
ENVIRONMENTAL COMMISSION MEETING

Thursday, February 28, 2019

7:00 p.m.

Inver Grove Heights City Hall, Council Chambers

A G E N D A

1. CALL TO ORDER
2. PLEDGE OF ALLEGIENCE
3. ROLL CALL
4. APPROVAL OF COMMISSION MINUTES FOR JANUARY 24, 2019
5. APPLICANT REQUESTS
6. OTHER BUSINESS
 - a) GREENSTEP CITIES BEST PRACTICE #15: SUSTAINABLE PURCHASING
Review progress and discuss feedback
7. ADJOURN

1. Call to Order

Meeting called to order at 7:00 PM by Chair Trenzeluk

2. Pledge of Allegiance

3. Roll Call

Commissioners Present: Chair Ted Trenzeluk, Patricia Todd, Robert Heidenreich, Nichole Boehmke, Ken Johnson

Commissioners Absent: Joan Gabriel (resigned 9/27/18); Adija Jime, Sarah Brass and Lauren DeGidio (excused)

Staff Present: Ally Hillstrom, Environmental Specialist

4. Approval of Minutes

Commissioner Boehmke moved to approve the minutes from September 27, 2018 as submitted, Commissioner Todd seconded the motion. Motion to approve carried unanimously.

5. Applicant Requests

There were no applications to review on the agenda

6. Other Business

a) Review 2019 Environmental Commission Draft Schedule

Ms. Hillstrom stated that during the last Environmental Commission meeting on September 27, 2018 the Commission asked how they can assist the City with the Greenstep Cities program. Ms. Hillstrom stated she has since developed a flexible schedule for 2019 Environmental Commission meetings to provide the Commission a workplan based on existing program priorities.

Chair Ted Trenzeluk said he likes the draft schedule because it will help the Commission meet more regularly. He requests that in the future, Environmental Commissioners inform the Commission as soon as possible if they are unable to attend a meeting so the Commission can determine if a quorum will be met when needed.

Ms. Hillstrom stated she would like to review the next item, Greenstep Cities Step 3 requirements, prior to reviewing the schedule to provide the Commission background information on items included in the schedule.

b) Review Greenstep Cities Program Step 3

Ms. Hillstrom reviewed the benefits of the Minnesota Greenstep Cities program and why she and other communities believe it is important for the City to be involved. She stated that the Minnesota Pollution Control Agency and many other partners have developed Sustainability Best

Practices for cities to consider following. She stated benefits of the program are that it; 1) Provides a Continuous Improvement Pathway, 2) Saves Staff Time, 3) Saves Cities Money, 4) Is Flexible and Tailored to All Minnesota Cities, 5) Provides Public Reports and Peer to Peer Interactions, 6) Provides Special Opportunities, 7) Increases Competitiveness for Grants, 8) Provides Leadership Opportunities for Community Members, 9) Provides Public Recognition, and 10) Encourages Interdepartmental Collaboration.

Ms. Hillstrom reviewed the 29 Best Practices so that the Commission is aware of the themes promoted by the Minnesota Greenstep Cities program. She stated that within the 29 Best Practices there are over 175 actionable items, however the City has the flexibility to prioritize which actions to complete.

Ms. Hillstrom reviewed the following Best Practices the City is working on now to reach Step 3 of the program.

Best Practice #2: Existing Private Buildings

- **Action 2.1:** Create or participate in a marketing/outreach program to promote/achieve residential energy/water use reduction and energy efficiency.
- **Action 2.5:** Conserve/protect drinking/groundwater resources by creating a watering ordinance, water-wise landscaping ordinance/guidance, WaterSense purchasing program, or guidance on rainwater harvesting and home water softener use.

Ms. Hillstrom stated that these assistance providers will be promoted to the residents through the City website, social media, and newsletter. She also noted that the City has an existing water conservation ordinance (IGH City Code: 8-2-14) that will also be promoted through the City's communication channels.

Chair Trenzeluk suggested that we begin to advertise additional water conservation opportunities on the website such as rain garden development during street reconstruction projects.

Best Practice #15: Sustainable Purchasing

- **Action 15.1:** Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchases at least:
 - o EnergyStar certified equipment and appliances and
 - o Paper containing at least 30% post-consumer recycled content.

Ms. Hillstrom stated this Practice is different than other Best Practices because it may have budgetary impacts and requires a change in existing behavior. Ms. Hillstrom stated that the Finance Department suggests that sustainable purchasing be adopted as a policy with City Council approval. She stated that this is an opportunity for the Environmental Commission to become involved and provide recommendations to staff and the City Council on a Sustainable Purchasing Policy. Ms. Hillstrom noted it is state mandated for public entities to purchase recycled content paper so long as the recycled paper costs less than 10% of the non-recycled alternative. Additional opportunities to lower operational costs can be promoted as well such as double-sided printing, defaulting printers to black and white ink, and more.

Commissioner Boehmke noted the Best Practice mentions sustainable products and services and asked if Ms. Hillstrom has researched sustainable services. Ms. Hillstrom responded that she has not researched requiring sustainable services yet. Ms. Hillstrom noted it is possible the City has contracted in the past for services that are certified for their sustainable practices. Ms. Hillstrom stated this is not a requirement of the Best Practice but that it is something that can be considered.

Best Practice #24: Benchmarks and Community Engagement

- **Action 24.1:** Use a city commission, or committee to lead, coordinate, and report to and engage community members on implementation of sustainability best practices.
- **Action 24.2:** Organize goals/outcome measures from all city plans and report to community members data that show progress toward meeting these goals.

Ms. Hillstrom mentioned that she anticipates developing an internal staff GreenStep Cities team to assist with prioritizing Best Practice implementation. She noted these priorities would then be brought to the Environmental Commission to discuss their recommendations.

