

TO: GreenStep Committee Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 15th, 2022

RE: Meeting Notice Wednesday May 9th, 2022 4:30 p.m., La Crescent City Hall 315 Main Street

AGENDA

1. Consideration of meeting minutes – March 23rd 2022. (See below)
2. New member(s) recruitment
3. EV Zoning Ordinance language follow up on planning commission review
4. Tree Steward Program MN, planning for September 10th, 2022 Training - [Tree Steward | Minnesota Tree Care Advocate \(umn.edu\)](#) -
5. CPL Grant Aug. 1, 2022 (Traditional Cycle)
6. Pine Creek Prairie Seeding (site mix copy at meeting) Seeding planned for week of June 13th
7. Prairie planting projects 2022 – Volunteers June 11th Veterans Park Upper Parking Lot, Sportsman's Landing June 2022 seeding – South chestnut detention basins Siberian Elm removal – Trane?
8. Sustainable Purchasing Policy (attached)
9. Sustainable community awards – posted on city website – plans for recruitment [Sustainable Community Award Application \(cityoflacrescent-mn.gov\)](#)
10. Adopt-a-drain program recruitment, communication and signups – invite members of GreenSteps committee to join – easy to do, share experience – marketing materials to share – Volunteers for table/booth at Farmers Market (laptop for registration?)
11. LEED for Cities – press release and role for GreenSteps team
12. Project updates –Solar PV updates Ice Arena and Pool, other updates
13. 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: April 8th, 2022

RE: Meeting Minutes

March 23rd, 2022

The La Crescent GreenStep Committee met at 4:30 pm, on Wednesday March 23rd, 2022, in the City Council Chambers at the La Crescent City Hall. The following members were present: Tyler Benish, Jason Ludwigson, Jim Nissen, Bob Spencer, and Theresa Ebner.

1. The committee discussed new member recruitment.
2. The committee reviewed the Minnesota Tree Steward Program. The plan is to host a training for members of the community on May 7th 2022.
3. The committee discussed the MNPUC Xcel rate increase and how the efficiency updates the city has completed in the last 5 years have helped to offset much of the rate increase.
4. The committee reviewed the B3 Benchmarking report that was presented to the La Crescent City Council.
5. Jason Ludwigson reviewed the proposed prairie planting projects for 2022 and the MnDOT landscape partnership.
6. The sustainable community awards have been posted on the city website. The committee reviewed ways to share the message about these awards with the public.
7. The committee reviewed the Adopt-a-Drain program. Teresa volunteered to host a table at the Neighbors Day event April 9th to pass out the Adopt-a-Drain postcards.
8. The committee reviewed ideas for creating a city salt brine project.
9. The committee reviewed possible EV zoning language. The committee agreed by consensus to bring forward recommendations for EV language additions in the city zoning ordinance to the planning commission.
10. The committee discussed the upcoming EV lawn and landscape event April 16th from 9:30 to 11:30 a.m. All members were encouraged to attend and help spread the word about the event.
11. There being no further business to discuss, the meeting was adjourned at approximately 5:48 pm.

Section 12.10 General Provisions

Add Subd. 19. ELECTRIC VEHICLE CHARGING STATIONS

- A. EVCS are permitted accessory (structures?) use in all zoning districts subject to the following requirements.
- B. EVCS Requirements

Property Use	Charger Requirement	EV-Ready Spaces	Additional Requirements
Residential uses with up to 3 units	One L2 charger required in an enclosed parking space	N/A	N/A
Residential uses with 4 to 14 units	10% of enclosed parking spaces require L1 chargers.	2 spaces require L2 or L3 EV-ready spaces	At least one ADA space must have access to an EV charger.
Residential uses with 15 or more units	10% of enclosed parking spaces require L2 chargers.	20% of spaces require L2 or L3 EV-ready spaces. All remaining enclosed spaces are required to be L1 EV ready.	At least one ADA space must have access to an EV charger.
Non-residential uses with up to 20 spaces	One space with an L2 or L3 charger.	10% percent require L2 or L3 EV-ready spaces.	At least two ADA spaces must have access to an EV charger.
Non-residential uses with 21 or more off-street	5% percent of parking spaces with an L2 or L3 charger.	20% percent require L2 EV-ready spaces. At least one L3	At least two ADA spaces must have access to an EV charger.

