



April 2, 2018

Citizens Environmental Quality Committee
Winona, Minnesota 55987

Dear Committee Members:

The next meeting of the Citizens Environmental Quality Committee meeting will be held on **Thursday, April 5th, 2018 at 4:30 p.m. in the Misato Room of City Hall.**

1. **Call to Order**
2. **Review and approval of March 1, 2018 meeting notes**
3. **Discussion of Water Plant tour (10 minutes)**
4. **Review Goals (10 minutes)**
5. **Potential City Code changes for Commission Status (10 minutes)**
6. **Meeting with the Planning Commission (10 minutes)**
7. **Ongoing Initiatives Update (10 minutes)**
 - 7.1. **Partners in Energy**
 - 7.2. **GreenStep Cities**
 - 7.3. **Lake Winona Waterfowl Management Framework**
8. **Other Business (5 minutes)**
9. **Adjournment**

Sincerely,

John Howard

Natural Resources Sustainability Coordinator

CITIZENS ENVIRONMENTAL QUALITY COMMITTEE MEETING NOTES

DATE: Thursday March 1st, 2018

TIME: Scheduled for 4:30 pm

PRESENT: Chris Meyer, Bruno Borsari, Dan Hall, and Lynette Power.

GUESTS:

STAFF: Natural Resources Sustainability Coordinator John Howard

1. Meeting called to order by Chair Hall at 4:37 pm.
2. Minutes: Motion passed unanimously.
3. Planning Commission Discussion of the CEQC:

John reported that his presentation to the Planning Commission went well and the Planning Commission appeared favorable to the CEQC's goal of being an independent commission. The Planning Commission would like to see greater specificity in goals, and how the City code would be amended to allow for a CEQC Commission. John further stated that he and the City Planning department would work on the Code parts, and would follow the format for other Commissions. The goals are the major topic for CEQC consideration today.

Lynette asked about one Planning Commissioner's question regarding the reasonableness of the CEQC. John replied that the Planning Commission was curious about the composition and views of the CEQC, and that he had responded to the Commission that the CEQC was reasonable, but may push the envelope of what some are comfortable with. Dan noted that the Planning Commission minutes reflect that the CEQC has well qualified and passionate members.

Lynette also asked about the reference to approval and review made by a Planning commissioner. John responded that the Planning commission wanted to know if the CEQC would be a review Commission, for example reviewing stormwater plans of land development. John's understanding was that the CEQC would not be seeking this role. Dan replied that the advisory role is how he sees the CEQC.

Lynette asked if the CEQC could respond to an objectionable or contrary environmental condition. Lynette would like to be proactive. John indicated that issues causing concern should be reported to the City, and that the CEQC should have a role. John stated to the Planning Commission that the CEQC would like to continue to be an advisory resource to the Planning Commission even if the CEQC becomes a commission of its own.

4. Goals Refinement:

Dan began with his thoughts on the goals, and started with Air Quality. He suggests replacing “Monitor” under 1. with “Propose and investigate initiatives” as we are not yet in a position to implement a monitoring plan. Similarly, amend 2. so that “research” is in the sentence, as we may not be ready to begin actual monitoring. Dan also discussed Water Quality, and believes the CEQC should state their interest to investigate “alternate technologies” rather than specifically fluoride and chlorine.

Bruno stated that he sees the CEQC as a vehicle to be a community resource.

Chris asked if there were specific goals that the Planning Commission thought should be revised. The only one John recalled was Energy Efficiency and renewable energy.

Lynette suggested having GreenStep best practices referenced to goals so it is clear how the goals would advance GreenStep path. Chris suggested limiting the additions or revisions to clarify current goals, rather than add new pieces. Chris also suggested starting with the first goal and working through each one in sequence.

