

ENVIRONMENTAL COMMISSION MEETING

Thursday, January 24, 2019

7:00 p.m.

Inver Grove Heights City Hall, Council Chambers

A G E N D A

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF COMMISSION MINUTES FOR SEPTEMBER 27, 2018**
- 5. APPLICANT REQUESTS**
- 6. OTHER BUSINESS**
 - a. Review 2019 Environmental Commission Draft Schedule
 - b. Review Greenstep Cities Step 3
 - c. Review Greenstep Cities Step 4 & 5

1. Call to Order

Meeting called to order at 7:00 PM by Chair Trenzeluk

2. Pledge of Allegiance

3. Roll Call

Commissioners Present: Chair Ted Trenzeluk, Adija Jime, Patricia Todd, Robert Heidenreich, Sarah Brass, Lauren DeGidio, Nichole Boehmke

Commissioners Absent: Joan Gabriel (resigned 9/27/18) and Ken Johnson (excused)

Staff Present: Ally Hillstrom, Environmental Specialist

4. Approval of Minutes

Commissioner Heidenreich moved to approve the minutes from May 24, 2018 as submitted, Commissioner Brass seconded the motion. Motion to approve carried unanimously.

5. Applicant Requests

There were no applications to review on the agenda

6. Review of Greenstep Cities Program

Ms. Hillstrom presented about the Minnesota Greenstep Cities Program. Ms. Hillstrom stated the City of Inver Grove Heights joined the Greenstep Cities Program in 2016 through resolution by Council. The program guides energy, sustainability, and quality of life goals for city operation and community. The City has reached Step 2 of the 5-step program by documenting 40 completed actions publicly online.

The MPCA coordinates the Greenstep Cities and develops the program's best management practices with help from program partners and community input. Ms. Hillstrom stated the City is striving to reach Step 3 by June of 2019 by completing the following best practices:

Best Practice #13: Efficient City Fleets

- Right-size/down-size the city fleet with the most fuel-efficient vehicles that are of an optimal size and capacity for their intended functions.
- Phase-in no-idling practices, operational and fuel changes, and equipment changes including electric vehicles, for city or local transit fleets.

Best Practices #15: Sustainable Purchasing

- Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:

- EnergyStar certified equipment and appliances and
- Paper containing at least 30% post-consumer recycled content.

Best Practices #24: Benchmarks & Community Engagement

- Use a committee to lead, coordinate and report to community members on implementation of GreenStep best practices.
- Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.

Chair Trenzeluk asked what the role is for the Environmental Commission with the Environmental Specialist.

Ms. Hillstrom stated that the Environmental Commission can help decide. Her vision is for the Environmental Commission and Department Heads to be involved in sustainability planning. The Environmental Commission may also advise the City Council going on sustainability items while also receiving direction from the Council on sustainability work plans. Ms. Hillstrom plans to research how other cities are structuring sustainability committees but asks that the Environmental Commission provides input.

Chair Trenzeluk stated he is open to any of the ideas presented. He stated that the Environmental Commission does not currently meet on a frequent basis and requests that Ms. Hillstrom is creative in engaging and informing the Environmental Commission of these initiatives. Chair Trenzeluk suggests that the Environmental Commission be involved in decisions that require City Council approval such as fleet purchases so the Commission can provide the Council a recommendation.

Ms. Hillstrom added that the Environmental Commission can attend education opportunities through the Greenstep Cities Program as well to keep informed on these topics.

Commissioner Jime commented that he previously was a commissioner for another City that achieved Step 3 of the program. He stated that Step 3 can be achieved with administrative documentation and that Step 4 can require capital expenditure which can be difficult to align with the budget cycle. He asked if we can work to achieve Step 4 certification first and then work backwards. He stated that discussing all 175 actions with staff and a commission can be time-consuming. He suggests that staff decide which best practices are a priority and bring these individual items to the Environmental Commission so they are able to focus on select items.

Commissioner Boehmke asked for clarification if all 175 actions need to be completed.

