TO: GreenStep Committee Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: December 20th, 2021
RE: Meeting Notice Wednesday January 26th, 2022 4:30 p.m., La Crescent City Hall 315 Main Street

AGENDA
1. Consideration of meeting minutes – November 3rd, 2021. (See below)
2. New member(s) introduction and recruitment
3. Presentation Ashley Fuchs Tree Steward Program MN - [Tree Steward | Minnesota Tree Care Advocate (umn.edu)]
4. Review results Swatch labs vehicle electrification study
5. Prairie planting projects 2022 - MnDOT partnership and city plantings (Sites/Mixes Included)
6. Green awards - plans for 2022 (Examples Included)
7. Second review of a sample energy disclosure ordinance for tenants (Draft Included)
8. Adopt-a-drain program recruitment, communication and signups – invite members of GreenSteps committee to join – easy to do, share experience
9. Stormwater public education and outreach 2022 (Plan Link Sent to Members)
10. EV lawn/landscape event spring 2022 – Dates April 9th or 16th (or other)
11. Project updates - Pine Creek city property walk adjacent to golf course in November, solar PV updates Ice Arena and Pool, Compost Grant MNPCA, other updates
12. Adjournment. Please call me at 507-313-9633, or e-mail me at jludwigson@cityoflacrescent-mn.gov, if you will not be able to attend, have questions, or need more information. Thank you
TO: Honorable Mayor and City Council Members

GreenStep Committee Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: November 4th, 2021

RE: Meeting Minutes November 3rd, 2021 4:30 p.m.

ATTENDANCE: Jason Ludwigson, Bill Waller, Jim Nissen, Theresa O'Donnell, Bob Spencer, Angie Boettcher, Lauren Rislov

MEMBERS NOT IN ATTENDANCE: Michael Aflerti, Tyler Benish

GUESTS: Brooke Aselson

MINUTES

1. The committee, by consensus, approved the August 25th GreenSteps committee minutes.

2. Brooke Aselson with the MNPCA presented information about the Smart Salting program to the committee. Chloride in our water system (streams, rivers, lakes) causes damage to aquatic life. Opportunities to host a Smart Salting training at the City of La Crescent were discussed.

3. Plans for the 2022 MnDOT landscape partnership were discussed. Information about the prairie planting planned for Horse Track Meadows was presented. The Xerces society is going to donate seed for the project valued at approx. $7,000.

4. The committee reviewed ideas for the creation of a soak-it-up award and pollinator recognition award for the community. Examples from the community of Shoreview were presented. It was the consensus of the committee to modify the Shoreview awards for adoption by the City of La Crescent.

5. The committee reviewed the adopt-a-drain program sign-up and outreach to the community. Ideas for outreach included the local schools, city newsletter, website, chamber of commerce, and Facebook page. Work on outreach will continue.

6. The committee was updated on the Fleet Electrification study. 10 of the 13 vehicles have completed the study. A final presentation from the study will be coming before the end of 2021.

6. Jason Ludwigson provided an update on the Solar Ready Home Certification. The Solar Ready Home Certification was approved by the city council. La Crescent is the first city in the Midwest to have a Solar Ready Home Certification. The MN GreenSteps cities program hopes to use our Solar Ready Home Certification as a model for other cities to adopt.

7. The committee discussed the battery (EV) lawn and landscape showcase for spring of 2022. Jason Ludwigson will contact local vendors (Bryers, and Heths/ACE). The timeline is for the event is the 1st two weeks in April. Location TBD.
8. The committee reviewed the greater Minnesota recycling and compost grant. Discussion about opportunities and location for composting (food waste) in the community were discussed. A partnership with the county was an option presented.

