Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, SEPTEMBER 3, 2019

WORKSHOP TOPICS FOR DISCUSSION:

1. Update of Energy and Environment Steering Committee (5:45 p.m.)
2. Update of Information Technology Security/Risk Mitigation Research (6:30 p.m.)

City Council Workshop
City Council Agenda Report

MEETING DATE: September 3, 2019	**WORKSHOP AGENDA ITEM:** 1.
TITLE: Update of Energy and Environment Steering Committee (5:45 p.m.)	
PREPARED BY: Nick Kieser, Assistant Planner	
REVIEWED BY: Emily Goellner, Community Development Director, Jeff Dahl, City Manager	

DISCUSSION OBJECTIVE:

To discuss a draft ordinance and bylaws establishing a Commission on Energy and Environment to be placed on a future Council Agenda.

BACKGROUND:

During the 2040 Comprehensive Plan visioning process, environmental sustainability was one of eight guiding principles that were created and incorporated in the Wayzata 2040 Vision:

Wayzata is a forward-thinking lakeside community that is socially connected, charming, walkable, and pedestrian friendly. A multi-generational community with healthy, engaged, and active residents. A community that is in the forefront of sustainability, with a healthy environment, vibrant parks and enticing City spaces. It is a proud steward of its premier natural asset; Lake Minnetonka.

Through the environmental sustainability guiding principle, the first action item is to establish a "Wayzata Sustainability Commission". As a result, City Council led the effort to create an Energy and Environment Steering Committee that was tasked with how a new Commission on Energy and Environment could be formed in Wayzata.

Energy and Environment Steering Committee:

The Energy and Environment Steering Committee is comprised of a Councilmember (Buchanan), two City staff, and five residents of Wayzata. Each Committee member was assigned a City to research their environmental initiatives and Commission. The Committee then applied that research in discussing the following items for a potential Commission in Wayzata:

1. Purpose/Mission Statement;
2. Duties and Responsibilities;
3. Number and Type of Members; and
4. Membership Terms.

The Committee then directed staff to prepare the Ordinance and Bylaws for creating a Commission on Energy and Environment that are attached. The Steering Committee requested a City Council Workshop to discuss and solicit feedback on the proposed ordinance and bylaws before they come before the Council for approval. The goal of the Committee is to have the Commission on Energy and Environment created and seats filled by the start of 2020.

It is estimated that staff time associated with this commission will be between 5-20 hours per month.

ATTACHMENTS:

1. Draft Ordinance and Bylaws Establishing Commission on Energy and Environment

DRAFT ORDINANCE NO. ___

AN ORDINANCE ESTABLISHING COMMISION ON ENERGY AND ENVIRONMENT

THE CITY OF WAYZATA ORDAINS:

Section 1. Purpose

The purpose of the Commission on Energy and Environment is to provide recommendations to the City Council concerning energy and environmental issues and initiatives confronting the City. The Commission shall work with citizens, government, businesses, and local community organizations to protect and preserve the ecological resources of the community so that they are in balance with the economic, recreational and historic resources of our land and Lake Minnetonka for generations to come.

Section 2. Duties and Responsibilities

a. Research, review and recommend renewable energy options for the City and community.
b. Research, review and recommend changes in City Code to reflect best sustainability building and design practices.
c. Research, review and recommend changes in City purchasing practices and operations to best conserve energy and save money.
d. Research, review and recommend ways the City and community can reduce greenhouse gas emissions.
e. Research, review and recommend ways the City and community can reduce waste.
f. Research, review and recommend initiatives for water quality and conservation.
g. Research, review and recommend ways to educate the public on energy conservation and renewable energy.
h. Research and leverage outside resources e.g. GreenStep Cities, Partners in Energy, etc.
i. Cultivate and strengthen relationships with community stakeholders.

Section 3. Membership

The Commission on Energy and Environment shall consist of nine (9) members of which includes seven (7) regular members and two (2) student members. All members, including the student members, are voting members. Regular members shall be residents of Wayzata or business owners within the City of Wayzata. Student members shall either be residents of Wayzata or be enrolled in the Wayzata School District in grades 9 through 12. Commission terms shall be three years and shall be staggered evenly over three years. In addition, the City Manager shall appoint a staff liaison annually.

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Section 4. Terms of Office

The City Council will initially designate three appointees to serve a term of one year, two appointees to serve a term of two years, and two appointees to serve three years. All subsequent appointments shall be for a term of three years. The student appointees will serve a term of one year. All members may be reappointed for consecutive terms. In the event of a vacancy, the vacancy for the unexpired term shall be filled in the same manner as the appointment was made. All members shall serve without compensation and shall continue to hold office until their successors have been appointed.