parking spaces		EV-ready space.	
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- C. EVCS cords shall (will/are?) be retractable or have a place to hang the connector and cord sufficiently above the pedestrian surface as to minimize tripping hazards;
- D. Any cords connecting the charger to a vehicle shall be configured so that they do not cross a driveway, sidewalk, accessibility routes, or passenger unloading area;
- E. In order to proactively plan for and accommodate the anticipated future growth in market demand for electric vehicles it is strongly encouraged, but not required, that all new and expanded development parking areas consider adding the electrical infrastructure necessary to support the future installation of Electric Vehicle Charging Stations. This may include increasing electrical panel capacity, the installation of conduit or raceway, or other actions. Installing the infrastructure necessary for Electric Vehicle Charging Stations during construction is significantly more cost effective than retrofitting parking areas to be EV-ready;
- F. EVCS shall be posted with signage indicating the space is reserved for electric vehicle charging purposes;
- G. EVCS shall provide a phone number or other contact information on the equipment to report problems;
- H. EVCS shall have adequate lighting available for ease of night time use;
- I. EVCS equipment shall be protected by a curb, wheel stops, or concreted filled bollards;
- J. EVCS installers should (shall) consider the following best practices for considerations of individuals protected under The Americans with Disabilities Act (ADA) until such time as there is national standard for ADA requirements for EVCS;
- K. Accessible EVCS do not count toward the minimum number of accessible car and van parking spaces required in a parking facility, as they are meant to be used by EV owners only;
- L. EVCS should (shall) be located so they are accessible for a person in a wheelchair on an access aisle, and the EVCS should not encroach on the access aisle;

- M. Reach range and turning radius requirements from ADA are good standards for accessing the equipment;
- N. Bollards and wheel stops should (shall) not obstruct the use of the charging station;
- O. Charging equipment may be shared between accessible EVCS and regular EVCS;
- P. It is recommended that at least one accessible EVCS be included when installing multiple EVCS. If installing only one EVCS, strong consideration should be given to making it accessible;
- Q. Allows for a 5% reduction of minimum required parking for the installation of EV chargers above and beyond requirements, at a ratio of one L2 or L3 charger to one parking spot;
- R. New off-street parking areas will need to comply with the EV charger requirements and if an existing parking area is physically expanded, any added parking areas will need to meet ratios for minimum EV charging requirements as well.

Definitions

Battery electric vehicle charging station - an electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles.

Battery Electric Vehicle - any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries, and produces zero tailpipe emissions or pollution when stationary or operating.

Charging Levels • Level 1 • Level 2 • Level 3 - "the standardized indicators of electrical force or voltage, at which an electric vehicle's battery is recharged. The terms 1,2, and 3 are the most common charging levels, and include the following specifications:

1. Level-1 is considered slow charging. Voltage including the range from 0 through 120.
2. Level-2 is considered medium charging. Voltage is greater than 120 and includes 240.
3. Level-3 is considered fast or rapid charging. Voltage is greater than 240."

Electric capacity - at minimum: 1. Panel capacity to accommodate a dedicated branch circuit and service capacity to install a 208/240V outlet per charger; 2. Conduit from an electric panel to future EVCS location(s).

Electric vehicle - a vehicle that uses electricity for propulsion.

Electric vehicle charging station (EVCS)- a public or private parking space that is served by battery charging station equipment for the purpose of transferring electric energy to a battery or other energy storage device in an electric vehicle.

Electric vehicle charging station – private restricted use - an electric vehicle charging station that is (1) privately owned and restricted access (e.g., single-family home, executive parking, designated employee parking) or (2) publicly owned and restricted (e.g., fleet parking with no access to the general public).

Electric vehicle charging station – public use - an EV charging station that is accessible to and available for use by the public.

Electric vehicle infrastructure - structures, machinery, and equipment necessary and integral to support an electric vehicle, including battery charging stations, rapid charging stations, and battery exchange stations.

