



October 1, 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, October 4th, 2018 at 4:30 p.m. in the Misato Room of City Hall.**

1. **Call to Order**
2. **Community Input Session**
3. **Review and approval of Sept. 6, 2018 meeting notes**
4. **Unified Development Code Review**
5. **Ongoing Initiatives Update (10 minutes)**
  - 5.1. **Partners in Energy**
  - 5.2. **GreenStep Cities**
6. **Other Business (5 minutes)**
7. **Adjournment**

Sincerely,

John Howard

Natural Resources Sustainability Coordinator

# **CITIZENS ENVIRONMENTAL QUALITY COMMITTEE**

**AGENDA ITEM: 2. Business outreach/contact re: Commission Status**

**PREPARED BY: John Howard**

**DATE: Oct. 4, 2018**

The meeting will begin with a public input session for community members to learn about the CEQC's goals and plans, as well as to provide feedback to the CEQC.

Items included and broadcast to the public are:

- List of 6 CEQC goals
- Organizational chart
- Draft ordinance creating an Environmental Commission

Members of the community who are not able to attend are welcome to send feedback or input to John Howard, City Staff Liaison to the CEQC at [Jhoward@ci.winona.mn.us](mailto:Jhoward@ci.winona.mn.us) or 507-457-8273.

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 database by City staff and CEQC members. An annual report on the City's environmental progress should be produced utilizing the information collected. 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.

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 and disseminated to the public.

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 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 1<sup>st</sup>, B3 has multi-year backlog, but could be complete by May 2018. Annual report assembled by end of the 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 option. 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 in 2018, with PiE activities underway since fall 2017. 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. Establish 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 monitor 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. Develop informational resources by March 2019.

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 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.

The Goal: Support Active Transport

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

Coordinate with and follow progress of Active Transport committee so that the CEQC may 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.

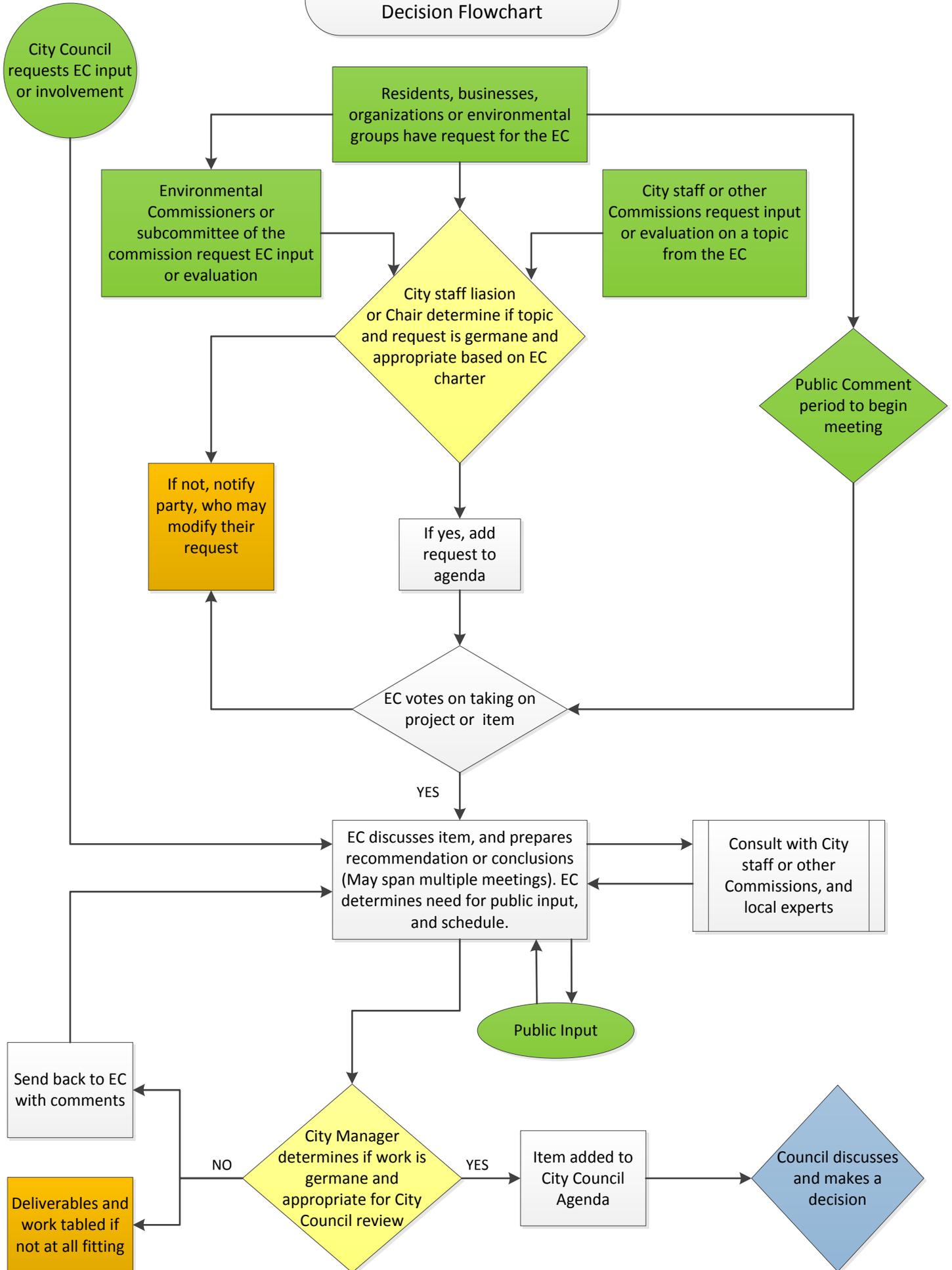
4. **Relevant.** Is this Committee the place to take on this goal? Does it fit with the Comprehensive Plan or other City objectives?