Chair Trenzeluk asked if the City would be able to develop a citizen advisory committee. Ms. Hillstrom responded in the affirmative so long as there is City Council approval. Ms. Hillstrom stated other cities have created citizen advisory committees for action plans specific to one topic such as an Energy Action plan where shareholders and individuals in the community who specialize in the topics are asked to join.

Ms. Hillstrom stated that the City is also working to consolidate all city-wide plans into one area on the website and add information including the purpose and progress towards goals to increase community awareness of the plans.

Best Practice #25: Green Business Development

- **Action 25.2:** Create or participate in a marketing/outreach program to connect businesses with assistance providers, including utilities, who provide personalized energy, waste or sustainability audits and assistance.

Ms. Hillstrom mentioned assistance providers for businesses will be added to the same page of the website as the resources for Best Practice #2.

Chair Trenzeluk asked for additional examples of assistance providers. Ms. Hillstrom responded that organizations such as Xcel Energy and ReTap offer free audits for businesses. She also mentioned that Dakota County provides businesses with a recycling grant and technical assistance to start up or improve their existing system.

a) (continued) 2019 Environmental Commission Draft Schedule

Ms. Hillstrom reviewed the Draft 2019 Environmental Commission Schedule. She stated that the first half of the year will be focused on progressing to Step 3 of the GreenStep Cities program. Ms. Hillstrom reviewed the draft schedule that states the Commission will discuss; Best Practice #15: Sustainable Purchasing Policy and provide recommendations in February; Best Practice #13: Efficient City Fleet based on existing programs and City priorities in March; Fleet Carma Electric

Vehicle Suitability Analysis provided by an Xcel Energy grant in April; To be Determined Items in May; Review Greenstep Cities Progress in June; Review Step 4 in July; To be Determined Items in August; Sustainability Highlights and Greenstep Cities Step 4 Progress in September; To be Determined Items in October; Sustainability Highlights and Greenstep Cities Step 4 Progress in November; and City Council Annual Update and additional To be Determined Items in December. Ms. Hillstrom said that her goal is to keep the Commission informed of upcoming discussions so they can prepare to provide feedback.

c) Review Greenstep Cities Step 4 & 5

Ms. Hillstrom stated achieving Step 4 of the Greenstep Cities program will require the City to collect data within the following Core categories. She also noted to reach Step 5 of the program, the City need to improve annually on three of the following metrics:

Core Categories for Step 4 and Step 5 Required Metrics

- **City Buildings and Lighting**
 - o 1.1 kBtu per square foot, per year
 - o 1.4 Percent LED street lights
- **City Fleet**
 - o 3.2 Average miles per gallon (MPG) for city's gasoline fleet
 - o 3.4 Average miles per gallon (MPG) for diesel fleet
- **Transportation Modes & Miles**
 - o 3.2 Average miles per gallon (MPG) for city's gasoline fleet
 - o 3.4 Average miles per gallon (MPG) for diesel fleet
- **Open Space, Parks, & Trees**
 - o 8.6 Net number of new trees planted
- **Stormwater**
 - o 9.1 Assessment number from the Wisconsin Green Infrastructure Audit (MN Blue Star City program will return in 2020)
- **Renewable Energy**
 - o 14.1 Number of city owned and private renewable energy generation sites
 - o 14.2 Generation capacity at city and at private renewable energy generation sites (kW)
 - o 14.4 Annual renewable energy purchases, city (MWhr/yr)

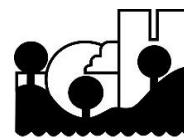
Chair Trenzelek asked how the data on vehicle miles traveled within the City would be calculated. Ms. Hillstrom responded that other organizations such as the Metropolitan Council collect estimates on this. Ms. Hillstrom responded that going forward, once Step 3 Best Practices are completed, the City will begin researching how to collect the metrics. Five additional metrics will have to be collected by the City in addition to the Core metrics. City staff and the Environmental Commission will be asked to provide recommendations of which additional metrics to collect. She noted the data collection for Step 4 will come from a combination of both City staff and other government agencies.

Ms. Hillstrom asked the Commissioners to provide ideas of additional topics in the future if there are additional items they would like to add. She also noted that by collecting the metrics data for

Step 4, the existing conditions will inform the City of what actions need to be prioritized in the future.

Chair Trenzelek asked if there have been any updates regarding the trash to ethanol plant. Ms. Hillstrom stated she has not heard any major updates but that she will keep the Commission informed if she does. Chair Trenzelek mentioned he will send out additional events to the Commission and Ms. Hillstrom said she will send additional meeting opportunities as well.

Commissioner Johnson moved to adjourn at 7:56 pm. Commissioner Heidenreich seconded the motion. Motion approved unanimously.



DRAFT SUSTAINABLE PURCHASING POLICY (SPP)

I. PURPOSE

The purpose of this policy is to encourage sustainable procurement to demonstrate the City's commitment to environmental, economic and social stewardship. This policy is created to provide City employees with clear and consistent instructions on how to consider and make purchases of Sustainable Purchasing Policy (SPP) preferred items when appropriate.

