sustainability Commission budget was discussed. Chair Bandurski reviewed the process of encumbering funds from the 2024 budget toward 2025 projects. Staff Liaison Howe indicated that she will verify the procedure.

Future outreach activities and tree giveaways were discussed.

Commissioner H. Brown discussed recent Friends of the Bluff activities, including a Buckthorn eradication pilot project.

Topics for future *City Beat* articles were suggested.

Commissioner M. Brown commented that the Southeast CERT Regional Coordinator is looking to plan a networking event around the topic of clean energy next spring.

Trends relating to electric vehicles and charging stations were discussed. Updates were provided regarding the City's EV charging stations.

It was suggested to create a 2025 event calendar.

4. Announcements

A. Topics for Future Agendas.

It was suggested to utilize 2025 Work Plan priorities when planning workshop discussions and presentations.

B. Next Meeting Date.

The 2025 meeting and workshop schedule was discussed. It was suggested to plan quarterly voting meetings.

5. Adjournment

The workshop adjourned at 7:29 p.m.



2025 STAFF REPORT

To: Board and Commission Members
From: Michelle Leise, Community Engagement Facilitator

Title – 2025 Rules and Policies for Boards, Commissions, and Committees

Purpose – The purpose of this item is to review the Rules and Policies and vote on two segments of the document: Section 9 - Order of Business and Section 11 - Public Comment.

Recommended Action – Review the full document. Then discuss Section 9 and Section 11 and, if desired, vote on any small changes the group chooses to make in these two areas.

Attachments –

--2025 Rules and Policies for Boards, Commissions, and Committees

Background –

The purpose of the Rules and Policies document is to set the guidelines and parameters for how boards, commissions, and committees work in the City of Red Wing. This document is used by board/commission members, staff members, Staff Liaisons, and Council Liaisons. In the past, the Rules of Order document and Policies document have been separate but somewhat repetitive. In 2025, staff combined the two documents into one. This saves time and makes the work of staff and the boards and commissions more efficient.

A clean copy of the Council-approved document is attached to this report. Below is a summary list of the changes made from last year.

Summary of Changes Made From Last Year:

Changed:

- The Advisory Planning Commission (APC) and Heritage Preservation Commission (HPC) are now in their own category because they have more decision-making responsibilities than the advisory commissions. The APC decides on zoning variances and the HPC decides on historic preservation design reviews without needing approval from the Council. See Section 1.
- In Section 2, the number of members in the Sustainability Commission and the Human Rights Commission decreased to seven. This number is more aligned with the membership of other government bodies and will allow the commissions to rebuild and refocus their efforts.
- Section 8 outlines what document the boards/commissions must receive each year. This

- changed from two documents to one because the Rules and Policies are now combined.
- All boards and commissions will abide by the Open Meeting Law to make our practices more consistent. Advisory committees, however, are not subject to the Open Meeting Law because these bodies are less formal. See Section 19.
- **Section 11 summarizes changes in the public comment segment** of a meeting. Council voted on these changes for its own 2025 Rules of Order to include two 3-minute times (not one) for an attendee to speak to the body. **If a board or commission changes this section for their own board/commission, they can vote on that, and the staff liaison will bring that change to the Council for approval.** (The Library and Sheldon do not require Council approval.)

Changed for More Clarity:

- In Section 4, the timing of term appointments now clarifies the differences between when a new member is appointed to their own term, versus when they are appointed to fill another member's vacancy.
- **Section 9, which lists a meeting's Order of Business, includes four items that are optional. Each board or commission will vote on which items they wish to include in their own Order of Business for regular meetings. Council does not need to approve this.**
- Virtual meeting responsibilities are clarified and made more consistent in Section 20.
- The staff liaison's responsibilities are better defined in Section 6 and Section 22.

Added:

- A portion was added under Section 1, #8 to explain how a commission gets changed to a committee, and how a committee gets reinstated as a commission.
- An addendum has been added that clarifies the differences and similarities between commissions and committees.

Discussion –

Boards and commissions must abide by the Rules and Policies that the City Council sets. However, there are two areas where board or commission members may make minor modifications: Section 9, which is the Order of Business and Section 11, which outlines the rules for Public Comment.

Each board/commission will discuss the Order of Business and vote on what they want to include. Most of the items in Section 9 are mandated; four items are optional. Those choices do not require any Council approval.

The board/commission may also discuss Section 11, Public Comment, and decide if they want to keep the guidelines the Council set for itself or change them to fit their own government body. Last year, the Council allowed one time for up to three minutes for people to share their thoughts. This year, the Council expanded that to two times, for up to three minutes each time, on separate topics. Each board and commission can keep that or choose another option that works for them. With the exception of the Library Board and Sheldon Board, all changes to the Public Comment section will come to the Council for approval.

