City Council Workshop Meeting
Ash North and South Conference Rooms
January 19, 2022 | 6:30 p.m.

This City Council Workshop meeting is taking place virtually and at Woodbury City Hall in the Ash North and South Conference Room. Members of the public may attend the meeting in person and may also join the meeting using a PC, Mac, iPad, iPhone or Android device.

Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.

Questions regarding the meeting will be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next 3 – 7 business days.

Please note that all agenda times are estimates.

6:00 p.m. Dinner – Birch Conference Room

**Workshop Agenda**

6:30 p.m. 1. Joint Workshop Meeting of the Planning Commission and City Council 22-21
   a. Gene Winstead, former Bloomington Mayor
   b. David Anderson, Kennedy & Graven

7:30 p.m. 2. Environmental Stewardship, 2001 - 2021 22-22

8:30 p.m. 3. Break

8:40 p.m. 4. Roadway and Trail Policy Project Parameters 22-23

9:10 p.m. 5. Administrator Comments and Updates¹

9:15 p.m. 6. Mayor and City Council Comments and Commission Liaison Updates¹

9:20 p.m. 7. Adjournment

¹ Items under comments and updates are intended to be informational or of brief inquiry. More substantial discussion of matters under comments and updates should be scheduled for a future agenda.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator’s office at (651) 714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley, at (651) 714-3523 (TDD (651) 714-3568)) to make arrangements.
Summary

This will be a joint workshop of the Planning Commission and City Council to discuss the role of the Planning Commission and City Council as it relates to the legal parameters surrounding the decision making process for land use and development review. The City’s development legal counsel David Anderson of Kennedy & Graven’s will be presenting.

The training session will also feature a presentation by Gene Winstead, former Mayor of Bloomington, Minnesota. His 20-year tenure as mayor from 2000 to 2020 is the longest in Bloomington history. Winstead has more than 35 years of development experience, having served 20 years as a Board Member on Bloomington’s Port Authority. Winstead is a past member of the City’s Planning Commission, serving as its Chairperson through the development of the Mall of America, and has served as commissioner on the Bloomington Housing and Redevelopment Authority. He has been serving on the Airport Foundation MSP for 30 years. He has served on the Convention and Visitors Bureau as a board member for 20 years. He has also had membership and/or served on the Boards of Metro Cities, League of Minnesota Cities, Municipal Legislative Commission, Regional Council of Mayors and the US Conference of Mayors. Winstead has also served on several other community boards and foundations including the American Red Cross, Hennepin County Criminal Justice Coordinating Committee, Senior Community Services, Bloomington United for Youth, Bloomington Crime Prevention Association, Volunteers Enlisted to Assist People (VEAP) and the Bloomington Chamber of Commerce. Winstead is the owner of Ike’s restaurants in downtown Minneapolis, Bloomington, and at the MSP International Airport.

Recommendation

These items are for training, update, discussion and feedback purposes only, and there is no particular action required.
Governance Mode

- **Generative** - Identifying key questions, anticipating future challenges, framing of issues, development of options. Problem-framing. What to pay attention to, what it means, and what to do about it. How does it fit with our mission, vision and values?

Fiscal Implications

Not applicable.

Policy


Public Process

This is the first public process for this item.

Background

Not applicable.

Written By: Eric Searles, Assistant Community Development Director/City Planner
Approved Through: Janelle Schmitz, Community Development Director
Attachment:
1. Article - Notes from "Boards that Deliver Advancing Corporate Governance from Compliance to Competitive Advantage"
2. CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines
The trap some boards fall into is to allow their time to be dominated by routing financial monitoring and compliance activities. Progressive boards dwell relatively little on routine financial figures that describe yesterday’s performance – financial health, the factors that drive tomorrow’s performance, and the dangerous interactions of risk.

Progressive boards make their value evident while maintaining an independent viewpoint. All directors contribute to a dialogue that has lively debates, sticks to key issues while dropping tangents, and leads to consensus and closure. They challenge each other directly, without breaking the harmony of the group. They enjoy the intellectual exchange, and they learn from each other. They look forward to meetings.

Board members are not afraid to confront hard issues. Feedback is constructive and highly focused in a way that helps. CEOs respect the Progressive board’s role and contribution, and are collaborative in their approach to the board.

Progressive boards move the essence of their government activities to comprise not only complying with changing rules and norms, but also adding value to the long-term potential of the company.

The effectiveness of a board depends not only on the quality and diverse capabilities of the individuals on the board but also on the quality of their interactions. The phrase “group dynamics” is a catch-all to describe the latter. It’s an amalgamation of director’s relationships with one another and with the CEO, and their dialogue and behaviors in the group setting.

Director gel as a group. Mutual respect and trust among directors. Everyone participates and consensus is very frequently achieved on key issues. Directors learn the business.

Board focuses on issues that are value-added and anticipatory, as well as those that are compliance-related.

Boards collectively have great power, but each director has little individual power. Thus, the group needs to form a consensus, often without taking votes, and again without a final arbiter.

When a group is not functioning well as a group and a power vacuum emerges, CEOs may ask their boards for input, but if the directors speak their minds without coalescing around a distinct viewpoint, and they expect the CEO to accommodate all of their responses, the CEO’s focus gets diluted. “You run the risk of having a CEO record every director’s wishes, ending up with a 50 point list. It’s a sure way to kill a company.” Some very polite CEOs won’t confront what needs to be confronted in the board room. Push back too hard, and the CEO sounds defensive and unwilling to listen to the board. Push back too softly and the CEO can appear passive or weak. When adverse conditions arise, the weakened relationship can prevent the company from reacting decisively.
• Progressive boards also spend time and effort outside the boardroom learning about the business.

• Progressive boards get compliance right and also focus on issues that add real value to management and to shareholders.

• Getting to a shared level of understanding is crucial, because strategy is an umbrella covering all of the board’s work. Directors don’t develop the strategy, but their input is vital in making sure management has fully thought through its opportunities and options and has a realistic sense of the available resources, external factors, competitive threats and risks.

• The board must be forward-looking and anticipatory in making sure that the company stays financially viable at all times. Helping management identify risks and develop contingency plans if conditions don’t go as expected is a tremendous contribution a board can make.