This policy is adopted in order to promote sustainable practices such as;

- Conserving natural resources, including water and energy
- Minimizing the city's environmental impacts, such as pollution
- Supporting strong recycling markets
- Minimizing waste and associated costs
- Lowering overall costs by addressing full life-cycle cost accounting (including the procurement, operation, maintenance, longevity of service, disposal, staff time, and labor)
- Creating a model for successfully purchasing SPP preferred products that encourages other purchasers in the community to adopt similar goals

II. SCOPE

This policy applies to all City departments and employees. All City departments are responsible for implementation of this policy and ensuring their respective employees are fully aware and supportive of the City's policy. City departments will:

- Review resources provided by the Environmental Specialist to determine the extent to which SPP preferred products may be used by the department.
- Use tools provided by the Environmental Specialist to determine the cost-effectiveness of the SPP preferred products prior to purchasing.
- Facilitate data collection, if requested, on purchases of designated SPP preferred products by the department in order to track and evaluate the City's sustainable purchasing efforts.
- This policy is subject to the Municipal Contracting Law (MN Statue 471.345) and all other applicable laws and ordinances.

III. POLICY

The following SPP preferred products shall be purchased by the City of Inver Grove Heights using the following guidelines, provided the SPP preferred products are practicable and the meet additional requirements stated below:

A) Energy Saving Products

All appliances and products purchased by the City will meet U.S. Environmental Protection Agency (EPA) EnergyStar certification when such products are available, cost-effective and financially

feasible. This includes products such as lighting systems, exhaust fans, water heaters, computers, exit signs, refrigerators, dishwashers, and microwave ovens.

B) Recycled Paper Products

Per Minnesota Statue 16C.073, the City will purchase recycled content paper as required for public entities when such products are available and financially feasible as defined by this policy and purchasing guidelines of Minnesota Statue 16C.0725.

C) Water Saving Products

All fixtures and products that use water purchased by the City will meet U.S. EPA WaterSense certification when such products are available, cost-effective and financially feasible. This includes products such as pre-rinse spray valves, showerheads, toilets, urinals, and upgraded irrigation controllers.

D) Waste Minimization

The City will buy in bulk whenever the option is available, cost-effective and financially feasible. Packaging that is reusable, recyclable, or compostable is preferred, when suitable uses, proper waste management programs and practicable storage space exists.

E) Cleaning Products

Cleaning products purchased by the City will meet the Green Seal, EcoLogo, and/or U.S. EPA Safer Choice cleaning product standards when such products are available, cost-effective and financially feasible.

IV. DEFINITIONS

- **Cost-Effective:** A SPP preferred product has a lower or equal to life-cycle cost than non-SPP preferred product.
- **Energy Efficient Product:** A product that is in the upper 25% of energy efficiency for all similar products or achieves an EnergyStar label/certification (www.energystar.gov).
- **EnergyStar:** The US EPA's energy efficiency product labeling program (described at www.energystar.gov).
- **Financially Feasible:** The City must be able to sufficiently fund all expenditures. The funding source could be the City Budget, grant donation, or another planned revenue source. Planning for payment prior is required to ensure the City resources are not depleted beyond our budgeted capacity.
- **EcoLogo:** An independent environmental labeling organization. EcoLogo certification is based on multiattribute, life cycle-based standards. All products certified to an EcoLogo standard must meet or exceed each of the listed criteria before receiving the mark. EcoLogo certification is classified as an ISO (International Organization for Standardization).
- **Green Seal:** 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. The Green Seal is a registered certification mark that may appear only on certified products.

- **Life-Cycle Cost:** The comprehensive accounting of the total cost of a product including procurement, operation, maintenance, longevity of service, disposal, staff time, and labor.
- **Practicable:** Whenever feasible and compatible with State and Federal law, without reducing safety, quality, or effectiveness of City operations.
- **Water-Saving Product:** Product in the upper 25% of water conservation for all similar products or achieves a WaterSense label/certification.
- **WaterSense:** The US EPA's water efficiency product labeling program (described at www.epa.gov/watersense).

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#) [Stay C](#)

GreenStep City Best Practices **Environmental Management**

Sustainable Purchasing

◀ no. 15 ▶



Adopt environmentally preferable purchasing policies and practices to improve health and environmental outcomes.

STEP 3 RECOGNITION CATEGORY A, B AND C

All Category A, B and C actions require completion of [action](#)

Category A and B require [additional](#) action for

Best Practice Actions [See action tools, guidance, city reports]

1. Adopt a sustainable purchasing **policy** or administrative guidelines/practices directing that the city purchase at least:
 - a. **EnergyStar** certified equipment and appliances and
 - b. **Paper** containing at least 30% post-consumer recycled content.
2. Purchase energy used by city government - via green tags, community solar garden, 3rd party - with a **higher renewable percentage** than required by Minnesota law.
3. Establish a **local purchasing** preference and, working with a local business association, develop a list of locally-produced products and suppliers for common purchases.
4. Require purchase of U.S. EPA **WaterSense**-certified products.
5. Set minimum standards for the percentage of **recycled-content material** in asphalt and roadbed aggregate or other construction materials, and for compost and warm mix asphalt use.
6. Require **printing services** to be purchased from companies certified by Minnesota Great Printers or by the Sustainable Green Printing Partnership.
7. Lower the environmental footprint of **meetings and events** in the city.
8. Use state and national green **standards/guidelines** for at least 3 categories of purchasing/investments such as electronics, cleaning products, flooring/coatings.

BENEFITS

- **Green purchasing standards, benefit calculators** and more are available on the [U.S EPA's greener products and services](#) page. Benefits include cost, environmental and improved worker productivity and improved public health.
- See [benefit calculators](#) for paper, electronics and ENERGY STAR-certified products.

SUMMARY

Sustainable purchasing is an environmentally preferable city purchasing to purchase products and services that have a reduced environmental and human health impacts. While life-cycle assessment is determining what is service attributes are include:

- Increased energy efficiency
- Reduced toxic substances
- Beneficial to the environment
- Water-conserving
- Recycled-content
- Minimized waste
- Plant-based
- Locally produced
- Embodied energy and gas impact



GREEN
Melissa P
Specialist
651/757-2
<http://www>

- Ductile iron pipe for drinking water mains has stronger walls allowing a larger inside diameter reducing friction and thus saving energy. According to St. Cloud's Pumping Cost Study (July 2014), the city's use of ductile iron pipe (certified under the [SMaRT standard](#)) results in an annual savings of \$210,530 compared to competing pipe, measuring power cost, pump efficiency, and head loss.

