Memorandum with Appendices

To: City of North Saint Paul
From: John Frost
Date: Tuesday, May 13, 2014
Re: GreenStep Cities Participation

I.   Introduction

As part of the Resilient Communities Project, the Environmental Sustainability Clinic at the University of Minnesota Law School agreed to assist the City of North Saint Paul with its participation in the Minnesota GreenStep Cities program. The goal of this collaboration is achieving recognition for North Saint Paul as a Step 3 GreenStep City. In pursuit of this goal, the Clinic researched the Minnesota GreenStep Cities program as a whole, analyzed the status of North Saint Paul within the program, and developed recommendations for North Saint Paul so that Step 3 recognition can be achieved.

This policy statement articulates the analysis and recommendations developed by the Clinic. It serves as a potential roadmap to Step 3 recognition through active policy development, implementation, and the documentation of existing City policies not yet reported to the Minnesota Pollution Control Agency, which administers the GreenStep Cities program.

This statement is organized into four (4) subsequent sections with additional materials appended for the City's review. The first section provides a brief overview of GreenStep Cities itself as well as North Saint Paul's participation within the program. The second section outlines and provides recommendations for required 'Best Practices' that are presently incomplete. The third section outlines and provides recommendations for optional 'Best Practices' that are partially completed. The fourth section provides a conclusion with additional recommendations for the City.

II.   Overview of the GreenStep Cities and North Saint Paul's Participation

Minnesota GreenStep Cities is a voluntary program established by the State of Minnesota for Minnesota Cities that are interested in pursuing and implementing sustainable policies. The Minnesota Pollution Control Agency's Prevention and Assistance Division administers the program.

In general, the GreenStep Cities program recognizes the role of local governments in achieving Minnesota's greenhouse gas emission reduction goals and provides a cost-effective and simple resource that encourages such local greenhouse gas reductions. Presently, there are six (6) enumerated phases for cities to complete in order to achieve a total of three (3) "recognition blocks," each of which signifies a "step." For this reason, a City that receives all three recognition blocks is considered a "Step 3 GreenStep City," which is presently the highest recognition achievable.

The Minnesota GreenStep Cities program revolves around sustainable "Best Practices." In total, there are 28 Best Practices fall under five categories: 1) buildings and lighting, 2) land use, 3) transportation, 4) environmental management, and 5) economic and community development. These 28 Best Practices are composed of "168 unique actions" that cities can take.

In short, to complete a Best Practice, a city is required to complete one or more of the unique actions associated with that Best Practice.

North St. Paul is a category B City. Presently, it has received two (2) recognition blocks, meaning that it is a "Step 2 GreenStep City." Of the six (6) Best Practices required for Category B Cities, North Saint Paul completed three (3). Of the twenty-two (22) optional Best Practices, a total of six (6) required for Category B Cities, North Saint Paul completed four (4). The following tables, which are reproduced in Appendix 1, show North St. Paul's performance in the GreenStep Cities program to date.

Key			
•	Required	☉	Partially Complete
✓	Complete	✗	Required and No Action Taken

Buildings and Lighting		
Best Practice	**Required**	**Status**
1. Efficient Existing Public Buildings	•	☉
2. Efficient Existing Private Buildings		✓
3. New Green Buildings		
4. Efficient Building & Street Lighting and Signals		☉
5. Building Reuse		
Buildings and Lighting Total	1	1

Land Use		
Best Practice	**Required**	**Status**
6. Comprehensive Planning & Implementation	•	✓
7. Higher Density		
8. Mixed Uses		✓
9. Efficient Highway-Oriented Development		
10. Conservation Design		
Land Use Total	1	2

Transportation		
Best Practice	**Required**	**Status**
11. Complete Green Streets		
12. Mobility Options		
13. Efficient City Fleets		✓
14. Demand-Side Travel Planning		
Transportation Total	0	1

Environmental Management		
Best Practice	**Required**	**Status**
15. Environmentally Preferable Purchasing	•	✗
16. Urban Forests	•	✓
17. Efficient Stormwater Management		✓
18. Parks & Trails		

Environmental Management (continued)		
19. Surface Water Quality		
20. Efficient Water & Wastewater Facilities		
21. Septic Systems		
22. Solid Waste Reduction		
23. Local Air Quality		
Environmental Management Total	2	1

Economic and Community Development		
Best Practice	**Required**	**Status**
24. Benchmarks & Community Engagement	•	⊙
25. Green Business Development	•	✓
26. Renewable Energy		⊙
27. Local Food		
28. Business Synergies		
Economic and Community Development Total	1	2

Totals			
Category	**Required Best Practices**	**Completed Required Best Practices**	**Total Completed Best Practices**
Buildings and Lighting	1	0	1
Land Use	1	1	2
Transportation	0	-	1
Environmental Management	2	1	2
Economic and Community Development	2	1	1
Grand Total	**6**	**3**	**7**

III.   Incomplete Required Best Practices

As explained in Section II, there are six (6) total required Best Practices that Category B Cities must complete in order to achieve recognition as a "Step 3 GreenStep City." Presently, three (3) of these required Best Practices remain incomplete. This section outlines those incomplete required Best Practices by providing their descriptions, explaining their requirements, and offering recommendations for their completion.

