



# Inver Grove Heights Environmental Advisory Commission

Thursday, August 28, 2025 at 7:00 PM

8150 Barbara Avenue, Inver Grove Heights, MN 55077

## AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan ([rkiernan@ighmn.gov](mailto:rkiernan@ighmn.gov)). Comments received prior to 4:00 p.m. on Thursday, August 28, 2025, will be provided to the Commissioners at or before the August 28, 2025 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
  - A. Minutes of the July 24, 2025, Environmental Advisory Commission Meeting.
5. **Regular Agenda**
  - A. Partners in Energy Update Presentation.
  - B. Pine Bend Landfill Annual Gas Migration and Operations Update.
  - C. Review of Commissioner's Guidelines.
6. **Public Comment**

Public comment provides an opportunity for the public to address the Commission on items that are not on the agenda. Comments will be limited to three (3) minutes per person.
7. **Commission and Staff Comments**
8. **Adjourn**

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or [rkiernan@ighmn.gov](mailto:rkiernan@ighmn.gov).

## **ENVIRONMENTAL ADVISORY COMMISSION MINUTES**

### **CITY OF INVER GROVE HEIGHTS**

City Council Chambers - 8150 Barbara Avenue

Thursday, July 24, 2025 - 7:00 p.m.

#### **1. CALL TO ORDER**

Chair Goodman called the Environmental Advisory Commission Meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

#### **2. OATH OF OFFICE**

Community Development Specialist Stacy Bodsberg administered the Oath of Office to three returning Environmental Advisory Commissioners Kevin Sethre, Sara Goodman, and Nick Ruiz.

#### **3. ROLL CALL**

Commissioners Present: Sara Goodman (Chair)  
Nick Ruiz (Vice-Chair)  
Marjorie Savage  
Tracie Killion  
Kevin Sethre  
Patti Mikulski  
Ted Trenzeluk  
Nichole Boehmke

Commissioners Absent: Jon Wallerick - *excused*

Staff Present: Stacy Bodsberg, Community Development Specialist  
Liz Kramer, Environmental Specialist

#### **4. ELECTION OF OFFICERS**

##### **A. Election of 2025 Environmental Advisory Commission Chair and Vice-Chair.**

Commissioner Boehmke nominated Commissioner Sara Goodman to continue as Chair.

Motion by Savage, Second by Trenzeluk, to close nominations.

Motion by Ruiz, Second by Mikulski, to elect Sara Goodman to the position of Chair.

Ayes: 8

Nays: 0 Motion carried.

Chair Goodman nominated Commissioner Nick Ruiz to continue as Vice-Chair.

Motion by Goodman, Second by Trenzeluk, to elect Nick Ruiz to the position of Vice-Chair.

Ayes: 8

Nays: 0 Motion carried.

## **5. CONSENT AGENDA**

### **A. Minutes of the May 22, 2025, and June 26, 2025, Environmental Advisory Commission Meetings.**

Motion by Savage, Second by Ruiz, to Approve Minutes for both meetings as submitted.

Ayes: 8

Nays: 0      Motion carried.

## **6. REGULAR BUSINESS**

### **A. Review the 2025 Environmental Advisory Commission Work Plan and discuss the remainder of the 2025 Agenda Calendar.**

Community Development Specialist Bodsberg noted that the Sustainable IGH Awards program was put on hold for 2025 due to staffing changes.

Commissioner Savage asked for more specifics.

Chair Goodman clarified that former Environmental Specialist Ally Sutherland left the City around the time nominations would have opened.

Commissioner Boehmke asked for a note to be added to the relevant page of the City's website to clarify that the program will return in 2026.

Community Development Specialist Bodsberg stated that she would add a note. She also mentioned that work on the 2026 Work Plan would start in October.

Commissioner Boehmke expressed interest in a presentation on recycling education.

Community Development Specialist Bodsberg stated that she would ask some contacts in Dakota County about the topic.

Commissioner Trenzeluk suggested that commissioners share relevant information between meetings via email more informally going forward (rather than through the staff liaison). He also asked about preferred protocol for adding items to the agenda. He expressed interest in presentations with updates on the City's work with SolSmart and Minnesota GreenStep Cities as well as on the Energy Action Plan.

Commissioner Ruiz expressed interest in tabling at the local farmer's market. Regarding the City's work with SolSmart, he mentioned that many federal alternative energy grants are being terminated, so it's possible that funding for that work may end soon.