• Dialogue is the lifeblood of boards. It is through their incisive questioning, their debate, and their interactions with management that directors do their job. In the boardroom, directors must find ways to let their views be aired, to challenge one another’s viewpoints if need be, without breaking the code of congeniality.

• The board’s collective judgment has to be the single most important guiding principle for the rules of engagement.

Governance as Leadership: Reframing the Work of the Nonprofit Board

• “Fiduciary mode.” Stewardship of tangible assets, oversees operations and ensures efficient and appropriate use of resources, legal compliance and fiscal accountability.

• “Strategic mode.” Ensure a winning strategy for the organization, and its principal role is to be a strategic partner to senior management. Its core work includes setting priorities, reviewing and modifying strategic plans, and monitoring performance against plans. Rudder is to a ship.

• “Generative mode.” Generative thinking is problem-framing. What to pay attention to, what it means, and what to do about it. Be a source of leadership for the organization. How does it fit with our mission? Boards should work in the generative mode at least some of the time This is the area where they can take a leadership role and help make subjective judgments that contribute towards answering the questions: Is there a mission fit? Is this what the organization is about?
PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City’s financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City’s inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA), and
12. Providing community leadership and vision

CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines
The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff’s respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others’ actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. **City Council Orientation:** Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.

2. **City Council Meetings:** Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in
advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.

3. **Council Liaison:** Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.”

4. **Additional Meetings:** There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
   - City Council/Advisory Commission Kick-off event
   - Groundbreaking and grand openings of City facilities
   - Joint meetings with other public entities
   - One-on-one meetings with the City Administrator as established
   - Development Tour
   - Emergency Management Training

**C. Advisory Commission Role and Authority**

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

**D. Non-Participation in Administration**

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.
The Council shall work with City staff through the City Administrator or his/her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his/her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

F. Communication

1. E-mails: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through the council@woodburymn.gov, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.
2. **Written correspondence:** The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

3. **Text messages/social media correspondence:** All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

4. **The City logo, insignia and brand can only be used for City business and not for political or personal purposes.**

5. **Prior to interviews with the press, Council Members will inform the City Administrator or designate to coordinate message points.**

6. **Speaking for the City:** When Council Members are requested to speak to groups or are asked for the City Council’s position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, “While I voted against X, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

**G. General Meeting Guidelines**

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert’s Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal,
impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members’ comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member’s responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council. Additionally, members of a governing body shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body’s efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:
- Show respect for another’s viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments.
- Refrain from speaking a second time until everyone has spoken a first time.
- No verbal attacks of other members.
- No side conversations.
- Pay attention (avoid use of any personal technology devices).
- Speak directly and openly to one another.
- Support Council decisions.

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial
interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Woodbury does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.
Resolution Adopting CD-COUNCIL-2.5 Council Roles and Guidelines
Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
City of Woodbury, Minnesota
Office of City Administrator

Council Workshop Letter 22-22

January 19, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Environmental Stewardship, 2001 - 2021

Summary

In 2021, the City Council has been approached by Joe Ward, Wally Wadd and others encouraging the City to engage in a “climate resilience planning” process. The City Council briefly discussed this request at their June 2021 retreat; and to contextualize this inquiry, directed creation of an environmental stewardship white paper to highlight our activities of the last two decades regarding this critical success factor (CSF). Furthermore, the interested citizens have been guided to engage the Parks & Natural Resources Commission for their input and recommendation back to the City Council.

Accordingly, the attached reports tell the story of Woodbury’s commitment to Environmental Stewardship, from 2001 – 2021. The story contains four chapters:

1. Natural Environment
2. Sustainability
3. Potable Water
4. Surface Water

This report establishes a strong foundation of information for Council to assess whether environmental stewardship should be a Strategic Initiative for the 2022 – 2024 period of time.

Recommendation

This report and presentation are a precursor to the June 2022 Council Retreat, in which Council members can reflect on the emerging issues in the community, and identify one, two, or three highest priorities. Staff has no specific recommendation on this matter until the council considers other strategic initiatives and a prioritization process is undertaken.

Governance Mode

- Generative - identifying key questions, anticipating future challenges, framing of issues, and development of options.
- Strategic - setting priorities, reviewing and modifying strategic plans, and monitoring performance against plans. Focus is the “ends” rather than the "means."
Fiscal Implications

Not applicable at this time, but the elevation of Environmental Stewardship to Strategic Initiative could entail future fiscal implications in the range of $40,000 – $90,000 for professional services for development of a professional evaluation and plan document.

Policy

City of Woodbury Environmental Stewardship Critical Success Factor: Understanding that environmental health, economics and human well-being are interconnected and interdependent, Woodbury is committed to the responsible use and protection of all resources. To preserve our environment for future generations, the City will foster environmental stewardship through focused conservation, social responsibility and best management practices.

Public Process

In December, 2021, the Parks and Natural Resources Commission hosted a Climate Action 101 presentation, covering examples and elements of different types of plans from metro cities and an overview of the Metropolitan Council Climate Stats program.

Background

The City Council biannually has conducted a strategic planning session at which its focus has been on the selection of strategic initiatives it wishes to pursue over the next two-year period along with reviewing the other aspects of the strategic plan. These strategic initiatives have typically been consistent with the seven critical success factors, the trend results of performance measurement data and the community survey results.

This report is intended to provide one option for consideration as a strategic initiative in 2022.

Written By:  Sarah Alig, Senior Management Analyst
Approved Through: Clint Gridley, City Administrator
Attachments:
1. Environment Stewardship Report
2. Environmental Stewardship Timeline
3. GreenStep Cities Progress Report
4. Stormwater Management Report and Infographic
Table of Contents

I. Introduction to Timeline

II. Chapter 1: Natural Environment

III. Chapter 2: Sustainability

IV. Chapter 3: Potable Water

V. Chapter 4: Surface Water

VI. Next Chapters

VII. Environmental Stewardship Context

VIII. Attachments
    a. Environmental Stewardship 2001 – 2021 Timeline
    b. GreenStep Cities Report Card
    c. Stormwater BMP Maintenance Plan Infographic
In 2021, Woodbury city staff convened to evaluate the past twenty years of environmental stewardship. Together, we created an inventory of key accomplishments, events, projects, activities, programs, and policies, and placed these on a timeline along with significant milestones elsewhere in Minnesota and the United States. The work fell into seven categories, plus a miscellaneous catch-all:

Within these categories, staff highlighted regional, business, and community partnerships; awards; and grants. Influential events that prompted significant city response are indicated with diamond and circle tags. [See Environmental Stewardship Timeline attachment for details.]