A.   *Best Practice 1: Efficient Existing Public Buildings*

Description. This Best Practice encourages cities to "[b]enchmark energy usage [and] identify savings opportunities in consultation with state programs, utilities and others to implement cost-effective energy and sustainability improvements."

Requirements. To receive credit for this Best Practice, Category B Cities are required to complete Actions 1 & 2.

Action 1: Enter baseline information into the Minnesota B3 Benchmarking database, routinely enter monthly energy use data from all city-owned buildings, and consult with best practice advisor about the Guaranteed Energy Savings Program (GESP).

Action 2: Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.

Recommendation. Action 1 requires twelve (12) months of data input. It is our understanding that the City adopted new documentation methods to record this data. Additionally, it may already be in progress. As a result, we recommend that the City: *starts or continues documenting this energy use data according to the documentation method provided by the MPCA.*

It is our understanding that the City recently updated much of the lighting at multiple municipally owned locations, including the multipurpose building of the City's elementary school. As a result, Action 2 may be functionally completed. The challenge presented by this Action is recording completion of Action 2 for the MPCA. After analyzing how other GreenStep Cities complied with this Action, we recommend that the City: *1) review if and when an energy audit was conducted on City owned facilities; 2) determine what energy savings opportunities were identified by the audit; 3) determine what energy savings actions were taken by the City in response to this audit; and 4) record the nature and extent of the energy saving actions.* Additionally, the City may, but is not required to, *provide an estimate of energy savings based on the audit or measurements of energy reduction from benchmarking data.*

For examples of these Actions and further information, see Appendix 2.

B. Best Practice 15: Purchasing

Description. This Best Practice encourages cities to "[a]dopt environmentally preferable purchasing policies and practices."

Requirements. To receive credit for this Best Practice, Category B Cities are required to complete Action 1 and one other Action from among seven (7) options.

Action 1: Adopt an environmentally preferable purchasing policy or administrative guidelines/practices directing that the city purchase at least:
   a. EnergyStar certified equipment and appliances and
   b. Paper containing at least 30% post-consumer recycled content.

Action 2: Purchase energy used by city government/distributed by a municipal utility from renewable energy sources.

Action 6: Require printing services to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.

Action 7: Lower the environmental footprint of meetings and events in the city.

Recommendation. It is our understanding that the City presently has an informal process or custom of purchasing environmentally preferable materials. As a result, receiving credit for Action 1 is more about formalizing such an environmentally preferable purchasing policy, not developing one out of whole cloth. Our recommendation is that the City: *formalize its process by either 1) adopting a resolution that sets a mandatory standard which complies with the requirements for Action 1, or 2) establishing administrative guidelines that meet the requirements for Action 1 and centralizing purchasing decisions so that compliance is assured.*

There are seven (7) additional Actions capable of satisfying this Best Practice if completed in tandem with Action 1. As a result, we suggest reevaluating each of these Actions to determine what Actions may already be complete and what Actions are most feasible. With these considerations in mind, we provided the requirements for Actions 2, 6, and 7 above. We recommend that the City: *1) review Action 2 with Brian Frandle to determine whether the City's Municipal Utility already satisfies this requirement, or 2) evaluate Actions 6 and 7 and determine if and how these actions can be efficiently satisfied.*

For examples of these Actions and further information, see Appendix 3.

C. Best Practice 24: Benchmarks & Community Engagement

Description. This Best Practice encourages cities to "[a]dopt outcome measures for GreenStep and other city sustainability efforts, and engage community members in ongoing education, dialogue, and campaigns."

Requirements. To receive credit for this Best Practice, Category B Cities are required to complete Action 1 and one other Action from among four (4) options.

Action 1: Use a committee to lead, coordinate and report to community members on implementation of GreenStep best practices.

Action 2: Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.

Action 3: Engage community members in a public process that results in city council adoption of and commitment to measure and report progress on sustainability indicators.

Action 4: Conduct or support a broad sustainability education and action campaign involving:
- The entire community
- Homeowners
- Block clubs/neighborhood associations
- Congregations
- Schools and youth

Action 5: Conduct or support a community education, visioning
and planning initiative using a sustainability framework such as:
- Strong Towns, Natural Capitalism.
- Transition initiatives, resiliency, Post-Carbon Cities.
- Eco-municipalities/The Natural Step, ecological
  footprinting, permaculture.
- ISO 14001, Genuine Progress.
- Healthy communities, multi-generation learning.