Ms. Hillstrom responded there are 29 best practice which each have associated actions. She clarified that each step of the program requires specific best practices which is how we have prioritized our participation in the program this far. She stated that we can also consider completing non-required best practices as well. Ms. Hillstrom stated that Step 4 and Step 5 require a different administrative approach to the program. Step 4 requires the City to collect metrics and Step 5 requires the City to improve of those metrics. In some cases, Step 5 may require capital expenditure (purchasing energy efficient LED light bulbs) but not in all cases (changing behavior to shut off computers at night or turn off lights). Ms. Hillstrom agreed with

Commissioner Jime that staff should review Step 4 requirements to be informed of our existing metrics and to show our improvements over time.

Ms. Hillstrom continues to state the best practices the City will focus on to achieve Step 3:

Best Practices #25: Green Business Development (Any Two Actions Required)

- Grow new/emerging green businesses and green jobs through targeted assistance and new workforce development.
- Create or participate in a marketing/outreach program to connect businesses with assistance providers, including utilities, who provide personalized energy, waste or sustainability audits and assistance.
- Promote sustainable tourism in your city, and green tourism resources to tourism and hospitality businesses in/around the city.
- Strengthen value-added businesses utilizing local "waste" products and renting products/services.
- Lower the environmental and health risk footprint of a brownfield remediation/redevelopment project.
- Promote green businesses that are recognized under a local, regional or national program.
- Conduct or participate in a buy local campaign for community members and local businesses.

Ms. Hillstrom concluded that the final page of the agenda packet includes a table summary of all 29 best practices, which have been achieved by the City, and which will be focused on in the near future.

Chair Trenzeluk asked what happens once the City achieves Step 5 of the program aside from having implemented the best practices. He asked if grant opportunities are still available for participating cities.

Ms. Hillstrom responded that grant opportunities are available throughout all levels of the program. The City has recently received a grant from Xcel Energy to complete a telematics data collection and analysis for 20 fleet vehicles. The report will review if replacing any of these fleet vehicles to electric vehicles at the end of their life will save the City money and inform how efficient City vehicles currently are.

Commissioner DiGidio asked what vehicles are currently in the fleet.

Ms. Hillstrom responded that the City has about 80 light duty vehicles.

Chair Trenzeluk asked what is the status of the ethanol plant that may locate to the City.

Ms. Hillstrom stated that she has heard of no major updates regarding the business.

Commissioner DiGidio asked if any progress has been made towards best practice 25; benchmarking and community engagement.

Ms. Hillstrom stated that the City is currently working on this item to meet Step 3 requirements.

6. Review of Dakota County Community Funding Grant

Ms. Hillstrom stated she administers the Dakota County Community Funding Solid Waste Grant. This grant funds items such as the annual Clean Up Day, trash and recycling bins, and salary and benefits for implementing administrative grant tasks. The 2018 grant requires the City begin collecting organics at the City Hall building based on the results of a 2017 waste sort.

Commissioner DiGidio asked if residents will be receiving a third waste stream bin to collect organics.

Ms. Hillstrom responded that no hauler in Dakota County currently collect curbside residential organics. She responded that residents have other ways to divert organics such as to enroll in the Dakota County organics drop-off program.

Commissioner Boehmke stated that this is a free program.

Ms. Hillstrom stated a few residents have contacted the city to request an organics dropsite be developed in Inver Grove Heights. Ms. Hillstrom stated that residents are also able to create a backyard compost bin.

Ms. Hillstrom stated that the City will be updating recycling and trash bins at City facilities to meet Dakota County's solid waste best practices. She added that recycling at events, community shredding events, and recycling opportunities at multi unit properties will be of priority in the near future. Ms. Hillstrom stated the 2019 grant application is being submitted soon. She also stated she will be taking the Dakota County Master Recycler/Composter class and that spots are still open.

Chair Trenzuluk asked what the current recycling rate is at in Dakota County.

Ms Hillstrom responded that Dakota County needs to increase their recycling rate by about 25% to meet the state's 75% recycling rate goal.