Based on this annotated timeline, staff identified key turning points and defined the chapters between them.

Chapter 1: Open Space and Natural Resources, 1997 - 2006

During the early years of active development, the City completed a Natural Resources Inventory Report that provided a detailed description of the remaining major natural areas within Woodbury. This report is still used by the City in identifying higher quality natural areas for preservation when development occurs.

In 1997, the City established “Natural Environment” as one of seven factors critical to the success of Woodbury.
In this early chapter, the primary focus of the city’s efforts toward environmental stewardship were to acquire open space, preserve it for community access, and be good stewards of the land.

The success of the $9 million Open Space Referendum in 2005 confirmed the popular support for this approach, and resulted in $6 million worth of open space acquisition and athletic field expansion at then-Bielenberg Sports Center.

During this chapter, flooding and detection of PFAS (formerly known as PFCs) in the east metro prompted alarm and led, in part, to the next chapter in the City’s Environmental Stewardship story. In October 2005, Woodbury received several inches of rain in a short period of time – an event equivalent to what we now consider an Atlas 14 100-year storm. While the city’s storm drainage system performed well, certain areas did flood, damaging some homes and infrastructure. Following the 2005 flood and sinkhole, flood risk reduction and stormwater management became a consistent and significant public policy focus for a span of years. Much of the city’s open space includes land dedicated to stormwater management, with the additional benefit of wildlife habitat.

Chapter 2: Sustainability, 2006 - 2017

In 2006, Council appointed a temporary Energy Conservation Task Force, which later became the three-year Sustainability Committee, a sub-committee of the Environmental Advisory Commission (EAC). This group recommended replacing the “Natural Environment” Critical Success Factor with “Sustainability,” thus expanding the city’s focus to include a broader variety of environmental goals. Over this period, largely due to the leadership of these advisory committees, as well as our emergence from a budget-friendly planning focus during the recession, the list of accomplishments varied across many focus areas, in particular public education, green building, and energy.

Based on the advisory group’s recommendations, the city also hired a part-time sustainability specialist, adopted a formal resolution endorsing the U.S. Council of Mayors Climate Protection Agreement, and became a GreenStep City, with an annual progress report delivered to Council. The group researched topics and recommended best practices for Woodbury. They shared information with others at booths at the Community Expo and Woodbury Days, hosted
sustainability, solar and landscape workshops, and sold rain barrels and compost bins, and hosted native plant sales at City Hall.

The 2030 Comprehensive Plan, adopted in 2012, for the first time included the guiding principle “make Woodbury sustainable,” with a corresponding implementation action item to “develop a climate action plan to serve as a guide as the city moves forward with its goal of reducing carbon emissions related to climate change.”

The “Sustainability Chapter” was characterized by a high level of public engagement, with significant city investment in resident education and high volunteer involvement at community events.

Critical Success Factor: SUSTAINABILITY

Woodbury strives to be a sustainable community that promotes community health and wellness through the protection of the environment. The city assesses and improves its development practices, city and community energy use, and use of its natural resources in order to not use resources at the expense of future generations. The city’s role is to establish and implement policies, guidelines, goals and strategic actions to protect air and water quality, preserve natural areas, conserve energy, and reduce waste.

Chapter 3: Potable Water

Of all municipal services, provision of potable water is one of the most vital. People depend on water for drinking, cooking, washing, carrying away wastes, and other domestic needs. Water supply systems must also meet requirements for public, commercial, and industrial activities. In all cases, the water must fulfill both quality and quantity requirements. Since Woodbury’s beginnings, building-out and maintaining a water supply system; infrastructure for the collection, transmission, treatment, storage, and distribution of water for homes, commercial establishments, industry, and irrigation, as well as for such public needs such as firefighting and street flushing has been a vital concern and activity.

More recently, in 2014, Council recognized that in order to keep up with Woodbury’s growth and align with Minnesota Department of Natural Resources (DNR) policies, our community needed to reduce the amount of water used per person. Council established “Sustainable Water Future” as the number one strategic priority, and established a goal of “flat total annual water usage by 2030.” To help advance that Initiative, the city prioritized irrigation efficiency, which is the greatest single factor in per capita water use.

When Strategic Initiative No. 1 began in 2015, the work focused primarily on water quantity. The goal was to show a concerted effort to reduce consumption, despite population growth. In 2017, Council renewed its commitment to the continuation of the Strategic Initiative, directing staff to expand their focus to quality and surface water. That same year, the first well was shut down due to concerns about PFAS contamination.

The emergence of PFAS in the aquifer and Woodbury’s municipal water supply is the number one priority focus area at present. Staff continues to work diligently towards the 2019 Strategic Initiative to “ensure long term drinking water sustainability” and participate in statewide efforts to allocate settlement money to clean up drinking water contamination.
Chapter 4: Surface Water

A key part of our environmental stewardship efforts are focused on the management of stormwater runoff rates, volume control, and pollutant removals. Our efforts are a combination of mandated protections through Federal and State legislation, such as the Clean Water Act of 1972, which created the EPA’s National Pollutant Discharge Elimination System (NPDES) and the State’s Municipal Separate Storm Sewer System (MS4) permitting, and Watershed District rules and regulations.

Most of these federal, state, and watershed rules and regulations are directed towards downstream flood control, erosion control, and pollutant reduction loading. The City has furthered strengthened these goals with City Code, policies and studies with an increased focus on protecting groundwater and improving native landscapes and open spaces.

To meet our mandated obligations and community surface water environmental goals, Woodbury currently collects approximately $2.4 million annually from a stormwater drainage utility to fund best management practices (BMP’s) for pollution prevention and annual maintenance to infrastructure.

