



SUSTAINABILITY COMMISSION

City Hall—Central Place Room, 3989 Central Ave NE
Tuesday, December 12, 2023
6:00 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person or via Microsoft Teams www.microsoft.com/en-us/microsoft-teams/join-a-meeting, Meeting ID 220 710 057 646 and passcode 9SW2ZH. For questions please call the Public Works Department at 763-706-3700.

COMMUNITY FORUM: At this time, individuals may address the Sustainability Commission about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Commission will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

CALL TO ORDER

1. Roll Call
2. Review of Minutes.

OLD BUSINESS

3. Sustainable Purchasing Policy.

NEW BUSINESS

4. Meet and Greet with Public Works Director, David Cullen
5. Potential Grant Opportunities Discussion (LEAP, HUD Green Retrofit Programs, Climate Pollution Reduction, etc.)
6. Partners in Energy.
7. GreenCorps Host Site.

ADJOURNMENT

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.



SUSTAINABILITY COMMISSION
 City Hall—Shared Vision Room, 3989 Central Ave NE
 Tuesday, November 14, 2023
 6:00 PM

DRAFT/UNAPPROVED MINUTES

CALL TO ORDER/ROLL CALL

The meeting was called to order by Chairperson Ahmadvand at 6:03 p.m.

Members present: Commissioners Ahmadvand, Evenson, Finkelson, Groseth, Jensen Christen, Johnson, LaPlante, Leoni-Helbacka

Members absent: Commissioner Kurek

Staff present: Andrew Boucher, City Planner
 Liam Genter, Urban Forestry Specialist
 Sue Chapman, Administrative Assistant

Staff absent: Sulmaan Khan, Interim City Engineer

Council Liaison: Connie Buesgens (absent)

APPROVAL OF MINUTES

Motion by Ahmadvand, seconded by LaPlante to approve the minutes of October 10, 2023 as presented. Motion passed unanimously.

OLD BUSINESS

1. GreenStep Cities Profile Follow Up

Commissioners briefly reviewed the GreenStep Cities profile. Discussion centered around Buildings and Lighting. Boucher would like to see the Bylaws by the next meeting and Section 9 BMP's in January or February.

2. Complete Streets Proposal Follow Up

Commissioners reviewed the ordinance establishing a Complete Streets Policy. Under Section II, Item 2, Finkelson would like to see a checklist at the beginning of projects. This will provide documentation that all required factors were considered. Boucher will discuss this with the Interim City Engineer.

Under Item 4, LaPlante would like to include that the policy may be amended—there are currently too many cars on the street. Right-size parking was discussed.

Motion by Johnson, seconded by Finkelson to approve an ordinance establishing a Complete Streets Policy. Motion passed unanimously.

Boucher advised commissioners that if they have any redlines to the ordinance they can send them to him. This will then go to the next work session and then the council meeting. Ahmadvand and Finkelson volunteered to assist with the work session.

Boucher also advised commissioners that written comments are still being accepted for the 40th Avenue Corridor Study.

NEW BUSINESS

3. Potential Grant Opportunities Discussion (LEAP, HUD Green Retrofit Programs, Climate Pollution Reduction, etc.)

This item was tabled by Ahmadvand and will be discussed at the next meeting.

4. Hosting Sustainability Commission Table at Upcoming SnowBLAST Event (February 3, 2024 from 4 – 7 pm)

Commissioners are interested. Boucher will get them a calendar of events.

5. Other

LaPlante suggested a joint meeting with the Park & Recreation Committee.

Commissioners also discussed creating a Sustainability Commission mission statement.

ADJOURNMENT

Motion by Ahmadvand, seconded by Jensen-Christen to adjourn the meeting at 7:13 p.m. Motion passed unanimously.

Respectfully submitted,

Sue Chapman
Administrative Assistant



SUSTAINABILITY COMMISSION MEETING

| | |
|----------------|-------------------|
| AGENDA SECTION | NEW BUSINESS |
| MEETING DATE | DECEMBER 12, 2023 |

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|--|---|--|---|---|--|---|--|---|
| ITEM: | Review of Environmentally Preferable Purchasing Policy. | | | | | | | |
| DEPARTMENT: | Community Development | BY/DATE: Andrew Boucher – City Planner | | | | | | |
| <p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input checked="" type="checkbox"/> Trusted and Engaged Leadership</td> <td><input checked="" type="checkbox"/> Sustainable</td> </tr> </table> | | | <input type="checkbox"/> Healthy and Safe Community | <input type="checkbox"/> Thriving and Vibrant Destination Community | <input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly | <input checked="" type="checkbox"/> Strong Infrastructure and Public Services | <input checked="" type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable |
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| <input checked="" type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable | | | | | | | |

BACKGROUND

One of the requirements to achieve Step 3 recognition in the Minnesota GreenStep Cities program is to adopt a Sustainable Purchasing Policy directing the City to purchase at least EnergyStar and EPEAT certified equipment and appliances as well as paper containing post-consumer recycled content. Sustainable purchasing, also known as environmentally preferable purchasing (EPP), shifts city purchasing to procurement of goods and services that have a reduced effect on the natural environment and human health when compared to competing products and services that serve the same purpose. While life-cycle assessments offer the best metric for determining what is the most sustainable, product and service attributes are commonly used as a proxy, and include:

- Increased energy efficiency
- Reduced toxicity
- Beneficial to indoor air quality
- Water-conserving
- Recycled-content
- Minimized waste
- Plant-based
- Locally produced
- Embodied energy/life-cycle greenhouse gas impact

Staff examined the purchasing policies of the cities of Nisswa, St. Louis Park, Warren, Dilworth, and Maplewood in development of the City’s policy as these cities have achieved 3-Star recognition for their policies. Examples of the products and services that other cities have addressed in their policies include: renewable energy purchasing, establishing preferences for local, regional, and diverse products and services, requiring purchase of WaterSense-certified products, minimum sustainability standards to reduce the impact of construction materials, etc.

The proposed purchasing policy is designed to reflect the City’s commitment to being an environmental and sustainability leader. The purchasing policy will address energy through an emphasis on increasing energy conservation and renewable energy while decreasing the amount of purchased fossil fuels. Other fields this policy intends to address are; source reduction, recycled content products, electronics, water conservation, green cleaning products and services, waste minimization, landscaping, and sustainability of investments.

STAFF RECOMMENDATION

RECOMMENDED MOTION(S):

MOTION: Move to continue discussion of the Environmentally Preferable Purchasing Policy to the January meeting of the Sustainability Commission; OR

MOTION: Move to recommend that the Sustainability Commission through the Council Liaison, Connie Buesgens, give the Environmentally Preferable Purchasing Policy a positive recommendation and request City Council consider the item at the next available work session.

ATTACHMENTS: City of St. Louis Park
City of Maplewood



City of St. Louis Park Environmentally Preferable Purchasing Policy

I. PURPOSE AND SCOPE

A. The goal of this policy is to encourage purchasing that reflects the City's commitment to being an environmental and sustainability leader. This policy may be amended or superseded in the future to also include broader aspects of sustainability. These aspects may include, but are not limited to: local sourcing, ethical business practices, responsible treatment of workers, child labor prevention, human rights, safety and wellness, fair trade, transparency, economic equality and social justice.

This policy for purchasing is adopted in order to:

Promote environmental factors such as:

- Conserving natural resources
- Conserving energy
- Minimizing environmental impacts such as pollution
- Minimizing use of water
- Reducing or eliminating toxins or toxic materials that create hazards to workers and our community
- Supporting strong recycling markets
- Reducing materials that are landfilled and incinerated
- Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals

Promote fiscal factors such as:

- Decreasing lifecycle costs by acknowledging and incorporating full cost accounting (purchase, maintenance, disposal, staff time, and labor)
- Minimizing waste and its associated costs

B. This policy applies to all City departments and employees, vendors, contractors and grantees for all products and services provided to the City.

C. This policy is subject to the requirements and preferences in the Municipal Contracting Law (MN. Statue 471.345), the St. Louis Park Purchasing Policy and all other applicable laws and ordinances.

D. This policy adheres to or exceeds the Admin Minnesota Materials Management Division Environmentally Responsible Purchasing Policy: <http://www.mmd.admin.state.mn.us/envir.htm>. All Minnesota Legislative and Executive Order Requirements in the State policy shall be followed by the City of St. Louis Park unless superseded by this city policy.

II. EFFECTIVE DATE

This policy will take effect on June 1, 2015.

III. ROLES AND RESPONSIBILITIES

A. Implementation

All City departments are responsible for implementation of this policy and to ensure their respective employees and contractors are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. All departments are suggested to:

- Evaluate environmentally preferable products, whenever practical, to determine the extent to which they may be used by the department and its contractors.
- Facilitate data collection, if requested, on purchases of designated environmentally preferable products by the department in order to assist the City Sustainability Coordinator.

B. Responsible Parties

The Sustainability Coordinator will administer this policy. Each department head will have the responsibility of ensuring adoption within his or her department and report any issues to the above party.

C. Accountability Measures

The City Sustainability Coordinator will work with all city departments to deliver a brief summary annually to Sustainable SLP, covering:

- Status of this policy's implementation
- Informal data on purchases of environmentally preferable products
- Financial implications of the policy, if any
- Overall accomplishment and challenges
- Recommendations for the future

IV. GENERAL CONDITIONS

A. Purchased Energy

A.1. Conservation – It is recommended that lifecycle costs are considered in every new building or infrastructure project, retrofit or remodel requiring city capital. Lifecycle thinking should be employed when evaluating energy conserving purchases. For example, longer life and lower end of life impacts of LED lighting can offset initial price premium over fluorescent lighting. A ten-year payback for efficiency upgrades is a recommended standard, but could be amended based on future needs. Sample energy-saving purchases include, but are not limited to:

- Energy performance contracting for existing buildings
- More efficient technologies such as LED lighting for buildings and grounds
- Daylight or motion sensor lighting
- HVAC control systems

- Passive solar heating / shading

A.2. Renewable Electricity – It is recommended that the City will make every effort to purchase renewably generated electricity in all of its accounts, when economically feasible. Renewable power can often be purchased for less than 10% incremental cost, or could even yield a payback over time. The city should seek to understand the cost of fully eliminating its electricity-derived carbon footprint and establish goals to reach net zero. Current means of becoming carbon-neutral include but are not limited to:

- Participation in Xcel Energy’s *Windsorce* program
- Large-scale solar energy purchasing agreements
- Small-scale ‘community solar’ projects
- The purchase of carbon offsets

A.3. Purchased Fossil Fuels – It is recommended that the City will make every effort to offset the environmental impacts of its purchased fossil fuels when economically feasible. The city should understand the cost of offsetting its carbon emissions originating from: 1) natural gas, 2) gasoline, 3) diesel / fuel oil. Current means of becoming carbon neutral with respect to fossil fuels include but are not limited to:

- Natural gas performance contracting for existing buildings
- Participation in CenterPoint Energy’s *Green Balance* Program
- The planned purchase of higher efficiency or plug-in electric vehicle fleets
- Fuel switching from natural gas to renewables for buildings and infrastructure
- The purchase of carbon offsets

B. Source Reduction

B.1. Products that are durable, long lasting, reusable or refillable are preferred.

B.2. Vendors will be encouraged whenever practicable to take back and reuse pallets and packaging materials such as plastic bags, cardboard and similar materials.

B.3. City will implement the goals of the new Protocol related to the Zero Waste Meetings out of the City’s Public Works Department as they relate to purchasing whenever practicable.

C. Recycled Content Products

C.1. It is recommended that printing paper, office paper and paper products will minimally meet the minimum recycled content standards established by the US EPA that meets the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines. 100% post-consumer recycled content is strongly preferred if fiscally possible (within a 10% lifecycle cost increase over the aforementioned product, for example). Any non-recycled paper content should be certified by the Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

C.2. It is recommended that janitorial paper products will minimally meet the minimum recycled content standards established by the US EPA and that meets

the minimum recycled content standards established by the US EPA Comprehensive Procurement Guidelines. 100% post-consumer recycled content is strongly preferred if fiscally possible (within a 10% lifecycle cost increase over the aforementioned product, for example). Any non-recycled paper content should be certified by the Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

D. Electronics

D.1. The responsibility for this policy will be those City of St. Louis Park employees whose job functions include the operations management for city owned facilities (i.e., offices, garages, buildings) or purchasing of energy consuming equipment (i.e. Information Technology). These individuals are responsible for ensuring that this policy is executed and updated over time.

D.2. Where applicable, energy-efficient Information Technology equipment will be purchased with the most up-to-date energy efficiency functions. When necessary, suppliers or manufacturers will train equipment operators and maintenance personnel in the proper enabling and use of energy efficient and sleep mode functions on their equipment.

D.3. 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, heating, exhaust fans, water heaters, computers, exit signs, and appliances such as refrigerators, dishwashers and microwave ovens. Purchased electronic products meeting EPA Energy Star standards are highly encouraged.

D.4. When Energy Star labels are not available, use energy efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

D.5. The city will consider rechargeable battery systems for common household sizes: AA, AAA, etc. Disposable batteries will only be purchased in the event that no rechargeable option exists or if there are significant reasons why a rechargeable battery system is suboptimal.

E. Water Conservation

E.1. The City should purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

F. Green Cleaning

The *Green Cleaning* concept has been employed by cleaning companies for many years. These techniques have now become mainstream in many cases. The cleaning policy below contains recommendations for the future, but expectations can be made if these are not currently practical or would require significant investment of resources. Some chemicals such as those associated with the rec center pool may be exempted from this policy. It is recommended, however, that we consider lower-toxicity alternatives to chlorine should they become available in the future and economically feasible.

F.1. Green Cleaning Roles & Responsibilities

The responsible party for this policy is the St. Louis Park Facilities Maintenance Supervisor. It is recommended that he or she evaluate the green cleaning policy on a quarterly basis to evaluate progress towards the implementation goals and assess whether the building (all city facilities except the Rec Center) is being sufficiently cleaned with these procedures. As necessary, the responsible party will revise the green cleaning policy to include additional cleaning strategies or modify existing cleaning strategies.

F.2. Cleaning Products and Materials

Cleaning products should meet one or more of the following standards:

- Green Seal GS-37, Green Seal GS-40
- EPA Design for the Environment Program's Standard for Safer Cleaning Products.
- Hand soaps and hand sanitizers contain no antimicrobial agents except where required by health codes and other regulations (food service and health care requirements) and meet Green Seal GS-41.
- Hand sanitizers meet UL 2783 standard for Instant Hand Antiseptics.

F.3. Cleaning Contracts & Services

Strategies for reducing toxicity in contracted cleaning activities:

- Cleaning staff and building occupants are supplied with safe cleaning chemicals that meet the sustainability criteria described in the purchasing guidelines above.
- Hard floors, including tile, concrete, and wood surfaces, are cleaned with only sustainable cleaning products.
- Microfiber cloth and other sustainable high performance cleaning techniques replacing traditional cleaning activities.
- Ionized water-only surface cleaning devices used as much as possible.
- Cleaning chemicals must be labeled and stored in locked, demarcated areas.
- Material safety data sheets (MSDS) for the cleaning chemicals are displayed in storage areas.

Strategies for conserving energy, water, and chemicals used for cleaning:

- Manual-powered equipment and cleaning strategies used whenever practicable to reduce the energy and water used by powered equipment and typical cleaning strategies.
- Cold water used when possible to reduce energy used to heat hot water.
- Vacuum filters and other applicable equipment changed frequently to enable air flow and reduce the energy consumption of the equipment.
- When cleaning chemicals are necessary, the operating procedures for chemical dilution are followed to ensure that the minimum amount of cleaning chemical is used.

Training plan and tracking plan for water, energy, and toxic chemical usage:

- A training plan is developed to ensure all new staff understands this policy.
- Every time a toxic chemical is used at most City buildings managed by Facilities Maintenance Division, it should be reported to the St. Louis Park Facilities Maintenance Supervisor with a record of which chemical was used, where it was applied, and the reason for its use (exceptions may be granted by the City Sustainability Coordinator). At the present time, the Rec Center and Park Buildings will be exempt from this requirement.

G. Waste Minimization

G.1. St. Louis Park requires vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.

G.2. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

G.3. Vendors are being encouraged to take back and reuse pallets and packaging materials.

G.4. Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, will be asked to take back equipment for reuse or environmentally safe recycling when St. Louis Park discards or replaces such equipment, whenever practicable.

H. Landscape Maintenance and Materials

H.1. Maintenance Contracts

The City of St. Louis Park will ask our vendors and suppliers, in contract terms, to use environmentally preferable equipment, materials and techniques in all forms of landscaping and grounds maintenance when practicable.

H.2. Landscape Materials

The City of St. Louis Park will strive to make sustainable and environmentally preferable decisions in all forms of landscaping and grounds maintenance whenever practicable. This includes, but is not limited to:

- Design for sustainability
- Design for low maintenance
- Design for walkability / bike-ability
- Substitute organics for chemicals
- Reduce transport of landscape debris whenever possible
- Continue to purchase native / locally grown / organic plants and materials

I. Producer Responsibility

I.1. The City of St. Louis Park will, whenever practicable, favor products that are manufactured by companies that take financial and/or physical responsibility for collecting, recycling, reusing, or otherwise safely disposing of their products and packaging at the end of their useful life. While this may not be common practice currently, the Sustainability Coordinator could possibly assist with identifying companies that do adhere to these practices.