Chair Goodman stated that she and Commissioner Ruiz were Recycling Ambassadors through Dakota County and could help with a presentation on that topic. She also expressed interest in tabling at the farmer's market to increase awareness of the Organics Recycling Program. She hoped to see the Sustainable IGH Awards continue next year.

Commissioner Killion mentioned issues with overflow from Stark Lake (which is privately owned by Southview Country Club) running into Groveland Park. She asked if she could present her research on impacts on the watershed at a future meeting. She commented that there is a lack of public water access to Inver Grove Heights lakes (e.g., for canoers and kayakers). She also expressed interest in a presentation from and/or meeting with utilities to discuss erosion reduction methods in utility projects. She also suggested using sensor-triggered lighting to address light pollution concerns and save money.

Commissioner Mikulski also expressed interest in tabling at the farmer's market for public education about recycling. She said these kinds of one-on-one conversations can be very impactful.

Commissioner Sethre expressed interest in presentations on watershed issues and/or from the City's Streets Maintenance Department. He agreed that increasing public access to local bodies of water would be beneficial but mentioned that getting easements could be a long-term challenge.

Commissioner Savage asked for more information about the Xcel Energy Partners in Energy program and outcomes.

Commissioner Ruiz expressed interest in a presentation from Republic Services on assessing savings due to organics recycling diverting waste from the landfill.

## **7. PUBLIC COMMENT**

None.

## **8. COMMISSIONER AND STAFF COMMENTS**

### **A. New Environmental Specialist and Commissioner Introductions**

Community Development Director Ziemer, addressing the above comments and questions, clarified that commissioners can reach out to staff to discuss adding agenda items. He suggested adding a work session to brainstorm in a less formal context, given recent staff turnover and the approaching 2026 Work Plan process. He said that there were nominations received for the Sustainable IGH Awards and added that it would be possible to contact the nominators to let them know the program is on hiatus but will return in 2026.

He introduced Liz Kramer, Environmental Specialist, and she discussed her past experience as Sustainability Coordinator for the City of St. Cloud. She said she looks forward to applying her experience with resource recovery and energy efficiency in a wastewater context to existing waste abatement programs in Inver Grove Heights and other environmental programs, as well as getting to know members of the Commission and the public.

Commissioner Sethre clarified that the type of utility project Commissioner Killion mentioned is called full-depth reclamation. He commended the meeting minutes and thanked Community Development Specialist Stacy Bodsberg for filling in as staff liaison during the hiring process for the Environmental Specialist position.

Commissioner Ruiz asked if a fescue mix could be put in instead of grass for landscaping in future road construction projects. He mentioned that fescue is lower-maintenance and more sustainable.

Commissioner Sethre said that the Groveland Park project was a Dakota County project, but he expressed interest in contacting the relevant party to ensure that sustainable options are being considered.

Commissioner Killion asked whether this type of project could come in front of the Environmental Advisory Commission.

Commissioner Boehmke inquired as to if this type of project comes before the Planning Commission, the EAC could give advice to that body.

Commissioner Killion said a resident had also suggested that tree removal planned as part of a development project was an issue that seemed to fall under the Environmental Advisory Commission's scope.

Community Development Director Ziemer stated that development and street projects typically followed requirements laid out in engineering documents and/or City Code. Depending on where in a watershed a project is, sometimes developers are required to add swales, rain gardens, and/or other ecologically beneficial projects. He suggested that the planning process for the 2050 Comprehensive Plan would be a good opportunity for the Commissioners to revisit these questions. He said he would meet with the City Engineer to bring up the questions and suggestions raised by the Commissioners.

## **9. ADJOURN**

Motion by Goodman, Second by Killion to adjourn the meeting at 7:48 p.m.

Ayes: 8

Nays: 0      Motion carried.

Respectfully submitted by Will Clashe, Recording Secretary



## Environmental Advisory Commission Staff Report

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**SUBJECT:** **Partners in Energy Update Presentation.**

**MEETING DATE:** August 28, 2025

**ITEM TYPE:** Regular Agenda

**CONTACT:** Liz Kramer, Environmental Specialist, 651.604.8511

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### **PURPOSE/ACTION REQUESTED**

Partners in Energy program facilitators and Xcel Energy staff will present an informational presentation on updates and progress related to the Xcel Energy Partners in Energy program.