Commissioner Boehmke asked if Dakota County will review neighboring counties' master plans while they update their Master Plan. Ms. Hillstrom responded that all counties in the metropolitan area need to update their plans every six years and she believes that all counties meet throughout this process.

Commissioner Boehmke commented that she has taken the Master Recycler/Composter class in Hennepin County. She stated that she thought it was extremely beneficial and would encourage anyone to take the Dakota County class. Ms. Hillstrom added that the volunteer help the City receives from the Master Recyclers/Composters is very beneficial.

Commissioner Heidenreich moved to adjourn at 7:43 pm. Commissioner Todd seconded the motion. Motion approved unanimously.



Thursday, January 24, 2019

1. Review Greenstep Cities purpose and plan to get to Step 3
2. Review role of the Environmental Commission & discuss 2019 Environmental Commission Draft Meeting Schedule
3. Introduce GreenStep Cities Step 4

Thursday, February 28, 2019

1. Parks and Recreation Review: Heritage Village Park – Soil Review
2. Recycling Grant (Community Funding) Updates 2018-2020
3. Review Greenstep Cities: BP 15 - Sustainable Purchasing Policy

Thursday, March 28, 2019

1. Review Greenstep Cities: BP 13 – Efficient City Fleets
2. Cities Charging Ahead PowerPoint on electric vehicle and charging infrastructure

Thursday, April 25, 2019

1. Review Fleet Carma's Electric Vehicles Suitability Analysis.
2. GreenStep Step 3 Progress Report

Thursday, May 23, 2019

1. TBD

Thursday, June 27, 2019

1. Review of Greenstep Cities Program and 29 Best Practices
2. Review IGH Greenstep Cities Progress
 - o What were we doing before joining GCS?
 - o What have we started doing since joining the program?
3. Introduce Greenstep Cities Step 4 and Step 5

Thursday, July 25, 2019

1. Prioritize Step 4 metrics

Thursday, August 22, 2019

2. TBD

Thursday, September 26, 2019

1. Sustainability Highlights
2. Review Greenstep Cities Steps 4 progress

Thursday, October 24, 2019

1. TBD

Thursday, November 21, 2019

1. Sustainability Highlights
2. Review Greenstep Cities Steps 4 progress
3. Environmental Commission and Sustainability Plan for 2020

Thursday, December 19, 2019

1. TBD – (Present Year End Update to Council)

Greenstep Cities: Best Practices Required for Step 3

City of Inver Grove Heights

Updated 1/18/2019



BEST PRACTICE #2: Existing Private Buildings

ACTION 2.1: Create or participate in a marketing/outreach program to promote/achieve residential energy/water use reduction and energy efficiency.

STAR RATINGS:

1. Program activities include but are not limited to: information/education efforts via newsletters and the like; work with the local utility, local Community Action Program, local bank, or others; promote utility load management programs (fuel-switching, AC/water heater cycling); program participation reports. Report a rebate program to promote purchases of WaterSense-rated appliances under action 2.5; report work with businesses under action 25.2; report broad sustainability campaigns that go beyond energy efficiency under action 24.4
2. One or more of: provide more in-depth energy use reports; explicitly focus on improved indoor air quality; partner with others on low-interest loans, assistance to homeowners on weatherization, efficiency improvements; resident participation in the National Mayor's Challenge for Water Conservation.
3. Participate in Xcel's Partners in Energy program; create a city program and report on number of households participating (e.g. took advantage of rebates, loans, grants, attended workshops, received home energy audit) and dollars or BTUs or therms saved
4. Create an ongoing city-organized business assistance program AND report results (financial/environmental outcomes).

ACTION 2.5: Conserve/protect drinking/groundwater resources by creating a watering ordinance, water-wise landscaping ordinance/guidance, WaterSense purchasing program, or guidance on rainwater harvesting and home water softener use.

