



**COUNCIL WORK SESSION**  
**Tuesday, January 16, 2018**  
**6:30 p.m.**  
**Coon Rapids City Center**  
**Conference Room 1**

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**Call to Order**

Pursuant to Minnesota Statute 13D.04, subd. 2, the City Council will meet in work session to discuss the following:

1. Community Sustainability Partnership (CSP) Program

**Other Business**

**Adjourn**



## City Council Work Session

1.

**Meeting Date:** 01/16/2018

**Subject:** Community Sustainability Partnership (CSP) Program

**Submitted For:** Colleen Sinclair, Recycling Coordinator

**From:** Colleen Sinclair, Recycling Coordinator

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### **INTRODUCTION**

The Sustainability Commission has been considering options since last spring to replace the Green Expo with another program that would be better suited for Coon Rapids, and would like to discuss the Community Sustainability Partnership program (CSP) with the City Council.

### **DISCUSSION**

Due to the amount of staff time needed, and lack of direct community tie-in, the Sustainability Commission is interested in implementing the Community Sustainability Partnership program (CSP). If approved, the CSP program would replace the Green Expo. The Commission would like to refocus its efforts on a program that places priority on the Coon Rapids community. The CSP program recognizes and promotes businesses and organizations that are making efforts to increase sustainable practices at their facilities; such as solid waste prevention/recycling, purchasing, energy and water conservation, and transportation.

CSP is a program where City staff works directly with local businesses, schools, and religious organizations. These organizations would complete an application describing their current sustainability practices, which would be ranked by the Sustainability Commission based upon several factors. Those organizations that qualify under the prescribed scoring will be recognized with a certificate and decal to display at their facility. The City would also utilize the website, newsletter, CTN and other methods to help promote those organizations and/or their sustainable activities. The Commission believes this type of program would help spotlight local businesses and increase education on sustainability practices within the community. The end goal is to promote these organizations and unite them with our residents, forming partnerships. These partnerships would result in smaller events held throughout the year that would focus on specific businesses and/or sustainability topics. Attached is a draft application the Sustainability Commission has created.

As an example, Faith Lutheran Church has been working with City staff for a couple years on adding organics recycling and waste reduction. Through this process the church has taken steps at becoming more sustainable, and has shown a desire to implement additional programs that could result in energy savings. In June of 2017 Faith Lutheran Church partnered with the Sustainability

Commission to host a speaker, Paul Douglas, who delivered an educational presentation on energy savings and solar initiatives to a packed audience. At the event the Sustainability Commission hosted tables in the lobby where members of the public could ask questions on a variety of sustainable topics, and receive information on local resources (rebates, solar businesses, electric vehicles, etc.). This event proved very successful, with in excess of 250 attendees from the community.

The proposed CSP program is flexible, which fits with the ever-changing times, allowing staff to focus on areas that are seasonal, evolving and/or trending. This program entails minimal expense and staff time, as it is a partnership with local organizations.

**RECOMMENDATION**

Staff seeks City Council provide feedback on the proposed CSP, with the desire to implement the program in 2018.

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**Attachments**

Draft application

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Community strength...  
for generations

# CSP

## Community Sustainability Partner Recognition Program

All applications will be reviewed by the Coon Rapids Sustainability Commission

**General Information:**

**Business/Organization Name:**

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**Contact Person:**

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:**

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**Number of Employees:** \_\_\_\_ **Total Score:** \_\_\_\_

**Application Date:** \_\_\_\_\_

**Rent/Own:** \_\_\_\_\_ **Type of Business:**

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**REQUIREMENTS:** Check each box when you have met the listed requirement. To earn recognition, you must **total at least 25 points**. Please check the boxes below if you have or are implementing these practices regularly.