### **BACKGROUND**

In March 2021, the City adopted an Energy Action Plan (EAP) developed in partnership with Xcel Energy Partners In Energy and a community stakeholder team. The EAP states a vision that “Inver Grove Heights will be an innovative and engaged community where energy choices conserve both our natural and financial resources” and includes goals related to community engagement and municipal leadership.

MOUs have been developed annually to continue the work established during the initial partnership with the Xcel Energy Partners in Energy program.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

N/A

### **ATTACHMENTS**

None



## Environmental Advisory Commission Staff Report

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**SUBJECT:** **Pine Bend Landfill Annual Gas Migration and Operations Update.**

**MEETING DATE:** August 28, 2025

**ITEM TYPE:** Regular Agenda

**CONTACT:** Liz Kramer, Environmental Specialist, 651.604.8511

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### **PURPOSE/ACTION REQUESTED**

Pine Bend Landfill will present an informational presentation on updates related to operations and gas management.

### **BACKGROUND**

#### Solid Waste Permitting

Pine Bend Landfill, operated by Republic Services, is a Municipal Solid Waste Landfill located at 2495 117th Street East in Inver Grove Heights. The landfill is currently operating under existing permits received through the Minnesota Pollution Control Agency (MPCA), Metropolitan Council Environmental Services, Dakota County and the City of Inver Grove Heights. City approvals include a Non-Conforming Use Certificate, Host Community Agreement and a Conditional Use Permit. The landfill most recently received City approvals in 2025 for continued operation and vertical expansion and is permitted to operate through December 31, 2042, or when the permitted airspace capacity is reached (whichever occurs first).

#### Annual Reporting

In the first quarter of the year, Pine Bend Landfill submits an Annual Report to the MPCA to show compliance with their MPCA Solid Waste Permit. Barr Engineering completes an annual technical review of the MPCA Annual Report on behalf of the City for compliance with the following items:

- Conditional Use Permit
- Non-Conforming Use Certificate
- Gas/Leachate Dual Extraction System
- Landfill Gas
- Surface Water
- Financial Assurance
- Contingency Action and Closure Plans
- Groundwater Quality

The City's in-progress review of the Pine Bend Landfill's 2024 Annual Report includes the status of compliance with Minnesota Rule 7035.2815 Subpart 11, related to gas management at landfills. Per Pine Bend Landfill's Conditional Use Permit (CUP), the landfill must present progress to the City's Environmental Advisory Commission annually and report progress in their annual report until compliance is achieved. The 2025 CUP also indicates that Pine Bend Landfill must achieve

compliance with this Minnesota Rule "...for six consecutive months as certified by a professional engineer prior to January 1, 2029." Pine Bend Landfill will present progress to achieve compliance and operation updates at the August 28, 2025, EAC Meeting.

**FISCAL IMPACT**

N/A

**RECOMMENDATION**

N/A

**ATTACHMENTS**

None



## Environmental Advisory Commission Staff Report

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**SUBJECT:**        **Review of Commissioner's Guidelines.**

**MEETING DATE:**    August 28, 2025

**ITEM TYPE:**        Regular Agenda

**CONTACT:**         Liz Kramer, Environmental Specialist, 651.604.8511

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### **PURPOSE/ACTION REQUESTED**

Staff will review the Commissioner Guidelines.

### **BACKGROUND**

City Advisory Commissioners are appointed by the City Council to review and advise on items presented by staff according to the duties of their Advisory Commission defined by the City Code. The City of Inver Grove Heights values the expertise, dedication and time provided by volunteer City Commissioners.

To ensure Commission meetings are respectful and productive for all volunteer Commissioners, staff, applicants and the public, the City requests Commissioners follow Commissioner Guidelines based on Robert's Rules of Order ("Robert's Rules"). Robert's Rules are a set of guiding principles for facilitating group discussions and decision-making. These Commissioner Guidelines help ensure that meetings are fair, efficient, democratic and orderly. Staff will review the Commissioner Guidelines at the August 28, 2025, EAC meeting.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

N/A

### **ATTACHMENTS**

1. EAC Commissioner Guidelines
2. EAC Commissioner Guidance

# Commissioner Guidelines

## City of Inver Grove Heights Environmental Advisory Commission (EAC)

To ensure Commission meetings are respectful and productive for all volunteer Commissioners, staff, applicants and the public, the City requests Commissioners follow the guidelines below based on Robert's Rules of Order ("Robert's Rules"). Robert's Rules are a set of guiding principles for facilitating group discussions and decision-making. These Commissioner guidelines help ensure that meetings are fair, efficient, democratic, and orderly.