Council may change the Rules and Policies at any time. Usually, however, the Council reviews the document annually in late fall, and the Council votes to approve the document each January.

Financial Plan and Impact – No financial impact at this time.

Alternatives –

- Approve the document as written.
- Approve the document with small modifications made to Sections 9 and 11.
- Table the document and request more information.

Recommended Action – Review the full document. Then discuss Section 9 and Section 11 and vote on any small changes the body decides to make in these two areas.



2025 Rules and Policies for Boards, Commissions, and Committees

Section 1: Authority to Establish Boards, Commissions, and Committees

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
 - Charter Commission

2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
 - Arts and Culture Commission
 - Human Rights Commission
 - Sister Cities Commission
 - Sustainability Commission

3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
 - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.

- Heritage Preservation Commission: This is the City’s decision-making body on heritage preservation design reviews for locally designated historic properties. The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.
4. *Boards of Authority.* The City’s two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state’s empowering statutes.
- Housing and Redevelopment Authority Board (HRA)
 - Port Authority Board
- a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
- b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and through the terms of the gift, the theater must have a board. This board was created through a City ordinance and is commonly referred to as the “Sheldon Board.”
- a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
- b. The Sheldon Board can receive funds on its own behalf without City Council approval.
6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
- a. The Library Board may adopt library policies by resolution and has final authority in the library’s material selection and programming.
- b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
- c. Additional details are outlined in the City’s Charter.
7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the

committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.

- Airport Advisory Committee
- Harbor Advisory Committee

- a. These groups meet only as needed, generally once or twice per year.
- b. A City staff member schedules and convenes the meetings.
- c. Notices, minutes, and recordings are not done, and the committee does not have a Council liaison.
- d. City staff maintains a membership roster on the City's website.

8. Reassignment of Commissions and Committees

- a. The City Council may by ordinance downgrade a regular Advisory Commission (see #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may by ordinance abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

Section 2: Membership

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
 - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
 - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
 - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.

- d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.
- e. *Library Board:* The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA):* The HRA Board has up to seven members and all must be residents of Red Wing.
- g. *Airport Advisory Committee:* This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee:* This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
 - Goodhue County Public Property Tax Records
 - Utility billing
 - State ID
 - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.

- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of the City Code. That includes but is not limited to other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

5. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

6. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

Section 3: Simultaneous Membership

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.
2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

Section 4: Terms

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
 - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
 - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
 - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
 - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason or is removed, or whose seat is declared vacant by a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.
5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.

6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

Section 5: Member Applications and Appointments

1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at www.redwingmn.gov. Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
 - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
 - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.
- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.

- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

Section 6: Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make the decisions regarding involvement with subcommittees.

Section 7: Board and Commission Orientation and Training

1. In the first month of appointment, new members will receive the following:
 - Orientation Materials
 - Current Roster of Members
 - Board and Commission Rules of Order and Procedures
 - Rules & Policies for Boards, Commissions, and Committees
2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.
3. The City will determine the training contents and how and when the training will take place.

Section 8: Annual Organizational Work

1. At the first regular meeting each year, every board and commission will do the following:
 - a. *Swear In New and Renewing Members.* The Mayor will swear in new and renewing members. In the Mayor's absence, the Council liaison will do this. In the Mayor's and Council liaison's absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.
 - b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
 - c. *Review the Annual Budget,* if applicable.
2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.
 - a. Boards and commissions may make small modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
 - b. The Library Board and Sheldon Board can make small modifications to the document with a majority vote of their board members and do not need Council approval.

Section 9: Order of Business

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance (optional)
 - d. Statement of Intent (optional)
 - e. Mission Statement (optional)
 - f. Approval of Agenda
 - g. Approval of Minutes of Preceding Meetings/Workshops
 - h. Public Comment

- i. Motions and General Business
 - j. Board/Commissioner Comments (optional)
 - k. Adjournment
2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.

Section 10: Rules of Parliamentary Procedure

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure times for the members arriving late or leaving early.
5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

Section 11: Public Comment

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people.

- a. The Public Comment period will take place near the beginning of the meeting for people to speak to the board/commission on items on the agenda and items not on the agenda.
- b. Each person is allowed two segments of time to speak to the board/commission. Each segment has a maximum of three minutes and can relate to one or more topics of the person's choosing. If a person uses their second three-minute segment, it must be about topics that are separate from the first segment. If a person wishes to speak twice, they must either sign up or raise their hand (in person or virtually) two times.
- c. A person may not give either of their three-minute allotments of time to another person.
- d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
- e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
- f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.
- g. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
- h. For details on public comment during workshops, see Section 17 of this document.

Section 12: Rules of Voting

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The board/commission may discuss or debate the issue prior to a motion being made.