**Recognition Levels:**

Bronze	25 points
Silver	45 points
Gold	65 points
Platinum	85 points

**Category I – Solid Waste Prevention**

**Partner Score:**

- Implement Electronic Distribution programs by reducing copying, printing & bulk mail, printing two-sided (when possible)  
1 point
- Reuse packaging and shipping materials  
1 point
- Offer reusable shopping bags and/or discounts for those who use them  
1 point
- Use reusable instead of disposable products: coffee cups, filters, dishes, silverware, towels, boxes, bags, containers  
1 point
- Install motion towel dispensers or air dryers near all sinks (single sheet)  
2 points
- Compost food/organic waste  
2 points
- Collect/compost organic paper waste in bathrooms, kitchens and public areas  
2 points
- Other \_\_\_\_\_ 1-  
3 Points\*

**Category II – Recycling**

**Partner Score:**

- Recycle paper/cardboard  
1 point
- Recycle glass  
1 point
- Recycle aluminum and other materials  
1 point
- Recycle plastic  
1 point
- Recycle pallets, pallet wrap, and any other wood debris  
2 points
- Recycle toner and inkjet cartridges  
2 points
- Recycle or properly dispose of all used batteries  
1 point
- Recycle used cooking oil  
3 points
- Recycle used oil  
1 points
- Recycle light bulbs  
1 points
- Recycle outdated electronics (computers, printers, etc)  
1 point
- Other \_\_\_\_\_ 1-  
3 points\*

**Category III – Purchasing**

**Partner Score:**

- Use a minimum of 50% recycled copy paper, letterheads, and business cards  
1 point
- Purchase and use a minimum of two types of eco-friendly alternatives for janitorial, and/or facility maintenance (Green Seal products)  
1 point
  - Purchase and use only compostable cups, plates, bowls, and silverware (in combination with collecting organic waste for composting)  
2 points
- Purchase only recycled/re-manufactured toner cartridges  
1 point
- Purchase a minimum of 50% of your materials in bulk  
2 points
- Purchase a minimum of 30% of your materials and supplies locally (within 30 miles) to reduce transportation distance  
2 points
- Other \_\_\_\_\_ 1-3 points\*

**Category IV – Energy & Water Conservation**

**Partner Score:**

- 1. Building Heating and Cooling, and Equipment**
- Energy Audit: Engage an energy audit professional to review energy use profile and recommendations for reducing heating, cooling, lighting and power use  
2 point
  - Recommissioning: Tuning up and rebalancing existing building systems and controls with low- or no-cost adjustments (Local utilities may provide rebates to compensate owners for all or part of the cost of the recommissioning effort)  
3 point
  - Refrigeration Recommissioning: Tuning up existing commercial refrigeration systems in grocery outlets, convenience stores and other facilities with refrigerated cases (Local utilities may provide rebates to compensate owners for all or part of the cost of the recommissioning effort)  
3 point
  - Track total energy use and share data with employees thru bulletin board postings or newsletters to make the entire company aware of the firm's efforts to be more sustainable  
1 point
  - All HVAC equipment to meets or exceeds energy efficiency standards as defined in the current edition of the Minnesota Energy Code  
1 point

- Economizers installed and operational on all HVAC equipment  
1 point
- Variable speed motors on HVAC equipment where applicable (cooking exhaust/makeup air, HVAC units serving VAV systems, chillers/cooling towers, Industrial hoods, pumps, etc)  
2 point
- ECM (Electrically Commutated Motors) on all fans  
2 point
- Energy Recovery Ventilation systems utilized  
2 point
- Temperature reset on hydronic heating systems  
1 point
- Heat recovery system on utilized refrigeration and/or industrial equipment to capture waste heat to preheat domestic water or outside ventilation air  
2 point
- Utilize programmable thermostats or Energy Management System to control all HVAC equipment  
1 point
- Other \_\_\_\_\_ 1-  
3 points\*