In 2013, the National Oceanic and Atmospheric Administration (NOAA) updated estimates of size and frequency of storm events, known as Atlas 14. This update concluded that a “100-year event,” which is a storm that has a 1% chance of occurring in any year, would inflict 7.4 inches of rain within a 24-hour time span. This is consistent with Woodbury’s experience of larger rain events on a more frequent basis. Accordingly, a second Flood Risk Reduction Grant Program was created by the Woodbury City Council to assist residential property owners and reduce the probability of damage to flood prone structures within the community.

Over the past eight years, the city has worked hard to reduce a substantial amount contaminants from reaching our lakes and water bodies and further the resilience of the stormwater infrastructure system to handle extreme weather events. ¹

¹ See attached infographic for more information about best management practices to improve water quality.
Next Chapters

At this point, the next chapters in Woodbury’s Environmental Stewardship story have yet to be written. Although it is listed as an implementation item in the 2040 Comp Plan, the City does not currently have a Council-approved vision nor documented Plan to address environmental stewardship, resilience, climate adaptation and mitigation, or energy.

If we look ahead in the seven categories from our timeline, here is what we know lies ahead:

<table>
<thead>
<tr>
<th>Public Engagement</th>
<th>Transport and Development</th>
<th>Municipal Fleet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public engagement was a core function of the EAC. When the EAC merged with the PNRC in 2014, staff took over some events. Since then, public outreach has been led by staff through the Green Times Newsletter, social media, and workshops on energy conservation and renewable energy, as well as through partnerships with other agencies like the watershed districts and Washington County Conservation District. The city is not staffed to carry out significant public engagement in this area.</td>
<td>Staff has identified new development as a high priority area for conservation endeavors. One particular concern is lawn and land management of new properties. Development areas need more natural landscapes and efficient irrigation.</td>
<td>The city is participating in Xcel energy’s Fleet Electrification Advisory Program, which will evaluate when vehicles in the fleet are good candidates for electrification. 8 vehicles are PHEV. Woodbury’s efforts to reduce emissions and fossil fuel dependence in the municipal fleet demonstrate regional leadership and economic efficiency.</td>
</tr>
<tr>
<td>In the spring of 2022, Council will receive results from the 2021 Community Survey, which includes a question on sustainable activities. Council has considered highlighting environmental stewardship in a listening session with residents in the spring of 2022.</td>
<td>Progress on the METRO Gold Line and a Bike and Pedestrian Plan promise some improved alternatives to single-passenger car commuting. Transportation contributes 28% of all greenhouse gas emissions, and personal vehicles make up more than half of that category. The key to reducing emissions through these trends is to ensure that all residents have access to a variety of attractive, affordable low carbon mobility options.</td>
<td></td>
</tr>
</tbody>
</table>
Reducing energy use and emissions, particularly from buildings, is a key BMP for Woodbury to explore. If the city does prioritize Environmental Stewardship in future chapters, the city may find opportunities in areas such as setting clear decarbonization goals, aggregating demand for renewables, promoting energy efficiency, and shifting more energy consumption to electricity (especially in transportation and heating). As noted in the timeline, city facilities have been designed with energy efficient innovations such as solar panels and geothermal heating/cooling. Cities may not require stricter codes than the State.

The state will not fund all sustainable upgrades; these may be worth city investment in this critical infrastructure.

The changing environment is a great risk to the city’s green infrastructure and open spaces. Maintaining vegetation buffers around stormwater ponds and responding to EAB will continue to be significant bodies of work. Future threats of invasive terrestrial pest will increase this workload while potentially decreasing the quality of city open spaces.

An update to the 2011 Urban Forestry Plan will be completed in 2022. Preliminary results show that the overall urban canopy has grown across the city, but considerable impacts of Ash tree removal (past and future) will greatly impact the city’s ability to meet goals unless additional resources are dedicated to planting, preservation, and maintenance.

The city continues to experiment with native and prairie landscapes, improving the environment for pollinator sand reducing irrigation.

A clean, sustainable supply of drinking water continues to be the city’s top priority. Staff and public representatives from Woodbury will continue to lead and engage in efforts to ensure this prime concern is achieved.

Water efficiency will also continue to be a function of this effort, as less water used will result in less energy and operation costs incurred by the settlement dollars and greenhouse gas emissions.

As large storm events continue to grow more frequent, improving the resilience of surface water management infrastructure will be a key body of work to directly help protect structures. While in depth analysis has been completed with the information available to date, continued investment and reinvestment are needed. Future analysis will need to be completed based on information released on a regional scale.
Environmental Stewardship Context

In our efforts to consider the question of Environmental Stewardship next steps, it is important to consider related local, national and international information as context.

Suburban Context

In the United States, suburbs account for ½ of all household greenhouse gas emissions, even though they house less than half the population. Households in suburbs produce up to twice the average carbon footprint per household. This variation is largely due to the difference in average household income, vehicle ownership, and home size. Utilities, housing, and private transport are among the biggest sources of greenhouse gas emissions in cities.

The University of Berkeley calculates the household carbon footprint in Woodbury’s 55125 zip code at 63.8 metric tons CO2e/year. The typical US household produces 48 metric tons.

As Woodbury continues to grow and develop, the City may want to explore identifying best practices to understand the current reality. If so, it would be recommended to engage sustainability professionals to utilize toolkits, assessments, and best practices to develop a plan that best fits our community.
Planning Context

The 2040 Woodbury Comprehensive Plan notes that “in the last decade, Minnesota State climatologists have found significant evidence of the following trends occurring in our state:

- Changes in temperatures (winters are becoming warmer with higher minimum temperatures)
- Changes in precipitation events (rainfall coming from more frequent and larger rain events)

Current strategies to address changing climate include the strategies of mitigation, adaptation, and resilience.”

By 2050, Woodbury’s average low temperature will shift up 6.7°F and high temperatures will rise by 5.7°F. Temperatures in Woodbury will be warmer every month of the year; as the Minnesota Department of Natural Resources (DNR) notes, this is the difference between a white winter and a wet, icy winter.

The Federal Emergency Management Agency (FEMA) identifies more frequent, more intense, and longer lasting heat waves as the top climate change risk in Washington County. According to the Sixth Assessment Report from the U.N. Intergovernmental Panel on Climate Change (IPCC), intense heatwaves will become significantly hotter and more frequent; in a worst case scenario, formerly “once per 50 year” deadly heatwaves will become an annual event. June 2021 was the hottest June on record across the U.S.; July was the hottest worldwide. Heat waves are the most deadly severe weather event in the United States.