Recommendation. The City completed and received credit for its completion of Action 1. Thus, the City need only complete the one additional Action to satisfy this Best Practice. *We recommend evaluating all four optional Actions with special attention paid to Actions 2 and 3.* Actions 2 and 3 in particular may be satisfied if recommendations provided by Spencer Peck regarding the Cities overall sustainability and its comprehensive plan going forward are adopted.
For examples of these Actions and further information, see Appendix 4.

IV.   Partially Complete Optional Best Practices – Complete 2

As explained in Section II, there are twenty-two (22) optional Best Practices. Category B Cities must complete six (6) of these optional Best Practices in addition to completing all six (6) required Best Practices to achieve recognition as a "Step 3 GreenStep City." Presently, two (2) optional Best Practices remain incomplete. However, three (3) optional Best Practices are partially complete according to the MPCA. Because we expect that completion of these Best Practices is particularly feasible, we suggest that the City focus on them to complete the program. This section outlines those partially completed optional Best Practices by providing their descriptions, explaining their requirements, and offering recommendations for their completion.

A. Best Practice 4: Efficient Outdoor Lighting and Signals

Description. This Best Practice encourages cities to "[i]mprove the efficiency of street lights, traffic signals and outdoor public lighting."
Requirements. To receive credit for this Best Practice, Category B Cities are required to complete at least two Actions, including one of Actions 5 through 8. In total, there are eight (8) possible Actions.

Action 2: Purchase LEDs for all new street lighting and traffic
signals.

Action 5: Use LED/solar-powered lighting for a flashing sign or in
a street, parking lot or park project.

Recommendation. The City completed and received credit for its completion of Action 5. Thus, the City need only complete one additional Action to satisfy this Best Practice. We recommend reviewing Action 2. It is our understanding that the City intends to use LED lighting

for all traffic signals going forward. We recommend that the City: *formalize its intension to use LED lighting for traffic signals and street lights by a City Counsel ordinance or Municipal Utility policy, whichever is more appropriate*.

Notably, GreenStep Cities offers the following guidance for Action 2. To satisfy this requirement with one (1) star: "[h]ave a purchasing practice/policy that specifies EnergyStar traffic signals." For two (2) stars: "[h]ave a purchasing practice/policy that specifies Dark-Sky street lighting. Streetlights should provide at least 75 lumens/watt." For three (3) stars: "[d]ocument a purchasing policy the requires LEDs for all new street lighting and traffic signals." As a result, we recommend that the City: *review its future purchasing plans for traffic signals and street lighting, match its plans with its corresponding guidance star, and use the language of that star when it formalizes its LED policy*.

For examples of these Actions and further information, see Appendix 5.

B. Best Practice 11: Complete Green Streets

Description. This Best Practice encourages cities to "[c]reate a network of multimodal green streets that add value to the surrounding properties."

Requirements. To receive credit for this Best Practice, Category B Cities are required to complete Action 1 and one other Action from among five (5) options.

> Action 1: Adopt a complete streets policy that also addresses street trees and stormwater.
>
> Action 3: Document inclusion/installation of green infrastructure elements as well as grey infrastructure elements in at least one complete streets reconstruction project.
>
> Action 4: Identify, prioritize and remedy complete streets gaps and lack of connectivity within your road network by, for example, adding a bike route/lane, truck route or sidewalk.
>
> Action 5: Identify and remedy street-trail gaps between city streets and off road trails/bike trails to better facilitate walking and biking.

Recommendation. Based on a conversation with Mr. Phillip Muessig at MPCA, the City's Living Streets Plan satisfies the requirements of Action 1. In fact, Mr. Muessig intimated that the Living Streets Plan is one of the best Green Streets plans in Minnesota. As a result, we recommend that the City: *document its Living Streets Plan and submit it to the MPCA*.

There are five (5) additional Actions capable of satisfying this Best Practice if completed in tandem with Action 1. As a result, we suggest reevaluating each of these Actions to determine what Actions may already be complete and what Actions are most feasible. With these considerations in mind, we provided the requirements for Actions 3, 4, and 5 above. We recommend that the City: *1) review each of these Actions to determine whether any are fully or partially complete and, if none are completed, 2) evaluate these Actions to determine if any of these Actions can be efficiently completed*.

For examples of these Actions and further information, see Appendix 6.

C. Best Practice 26: Renewable Energy

Description. This Best Practice encourages cities to "[r]emove barriers to and encourage installation of renewable energy generation capacity."

Requirements. To receive credit for this Best Practice, Category B Cities are required to complete any two (2) of seven (7) Actions.