J. Sustainability of Investments

J.1. Whenever practicable, the City of St. Louis Park will avoid making investments in which the city and its employees stand to profit from the extraction, sale, transportation or consumption of fossil fuels or other known environmental hazards. The city will seek out a plan to divest current financial assets held in fossil fuels and reinvest these assets in more sustainable investment areas, such as clean energy when practicable.

K. Future Focus

K.1. This policy is intended to be a living document that will serve the City for years to come even while sustainability standards evolve. Future policy topics may include, but are not limited to: guidelines on fleet vehicles, purchased landscape materials and services, city building retrofits, city infrastructure service and material procurement, and purchased energy. Rec Center and Park Facilities will put in place regular reviews on their use of toxic chemicals and ways to reduce or eliminate their use. Rec Center will put in place regular reviews on the use of green cleaning products.

V. 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.

The following attributes should be considered when determining whether a product or service is environmentally preferable:

- Available locally
- Bio-based
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e. no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content
- Made from renewable products
- Persistent, Bioaccumulative Toxic (PBT) free
- Recycled Content/recyclable
- Reduced packaging
- Reduced landfill and incineration of materials
- Reduce greenhouse gas emissions
- Refurbished/refurbishable

ASTM – American Society for Testing and Materials.

ASTM D6400-04 – the standard specifications for compostable plastic in the US.

Available locally – that one or more businesses within the county/city or immediate surrounding areas are able to provide goods and services in a timely manner, and in sufficient quantity and quality to meet a specific department/agency need at a competitive cost.

Bio-Based Product – commercial or industrial products (other than food or feed) that utilize plant based contents and residuals but does not include products made from forestry materials.

Biodegradable – the ability of a substance, material, or product ingredient to readily decompose by the action of microbes. Being biodegradable does not mean that it is also compostable, however. While a biodegradable item may break down into smaller bits, these components may not be able to provide any nutrients when used as compost. For that reason, ‘compostable’ is preferred.

Buyer – anyone authorized to purchase on behalf of this jurisdiction or its subdivisions.

Chlorofluorocarbon, (CFC) – the family of compounds of chlorine, fluorine, and carbon. CFC’s contribute to the depletion of the stratospheric ozone layer, and have been used as an ingredient for refrigerants, solvents, and for blowing plastic-foam insulation and packaging. The Montreal Protocol on Substances that Deplete the Ozone Layer calls for complete elimination of CFC production.

Contractor – any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of St. Louis Park, serves in a subcontracting capacity with an entity having a contract, or is otherwise hired by the City of St. Louis Park for the provision of goods or services.

Dioxins and furans – a group of chemical compounds that are classified as persistent, bio-accumulative, and toxic by the Environmental Protection Agency.

Energy Efficient Product – a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

Electronic Product Environmental Assessment Tool (EPEAT) – an easy-to-use, on-line tool helping institutional purchasers select and compare computer desktops, laptops and monitors based on their environmental attributes.

Energy Star – the US EPA’s energy efficiency product labeling program: <http://www.energystar.gov>

Information Technology – shall include, but shall not be limited to, the following devices: Laptops, Tablets, Desktops, Smart Phones, Servers, Networking devices, Telecom devices, Televisions, Projectors, Audio and Photocopiers.

Green building – the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

Global Reporting Initiative (GRI) – a non-profit organization that promotes social, economic and environmental sustainability. It produces one of the world's most prevalent standards for sustainability reporting which can be used by organizations to report and research sustainability practices.

Leadership in Energy and Environmental Design (LEED) – the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings. Credits are earned for satisfying defined criteria and standards. Different levels of green building certification are awarded based on the total credits earned.

Light Emitting Diode (LED) – a highly efficient and long lasting form of interior & exterior illumination.

Postconsumer Material – a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

Practicable – whenever possible and compatible with state and federal law, without reducing safety, quality, or effectiveness.

Pre-consumer Material – material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer.

Post-consumer recycled material – material that 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.

Recovered Material – fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and postconsumer material but does not include excess resources of the manufacturing process.

Recyclable – a material or product that can be reprocessed, remanufactured, or reused.

Recycled Content – the percentage of recovered material, including pre-consumer and postconsumer materials, in a product.

Recycled Content Standard – the minimum level of recovered material and/or postconsumer material necessary for products to qualify as recycled products.

Recycled Product – a product that meets the City's recycled content policy objectives for postconsumer and recovered material.

Remanufactured Product – any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

Reused Product – any product designed to be used many times for the same or other purposes.

Source Reduction – the net reduction in generation of waste and toxic constituents.

US EPA Comprehensive Procurement Guidelines – the most current policies established by the U.S. Environmental Protection Agency for federal agency purchases.

Water-Saving Products – products in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

Environmental Purchasing Policy

DECEMBER 14, 2020





Maplewood Environmental Purchasing Policy

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Maplewood Environmental Purchasing Policy

1.0 EFFECTIVE DATE

This policy will take effect on December 15, 2020.

2.0 STATEMENT OF POLICY

It is the policy of the City of Maplewood to shift City purchasing to the procurement of goods and services that have a reduced effect on the natural environment and human health when compared to competing products and services that serve the same purpose. The policy will ensure socially-responsible procurement and the promotion of social equity through contracts. Preference for local businesses shall be accorded to promote businesses in the City that provide environmentally preferable products and services.

The City will purchase goods and services that:

- are energy efficient;
- meet energy efficiency standards;
- have reduced toxicity;
- are beneficial to indoor air quality;
- conserve on water;
- have a high percentage of recycled content;
- minimize waste;
- are plant-based;
- are locally produced;
- consider the embodied energy;
- take into account the life-cycle greenhouse gas impact; and
- promote equity.

3.0 PURPOSE AND SCOPE

The purpose of this policy is to:

- minimize health risks to City staff and residents;
- minimize the City’s contribution to global climate change;
- improve air quality;
- protect the quality of ground and surface waters; and
- minimize the City’s consumption of resources and energy.

The scope of the policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City to the greatest extent practical.

4.0 DEFINITIONS



Maplewood Environmental Purchasing Policy

“Biodegradable Products Institute or BPI” is a nonprofit compostable products certification association.

“Buyer” means personnel authorized to purchase or contract for purchases on behalf of the City of Maplewood.

“Certified Weed-Free” is a certification program by the Minnesota Crop Improvement Association for weed-free forage and gravel. The certification includes a list of standards that provide land managers assurance that noxious weeds will not be spread through the movement of forage, hay, mulch, or gravel brought in to the property.

“Climate-Friendly Food” means food that was grown, produced, transported, and stored with minimal impacts to the environment.

“Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, contractors or other entity that has a contract with the City of Maplewood or serves in a subcontracting capacity with an entity having a contract with the City of Maplewood for the provision of goods or services.

“Eco Logo” is a certification program for products, services and packaging that will reduce environmental impacts. Eco Logo certification indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party environmental performance standards including: materials, energy, manufacturing and operations, health and environment, product performance and use, and product stewardship and innovation.

“Electronic Product Environmental Assessment Tool or EPEAT” is a resource maintained by the Green Electronics Council for purchasers, manufacturers, resellers and others wanting to find or promote electronic products with positive environmental attributes. EPEAT registered products must meet environmental performance criteria that address materials selection, design for product longevity, reuse and recycling, energy conservation, end-of-life management, and corporate performance.

“Energy Star” means the U.S. Environmental Protection Agency’s (EPA) energy efficiency product labeling program.

“Energy Efficient” means a product that is in the upper twenty-five percent (25%) of energy efficiency for all similar products, or that is at least thirty percent (30%) more efficient than the minimum level that meets federal standards.

“Federal Energy Management Program or FEMP” is a program of the Department of Energy that issues a series of product energy-efficiency recommendations that identify recommended efficiency levels for energy-using products.

“Fleet Study” means a study of vehicles used in City operations to determine vehicle usage, run-time, idling, and fuel consumption.



Maplewood Environmental Purchasing Policy

“Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. Green Seal is a registered certification mark that may appear only on certified products.

“Great Green Printer Certified” means a printing company that voluntarily participates in the Printing Industry Midwest’s Great Green Printer initiative. Printers demonstrate their commitment to minimize their impact on human health and the environment while producing quality printed products.

“Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Least toxic pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

“Practical” means whenever possible and compatible with local, state, and federal law; without reducing safety, quality, or effectiveness; where the product or service is available at a reasonable cost in a reasonable period.

“Post-Consumer Content” means the product was manufactured with recycled material either collected from a recycling program or waste recovered during the normal manufacturing process.

“Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes post-consumer content but does not include excess resources of the manufacturing process.

“Recycled Content” means the percentage of recovered material, including post-consumer content materials, in a product.

“Reused” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting, or minor repairs.

“Third Party Certification of Electronics Recyclers” means nationally recognized third-party certification programs that define environmentally sound management of electronic equipment. There are three programs that offer this certification: E-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment, Responsible Recycling Practices (R2), and R2/RIOS.

“Water Sense” is a voluntary partnership program sponsored by the U.S. EPA for water-efficient products that use twenty percent (20%) less water, save energy, and perform as



Maplewood Environmental Purchasing Policy

well as or better than regular models. Examples of water sense products include spray sprinkler bodies, irrigation controllers, bathroom sink faucets/accessories, showerheads, toilets, and flushing urinals.

5.0 AREAS OF PURCHASING

1. ELECTRONICS

- a. Purchase information technology products that meet at least the EPEAT Bronze rating level, across commodities for which an active EPEAT registry exists, where practical.
- b. Request for Proposals and Contracts will give preference to the procurement of environmentally preferable electronic equipment including EPEAT registered products.
- c. The City will implement environmentally sound electronic equipment recycling through Third-Party Certification of Electronics Recyclers.

2. ENERGY

- a. New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels.
- b. Energy Star certified products where there is a U.S. EPA Energy Star rating. When an Energy Star rating is not available, products shall meet or exceed the FEMP recommended levels.
- c. When energy is purchased, renewable or green sources are preferred. These include solar power or photovoltaics, community solar garden, wind power, geothermal, and hydroelectric energy sources with a higher renewable percentage than required by Minnesota law and do not include fossil fuels (coal, oil or natural gas).

3. FLEET

- a. Prioritize new electric or hybrid vehicles over gas-powered vehicles.
- b. Replace gas-powered vehicles with:
 - 1) electric or hybrid vehicles that are suitable for each task.



Maplewood Environmental Purchasing Policy

- 2) the most fuel-efficient vehicles available that are suitable for each task.
- c. Vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils are encouraged and where life cycle environmental impacts are judged to be lower than alternatives.

4. GREEN BUILDING - CLEANING AND MANAGEMENT

- a. A Green Building Code review and analysis is required for any new, expanded, renovated, or remodeled building that is owned or financed by the City of Maplewood. The review will ensure the building meets the City's Green Building Code standards as outlined in Section 12-41.
- b. All cleaning or products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal or Eco Logo Standards where practical.
- c. Purchase products that are fragrance-free and low in volatile organic compounds (VOC).
- d. If pesticides are needed for pest management in City buildings, the City will purchase the least toxic pesticide products.

5. LANDSCAPING AND NATURAL RESOURCE MANAGEMENT

a. Plant/Seed/Forage Purchases

- 1) Organic and/or neonicotinoid free plants and seeds shall be purchased where practical to reduce pesticide use and protect pollinators.
- 2) Straw and weed-free forage and mulch shall be purchased, including certified weed-free hay.
- 3) Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 4) Only plants that are not on the Ramsey County Cooperative Weed Management Area's "Do Not Plant List" shall be purchased.
- 5) Non-native plants that self-seed shall be avoided, to prevent spread beyond the planting area.



Maplewood Environmental Purchasing Policy

b. Pesticides and Herbicides

- 1) The purchase of pesticides and herbicides shall be carefully researched to ensure the effectiveness on the target species and appropriate rates of application.
- 2) Minimal amounts of pesticides and herbicides should be purchased at a time to reduce hazards of storage and possible employee exposure.
- 3) When considering two pesticides and herbicides to purchase that are equally effective, the product that is the least harmful to the environment and non-target species should be chosen.

c. Hardscapes and Landscape Structures

- 1) Locally sourced hardscape, mulch, and landscape structures are encouraged. Examples include locally sourced rock, mulch, and compost.
- 2) Hardscapes and landscape structures constructed of recycled or reused content materials are encouraged.
- 3) Durable landscaping tools and material purchases are preferred over items of lesser quality where practical.

6. POLLUTION PREVENTION

- a. Purchase products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing building maintenance materials such as paint, carpeting, flooring, adhesives, furniture, and casework.
- b. Purchase products and equipment that are heavy metal free (no lead, cadmium, or mercury).
- c. Purchase renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas, and electricity.
- d. The purchase of all pentachlorophenol, arsenic, and creosote-treated wood by the City is prohibited.

7. RECYCLED CONTENT PRODUCTS

- a. All dishware purchased for City events will be:
 - 1) reusable; or



Maplewood Environmental Purchasing Policy

- 2) made from compostable material that is certified by the Biodegradable Products Institute (BPI); or
- 3) recyclable.
- b. Use printing services that are Great Green Printer certified.
- c. All products shall contain the highest post-consumer content, but at least thirty percent (30%) post-consumer content.
- d. Purchase white and colored copy paper that is one-hundred percent (100%) post-consumer content.
- e. When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City of Maplewood shall use recycled, reusable, or reground materials and consistent with accepted engineering practices.
- f. Specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.
- g. Asphalt and roadbed aggregate should contain the highest percentage of recycled content material possible.

8. WATER CONSERVATION

- a. Purchase U.S. EPA Water Sense certified products.

9. LOCAL FOOD

- a. Purchase climate-friendly food for City events.

6.0 ROLES AND RESPONSIBILITIES

- 1. The Environmental Planner and the Green Team will serve as the steering committee for the Environmental Purchasing Policy. The steering committee will update the City Manager and Department Heads from time to time on the policy, covering:
 - a. Status of the policy's implementation.
 - b. Informal data on purchases of environmentally preferable products.
 - c. Financial implications of the policy, if any.
 - d. Overall accomplishment and challenges
 - e. Recommendations for the future.



Maplewood Environmental Purchasing Policy

2. Each Department Head will have the responsibility of ensuring adoption within their department and report any issues to the above parties.
3. Environmental Purchasing Policy training will take place during annual supervisory training. Supervisors will be responsible for training relevant City staff buyers. Contractors and grantees shall include instruction on the requirements of the policy by the supervisor and City staff buyer.
4. Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate. Contractors shall be required to specify the minimum or actual percentage of recovered and post-consumer content in their products, even when such percentages are zero. Where products or services have no logo or certification, third-party verification of claims by companies such as Scientific Certification Systems or UL may be requested as appropriate.

7.0 IMPLEMENTATION STRATEGIES

1. Establish a City operations purchasing committee made up of the Environmental Planner, Green Team members, and purchasers to review and make recommendations on environmental purchasing best practices. Best practices to include, but not limited to:
 - a. Creation of an environmentally-preferred product list.
 - b. Development of buying guidelines for environmentally-preferred products.
 - c. List of bulk purchase products that reduce waste.
2. Establish integrated pest management guidelines for future purchasing decisions related to the long-term prevention of pests in buildings and landscaping.
3. Conduct a fleet study to right-size the City's fleet, determining which vehicles can be converted to electric or hybrid as well as other improvements that can reduce environmental impacts and save money over the life of the vehicle. The study will include best practices for purchasing and budgeting for the fleet.
4. Create a financing mechanism for funding future City operations sustainability projects.



SUSTAINABILITY COMMISSION MEETING

| | |
|----------------|-------------------|
| AGENDA SECTION | NEW BUSINESS |
| MEETING DATE | DECEMBER 12, 2023 |

| | | | | | | | | |
|---|---|--|---|---|--|---|---|---|
| ITEM: | Xcel Energy Partners in Energy. | | | | | | | |
| DEPARTMENT: | Community Development | BY/DATE: Andrew Boucher – City Planner | | | | | | |
| <p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input type="checkbox"/> Trusted and Engaged Leadership</td> <td><input checked="" type="checkbox"/> Sustainable</td> </tr> </table> | | | <input type="checkbox"/> Healthy and Safe Community | <input type="checkbox"/> Thriving and Vibrant Destination Community | <input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly | <input checked="" type="checkbox"/> Strong Infrastructure and Public Services | <input type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable |
| <input type="checkbox"/> Healthy and Safe Community | <input type="checkbox"/> Thriving and Vibrant Destination Community | | | | | | | |
| <input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly | <input checked="" type="checkbox"/> Strong Infrastructure and Public Services | | | | | | | |
| <input type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable | | | | | | | |

BACKGROUND

Xcel Energy Partners in Energy provides communities in Colorado, Minnesota, and Wisconsin services to develop an energy plan and assistance with implementing that plan, understanding a community’s unique energy needs and priorities, and tailors its services to complement each community’s vision. By working with citizens, businesses, and even their own government facilities, a community can shave dollars off utility bills, promote renewables, drive resource conservation or contribute toward greenhouse gas reduction goals. Partners in Energy helps address the challenge of identifying local priorities and then structures a path that leverages all resources available.

The Energy Action Planning application describes how Partners in Energy helps gather stakeholders to develop and implement energy action plans to address local energy challenges and priorities with actionable and equitable strategies and resources. If the City is accepted as a community, there will be a scoping meeting to help determine the pathway that best aligns with the community’s interests and capabilities. This program is offered at no cost to participant communities with the expectation that Xcel Energy provides staff and financial resources during the planning and implementation phasis as well as the City/community provides staff time and financial support to implement strategies. The tactics in your energy action plan may be within your current budget, or you may identify needs for a more robust energy management program.