The Minnesota DNR predicts a 13% increase in the size of the heaviest rainfall each year. Nationally, floods are the third-most frequent billion-dollar extreme weather event. Across the Midwest, states of experienced increased number of flood events in 2021 as a result of heavy rainfall over short periods of time that overwhelmed the local stormwater infrastructure.

Overall, there will be more and more extreme weather events. Even in the hyper-local, short-range timeline pieced together by staff for this report, the pendulum has swung back and forth from drought to flood.

Fiscal Context

Over the past twenty years, Woodbury has invested substantial time and resources responding to emerging issues such as Emerald Ash Borer, water contamination, drought, and changing weather patterns that stress our infrastructure. Severe storms, which are increasing in intensity and frequency, also have the potential to cause widespread and costly damage. In the past three years alone, Woodbury has spent more than $1/2 million on flood risk reduction.
These expenses represent the cost of responding to crisis. However, Woodbury has also invested proactively. For example, the city has focused on adding renewable energy wherever possible. These efforts have become more affordable through market pressures and government programs and incentives. As of 2018, the City had subscribed to 7,194,770 kilowatt hours (kWh) of electricity from a Community Solar Garden (CSG), approved a CSG development within the city, and installed solar panels on Public Safety and a solar thermal system on HealthEast Sports Center. The city estimates $3.5 million saved over the 25 year contract period. The city has invested in geothermal energy systems at its Public Safety Building, HealthEast Sports Center, and City Hall. Woodbury’s community partnerships and investment in solar panels have positioned the city to benefit from one of the cheapest sources of energy in the world.

The city also leads the way in fleet electrification. Woodbury purchased its first hybrid fleet vehicle in 2004 and now has 8 plug-in hybrid electric vehicles (PHEV). City leaders and staff are working around the clock to harness innovative technologies to ensure clean drinking water now and into the future.

Social Context

The social consequences of environmental instability are felt more intensely by marginalized groups. Extreme weather events – from floods to heatwaves to droughts - impact already-vulnerable communities disproportionately worse. Low income residents and people of color tend to have less ability to recover from the impacts of damaging storms, and experience more severe health outcomes from inhospitable temperatures, power outages, and smoke from wildfires.

In Woodbury’s “Environmental Stewardship” Critical Success Factor, the link between this topic and human well-being was intentional.
Conclusion

In the 2030 and 2040 Comprehensive Plans, produced through a combination of professional expertise, leadership values, and robust community engagement process, and through the 2018 Critical Success Factor statement adoption, Woodbury declared a firm commitment to environmental stewardship. The city recognized that environmental health, economics, and human well-being are interconnected and interdependent. These documents established a goal to complete a new plan to guide preservation, adaptation, mitigation and maintenance.

Over the past twenty years, even in the absence of a singular environmental strategy, the city has made remarkable progress to preserve and enhance the natural environment in this community. However, as we grow, change and urbanize, there are a lot of competing issues for the City of Woodbury’s time, attention and finances. The upcoming council retreat is a great opportunity where the City Council can consider your priorities and vision for the next chapter of environmental stewardship in the context of other competing areas of interest.

Without a clear new direction, environmental stewardship will:

- Continue to compete for resources and attention
- Miss opportunities to act efficiently, effectively, and to the community’s usual high standards for service
- Other cities may surpass our leadership and out-compete us for resources such as grants and awards;
- Extreme weather events and other environmental hazards will divert resources, causing the city to spend more on reactive response than proactive action.

Hopefully this compendium of information will help the City Council and public see much of our history related to Environmental Stewardship and facilitate a robust discussion on the direction of the City Council going forward.
**2022 Category A City: WOODBURY**