2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion of the motion is over. A simple majority is necessary for the approval of regular business items.
4. During discussion, a board/commission member may “call the question” (which means calling a vote to cease debate and proceed to vote on the main motion). If a board/commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support will end the debate.
5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair), may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a board/commission member votes “present,” the member is presumed to be abstaining and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the board/commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for board/commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the board/commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.
11. Boards and commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call vote.

Section 13: Meeting Materials

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.
3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

Section 14: Quorum

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
 - a. Staff liaisons may choose to email members a week in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

Section 15: Time Limits, Attendance, and Absences

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the time commitment of the members.

Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.

2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.
3. Board and commission members who have unavoidable absences shall contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
4. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in 12 months (whether those absences are excused or not).
5. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

Section 16: Locations for Meetings and Events

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

Section 17: Notices, Minutes & Recordings

1. Notices, Minutes, and Accessibility
 - a. All meetings and workshops must allow access to the public, either virtually or in person.
 - b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
 - c. Minutes of each meeting and workshop must be prepared and made available to the public.

2. Recordings

- a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.
- b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
- c. All board and commission workshops will be audio recorded and made available to the public.
- d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

Section 18: Workshops

1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.
6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

Section 19: Planning

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.
2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the City Council for consideration in its next annual budget.
3. In the last quarter of the year, boards and commissions will consider possible changes and additions to their five-year work plan and discuss priorities for the following year. This updated plan will be voted on by the board or commission early in the new year.

Section 20: Communication Outside of Meetings and Workshops

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.
2. Red Wing's advisory committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders.
3. Below are requirements for Red Wing's board and commissions.
 - a. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.
 - b. *Serial Communications*: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.

- c. *All-Email Communications*: A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison, who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

Section 21: Virtual Meetings and Attendance

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members of these bodies can attend and participate in meetings virtually, as long as all conditions are followed as outlined in Minnesota Statute 13D.02 or 13D.021. Members who wish to attend virtually should consult with their staff liaison, who can help ensure compliance with the requirements.

Section 22: Gifts and Payments for Services

1. Gifts
 - a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.
2. Payment for Services
 - a. Advisory board and commission members will receive no compensation for service to the City.
 - b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

Section 23: Role of the Staff Liaison

1. The Council Administrator appoints a staff liaison to each board and commission.
 - a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For

example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.

- b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.
2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.
- a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
 - b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
 - c. File approved minutes electronically in Laserfiche.
 - d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
 - e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
 - f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
 - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
 - g. Get the board or commission's action items to the City Council Agenda Committee in a timely manner. The Agenda Committee decides if and when the action item will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.
 - h. Write City Council staff reports related to the commission's action items that come before the Council.

- i. Process all financial transactions, including reimbursements and payment authorizations.
 - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission.

A regular report on fiscal status, if appropriate, will be made to the board/commission.

- j. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
- k. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.
- l. Ensure the City website has the most updated information related to the membership roster, and other information as needed.

- 3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

Section 24: Role of the Council Liaison

- 1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.
- 2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.
- 3. Council liaisons are expected to follow the guidelines listed below.
 - a. Council liaisons are expected to sit at the table of the board or commission.
 - b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
 - c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board's or commission's work.

- d. Council liaisons are expected to relay issues to the City Council during the “Board and Commission Communication” portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

Section 25: Providing Education

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission’s budget.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

Section 26: Use of City-Based Logos and Media

1. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.
2. City Social Media Accounts: Most boards and commissions are not allowed to create any social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City’s Communication Coordinator to share information on the City’s social media platforms.
 - b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

Section 27: Code of Conduct

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

Section 28: Private Use of Social Media

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when it references or relates to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
 - a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.
 - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

Section 29: Legal Counsel

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.
2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.
3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

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Sustainability Commission Finance Report

As of December 31, 2024

2024 Approved Budget **\$2,500.00**

2024 Expenses

| | |
|---|----------------|
| Plaque for Sustainability Award | \$62.28 |
| Pollinator Tour | \$50.00 |
| Refund - Pollinator Tour | -\$5.63 |
| River City Days Booth | \$58.56 |
| Tatoos, stickers, prize wheel for RCD booth | \$92.28 |
| Sticker books for RCD booth | \$45.51 |
| Birdhouses for RCD booth | \$39.87 |
| Bag Share material purchase | \$83.73 |
| Trunk or Treat Booth and giveaways | \$64.84 |
| <hr/> Total Expenses | <hr/> \$491.44 |

Remaining Balance **\$2,008.56**



Sustainability Commission Finance Report
As of May 22, 2025

2025 Approved Budget \$2,500.00

2025 Expenses
Bee City USA Application \$200.00

Total Expenses \$200.00

Remaining Balance **\$2,300.00**