Revisions for each goal agreed by the CEQC members:

1. Goal: Documenting Environmental Actions and Progress:
 - a. List that B3 is an energy benchmarking program.
2. Goal: Energy Efficiency and Renewable Energy:
 - a. Change title to be “Support and Work Toward Cost-Effective Energy Efficiency and Renewable Energy”.
 - b. Elaborate that workshops in 1. will promote energy efficiency and renewable energy.
3. Goal: Green Infrastructure:
 - a. Rename as “Define and Inventory Green Infrastructure”.
 - b. Insert “Utilize infrastructure in less environmentally damaging ways” as specific outcome of the goal.
4. Goal: Air Quality:
 - a. Clarify that air quality monitoring is an objective, and work needs to be done before monitoring can begin. This entails changes to the title and sections 1. and 2.
5. Goal: Water Quality:
 - a. Rename as “Investigate Water Quality”.
 - b. Add “research and investigate alternatives to the currently used water treatment methods” to 1. Also include mention of contaminants of emerging concern.
6. Goal: Active Transport:
 - a. Refine that the CEQC will coordinate with the active transportation committee, and others, to advance active transport.

Bruno sees green infrastructure as culminations, combination of many other sustainable features. Chris read EPA definition that focuses more on stormwater.

Bruno stated that honey bees could be used as indicator of air quality. Dan stated that the MPCA requires scientifically validated and standardized methodology, which bees would likely not meet.

Chris made a motion to incorporate the discussed and mutually agreed upon changes into the CEQC goal documents, and authorize John to word smith the goals so they are readable. Bruno seconded, and all in favor of the motion.

8. Adjournment: Topics 5-7 were tabled due to a loss of quorum at 5:27 pm.

DRAFT

CITIZENS ENVIRONMENTAL QUALITY COMMITTEE

AGENDA ITEM: 4. Review Goals

PREPARED BY: John Howard

DATE: April 5, 2018

At the next Planning Commission meeting, April 9th, the Commission will again be discussing the CEQC's desire to be an independent commission. The Planning Commission requested clarification of the CEQC's goals, which the CEQC revised at the March meeting. Attached are the 6 goals that John modified per CEQC instructions. Please review that John accurately captured the CEQC's comments and intentions.

The Goal: Documenting the City's Environmental Actions and Progress

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

Information will be compiled for the B3 energy benchmarking program and GreenStep databases by City staff and CEQC members. An annual report on the City's environmental progress should be produced utilizing the information collected ~~for the B3 and GreenStep databases~~. As part of this report, or possibly as a distinct report, information on local food production and evaluation should be tallied, such as the number of participants in community gardens and pounds of food grown ~~should be tallied~~.

The information compiled will inform and guide future city actions/endeavors.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

Annual report completed.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Yes, other cities complete GreenStep and B3 reports, as well as broader environmental reports.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

Yes, environmental goals have a clear connection to CEQC, ~~and and~~ Chapter 7 of the Comprehensive Plan. Documentation is a large piece of the GreenStep Cities program.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

GreenStep data is due May 1st, B3 has multi-year backlog, but could be complete by May 2018 ~~next year~~. Annual report assembled by end of the next summer of 2018 utilizing this data.

CEQC Goal Setting Worksheet – adapted from the [Univ. of Virginia](#)

The Goal: Support and Work Towards Cost-Effective Energy Efficiency and Renewable Energy

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

Hold additional workshops to educate the community about energy efficiency and renewable energy options, ~~complete and/or r~~Review and select GreenStep energy efficiency goals to achieve. Utilize renewable energy for City electricity. Also implement Partners in Energy (PiE) goals. Work will be accomplished by working with Sustain Winona, the Partners in Energy Group, and the City's Sustainability Coordinator.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

Number of workshops, completion of GreenStep reporting, and meeting PiE goals. Percentage of City electricity coming from renewable sources, and reduction in City electrical usage.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Yes, multiple Minnesota Cities have completed GreenStep reporting. Approximately 10 other Minnesota PiE communities. Many cities in Minnesota utilize renewable energy and have implemented energy efficiency measures.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

Clear connection to Chapter 7 of the Comprehensive Plan, specifically policy # 2.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Energy efficiency projects should be undertaken this year in 2018, with PiE activities underway since fall 2017 ~~starting this fall~~. City is currently moving forward with investigating solar.

| The Goal: Investigate Water Quality

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

| Water is an essential resource, so it is important to understand and determine steps to protect against threats to drinking water, such as contaminants of emerging concern. Improve quality of water discharged to local waterways. The CEQC will research and investigate alternatives to the currently used water treatment methods.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

| Decisions made regarding the use of fluoride and chlorine. Establishment of a list of contaminants of emerging concern, and a testing protocol for possible contaminants.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Specific examples of other cities is unknown, but very likely there are models to follow. Research is ongoing on a variety of water quality topics within the scientific community.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