> Action 2: Consistently promote at least one of the following means of increasing renewable generation:
>
> > a. A local utility's green power purchasing program that allows residents/businesses to order/buy new renewable energy.
> > b. Local, state and federal financial incentives for property owners to install renewable energy systems.
>
> Action 5: Install a public sector/municipally owned renewable energy technology, such as solar electric (PV), biomass, solar hot water/air, micro-hydro or wind.

Recommendation. The City completed and received credit for its completion of Action 5. Thus, the City need only complete one additional Action to satisfy this Best Practice.

Completing any of the six (6) other Actions will satisfy this Best Practice. As a result, we suggest reevaluating each of these Actions to determine what Actions may already be complete and what Actions are most feasible. With these considerations in mind, we provided the requirements for Actions 2 above. We recommend that the City: *1) if feasible, consider implementing Green Power Choice, a voluntary program for customers available in participating MMPA communities, or 2) if feasible, consider implementing a wind power purchasing program modeled after fellow MMPA member Elk River's Wind Power Purchase.*

For examples of these Actions and further information, see Appendix 7.

V. Conclusion

Although it needs to complete five (5) Best Practices, the City is much closer to receiving recognition as a "Step 3 GreenStep City" than it appears. Two (2) of the three (3) remaining required Best Practices are partially completed. The City also has partially completed three (3) optional Best Practices while needing only two (2) to fulfill the number of optional Best Practices required. Moreover, we expect that the City completed some Actions but has not yet recorded these completions and submitted them to the MPCA for credit. Thus, the City is overall in a good position to receive its third recognition block in 2015.

Finally, we suggest that the City review the entire GreenStep Cities program. Some optional Best Practices not outlined here may be feasible for the City as it seeks recognition. More importantly, the City can use the GreenStep Cities Best Practices to pursue its stated intention of becoming a more sustainable city.

APPENDIX I
Tables of North Saint Paul's Progress in GreenStep Cities

Key			
•	Required	⊙	Partially Complete
✓	Complete	✗	Required and No Action Taken

Buildings and Lighting		
Best Practice	**Required**	**Status**
1. Efficient Existing Public Buildings	•	⊙
2. Efficient Existing Private Buildings		✓
3. New Green Buildings		
4. Efficient Building & Street Lighting and Signals		⊙
5. Building Reuse		
Buildings and Lighting Total	1	1

Land Use		
Best Practice	**Required**	**Status**
6. Comprehensive Planning & Implementation	•	✓
7. Higher Density		
8. Mixed Uses		✓
9. Efficient Highway-Oriented Development		
10. Conservation Design		
Land Use Total	1	2

Transportation		
Best Practice	**Required**	**Status**
11. Complete Green Streets		
12. Mobility Options		
13. Efficient City Fleets		✓
14. Demand-Side Travel Planning		
Transportation Total	0	1

Environmental Management		
Best Practice	**Required**	**Status**
15. Environmentally Preferable Purchasing	•	✗
16. Urban Forests	•	✓
17. Efficient Stormwater Management		✓
18. Parks & Trails		
19. Surface Water Quality		
20. Efficient Water & Wastewater Facilities		
21. Septic Systems		
22. Solid Waste Reduction		
23. Local Air Quality		
Environmental Management Total	2	1

Economic and Community Development		
Best Practice	**Required**	**Status**
24. Benchmarks & Community Engagement	•	⊙
25. Green Business Development	•	✓
26. Renewable Energy		⊙
27. Local Food		
28. Business Synergies		
Economic and Community Development Total	1	2

Totals			
Category	**Required Best Practices**	**Completed Required Best Practices**	**Total Completed Best Practices**
Buildings and Lighting	1	0	1
Land Use	1	1	2
Transportation	0	-	1
Environmental Management	2	1	2
Economic and Community Development	2	1	1
Grand Total	**6**	**3**	**7**

Best Practice 1: Efficient Existing Public Buildings

Action 1: B3 Benchmarking

Examples of Similar Cities That Received Credit for This Action

- Falcon Heights, MN
    - Implementation details: City staff inputs electric and gas utility data for city hall into the Minnesota B3 database each month as bills are processed. Data has been entered dating back to January 2007 (over four years of data).
    - Outcome measures & metrics: This tool has allowed us to track electric and gas usage over a multi-year period. This is especially useful as we evaluate the effectiveness of a lighting retrofit project that was completed in 2010 & 2012.
    - Partners: Lightinghouse USA (2012 Street Light LED's)
- Saint Anthony, MN
    - Implementation details: Implementation details: The City has been entering the monthly energy use information into B3 database for all City-owned buildings since 2006.