### The EAC Chair will:

- Chair the meeting:
  - Review the item packet in full prior to the meeting, unless otherwise noted.
  - Facilitate the meeting. This includes calling the meeting to order, calling on Commissioners to speak, facilitating discussions, and requesting motions.
  - Follow the agenda to keep the Commission moving toward its goals.
  - Model courtesy and respect and insist that others do the same for all Commissioners, staff, applicants, and the public.
  - Request a 5-minute recess if needed between agenda items.
- Facilitate Commissioner clarifying questions:
  - Call on Commissioners in order of seating chart.
  - Request Commissioners ask clarifying questions related to the presentation.
  - Let all members speak once before allowing anyone else to speak a second time. If a Commissioner is raising their hand to speak a second time, use discretion to determine if they should be called upon in favor of time.
- Facilitate Public comment:
  - Request comments from the public for each item and during public comment.
  - Request the public comes to the podium and states name, address and all comments and/or comments for the record within 3 minutes. The individual is expected to then return to their seat, or the Chair will ask them to do so. The Chair may then call on staff if needed to answer any outstanding public questions or will request the individual contacts staff after the meeting.
  - Request if anyone from the public has a new comment or question to add to the record.
  - Do not host Commissioner discussion during public comment; this is solely a time for public comments to be added into the record.
- Facilitate Commissioner discussion:
  - Call on Commissioners in order of seating chart.
  - Encourage all Commissioners to make comments directly focused on the staff request and if they are in favor, not in favor, or need more information.
  - Let all members speak once before allowing anyone else to speak a second time. If a Commissioner is raising their hand to speak a second time, use discretion to determine if they should be called upon in favor of time.
  - Listen to Commissioner comments. Broadly summarize perspectives with the goal of finding consensus between the majority of Commissioners.
  - Maintain awareness on the discussions. When discussions get off-track, guide the group back to the agenda.

- Request Commissioners make a first and second motion after the item discussion. Encourage members to present motions positively rather than negatively.
- Request staff calls role after motion is seconded.

### **Commissioners will:**

- Follow Commissioner etiquette:
  - Review the item packet in full prior to the meeting, unless otherwise noted.
  - Be respectful to all Commissioners, staff, applicants, and the public.
  - Do not speak during the meeting unless you have been called upon by the Chair in order of seating chart.
  - Request the Chair considers a 5-minute recess if needed between agenda items.
  - Direct all emails to the staff liaison without replying or copying other Commissioners to adhere to open meeting laws and best practices. Staff liaison will share the information with the full commission via email as requested.
- Ask clarifying questions if needed:
  - After the staff report is presented, the Chair will provide the opportunity for Commissioner to ask clarifying questions. Commissioners will be called on in order of seating chart.
  - If needed, ask clarifying questions directly focused on the staff request or presentation at hand. Limit questions to 3-5 minutes.
  - Be mindful of time and only request to raise a second round of questions if it is critical. If you would like to raise a second question after all Commissioner have spoken, raise your hand and wait to speak until the Chair states your name and grants you permission to speak. At the Chair's discretion, you may not be granted permission to speak in favor of moving the meeting forward.
- Listen during public comment: Listen to the speaker. The Commission should not engage in discussion during public comment; this is solely a time for public comments to be added into the record.
- Participate during Commission discussion:
  - Make comments directly focused on the staff request. State comments and questions clearly by specifying if you are in favor, not in favor, or need more information such as:
    - **In favor:** "I would recommend the action as stated." or "I would recommend the action as stated in the packet because..."
    - **Not in favor:** "I would not recommend the action as stated because..."
    - **Clarification/Change requested:** "This action should be updated to include/remove/etc..." or "I have a question regarding..."
  - Present thoughts clearly and precisely during item discussion. Thoughts should be summarized and prioritized in comments limited to 3-5 minutes.
  - Be mindful of time and only request a second round of comments if it is critical. If you would like to raise a second comment after all Commissioner have spoken, raise your hand and wait to speak until the Chair states your name and grants you permission to speak. At the Chair's discretion, you may not be granted permission to speak in favor of moving the meeting forward.
  - After all Commissioners have spoken, raise your hand and request to make a motion. When granted, state "I move to...". Another member must second the motion by stating, "I second the motion." Once someone seconds the motion, the group votes on the motion. Motion will pass with majority vote.

- Participate during Commissioner comments agenda item: Raise non-agenda comments of interest during the “commissioner comments” agenda item.
  