CEQC would be the best committee to serve in an advisory role. Water quality and monitoring would be undertaken by City staff, consultants or academic experts.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Review status in 6 months.

| The Goal: Develop Air Quality Monitoring Proposal

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

| Propose and investigate initiatives to Mmonitor air quality throughout the City in order to understand air conditions including impacts from silica sand activities. Review latest literature to understand what and how to monitor particulate matter. Utilize free MPCA resources. End result will be clean air that is welcoming to visitors and citizens.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

| Begin research into monitoring this year and establish program to regularly report air quality. Develop a repository of informational resources.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Air quality monitoring does not require the invention of new technology. Resources are available and monitors are able to be put in place that will effectively measure air quality including the level of silica in the air. The assertions by some industries that such monitoring is not needed should be respected but verified. Data was recorded in past, so there is precedent. Literature is available on monitoring and health impacts of various types of air pollution.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

Yes, clearly air quality is an environmental consideration and part of GreenStep Cities. May be too technical for CEQC to review without outside assistance.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

| Ask MPCA for monitoring equipment and process help ~~for August meeting~~. Develop informational resources within by March 2018 ~~six months~~.

The Goal: Define and Inventory Green Infrastructure

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

Develop a definition of green infrastructure, and start by seeing if GreenStep process has definition and guide to green infrastructure. Document existing infrastructure, such as (rain gardens). Research and make suggestions to utilize infrastructure in less environmentally damaging ways – for example needing less de-icing salt and lawn fertilizer.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

Success means having a definition and inventory including location of infrastructure. The surface/coverage of rain gardens and infrastructure is measurable.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Cities commonly have repositories on infrastructure, so it is reasonable fitting to have one on green infrastructure. The limited nature of green infrastructure makes this task feasible.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

Yes, fits with goals of Chapter 7 of the Comprehensive Plan and the City's stormwater pollution prevention plan.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Definition within 2 months, inventory complete within 6 months.

CEQC Goal Setting Worksheet – adapted from the [Univ. of Virginia](#)

| The Goal: Support Active Transport—~~TBA based on success of other groups~~

1. **Specific.** What will the goal accomplish? How and why will it be accomplished?

| Coordinate with and follow ~~F~~^pProgress of Active Transport committee so that the CEQC
may~~and~~ help as needed.

2. **Measurable.** How will you measure whether or not the goal has been reached? If not quantifiable, how will you determine success?

Successful implementation of Active Transport goals.

3. **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Yes. Primary responsibility will be with the Active Transport group. Other cities have successfully produced and implemented bike & ped plans.

4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

CEQC would be secondary to the Active Transport committee. Work fits with GreenStep Cities, and the Comprehensive Plan such as Chapter 7 goal #2 and Chapter 12.

5. **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?

Review status in 6 months.

CITIZENS ENVIRONMENTAL QUALITY COMMITTEE

AGENDA ITEM: 5. Potential City Code changes for Commission Status

PREPARED BY: John Howard

DATE: April 5, 2018

The Planning Commission requested that staff prepare a draft code change so the Commission could better understand how an independent CEQC would fit within City Code. John is preparing a draft ordinance in coordination with the City's planning department, and is seeking the City Attorney's feedback. John hopes to have a copy available with the Attorney's comments in time for the meeting.

CITIZENS ENVIRONMENTAL QUALITY COMMITTEE

AGENDA ITEM: 7. Ongoing Initiatives

PREPARED BY: John Howard

DATE: April 5, 2018

Attached in the packet is a summary of the City's reported GreenStep actions. May 1st is the final day to submit actions to be considered for a step increase/decrease.