STAR RATINGS:

1. Summarize watering ordinance; provide education/information around lawn watering and home water conservation and rain barrels. Report conservation rate structures and dynamic user feedback under action 20.7, rain gutter disconnects from sewers under action 20.3; education about home water softeners under 20.4
2. Report residential water use under 75 gal/capita/day; modify and adopt a model landscaping ordinance that encourages low water-use landscaping; assist owners of automatic or underground irrigation systems to install the state-required rain/moisture sensors; report water use reductions; become a WaterSense Partner.
3. Create and report on a rebate or feebate program to promote purchases of WaterSense- and/or Energy Star-rated appliances; review building water conservation strategies during development

Greenstep Cities: Best Practices Required for Step 3

City of Inver Grove Heights

Updated 1/18/2019



reviews; as code allows facilitate household/building site rainwater harvesting/reuse; prohibit city water from supplying lawn irrigation systems.

NOTES:

IGH City Code: 8-2-14: [Conservation Measures During Emergencies](#)

The city promotes water conservation and encourages landowners with odd numbered addresses to water lawns, landscaping and gardens only on odd numbered days of the month, and the city encourages landowners with even numbered addresses to water lawns, landscaping and gardens only on even numbered days of the month. The city encourages landowners to follow a practice of not watering lawns, landscaping and gardens between the hours of twelve o'clock (12:00) noon and five o'clock (5:00) P.M. The suggested practices of odd/even day watering and eliminating watering between twelve o'clock (12:00) noon and five o'clock (5:00) P.M. do not apply to the watering of lawns and landscaping for the first thirty (30) days after the establishment or planting of such lawns or landscaping. (Ord. 1115, 6-13-2005)

BEST PRACTICE #15: Sustainable Purchasing

ACTION 15.1: Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchases at least:

- a. EnergyStar certified equipment and appliances and
- b. Paper containing at least 30% post-consumer recycled content.

STAR RATINGS:

1. Have a written policy/guidelines/practices specifying at minimum the purchase of Energy Star equipment/appliances and recycled-content paper (at least 30% post-consumer). Report street lighting/traffic signal policy/purchases under action 4.2; vehicle policy/purchases under 13.2 and 13.3
2. Have a formal policy adopted by the city council; note if this includes centralized purchasing into one office/person.
3. For the city's top 10 categories of spend, track the purchases of sustainable products/services purchased annually compared to non-sustainable products/services purchased; join with other cities in joint purchasing of environmentally preferable products and summarize EPP purchases.

Greenstep Cities: Best Practices Required for Step 3

City of Inver Grove Heights

Updated 1/18/2019



BEST PRACTICE #24: Benchmarks and Community Engagement

ACTION 24.1: Use a city commission, or committee to lead, coordinate, and report to and engage community members on implementation of sustainability best practices.

STAR RATINGS:

1. A staff green team, or small working group (e.g., city manager, council member, citizen commission chair) exists; city participation in a multi-city/regional green team; annual news article/media to community members referencing GreenStep (& other programs as relevant); city web has a link to city's GreenStep web page.
2. A citizens group, city task force/commission or committee of city staff/officials exists to lead and coordinate sustainability/GreenStep implementation; a report available online with details on city's sustainability accomplishments.
3. A committee of city staff/officials and community members (business, education, religious) exists; annual report includes some metrics, such as dollars spent/saved, energy saved, and any sustainability indicators measured, and energy/carbon inventory data or ecological footprint data if gathered; participation in a county/multi-city green team.

ACTION 24.2: Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.

STAR RATINGS:

1. Report goals/outcomes annually from plans such as comprehensive, parks, library, housing, stormwater, drinking water, transportation, economic development, energy, sustainability. Issue a city Performance Management Report; use a simple form at <http://tinyurl.com/24-2template>
2. Achieve 1 Star rating AND identify specific steps from city departments on how to improve performance or meet goals that were not met in the previous year.
3. Integrate goals/outcomes reporting explicitly into the city capital improvement planning process,
4. Identifying how public dollars are targeted to meeting sustainability goals in the plans.

Greenstep Cities: Best Practices Required for Step 3

City of Inver Grove Heights

Updated 1/18/2019



BEST PRACTICE #25: Green Business Development

ACTION 25.2: Create or participate in a marketing/outreach program to connect businesses with assistance providers, including utilities, who provide personalized energy, waste or sustainability audits and assistance.