a Step Five GreenStep City as of June 2019

Joined on 1/23/13

**Assessor and date:**  Kristin Mroz, 1/5/2022

**Total BPs done out of 16:** 23

<table>
<thead>
<tr>
<th>Best practices (required in bold)</th>
<th>BP implemented?</th>
<th>Action summary by # and star level achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUILDINGS:</strong> distribution requirement is 2 BPs; are 2 BPs done? <strong>YES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Public Buildings</td>
<td>YES</td>
<td>1.1 @ 2 STARS -- Thank you for the great screenshot showing the savings.</td>
</tr>
<tr>
<td><strong>Actions 1 &amp; 2; &amp; one action from actions 3-7</strong></td>
<td></td>
<td>1.2 @ 2 STARS</td>
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<tr>
<td></td>
<td></td>
<td>1.3 @ 2 STARS</td>
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<td></td>
<td></td>
<td>1.4 @ 2 STARS</td>
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<td></td>
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<td>1.5 @ 2 STARS</td>
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<tr>
<td></td>
<td></td>
<td>1.6 @ NOT RATED -- do any buildings use LEED-OM (operations and maintenance) standards?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.7 @ 2 STARS</td>
</tr>
<tr>
<td>2. Private Buildings</td>
<td>YES</td>
<td>2.1 @ 2 STARS</td>
</tr>
<tr>
<td><strong>any two actions</strong></td>
<td></td>
<td>2.4 @ 2 STARS</td>
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<tr>
<td></td>
<td></td>
<td>2.5 @ 1 STAR</td>
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<tr>
<td></td>
<td></td>
<td>2.6 @ 1 STAR</td>
</tr>
<tr>
<td>3. New Green Buildings</td>
<td>YES</td>
<td>3.1 @ 2 STARS – First GreenStep city to adopt B3 guidelines</td>
</tr>
<tr>
<td><strong>action 1 or 2; one from 3-5</strong></td>
<td></td>
<td>3.4 @ 2 STARS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5 @ NOT RATED - This action is for environmentally preferable covenant guidelines</td>
</tr>
<tr>
<td>4. Lighting/Signals</td>
<td>YES</td>
<td>4.2 @ 1 STAR</td>
</tr>
<tr>
<td><strong>2 actions with one from 5-8</strong></td>
<td></td>
<td>4.4 @ 3 STARS</td>
</tr>
<tr>
<td></td>
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<td>4.5 @ 1 STAR</td>
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<tr>
<td></td>
<td></td>
<td>4.8 @ 2 STARS</td>
</tr>
<tr>
<td>5. Building Redevelopment</td>
<td>YES</td>
<td>5.4 @ 1 STAR</td>
</tr>
<tr>
<td><strong>any one action</strong></td>
<td></td>
<td>5.5 @ 1 STAR</td>
</tr>
<tr>
<td><strong>LAND USE:</strong> 2 BPs required; are 2 BPs done? <strong>YES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Comp Plan</td>
<td>YES</td>
<td>6.1 @ 2 STARS</td>
</tr>
<tr>
<td><strong>Actions 1 &amp; 2</strong></td>
<td></td>
<td>6.2 @ 1 STAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.3 @ NOT RATED – are there plan requirements on coordinated action with surrounding or overlapping jurisdictions for 6 of the 9 issues: land use, watershed/groundwater impacts, transportation, sewer and water, economic development, housing and foreclosures, police, fire, health?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.4 @ 3 STARS – NRI backed by local bond dollars; Greenway Corridor Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6.5 @ NOT RATED – underway 2013</td>
</tr>
<tr>
<td>7. City Growth</td>
<td>YES</td>
<td>7.1 @ 1 STAR – can report density bonus under 7.2</td>
</tr>
<tr>
<td><strong>any one action</strong></td>
<td></td>
<td>7.3 @ NOT RATED – Does the district include zero-lot-line setbacks or a FAR minimum of .75 to 1?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.4 @ 1 STAR -- density bonus for assisted living units</td>
</tr>
<tr>
<td>8. Mixed Uses</td>
<td>YES</td>
<td>8.1 @ 2 STARS – Please include a link to the Urban Village Master Plan if available online.</td>
</tr>
<tr>
<td><strong>any two actions</strong></td>
<td></td>
<td>8.2 @ 1 STAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.3 @ 3 STARS – PUD ordinance emphasizes mixed uses</td>
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<tr>
<td></td>
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<td>8.5 @ 1 STAR</td>
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<tr>
<td></td>
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<td>8.7 @ 1 STAR</td>
</tr>
<tr>
<td>9. Highway Development</td>
<td>YES</td>
<td>9.1 @ 1 STAR</td>
</tr>
<tr>
<td><strong>any one action</strong></td>
<td></td>
<td>9.2 @ 1 STAR -- Gateway Corridor Commission</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Rating</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>9.3</td>
<td>Developing long-range plans for access management along all major highways/roadways</td>
<td>1 STAR</td>
</tr>
<tr>
<td>10.1</td>
<td>Conservation</td>
<td>1 STAR</td>
</tr>
<tr>
<td>10.3</td>
<td>Density bonus incentive to protect contiguous wooded areas that transfer free to the city as out lots.</td>
<td>2 STARS</td>
</tr>
<tr>
<td>10.5</td>
<td></td>
<td>1 STAR</td>
</tr>
<tr>
<td><strong>TRANSPORTATION:</strong></td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>Living &amp; Complete Streets</td>
<td>3 STARS</td>
</tr>
<tr>
<td></td>
<td>1; &amp; two additional actions</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>2 STARS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOT RATED - underway</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Mobility Options</td>
<td>3 STARS</td>
</tr>
<tr>
<td></td>
<td>any two actions</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>As part of the standard conditions of approval, commercial developments are required to install bike racks for new development or major renovations.</td>
<td></td>
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<tr>
<td>13.</td>
<td>Fleets</td>
<td>3 STARS</td>
</tr>
<tr>
<td></td>
<td>any two actions</td>
<td>1 STAR</td>
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<tr>
<td></td>
<td>2 STARS</td>
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<tr>
<td></td>
<td>1 STAR</td>
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<tr>
<td>14.</td>
<td>TOD / TDM</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>any two actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City accepts “proof of parking” on development apps to allow for a reduced # of required parking spaces</td>
<td></td>
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<tr>
<td>11.</td>
<td>Living &amp; Complete Streets</td>
<td>3 STARS</td>
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<td></td>
<td>1; &amp; two additional actions</td>
<td>1 STAR</td>
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<td>2 STARS</td>
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<tr>
<td></td>
<td>NOT RATED - underway</td>
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<tr>
<td>12.</td>
<td>Mobility Options</td>
<td>3 STARS</td>
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<td>any two actions</td>
<td>1 STAR</td>
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<td>13.</td>
<td>Fleets</td>
<td>3 STARS</td>
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<td>any two actions</td>
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<td>2 STARS</td>
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<td></td>
<td>1 STAR</td>
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<tr>
<td>14.</td>
<td>TOD / TDM</td>
<td>1 STAR</td>
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<tr>
<td></td>
<td>any two actions</td>
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<td></td>
<td>City accepts “proof of parking” on development apps to allow for a reduced # of required parking spaces</td>
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<tr>
<td><strong>ENVIRON MGT:</strong></td>
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<tr>
<td>15.</td>
<td>Purchasing</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>1; and one additional action</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>1 STAR</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Trees</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>any two actions</td>
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</tr>
<tr>
<td></td>
<td>500 trees in 2013; UTC of 22%; goal to increase</td>
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<td></td>
<td>25% (at maturity) commercial coverage required.</td>
<td></td>
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<td></td>
<td>approval needed for tree preservation plan</td>
<td></td>
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<tr>
<td>17.</td>
<td>Stormwater</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>any one action</td>
<td></td>
</tr>
<tr>
<td></td>
<td>variable fees</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Parks &amp; Trails</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>any three actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please note an example of a recent project that filled a gap in the city’s system of parks and off-road trails.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Surface Water</td>
<td>1 STAR</td>
</tr>
<tr>
<td></td>
<td>if state public water: 4; and one additional action</td>
<td></td>
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<td></td>
<td>if no state water: any one action</td>
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<tr>
<td>20.</td>
<td>Water / Wastewater</td>
<td>1 STAR</td>
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<td></td>
<td>1 &amp; 2; and one additional</td>
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<td></td>
<td>Does the city use free tools such as Energy Star Portfolio Manager?</td>
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<tr>
<td>21.</td>
<td>Septics</td>
<td>1 STAR</td>
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</tr>
</tbody>
</table>
| 22. Solid Waste  
1 or 2; & one from 4-8 |   |
| 23. Local Air Quality  
any two actions | **NO**  
23.2 @ 2 STARS |

