

Sustainability Commission Minutes

Monday, December 3, 2018 at 6:30 p.m.

Mission City Hall

In attendance: Terri Baugh, Stuti Dalal, David Greenlee, Andy Hyland, Hannah McFarland, Sean Partain, Alexis Penny, Josh Thede

Staff present: Emily Randel

Guests: Lynn Bain, resident, Nick Schlossmacher, Councilmember

Welcome and Introductions

Vice Chair Josh Thede welcomed everyone to the meeting, including Mission resident Lynn Bain and Councilmember Nick Schlossmacher. Chair Andy Hyland joined the meeting at approximately 6:35 p.m.

I. Approval of Meeting Minutes

Terri Baugh moved to approve the minutes. Sean Partain seconded the motion. The commission approved the minutes with two corrections including a change to the list of the leading waste audit contaminants and a typo in the item about Sandhills Brewing Company.

II. New Business - Lighting Audit

Councilmember Schlossmacher addressed the group. He has spoken to City staff members in the past about performing a lighting audit in City facilities. The group agreed that this would be a significant benefit on multiple fronts, saving energy and money. Nick, Josh Thede and Terri Baugh volunteered to help with the effort in order to minimize impact on staff resources. Emily Randel said that Aaron Cherry, the Facilities and Maintenance Supervisor and John Vaughn, the Interim Director for Parks and Recreation would need to be involved. She would set up a meeting between them and Terri as a next step. David Greenlee stated that there is a consideration about whether to replace bulbs as needed, or all at once. Emily mentioned that plans had been underway for issuing an RFQ for a comprehensive energy audit at the Sylvester Powell, Jr. Community Center before Christy Humerickhouse, the former Director, left the City. She believes that the intention was to carry that initiative forward once Aaron Cherry had more time in his position, and/or a new Parks and Recreation Director was in place.

III. Old Business

A. Sustainability Scorecard

The group discussed the remaining items for the processing of the Scorecard. Alexis Penny proposed two design alternatives for the letter and template. The group selected the version that shows the score and a summary of the elements in the project the group felt were most impactful at the top of the letter. The group confirmed that the project recognition, plaque, newsletter article, etc. would take place once the project was completed. The finalized scoring letters would be sent to the project contact as well as forwarded to the Planning Commission and the City Council.

B. Retreat Review

Andy Hyland led a review of the goals sheet for 2019, following the discussion of the goals at the group's Sustainability retreat in November. The group agreed to review or post updates to the tracking sheet as a standing item on each meeting throughout the year. The document is a Google Doc and can be shared and edited by anyone in the group.

IV. New Business

a. U.S. Green Building Council (USGBC) Arc Program

Josh Thede introduced Arc, a platform that allows users to record and analyze performance data in energy, water, waste, human experience, and transportation. The U.S. Green Building Council coordinates the IMPACT Legacy Project which supports non-profit entities in tracking their performance with the tool. Josh submitted an inquiry to the program on behalf of the City prior to the December Sustainability Commission meeting. If the City were to participate in the IMPACT program, USGBC staff would support implementation of the software, data entry, and setting sustainability goals, would waive the software subscription fee for one year, and would pay for someone to attend the IMPACT conference in St. Paul, Minnesota in April 2019. The IMPACT program staff has requested a response about participation by the end of the week. Data would need to be entered quickly in order to have a baseline established and a sustainability plan ready to report to the conference in April.

Emily Randel stated that the submission for participation in the IMPACT program feels out of step with the plans laid out at the Sustainability retreat in November and the Sustainability Commission's presentation to the Community Development Committee meeting planned for February. She feels that before re-engaging in the tasks of setting sustainability goals for the broader organization, a larger conversation with Council should take place. There was discussion about a strain on staff resources, and the need for Council to have a chance to prioritize projects across the organization before a board or commission tasks staff with additional projects that are large in scope. There was also continued discussion about lack of clarity for how the City's boards and commissions interact with City Council, and vice versa. The group generally felt that establishing a baseline is worth doing, and that Sustainability Commission members are willing to participate to alleviate the impact on staff resources. Josh Thede agreed to reach out to Laura Smith, City Administrator and Mayor Ron Appletoft to request a meeting to describe the program and to request direction on the City's participation.

b. Other

Josh Thede praised Alexis Penny's efforts on summarizing the recycling waste audit report.

Josh Thede and Terri Baugh shared their experience of an event called *Drawdown* on Sunday, December 2. The event was the final element of a 5-part workshop and was very well attended. There is a follow-up to the workshop series scheduled for December 8. That event is open to elected officials and chairs of Sustainability groups in the area.

** Stuti Dalal and Lynn Bain left the meeting at this time, 8:40 p.m. **

V. Standing items

A. Battery Recycling

Emily Randel still has not received Certificates of Approval from the last battery boxes shipped in November. The reported amount of batteries diverted from the landfill since the program began in February 2016 is still reported at 1,362 pounds.

The last battery box the Sustainability Commission has ordered is now at the Community Center. To continue the program, the group will need to order more boxes. (See budget discussion below.)

B. Budget Review

Purchase	Cost	Month Reported
HyVee - Earth Hour Snacks	\$32.63	April
Facebook ad - Earth Hour	\$20.00	April
BikeWalkKC Parts Reimbursement 4/5/18	\$100.00	April
Bike Fix-It station and concrete pad	\$2,180.63	June
Name badge for Alexis Penny	\$10.00	June
Gloves for battery sorting	\$4.76	July
Litter grabbers for Adopt-a-Street (2)	\$43.72	August
Name badges for Hannah McFarland and Zora Stewart-Jones	\$20.00	September
Litter grabbers for Adopt-a-Street (2 add'l)	\$31.98	October
Pizza for Retreat	\$68.95	November
TOTAL SPENT: \$2,512.67		
TOTAL REMAINING: \$2,487.33		

Emily Randel shared that Aaron Cherry is seeking quotes for the work of replacing a water fountain at the Sylvester Powell, Jr. Community Center. The funds from the 2018 can be encumbered and marked for spending in 2019.

Sean Partain moved to purchase 10 battery recycling boxes for \$580 and \$1,300 for the water fountain and plaque. Terri Baugh seconded the motion. The motion passed.

C. Adopt-A-Street Program

No update.

VI. Reminders and Announcements

Holiday Lights and Festive Sights will be Friday, December 7 from 5-8 p.m. Terri Baugh has shifts assigned for the members of the Sustainability Commission who can attend to staff the recycling information booth.

VII. Adjourn

Terri Baugh moved to adjourn the meeting. Josh Thede seconded the motion and the motion passed. The meeting adjourned at 8:46 p.m.

The next regular meeting of the Sustainability Commission will be on Monday, January 7, 2019 at 6:30 p.m. at Mission City Hall.