STAR RATINGS:

1. Promote business assistance providers on your city website on an ongoing basis, or identify how the city has promoted business assistance to at least 5 for-profit or non-profit organizations about audit/assistance programs within the past year. Report outreach to just tourism businesses under action 25.3; report work on business operations related to water under action 20.6; report promotion of PACE financing under action 26.3
2. Participate on a 1-time basis in a campaign organized by an assistance provider; report outcomes from these visits (# of businesses assisted, by whom, sampling of results/improvements made, such as energy or waste reductions). Report assistance to businesses on water conservation and wastewater pretreatment (could be from a city utility) under actions 20.6 and 20.7
3. Create an ongoing city-organized business assistance program AND report results (financial/environmental outcomes).

Greenstep Cities: Step 4 and Step 5

City of Inver Grove Heights

Updated 1/18/2019



CATEGORY	STEP 4 METRICS (CLICK LINKS TO VIEW)	STEP 5 ELIGIBLE METRIC ELEMENTS (DEMONSTRATE IMPROVEMENT IN 3+ METRIC ELEMENTS)
Buildings & Lighting	1. City Buildings and Lighting (CORE)	1.1 kBtu per square foot, per year 1.4 Percent LED street lights
Buildings & Lighting	2. Green Buildings	2.1 Number of city-owned green certified buildings 2.5 Number of private green certified buildings
Transportation	3. City Fleets (CORE)	3.2 Average miles per gallon (MPG) for city's gasoline fleet 3.4 Average miles per gallon (MPG) for diesel fleet
Transportation	4. Infrastructure for Biking and Walking	4.2 % of housing within 1 mile of a bicycle route
Transportation	5. Car, Transit, and Bike Options	5.1 Number of public electric vehicle charging stations
Transportation	6. Transportation Modes & Miles (CORE for A & B Cities only)	6.1 City Population: Vehicle miles traveled per person, per day 6.2 City Employees in Single Occupancy Vehicles: Vehicle miles traveled per person, per day
Land Use	7. Land Use	7.6 New affordable housing units as a percent of all new housing units
Environmental Management	8. Open Space, Parks, & Trees (CORE)	8.6 Net number of new trees planted
Environmental Management	9. Stormwater (CORE)	9.1 Assessment number from the Wisconsin Green Infrastructure Audit (MN Blue Star City program will return in 2020)
Environmental Management	10. Drinking Water	10.1 Residential gallons used per person per day 10.2 Business gallons used per job per day 10.3a Annual city operations' gallons: summer 10.3b Annual city operations' gallons: non-summer 10.7 Percent of annual losses in drinking water system
Environmental Management	11. Waste Water (CORE only city with collection systems)	11.5 Ratio of Inflow & Infiltration volume to total volume entering collection system
Environmental Management	12. Surface Water	12.3 One city-defined metric or index number concerning surface water
Environmental Management	13. Solid Waste	13.1 Residential solid waste generated per city resident per day (lbs.) 13.2 Commercial solid waste generated per job per day (lbs.) 13.3 Percent of residential solid waste recycled 13.4 Percent of residential solid waste composted
Environmental Management	14. Renewable Energy (CORE)	14.1 Number of city owned and private renewable energy generation sites 14.2 Generation capacity at city and at private renewable energy generation sites (kW) 14.4 Annual renewable energy purchases, city (MWhr/yr)
Environmental Management	15. Local Food	15.1 Number of local food venues
Economic & Community Development	16. Jobs & Employment - 1 metric element	No Step 5 eligible metrics
Economic & Community Development	17. Climate (CORE only Regional Indicators Initiative cities)	17.1 Greenhouse gas (GHG) emissions from travel, Tonnes CO ₂ e 17.2 GHG emissions from waste, Tonnes CO ₂ e 17.3 GHG emissions from (non-transportation) energy, Tonnes CO ₂ e
Economic & Community Development	18. Additional Metrics	18 Cities may report additional metrics of their choice.