Additional Resources

- GreenStep Advisors
    - Laura Millberg
        - Green Building Specialist, MPCA, for B3 & Green Building Improvements
        - (651) 757-2568
        - Laura.Millberg@state.mn.us
    - Peter Berger
        - Assessments and Financing of Energy Improvements, Guaranteed Energy Savings Program Manager, Minnesota Department of Commerce, Division of Energy Resources
        - (651) 296-2459
        - Peter.Berger@state.mn.us
- Implementation Tools
    - YouTube videos showing how to use the B3 Benchmarking program: http://www.cleanenergyresourceteams.org/b3#New

Action 2: Indoor Lighting and Operational Changes

Examples of Similar Cities That Received Credit for This Action

- Falcon Heights
    - Implementation Details: Our two park shelters were listed under the B3 program as using significantly more energy that their counterparts across the state. An Xcel Energy representative conducted an audit of the buildings and determined that simply putting motion detectors on the interior lights would be the most cost effective conservation measure.
    - Outcome Measures/Metrics: The city installed motion detectors on interior lights and will me monitoring the results over the next several months by continuing to enter the data into the B3 database.
- Elk River
    - Implementation Details: The City of Elk River has made many changes and upgrades to city-owned buildings over the last few years. At the city owned Northbound Liquor upgrades were made to change all metal halide lighting to induction lighting and all parking lot lighting and refrigerator lighting were changed to LED. The City applied for and received an $87,000 grant from the Federal Stimulus package (ARRA) to upgrade lighting and heating systems in the Elk River Ice Arena in 2010. In 2012, the Elk River City Hall was retro commissioned and staff are currently working on implementing recommended changes. Maintenance staff have also upgraded track and recessed lighting in conference rooms to LED, lighting systems in the garage from T-12 to T-8 and added motion sensors, and installed new door sweeps on all exterior doors to the building. Recently, maintenance staff have been installing automated paper towel and soap dispensers and switched to coreless toilet paper to reduce waste. Similar upgrades are also being done on the City's Public Safety Building. The City replaced the City Council dais monitors last month which reduced power consumption from 3.2 amps per monitor to 0.5 amps per monitor.

Additional Resources

- GreenStep Advisors
    - Laura Millberg
        - Green Building Specialist, MPCA, for B3 & Green Building Improvements
        - (651) 757-2568
        - Laura.Millberg@state.mn.us
    - Peter Berger
        - Assessments and Financing of Energy Improvements, Guaranteed Energy Savings Program Manager, Minnesota Department of Commerce, Division of Energy Resources
        - (651) 296-2459
        - Peter.Berger@state.mn.us

- Guidance
    - 1 Star: Complete no/low-cost changes to operational practices in one poorer-performing building, then summarize the actions taken, such as updating schedules and setbacks, cleaning dust off sensors, enabling computer power management settings, [temperature setbacks, HVAC and lighting schedules, janitorial schedules and responsibilities (including daytime schedules and cleaning sensors/lamps/vents), computer and office equipment power management, plug load policies (refrigerators, space heaters, power strips, task lights, etc.), water conservation, preventive maintenance, etc. Update the B3 Building Editor, as needed, and change the Baseline Time Period in the Baseline tab for that building so it shows the 12-month period immediately prior to implementing the changes. (See Implementation Tools for ideas, definitions, and database/reporting instructions.)

Best Practice 15: Purchasing

Action 1: Environmentally Preferable Purchasing Policy

Examples of Similar Cities That Received Credit for This Action

- Falcon Heights
  - Implementation Details: The City of Falcon Heights has adopted a policy stating that the city will purchase paper products meeting the minimum standards set by the EPA Comprehensive Procurement Guidelines and appliances that have received the Energy Star certification.
  - The Ordinance:

The goal of this policy is to encourage and increase purchasing that reflects the city's commitment to sustainability. Benefits of the policy include:

- Conserving natural resources
- Minimizing environmental impacts such as pollution and use of water and energy
- Identifying environmentally preferable products and distribution systems
- Setting an example for residents and businesses in the City of Falcon Heights

The following policies are to be followed by the City of Falcon Heights:

Recycled Paper Products
1) Printing paper, office paper, and paper products will contain the highest postconsumer content practicable, but no less than minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines.

Energy and Water Savings
1) Where applicable, energy-efficient equipment will be purchased with the most up-to-date energy efficient functions.
2) All appliances and products purchased by the City and for which the US EPA Energy Star certification is available will meet Energy Star certification. Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens.
3) The city will purchase water-saving products whenever practicable. This includes, but is not limited to, high-performing fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

- Elk River
  - Implementation Details: An EPP policy directing that the city purchase 30% recycled printer paper and only Energy Star products (when available) was passed by the City Council on June 6th, 2011.
  - The Ordinance

WHEREAS, the City of Elk River has always been a leader on common-sense actions that benefit both the environment and the consumer; and

WHEREAS, the City of Elk River is already purchasing recycled paper with 30% recycled content, exceeding a state statute requiring the purchase of paper with 10% recycled content; and

WHEREAS, Energy Star certified equipment is more energy efficient, and very often more economically feasible over the life of the product; and

WHEREAS, enacting this resolution will allow the City of Elk River to complete Best Practice #15 under the Minnesota GreenStep Cities Program;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk River, by a majority vote, does hereby direct that the City purchase printer paper containing at least 30% post-consumer recycled content & Energy Star certified equipment versus normal models (when available).