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.

# Environmental Commission (EC) Decision Flowchart



AN ORDINANCE TO AMEND  
THE CODE OF THE CITY OF  
WINONA, MINNESOTA  
1979

The City of Winona does ordain:

Section 1. That Section 22.14 (a)(1) of Chapter 22 of the City Code of Winona, Minnesota, 1979, which chapter is entitled "City Administration", be amended as follows:

**22.14 DEPARTMENT OF COMMUNITY DEVELOPMENT.**

- (a) Creation and Functions. A department of community development is hereby established. The functions of the department of community development shall include the following:
- (1) Provides staff work for Boards or Commissions established by the City Council including but not limited to the following: Port Authority of Winona, Planning Commission, Board of Adjustment, Architectural Review Board, Board of Gas Examiners, Building and Fire Code Board of Appeals, Heritage Preservation Commission. Staff work shall include, but shall not be limited to, preparing detailed staff analysis on development issues, provide research on matters relating to development, prepare appropriate documents and correspondence, prepare meeting agendas and official minutes, and other documents related to development activities.

Section 2. That Chapter 22 of said Code, which chapter is entitled "City Administration", be amended by adding thereto the following section:

**22.33 ENVIRONMENTAL COMMISSION.**

- (a) Established. There is hereby established within and for the City an Environmental Commission, which shall be an advisory commission and which shall have the duties and responsibilities hereinafter provided.
- (b) Purpose. The purpose of the commission is to advise city staff, City commissions and organizations and the City Council on matters concerning environmental quality and natural resources in order for the City to achieve its energy and environmental goals and implement the energy and environmental programs and policies of the City.
- (c) Composition.
- (1) The commission shall consist of nine members to be appointed by the Mayor, subject to confirmation by the City Council. A quorum of the commission shall be five members.
- (2) The first commission shall consist of three members appointed for a term of three years, three members for a term of two years and three members for a term of one year. Thereafter, members shall be appointed for terms of three

years, or may be appointed to complete the unfinished term of a member no longer on the commission. The members of the commission shall serve without compensation and may be removed from office for cause by the Mayor.

(3) Any member who misses 40% of the duly called meetings within twelve consecutive months or misses three consecutive duly called meetings within twelve consecutive months shall be automatically removed from the commission.

(d) Duties and Responsibilities. In fulfillment of its purpose, the commission's advisory duties and responsibilities shall be to:

(1) Adopt bylaws and rules for the conduct of the commission including, but not limited to, selecting a chairperson and vice chairperson from its membership on an annual basis, fix the date, time and place for regular monthly meetings, and establish rules for the conduct of business at the meetings. The City Manager shall designate a city staff person to serve as the secretary of the commission. The secretary shall keep an accurate record of the proceedings of the commission.

(2) Provide resources, assistance and guidance to businesses, organizations and individuals in the community that are interested in bettering the natural environment. Develop cooperative partnerships with these groups.

(3) Advise city staff, the City Council and commissions or committees of the City on local environmental topics and issues impacting the City.

(4) Act in an advisory capacity with respect to developing the environmental and energy goals for municipal operations and City wide planning documents.

(5) Promote public awareness and concern for environmental quality and conservation of natural resources.

(6) Environmental violations that are reported to the Commission shall be referred to staff and the appropriate regulator. The Commission will not have regulatory or enforcement capabilities.