- Be aware of agenda order:
  - 1) Call to Order and Pledge
  
  - 2) Roll Call
  
  - 3) Approval of Agenda
    - a) Item
      - i) Commissioner Clarifying Questions for Staff
      - ii) Public Comments
      - iii) Commissioner Comments
      - iv) Commissioner Motion
  
  - 4) Approval of Minutes
    - a) Item
      - i) Commissioner Clarifying Questions for Staff
      - ii) Public Comments
      - iii) Commissioner Comments
      - iv) Commissioner Motion
  
  - 5) Regular Agenda
    - a) Presentations
      - i) Presentation
      - ii) Commissioner Clarifying Questions for Presenter
      - iii) Public Comments
      - iv) Commissioner Comments
    - b) Agenda Items
      - i) Staff Report Presentation
      - ii) Commissioner Clarifying Questions for Staff
      - iii) Public Comments
      - iv) Commissioner Discussion
      - v) Commissioner Motion
  
  - 6) Public Comments (items not on the agenda)
  
  - 7) Commissioner and Staff Comments (items not on the agenda)
  
  - 8) Adjourn
    - a) Commissioner Motion

# EAC Meeting Guidance

Elizabeth Kramer, Environmental Specialist

*August 28, 2025*



CITY OF  
INVER GROVE  
HEIGHTS

COMMUNITY DEVELOPMENT

[www.ighmn.gov](http://www.ighmn.gov)

# EAC Meeting Guidance

- Requested Commission Guidance Refresher
- We value your expertise, dedication and time
- THANK YOU!

# EAC Meeting Guidance

- Appointed by the City Council
  - Duties of their advisory commission defined by city code
- Robert's Rules of Order
  - Facilitate group discussions and decision-making
  - Fair, efficient, productive, democratic, and orderly
  - Respectful to all volunteer Commissioners, staff, applicants and the public

# Chair and Commissioners

- Review the item packet in full prior to the meeting, unless otherwise noted.
- Respectful to all Commissioners, staff, applicants, and the public

# Chair

- Facilitate the meeting: Calling the meeting to order, facilitating discussions, and requesting motions
  - Move toward its goals
  - Facilitate public and commissioner comments and discussion
  - Help reiterate the staff request

# Agenda Items

## Regular Agenda

### A. Item

1. Staff Report
2. Clarifying Questions for Staff
3. Applicant Comments
4. Public Comments
5. Commissioner Comments
6. Commissioner Motion
7. Commissioner Final Comments
8. Roll Call

# Chair

- Follow seating chart.
- Members speak once before allowing anyone else to speak a second time.
- Summarize perspectives and find consensus
- Guide the group back to the agenda when off-track
- Request Commissioners make first and second motions
- 5-minute recess if needed between items

# Commissioners

- Comments directly focused on the staff request.
- State comments and questions clearly by specifying:
  - 1. In favor:** “I would recommend the action as stated.” or “I would recommend the action as stated in the packet because...”
  - 2. Not in favor:** “I would not recommend the action as stated because...”
  - 3. Clarification/Change requested:** “This action should be updated to include/remove/etc...” or “I have a question regarding...”
- Present thoughts clearly and precisely during item discussion.
- Summarize and prioritize in a comment limited to 3-5 minutes.

# Commissioners

- Let all members speak once before requesting to speak a second time during the item discussion.
  - Raise hand to pose second comment or question.
- Raise hand to make a motion.
  - When granted, state “I move to...”.
  - Second the motion by stating, “I second the motion.”

# Chair and Commissioners

- Request the Chair calls a 5-minute recess
- Open meeting laws and best practices:
  - Share non-agenda comments during the “commissioner comments” agenda item.
  - Direct all emails to the staff liaison without replying or copying other Commissioners.
  - Staff liaison will share the information with the full commission via email as requested.



**CITY ADMINISTRATION**

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2500

**COMMUNITY DEVELOPMENT**

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2545

**FINANCE DEPARTMENT**

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2519

**FIRE DEPARTMENT**

9200 Courthouse Boulevard  
Inver Grove Heights, MN 55077  
651-455-5082

**PARKS & RECREATION**

8055 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2585

**POLICE DEPARTMENT**

8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2525

**PUBLIC WORKS DEPARTMENT**

8168 Barbara Avenue  
Inver Grove Heights, MN 55077  
ENGINEERING: 651-450-2570  
STREETS & UTILITIES: 651-450-4309

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