Additional Resources

- GreenStep Advisor
  - Johanna Kertesz
    - Environmental Purchasing Specialist, MPCA
    - (651) 757-2489
    - Johanna.Kertesz@state.mn.us
- Guidance
  - 1 star: Have a written policy/guidelines/practices specifying purchase of Energy Star equipment/appliances and recycled-content paper (at least 30% post-consumer). Report street lighting/traffic signals under action 4.2
- Implementation Tools
  - MPCA's Environmentally Preferable Purchasing Guide: http://www.pca.state.mn.us/index.php/topics/preventing-waste-and-pollution/environmentally-preferable-purchasing/index.html
  - MPCA's Six Key Components for Environmentally Preferable Purchasing Policies: http://www.pca.state.mn.us/index.php/topics/preventing-waste-and-pollution/environmentally-preferable-purchasing/environmentally-preferable-purchasing-policies.html

Action 2: Renewable Energy Sources

Examples of Similar Cities That Received Credit for This Action

- Elk River
    - Implementation Details: The city government receives its power from our Municipal Utility. 11% comes from our landfill gas plant, 1.5% comes from wind, and the remaining renewables come from hydropower in Manitoba and GRE's refuse-derived-fuel facility. Altogether, renewables account for about 20% of our energy needs.

Additional Resources

- GreenStep Advisor
    - Johanna Kertesz
        - Environmental Purchasing Specialist, MPCA
        - (651) 757-2489
        - Johanna.Kertesz@state.mn.us
- Guidance
    - 1 star: Purchase 10% renewably generated electricity, recommended by the Green Power Partnership for total annual electricity use under 1 million kWh.

Action 6: Green Printing Services

Examples of Similar Cities That Received Credit for This Action

- Hopkins
    - Implementation Details: The city of Hopkins currently purchases their letterhead, envelopes, statements and other printing supplies from Quality Resource Group, Inc., which is a certified member of Minnesota Great Printers.

Additional Resources

- GreenStep Advisor
    - Johanna Kertesz
        - Environmental Purchasing Specialist, MPCA
        - (651) 757-2489
        - Johanna.Kertesz@state.mn.us
- Guidance
    - 1 Star: The city uses certified printing services.
- Implementation Tools
    - Great Printers Environmental Initiative: http://www.pimw.org/safety-and-environmental/great-printers/
    - Sustainable Green Printing Partnership: http://sgppartnership.org/

Action 7: Environmental Footprint of City Meetings and Events

Examples of Similar Cities That Received Credit for This Action

- Falcon Heights
    - Implementation Details: The City of Falcon Heights hosts several community-wide events each year (Ice Cream Social in July, National Night Out, Winterfest in January, Spring Together in May, and at each event we distribute information about city programs. Information we distribute often includes stormwater programs, "50 environmental tips", city rebate program on Energy Star purchases, and other environmentally friendly programs.
- Woodbury
    - Implementation Details: The city's practice is to avoid the use of plastic or Styrofoam plates or cups at city meetings and events. If a catering company is unable to abide by these guidelines, it is the city's practice to provide plates and cups for the event. The EPP that is being developed will address this issue at a policy level.

Additional Resources

- GreenStep Advisor
    - Johanna Kertesz
        - Environmental Purchasing Specialist, MPCA
        - (651) 757-2489
        - Johanna.Kertesz@state.mn.us
- Guidance
    - 1 star: Adopt a policy or adopt practices for meetings and events hosted by city government addressing issues such as solid waste generated (e.g., paperless city council packets), transit/carpooling to meetings/events. This could include distributing educational materials about holding a no-waste event for use at city-supported events such as National Night Out / Night to Unite. Report broad educational material distributed at events under action 24.4
- Implementation Tools
    - Minnesota's Rethink Recycling Event Planning Guide: http://www.rethinkrecycling.com/event-planning

APPENDIX IV
Best Practice 24: Benchmarks & Community Engagement

Action 2: Reporting to Community Members

Examples of Similar Cities That Received Credit for This Action

- Elk River
  - Implementation Details: The City creates a report detailing its goals for the upcoming year. Staff from all departments are assigned tasks and the report is updated regularly to reflect current progress towards accomplishing these goals. This report is available to residents by visiting our website and viewing the Powered by our Vision and Goals webpage.
  - To see an example of the report, go to: http://greenstep.pca.state.mn.us/viewFile.cfm?id=1074

Additional Resources

- GreenStep Advisor
  - Phillip Muessig
    - GreenStep Cities Program Coordinator, MPCA
    - (651) 757-2594
    - Phillip.Muessig@state.mn.us
  - Sean Gosiewski
    - Alliance for Sustainability
    - (612) 331-1099
    - Sean@AforS.org
- Guidance
  - 1 star: Report goals/outcomes at least annually from plans such as comprehensive, parks, library, housing, stormwater, drinking water, transportation, economic development, energy, sustainability.