Section 5. Effective Date.

This ordinance shall be effective upon its passage by this Council, after its second reading, and its publication in accordance with Sections 23 and 24 of the City Charter.

Adopted by the City Council this ____ of day of ____, ___.

_____
Mayor Ken Willcox

Attest: _____
City Manager Jeffrey Dahl

First Reading:
Second Reading:
Publication:
Effective Date:

CITY OF WAYZATA
COMMISSION ON ENERGY AND ENVIRONMENT
DRAFT BYLAWS

PREAMBLE

The Commission on Energy and Environment in and for the City of Wayzata was created in accordance with State Law by:

An ordinance passed by the City Council of Wayzata, Minnesota, on …..

Mission Statement:

The purpose of the Commission on Energy and Environment is to provide recommendations to the City Council concerning energy and environmental issues and initiatives confronting the City. The Commission shall work with citizens, government, businesses, and local community organizations to protect and preserve the ecological resources of the community so that they are in balance with the economic, recreational and historic resources of our land and Lake Minnetonka for generations to come.

Goals:

a. Research, review and recommend renewable energy options.
b. Research, review and recommend changes in City Code to reflect best sustainability building and design practices.
c. Research, review and recommend changes in City purchasing practices and operations to best conserve energy and save money.
d. Research, review and recommend ways the City and community can reduce greenhouse gas emissions.
e. Research, review and recommend ways the City and community can reduce waste.
f. Research, review and recommend initiatives for water quality and conservation.
g. Research, review and recommend ways to educate the public on conservation and renewable energy alternatives.
h. Research and leverage outside resources i.e. GreenStep Cities, Partners in Energy, etc.
i. Cultivate and strengthen relationships with community stakeholders.

ARTICLE I – AUTHORITY

1.1 The Wayzata Commission on Energy and Environment was created as an advisory board by the action of the Wayzata City Council on _____, Ordinance No. _____.

1.2 These Bylaws constitute the guidelines for the meetings, internal management, and organization of the Wayzata Commission on Energy and Environment. These Bylaws supersede in their entirety the "Bylaws of the Commission on Energy and Environment" dated _____.

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ARTICLE II – MEETINGS

2.1 Regular Meetings. Regular meetings of the Commission on Energy and Environment will be held in the Council Chambers of Wayzata City Hall located at 600 East Rice Street at ____ on the _____ Wednesday of each month or such other time and place as duly noticed. All meetings will be open to the public unless otherwise provided by law.

2.2 Special Meetings. Special meetings may be called at the discretion of the Chair of the Commission on Energy and Environment after consultation with City staff, members of the Commission on Energy and Environment, or at the direction of the City Council.

2.3 Notice of Meetings. Written notice of all regular and special Commission on Energy and Environment meetings, setting forth the time, place and agenda of such meeting will be provided in advance to members of the Energy and Environment and the general public by following the applicable requirements outlined in Minnesota state law.

2.4 Agendas. An agenda for each meeting will be prepared by City staff and will be delivered to all members of the Commission on Energy and Environment along with supporting information as soon as possible.

2.5 Workshops. Workshops for project updates will be scheduled when necessary or as directed by City Council or the staff liaison. The workshops will generally be held preceding the regular monthly meeting of the Commission on Energy and Environment, or at some other reasonable time as may be noticed. The scheduling or rescheduling of workshops will be at the discretion of the Energy and Environment Chair after consultation with City staff. Workshops will be open to the public unless otherwise provided by law and shall be properly noticed one week before the scheduled meeting date.

ARTICLE III – MEMBERSHIP

3.1 Membership. Commission on Energy and Environment members shall be appointed by the City Council. The Commission on Energy and Environment will consist of seven (7) residents or property owners within the corporate limits of the City of Wayzata. The Commission will also consist of two (2) student members who must reside within the limits of the City of Wayzata or be enrolled in the Wayzata School District in grades 9 through 12.

3.2 Terms. A new Commission on Energy and Environment member shall be appointed for a term of three (3) years. Any vacancy on the Commission will be filled as soon as practical by an appointment of the City Council, and such appointment will be for the unexpired term of the vacating member.

3.3 Absenteeism. If any Commission on Energy and Environment member fails to attend four (4) regular meetings during a calendar year, City staff will so advise the City Council with a recommendation for action, which may include the removal of the Commission on Energy and Environment member by the City Council. Commission on Energy and Environment members will notify the Chair and staff liaison when an absence is anticipated.