The application has 11 questions as follows:

- 1) Why are you applying to Partners in Energy? Provide any relevant background needed to understand your community and its energy use planning objectives.
- 2) What are the pressing energy-related issues facing your community today?
- 3) If you’re accepted as a participant in Partners in Energy, what additional approvals within your community would you need to obtain prior to start? (examples: City Council, City Manager, Sustainability Commission)

- 4) Does your community currently have any energy, sustainability, environmental justice or climate goals. If so, please share.
- 5) What energy, sustainability, environmental justice or climate change initiatives or programs has your community recently implemented or have underway?
- 6) Who will be the point of contact to manage your Partners in Energy participation?> Please indicate whether the points of contact are paid staff or volunteers. If listing multiple points of contact, please clarify the role of each.
- 7) While Partners in Energy is offered to communities in Colorado and Minnesota at no cost, communities are responsible for expenses associated with implementation. Does your community have staff, volunteers, existing budgets or other funding resources dedicated to the implementation of the energy initiatives that may be identified or supported through the Partners in Energy process?
- 8) Who from your community do you anticipate engaging in the development of your energy plan? This may include city or county staff, homeowners and renters, nonprofit service organizations, local businesses, education institutions, multifamily housing managers or owners, and representatives from under-served communities.
- 9) Partners in Energy is designed to promote communities learning from each other and sharing best practices. Will you allow your final work products to be shared publicly?
- 10) Will you provide Xcel Energy the opportunity to review any marketing materials that incorporate the Xcel Energy logo or reference any of the company's products or services?
- 11) Is there anything else you would like us to consider when evaluating your application?

Once accepted into the Partners in Energy program, Xcel Energy will organize preliminary kickoff meetings to build the framework to launch energy action planning workshops. Anticipate six to eight weeks for preparation, and 20 to 26 weeks for development of the plan. Following the plan development, we will collaborate for 18 months to implement our strategies.

Ideally, a champion from the community will be identified who will help smooth the process of developing an Energy Action Plan and rolling out implementation. Community engagement specialists will help lead workshops and empowering the team with resources and energy expertise. Over the first six months of working together to develop the action plan, it may require up to 100 hours of time from your Partners in Energy champion. A group of local participants will need to be identified and get involved in developing the plan. Throughout the planning and implementation, they will leverage the City's existing communications channels, such as city website, social media, press media, newsletters or cable channels. Xcel Energy resources are there to support and provide tools and help throughout the process—but it is the community that owns the plan.

The program also serves as an Inflation Reduction Act resource for residents, businesses, local governments, nonprofit and faith-based organizations, and tribes to access individual and business tax credits, residential rebates, grants for the creation of new programs and projects, and direct pay tax credits for local governments

to access for clean energy, commercial clean vehicles, alternative fuel infrastructure, etc. Other areas of focus include building efficiency, electrification, renewable energy, and EV fleet and charging infrastructure. The City of St. Louis Park utilized the program to create their Climate Champions program, which offers cost-sharing for different buildings in their community (e.g. business, multifamily, and residential) to support energy efficiency and renewable energy improvements.

STAFF RECOMMENDATION

RECOMMENDED MOTION(S):

MOTION: Move to recommend that the Council Liaison, Connie Buesgens, introduce the Partners in Energy application at the January 2, 2024 City Council Work Session and provide direction to approve the application either administratively or by City Council action before the next application deadline of January 15, 2024.

ATTACHMENTS: Partners in Energy Application
Coon Rapids Energy Action Plan



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

Energy Action Planning – Background and Purpose

Since 2014, Partners in Energy has been helping communities gather local governments, community-based organizations, businesses and residents to develop and implement energy action plans that address local energy challenges and priorities with actionable strategies and resources. In addition to offering support for community-based energy action plan development and implementation, Partners in Energy is evolving to include a broader spectrum of community engagement that includes supporting returning Partners in Energy communities as they define new goals and strategies, working with communities that have existing energy goals and strategies but need help implementing them, supporting smaller communities or geographic areas (i.e., districts or neighborhoods) that may benefit from a more tailored approach, or even convening collaborations that don't fit the traditional definition of a community but are focused on increased efficiency, beneficial electrification and renewable energy opportunities in diverse settings.

Planning and implementation Services

The planning and implementation process is tailored to the unique needs and priorities of each community. Partners in Energy offers tools, data, and expertise to help communities analyze their energy trends, establish energy goals, identify energy strategies, and implement their energy priorities. Through the Partners in Energy process, Xcel Energy supports communities in convening stakeholders to develop custom roadmaps to achieve their energy goals. Xcel Energy also helps communities implement their energy strategies. Accepted communities will participate in a scoping meeting to determine the pathway that best aligns with the community's interests and capabilities.

A no-cost resource

Partners in Energy is offered at no cost to participating communities in Colorado and Minnesota, with the expectation that both Xcel Energy and the community will invest in the process. This investment includes staff and financial resources from Xcel Energy during both the planning and implementation phases. It also includes community staff time during both the planning and implementation phases and your community's plan may require financial support to implement strategies.

Clear form

Xcel Energy wants to work with motivated, engaged, and action-oriented communities and champions who are willing to commit to the process and the outcomes. This application will help us better determine good community alignment for our limited, but valuable, resources. While completing the application does not guarantee acceptance as a participant, your application will be evaluated against other applicants using criteria that include, but may not be limited to, community size and structure, planning experience, stakeholder capacity, available resources (staff and otherwise), and willingness to share results publicly. Applying for the program does not obligate you to move forward with the process if community priorities change or moving forward is no longer in the best interest of the community.

If you have questions about the application or the opportunity, please visit xcelenergy.com/PartnersInEnergy, email us at PartnersInEnergy@xcelenergy.com or call 800-369-4362.

Please email the completed application to PartnersInEnergy@xcelenergy.com. Applications are accepted on a rolling basis and will be reviewed quarterly on January 15, April 15, July 15, and October 15. We will confirm acceptance into the program or ask for more details within the month following the respective deadline. We reserve the right to pause or discontinue any or all application cycles at the sole discretion of Xcel Energy.

Qualifying customers

Communities in Colorado and Minnesota with retail energy services from Xcel Energy qualify to participate in Partners in Energy.

Community customer information

Community name _____

Community jurisdiction (e.g., city, association, partnerships, county): _____

Contact name _____

Title _____ Phone _____

Address _____

City _____ Email _____

Community profile

Approximate business count _____ Approximate household count _____

Approximate population _____

Approximate area in square miles _____

Would you be able to provide a GIS a shapefile of your community that would define the geographic boundaries of the area?

Yes No

Current community energy-related utility providers (e.g. gas service providers)

1) Name of company _____

Gas, electric or both: _____

2) Name of company _____

Gas, electric or both: _____

3) Name of company _____

Gas, electric or both: _____

Interest in Partners in Energy

1. Why are you applying to Partners In Energy? Please provide any relevant background needed to understand your community and its energy use planning objectives.

2. What are the most pressing energy-related issues facing your community today?

3. If you're accepted as a participant in Partners in Energy, what additional approvals within your community would you need to obtain prior to starting? (examples: City Council, City Manager, Sustainability Commission, etc.)

Planning and energy management experience

4. Does your community currently have any energy, sustainability, environmental justice or climate goals? If so, please share.

5. What energy, sustainability, environmental justice or climate change initiatives or programs has your community recently implemented or have underway?

Community resources and commitment

6. Who will be the point(s) of contact to manage your Partners In Energy participation? Please indicate whether the point(s) of contact are paid staff or volunteers. If listing multiple points of contact, please clarify the role of each.

7. While Partners in Energy is offered to communities in Colorado and Minnesota at no cost, communities are responsible for expenses associated with implementation. Does your community have staff, volunteers, existing budgets or other funding resources dedicated to the implementation of the energy initiatives that may be identified or supported through the Partners in Energy process?

Yes No If no, please explain.

Community involvement

8. Who from your community do you anticipate engaging in the development of your energy plan? This may include city or county staff, homeowners and renters, nonprofit service organizations, local businesses, education institutions, multifamily housing managers or owners, and representatives from under-served communities.

9. Partners in Energy is designed to promote communities learning from each other and sharing best practices. Will you allow your final work products to be shared publicly?

Yes No If no, please explain.

10. Will you provide Xcel Energy the opportunity to review any marketing materials that incorporate the Xcel Energy logo or reference any of the company's products or services?

Yes No If no, please explain.

11. Is there anything else you would like us to consider when evaluating your application?

Customer declaration

I certify that the information in this application is accurate and complete and I am authorized to make this application on behalf of my community. Your signature confirms your community is interested in participating in Partners in Energy and is willing to enter into a Memorandum of Understanding with Xcel Energy that will define responsibilities and expectations of both parties.

Community name _____

Contact name _____

Title _____

By checking the box and indicating my name below, I am signing this application in declaration of its accuracy.

Name _____ Title _____



An Energy Action Plan for City of Coon Rapids

December 2022



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

ACKNOWLEDGEMENTS

Thank you to the following individuals who contributed many hours of service to developing this Energy Action Plan.

The content of this plan is derived from a series of planning workshops hosted by Xcel Energy’s Partners in Energy. Xcel Energy is one of two electric utilities serving Coon Rapids. Partners in Energy is a two-year collaboration to develop and implement a community’s energy goals. For more information about the planning workshops, see Appendix C: Xcel Energy’s Partners in Energy Planning Process.

| Energy Action Team | |
|--------------------------------|--|
| Olivia Dorow Hovland | Sustainability Planner, City of Coon Rapids |
| Kari Rehrauer | Coon Rapids City Councilmember |
| Jennifer Geisler | Coon Rapids City Councilmember |
| Stacey Demmer | Coon Rapids Sustainability Commissioner |
| Lisa Becker | Anoka-Ramsey Community College Sustainability Co-Chair |
| Greg Cole | Anoka Hennepin School District Chief Operations Officer |
| Dzevad Mahmutovic | Coon Rapids Facilities Manager |
| Jennifer Sweeney | Connexus Energy Account Manager |
| Dee Ann Christensen | LWV ABC member and Coon Rapids Regenerative Task Force |
| Kat Knudson | CenterPoint Energy Marketing Product Manager |
| Avery Davis | Coon Rapids High School Student and Cardinal Earth Club Member |
| Peter Turok | Anoka Area Chamber of Commerce President |
| Aaron Staehnke | Mercy Hospital Facilities Engineering Manager |
| Partners in Energy Team | |
| Deirdre Coleman | Partners in Energy Community Facilitator |
| Megan Weck | Partners in Energy Community Facilitator |
| Kelsey Poljacik | Partners in Energy Community Facilitator |
| Tami Gunderzik | Program Manager, Xcel Energy's Partners in Energy |
| Ashley Haung | Marketing Coordinator, Xcel Energy's Partners in Energy |
| Scott Johnson | Community Relations Manager, Xcel Energy |
| Adam Burr | Account Manager, Xcel Energy |

This Energy Action Plan was funded by and developed in collaboration with Xcel Energy's Partners in Energy. Partners in Energy shall not be responsible for any content, analysis, or results if the City of Coon Rapids has made modifications to the plan.

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Executive Summary

Coon Rapids Energy Action Plan

Vision

The City of Coon Rapids' Energy Action Plan will benefit the community as a whole, including residents, business owners and visitors, as well as the infrastructure and institutions that support them. This plan positions the City of Coon Rapids as a leader in energy and supports generations of community members and visitors. Created and supported by community stakeholders, this plan creates financial savings, while reducing the effects of climate change.

Community Goal

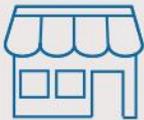
Coon Rapids will reduce greenhouse gas emissions 35% by 2030, resulting in substantial energy costs avoided for the Coon Rapids community.



Focus Areas



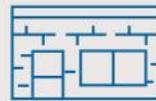
Residents



Businesses



Municipal



Institutions



Multi-family



Education



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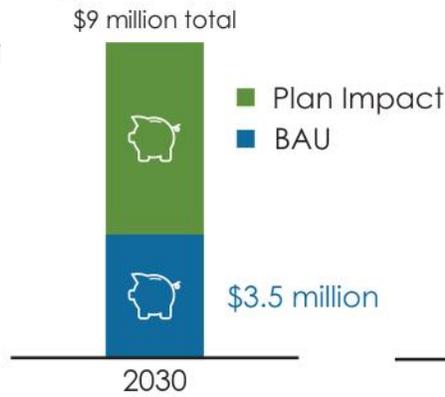
Plan impact

The success of this plan can help our community avoid spending nearly \$5 million* on top of a business as usual (BAU) scenario by 2030.

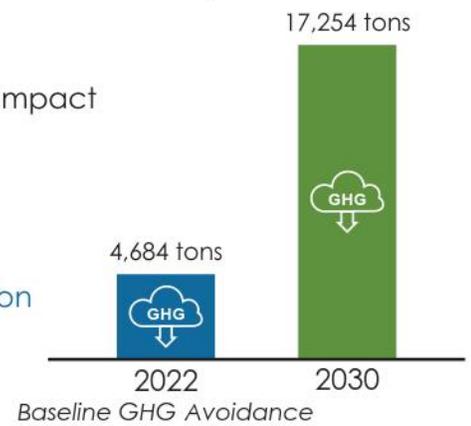
The 2022 baseline of greenhouse gas emissions avoidance is calculated from an average of three years (2019-2021) of energy data from all energy utilities in Coon Rapids.

*This number is estimated based on the community's current energy savings at 2022 rates.

Energy Costs Avoided



CO₂ Avoided



Actions to get us there

The City of Coon Rapids and its partners, community members, and volunteers, will take actions identified in this plan that will contribute to reaching the goal of reducing greenhouse gas emissions 35% by 2030.

Those actions include:



Collaborating with businesses, social service organizations, and community groups to implement energy campaigns that support the participation in energy programs and opportunities.



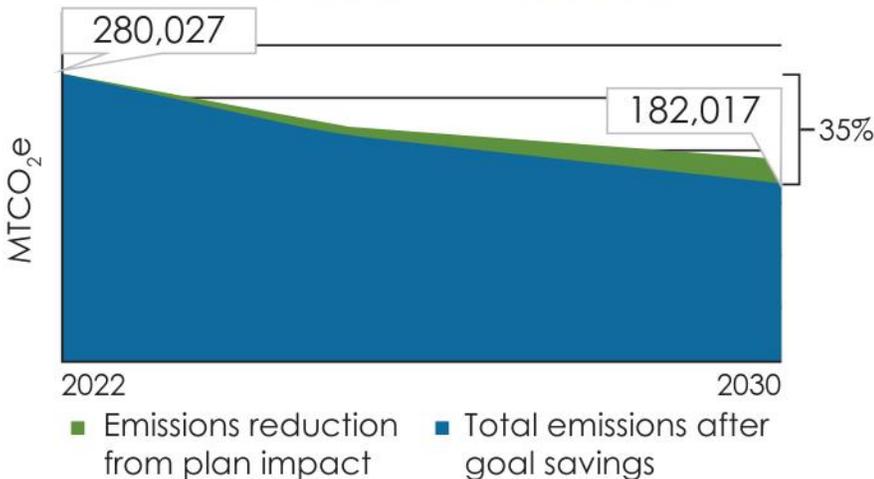
Supporting and developing opportunities for the community to access energy resources that assist in individual energy goals.



Creating conditions for energy savings, renewable energy, and economic growth to coexist and thrive.

Greenhouse Gas Emissions Savings: 35% Reduction by 2030

(from electricity and natural gas sources)





INTRODUCTION

Coon Rapids is a rapidly diversifying city in the northern suburbs of the Minneapolis-St. Paul metro area. Its residents choose Coon Rapids because of its affordability, wide array of services, and accessibility to the metro area. The city is part of Anoka County and is known for its location along the Mississippi River with access to transportation corridors and commuter rails. It is also a welcoming community to residents, businesses, industry, and visitors, and home to a large community college, hospital, and a plethora of regional parks.

Homes in Coon Rapids were largely built before 2000, thus are not as energy efficient as more recent versions of the building code require. Having multiple census tracts that meet the Minnesota Pollution Control Agency's definition of "areas of environmental justice concern" means that increasing energy efficiency and access to programs for these residents will reduce the cost-burden that some experience from utility bills and will increase resident retention. The broader community will also benefit from access to programs and services to become more energy efficient.

Coon Rapids has made progress toward increasing energy savings and renewable energy support and preparing for electric vehicle adoption. With this Energy Action Plan, Coon Rapids will continue to lead the charge for greenhouse gas emission reductions and avoidance. The City will provide residential programs to increase home efficiency and business programs to fund energy projects and technology advances, while offering additional renewable energy options to community members.

Why An Energy Action Plan

Coon Rapids is increasingly interested in integrating sustainability across the community. The City has had a Sustainability Commission for more than a decade and hired a new Sustainability Planner in 2021. However, Coon Rapids lacked a planning document to focus and direct energy-related work.

An Energy Action Plan will help guide city staff and the Sustainability Commission in using energy efficiency and renewable energy initiatives to decrease community-wide emissions.

The City identified Partners in Energy as a resource that could provide support to develop a plan while unifying city staff, elected officials, residents, and the commission around a common goal. This would further cement sustainability as a shared focus area for everyone in Coon Rapids.

A glossary of energy terminology is available in [Appendix D](#) for reference when reading this plan. The following are the most frequently used energy terms in this plan.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide and ozone.

Metric Tons of Carbon Dioxide Equivalent (MTCO2e): A unit of measure for greenhouse gas emissions. The unit "CO2e" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO2), based on the global warming potential (GWP) of the gas.