Action 3: Engaging Community Members in a Public Process

Examples of Similar Cities That Received Credit for This Action

- Falcon Heights
    - Implementation Details: The City of Falcon Heights, through the efforts of our environment commission, led an exercise where we measured the carbon footprint of the entire city (not just city operations). By measuring factors such as transportation, trash, water production, and other factors, we now have two years worth of data and have pledged to continue to collect data for several years to come.
    - Outcome Measurements/Metrics: The data collected will assist us in focusing our efforts in areas where improvement is needed. For example, the initial results show that while most of our efforts have been focused on residential projects, most of our carbon emmissions come from our industrial, commercial, and institutional establishments.
- Woodbury
    - Implementation Details: In 2006, the City Council appointed a temporary Energy Conservation Task Force, which later became the Sustainability Committee (subgroup to the Environmental Advisory Commission). The group made several recommendations to City Council including: (1) Adopting Sustainability as one of the city's seven Critical Success Factors, (2) to adopt a sustainability resolution (3) To hire a part-time sustainability specialist, and (4) to incorporate sustainability throughout the 2030 Comprehensive Plan. City Council agreed to all of the committee's recommendations. The city's Environmental Advisory Commission was the lead group to recommend to the City Council that Woodbury become a GreenStep City. As part of that discussion, the commission agreed that progress in the program will be reported annually to the City Council, and on a regular basis to the community.

Additional Resources

- GreenStep Advisor
    - Phillip Muessig
        - GreenStep Cities Program Coordinator, MPCA
        - (651) 757-2594
        - Phillip.Muessig@state.mn.us
    - Sean Gosiewski
        - Alliance for Sustainability
        - (612) 331-1099
        - Sean@AforS.org
- Guidance
    - 1 star: Involve an existing city council committee or community task force, or create an energy, environment, or sustainability city council subcommittee, advisory commission or task force.

Action 4: Broad Sustainability Education and Action Campaign

Examples of Similar Cities That Received Credit for This Action

- Elk River
  - Implementation Details: Project Conserve was started last year as a pilot and has won numerous awards. This year, the program has been opened to all homeowners and currently has over 300 participants. Project Conserve teaches homeowners that they can reduce their carbon footprint and save money through utilizing simple methods and gaining knowledge.
  - Outcome Measures/Metrics: In the first year, some members reduced their energy usage by 25% and saved up to $500 a year in expenses.
  - Elk River's Project Conserve website: http://www.elkrivermn.gov/index.aspx?NID=756

Additional Resources

- GreenStep Advisor
  - Phillip Muessig
    - GreenStep Cities Program Coordinator, MPCA
    - (651) 757-2594
    - Phillip.Muessig@state.mn.us
  - Sean Gosiewski
    - Alliance for Sustainability
    - (612) 331-1099
    - Sean@AforS.org
- Guidance
  - 1 star: At least two informational/educational activities or creation of a group to work on such. Report under action 2.1 marketing and outreach programs that are limited to promoting/achieving residential energy use reduction and energy efficiency. Report targeted campaigns here unless they fit under other best practices, for example 23.3

Action 5: Community Education, Visioning and Planning Initiative

Examples of Similar Cities That Received Credit for This Action

- Mahtomedi
    - Implementation Details: In Fall 2007, early in the city's comprehensive planning process, the City held two, half-day Natural Step workshops to raise awareness of sustainability issues and to discuss opportunities of how Mahtomedi could integrate principles of sustainability into the Comprehensive Plan.
    - Mahtomedi's Sustainability Framework: http://greenstep.pca.state.mn.us/viewFile.cfm?id=474

Additional Resources
- GreenStep Advisor
    - Phillip Muessig
        - GreenStep Cities Program Coordinator, MPCA
        - (651) 757-2594
        - Phillip.Muessig@state.mn.us
    - Sean Gosiewski
        - Alliance for Sustainability
        - (612) 331-1099
        - Sean@AforS.org
- Guidance
    - 1 star: Host a community meeting/event that explicitly uses a sustainability framework.

Best Practice 4: Efficient Outdoor Lighting and Signals

Action 2: LED Street Lighting & Traffic Signals

Examples of Similar Cities That Received Credit for This Action

- Saint Anthony
  - Implementation Details: All of the City's traffic signals have been converted to energy efficient LED.