[MAJOR BENEFIT]
Long-term
cost savings



CONNECTION 11b

- Cities in Min use paper c of 30% post and follow a environmen practices lis [Environmen](#)
- The Next Ge established decreasing electricity wi by 2025.
- Cities are at [products/se](#) [adverse env](#) Minnesota's [Venture.](#)

Custom Search

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#)
Stay Connected  GreenStep City Best Practices **Environmental Management**

Sustainable Purchasing

◀ no. 15 ▶



Adopt environmentally preferable purchasing policies and practices to improve health and environmental outcomes.

**GREENSTEP ADVISOR**

Melissa Peck, Sustainable
Specialist, MN Pollution Control
651/757-2343, melissa.peck@pca.state.mn.us
<http://www.pca.state.mn.us>

Best Practice Action 1[\[1 2 3 4 5 6 7 8 \]](#)[\[all actions\]](#)**Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:**

- EnergyStar** certified equipment and appliances and
- Paper** containing at least 30% post-consumer recycled content.

Implementation Tools

Star-level Examples

Who's doing it



Have a written policy/guidelines/practices specifying at minimum the purchase of Energy Star equipment/appliances and recycled-content paper (at least 30% post-consumer). Report street lighting/traffic signal policy/purchases under action 4.2; vehicle policy/purchases under 13.2 and 13.3



Have a formal policy adopted by the city council; note if this includes centralized purchasing into one office/person.



For the city's top 10 categories of spend, track the purchases of sustainable products/services purchased annually compared to non-sustainable products/services purchased; join with other cities in joint purchasing of environmentally preferable products and summarize EPP purchases.

[Minnesota Pollution Control Agency](#) | [Contact](#) | [Web site policy](#) | [click here to report a bad web link](#)

Office of the Revisor of Statutes

2018 Minnesota Statutes

[Authenticate](#) 

16C.073 PURCHASE AND USE OF PAPER STOCK; PRINTING.

Subdivision 1. **Definitions.** (a) The definitions in this subdivision apply to this section.

(b) "Copier paper" means paper purchased for use in copying machines.

(c) "Office paper" means notepads, loose-leaf fillers, tablets, and other paper commonly used in offices.

(d) "Postconsumer material" means a finished material that would normally be discarded as a solid waste, having completed its life cycle as a consumer item.

(e) "Practicable" means capable of being used, consistent with performance, in accordance with applicable specifications, and availability within a reasonable time.

(f) "Printing paper" means paper designed for printing, other than newsprint, such as offset and publication paper.

(g) "Public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control District, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, another special taxing district, or any contractor acting pursuant to a contract with a public entity.

(h) "Soy-based ink" means printing ink made from soy oil.

(i) "Uncoated" means not coated with plastic, clay, or other material used to create a glossy finish.

Subd. 2. **Purchases.** (a) Whenever practicable, a public entity shall:

(1) purchase uncoated copy paper, office paper, and printing paper;

(2) purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase printing and office paper with at least ten percent postconsumer material by weight;

(3) purchase copy, office, and printing paper which has not been dyed with colors, excluding pastel colors;

(4) purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;

(5) use reusable binding materials or staples and bind documents by methods that do not use glue;

(6) use soy-based inks;

(7) purchase printer or duplication cartridges that:

(i) have ten percent postconsumer material; or

(ii) are purchased as remanufactured; or

(iii) are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridge is recycled, and comply with the definition of recycling in section [115A.03, subdivision 25b](#);

(8) produce reports, publications, and periodicals that are readily recyclable; and

(9) purchase paper which has been made on a paper machine located in Minnesota.

(b) Paragraph (a), clause (1), does not apply to coated paper that is made with at least 50 percent postconsumer material.

(c) A public entity shall print documents on both sides of the paper where commonly accepted publishing practices allow.

Subd. 3. **Public entity purchasing.** (a) Notwithstanding section [365.37](#), [375.21](#), [412.311](#), or [473.705](#), a public entity may purchase recycled materials when the price of the recycled materials does not exceed the price of nonrecycled materials

by more than ten percent. In order to maximize the quantity and quality of recycled materials purchased, a public entity also may use other appropriate procedures to acquire recycled materials at the most economical cost to the public entity.

(b) When purchasing commodities and services, a public entity shall apply and promote the preferred waste management practices listed in section [115A.02](#), with special emphasis on reduction of the quantity and toxicity of materials in waste. A public entity, in developing bid specifications, shall consider the extent to which a commodity or product is durable, reusable, or recyclable and marketable through the applicable local or regional recycling program and the extent to which the commodity or product contains postconsumer material. When a project by a public entity involves the replacement of carpeting, the public entity may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

History: [1Sp1989 c 1 art 18 s 2](#); [1991 c 337 s 3](#); [1992 c 464 art 1 s 7](#); [1992 c 593 art 1 s 2](#); [1993 c 249 s 2](#); [1994 c 465 art 1 s 1](#); [1995 c 247 art 1 s 1](#); [2013 c 85 art 5 s 1](#); [2014 c 196 art 1 s 5](#); [1Sp2015 c 4 art 4 s 3](#); [2016 c 189 art 13 s 20](#)

[Copyright ©](#) 2018 by the Revisor of Statutes, State of Minnesota. All rights reserved.