Therm (thm): A unit of natural gas consumption.

Kilowatt-hour (kWh): A unit of electricity consumption.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or a dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business's load at that address.

Equity: The principle of being just, impartial, and fair. In this plan, *equity* means that residents have equal access, influence, or outcomes of the actions in this document.

Our Engagement & Outreach Process

The creation of this Energy Action Plan was a six-month process to help the community characterize its energy use, identify energy-related goals, and develop engaging strategies to guide change toward Coon Rapids' energy future.

Starting in March 2022, the Energy Action Plan was informed by a series of planning workshops held in the community with a planning team committed to representing local energy priorities in collaboration with City of Coon Rapids and Xcel Energy's Partners in Energy. By the numbers, three energy utilities, 20 community representatives and additional Coon Rapids staff completed five surveys and attended five workshops. See Appendix for more information about the planning process and Xcel Energy's Partners in Energy program.

Existing Coon Rapids Sustainability Initiatives

The City of Coon Rapids has demonstrated a commitment to energy and sustainability through current efforts, including city-wide programs and ordinance updates.

Current Energy Initiatives

- Sustainability Commission (Formed in 2009)
- Step 5 – GreenStep City
- Green Homes Program: Home energy efficiency incentives program (subsidizes home energy assessments and matches utility rebates)
- Intercity Home Energy Squad Challenge® participant
- B3 Benchmarking for all city buildings

- Renewable energy ordinance in place
- SolSmart silver city
- Community Sustainability Partnership Recognition Program
- EV chargers at the Civic Center and Ice Arena
- Energy efficiency measures at municipal facilities

Current Water and Environmental Initiatives

- Recycling Center
- Organics composting at the Recycling Center
- Tree City USA – annual recognition
- Annual Tree Sale
- Native prairie installations at 17 city parks
- Summer watering restrictions
- Protecting pollinators – education and information
- Smart irrigation controller discount for residents



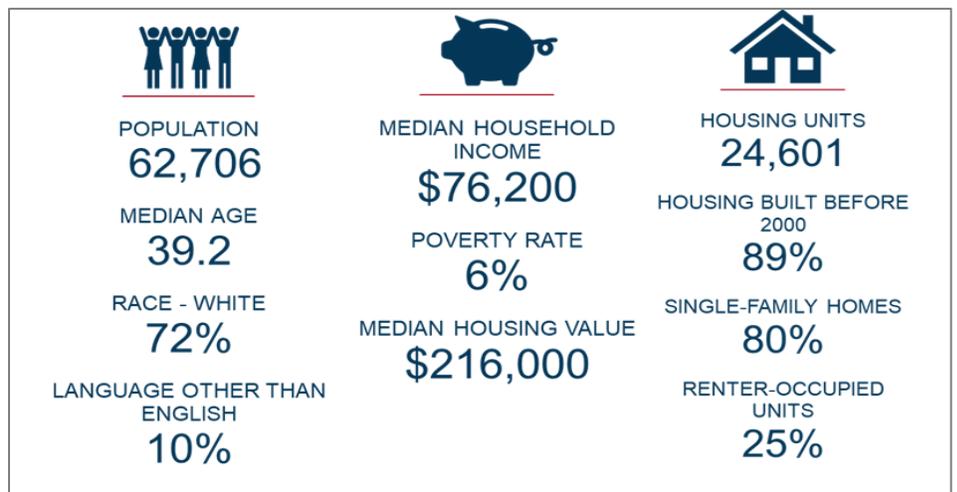
WHERE WE ARE NOW

An integral part of the Partners in Energy planning process is reviewing historic energy data to inform our community’s energy baseline. Xcel Energy provided a three-year baseline (2019–2021) for data on energy use, program participation counts, and utility program energy conservation program savings for Coon Rapids, as detailed in the following sections. Connexus Energy, Coon Rapids’ other electric utility, and CenterPoint Energy, Coon Rapids’ natural gas utility, also provided consumption and program participation data for the same time period.

Community Demographics

Coon Rapids’ demographic data from the American Community Survey provides a helpful perspective and context to how the community uses energy. The population of Coon Rapids is sizeable at 62,700 people, with the median age at 39 years old. The median household income is \$76,200 and the poverty rate is similar to the state average of 6%, which in Coon Rapids is nearly 3,800 people. Of the 24,600 housing units, almost 90% were built before the year 2000 and were subject to outdated energy codes, which presents an opportunity to improve energy efficiency. See *Figure 1* for Coon Rapids’ demographic snapshot.

Figure 1: Coon Rapids demographics



Grid Energy Use

Xcel Energy provides electricity to Coon Rapids and serves approximately one-third of the premises in Coon Rapids. The remainder of the community is served by Connexus Energy Cooperative for electricity (Figure 2). All residents and business in Coon Rapids are served by CenterPoint Energy for natural gas.

Coon Rapids consists of 26,300 distinct premises. For residential customers, a premise is the equivalent of an individual house or dwelling unit in a multi-family building. For business customers, a premise is an individual business or for a larger business, a separately metered portion of the business' load at that address. Most of Coon Rapids' premises are residential (Figure 3).

Figure 2: Coon Rapids electric utility service territory map

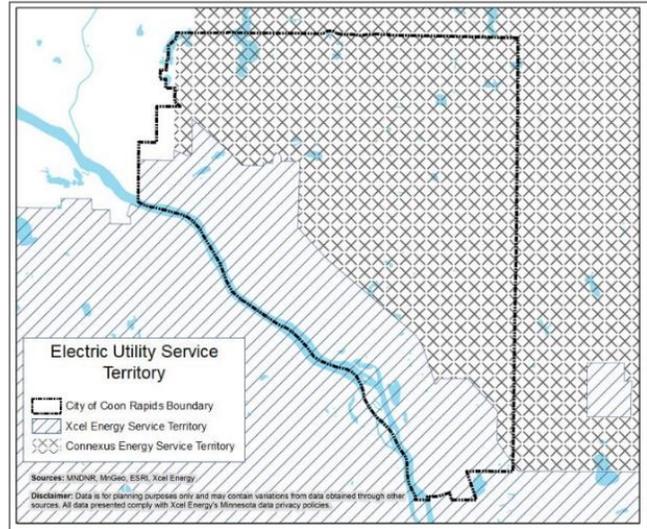
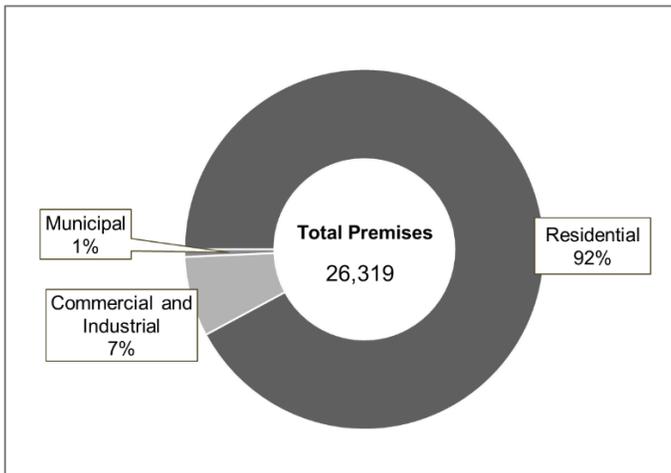
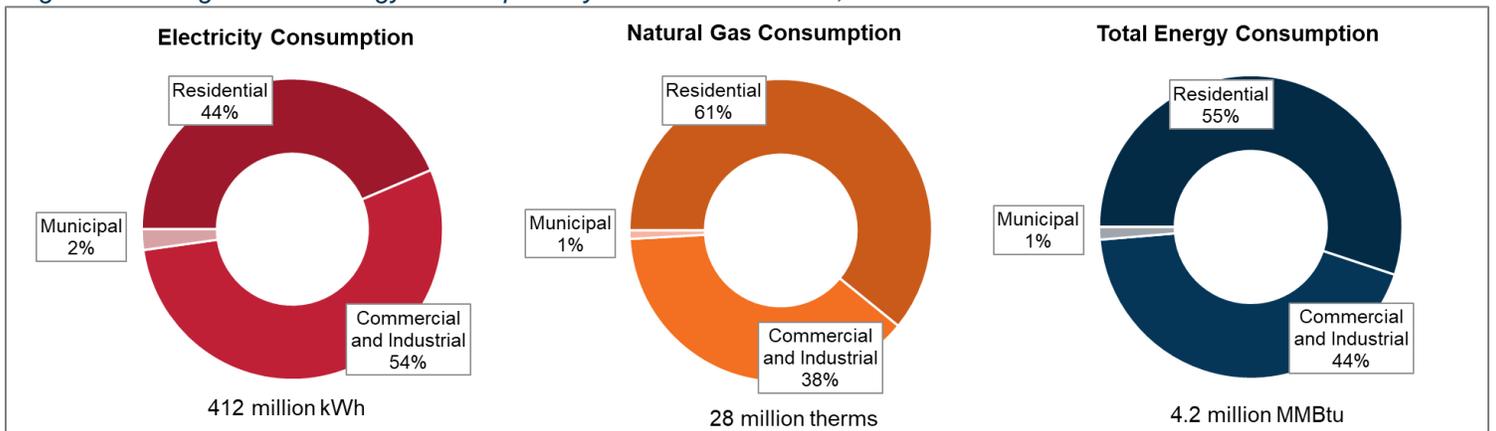


Figure 3: Coon Rapids premise counts by sector



On average, the Coon Rapids community consumes 412 million kWh of electricity (including both Xcel Energy and Connexus Energy) and 28 million therms of natural gas across all sectors per year. The commercial and industrial sector comprises only 7% of premises, but accounts for 44% of total energy consumption. The municipal sector makes up 1% of premises and consumes 1% of total energy in Coon Rapids (Figure 4).

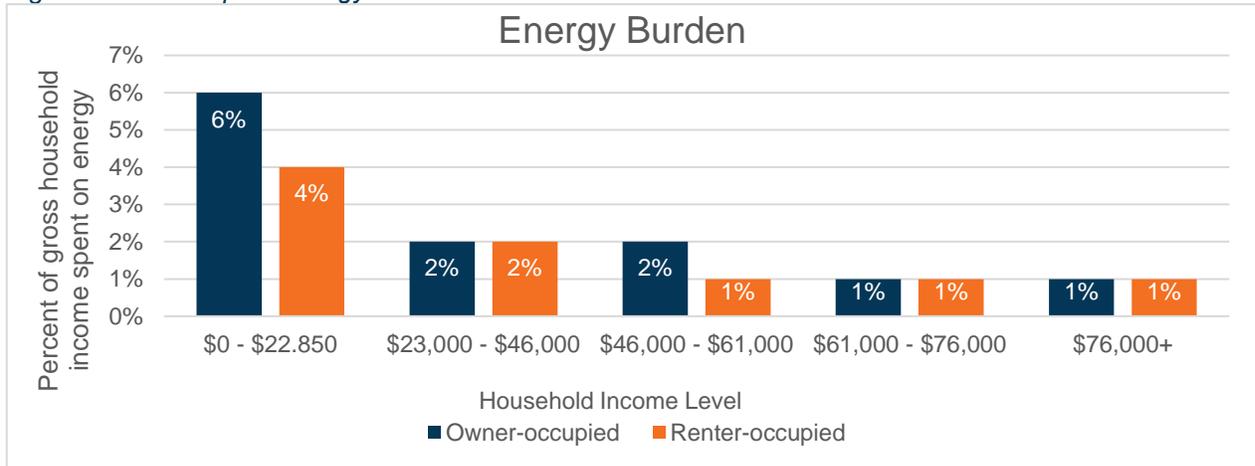
Figure 4: Average annual energy consumption by sector for all utilities, 2019–2021



Energy Burden

Energy burden is defined as the percentage of gross household income spent on energy bills. The average Minnesota household spends 2% of their gross income on energy bills. A household has a high energy burden when they spend more than 6% of their income on energy. In Coon Rapids, 1% of residents experience high energy burden. Most of the residents experiencing high energy burden earn less than 30% of the Area Median Income (AMI). At over 600 residents, this represents a significant number of people in the community (Figure 5).

Figure 5: Coon Rapids' energy burden for homeowners and renters

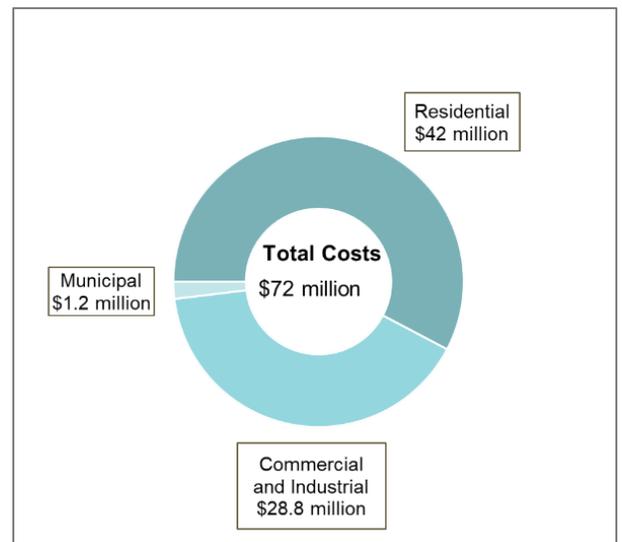


Source: Low-Income Energy Affordability Data (LEAD) Tool, Energy.gov

Energy Costs

Across the baseline period, all premises in Coon Rapids spent an estimated \$72 million annually on energy for both electricity and natural gas from Xcel Energy and CenterPoint Energy utilities (Figure 6). Almost three-quarters of that was spent on electricity (Figure 7). The average residential premise spends an average of \$1,700 annually on electricity and natural gas.¹ While costs fluctuate greatly for commercial and industrial premises based on size and industry, on average these premises spend \$15,400 on energy each year.

Figure 6: Annual averages of dollars spent on energy (Xcel Energy and CenterPoint Energy utilities) in Coon Rapids by sector, 2019–2021



¹ Xcel Energy and CenterPoint Energy cost estimate averages from baseline years (2019-2021).

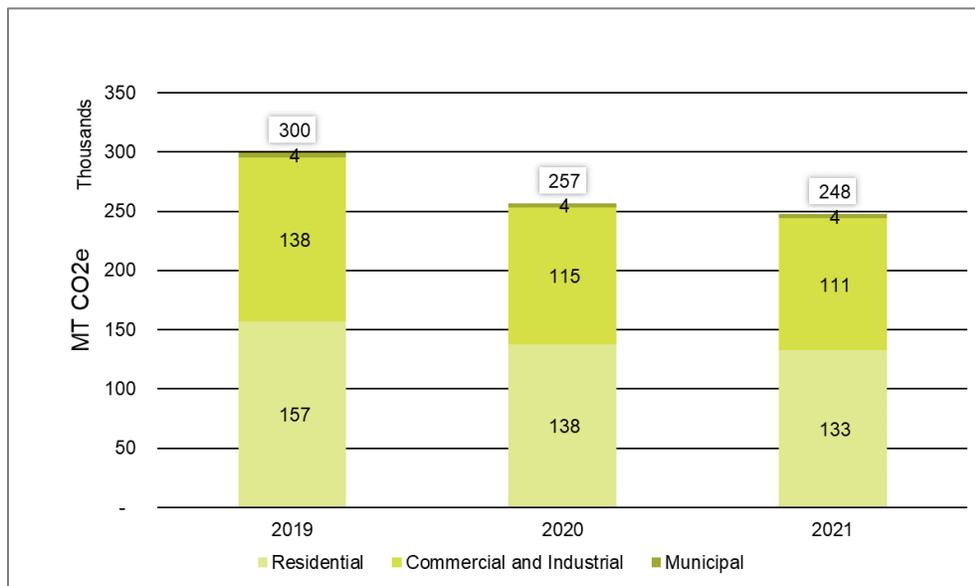
Figure 7: Average annual energy costs for Xcel Energy and CenterPoint Energy utilities by sector, 2019–2021

| Sector | Xcel Energy Electricity Costs | CenterPoint Energy Natural Gas Costs | Costs Per Premise |
|-------------------------|-------------------------------|--------------------------------------|-------------------|
| Residential | \$27 million | \$15 million | \$1,700 |
| Commercial & Industrial | \$23 million | \$5.8 million | \$15,400 |
| Municipal | \$1.1 million | \$174,000 | \$7,800 |

Greenhouse Gas Emissions

Annual energy-related greenhouse gas emissions in Coon Rapids amount to 268,000 MTCO₂e. Emissions trended down over the three-year baseline, with the commercial and industrial sector’s emissions decreasing while residential sector emissions stayed relatively flat (Figure 8). This could be attributed to the impacts of Minnesota State shutdown orders in 2020 and 2021 due to the COVID-19 health pandemic, when businesses closed and operations changed.

Figure 8: Greenhouse gas emissions trends, 2019–2021



Renewable Energy

Renewable energy use is a result of both customer subscription programs and on-site installations. Subscription programs are an agreement between the customer and utility (or third party in the case of community solar) to purchase a certain amount of renewable energy at regular intervals to cover an amount of electricity. Community solar gardens offer an option for customers to enter into an agreement with a third-party vendor that has a solar garden to generate electricity that they can purchase to power their home or business. On-site installations involve installing equipment at the premise, such as solar panels on a home or business.

