



AGENDA
Committee on Intergovernmental Relations
Wednesday, December 11, 2019 @ 8:00 a.m.
Council Conference Room, City Hall 10th Floor

Council Member Brian T. Jackson, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Kathie Dunbar, Member

1. Call to Order

2. Public Comment

3. Approval of Minutes

- October 23, 2019

4. Discussion/Action:

A.) DISCUSSION/RESOLUTION–Report on the Progress of the Climate Action Plan Project – Commons Logic, LLC

B.) 2019 Report from the Committee

5. Adjourn

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MINUTES

**Committee on Intergovernmental Relations
Wednesday, October 23, 2019 @ 8:00 a.m.
Council Conference Room, City Hall**

CALL TO ORDER

The meeting called to order at 8:06 a.m.

ROLL CALL

Council Member Brian T. Jackson, Chairperson – left at 8:23 a.m.
Council Member Jeremy Garza, Vice Chairperson – arrived at 8:09 a.m.
Councilmember Kathie Dunbar, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen, Assistant City Attorney, Council Research Assistant
Joe Abood, Chief City Attorney
Ann Erhardt, Commons Logic
Stephanie White, MSU
Elaine Fischhoff
Sharon Bannon

PUBLIC COMMENT

No Public Comment at this time.

MINUTES

MOTION BY COUNCIL MEMBER DUNBAR TO APPROVE THE MINUTES FROM SEPTEMBER 25, 2019 AS PRESENTED. MOTION CARRIED 2-0.

DISCUSSION/ACTION

DISCUSSION–Report on the Progress of the Climate Action Plan Project

Ms. White introduced herself and stated she is currently a MSU faculty member and working on the research in urban agriculture and how climate change effect that.

Ms. Erhardt distributed her 10/23/2019 Climate Action Plan Project Update (attached). She then highlighted what tasks had been performed that she was waiting on. Those included an inquiry into the purchase of International Council for Local Environmental Initiatives (ICLEI) membership and access to their framework at a cost of \$1,750.00. The program was outlined as offering services in conjunction with City of East Lansing, and service beneficial to the future

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Sustainability Coordinator. The status on this was pending the Mayor's Office. The next item Ms. Erhardt outlined in her report was the data collection process where she acknowledged that sometimes there is not data needed, and in some cases, there are only 1-2 months' worth of data available so it does not give much of a baseline. Ms. Erhardt confirmed she has been in contact with LBWL (Shelly Starkey), but even with the City liaison of Andy Kilpatrick she is struggling to get detailed information from the City departments, and some inventory is less detailed, so the result will have less detailed analysis. Council Member Dunbar offered to provide Ms. Erhardt with the phone number for Marty Riel, City Property Maintenance Director. Ms. Erhardt then confirmed a survey has been sent out to the Department Directors and it was forwarded to Council Member Jackson and Dunbar. Ms. Boak asked that the survey be sent to her for the record and to Council Member Garza, Committee Vice Chairperson.

Council Member Jackson asked, if the details are reduced and lead to a reduced analysis, if the plan would be so basic and the recommendations would be basic, so she might not even need the data. Ms. Erhardt yes, but it is an exercise that has not been done before. At this time, Council Member Dunbar stated she would text the Mayor's office directly on the status of the ICLEI membership request.

Council Member Jackson acknowledged that the deadline is 12/31/2019; however, he encouraged Ms. Erhardt not to rush just to finish, but base it on the data and a plan. Ms. Erhardt confirmed the plan by 12/31/2019 with high-level strategy and recommendations. She acknowledged that currently she has only billed \$3,000 out of the budgeted \$14,000, and it will not be so high level that it would not be useful, but high enough to make plans. Council Member Jackson asked what the Committee could do to assist in obtaining information, and Ms. Erhardt acknowledged that she has been working with Mr. Kilpatrick, but what should have been done in the beginning was the formation of "team" to work around this.

Council Member Jackson asked her if the recommendation was going to deal with SMART infrastructure to connect the renewables from the surrounding regions, and he was told that is out of the scope of work where she is at now, because the City is in the early stage of the climate action plan. In addition, idea like that, she added, would be on the horizon, but need to take care of these first steps. Lastly, Council Member Jackson asked if her recommendation would include a Sustainability Coordinator, and she confirmed and even recommended a Commission of volunteers that work on various topics, similar to East Lansing.