9. The meeting was adjourned at approx. 6:05 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Mix</th>
<th>Ongoing Site Prep</th>
<th>Current Plantings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2012</td>
<td>3</td>
<td>Large</td>
<td>Street Channel</td>
</tr>
<tr>
<td>June 2012</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>June 2013</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>May 2014</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>May 2015</td>
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<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>May 2016</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>March 2017</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
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<tr>
<td>March 2018</td>
<td>3</td>
<td>Medium</td>
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<tr>
<td>March 2019</td>
<td>3</td>
<td>Medium</td>
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<tr>
<td>March 2020</td>
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<td>Medium</td>
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<tr>
<td>March 2021</td>
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<td>Medium</td>
<td>Street Channel</td>
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<tr>
<td>March 2022</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
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<tr>
<td>March 2023</td>
<td>3</td>
<td>Medium</td>
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<tr>
<td>March 2024</td>
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<tr>
<td>March 2025</td>
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<tr>
<td>March 2026</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
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<tr>
<td>March 2027</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
<tr>
<td>March 2028</td>
<td>3</td>
<td>Medium</td>
<td>Street Channel</td>
</tr>
</tbody>
</table>

Note: The table above represents the native prairie plantings inventory city of La Crescent.
<table>
<thead>
<tr>
<th>Potential Prairie Additions City of La Crescent - Locations</th>
<th>Site Prep Dates</th>
<th>Site Soil Conditions</th>
<th>Seeding Method (Broadcast or Drill)</th>
<th>Seed Mix/Goals</th>
<th>Cover Crop</th>
<th>Project year</th>
</tr>
</thead>
</table>
| 1) Hillside between North Hill Street and North 3rd Street | • Mow Short by April 15<sup>th</sup> 2022  
• Round up by May 1<sup>st</sup> 2022  
• Broadcast seed w/cover crop May 15<sup>th</sup>-June 1<sup>st</sup> | Semi-Dry | Broadcast | Mesic Forbs Mix  
| 2) McIntosh East Stormwater access road - Well Top of Trail | • Round up by May 1<sup>st</sup> 2022  
• Broadcast seed w/cover crop May 15<sup>th</sup>-June 1<sup>st</sup> | Normal soils | Broadcast | | Oats or Rye | 2022 |
| 3) Stormwater pond/banks at Old Hickory Park | | Semi-Dry | Broadcast | Basic Short Prairie Mix | Oats or Rye | 2023 |
| 4) Entrance to Eagles Bluff Hiking Trail by Old Hickory Park | • Round up by May 1<sup>st</sup> 2022  
• Broadcast seed w/cover crop May 15<sup>th</sup>-June 1<sup>st</sup> | Dry | Broadcast | Dry Short Prairie Mix  
<p>| 5) August Hills | | Semi-Dry | Broadcast | | Oats or Rye | 2023 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Crop</th>
<th>Mix</th>
<th>Method</th>
<th>Soil Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oats or Ryegrass 2022</td>
<td>Mesh Screen Mix</td>
<td>Broadcast</td>
<td>Normal</td>
<td>Soil</td>
<td>Stormwater Valley, Trip, Burner, Behind Meadowlark</td>
</tr>
<tr>
<td>Oats or Ryegrass 2022</td>
<td>Custom Mix JX, Xero Society</td>
<td>Drill</td>
<td>Normal</td>
<td>Soil</td>
<td>Horse Track, Along Nihway, Pike Island, Sign and Landing - Median</td>
</tr>
<tr>
<td>Oats or Ryegrass 2022</td>
<td>MNDOT Mixes</td>
<td>Broadcast</td>
<td>Semi-Day</td>
<td>Soil</td>
<td>Sportsman's Boat, MEANS, 114th Street, South</td>
</tr>
<tr>
<td>Oats or Ryegrass 2022</td>
<td>Mesh Screen Mix</td>
<td>Broadcast</td>
<td>Semi-Day</td>
<td>Soil</td>
<td>Stormwater Valley, East and West, Beacon Valley</td>
</tr>
<tr>
<td>Oats or Ryegrass 2023</td>
<td>Mesh Screen Mix</td>
<td>Broadcast</td>
<td>Semi-Day</td>
<td>Soil</td>
<td>Stormwater Valley, Open Grass Acre, Soccer Point, Stone Point</td>
</tr>
</tbody>
</table>

*Note: The table provides information on the planting and soil management techniques for different crops and locations.*
The City of La Crescent is an exceptional place to live and raise a family. Citizens and officials advocate for balanced growth, with high regard for health, safety, and environmental stewardship.