Far more residential Xcel Energy customers than commercial and industrial customers support renewable energy, but the total annual electricity subscribed to renewable energy is more than five times as high in the commercial and industrial sector (Figure 9). Although we don't have the same granular data for Connexus Energy programs, we can assume the same trend occurs in that territory. Similarly, Xcel Energy's community solar garden program has the most participation in the commercial and industrial sector resulting in 3.4 million kWh of energy subscribed. In the residential sector, Xcel Energy subscription programs have the most participation, resulting in 880,000 kWh subscribed (Figure 9). The data that we have for Connexus Energy's renewable energy programs (Figure 10) is a combination of residential and commercial/industrial subscription programs (outside of community solar) that would add 41,000 kWh.

Figure 9: Coon Rapids renewable energy program participation, 2021 (Xcel Energy)

| Xcel Energy | Residential | Commercial & Industrial |
|---|-------------|-------------------------|
| Subscription Programs - Windsource® & Renewable*Connect® | | |
| Subscriber Count | 376 | 3 |
| Total Annual Electricity Subscribed (kWh) | 860,000 | 2,143,000 |
| Percent of Sector Xcel Energy Electricity Use | 1.6% | 2.0% |
| Community Solar Gardens - Solar*Rewards Community® | | |
| Subscriber Count | 4 | 7 |
| Total Annual Electricity Subscribed (kWh) | 18,700 | 3,405,000 |
| On-Site - Solar*Rewards® | | |
| Subscriber Count | 5 | 2 |
| Total Xcel Energy Renewable Energy Support | | |
| Subscriber Count | 385 | 12 |
| Total Annual Electricity Subscribed (kWh) | 878,700 | 5,548,000 |

Figure 10: Coon Rapids renewable energy program participation, 2021 (Connexus Energy)

| Connexus Energy | Subscribers | kWh |
|---------------------------------------|-------------|--------|
| Renewable Energy Subscription Program | 63 | 41,300 |
| SolarWise™ Solar Garden | 54 | - |
| On-Site Metered Net Energy | 46 | - |

Program Participation & Savings

Coon Rapids residents currently rely on a few key programs from Xcel Energy and Connexus Energy to help them improve efficiency. The top programs for residents in Xcel Energy territory are Residential Heating and Cooling, Smart Thermostat, and Refrigerator Recycling. Residential program participation saves Coon Rapids' Xcel Energy customers an average of 145,800 kWh per year (Figure 11). Coon Rapids' commercial and industrial sector in Xcel Energy territory saved 1.2 million kWh per year on average by participating in Xcel Energy programs, with two programs accounting for the majority of the sector's electricity savings (Lighting Efficiency and Small Business Lighting). Connexus Energy provided program participation numbers for each

sector but did not report electricity savings attributed to these programs. CenterPoint Energy programs provided annual energy savings of 98,000 therms for the residential sector and 160,800 therms for the commercial and industrial sector (*Figure 13*).

Figure 11: Popular electricity energy efficiency programs for residential participation, Xcel Energy and Connexus Energy, 2019–2021

| Residential Programs | Avg. Participation | Total Avg. Savings (kWh) |
|--|--------------------|--------------------------|
| Efficient New Home Construction | 15 | 2,000 |
| Home Energy Squad | 12 | 11,000 |
| Low-Income Home Energy Squad | 5 | 5,000 |
| Residential Heating and Cooling | 220 | 88,000 |
| Refrigerator Recycling | 30 | 20,000 |
| Smart Thermostat | 40 | 17,000 |
| Connexus Energy Programs (examples below) <ul style="list-style-type: none"> • Dual Fuel Program • Electric Water Heating • Peak Time Rebates • WiFi Thermostats | 1,800 | - |

Figure 12: Popular electricity energy efficiency programs for commercial and industrial participation, Xcel Energy and Connexus Energy, 2019–2021

| Commercial and Industrial Programs | Avg. Participation | Total Avg. Savings (kWh) |
|---|--------------------|--------------------------|
| Energy Efficient Buildings | 2 | 76,600 |
| HVAC+R Efficiency | 7 | 57,000 |
| Lighting Efficiency | 17 | 488,000 |
| Saver’s Switch for Business | 2 | 45 |
| Small Business Lighting | 13 | 517,400 |
| Connexus Energy Programs (examples below) <ul style="list-style-type: none"> • Commercial Lighting Rebates • Cooling and Heat Pump Rebates • Commercial Kitchen Rebates • Custom Incentives | 17 | - |

Figure 13: Energy efficiency program participation highlights for all utilities in Coon Rapids

| Utility | Annual Participation | Annual Energy Savings | MMBtu |
|----------------------------------|----------------------|-----------------------|--------|
| Xcel Energy | | | |
| Residential Programs | 433 | 145,800 kWh | 500 |
| Commercial & Industrial Programs | 45 | 1,157,700 kWh | 3,950 |
| CenterPoint Energy | | | |
| Residential Programs | 1,281 | 97,920 therms | 9,800 |
| Commercial & Industrial Programs | 174 | 160,815 therms | 16,100 |
| Connexus Energy | | | |
| Residential Programs | 1,800 | | |
| Commercial & Industrial Programs | 17 | | |

Electric Vehicles and Charging Infrastructure

Electric vehicles (EV) are also of interest to the Coon Rapids community and this Energy Action Plan. According to the Minnesota Department of Transportation, as of December 2021, there are 166 registered EVs in Coon Rapids, which is about 12% of all EVs registered in Anoka County. The Coon Rapids community also has seven public EV charging stations according to PlugShare, including city-installed stations at the Coon Rapids Ice Center and Coon Rapids Civic Center. The four City-owned chargers have been a popular charging location. *Figure 14* and *Figure 15* show the usage data of these chargers.

Figure 14: Coon Rapids charging usage data, June 2021–May 2022

| Charger | Average Charge Duration | Sum of Usage (kWh) | Count of Sessions |
|-----------------|-------------------------|--------------------|-------------------|
| Civic Center | 53:20 | 2,711 | 221 |
| Civic Center #2 | 57:02 | 904 | 81 |
| Ice Center | 07:01 | 1,497 | 259 |
| Ice Center #2 | 26:44 | 798 | 93 |
| Grand Total | 51:56 | 5,910 | 654 |

Figure 15: Coon Rapids monthly charging sessions and electricity consumption, June 2021–May 2022

| Month | Total Sessions | Total Energy (kWh) |
|----------------|----------------|--------------------|
| June 2021 | 42 | 376 |
| July 2021 | 37 | 337 |
| August 2021 | 64 | 597 |
| September 2021 | 58 | 470 |
| October 2021 | 67 | 457 |
| November 2021 | 67 | 617 |
| December 2021 | 61 | 645 |
| January 2022 | 56 | 483 |
| February 2022 | 59 | 450 |
| March 2022 | 53 | 487 |
| April 2022 | 39 | 439 |
| May 2022 | 51 | 551 |
| Grand Total | 654 | 5,910 |

Community Assets

In addition to the energy data and demographics, Coon Rapids has many unique community assets that will help implement this plan. The Energy Action Team identified annual events, local community groups, unique places, businesses, and education institutions as assets in the community. This list will be helpful to refer to when implementing strategies.

Figure 16: Coon Rapids community assets and connections generated by Energy Action Team





WHERE WE ARE GOING

Energy Vision Statement

During the planning process, the Energy Action Team created a vision statement for this Energy Action Plan. This statement helped guide the planning process and reflects the intention of the community.

The City of Coon Rapids Energy Action Plan will benefit the community as a whole, including residents, business owners and visitors, as well as the infrastructure and institutions that support them. This plan positions the City of Coon Rapids as a leader in energy and supports generations of community members and visitors. Created and supported by community stakeholders, this plan creates financial savings while reducing the effects of climate change.

Focus Areas

To achieve a community-wide commitment to energy stewardship, the Energy Action Team identified the focus areas: energy efficiency and renewable energy. These focus areas provide a holistic approach to energy stewardship, covering a broad swath of the community. The Energy Action Team identified five different audiences for engagement and emphasized that equity should be considered across these audiences. These audiences include residents, businesses, municipal buildings, institutions, and multi-family buildings. Educating these audiences was also highlighted as critical to the adoption of energy strategies. The Energy Action Team identified energy efficiency as the most immediate need in the community and a priority for implementation.



Community Energy Goal

Working together, the Energy Action Team set a community-wide goal that will be accomplished by 2030.

Goal: Coon Rapids will reduce greenhouse gas emissions 35% by 2030, resulting in substantial energy costs avoided for the Coon Rapids community.²

Figure 17 illustrates the estimated greenhouse gas emission savings from energy conservation and renewable energy, compared to the net greenhouse gas emissions in Coon Rapids. Assuming business as usual energy usage, net emissions are expected to decrease by 26% in future years through Xcel Energy and Connexus Energy’s grid decarbonization efforts. A 35% reduction in greenhouse gas emissions, including this plan’s additional impact, would lower emissions by an additional 98,000 MTCO₂e from 2022 levels. Figure 18 provides annual benchmarks for our community to stay on track to meet our goal. Our energy goal will also help Coon Rapids avoid spending an estimated \$9 million on energy costs by 2030.³ Partners in Energy will provide direct implementation support to Coon Rapids for 18 months from January 2023–June 2024, and ongoing support and access to Partners in Energy network resources to help achieve this goal.

² In this statement, reduction in greenhouse gas emissions includes both energy efficiency and renewable energy efforts. In the case of renewable energy, greenhouse gasses are avoided rather than reduced or saved. The term “reduced” is used for clarity when combining the two efforts.

³ \$9 million in costs avoided is a cumulative estimate based on the 2022 blended utility rates for savings benchmarks of demand side management programs from the forecasted scenario.

Figure 17: Coon Rapids net greenhouse gas emissions from electricity and natural gas sources and relation of 35% avoidance by 2030

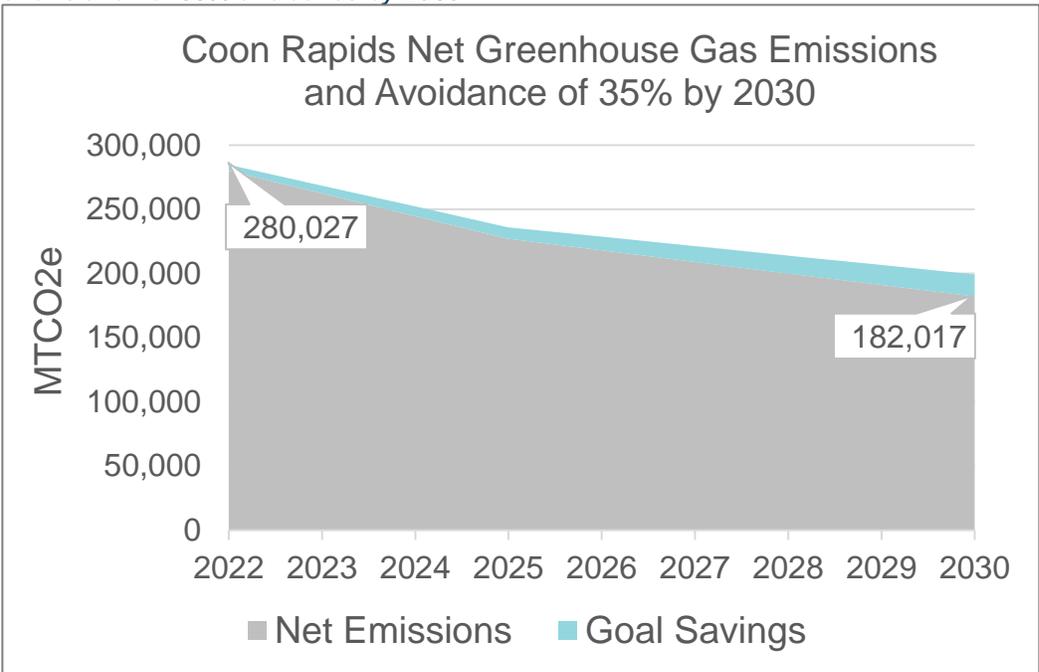
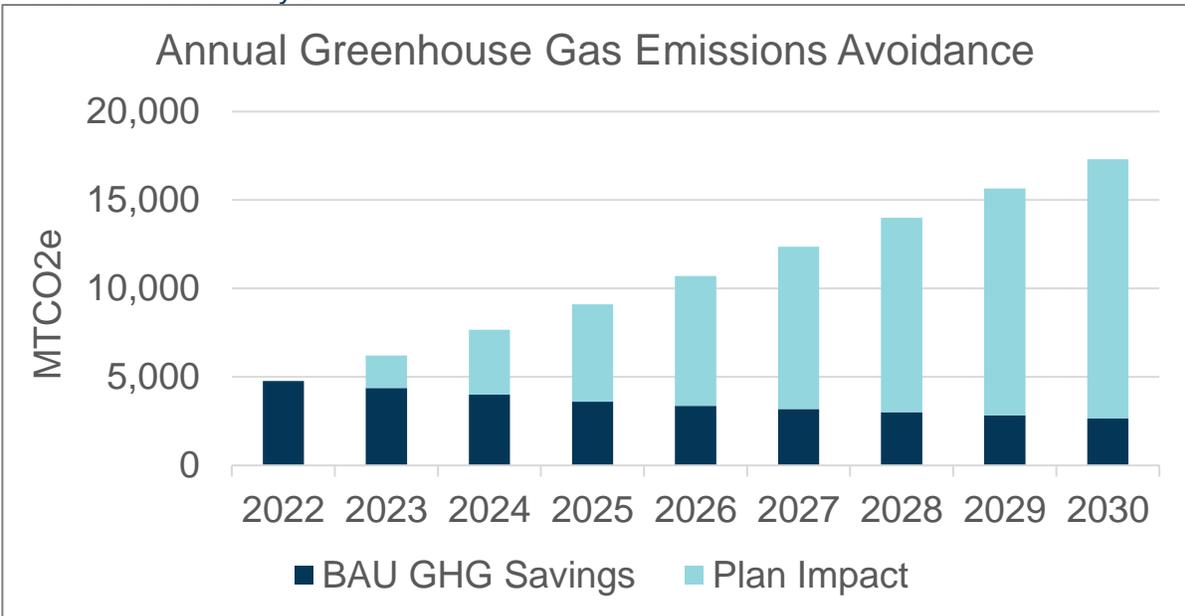


Figure 18: Coon Rapids annual greenhouse gas emissions from electricity and natural gas sources with business as usual (BAU) including grid decarbonization, added to impact from the plan needed to reach 35% avoidance by 2030





HOW WE ARE GOING TO GET THERE

Strategy Overview

The Energy Action Team identified several strategies, best practices, and guidelines to guide implementation of each focus area. These include:

- Strategies are “community strategies,” meaning the City, its partnerships, civic leaders and volunteers are all part of this work.
- Strategies should strive toward equity in implementation.
- Strategies should focus on changing behavior and social norms.
- Communication should include the climate benefits of taking action, as well as cost savings.
- Strategies will be creatively implemented beyond historical or traditional communication channels of other City plans.

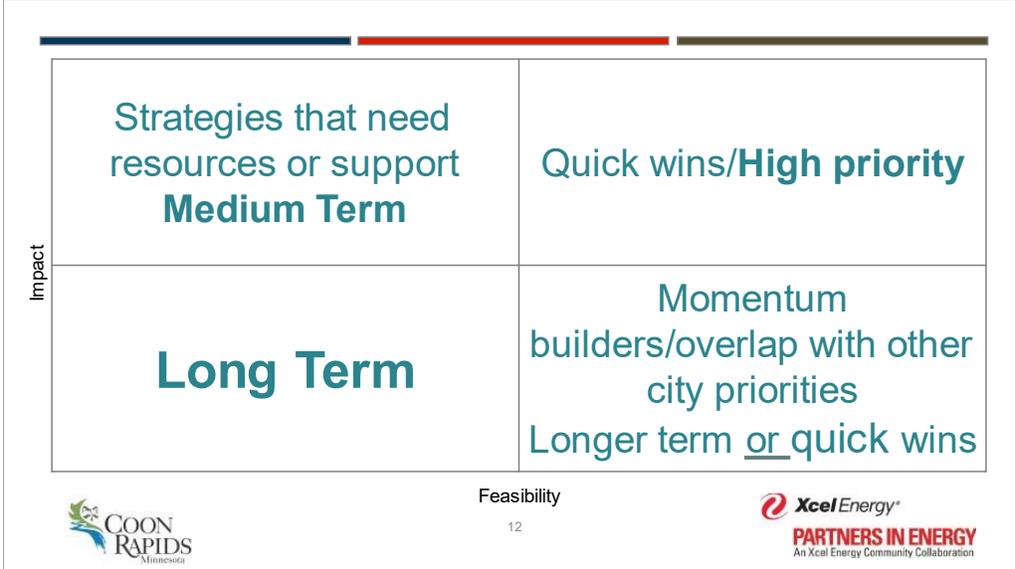
The strategies in this plan are expanded on with tactics that specify the work and audiences of each strategy.

Timeline and Priorities

The development of the strategies in this plan included setting the timeline and priorities to create a two-year work plan for the Energy Action Plan.

To prioritize the strategies, the Energy Action Team weighed the impact and the feasibility of each. The words “impact” and “feasibility” had different meanings to each of the team members depending on their perspective. For example, “feasibility” for City staff and City Council might mean a dollar figure or budget consideration. To community members, it may mean that there are community resources and support available. Similarly, “impact” might mean greenhouse gas impacts to some, and to others it might mean community mobilization or visibility. Each perspective was equally welcomed when ranking the strategies.