Electric vehicle parking space - any marked parking space that identifies the use to be exclusively for the parking of an electric vehicle

City of La Crescent sustainable purchasing policy

SUSTAINABLE PURCHASING POLICY

Policy 4.XX

1.Purpose and Scope

The City of LaCrescent Sustainable Purchasing Policy is a guide to the selection of goods and services that encourage minimal impact on the environment. Careful purchasing decisions use natural resources more efficiently, can lead to cost savings, protect our environment, and increase demand for better products. Specifically, the Policy is adopted in order to:

- Conserve natural resources
- Minimize environmental impacts such as pollution, water usage, and energy waste
- Eliminate or reduce the use of toxic and hazardous compounds Identify environmentally preferable products and distribution systems
- Lower overall costs to the City by addressing full life -cycle cost accounting purchase, operation, maintenance, disposal, staff time, and labor)
- Reduce materials that are landfilled or incinerated
- Utilize best practices in environmental purchasing as identified through the Minnesota Pollution Control Agency' s (MPCA) GreenStep Cities Program
- Support local economy as much as possible

This policy encourages City departments to undertake cost/ benefit trade- off analyses and bring recommendations for spending money for greener outcomes to City management and the City Council where that encourages prudent stewardship of the City's resources.

This policy will apply to all City departments and employees. This policy is subject to the Municipal Contracting Law (MN Statue 471. 345), the City of Lakeville Purchasing Policy, the City of Lakeville Financial Sustainability and Resiliency Policy, and all other applicable laws and ordinances.

2. Definitions

- Environmentally Preferable Products and Services: as defined by the United States Environmental Protection Agency (US EPA) means products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This applies to raw material acquisition, as well as product manufacturing, distribution, use, maintenance, and disposal.
- Energy Star: the US EPA' s energy efficiency product labeling program described at [http:// www.energystar.gov](http://www.energystar.gov).

- **Energy Efficient Product:** a product that 1.) meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star' trademark label; or, is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy' s Federal Energy Management Program <http://www.eere.energy.gov>.
- **Financially Feasible:** a product has lower costs over its entire lifecycle as determined by full cost accounting (purchase, operation, maintenance, disposal, staff time, and labor).
- **Practicable:** whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.
- **Post -consumer Recycled Content:** material that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item, and is used as a raw material for new products.
- **US EPA Comprehensive Procurement Guidelines:** the most current policies established by the U. S. Environmental Protection Agency for federal agency purchases— <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-proqam>).
- **VOCs:** Volatile organic compounds are organic chemical compounds that have high enough vapor pressures under normal conditions to significantly vaporize and enter the earth' s atmosphere.
- **Water -Saving Products:** products that are in the upper 25% of water conservation for all similar products, or achieves a WaterSense label/ certification.

3. Roles and Responsibilities

All City departments are to be fully aware of the City' s guidelines on purchasing environmentally preferable goods and services, and all departments are responsible to:

Ensure that specifications do not discriminate against reusable, recycled, or environmentally preferable products without justification,

Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors,

Review and revise specifications to maximize the specification of designated environmentally preferable products where practicable,

Facilitate data collection on purchases of designated environmentally preferable products by the department in order to assist in tracking the City's environmentally preferable purchasing efforts.

Purchase from local businesses as much as feasible that meets the purchasing needs and is still cost competitive.

4. Identification of Products and Services

Waste Reduction

The City will institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality, including but not limited to:

- a. communicating electronically instead of printing to the greatest degree possible given some residents and city staff do not have email
- b. photocopying and printing double-sided
- c. using digital or fillable online forms
- d. printing of documents and reports only as they are needed and required by state mandated record retention policies
- e. buying in bulk, whenever storage is available, and operations allow it
- f. reusing products such as file folders, storage boxes, office supplies, and furnishings
- g. using washable or reusable dishes and utensils
- h. avoid purchasing or acquiring polystyrene foam or other disposable food service ware and where affordable use compostable disposable food service ware when washable and reusable dishes and utensils are impractical

Recycled Content Products

Per subdivisions one (1) and two (2) of Minnesota Statute 1613. 122 and per the Federal Environmental Protection Agency' s (EPA) requirements, the City of Lakeville will endeavor to purchase paper products containing the highest post -consumer content practicable, but no less than minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines. The following list should be established as not less than the minimums of these guidelines.

a. Printing paper, office paper, and paper products should contain the highest postconsumer content practical and within budgets.

b. Janitorial paper products should contain the highest postconsumer content practical and within budgets.

c. Materials and products such as those for construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non - paper office products, should contain the highest postconsumer content that meets specifications and budgets and is available, or, when postconsumer material is impractical for a specific type of product/ application, contain substantial amounts of recovered material.