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3.4 Expenses. Commission on Energy and Environment members will serve without compensation except for direct expenses for training will be paid for by the City.

3.5 Training. The Chair, Mayor, and/or City staff will meet with each new Commission member as soon as possible following appointment to explain Commission procedures and to answer questions. The City staff will supply documents that pertain to the Commission on Energy and Environment duties as soon as possible following their appointment.

3.6 Resignation. A Commission member who wishes to resign must submit a written resignation to the Chair and/or City Clerk who in turn will forward it to the City Council. Such resignation shall be effective upon acceptance by the City Council or such other date as specified in the resignation.

ARTICLE IV – OFFICERS

4.1 Officers. The officers of the Commission on Energy and Environment must be members of the Commission on Energy and Environment and shall consist of a Chair, Vice-Chair, and Assistant.

4.2 Duties of the Chair. The Chair will preside at all meetings, appoint Commission on Energy and Environment members to represent the Commission on external committees, appoint Commission on Energy and Environment representatives, rule on procedural questions (subject to reversal by a two-thirds vote of those Commission on Energy and Environment members in attendance), meet with all newly appointed Commission on Energy and Environment members, exercise the same voting rights as other Commission members and carry out such other duties as are assigned by the Commission on Energy and Environment or by the City Council.

4.3 Duties of the Vice-Chair. The Vice-Chair will act in the absence or inability to act of the Chair and in such instances, the Vice-Chair will have the powers and functions of the Chair.

4.4 Duties of the Assistant. The Assistant will be responsible for the taking of and preparing minutes of each meeting of the Commission on Energy and Environment.

4.5 Staff Liaison. The Commission on Energy and Environment may appoint a staff liaison. The staff liaison shall be responsible for:

A. Securing, supervising and directing any personnel required for work to be accomplished by the Commission on Energy and Environment;

B. Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication or meetings, and meeting agendas;

C. The general administration of the Commission on Energy and Environment pursuant to policies determined by the Commissioners; and

D. Any other responsibilities assigned by the Chair or Commissioners as outlined in an annual work plan approved by the City Council.

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4.6 Terms. The Commission on Energy and Environment's officers will be elected by the Commission on Energy and Environment members by open ballot at the first regular meeting in January or as soon as practicable after that date. The terms of office for the Chair and Vice-Chair will be for one (1) year. The Commission's officers will serve until replaced by duly elected officers or until they are no longer members of the Commission on Energy and Environment.

4.7 Vote. Candidates for office receiving a majority vote of the entire membership of the Commission on Energy and Environment will be declared duly elected.

4.8 Date of Office. Newly elected officers will take office at the first regular meeting after being elected.

4.9 Vacancies. Vacancies occurring in the offices of the Commission on Energy and Environment will be filled as soon as practical by the election procedure specified in these bylaws.

ARTICLE V – MEETING PROCEDURES

5.1 Quorum. A quorum shall be required to conduct a meeting of the Commission on Energy and Environment. A majority or greater of the members of the Commission on Energy and Environment will constitute a quorum to conduct a meeting.

5.2 Conflict of Interest. Whenever a Commission on Energy and Environment member has a direct and/or financial interest in a matter before the Commission on Energy and Environment, that member must declare the nature of such interest, abstain from all discussion related to the application or matter, and not vote on the matter, as provided in Article IX.

5.3 Agenda. The order of business at regular meetings generally shall be as follows:

A. Call to Order

B. Roll Call of Members

C. Approval of the Minutes of the Previous Meeting

D. Public Informational Forum

E. Old/New Business

F. Projects Update

G. Announcement of Upcoming Meeting Date(s)

H. Adjournment

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ARTICLE VI – AMENDMENTS

8.1 Amendments. The Commission on Energy and Environment will review these Bylaws and any adopted policies of the Commission on Energy and Environment periodically and will recommend amendments or alterations to the City Council. The City Council may approve and recommend amendments or alterations by an affirmative majority vote.

ARTICLE VII – CODE OF ETHICS AND STANDARDS OF CONDUCT

9.1 Purpose. The Commission on Energy and Environment hereby affirms its determination that its members will adhere to the highest ethical standards. The standards of conduct set forth below are the standards members of the Commission on Energy and Environment must adhere to in carrying out their duties. By eliminating conflicts of interest and providing a guide for conduct in City of Wayzata matters, the Commission on Energy and Environment hopes to promote the faith and confidence of the citizens of Wayzata in their government and to encourage Wayzata citizens to serve on its Council and Commissions.