Figure 19: Workshop slide of prioritization activity and categorization descriptions



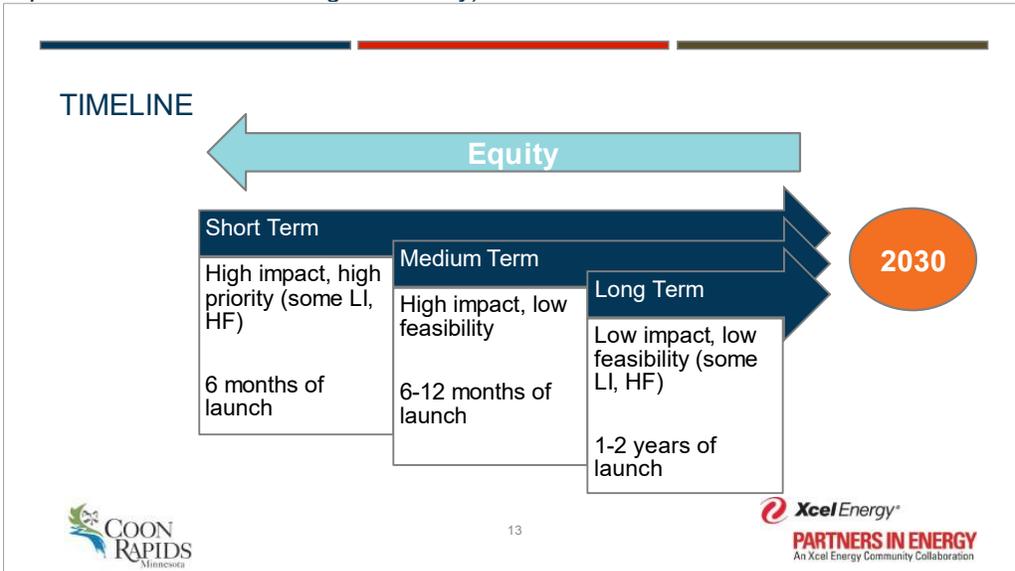
Depending on where the strategy fell in the impact-feasibility matrix during the workshop exercise, that strategy could then be put into a short-, medium- and long-term category. Those timelines were described as the following.

- Short Term: Begin implementing within six months of plan launch.
- Medium Term: Begin implementing within one year of plan launch.
- Long Term: Begin implementing within two years of plan launch.

These timelines were set to take advantage of the Partners in Energy program’s implementation period to ensure greater resources for each strategy. The timeline for the strategies will continue throughout the plan as the strategies are refined and repeated.

The group also weighed whether the strategy was equitable. The group agreed to move the most equitable strategies into a nearer term category.

Figure 20: Timeline visual of strategy priorities from workshops (LI stands for low impact and HF stands for high feasibility)



Focus Area: Energy Efficiency



The focus area of Energy Efficiency was modeled in this plan to contribute 50% toward the greenhouse gas reduction goal of 35% by 2030. Energy Efficiency was described by the Energy Action Team as a high priority focus area and should be the first step to engage the community. It was also identified as a way for community members to save on energy costs and build communication channels and relationships that could lead to further engagement on other focus areas, such as renewable energy and electric vehicles.

Strategy 1: Support residential energy assessments and their recommended projects.

Supporting Coon Rapids’s residents in receiving home energy assessments helps them understand their household’s unique energy needs and identify potential ways to reduce energy.

Target Audience:

Homeowners, landlords, renters and manufactured home park residents.

Desired Outcomes:

Increased understanding of energy use among audiences and a list of energy savings opportunities to use in recommended projects.

Resources/Communication Channels

The utilities and the City provide communication channels and resources for residents to undergo home energy assessments, including the Home Energy Squad® program. Those entities, the assessment program implementers, and other housing and community development channels can be used to communicate assessment opportunities.

| Tactics |
|---|
| 1A: Promote residential energy assessments using communication channels like printed materials for events and mailings, and social media. |
| 1B: Encourage upgrades to outdated or inefficient heating and cooling systems. |
| 1C: Encourage the installation of smart thermostats and create educational materials on how to program them with efficiency in mind. |

Strategy 2: Empower homeowners and renters to take energy efficiency actions.

Asking individuals to take actions such as upgrading to efficient lighting, appliances, and technologies and complete time of use practices can encourage immediate energy savings without added costs. Energy efficiency actions can also fill the gap between energy education and larger, higher cost efficiency projects.

Target Audience

Residents of Coon Rapids who own or rent homes, and anyone within that household, such as children, sub-lesers, etc.

Desired Outcomes

The result of this campaign is primarily to educate and increase behavior changes that can lead to additional energy actions performed by the target audiences.

Resources/Communication Channels

Utility networks can help reach customers and provide educational materials, kits and communications support. Reaching active groups, such as the League of Women Voters, school green teams and faith organizations can help spread messages to multiple households.

| Tactics |
|---|
| 2A: Create an energy efficiency scavenger hunt as a fun way to engage audiences. |
| 2B: Create maintenance and energy efficiency kits for residents that include tips for home appliance maintenance, behavior change activities and other resources to reduce energy use in homes. |
| 2C: Create a campaign to encourage replacing outdated appliances before equipment failure. |
| 2D: Create a refrigerator recycling campaign aimed at getting people to recycle inefficient or second refrigerators. |

Strategy 3: Make energy and utility program information accessible with intentional communication about opportunities.

Coon Rapids residents have different access to programs based on their utility providers. Access to these programs requires residents to know their utility providers and the available programs. Making this information easy to understand and accessible in multiple locations is key to energy efficiency action.

Target Audience

Residents of Coon Rapids who are able to use the resources provided by utilities and take energy action.

Desired Outcomes

The outcome for this strategy is to better inform audiences about their energy opportunities and increase participation in programs, while the City and utilities build relationships and trust with the residents.

Resources/Communication Channels

The City webpage, utility communications and social media outreach were identified as communication channels. Resources identified were language translation, interactive GIS maps and platforms created through Partners in Energy, and other marketing resources from all utility partners.

| Tactics |
|---|
| 3A: Update City webpages to make energy efficiency opportunities easily navigable and accessible. |
| 3B: Create a map of utility coverage for distribution. |

Strategy 4: Leverage partnerships to expand the reach of energy efficiency opportunities through large organizational gatherings and direct communications.

Existing and future partnerships with residents, City departments, faith organizations, and community groups will expand messaging to broader audiences and provide a chance for deeper engagement through events and personal interactions with subject matter experts.

Target Audience

Any group or business that has existing communications and gatherings that bring together audiences or any entity that can take advantage of energy efficiency actions.

Desired Outcomes

Expand communications through trusted messengers and platforms, as well as build relationships for additional partnerships.

Resources/Communication Channels

Existing partnerships within city communications and events, utility networks, and other groups that gather residents for learning purposes.

| Tactics |
|--|
| 4A: Partner with the utilities, Chamber of Commerce, schools and institutions, events, and other recognizable entities to create and distribute email and social media promotions about energy efficiency opportunities and rebates. |

Strategy 5: Leverage city building and housing policies to enhance opportunities for energy efficiency projects.

City policy can boost energy efficiency actions by making them easier to complete and requiring standards when projects are funded through taxpayer dollars. Reviewing existing policies for barriers and creating new policies where needed can help achieve energy efficiency goals.

Target Audience

Policy makers and implementers, as well as project implementers and contractors.

Desired Outcomes

Form new relationships between City departments and policy decision makers and increase energy efficiency education for City staff and elected officials. Create new energy efficiency policies in housing and building areas.

Resources/Communication Channels

This strategy requires buy-in from city council members, sustainability commission members and City staff. There are opportunities to use existing processes to make inroads to policy updates and changes.

| Tactics |
|---|
| 5A: Explore creating a green building/energy efficiency policy for City financed buildings. |
| 5B: Promote available interest free loans or grants to support energy efficiency projects. |
| 5C: Explore creating an energy disclosure requirement for rental properties or renter tool to assess energy efficiency of a potential rental. |
| 5D: Explore requiring home audits for rental properties/licenses. |

Strategy 6: Reach underserved areas of our community through partnerships.

In addition to greenhouse gas reductions, the benefits of energy efficiency efforts include utility cost savings. Outreach to students, seniors, English Language Learners, faith organizations and other social service organizations will help reach those who may be experiencing the highest energy burdens and could benefit the most from energy efficiency programs.

Target Audience

Residents with the highest energy burden and organizations and networks that currently work with those impacted by high energy costs.

Desired Outcomes

Lower energy utility bills and comfortable, safe housing for families and individuals.

Resources/Communication Channels

The City and Energy Action Team members have relationships with food shelves, the senior center, faith organizations and social service organizations that can support this strategy. These organizations work to help underrepresented residents and families, and we can partner with them to share energy efficiency opportunities by creating and distributing supporting resources.

| Tactics |
|---|
| 6A: Create a resource guide and campaign for underrepresented residents to save money through efficiency. |
| 6B: Create an outreach campaign targeting manufactured home residents to help increase energy efficiency and save money. |
| 6C: Create an outreach campaign targeting renters to complete energy assessments, make behavior changes and access resources to increase energy efficiency. |
| 6D: Translate materials as appropriate to reach audiences who could benefit from resources. |

Strategy 7: Conduct passive energy strategies where possible, such as increasing green space and tree growth.

Passive energy efforts can support building energy efficiency efforts through assisting heating and cooling by adding tree canopies and green space to curb urban heat island effects and storm impacts.

Target Audience

Landowners, parks systems, developers, landscapers, Arbor Day events and City planning department.

Desired Outcomes

Increased green spaces and tree canopies to help curb climate effects.

Resources/Communication Channels

Watershed district, ACD, forestry departments and Energy Action Team members with architectural backgrounds are all helpful resources and communication channels for this effort.

| Tactics |
|---|
| 7A: Work with the City planning department and Arbor Day program to include energy messaging. |

Focus Area: Renewable Energy



The focus area of Renewable Energy was modeled in this plan to contribute 50% toward the greenhouse gas avoidance goal of 35% by 2030. The Energy Action Team decided to make the adoption of renewable energy the next step to engage the community. In selecting a focus area dedicated to increasing the community’s knowledge of and participation in renewable energy programs, the team referenced the importance to community members of having resilient energy systems, saving money over time, and reducing greenhouse gas emissions.

Strategy 8: Promote renewable energy education and conduct outreach to residents and businesses.

The team identified a lack of knowledge of the subject and available programs as the largest barrier to renewable energy actions. Education can help overcome that barrier. Creating a campaign that speaks to and educates specific audiences will be a first step in asking people to adopt renewable energy practices.

Target Audience

The target audience spans sectors from individuals to businesses and institutions. Homeowners, renters, building owners and leasers can participate in renewable energy programs, and are therefore included in the audience for this strategy.

Desired Outcomes

Increasing knowledge on renewable energy topics and driving increased use of renewable energy through installations and subscriptions.

Resources/Communication Channels

The City can support this strategy through the continuation of and updates to the Community Sustainability Partnership program. Partners in Energy can support the program with case studies. The City Council can support this effort through recognition and the utilities can provide program information that is relevant to campaign efforts.

| Tactics |
|--|
| 8A: Leverage communication channels and existing events for dissemination of information (e.g., North Suburban Home Show, city and neighborhood group email lists, utility contacts, City and partner social media). |
| 8B: Host informational events and webinars. |
| 8C: Create activities and contests encouraging renewable adoption (e.g., photo contest, neighborhood challenges and games). |
| 8D: Develop demonstration projects and create hands-on activities and communications to encourage and support adoption of renewable energy. |
| 8E: Develop communications using infographics, translated materials and renter information. |
| 8F: Develop the City webpage for easy access to renewable energy information, with links, videos and navigation tools. |
| 8G: Create a take-home kit with renewable energy resources. |

Strategy 9: Create and implement new policies to encourage and incentivize renewable energy growth.

The City has implemented a solar ordinance and can further the accessibility of renewable energy projects and subscriptions by exploring new policies that support participation.

Target Audience

Our audience for this strategy is City staff, policy makers and community members impacted by a policy or change in policy.

Desired Outcomes

The outcome of these actions would create more access and fewer barriers to participation in on-site solar and solar subscription programs.

Resources/Communication Channels

The City council and sustainability commission can be the champions of these policies and two-way communication channels to the community.

| Tactics |
|---|
| 9A: Promote a solar suitability assessment for building owners to complete and explore implementing requirements. |
| 9B: Create a sustainable building policy to incentivize renewable energy projects. |

Strategy 10: Promote existing external financial incentives for solar while creating new City-owned financing programs for renewable energy projects.

Alongside utility programs and rebates, this strategy can combine efforts of other renewable energy opportunities and support them with City incentives or group-buy opportunities where applicable.

Target Audience

Business and industry partners have a large impact and are therefore a priority target audience, while homeowners and smaller projects will create momentum and community buy-in for other projects.

Desired Outcomes

Increased solar project installations throughout the city.

Resources/Communication Channels

The utilities can provide program information and connection to outside organization programming, while the City can provide guidance to residents and business owners.

| Tactics |
|---|
| 10A: Develop cost-sharing opportunities for solar installations. |
| 10B: Support and promote group buy-in opportunities for solar. |
| 10C: Update City financing programs to include renewable energy systems. |
| 10D: Explore reducing or waiving permit fees for solar installations. |
| 10E: Maintain an accessible list of financing options (e.g., grants, tax credits, loans) for renewable energy projects for different types of organizations and projects. |

Strategy 11: Partner and build relationships with organizations to increase renewable energy adoption.

Partnering with educational institutions, community groups, business organizations and multi-cultural organizations will help reach all corners of the community to connect them with relevant renewable energy resources.

Target Audience

Organization leaders who have communication channels and can act as trusted messengers and community connectors.

Desired Outcomes

Consistent messaging about renewable energy can help people identify misinformation, understand barriers, and build relationships that lead to renewable energy adoption across the city’s sectors.

Resources/Communication Channels

Understanding and fostering existing city department relationships with community organizations and creating new relationships through one-on-one outreach will make this strategy a success.

| Tactics |
|---|
| 11A: Partner with the Chamber of Commerce to reach businesses. |
| 11B: Partner with multi-cultural organizations, (e.g., Transformative Circle) to connect with households and families served. |
| 11C: Partner with Homeowners Associations to encourage renewable energy adoption. |
| 11D: Leverage utility relationships to connect with large businesses. |
| 11E: Partner with Anoka County on best practices and opportunities to reduce barriers to renewable energy. |
| 11F: Connect with school district to network with students and parents. |

HOW WE STAY ON COURSE



This Energy Action Plan is a living document. Goals and strategies will be assessed and refined as needed based on data and community staff capacity.

Data and Reporting

Partners in Energy will provide biannual progress reports with metrics of success and overall progress toward goals for Xcel Energy rebates and programs. These reports will be available publicly and shared with both the community and Energy Action Team.

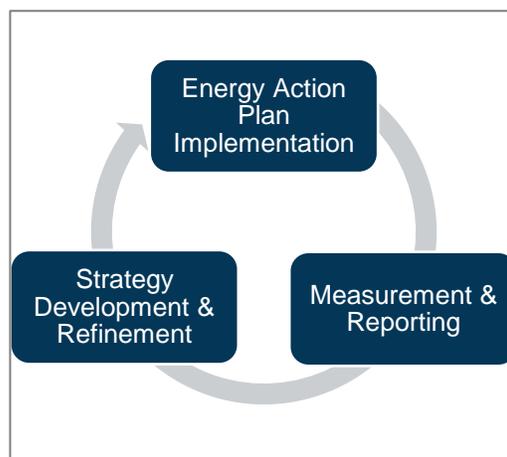
If available, ad hoc participation reports for specific Xcel Energy programs (e.g., Home Energy Squad) can be provided to measure success of campaigns and to determine if we need to change course.

Connexus Energy and CenterPoint Energy were involved in the planning process and the city of Coon Rapids will request data progress reports from those utilities at the same cadence as the Xcel Energy data to best measure progress toward goals. Partners in Energy will support this effort by facilitating connections and helping the City communicate what data is needed.

Project Management and Tracking

Partners in Energy will host regular project management check-in calls with staff to ensure we stay on course to achieve our strategies. If necessary, an implementation check-in meeting with the Energy Action Team can be convened to assess progress toward goals and discuss strategy refinement.

Figure 21: Actions and Tracking



Roles and Responsibilities

Implementing the strategies outlined in this plan will require leadership and collaboration among the City of Coon Rapids, members of the Energy Action Team, community representatives, and Xcel Energy.

City of Coon Rapids

The City of Coon Rapids will provide a primary point of contact for implementation and will assign members to attend regular project management check-ins. The City commits to leveraging existing communication channels and community connections to promote the Energy Action Plan. In addition, the City of Coon Rapids will lead strategies specific to City-owned buildings.

Energy Action Team

The Energy Action Team formed to create this plan will support implementation by serving as community connectors to their networks, promoting Coon Rapids' energy vision, encouraging participation in programs and outreach campaigns, and sharing success stories. When relevant, members will serve as partners and leaders in strategies targeting residents, businesses, institutions, and municipalities. Energy Action Team members may be invited to project management calls or other check-in meetings to ensure strategies are implemented successfully.

Xcel Energy

In addition to data reporting, project management, and implementation tracking, Xcel Energy commits to 18 months of implementation support, including marketing and communications support and program expertise. It will also provide a dedicated community facilitator to serve as a primary point of contact. Partners in Energy digital resources, including webinars, community portal, and community events will also be available to Coon Rapids.