The Sustainable Community Awards program is intended to find, recognize and reward residential, non-profit and commercial property owners that demonstrate Best Management Practices (BMPs) for sustainable practices in the following areas.

- Water
- Energy
- General initiatives

The goal of the program is to inform, motivate, and educate La Crescent residents by highlighting conservation practices that display innovation, conservation leadership, and activities that can be expanded to a larger number of households or businesses in La Crescent.

TIMING:
Application deadline ......................... June 1st 2022 POSTMARK DATE
Selected applicants notified ................ September 1st 2022

Winners will be recognized by the La Crescent Mayor, City Council and GreenSteps Committee during a City Council meeting in fall of 2022.

ELIGIBILITY: Residential, Commercial or Non-profit Organization properties located in La Crescent are eligible. Properties must be in full compliance with city ordinances.

JUDGING: The judges make their selections based on information provided on the application form, as well as from photos and site visits for finalists. Many activities will be considered. In addition to the current best management practices for water quality, the new program will also consider improvements such as the installation of renewable energy (geothermal, solar, or wind), switching to off-peak energy use, innovative or effective recycling and composting efforts, green remodeling, and other personal or corporate behaviors that demonstrate leadership and commitment to improving our environment.

AWARDS: Winners will receive an attractive La Crescent Green Community Awards sign to be placed on their property and recognition at a City Council meeting in fall of 2022.

MAIL COMPLETED FORMS AND PHOTOS TO:
La Crescent Community Awards Program c/o La Crescent GreenSteps Committee
315 Main Street
La Crescent, MN 55947
LA CRESCENT SUSTAINABLE COMMUNITY AWARDS
Water and/or Pollinator Quality Award

Your name:_________________________________________________________ Phone:__________________________________________

Address:________________________________________________________ ZIP:__________________________________________

Email: __________________________________________________________

Type of Property: Single-family Residential_____; Commercial_____; Non-profit_____

Please check all water-friendly Best Management Practices (BMPs) that apply to this property.
1. Which of the following do you have on your property? (Check all that apply)
   [ ] Rain garden
   [ ] Shoreline buffer – [ ] wetland [ ] stream [ ] lake or pond
   [ ] Berm
   [ ] Permeable surface (e.g., paver driveway)
   [ ] Other: ______________________________________________________

   [ ] Native Habitat
   [ ] Rain barrel/s
   [ ] Detention pond
   [ ] Grassy swale

2. What are your stewardship objectives for your property? (Check all that apply)
   [ ] Water infiltration/reduce runoff
   [ ] Habitat for [ ] birds [ ] butterflies [ ] wildlife variety [ ] fish
   [ ] Minimize lawn care
   [ ] Reduce herbicide use
   [ ] Discourage geese and/or muskrats
   [ ] Control invasive non-native plant species (e.g. buckthorn, purple loosestrife)
   [ ] Other: ______________________________________________________

   [ ] Control erosion
   [ ] Prevent flooding
   [ ] Conserve water
   [ ] Increase permeable surfaces
   [ ] Reduce pesticide use

3. How much lawn, if any, have you replaced with other types of plantings? Please describe.

4. What benefits are you seeing as a result of your land stewardship and water-friendly best practices?

5. What advice would you give to individuals thinking about installing water-friendly BMPs on their property?

☐ OPTIONAL: In the event that my property is selected for an award, I give my permission to include my name and address in press releases publicizing the La Crescent Sustainable Community Award Program

Signed:________________________________________ Date:__________________ Thank you!
LA CRESCENT SUSTAINABLE COMMUNITY AWARDS

Energy Conservation Award

Your name: ____________________ Phone: ____________________

Address: ____________________ ZIP: ____________________

Email: ______________________

Type of Property: Single-family Residential _______; Commercial _______; Non-profit _______