Office of the Revisor of Statutes

2018 Minnesota Statutes

[Authenticate](#) 

16C.0725 PURCHASE OF RECYCLED, REPAIRABLE, AND DURABLE MATERIALS.

The commissioner shall take the recycled content and recyclability of commodities to be purchased into consideration in bid specifications. When feasible and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the commissioner, and state agencies when purchasing under delegated authority, shall purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the commissioner, and state agencies when purchasing under delegated authority, may also use other appropriate procedures to acquire recycled materials at the most economical cost to the state.

When purchasing commodities and services, the commissioner, and state agencies when purchasing under delegated authority, shall apply and promote the preferred waste management practices listed in section [115A.02](#), with special emphasis on reduction of the quantity and toxicity of materials in waste. The commissioner, and state agencies when purchasing under delegated authority, in developing bid specifications, shall consider the extent to which a commodity or product is durable, reusable, or recyclable and marketable through the state resource recovery program and the extent to which the commodity or product contains postconsumer material.

History: [1Sp1989 c 1 art 18 s 1](#); [1992 c 514 s 3](#); [1992 c 593 art 1 s 1](#); [1993 c 249 s 1](#); [2014 c 196 art 1 s 5](#)

[Copyright](#) © 2018 by the Revisor of Statutes, State of Minnesota. All rights reserved.

City of Inver Grove Heights - Annual Paper Usage and Cost Data

Updated 2/20/2019

Table 1: Paper Unit Descriptions	
1 Case = 10 reams	
1 Ream = 500 sheets	

Table 2: Cost of Recycled Paper vs. Non-Recycled Paper By Case (8.5" x 11" copy paper)	
Non-Recycled Paper - 8.5" x 11"	= \$32.99/case
Recycled Paper (30% Recycled) - 8.5" x 11"	= \$37.40/case
Percent Difference	= 12.53%

Table 3: Cost of Recycled Paper vs. Non-Recycled Paper By Case (11" x 17" copy paper)	
Non-Recycled Paper - 11" x 17"	= \$41.95/case
Recycled Paper (30% Recycled) - 11" x 17"	= \$58.71/case
Percent Difference	= 33.30%

Table 4: IGH Average Annual Paper Purchase Quantity	
IGH Average Annual Purchase - 8.5" x 11"	175 cases = 1750 reams = 875,000 sheets
IGH Average Annual Purchase - 11" x 17"	10 cases = 100 reams = 50,000 sheets

Table 5: IGH Average Annual Paper Purchase Expense (8.5" x 11" copy paper)		
Current Average Annual Cost - 8.5" x 11.5"	175 cases x \$32.99/case	= \$5,773.25
Estimated Annual Cost of Recycled - 8.5" x 11.5"	175 cases x \$37.40/case	= \$6,545.00
Annual Cost Difference		= \$771.75

Table 6: IGH Average Annual Paper Purchase Expense (11" x 17" copy paper)		
Current Average Annual Cost - 8.5" x 11.5"	10 cases x \$41.95/case	= \$419.50
Estimated Annual Cost of Recycled - 8.5" x 11.5"	10 cases x \$58.71/case	= \$587.10
Annual Cost Difference		= \$167.60

Custom Search

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#)
Stay Connected [f](#) [t](#)GreenStep City Best Practices **Environmental Management****Sustainable Purchasing**

no. 15



Adopt environmentally preferable purchasing policies and practices to improve health and environmental outcomes.

**GREENSTEP ADVISOR**

Melissa Peck, Sustainable Purchasing Specialist, MN Pollution Control Agency
651/757-2343, melissa.peck@state.mn
<http://www.pca.state.mn.us/epp>

Best Practice Action 1

[1 2 3 4 5 6 7 8] [all actions]

Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least:

- EnergyStar** certified equipment and appliances and
- Paper** containing at least 30% post-consumer recycled content.

Implementation Tools

Star-level Examples

Who's doing it

Collapse All

Maplewood ★★ ★

Date action report first entered: 04/19/2011

Date of last report update: 05/17/2016

Implementation details:

The Green Team drafted an environmental purchasing policy which was adopted by the Environmental Commission and City Council in 2011. The policy requires all City employees to purchase products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to protect the larger global community to the greatest extent practical. The policy is divided in _____ sections including source reduction, toxics reduction and pollution prevention, recycled content products, energy and water savings, green building, forest conservation, and agricultural bio-based products. Maplewood joined the State Electronics Challenge in 2015. The City's first year of reporting established a benchmark and covers measurements for electronics purchasing, use, end of life management, and partner feedback. The City will measure and report each January to track our success. In April 2016 the State Electronics Challenge issued the City an Environmental Sustainability Report based on our first year of reporting that outlines our efforts at saving energy and reducing waste (attached).

Descriptive links: <http://www.ci.maplewood.mn.us/1005/Green-Team>

For more information contact:

Shann Finwall (City staff) | shann.finwall@maplewoodmn.gov
| 651-249-2304

Partners:
[State Electronics Challenge](#)

[View All Maplewood Actions](#)

Saint Louis Park ★★ ★

Date action report first entered: 03/17/2016
 Date of last report update: 03/17/2016

Implementation details:

The Environmentally Preferable Purchasing Policy was passed by the City Council on April 6, 2015, and became effective on June 1, 2015. It includes renewable energy, EnergyStar products, green cleaning, and 30% or more recycled products.

[view file](#)

For more information contact:

Shannon Pinc (City staff) | spinc@stlouispark.org | 952-924-2191

Partners:
[Environment & Sustainability Commission; Staff](#)

[View All Saint Louis Park Actions](#)

Warren ★★ ★

Date action report first entered: 11/17/2017
 Date of last report update: 11/17/2017
 Year action initially completed: 2017
 Action completed after joining GreenStep? Yes

Implementation details:

The City approved of the written policy to purchase Energy Star equipment/appliances and paper with 30% recycled content.