APPENDIX A: IMPLEMENTATION WORK PLAN

This appendix gives additional details for each strategy, including the implementation team and tasks, timeline, and goals. This appendix will serve as a work plan for the Energy Action Team and Partners in Energy.

| Strategy | Action | 2023 | | | | 2024 | | |
|-------------------------------------|---|--|----|----|----|------|----|--|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | |
| Energy Efficiency Strategies | | | | | | | | |
| 1 | Support residential energy assessments and their recommended projects. | A Promote residential energy assessments using communication channels like printed materials for events and mailings, and social media. | | | | | | |
| | | B Encourage upgrades to outdated or inefficient heating and cooling systems. | | | | | | |
| | | C Encourage the installation of smart thermostats and create educational materials on how to program them with efficiency in mind. | | | | | | |
| 2 | Empower homeowners and renters to take energy efficiency actions. | A Create an energy efficiency scavenger hunt as a fun way to engage audiences. | | | | | | |
| | | B Create maintenance and energy efficiency kits for residents that include tips for home appliance maintenance, behavior change activities and other resources to reduce energy use in homes. | | | | | | |
| | | C Create a campaign to encourage replacing outdated appliances before equipment failure. | | | | | | |
| | | D Create a refrigerator recycling campaign aimed at getting people to recycle inefficient or second refrigerators. | | | | | | |
| 3 | Make energy and utility program information accessible with intentional communication about opportunities. | A Update City webpages to make energy efficiency opportunities easily navigable and accessible. | | | | | | |
| | | B Create a map of utility coverage for distribution. | | | | | | |
| 4 | Leverage partnerships to expand the reach of energy efficiency opportunities through large organizational gatherings and direct communications. | A Partner with the utilities, Chamber of Commerce, schools and institutions, events, and other recognizable entities to create and distribute email and social media promotions about energy efficiency opportunities and rebates. | | | | | | |
| 5 | Leverage city building and housing policies to enhance opportunities for energy efficiency projects. | A Explore creating a green building/energy efficiency policy for City financed buildings. | | | | | | |
| | | B Promote available interest free loans or grants to support energy efficiency projects. | | | | | | |
| | | C Explore creating an energy disclosure requirement for rental properties or renter tool to assess energy efficiency of a potential rental. | | | | | | |
| | | D Explore requiring home audits for rental properties/licenses. | | | | | | |
| 6 | Reach underserved areas of our community through partnerships. | A Create a resource guide and campaign for underrepresented residents to save money through efficiency. | | | | | | |
| | | B Create an outreach campaign targeting manufactured home residents to help increase energy efficiency and save money. | | | | | | |
| | | C Create an outreach campaign targeting renters to complete energy assessments, make behavior changes and access resources to increase energy efficiency. | | | | | | |
| | | D Translate materials as appropriate to reach audiences who could benefit from resources. | | | | | | |
| 7 | Conduct passive energy strategies where possible, such as increasing green space and tree growth. | A Work with the City planning department and Arbor Day program to include energy messaging. | | | | | | |

| Strategy | Action | 2023 | | | | 2024 | | | |
|------------------------------------|--|------|--|----|----|------|----|--|--|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | | |
| Renewable Energy Strategies | | | | | | | | | |
| 8 | Promote renewable energy education and conduct outreach to residents and businesses. | A | Leverage communication channels and existing events for dissemination of information (e.g., North Suburban Home Show, city and neighborhood group email lists, utility contacts, City and partner social media). | | | | | | |
| | | B | Host informational events and webinars. | | | | | | |
| | | C | Create activities and contests encouraging renewable adoption (e.g., photo contest, neighborhood challenges and games). | | | | | | |
| | | D | Develop demonstration projects and create hands-on activities and communications to encourage and support adoption of renewable energy. | | | | | | |
| | | E | Develop communications using infographics, translated materials and renter information. | | | | | | |
| | | F | Develop the City webpage for easy access to renewable energy information, with links, videos and navigation tools. | | | | | | |
| | | G | Create a take-home kit with renewable energy resources. | | | | | | |
| 9 | Create and implement new policies to encourage and incentivize renewable energy growth. | A | Promote a solar suitability assessment for building owners to complete and explore implementing requirements. | | | | | | |
| | | B | Create a sustainable building policy to incentivize renewable energy projects. | | | | | | |
| 10 | Promote existing external financial incentives for solar while creating new City-owned financing programs for renewable energy projects. | A | Develop cost-sharing opportunities for solar installations. | | | | | | |
| | | B | Support and promote group buy-in opportunities for solar. | | | | | | |
| | | C | Update City financing programs to include renewable energy systems. | | | | | | |
| | | D | Explore reducing or waiving permit fees for solar installations. | | | | | | |
| | | E | Maintain an accessible list of financing options (e.g., grants, tax credits, loans) for renewable energy projects for different types of organizations and projects. | | | | | | |
| 11 | Partner and build relationships with organizations to increase renewable energy adoption. | A | Partner with the Chamber of Commerce to reach businesses. | | | | | | |
| | | B | Partner with multi-cultural organizations, (e.g., Transformative Circle) to connect with households and families served. | | | | | | |
| | | C | Partner with Homeowners Associations to encourage renewable energy adoption. | | | | | | |
| | | D | Leverage utility relationships to connect with large businesses. | | | | | | |
| | | E | Partner with Anoka County on best practices and opportunities to reduce barriers to renewable energy. | | | | | | |
| | | F | Connect with school district to network with students and parents. | | | | | | |



APPENDIX B: METHODOLOGY FOR MEASURING SUCCESS

As part of implementation support, Partners in Energy will provide biannual progress reports for Xcel Energy participation and savings data for Coon Rapids. Partners in Energy will facilitate acquiring data from the other utility partners for the city to aggregate. All goals will be measured against Coon Rapids’ three-year baseline of 2019–2021 data unless otherwise noted.

The following section defines how to measure various aspects of the goals outlined in this Energy Action Plan, including which programs and activities may be included and any assumptions used to measure the goals.

Community Goal

Coon Rapids will reduce greenhouse gas emissions 35% by 2030, resulting in substantial energy costs avoided for the Coon Rapids community.

Assumptions

This goal assumes that “reduce greenhouse gas emissions” includes both the energy savings through efficiency programs, and the avoided greenhouse gas emissions from renewable energy participation. Emissions factors used for goal setting are utility-specific and reflect 2021 emission intensity reporting.

This goal assumes that Xcel Energy’s, Connexus Energy’s, and CenterPoint Energy’s demand side management program participation and kWh and therm savings will continue business as usual (BAU) from 2023 to 2030. BAU assumes an annual savings of 1.3 million kWh through Xcel Energy’s energy efficiency program participation, 1 million kWh through Connexus Energy program participation, and 265,000 therms through CenterPoint Energy program participation, across all sectors. Cumulative participation for the BAU scenario between 2023 and 2030 will be 70,884 with a cumulative energy savings of 276,824 MMBtu. An increase in annual program

participation will result in increased annual energy savings, through which the Coon Rapids community can avoid energy costs. Due to a lack of data available for Connexus Energy utility programs, estimated savings are based on comparable Xcel Energy programs. Projected participation and savings estimates assume that the utility programs remain the same throughout the plan’s implementation.

This goal assumes that the renewable energy participation rates will increase due to this plan’s efforts and the relationships built through energy efficiency campaigns. The estimated kWh production of each project participation is based on an average for Coon Rapid’s building and home sizes and kWh usage.

Measuring Energy Savings

The community-wide goal will be measured by comparing cumulative electricity and natural gas savings from 2023 through 2030 for all sectors against projected BAU savings over the same time period. This goal includes all Xcel Energy, Connexus Energy, and CenterPoint Energy demand side management and renewable energy programs available to every sector and measures the first-year savings data provided by the utilities. The following table outlines the assumptions for GHG avoidance through energy efficiency program participation in Coon Rapids.

Figure 22: Estimated emissions avoided through demand side management program participation for all utilities in Coon Rapids

| Estimated Emissions Avoided: DSM Program Participation | 2030 BAU (MTCO₂e) | 2030 Goal (MTCO₂e) | Incremental (MTCO₂e) |
|---|---|--|--|
| Xcel Energy | 1,592 | 6,086 | 761 |
| Connexus Energy | 2,786 | 12,281 | 1,535 |
| CenterPoint Energy | 11,304 | 27,879 | 3,485 |

Measuring Renewable Energy Emissions Avoided

Projected greenhouse gas emissions avoidance includes cumulative emissions savings from participation in renewable programs where customers retain the Renewable Energy Credit. This includes Xcel Energy’s renewable subscription programs, Windsorce and Renewable*Connect, Connexus Energy’s Community Solar program, and on-site solar installed by residents in Coon Rapids.

The table below outlines the assumptions for greenhouse gas emission avoidance through renewable energy in Coon Rapids from 2023–2030. To estimate avoided greenhouse gas emissions, utility-specific emissions factors were applied to the electricity and natural gas savings estimates for both the business as usual and goal scenarios.

Figure 23: Estimated emissions avoided through renewable energy program participation for all utilities in Coon Rapids by 2030

| Estimated Emissions Avoided: Renewable Energy Participation | 2030 BAU (MTCO ₂ e) | 2030 Goal (MTCO ₂ e) | Incremental (MTCO ₂ e) |
|---|--------------------------------|---------------------------------|-----------------------------------|
| Xcel Energy - Windsource® and Renewable*Connect® | 3,668 | 14,045 | 1,756 |
| Connexus Energy - SolarWise™ | 741 | 3,273 | 409 |
| Connexus Energy – OnSite Solar | 6,551 | 28,928 | 3,616 |

Measuring Energy Costs Avoided

In addition to avoiding emissions, participation in energy efficiency programs may also help residents avoid spending on energy costs. Estimated energy costs avoided were calculated using 2022 electricity and natural gas estimated rates by sector for each utility included in the data rollup⁴.

Figure 24: Energy costs per kWh and therm for all utilities in 2022

| Energy Costs 2022 | | Rate per kWh | Rate per therm |
|--------------------|----------------------------|--------------|----------------|
| Xcel Energy | Residential rate | \$0.113 | - |
| | Commercial/Industrial rate | \$0.087 | - |
| Connexus Energy | Residential rate | \$0.122 | - |
| | Commercial/Industrial rate | \$0.55-.065 | - |
| CenterPoint Energy | Residential rate | - | \$0.91 |
| | Commercial/Industrial rate | - | \$0.601 |

Anticipated energy cost avoidance is calculated using estimated electricity and natural gas first-year savings from projected energy efficiency program participation. 2030 goal levels are modeled from anticipated cumulative energy savings and use 2022 rates.

Figure 25: Energy costs avoided for all utilities in Coon Rapids to reach the goal of 35% reduction in greenhouse gas emissions by 2030

| Energy Cost Avoidance | 2030 BAU | 2030 Goal | Incremental |
|--------------------------------|-------------|-------------|-------------|
| Xcel Energy | \$937,554 | \$2,510,103 | \$313,763 |
| Connexus Energy | \$916,423 | \$2,616,026 | \$327,003 |
| CenterPoint Energy | \$1,630,522 | \$4,021,151 | \$502,644 |
| Total Estimated Cost Avoidance | \$3,484,498 | \$9,147,281 | \$1,143,410 |

This model assumes increased participation in energy efficiency programs annually to meet Coon Rapids’ greenhouse gas emissions goals.

⁴ Energy rates current as of 2022 but are subject to change.



APPENDIX C: XCEL ENERGY’S PARTNERS IN ENERGY PLANNING PROCESS

About Xcel Energy’s Partners in Energy

Xcel Energy is an electric and natural gas utility that provides the energy that powers millions of homes and businesses across eight Western and Midwestern states. Each community Xcel Energy serves has its own unique priorities and vision for its energy future. The energy landscape is dynamically changing with communities leading the way in setting energy and sustainability goals. To continue to innovatively support their communities, Xcel Energy launched Partners in Energy in the summer of 2014 as a collaborative resource with tailored services to complement each community’s vision. The program offerings include support to develop an energy action plan or electric vehicle plan, tools to help implement the plan and deliver results, and resources designed to help each community stay informed and achieve their outlined goals.

Plan Development Process

The content of this plan is derived from a series of planning workshops held in the community with a planning team committed to representing local energy priorities and implementing plan strategies. The engagement process included both a series of five in-person workshops from May 2022 through September 2022, as well as multiple surveys between workshops.

Workshop 1: What should Coon Rapids’ energy future look like?

The team learned about Partners in Energy, established a vision for Coon Rapids and reviewed shared goal language and priorities for the Energy Action Plan.

Workshop 2: How will we focus our efforts to achieve our vision?

At workshop two, the team finalized the vision for Coon Rapids. Three focus areas were decided on, in order of progression: energy efficiency, renewable energy, and electric vehicles (EVs). The team discussed who and what would be impacted by this work, including municipal buildings, residents, businesses, nonprofits, and education institutions. The team incorporated equity into each focus area for all to benefit. They decided goal metrics, priorities, and reviewed available energy programs from utilities.

Workshop 3: What do we want to do?

In workshop three, the team discussed program data and brainstormed strategies to increase energy efficiency and renewable energy adoption in Coon Rapids. They devised actionable strategies that crossed all audiences for each focus area. Education was a common theme that arose within each focus area. They discussed a community-wide goal for greenhouse gas emissions reductions for Coon Rapids.

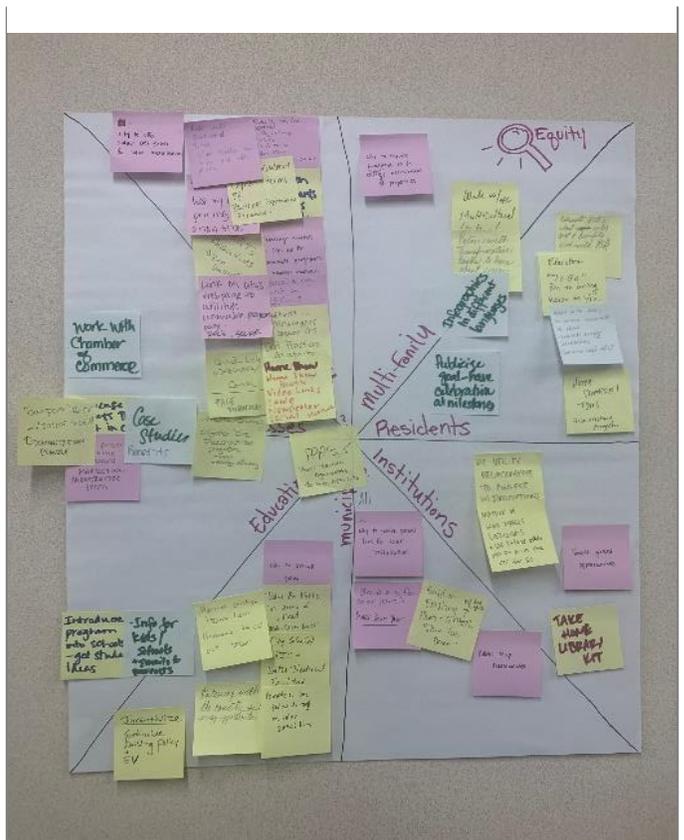
Workshop 4: How are we going to do it?

In workshop four, the team reviewed EV program information from utility representatives. They brainstormed strategies for EV adoption in Coon Rapids and prioritized strategies from all focus areas. They decided on a community-wide goal for Coon Rapids to reduce greenhouse gas emissions 35% by 2030.

Figure 26: Coon Rapids Energy Action Team in Workshop 1



Figure 27: Energy efficiency strategy brainstorming by Energy Action Team



Workshop 5: What needs to be done?

In workshop five, the team confirmed priority strategies and discussed the Energy Action Plan process. They laid out all the strategies and had participants commit to where they could provide support during implementation. They celebrated a great team and planning process!

Figure 28: Energy Action Team members participating in a gallery walk activity to create strategies to increase EV adoption in Coon Rapids



Figure 29: Coon Rapids Energy Action Team members



Partners in Energy Process for Success



Resources from Xcel Energy for Implementation



APPENDIX D: GLOSSARY OF TERMS

15 x 15: Xcel Energy’s privacy rule, which require all data summary statistics to contain at least 15 premises, with no single premise responsible for more than 15% of the total. Following these rules, if a premise is responsible for more than 15% of the total for that data set, it is removed from the summary.

British Thermal Unit (BTU): The amount of heat needed to raise one pound of water at maximum density through one degree Fahrenheit

Carbon-free: Carbon-free refers to sources of energy that will not emit additional carbon dioxide into the air. Wind, solar and nuclear energy are all carbon-free sources but only wind and solar are renewable.

Conservation Improvement Programs (CIP): Portfolio of approved utility energy efficiency and demand management programs. Minnesota electric utilities have a goal of saving 1.5% of their total energy sales each year via customer conservation efforts. Minnesota natural gas utilities have a goal of saving 0.5% of their total energy sales each year via customer conservation efforts.

Cost Avoidance: Represents the estimated energy costs not spent as a result of energy efficiency measures.

Demand Side Management (DSM): Modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours or to shift time of energy use to off-peak periods, such as at night and on weekends.

Direct Installation: Free energy-saving equipment installed by Xcel Energy or other organization for program participants that produces immediate energy savings.

Energy Burden: Percentage of gross household income spent on energy costs.

Energy Reduction: The result of behavior changes that cause less energy to be used. For example, setting the thermostat lower reduces the energy used in your home during the winter. Since energy reductions can be easily reversed, they are not accounted for when calculating changes in energy usage.

Energy Savings: Comes from a permanent change that results in using less energy to achieve the same results. A new furnace uses X% energy less to keep your home at the same temperature (all things being equal), resulting in energy savings of X%. For accounting purposes, energy savings are only counted in the year the new equipment is installed.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide, and ozone.