## 2. Lighting and Power

- All incandescent light bulbs have been replaced with compact fluorescent bulbs  
1 point
- All incandescent or compact fluorescent light bulbs have been replaced with LED bulbs  
2 point
- All fluorescent light fixtures upgraded to T8 or T5 with electronic ballasts  
1 point
- All lighted EXIT signs upgraded to LED EXIT signs  
1 point
- LED parking lot lighting  
2 point
- Lighting controlled by motion detectors, timers, or other controls  
1 point
- Commit to equipment replacement using only "Energy Star" rated products and appliances  
1 point

- Set all computers to energy saving modes  
1 point
- Other \_\_\_\_\_ 1-  
3 Points\*

**3. Alternate Energy Sources**

- On site renewable energy (solar, wind, biomass, biodiesel, etc)  
3 point
- Purchase energy from renewable sources (solar credits, etc)  
1 point

**4. Water Conservation**

- Replace all plumbing fixtures with fixtures that meet or exceed current codes and standards for water use efficiency, (1.6 gpf water closets, 1.0 gpf urinals, 0.5 gpm lavatories, etc)  
1 point
- Low or no water landscaping on property (ex. irrigation water sensor, Smart irrigation controller)  
2 points
- Landscaping to contain storm water runoff (ex. rain garden, permeable pavement)  
2 points
- Install water heaters that meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code  
1 point
- Insulate all HW, CW and process piping to meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code  
1 point
- Other \_\_\_\_\_ 1-  
3 Points\*

Available Resources:

Minnesota Energy Code, 2015, <http://www.dli.mn.gov/ccld/codes15.asp>  
 Database of Incentives for Renewables and Efficiency, <http://www.dsireusa.org/>  
 Minnesota Energy Smart, <http://www.mnenergysmart.com/>  
 CenterPoint Energy, <http://www.centerpointenergy.com/en-us/corporate/contact-us/minnesota>  
 Excel Energy, <https://www.xcelenergy.com/>  
 Minnesota Department of Commerce, <https://mn.gov/commerce/industries/energy/efficiency/>

**Category V: Transportation**

**Partner**

Score: \_\_\_\_\_



- Electric and/or Hybrid vehicles used for company business fleet  
2 points
- Charging stations provided for electric vehicles  
1 point
- Bike racks provided for employees and customers who bike  
1 point
- Showers, changing facilities provided for employees who bike  
1 point
- Preferred parking spaces provided for carpools  
1 point
- "ULEV" or electric vehicle charging station  
1 point
- Use telephone or web conferences instead of traveling for face-to-face meetings  
1 point
- Other \_\_\_\_\_ 1-3 points\*

**Category VI – Involve Employees & Customers**

**Partner Score:**

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- Establish and maintain a committee of employees to help develop and promote sustainable business practices  
2 points
  - Provide recognition and rewards for individual and/or groups of employees who practice and promote sustainable business practices  
1 point
  - Provide training and support for employees to help them implement and maintain sustainable business practices  
1 point
  - Encourage sustainable practices by your customers (Examples include: promoting reusable shopping bags and containers; encouraging and assisting customers to recycle and reduce waste; encouraging and assisting customers to reduce use of resources, such as water, gas, and electricity)  
1 point
  - Other \_\_\_\_\_ 1-3 points\*

**2 Bonus Points:**

**Do you have a brief story regarding "sustainability steps" that you have achieved or are working on that you might want to be recognized for?**

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*\*Points awarded for categories listed as "other" will be determined by the Coon Rapids Sustainability Commission*

**Total Points Score:** \_\_\_\_\_

**For the person completing this application: By reporting the activities above and points attributed to each, you are attesting that the information submitted is an accurate reflection of the sustainable practices being implemented at this business/organization.**

**Are there other areas you need help improving to become a next level Community Sustainability Partner?**

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**Please email the completed application to:**

**Coon Rapids CSP Program  
c/o Colleen Sinclair  
[csinclair@coonrapidsmn.gov](mailto:csinclair@coonrapidsmn.gov)**