2018 Category A City: WINONA

Currently a Step 1 GreenStep City
(joined February 2017)

Which assessment? Preliminary: for city review Final: May 1st recommendation to LMC

Assessor and date: Philipp Muessig, 2/20/18

Total BPs implemented: **All required* BPs done?** **BP distribution requirements* met?**

Recommend June 2018 public recognition at: Step 2 (any 8 BPs) Step 3

Recognition at a Step 3 level involves, at a minimum:

- Implementing 16 best practices, including:
 - 10 specific BPs: #1, #6, #11, #12, #15, #16, #17, #24, #25, #29
 - 2 Building BPs, 2 Land Use BPs, 2 Transportation BPs, 4 Env. Mgt. BPs, 3 Comm./Econ. BPs
- Completing 27 actions, including:
 - 9 specific actions: #1.1 & #1.2; #6.1 & #6.2; #11.1; #15.1; #24.1 & #24.2; #29.1

* note: requirements are for Step 3 recognition

Best practices (required in bold)	BP implemented?	Action summary by # and star level achieved
Action rules (req. actions in bold)		
BUILDINGS: distribution requirement is 2 BPs; are 2 BPs done?		NO
1. Public Actions 1 & 2; & one action from actions 3-7	NO	1.3 COMPLETE @ 2 STARS -- Performance contracting for largest city buildings (2008-2014): annual savings 909 metric tons CO2, 936,402 kWh, 49,584 Therms
2. Private any two actions		
3. New action 1 or 2; one from 3-5		
4. Lighting/Signals 2 actions with one from 5-8		
5. Reuse any one action	YES	5.1 COMPLETE @ 2 STARS -- heritage preservation ordinance, commission and 2 historic districts: Downtown and Windom Park (residential)
LAND USE: 2 BPs required; are 2 BPs done?		NO
6. Comp Plan Actions 1 & 2	NO	6.1 COMPLETE @ STARS -- 2007 comp plan: chp. 7 addresses energy & environmental; ped/bike plan completed 2017; Capital Improvement Plan catalogs public system maintenance obligations by date and cost 6.4 COMPLETE @ 2 STARS – Chp. 7 goals: protect key resources, maintain & enhance open space connections, protect water quality & aquatic resources, foster stewardship; Bluffland Protection Overlay District
7. Density any one action		
8. Mixed Uses any two actions		
9. Highway Development any one action		
10. Conservation Development any one action		

TRANSPORTATION: 2 BPs required; are 2 BPs done?			NO
11. Complete Green Streets 1; & two additional actions	NO	11.1 COMPLETE @ 3 STARS – 2017 Complete Streets and Pedestrian & Bicycle plan with thorough implementation and design guidance	
12. Mobility Options any two actions	YES	12.1 COMPLETE @ 3 STARS – since 2013 a bronze-level bicycle friendly community; an approved Pedestrian and Bicycle plan 12.3 COMPLETE @ 2 STARS – city bus transit service including after-hours Safe Ride – good web page describing; bike maps 12.6 COMPLETE @ x STAR – 2017: added Dial-a-ride service to transit options - pick-up 4 blocks or greater from the standard bus stops and expands the service area of transit to 2 miles beyond the city limits	
13. Fleets any two actions			
14. TOD / TDM any two actions			
ENVIRONMENTAL MANAGEMENT: 4 BPs required; are 4 done?			NO
15. Purchasing 1; and one additional action	NO		
16. Trees any two actions	NO	16.1 COMPLETE @ 1 STAR -- a Tree City USA member for 22 years	
17. Stormwater any one action	NO		
18. Parks & Trails any three actions			
19. Surface Water if state public water: 4; and one additional action if <u>no</u> state water: any one action			
20. Water / Wastewater 1 & 2; and one additional			
21. Septics any one action			
22. Solid Waste 1 or 2; & one from 4-8			
23. Local Air Quality any two actions			
ECON & COMM DVLP: 3 BPs required; are 3 done?			NO
24. Benchmarks & Involvement Actions 1 & 2	NO		
25. Green Businesses any two actions	NO		
26. Renewable Energy any two actions	NO	26.3 COMPLETE @ 3 STARS – joined Co. PACE in 2017: one 39.9 kw PV system funded in 2017	

<p>27. Local Food any one action</p>	<p>YES</p>	<p>27.2 COMPLETE @ x STAR -- chicken hens allowed at residential properties; community gardens allowed in all residential and mixed use zones. 2017 city established a 50-plot community garden at East Recreation Center which hosts a seed library in conjunction with a WSU student; Redeemer Lutheran community garden plot donates to local food shelves</p>
<p>28. Business Synergies action 2, 3 or 4</p>		
<p>29. Climate Adaptation action 1 (includes targeted emergency communications in appropriate languages to address vulnerable populations)</p>	<p>NO</p>	