Council Member Jackson left the meeting and Vice Chairperson continued the meeting.

Council Member Dunbar stated her opinion that Mr. Kilpatrick must not be communicating with Mayor Schor, so she would instigate a communication with both of them.

Council Member Garza asked if Ms. Erhardt recommendation includes addressing energy on a daily use. She admitted that the plan right now is the strategy for the City, but they are looking at the levels used, the carbon footprint, and in the future working with purchasing, so addressing daily use would be later. Council Member Dunbar suggested bringing in Lori Welch with the City Recycling Department at a later meeting. Council Member Garza asked Ms. Erhardt if she has reached out to other businesses in the City and his example was hospitals who he believed do not recycle. Ms. Erhardt confirmed she has not done anything laterally now, but something can be done down the line. She then noted that East Lansing has a Commission working on the waste stream in their City and the City of Lansing could work on a regional approach.

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Ms. Fischhoff asked the Committee what they suggested the public state to the Council at the future budget meetings to assist with the project. Council Member Dunbar was in supportive of more staffing, and a designated staff in each department. Council Member Garza posed the question of if Mark Lawrence in the Mayor's office could be the City point person, and Council Member Dunbar agreed since his position, Citizen Advocate, is the front line to most citizen calls.

Ms. Fischhoff presented the Committee with details on an upcoming Sustainability Conference on November 20-November 21 that the State of Michigan is hosting.

Council Member Garza asked Ms. Erhardt if East Lansing had a Sustainability Manager and was informed they do and she could provide the Committee with a summary of how that position was created and a job description.

Adjourned at 8:37 a.m.

Submitted by,

Sherrie Boak, Council Officer Manager

Lansing City Council

Approved _____

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Commons Logic, LLC

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City of Lansing

Climate Action Plan Project Update as of 10/23/19

- Timeline for project extended to 12/31/19
- Requested Purchase of ICLEI Framework for GHG Inventory
 - Cost is \$1,750.00 for Membership and Access to Framework
 - International Council for Local Environmental Initiatives (ICLEI) <http://icleiusa.org>
 - ICLEI Framework in use with City of East Lansing
 - ICLEI Offers many services that will be beneficial to future phases of project and future Sustainability Coordinator
 - Suggested cost could be allocated from the Commons Logic contract if no other source of funding is available.
 - **STATUS:** Waiting for response from Mayor's Office
- Data Collection & Analysis
 - Requested Data - More detail and trend data is needed
 - Received partial data from recycling, fleet, water/sewage and electricity
 - Require at least 3 years of data for trend analysis
 - Need to determine BASELINE YEAR - Recommending FY 2016-17
 - Assessing data received from LBWL and Consumers
 - Also requested any other planning documents available such as utility plan, city master plan, strategic plan, etc.
 - **STATUS:** In process of contacting City departments directly to request additional data for GHG inventory. Reconfigured inventory to simplify requirements due to lack of detailed data availability.
- Inventory and Assess Current Sustainability Activities/Projects
 - Received varying types of information - working to sort and prioritize
 - Will be scheduling interviews via phone or in person
 - **STATUS:** In process
- Next Steps

BY THE COMMITTEE ON INTERGOVERNMENTAL RELATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, Resolution 2019-071 determined funding and the project scope for the Phase 1 of the City of Lansing Climate Action Planning Project; and

WHEREAS, the contractor, Commons Logics, LLC through the Committee on Intergovernmental Relations was to provide the deliverables to include the final report summarizing all data, findings and recommended next steps for implementation and subsequent phases no later than December 31, 2019 pursuant to an extension granted in August, 2019 under Resolution 2019-053; and

WHEREAS, the contractor, Commons Logic, LLC is not able to provide the project data collection and analysis by the extended deadline of December 31, 2019 and therefore the completion date will be extended to _____.

NOW THEREFORE BE IT RESOLVED, the contractor, Commons Logics, LLC through the Committee on Intergovernmental Relations is to provide the deliverables to include the final report summarizing all data, findings and recommended next steps for implementation and subsequent phases no later than _____.

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