[view file](#)

For more information contact:

Shannon Mortenson (City staff) | shannonm@warrenminnesota.com | 218-745-5343

[View All Warren Actions](#)

Arlington ★★

Date action report first entered: 08/19/2015
 Date of last report update: 08/19/2015

Implementation details:

The City amended its Financial Management Plan on 12-05-11 to include language regarding the purchase of Energy Star equipment/appliances and recycled-content paper (at least 30% post-consumer). (P. 18) The Policy also discusses how capital budgeting priorities will be determined on a number of criteria; one being "Project improves efficiency".

[view file](#)

For more information contact:

Annie Shotliff (City staff) | ashotliff@arlingtonmn.com |

507-964-2378

[View All Arlington Actions](#)

Austin ★★

Date action report first entered: 05/07/2012

Date of last report update: 04/20/2016

Implementation details:

The HRA buys energy star appliances, its a HUD requirement. The city needs to adopt a policy to purchase energy star appliances at all other operations. The County currently buys in large quantities for the best price and distributes out paper to different depts. City Resolution RESOLUTION NO. 14985 ADOPTING AN ENVIRONMENTALLY FRIENDLY PURCHASING POLICY WHEREAS, the City of Austin is a leader on common-sense actions that benefit both the environment and the consumer; and WHEREAS, EnergyStar certified equipment is more energy efficient, and very often more economically feasible over the life of the product; and WHEREAS, enacting this resolution will allow the City of Austin to complete Best Practice #15 under the Minnesota GreenStep Cities Program; NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Austin, by a majority vote, does hereby direct that the City purchase printer paper containing at least 30% post-consumer recycled content and EnergyStar certified equipment when available and economically feasible. Passed by a vote of 7 Yeas and 0 Nays this 18th day of May, 2015.

For more information contact:

Janet Anderson (Elected official) | jkanderson@gofast.am | 507-433-1081

Partners:

Housing and Redevelopment Authority

[View All Austin Actions](#)

Burnsville ★★

Date action report first entered: 01/15/2013

Implementation details:

The City Council adopted an EPP policy on 1/15/2013. The policy encourages an increase in purchasing that reflects the City's commitment to sustainability and includes areas that relate to 1. Recycled Paper Products and Recycled-Content Products 2. Waste Minimization 3. Energy Saving Products 4. Water Saving Products and 5. Cleaning Products.

[view file](#)

For more information contact:

Sue Bast (City staff) | basts@ci.burnsville.mn.us | 952-895-4524

[View All Burnsville Actions](#)

Cottage Grove ★★

Date action report first entered: 12/20/2016

Date of last report update: 12/20/2016

Year action initially completed: 2016

Action completed after joining GreenStep? Yes

Implementation details:
Jan. 20, 2016

Descriptive links: Resolution No. 2016-014 Purchasing Policy
view file

For more information contact:
Ryan Burfeind (City staff) | rburfeind@cottage-grove.org |
651-458-2899

[View All Cottage Grove Actions](#)

Eagan ★★

Date action report first entered: 09/07/2011

Implementation details:
The City Council formally adopted EPP Guidelines on September 6, 2011. The guidelines are included in the City's purchasing policy. All departments have been educated regarding the implementation of this policy. Policy includes purchasing recycled paper products per subdivision of one and tow of Mineesota Statue 16B.122 and per the Federal EPA requirements. Additionally, all appliances and products purchased by the City for which the US EPA ENergy Star certification is available will meet Energy Start certification. Water-saving products purchased by the City will meet the WaterSense certification when such products are available. Cleaning products will meet Green Seal, EcoLogo, and/or U.S.EPA Design for the Environment cleaning product standards.

view file

For more information contact:
Andrew Pimental (City staff) | apimental@cityofeagan.com |
651-675-5506

[View All Eagan Actions](#)

Edina ★★

Date action report first entered: 04/21/2014

Implementation details:
The Edina City Council approved the Environmental Purchasing Policy at the 3/20/12 City Council meeting.

view file

For more information contact:
Tara Brown (City staff) | tbrown@edinamn.gov | (952)826-1621

[View All Edina Actions](#)

Elk River ★★

Date action report first entered: 06/07/2011

Implementation details:
An EPP policy directing that the city purchase 30% recycled printer paper and only Energy Star products (when available) was passed by the City Council on June 6th, 2011.

[view file](#)

For more information contact:

Amanda Bednar (City staff) | ABednar@ElkRiverMN.gov | 763-635-1068

[View All Elk River Actions](#)

Falcon Heights ★★

Date action report first entered: 02/22/2011

Implementation details:

The City of Falcon Heights has adopted a policy stating that the city will purchase paper products meeting the minimum standards set by the EPA Comprehensive Procurement Guidelines and appliances that have received the Energy Star certification

[view file](#)

For more information contact:

Justin Markon (City staff) | justin.markon@falconheights.org | 651-792-7600

[View All Falcon Heights Actions](#)

Hastings ★★

Date action report first entered: 09/07/2016

Date of last report update: 01/26/2018

Implementation details:

Hastings City Council approved the attached policy on September 6, 2016 outlining the requirements for environmentally preferable purchasing for all city departments. In addition to the environmentally preferable purchasing policy, Hastings Parks Department has made the switch to using Revolution Bag for all of the parks trash bins in the City. Revolution Bag makes their trash liners out of recycled agricultural plastic at an affordable price and without losing quality.