Section 3. That this ordinance shall take effect upon its publication.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

Attested By:

\_\_\_\_\_  
City Clerk

## **CITIZENS ENVIRONMENTAL QUALITY COMMITTEE**

**AGENDA ITEM: 3. Review and Approval of Meeting Minutes**

**PREPARED BY: John Howard**

**DATE: Oct. 4, 2018**

Please review the included meeting minutes from the Sept. 2018 meeting for accuracy and completeness. Edits can be sent to John and/or discussed at the meeting.

## CITIZENS ENVIRONMENTAL QUALITY COMMITTEE MEETING NOTES

DATE: Thursday September 6, 2018

TIME: Scheduled for 4:30 pm at the City Hall Misato Room

PRESENT: Dan Hall, Fran Goodin, and Bruno Borsari

GUESTS:

STAFF: Natural Resources Sustainability Coordinator John Howard

---

1. Call to order by Chair Hall at 4:38 pm.
2. **Review of Aug. 2 Minutes:** approval moved by Bruno, seconded by Fran. Minutes approved unanimously.
3. **Business Outreach/contact re: Commission Status:** John relayed that the CEQC was the topic of an article in the Winona Post. Dan was familiar with the article, and a lot of focus was on regulation, and fear of additional regulation. John suggests having a session at Oct. meeting to seek input from businesses and educate about CEQC work. CEQC supportive of this suggestion, so John will add it to the agenda and do outreach to businesses.
4. **Electric Vehicle RFP Update:** John stated that the City submitted a grant application to a MPCA RFP for level 2 electric vehicle chargers. Fran wondering if this would be a single station? John replied it would be a dual one, so two chargers in the same place. Bluff Country Coop installed the first downtown charger recently at their property.
5. **CDP Annual Report:** John, per discussion at the Aug. meeting, filled out and submitted an annual report to the CDP organization. Fran asked if there is any cost, and no, it is free to participate. Dan wondered about the organizational funding, John replied that it is likely funded by donations, but he is not sure. Fran wondered what the benefits of participation would be? John replied that it gives recognition, and may help with funding projects. There is some benchmarking capabilities as well. All data is public and should be free.
6. **Ongoing Initiatives:**
  - a. Partners in Energy: John described that he is working to develop a Green Ribbon Commission to work with businesses, and should be kicking it off on Sept. 20<sup>th</sup>.
  - b. Green Step: No news.
  - c. Membership: Alison Bettin was appointed to the CEQC at the most recent meeting, but is unable to attend tonight. John will add her to the roster for Oct. David Schmidt is interested in joining the CEQC, and may be submitting an application. If David is appointed, this would give us a full slate of 7. Fran asked about the application and approval process – Dan and John described that it is an appointment by the Mayor and approval by Council.
7. **Other business:**

- a. Bruno: Anne Morse at the County has received a grant for \$90,000 to do a feasibility study about food waste composting. John said the County Board was considering accepting the funding in mid August. Bruno wondered if the feasibility study is needed given a 2012 report indicating program would be feasible. Bruno said Dick Gallien at the Winona Farm would be interested in expanded food composting. Bruno would like more information on the process.
  - b. Fran noted that many gardens are being afflicted by yellow aster disease, and wonders about the proper disposal of diseased plants.
  - c. Dan relayed that the low level radioactive waste disposal process, which has waste being transported through town, is being administered by operators with stringent rules. The waste is coming from the decommissioned Genoa nuclear power plant.
  - d. John inquired if there is interest in reviewing the Unified Development Code (UDC) from an environmental perspective. The UDC was passed approximately a year ago, and is being reviewed. Dan believes this fits well with the CEQC's stated mission, and others in the CEQC expressed interest. John will bring the UDC to the next meeting. Fran suggests dividing the UDC up to make it more manageable.
8. Adjourned at 5:25 pm by acclimation.

# CITIZENS ENVIRONMENTAL QUALITY COMMITTEE

**AGENDA ITEM: 4. Unified Development Code Review**

**PREPARED BY: John Howard**

**DATE: Oct. 4, 2018**

At the September 2018 CEQC meeting, the CEQC supported reviewing the Unified Developing Code (UDC) from an environmental perspective. John brought this work idea to the most recent Planning Commission meeting, and the idea was received favorably by the Commission. One Planning Commission member cautioned against specifying particular technologies as a solution for environmental issues.

The UDC is a large document (192 pages), so a copy is not included in the meeting packet. Instead, it can be found online here: <https://www.cityofwinona.com/city-services/planning-zoning/development-code-update/>. If you would like a paper copy, please notify John.

At this meeting, the CEQC will determine how work on reviewing the UDC will be divided.