Greenhouse Gas Avoidance: Represents the estimated greenhouse gasses not emitted as a result of energy efficiency measures.

Grid Decarbonization: The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Kilowatt-hour (kWh): A unit of electricity consumption.

Million British Thermal Units (MMBtu): A unit of energy consumption that allows both electricity and natural gas consumption to be combined.

Metric Tons of Carbon Dioxide Equivalent (MTCO_{2e}): A unit of measure for greenhouse gas emissions. The unit "CO_{2e}" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO₂), based on the global warming potential (GWP) of the gas.

Megawatt (MW): A unit of electric power equal to 1 million watts.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business's load at that address.

Renewable Energy Credit (REC): For every megawatt-hour of clean, renewable electricity generation, a renewable energy credit (REC) is created. A REC embodies all the environmental attributes of the generation and can be tracked and traded separately from the underlying electricity. This is also known as a Renewable Energy Certificate.

Solar Garden: Shared solar array with grid-connected subscribers who receive bill credits for their subscriptions.

Subscription: An agreement to purchase a certain amount of something at regular intervals.

Therm (thm): A unit of natural gas consumption.

APPENDIX E: IMPLEMENTATION MEMORANDUM OF UNDERSTANDING



Memorandum of Understanding Phase 2 – Plan Implementation

Olivia Dorow Hovland
Sustainability Planner
City of Coon Rapids
11155 Robinson Drive NW
Coon Rapids, MN 55433

The intent of this Memorandum of Understanding is to recognize the achievement of the City of Coon Rapids in developing an Energy Action Plan. Northern States Power Company doing business as Xcel Energy, through its Partners in Energy offering, has supported the development of this Energy Action Plan. This document outlines how the City of Coon Rapids and Xcel Energy will continue to work together to implement this Energy Action Plan. The term of this joint support, as defined in this document, will extend from March 1, 2023 through August 30, 2024.

Xcel Energy will support Coon Rapids in achieving the goals of its Energy Action Plan in the following ways:

Energy Efficiency

- **Support residential energy assessments and their recommended projects:**
 - Create Home Energy Squad® marketing materials for events, mailings and social media.
 - Create Home Energy Squad® follow up marketing materials for heating and cooling upgrades.
 - Create smart thermostat campaign outline and marketing materials.
- **Renter and homeowner outreach:**
 - Create an interactive activity promoting energy efficiency
 - Develop energy efficiency kits
 - Create appliance replacement outreach materials
 - Create refrigerator recycling campaign and materials
- **Energy and utility program information communications:**
 - Review and recommend changes to city energy webpages.
 - Develop an interactive map for City webpage utility navigation.
- **Facilitate partnerships and meetings with chamber, or other entities.**
- **Support city building and housing policies through facilitating connections with experts.**
- **Outreach to underserved residents:**
 - Create a resource guide and campaign outline
 - Create manufactured home park outreach campaign materials and facilitate other supportive partnerships in XE Territory
 - Develop renter outreach campaign and materials
 - Translate materials and outreach efforts where possible
- **Support passive energy strategies by creating messaging/materials for City to use as needed.**

XCEL ENERGY PARTNERS IN ENERGYMemorandum of Understanding
Implementation Phase

Support funded by Xcel Energy for this strategy is not to exceed 150 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

Renewable Energy

- **Resident and Business outreach:**
 - Develop event structures and facilitate speakers and invitations
 - Create contest campaign outline
 - Support and create outreach for demonstration projects including case studies and social media
 - Develop subscription program participation campaign and materials
 - Create renewable energy kits
- **Support policy and financial incentive strategies of the City by facilitating connection to other cities and experts.**
- **Support and facilitate partnerships with organizations to encourage renewable energy projects.**

Support funded by Xcel Energy for this strategy is not to exceed 60 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

Project Management and Reimbursed Expenses

- Provide presentation content outlining Partners in Energy process, identified focus areas and goals, and benefits to community to be presented to Council as part of update process
- Facilitate regular check-in meetings, track and report energy impacts and activities (process annual data from Xcel Energy), and help coordinate implementation kick-off activities
- Provide up to \$2,450 for reimbursed expenses related to printing and distribution of co-branded marketing materials, venue fees, food, and other related needs associated with outreach and education. Xcel Energy funding will not be provided for the purchase of alcohol

Support funded by Xcel Energy for this strategy is not to exceed 120 hours. These hours will include those provided through the Partners in Energy team from Brendle Group and Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

XCEL ENERGY PARTNERS IN ENERGY

Memorandum of Understanding
Implementation Phase

Coon Rapids commits to supporting the Energy Action Plan to the best of its ability by:

- Achieving the energy savings impacts outlined in the energy action plan and shown in the table below:

City of Coon Rapids Conservation Goals

| | Electricity Savings (in kWh) |
|---|---|
| Baseline Historic Energy Savings | 1,250,000 |
| Incremental Plan Energy Savings (1/1/23-6/30/24) | 1,050,000 |
| Total Plan Energy Savings (baseline + plan energy savings) | 2,300,000 |

- Performing the coordination, tracking, and outreach duties as outlined in the Energy Action Plan that include but are not limited to the following:

Energy Efficiency

- **Support residential energy assessments and their recommended projects:**
 - Conduct Home Energy Squad®, heating and cooling, and smart thermostat campaigns and follow-up outreach via City communications channels.
- **Renter and homeowner outreach:**
 - Promote efficiency activity interactions and distribute energy efficiency kits.
 - Conduct an appliance replacement and refrigerator recycling campaign through city communications channels.
- **Update City website with relevant energy materials and programs**
 - Develop partnerships and host energy conversations with the chamber of commerce, or other entities.
- **Leverage city building and housing policies to enhance opportunities for energy efficiency projects.**
- **Reach underserved areas of Coon Rapids:**
 - Disseminate resource guides and conduct manufactured home park outreach and renter outreach campaigns through City channels.
- **Conduct passive energy strategies where possible, such as increasing green space and tree growth.**
 - Work with planning department and arbor day outreach

Renewable Energy

- **Promote renewable energy education events and conduct program and campaign outreach to residents and businesses.**
- **Create and implement new policies to encourage and incentivize renewable energy growth.**
- **Promote existing external financial incentives for solar while creating new City-owned financing programs for renewable energy projects.**
- **Partner and build relationships with organizations to increase renewable energy adoption.**

XCEL ENERGY PARTNERS IN ENERGYMemorandum of Understanding
Implementation Phase**Project Management**

- Participate in coordination and tracking of scheduled check-ins, activities, and events
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy's products or services
- Share the plan document, supporting work documents, collateral, and implementation results from the Energy Action Plan with the public. The experience, successes, and lessons learned from this community will inform others looking at similar or expanded initiatives
- Share progress on upcoming sustainability planning as it relates to activities outlined in the Energy Action Plan

Legal Applicability and Waiver

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and Coon Rapids. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of Coon Rapids ordinances, Coon Rapids regulatory jurisdiction, or Minnesota's utility regulatory jurisdiction.

Single Points of Contact

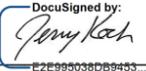
All communications pertaining to this agreement shall be directed to the Sustainability Planner on behalf of Coon Rapids and the Partners in Energy Program Manager on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support the City of Coon Rapids in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy's support of energy efficiency and renewable energy as important resources to meet your future energy needs.

XCEL ENERGY PARTNERS IN ENERGY

Memorandum of Understanding
Implementation Phase

For Coon Rapids:

Signature: 
E2E990038DB9433...

Name:
Jerry Koch

Title:
Mayor

Date: 2/23/2023

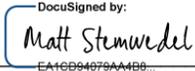
For Xcel Energy:

Signature: 
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Name:
Trisha A Duncan

Title:
Director, MN Community Relations

Date: 2/23/2023

Signature: 
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Name:
Matt Stemwedel

Title:
City Manager

Date: 2/23/2023



SUSTAINABILITY COMMISSION MEETING

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|----------------|-------------------|
| AGENDA SECTION | NEW BUSINESS |
| MEETING DATE | DECEMBER 12, 2023 |

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|---|---|--|--|---|---|---|---|---|
| ITEM: | Introduction to Minnesota GreenCorps. | | | | | | | |
| DEPARTMENT: | Community Development | BY/DATE: Andrew Boucher, City Planner 10/5/2023 | | | | | | |
| <p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td><input checked="" type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input type="checkbox"/> Trusted and Engaged Leadership</td> <td><input checked="" type="checkbox"/> Sustainable</td> </tr> </table> | | | <input checked="" type="checkbox"/> Healthy and Safe Community | <input type="checkbox"/> Thriving and Vibrant Destination Community | <input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly | <input checked="" type="checkbox"/> Strong Infrastructure and Public Services | <input type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable |
| <input checked="" type="checkbox"/> Healthy and Safe Community | <input type="checkbox"/> Thriving and Vibrant Destination Community | | | | | | | |
| <input checked="" type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly | <input checked="" type="checkbox"/> Strong Infrastructure and Public Services | | | | | | | |
| <input type="checkbox"/> Trusted and Engaged Leadership | <input checked="" type="checkbox"/> Sustainable | | | | | | | |

BACKGROUND

The Minnesota GreenCorps is a program coordinated by the Minnesota Pollution Control Agency with a mission of preserving and protecting Minnesota’ environment while training a new generation of environmental professionals. Each year, the program places AmeriCorps members with host site organizations around the state to help communities increase resilience to climate change by:

- Reducing solid waste and increasing recycling
- Reducing greenhouse gases and other pollutants
- Reducing water runoff and improving water quality
- Encouraging eco-friendly behavior
- Reducing disproportionate negative impacts from pollutants

Members serve full-time at their host sites for 11 months, from mid-September through mid-August. MN GreenCorps members educate and engage community members and youth, coordinate multi-modal transportation events, remove invasive species, plant trees, install rain gardens, benchmark energy, conduct waste sorts, inventory trees, and more. Members address critical environmental issues through projects such as retrofitting public buildings to save energy, improving public lands, educating community members, preventing waste, and recycling or composting. In addition, members engage volunteers in hands-on projects to help communities build their capacity for environmental stewardship and resilience to climate change. Each member serves on a project in one of four focus areas:

- air pollutant reduction, including energy conservation and green transportation
- community readiness and outreach, including public engagement and education
- green infrastructure improvements, including stormwater and community forestry
- waste reduction, recycling, and organics management

Members earn a living allowance, health insurance, mental health services with counseling, student loan forbearance on eligible loans, and an education award for education expenses or qualified student loans.

Members receive training from the MPCA, develop green job skills, gain professional experience, network with environmental professionals, and are paired with a mentor who provides ongoing guidance. Organizations eligible to host Minnesota GreenCorps members include government entities (local, regional, state, and tribal), school districts, public education institutions, and 501(c)(3) nonprofits.

As a host site, your organization can harness a member's energy and enthusiasm to move your environmental projects forward. Host sites do not pay a fee to participate in the program but are expected to provide supervision, office space, internet and phone service, training, and any resources necessary for members to accomplish their projects. The MPCA manages the recruitment, application, and selection process for Minnesota GreenCorps members. Applications for host sites are anticipated to be accepted from February through mid-March each year with the program starting in mid-September.

STAFF RECOMMENDATION

Staff recommends that the Sustainability Commission through the Council Liaison give the City Council a positive recommendation to direct staff to develop a workplan for the intent and purpose of applying to be a MN GreenCorps host site.

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| RECOMMENDED MOTION(S): |
| MOTION: Move to recommend that the City Council review the attached MN GreenCorps report and example workplan and provide direction to prepare the work plan by identifying priorities. |

ATTACHMENT: Example Work Plan



Minnesota GreenCorps Member Work Plan

Program Year 2017-2018
Air Quality, Energy Conservation Position

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|---|---------------------------------------|
| Member Name: | Host Site: Warren |
| Supervisor Name: Shannon Mortenson | Date: June 13, 2017 |
| Supervisor Email: shannonm@warrenminnesota.com | Supervisor Phone: 218-745-5343 |

Instructions for host sites: Please complete this workplan based on the workplan submitted in the host site application, and be sure to incorporate any changes discussed at the interview or time of selection. Please reference the position description outlined below the workplan table and relate the member activities to those goals and objectives.

The workplan serves as an important guide for you and your member at the start and throughout the program year. The workplan is a working document and minor changes may arise during the year. **Please note: significant changes to the workplan must be discussed with program staff in advance and will require the submittal of a revised workplan.**

| Member Activities | Projected Results/Measures | Approximate hours allocated and timeline for each responsibility <i>(ex: 200 hours, September 2017 – February 2018, or ongoing)</i> |
|---|---|---|
| Civic engagement activities (up to 100 hours) MN GreenCorps required orientation and quarterly trainings (approx. 85 hours) Other trainings, workshops, conferences (up to 170 hours) Develop and Implement local Air Quality Awareness (approx. 15 hours) <ul style="list-style-type: none"> Learn about non-point air emission (non-permitted) sources through the MPCA website and other partner resources. Sign up to receive Air Quality Alert Notifications. When an Air Quality Alert occur, send messages to [employees and/or local community] through email or social media raising awareness of the alert and options that can be taken to reduce impacts. Working with partners such as the MPCA or your local County Public Health official, disseminate educational materials, such as articles for the [community] | Members attend all required MN GreenCorps trainings, including the 3-day orientation in September and quarterly trainings. With approval from their supervisors and program staff, members participate in conferences, workshops and other trainings throughout their service year. Members gain technical and professional skills to apply to their service projects and grow their professional network. Members participate in civic engagement activities to broaden their experience and further engage in their community. Support efforts to improve local air quality by promoting awareness and opportunities to reduce emissions within the community. | 300 hours September 2017 – August 2018 |

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| newsletter highlighting impacts and opportunities to reduce emissions from key sources of air pollution in communities such as vehicles and residential wood and garbage burning. | | |
| Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks, and Beyond (B3), ICLEI and/or Energy Star. Work with local governments, school districts, and their partners to identify opportunities for conservation and efficiency and to assist with implementing action steps. Create an Energy Efficiency Operations Manual (EEOM) to save energy for at least one existing public building by providing notifications and protocols for identifying and reducing operational inefficiencies. | The data will be entered in the Green Step Cities website and used to set goals in reducing emissions in the city. Use data from infrared scans to develop emission goals and projects to achieve the set goals. Create signage that explains energy savings on energy efficient projects. Develop a working document for taxing authorities to implement energy efficiency measures. EEOM for one public building. | 560 hours September 2017 - November 2017, April 2017-May 2017 |
| Be the point person is communicating to the public explaining the drone program and the advantages to everyone. | Communicate to residents what the goals are of the infrared scans. Conduct public hearings to provide a public platform. | 160 hours October 2017 – November 2017 |
| Work with Northland Aerospace to understand the data captured by drone technology | Put together information that residents can take home that explains the results of the scans | 160 hours December 2017-January 2018 |
| Communicate with residents the results of their individual scans and conduct public meetings to explain the information | Complete the task of gathering the infrared data to provide to residents. Analyze and compile data to visit with residents and explain results of the scans. Work with government agencies to develop a program to assist low income households with energy upgrades. | 440 hours February 2018-August 2018 |
| Develop and Promote climate protection measures that can be provided to the residents of Warren to increase awareness | A page on the city website devoted to climate protection measures, a brochure created with information to change resident habits, quarterly newsletter providing useful information to be used in homes. | 80 hours September 2017-August 2018 |

Air quality member position

Service position summary

Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to consider and encourage multimodal transportation, encourage reduction of vehicle miles traveled, conserve energy, improve energy efficiency, and reduce air pollutants and GHG emissions. Member projects will serve to improve host communities' capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience. Assist with collecting, benchmarking, and analyzing energy and water use and GHG emissions using various tools. Assist in implementing operational changes and equipment upgrades to conserve energy and water. Provide outreach and education on multi-modal transportation, energy

and water conservation, fleet management, and residential practices that contribute to air pollution, like burn barrels, backyard fires, lawn equipment, etc. Interact with applicable state agencies, utilities, community organizations, and non-profit green building, green fleet, and/or green transportation programs (through campaigns, workshops, events, media, etc.).

Essential functions and measures for project success

Energy conservation track

- Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks, and Beyond (B3), ICLEI and/or Energy Star.
- Work with local governments, school districts, and their partners to identify opportunities for conservation and efficiency and to assist with implementing action steps.
- Retrofit public structures to improve energy efficiency, which includes implementing energy conservation measures to reduce operational energy consumption, upgrading thermal performance, or improving building maintenance. (Examples of operational energy projects are aligning the operation of lighting and equipment with occupant schedules, working with B3 to create customized facilities operations manuals, installing vending machine energy efficiency devices provided by MPCA, exploring plug load/information technology power management strategies, and engaging employees to undertake energy and water saving behavioral changes at work and home.) Initiate use of the state is Guaranteed Energy Savings Program or facilitate other retrofit/retro-commissioning efforts as applicable.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with energy and water conservation-related practices.
- As applicable, coordinate above activities with implementation of green building and community resilience best practices, including those referenced in Minnesota GreenStep cities.
- Assist local governments and their partners with planning on how to institutionalize ongoing energy and water savings through tracking and follow-up, revised operations and maintenance practices, and continued employee engagement.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions (not to exceed 340 hours)

- Mobilize volunteers to assist in implementation of activities.
- Assist with additional sustainability-related projects as outlined in the air quality, waste prevention and recycling, living green or green infrastructure member position descriptions within the host site community. **Host sites are required to outline these activities in the member’s work plan.**
- Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.