Descriptive links: <http://www.revolutionbag.com/> [view file](#)

For more information contact:

Megan White (City staff) | MWhite@hastingsmn.gov | 651-480-6159

[View All Hastings Actions](#)

Hutchinson ★★

Date action report first entered: 04/13/2016

Date of last report update: 04/13/2016

Implementation details:

On April 12, 2015, the Hutchinson City council passed a sustainable purchasing policy addressing the purchase of energy star products and paper products containing at least 30% recycled content

[view file](#)

For more information contact:

John Paulson (City staff) | jpaulson@ci.hutchinson.mn.us | 320-234-5682

[View All Hutchinson Actions](#)

Isanti ★★

Date action report first entered: 03/02/2016

Date of last report update: 04/07/2016

Implementation details:

The Finance Committee and GreenStep Committee are in the process of reviewing the attached sustainable purchasing policy.

[view file](#)

For more information contact:

Roxanne Achman (City staff) | rachman@cityofisanti.us | 763-444-5512

[View All Isanti Actions](#)

Lake Crystal ★★

Date action report first entered: 10/15/2013

Implementation details:

The city council of Lake Crystal established a purchasing policy for the purchase of Energy Star equipment and recycled paper at the September 23, 2013 meeting.

[view file](#)

For more information contact:

Taylor Gronau (City staff) | lccity@hickorytech.net | 507-726-2538

[View All Lake Crystal Actions](#)

Lauderdale ★★

Date action report first entered: 04/28/2015

Date of last report update: 04/13/2016

Implementation details:

The City's purchasing policy directs staff to purchase EnergyStar rated equipment and such things as recycled paper. The City purchases paper through Eureka Recycling's bulk paper purchasing program. The paper is 100% post consumer content.

[view file](#)

For more information contact:

Heather Butkowski (City staff) | heather.butkowski@ci.lauderdale.mn.us | 651-792-7657

[View All Lauderdale Actions](#)

Mahtomedi ★★

Date action report first entered: 11/23/2010

Implementation details:

The Environmentally friendly purchasing policy requires that the city: 1.Is required to purchase EnergyStar electronics and appliances. 2.Using State and National standards for electronics and cleaning products. 3.Requiring paper containing at least 30% post-consumer recycled content be used. 4.Utilizing printing services by companies certified by MN Great Printers.

[view file](#)

For more information contact:

Marnie McInnis (Community volunteer) |
marniemcinnis@comcast.net | 6517739730

[View All Mahtomedi Actions](#)

Marine on Saint Croix ★★

Date action report first entered: 03/09/2017

Date of last report update: 03/09/2017

Year action initially completed: 2017

Action completed after joining GreenStep? Yes

Implementation details:

City Council Approved: March 7, 2017 Minnesota GreenStep Cities Program: City of Marine on St. Croix Sustainable Purchasing Guidelines - Best Practice #15 The City of Marine on St. Croix shall implement environmentally preferable purchasing practices consisting of the following. The city shall: 1) purchase copy paper and envelopes containing at least 30% post-consumer recycled content, and purchase reusable or refillable office supplies when available. Staff will practice paper use reduction strategies (e.g., use less paper where possible, print double-sided). 2) purchase EnergyStar certified (www.energystar.gov) equipment and appliances to ensure energy efficiencies (e.g., lighting systems, exhaust fans, water heaters, computers, exit signs, refrigerators, dishwashers, and microwave ovens). 3) purchase water-saving products that meet US EPA's WaterSense certification standards when such products are available and financially feasible (e.g., toilets, waterless urinals, low-flow faucets and aerators). 4) lower the environmental footprint of city meetings and events by: providing paperless city council packets; providing recycling bins for city events (e.g., Fourth of July, Fireman's Ball/Street Dance, Marine Art Fair, and Village Hall); and promoting zero-waste events for users of the Village Hall (e.g., Marine Community Library, a city partner, currently hosts zero-waste events in the Village Hall, using washable cups, plates, napkins and utensils).

For more information contact:

Anne Reich (Community volunteer) | reichmn@gmail.com |
651-433-1341

[View All Marine on Saint Croix Actions](#)

Milan ★★

Date action report first entered: 03/14/2011

Implementation details:

City of Milan Council Meeting Minutes Tuesday, October 5, 2010 Mayor Strand called the regular monthly council meeting to order at 7:00pm on Tuesday, October 5, 2010, in the Community Room of the Milan City Hall. Pledge of Allegiance was recited. Present: Mayor Nancy Strand. Council members: Roy Delgehausen, Heidi Hanson, Merle Hilden, and Ted Ziemann. Also Present: Jim Nelson;