Energy and Water Savings

A. All appliances and products purchased by the City for which the US EPA Energy Star certification is available will meet Energy Star certification provided such products are available and financially feasible (www.energystar.gov). Typically, this would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers, and microwave ovens.

B. When Energy Star labels are not available, appliances and products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program shall be considered for purchase.

C. Water -saving products purchased by the city will meet the WaterSense certification when such products are available and financially feasible ([http:// www.epa.gov](http://www.epa.gov)). This includes, but is not limited to, high -performing fixtures such as toilets, waterless urinals, low -flow faucets and aerators, and upgraded irrigation systems.

D. The City will commit to reducing energy use as much as feasible and the remaining energy needs will be met by renewable, minimally polluting energy sources as much as is practical and economical.

Cleaning Products

Cleaning products purchased by the city will meet Green Seal, EcoLogo, and/ or U. S. EPA Design for the Environment cleaning product standards if such products are practicable, available, and perform to an acceptable standard. <http://www.greenseal.org>, <http://www.environmentalchoice.com>, and <http://www.epa.gov>).

Construction and Renovations

A. All building and renovations undertaken by the city should review green building practices for design, construction, and operations and implement practices where practical and economical.

B. The City will purchase high efficiency cooling and heating equipment and motion sensitive lighting, whenever practical and economical.

C. Sustainable landscape planting and management practices whenever practical, including:

i. Plants should be selected to minimize waste by choosing species that are appropriate to the microclimate; species that can grow to their natural size in the allotted space and perennials rather than annuals. Native and noninvasive trees, shrubs, and plants that require minimal watering once established are preferred.

ii. Minimize pesticide and herbicide use wherever practical. iii. Apply fertilizer as needed, following a fertilizer application program that is based on soil sampling data, in field inspections, volume and type of use at the facility and best agronomic practices.

D. When maintaining buildings, the City will attempt to use products with the lowest amount of VOCs, and low or no urea formaldehyde. Examples of such products include paint, carpet, adhesives, furniture, and casework within budget restrictions and product ability to meet specifications. These guidelines are subject to the requirements and preferences in the Municipal Contracting Law (MN Statutes 471. 345) and all other applicable laws and ordinances.

PRESS RELEASE:

The U.S. Green Building Council (USGBC), creators of the LEED green building rating system, have announced 15 cities and counties will commence certification in a national cohort supported by the LEED for Cities Local Government Leadership Program.

Bank of America partnered with USGBC to launch the Local Government Leadership Program in 2017 and has contributed more than \$2 million to support dozens of cities and counties in their pursuit of LEED certification. The program helps local governments committed to reducing climate change and advancing resilience and social equity by measuring and tracking performance using the LEED for Cities rating system.

La Crescent has made a commitment over the last eight years to increasing the sustainability of city operations. This has involved the city participating in the B3 Benchmarking Program, Partners in Energy Program and Minnesota Green Steps Cities Program. Participation in the LEED for Cities Local Government Leadership Program will be a great opportunity for the city to partner with other communities to learn and share best practices for accelerating sustainability practices in our community.

“Local governments are leading the way in finding solutions to address the climate crisis, and LEED for Cities helps local leaders create responsible, sustainable and specific plans to contribute to quality of life for its residents,” said Peter Templeton, president and CEO, U.S. Green Building Council. “The 15 local governments selected to participate in this year’s cohort are committed to finding solutions for health, sustainable and high performing, and using LEED as a tool to ensure they are on a path of continuous improvement.”

The 15 local governments selected for the 2022 program represent more than three million Americans in diverse places around the country:

- Amesbury, Mass. · Cape Canaveral, Fla. · Columbia, S.C. · Cutler Bay, Fla. · Davidson, N.C.
- Dayton, Ohio · Fort Lauderdale, Fla. · Henderson, Nev. · Issaquah, Wash. · Ithaca, N.Y.
- **La Crescent, Minn.** · Oakland County, Mich. · Reno, Nev. · State College, Penn. · Tucson, Ariz.

About the U.S. Green Building Council:

The U.S. Green Building Council (USGBC) is committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings. USGBC works toward its mission of market transformation through its LEED green building program, robust educational offerings, an international network of local community leaders, the annual Greenbuild International Conference & Expo, the Center for Green Schools and advocacy in support of public policy that encourages and enables green buildings and communities. For more information, visit usgbc.org and connect on Twitter, Facebook and LinkedIn.