9.2 Standards of Conduct.

A. A Commission on Energy and Environment member must not use the official position to secure special privileges or exemptions for that person or others.

B. Except as permitted by law, an Commission on Energy and Environment member must disclose a known potential conflict of interest for the public record and refrain from participating in the discussion and vote, when a matter comes before that person that: 1) affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business clarification, profession or occupation, or 2) affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City's representative.

C. A Commission on Energy and Environment member must not act as an agent or attorney for another before the Wayzata City Council or a Wayzata Board or Commission in a matter where a conflict of interest exists or may exist.

D. A Commission on Energy and Environment member must not knowingly accept or solicit, directly or indirectly, a gift or loan for himself, herself or another if state law prohibits this.

E. A Commission on Energy and Environment member may accept expense reimbursement from the City for any training-related sessions, based on a budget approved by City Council.

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ARTICLE VIII – COMMITTEES

10.1 Standing Committees. There will be no standing committees of the Commission on Energy and Environment.

10.1 Ad Hoc Committees. The Commission on Energy and Environment may request that the City Council appoint other members of the community to ad hoc Commission on Energy and Environment committees which may be created by the City Council for a specific purpose and duration. At least one (1) member of the Commission on Energy and Environment will also be appointed to each committee.

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City Council Workshop
City Council Agenda Report

MEETING DATE: September 3, 2019	**WORKSHOP AGENDA ITEM:** 2.
TITLE: Update of Information Technology Security/Risk Mitigation Research (6:30 p.m.)	
PREPARED BY: Jeff Dahl, City Manager	
REVIEWED BY: N/A	

DISCUSSION OBJECTIVE:

To review and discuss information from other communities and provide feedback on next steps.

BACKGROUND:

In May of this year, the topic of Cyber Security was brought up at a Council Meeting as a result of some high-profile municipal government-related hacking cases/data breaches. After reviewing our current security measures, the Council asked staff to come back with some alternatives for next steps in order to ensure the City's data and IT infrastructure was secure as possible----in addition to measures we are already taking.

Since then, staff has talked with a number of other cities that have had recent similar discussions. Please see the attached summary of responses.

Staff recommends exploring a security audit from an outside party to determine any significant IT risks. A security audit would likely cost between $10,000 to $20,000 and could be planned as a part of Capital Improvement Plan for 2020.

ATTACHMENTS:

1. Cyber Audit Info

From Loffler, the City's current IT Consultant:

Loffler provides a number of different Cyber Security offerings:

- *Comprehensive Information Security assessment which is Standards-based (NIST, ISO, HIPAA, PCI and other standards) **FISA** assessment;*
- *FISAScore as a Service;*
- *Information Security Consulting;*
- *End User Security Services Training program;*
- *Security Vulnerability Assessments; and*
- *Penetration Testing.*

Recommendation from the League of Minnesota Cities:

Here are some firms that provide detail and high level reports and offer additional security consulting to meet goals on improved security. Both seem to base their work on NIST framework. Both look at people, policy as well as security testing.

- ***Aon** has a company under their corporate called Stroz Friedberg. The product is called CyQu (pronounced sigh-q). CyQu stands for Cyber Quotient Evaluation. Using their form and application process your city will get an overall cybersecurity performance score and compare your score to others in the industry. The report also assists with identifying improvement opportunities. **Contact**: Gary Shipp gary.shipp@aon.com, Sr. Account Executive. Phone: (952) 807-0694 www.aon.com.*
- ***Loffler Company** – the Professional Services Division is ramping up in the cyber market. Loffler's IT assessment scoring is called FISASCORE. When I visited with Loffler, they described their process as a hands-on assessment and they also offer a vCISO option (virtual Chief Information Security Officer). Being "virtual" means your city can add this resource without hiring - receiving ongoing security oversight along with the ability ramp needed hours up/down on a project basis similar to consulting. **Contact**: Randy Anderson randy.anderson@loffler.com, Manager - IT Professional Services. Phone: (952) 400-6971 www.loffler.com.*

Comments from Other Communities:

Detroit Lakes utilized FR Secure for an audit.

New Brighton utilized OST (Open Systems Technology). And also has a firm within its City borders called TUV SUD that provides cyber audits.

Elk River utilized FR Secure for an audit and policy development.

Corcoran utilizes a company out of Woodbury which does a quarterly threat assessment.