Additional Resources
- GreenStep Advisor
  - Susan Zarling
    - Traffic Electrical Systems Engineer, Minnesota Dept. of Transportation
    - (651) 234-7052
    - Susan.Zarling@state.mn.us
- Implementation Tools
  - Minnesota Dept. of Transportation LED Specifications: http://www.dot.state.mn.us/products/roadwaylighting/led.html

Action 3: Green and Gray Infrastructure

Examples of Similar Cities That Received Credit for This Action

- Woodbury
  - Implementation Details: As part of the city's design principles, the design standard for residential streets has been changed. All new streets are built using a road section that is 4 feet narrower than in the past, and a sidewalk requirement has been added to all thru streets. Now when street rehabilitation projects occur, each project considers the feasibility of narrowing older streets to the new standard, as well as opportunities for adding sidewalk. Recently, in the 2012 street rehabilitation project, the city redesigned both Colby Lake Drive and Wimbledon Drive to narrow the roadways, and in the case of Colby Lake Drive, it was rebuilt as a parkway with a green median, complete with numbers of median and boulevard trees.

Additional Resources

- GreenStep Advisor
  - David Larson
    - Landscape Architect, Office of Environmental Stewardship, Minnesota Dept. of Transportation
    - (651) 366-4637
    - David.Larson@state.mn.us
- Guidance
  - 1 star: Summarize complete street and grey infrastructure elements (sidewalks, bumpouts, bike lanes, truck routes, broad band, smart grid) and at least 2 green infrastructure elements (street tree and vegetation establishment, rain gardens, permeable pavement, stormwater capture and re-use, etc.).

Action 4: Complete Street Gaps

Examples of Similar Cities That Received Credit for This Action

- Elk River
    - Implementation Details: The Irving Avenue Project in 2007 added a new sidewalk along the reconstructed city street. The Highland Road project added a trail along a reconstructed street.
- Saint Anthony
    - Implementation Details: The City of St. Anthony has adopted a sidewalk plan. As part of ongoing street reconstruction programs, this plan is being implemented. This includes improving pedestrian access to Silverwood Park, the Northeast Diagonal Regional Trail,and the Minneapolis Grand Rounds. The City is improving the safety of students who walk to and from school.

Additional Resources

- GreenStep Advisor
    - David Larson
        - Landscape Architect, Office of Environmental Stewardship, Minnesota Dept. of Transportation
        - (651) 366-4637
        - David.Larson@state.mn.us
- Guidance
    - 1 star: Remedy at least one complete street gap.

Action 5: Identify Street-Trail Gaps

Examples of Similar Cities That Received Credit for This Action

- Elk River
  - Implementation Details: The City is currently working on the Eastern Area Trail and Mobility Improvement project. The City is adding trail segments to complete missing gaps and adding pedestrian facilities to better serve the commuter rail station, this will increase residential connectivity to the Northstar Rail.
- Saint Anthony
  - Implementation Details: The City of St. Anthony has recently connected to the Northeast Diagonal Regional Trail. The City is also working on improving connectablity to Silverwood Regional Park. The City has developed an Adopt-a-Bench program that allows residents to place park benches along sidewalks improving pedestrian accomidations.

Additional Resources

- GreenStep Advisor
  - David Larson
    - Landscape Architect, Office of Environmental Stewardship, Minnesota Dept. of Transportation
    - (651) 366-4637
    - David.Larson@state.mn.us
- Guidance
  - 1 star: Make functional/recreational walking/biking possible between at least one park/open area and city streets. Report remedies for gaps within your city's system of parks, off-road trails and open spaces under best practice action 18.1.

Action 2: Promote Renewable Generation

Examples of Similar Cities That Received Credit for This Action

- Elk River
  - o Implementation Details: Elk River Municipal utilities has a Wind Power purchasing program where residents may purchase blocks of 100kwhs of wind power by adding $1 per block to their utility bills each month. It is currently promoted via fliers, through the ERMU newsletter, and via Project Conserve.
  - o More information: http://elkriverutilities.com/pages/wind-power-purchase

Additional Resources

- GreenStep Advisor
  - o Lissa Pawlisch
    - Statewide Coordinator, Clean Energy Resource Teams
    - (612) 624-2293
    - pawl0048@umn.edu
  - o Fran Crotty
    - Assistance Division, MPCA
    - (651) 757-2297
    - Fran.Crotty@state.mn.us
- Guidance
  - o 1 star: Report methods used, such as information included in a city newsletter and on the city website, and active ongoing promotion (twice or more per year) at city events, through city loan programs and the like. For green power purchasing through a municipal utility, report total kWh per year subscribed along with the number of participating households.
- Implementation Tools
  - o List of green power utility programs in Minnesota. This includes Alliant Energy. http://apps3.eere.energy.gov/greenpower/buying/buying_power.shtml?state=MN &print