

Environment & Energy Commission

City of Columbia & Boone County

Daniel Boone Building, Third Floor Conference Room

Minutes of Tuesday, August 25, 2009

Present: Barbara Buffaloe, Alyce Turner, Dick Parker, Tom O'Connor, Jean Sax, Dan Goldstein, Dillon Wyatt, David Brodsky, Lawrence Lile, Michael Merkle

Absent: Bob Walters

Guests: Bill Watkins, City Manager; Kraig Kahler, Water and Light Director; Tina Worley, Utility Services Supervisor; Karl Skala, City Council; Steve Hunt, Public Works

City Support Staff: Stephanie Brown

AGENDA

The agenda was approved with changes.

MINUTES

The July 28, 2009 minutes were approved as modified.

REVIEW OF THE SUSTAINABILITY MANAGER JOB DESCRIPTION

Bill Watkins sent a letter regarding the Sustainability Director position. He received a list of 17 comments from the commission taken by Kraig Kahler and Tina Worley. Mr. Watkins said the City is still waiting for the Department of Energy (DOE) to approve the stimulus plan and he does not want to finalize anything until the plan has been approved. He added that no changes have been made to the draft viewed in May. He said the salary and budget for the position still needs to be determined. Mr. Watkins said there is \$50,000 currently budgeted for the position. He said he does not have the authority from the City Council yet for the position and the recruiting will begin once it's approved. Mr. Watkins said he will let the EEC know the status of the process once he receives the draft approval from the DOE. He added that the City will not realize any savings the first year of the new position.

Mr. Watkins said Paula Hertwig-Hopkins had talked to the University of Missouri about sharing the position but it never materialized.

Mr. Watkins said some of the comments will be attributes of the overall program. He made comments about the 11 comments mentioned in the July minutes:

1. Would like a broader policy with division heads managing the city buildings – a program issue
2. Should be involved in the planning process – planning skills should be included
3. Strong commitment to sustainability – add to position description
4. Should have the power and authority to make decisions and changes – Mr. Watkins said there is a process and the City is regulated by ordinances.

5. City operations and buildings should be the position's focus – a program issue, the person does not have to be an engineer
6. Should involve city outreach – add to description
7. The findings should not jeopardize the security of the job – no comment
8. Need a clear description that includes a quantitative annual report – must have ability to prepare proposals
9. Cross training in other communities – desirable, money has been budgeted for training
10. Priorities clearly expressed – agreed
11. Should have input on ordinances and resolutions – manager will have a lot of input on ordinances and resolutions

Mr. Watkins said the manager will have administrative support along with other departmental staff similar to the volunteer services office. He would like to have stakeholders on the review board for the position. He said what should be included in the job description are skills necessary to perform the job. Mr. Watkins recommended that the EEC compose their comments and send them to the City Council and to him.

Ms. Sax mentioned that several of the 17 comments were not mentioned in the minutes and Mr. Watkins added that these are just notes taken by City staff. She felt that the commission should have approved them first. Ms. Sax said the level of the managerial type needs to be determined.

Mr. Goldstein said he was hoping to see another draft of the block grant plan.

Ms. Buffaloe made the suggestion to send the comments along with program comments to the City Council. A subcommittee was formed consisting of Ms. Sax, Mr. Goldstein, Mr. Parker, Mr. Merkle, and Ms. Turner. The group will meet Tuesday, September 1 at 7 p.m. Ms. Brown will check the availability of locations.

RECYCLING

Ms. Turner said the county is looking into trimming its recycling program. She would like to it expanded to smaller communities. Mr. Turner and Mr. Parker will find out more information on county recycling. The City is taking over the University of Missouri recycling. Civic is no longer doing it. Ms. Buffaloe will get details from University of Missouri's Sustainability Manager. Ms. Buffaloe will also look into getting a sample job description from him.

ANNOUNCEMENTS

Stormwater Ordinance - Ms. Turner said the county is reviewing a proposed stormwater ordinance. She said there will be two more public hearings - September 14 in Centralia and September 21 in Ashland. She said county planning and zoning will take a vote and then it will go before the county commission.

UPCOMING MEETING ITEMS

Stormwater Ordinance
Recycling
Sustainability Director

The meeting adjourned at 8:40 p.m.

Prepared by: Stephanie Brown, City Support Staff