1. Please check all energy conservation practices that apply to this property.

[ ] Installation of renewable energy such as geothermal, solar, or wind
[ ] Use of power strips that are turned off to reduce phantom load
[ ] Switching to off peak usage
[ ] On demand water heater
[ ] Programmable thermostat
[ ] Purchase renewable energy through Windsourse®
[ ] Purchase Energy Star rated appliances
[ ] Install high-efficiency water heater, furnace or AC
[ ] Install CFLs or LED lighting
[ ] Solar water heater
[ ] Triple pane windows
[ ] Design for passive solar
[ ] Participate in Xcel’s Saver’s Switch
[ ] Use cold water for clothes washing
[ ] Increased insulation
[ ] Insulating window covers
[ ] Other: ______________________

2. Were your energy conservation practices part of:

[ ] Remodeling existing space
[ ] New construction
[ ] Expansion of existing space

3. What benefits are you seeing in energy usage as a result of the energy conservation practices included in the remodeling, expansion or new construction (attach additional sheets if necessary)? Documentation is appreciated.

4. What advice would you give to individuals thinking about enacting energy conservation practices?

☐ OPTIONAL: In the event that my property is selected for an award, I give my permission to include my name and address in press releases publicizing the La Crescent Sustainable Community Award Program

Signed: ________________________ Date: ________________  Thank you!
LA CRESCENT SUSTAINABLE COMMUNITY AWARDS

General Innovation Award

Your name: ___________________________________________ Phone: ______________________

Address: ___________________________________________ ZIP: ______________________

Email: ______________________________________________

Type of Property: Single-family Residential_____; Commercial_____; Non-profit_____

1. Please check all innovative practices that you are applying to your lifestyle and/or property.

Lifestyle

[ ] Waste Reduction - especially in terms of resource preservation and/or historic preservation
[ ] Reuse of materials
[ ] Composting
[ ] Clothesline Use
[ ] Ultra-high efficiency vehicle
[ ] Uses public transportation
[ ] Other: __________________________

[ ] Recycling – more than typical curbside
[ ] Litter Control
[ ] Vegetable Gardening
[ ] Uses alternative gardening
[ ] Neighborhood Community-building Activity

Property

[ ] Green Remodeling
[ ] Environmental Rehabilitation/Beautification
[ ] Other: ______________________________

[ ] Green Space Preserved
[ ] Community Garden

[ ] Innovative Commitment to Conservation
Please describe: __________________________________________

2. What benefits are you seeing from what you’ve done? Examples include amount of waste reduction, or toxicity reduction through use of lower impact materials (attach additional sheets if necessary). Documentation is appreciated.

3. What advice would you give to individuals thinking about enacting innovative practices?

☐ OPTIONAL: In the event that my property is selected for an award, I give my permission to include my name and address in press releases publicizing the La Crescent Sustainable Community Award Program

Signed: ____________________________ Date: ____________  Thank you!
SAMPLE ORDINANCE
RESIDENTIAL DISCLOSURE OF UTILITY COSTS TO TENANTS

Residential Lease Energy Disclosure and acknowledgement required - Exceptions

a) Within the City, a building or dwelling unit owner, or agent thereof, shall not execute an oral or written lease, contract to lease, or accept any money or other valuable consideration in an application for an oral or written lease for a dwelling unit in which utility service for natural gas or electricity is individually metered to the dwelling unit while the tenant is directly responsible to the utility company for paying these costs without disclosing to the tenant or applicant in written form:

1) That the cost of natural gas or electric service shall be the responsibility of the tenant; and

2) The average monthly cost of service from the utility company or companies providing natural gas and electricity based on energy consumption during the previous 36 months; and

3) The highest billed month and lowest billed month of service during the previous 12 months.

The tenant or applicant shall be required to execute a receipt acknowledging that these written disclosures have been made.

A building or dwelling unit owner, or agent thereof may provide prospective tenants with additional information to demonstrate how future energy cost may differ from previous tenants. This could take the form of a home energy audit or proof of energy efficiency improvements made to the unit.

b) The above Subsection (a) shall not apply to:

1) oral or written leases for rental dwelling units in which the contracting tenant continues his or her previous occupancy, providing that the tenant, during that previous term, was directly responsible to the utility company for paying the costs of natural gas or electricity; or

2) oral or written leases units in which natural gas or electricity is provided centrally by the landlord or building management and the costs of energy are shared and indirectly billed on some basis not directly related to individual dwelling unit usage, such as allocation based on floor space.