**ECON & COMM DVLP: 3 BPs required; are 3 done? YES**

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
</table>
| 24. Benchmarks & Community Engagement  
Actions 1 & 2 | **YES**  
24.1 @ 2 STARS  
24.2 @ 1 STAR  
24.3 @ 2 STARS - Sustainability adopted by council as one of the city’s seven Critical Success Factors  
24.4 @ 2 STARS – Can report the water conservation initiatives under 20.6 or 2.5. |
| 25. Green Businesses  
any two actions | **YES**  
25.2 @ 1 STAR  
25.6 @ 1 STAR |
| 26. Renewable Energy  
any two actions | **YES**  
26.1 @ 1 STAR  
26.5 @ 1 STAR |
| 27. Local Food  
any one action | **YES**  
27.2 @ 1 STAR  
27.3 @ 1 STAR |
| 28. Business Synergies  
any one action |   |
| 29. Climate Adaptation  
action 1 at a 2 or 3-star rating | **NO**  
* City completed Step 3 requirements prior to BP 29 addition to program |
The City of Woodbury has almost 1,700 structural stormwater best management practices (BMPs) within its borders. These BMPs are integral to the overall stormwater system and are designed to control and treat stormwater runoff. They provide storage and capture pollutants from the runoff to decrease nutrient loading in downstream receiving waters such as lakes, rivers or streams. They serve a very critical role in the overall management of our essential resource, water.

Why are BMP’s Important?

- **Water Quality**: Excess nutrients, specifically nitrogen and phosphorus, pollute stormwater run-off from urban areas, contributing to the third greatest cause of lake deterioration in the US.
- **Flood Control**: Leaf litter and landscape debris, when not addressed, restrict flow and results in increased debris in our waterways.
- **Erosion Control**: Phosphorus and nitrate are found in things like grass clippings, fertilizer, and pet waste. When washed into the storm sewer, it can cause excess algae growth in streams and lakes.
- **Groundwater Protection**: Too many nutrients in streams and lakes causes rapid algae growth.
- **Habitat & Aesthetic Value**: Degrades water quality, looks bad, smells bad, and can result in harmful algal blooms. Contaminates water for aquatic life, degrades habitats, and can kill native vegetation.

BMP’s Can Help!
Why the Plan?

With nearly 1,700 BMPs and varying maintenance needs, it is critical that the City effectively prioritize maintenance based on the type and condition of the structure, capacity of staff, and costs. The figure to the right summarizes the City’s stormwater system by type. **An annual program to inspect and maintain BMPs provides the following benefits:**

- Meet the water quality goals identified in City’s Stormwater Management Plan and regional watershed plans
- Continue to address water quality system-wide
- Assist in budgeting and Capital Improvements Planning
- More evenly distribute maintenance costs over multiple years
- Manage the project internally with the resources and staff available
- Utilize the BMPs for their full expected life span
- Minimize major rehabilitation projects

Maximizing Longevity & Costs

The City of Woodbury’s BMP maintenance program is guided by the principle of conducting inspections and performing preventive and condition-based maintenance to sustain a level of functionality in perpetuity. As shown in the figure to the left, this combination of preventive and condition-based maintenance will extend the longevity of the BMPs and minimize the need for costly, high impact rehabilitation projects.
Plan Framework & Recommendations

The BMP Maintenance Framework serves to guide the City’s effort by using four documents to support the four main components of the program. The four documents are the cost estimation model, inspection and maintenance guides, inspection and maintenance framework, and public engagement plan. The four main components are compliance with regulatory standards, maintenance of BMPs, annual inspection program, and maintaining a BMP inventory.

**COST ESTIMATION MODEL**
A cost estimate model for system wide inspection and maintenance costs that allows the City to plan for and budget long term stormwater maintenance costs.

**COMPLIANCE WITH REGULATORY STANDARDS**
Annual MS4 reporting & treatment effectiveness evaluations for wet ponds.

**INSPECTION AND MAINTENANCE GUIDES**
Specific information on how often inspections and different types of maintenance should be done for each BMP type.

**ANNUAL INSPECTION PROGRAM**
Inspection of 25% of all pipes, catch basins, and structures each year.

**PUBLIC ENGAGEMENT PLAN**
Guidelines for when and how public engagement is done for BMP maintenance projects.

**MAINTENANCE OF BMPS**
Vegetation maintenance, pond dredging, address inspection findings, and responding to complaints.

**INSPECTION AND MAINTENANCE FRAMEWORK**
Provides guidance for how to inspect and when to maintain each different type of BMP.

**MAINTAINING A BMP INVENTORY**
Adding new BMPs & tracking inspections and maintenance.

THE CITY’S SYSTEM IS GROWING!
Between 2013 and 2019, 62 new BMPs were installed.
Each year, the City inspects a subset of BMPs and schedules maintenance as necessary.

### Types of Stormwater BMPs

- **Alum Treatment Facility**
  - A facility that adds aluminum sulfate (alum) to stormwater. Alum binds to phosphorus and settles out of the water column.

- **Pervious Pavement**
  - Pavement designed with porosity to allow infiltration through the pavement section and into the underlying permeable soil.

- **Infiltration Basin**
  - A basin that captures, temporarily stores, and infiltrates water. Infiltration occurs due to the naturally permeable soil below and surrounding the basin.

- **Iron Enhanced Sand Filter**
  - A basin that has an engineered iron and sand media bottom. Water filters through the iron and sand media to an underdrain and then is discharged downstream.

- **Sump Manhole**
  - A manhole with the bottom of the structure depressed below the lowest invert allowing sediment to be captured, typically >2 feet deep.

- **Rain Garden**
  - A garden of native shrubs, grasses, and forbes planted in a small depression.

- **Reuse System**
  - An irrigation system that draws water from wet ponds and applies it over a pervious area like an athletic field or park.

- **Filtration Basin**
  - A basin that has a sand media bottom. Water filters through the sand media to an underdrain and then is discharged downstream.

- **Water Quality Filters and Hydrodynamic Devices**
  - Structures typically placed in manholes that separate or filter pollutants from stormwater.

- **Spent Lime Filter**
  - A basin that contains a spent lime mixture. Can be an underground vault or an aboveground basin.

- **Tree Trench**
  - A small tree planter that contains a filtration media.

- **Underground System**
  - A system of underground vaults or chambers that collects and detains, filters or infiltrates stormwater.

### Maintenance Schedule

- **JAN**
  - Ongoing - Update beehive database by adding new basins and maintenance events as information is available

- **FEB**
  - Propose Inspection Events to Beehive

- **MAR**
  - Complete Inspections

- **APR**
  - Oversee Annual Maintenance Project (Construction administration)

- **MAY**
  - Review inspection findings

- **JUN**
  - Testing of sediment in catch basins and outfalls prior to removal

- **JUL**
  - Prepare documents for next year’s annual maintenance project, review sediment sampling results, and decide on approach

- **AUG**
  - Propose Inspection Events to Beehive

- **SEP**
  - City-Owned

- **SEP**
  - Not Owned By City

- **OCT**
  - Complete Inspections

- **NOV**
  - Oversee Annual Maintenance Project (Construction administration)

- **DEC**
  - Testing of sediment in catch basins and outfalls prior to removal

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*City of Woodbury Stormwater BMP Maintenance Plan (2021)*
Council Workshop Letter 22-23

January 19, 2022

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Roadway and Trail Policy Project Parameters

Summary

The purpose of this workshop item is to discuss the City Council’s expectations for the policy review directed following the Public Improvement Hearing for the proposed 2022 Roadway Rehabilitation project. Council clarity on major policy parameters for roadway improvement projects will help staff deliver successful projects by allowing staff to build credibility with the public, create more focused public engagement efforts, and increase process efficiencies.

From staff’s perspective, the City Council requested:

1. A review of existing policy guidance relating to residential roadway reconstruction projects
2. A review of the Roadway Rehabilitation program public engagement processes

At the January 19, 2022 Council workshop, we will seek direction from Council for the policy review projects steps, and identification of expectations and desired outcomes. Based on this, staff expects to outline the details of how these policies apply to future roadway rehabilitation programs, to be shared at the workshop in February of 2022. In March of 2022, staff is proposing to review future roadway rehabilitation project schedules and implications of Council directed policy changes. In April, we will discuss the annual capital improvement plan. By the second or third quarter of 2022, we hope to provide the City Council a draft Community Engagement Plan that outlines how the Roadway Rehabilitation and other public processes can be best managed.

Options

Staff has identified several options for the Council to consider as it relates to schedule, process, and direction as follows:

1. City Council Workshop Discussion(s): Review information on the existing policy guidance and discuss at the workshop(s) prior to providing direction for policy changes. It is anticipated this option could be completed in approximately 3 workshop sessions with limited staff resources. Following Council direction, the
appropriate policy documents would be updated and presented to the Council for approval.

2. **Defer discussion:** Defer the discussion until after Council’s review of the upcoming Capital Improvement Plan (April Workshop) and presentation of the draft Community Engagement Plan (Q2 or Q3 2022) to give this policy discussion context.

3. **Create a Citizen Task Force for their recommendations:** This option would involve the selection of a citizen task force that would review and provide recommendations for policy changes to be considered by the Council. It is anticipated this option would require 12-18 months to complete and significant staff resources to facilitate the task force process. Any task force recommendations would be presented at future Council workshop session(s) for discussion. Any appropriate changes to policy documents would be updated and presented to the Council for approval following this process.

4. **Review of Project Context Solution Priorities:** This option may not require policy document changes, but rather a prioritization of the project context components. The existing policies allow for context sensitive solutions to be evaluated and applied in the design of roadway corridors. Current language within existing policies is strong toward design solutions that accommodate transportation equity and intentionally accommodating all users and modes within roadway corridors. Council direction on the prioritization of the competing issues considered in the context of each project may result in less public opposition to design proposals. It is anticipated this option could be completed in approximately 3 workshop sessions with moderate staff resources.

**Recommendation**

Staff recommends Option 1 and 4, and for Council to discuss the above schedule, process and any direction for staff on your collective expectations for a review of our roadway improvement policies.

**Governance Mode**

- **Generative** – Identifying key questions, anticipating future challenges, framing of issues, development of options. Problem-framing. What to pay attention to, what it means, and what to do about it. How does it fit with our mission, vision and values?

**Fiscal Implications**

There are no immediate budget impacts or future cost obligations based on the policy review. Any budget impacts or future cost obligations based on considerations for policy revisions will be prepared as appropriate based on Council direction.
Policy

The main policies providing guidance for roadway design for rehabilitation, reconstruction and construction projects are:

<table>
<thead>
<tr>
<th><strong>Main Policies</strong></th>
<th><strong>Roadway and Pedestrian Facilities Guidance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2040 Comprehensive Plan</td>
<td>Safety, transportation, equity, health, active living, economic, environmental, safe routes to school goals</td>
</tr>
<tr>
<td>Roadway Corridor Design Principles</td>
<td>Identifies key design aspects and standards</td>
</tr>
<tr>
<td>Bicycle and Pedestrian Plan - Draft</td>
<td>Pedestrian network priorities and retrofit goals</td>
</tr>
</tbody>
</table>

Policy details can be found on the City’s website at:

**2040 Comprehensive Plan**

Draft Bicycle and Pedestrian Plan

Public Process

Significant public process occurred with the development of each of the City’s existing policies in 2009 and 2015 (Roadway Corridor Design Principles), 2018 (2040 Comprehensive Plan), and most recently 2020 and 2021 (Bicycle and Pedestrian Plan – *Draft*)

Background

Staff prepared the scope of the 2022 Roadway Rehabilitation Project in the Royal Oaks neighborhood following guidance from existing policies and direction from City Council. Following the Public Improvement Hearing at the City Council meeting on November 10, 2021, Council voted to cancel the project to review existing policies related to residential projects with full reconstruction. Specific concerns from the City Council were related to sidewalk construction and tree impacts. Resident opposition was also heard regarding trail and sidewalk construction during the public engagement and hearing process.

Written By: Tony Kutzke, City Engineer
Approved Through: Christopher Hartzell, Engineering Director
Attachment: None