3) oral or written leases for dwelling units which have been newly converted to natural gas or electric individually metered systems within the last year, or for new construction of a property which does not have any energy consumption history.

Acquisition of information required to be disclosed
TO: Philipp Muessig  
Program Coordinator  
Minnesota Pollution Control Agency

FROM: Ben Rabe  
Senior Policy Associate  
Fresh Energy

DATE: February 15, 2017

SUBJECT: Sample Municipal Ordinance Requiring Disclosure of Energy Usage for Residential Rental Properties

Fresh Energy has prepared the attached sample municipal ordinance requiring the disclosure of energy usage for residential rental properties as part of a GreenStep Cities grant from the Minnesota Pollution Control Agency. It was drafted with feedback from a stakeholder group in Bemidji, Minnesota including the City Manager, the city’s rental inspector, the regional planning director, two representatives from the local economic development organization, sustainability director from Bemidji State University and the Northwest CERTs regional director.

Disclosing energy costs to potential renters helps creates market clarity so renters can more accurately budget housing costs and choose potentially more energy-efficient apartments. Landlords who are required to disclose energy costs to potential renters are incentivized to make energy efficiency improvements as well – confronting the “split incentive” efficiency issue between renters and landlords.

After contacting utilities around the state - investor owned utilities, municipal utilities and cooperative utilities - we learned that utilities of all three types would provide tenant monthly average energy usage and costs to landlords and property managers over a twelve or more month period. However, currently, most utilities would not provide, without altering their internal data sharing policies, individual monthly data to landlords on tenant usage - the highest billed month and lowest billed month of service during the previous 12 months.
The information required to be disclosed in Subsection (a) shall be provided at no direct cost to the requestor or intended recipient, by the utility company or companies that supply to the dwelling unit upon the written or electronic request of the building or dwelling unit owner or his or her agent. Every such request shall contain an affirmative statement that the person or entity making the request possesses title or in the case of trust, is the owner of the power of direction to the property in which the dwelling unit is located or is the agent of such person or entity.

The utility company receiving such request shall be entitled to rely on the affirmative representation of such owner or agent and shall not be obligated to do anything further to ascertain or confirm the identity of the owner and/or agent of the property.

The utility company shall devise written and electronic forms to be used for requesting and providing the energy report. The city shall undertake a program to educate the public and shall make request forms and information available online and at City Hall. Under no circumstance shall the information provided to building or dwelling unit owners, tenants or prospective tenants under this process disclose payment records of or the name to whom the account was formerly billed. The utility company shall provide such information within two weeks of the receipt of a properly executed request.

Once received by the owner or agent, the information provided by the utility company shall be considered valid for the disclosure purposes of this chapter for six months from the date that it was obtained or provided. If the unit was not leased for the entire prior 36 months, the landlord must provide potential tenant with required information for the period of last occupancy.

The information disclosed pursuant to subsection Sec. XX-XX shall not be construed as an offer or guarantee by the utility company to provide energy for the cost reported in the information, and the utility company shall not be liable for any difference between the reported cost and the actual cost incurred by the tenant or owner to whom the information is disclosed. Nothing in this chapter shall be construed as relieving any person of the responsibility of paying the amounts billed them for utility service by a utility company.

Administration

The City shall administer Sec. XX-XX and may adopt rules and regulations for the effective administration of Sec. XX-XX.

Penalties

1) (a) Any building or dwelling unit owner, or agent thereof, who fails to provide or who falsifies information required to be provided by (Subsection #Above) commits an offense and shall be subject to a fine not exceeding $500.00 for each offense.

(b) Any person who falsely claims or misrepresents himself or herself to be an owner or agent in any disclosure or request for information made with regard to Sec. XX-XX commits an offense and shall be subject to a fine not exceeding $500.00 for each offense.

(c) It shall be an affirmative defense to any prosecution for a failure to disclose information required by this chapter that the utility company failed to timely comply with a properly executed written request.
Severability

If any section of this chapter is held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.