Gwen Olson; Billy Thompson; Michelle Skogrand; Rhea Mitzel; Steve Black; Erik Thompson; Todd and Sue Erickson; Karen Thompson; Gary Kleven; Karen and David Zimmerman; Gary Andrews; Gene Flicek; Chuck and Anne Kanten; Bruce Dalrymple; and Matt Kleven. Motion by Council member Delgehausen, seconded by Council member Ziemann to approve the minutes from the September 7, 2010 council meeting. Motion passed unanimously. Concerns regarding the Revolving Loan Fund were expressed. The committee will meet to discuss changes and discrepancies. Jim Nelsons reviewed his report. Due to an equipment break down, cleaning and jetting of the sewer will take place in October instead of September. Hydrants will be flushed October 21&22. Nelson reminded residents to run a cold water tap until clear if their water is colored following the flushing. The refund on the lighting retrofit was \$2696.80 from Ottertail Power Company. Michelle Skogrand gave a Greenstep Cities update. The city fits into the Greenstep Program Requirement city category □C.□ She reviewed the attachment updated from resolution R9-10A. Volunteers are still needed for the Greenstep work group. RESOLUTION #R10-10A EnergyStar and Paper Purchasing Policy The city resolves to purchase only: EnergyStar certified equipment and appliances and Paper containing at least 30% post-consumer recycled content. ACTION ON THIS RESOLUTION: Motion for adoption: Ziemann Seconded by: Delgehausen Voted in favor of: Strand, Delgehausen, Hanson, Hilden, Ziemann Voted against: Abstained: Absent: Resolution discussed and adopted unanimously on this 5th day of October 2010 by the Milan City Council. Gas card options were discussed. Motion by Council member Ziemann, seconded by Council member Hilden to approve the American Legion Club On Sale Liquor License. Motion passed unanimously. Options for a water pipe to the Legion Club were reviewed. Motion by Council member Hanson, seconded by Council member Delgehausen to install the water line from west to east as discussed. Motion passed unanimously. WSN is reviewing options and cost to deal with water problems for 414 North 4th Street. Informative League of Minnesota Cities videos will be available at the Library. Bids for the Wanke property were opened. Motion by Council member Ziemann, seconded by Council member Hilden to accept the bid from Allpress Excavating for \$6750. Motion passed unanimously. Scenic Byway Calendar of events will include: Syttende Mai and Milan Craft Fair. Motion by Council member Hanson, seconded by Mayor Strand to donate \$500 to SMAHC. Delgehausen voted against. Hilden abstained. Motion passed. Becoming a member of Minnesota's Water/Wastewater Agency Response Network (MnWARN) was discussed. RESOLUTION #R10-10B RESOLUTION AUTHORIZING THE CITY OF MILAN TO BE A PARTY TO MINNESOTA WATER AGENCY RESPONSE NETWORK (MnWARN) Full document available at the city office. ACTION ON THIS RESOLUTION: Motion for adoption: Ziemann Seconded by: Hanson Voted in favor of: Strand, Delgehausen, Hanson, Hilden, Ziemann Voted against: Abstained: Absent: Resolution discussed and adopted unanimously on this 5th day of October 2010 by the Milan City Council. Motion by Council member Hilden, seconded by Council member Delgehausen to approve the Minnesota Water Agency Response Network (MnWARN) Mutual Aid Agreement. Motion passed unanimously. Motion by Council member Hilden, seconded by Council member Ziemann to pay the monthly bills totaling \$41,519.62. Motion passed unanimously. Motion by Council member Ziemann, seconded by Council member Hilden to approve the electronic transfers from the general checking account totaling \$2,187.88. Motion passed unanimously. Motion by Council member Delgehausen, seconded by Council member Ziemann to adjourn the meeting at 8:35pm. Respectfully submitted, Christine Kleven Clerk/Treasurer

Outcome measures/metrics:

The city council unanimously resolved to purchase only EnergyStar

certified equipment and appliances and paper containing at least 30% post-consumer recycled content on October 5, 2010.

For more information contact:

Ron Anderson (Elected official) | paparon69@gmail.com | 320-734-4792

[View All Milan Actions](#)

Minnetonka ★★

Date action report first entered: 04/20/2018

Date of last report update: 04/20/2018

Year action initially completed: 2018

Action completed after joining GreenStep? Yes

Implementation details:

The City of Minnetonka adopted a sustainable purchasing in April 2018 (See attached).

[view file](#)

For more information contact:

Drew Ingvalson (City staff) | dingvalson@eminnetonka.com | 952-939-8293

[View All Minnetonka Actions](#)

Mountain Iron ★★

Date action report first entered: 12/08/2015

Date of last report update: 12/08/2015

Implementation details:

On December 7th the City adopted an Environmentally Preferable Purchasing Policy

[view file](#)

For more information contact:

Craig Wainio (City staff) | cwainio@ci.mountain-iron.mn.us | 218-748-7570

[View All Mountain Iron Actions](#)

New Brighton ★★

Date action report first entered: 04/27/2018

Date of last report update: 04/27/2018

Year action initially completed: 2018

Action completed after joining GreenStep? Yes

Implementation details:

(see attachment) The proposed policy would require City staff to purchase copy paper that is composed of no less than 30% recycled content. The policy would also require – if feasible from a financial and operational standpoint – that appliances purchased by the City meet the Energy Star certification provided by the Federal government.

Outcome measures/metrics:

This policy was accepted by our council on April 24th, with this

policy in place New Brighton is another step in the right direction towards preserving our fragile environment.

[view file](#)

For more information contact:

Craig Schlichting (City staff) | craig.schlichting@newbrightonmn.gov | 651-638-2056

[View All New Brighton Actions](#)

New Hope ★★

Date action report first entered: 12/01/2015

Date of last report update: 12/01/2015

Implementation details:

The city adopted an Environmentally Preferred Purchasing Policy on November 23, 2015, which requires the purchase of paper containing at least 30% post-consumer recycled content, the purchase of Energy Star certified equipment and appliances and calls for the purchase of WaterSense certified products and environmentally-friendly cleaning products.

[view file](#)

For more information contact:

Jeff Alger (City staff) | jalger@ci.new-hope.mn.us | 763-531-5119

[View All New Hope Actions](#)

Newport ★★

Date action report first entered: 10/16/2012

Implementation details:

The City Council approved an Environmentally Preferable Purchasing Policy at its October 4, 2012 meeting. The Policy is meant to encourage and increase purchasing that reflects the City's commitment to sustainability. The Policy outlines policies for purchasing paper products, energy-efficient equipment, fuel-efficient vehicles, and printing services. The City has been purchasing recycled paper since the summer of 2012 and currently uses a printer that is certified by MN Great Printers for its quarterly newsletter.

[view file](#)

For more information contact:

Travis Brierley (City staff) | tbrierley@newportmn.com | 651-459-5677

[View All Newport Actions](#)

Northfield ★★

Date action report first entered: 04/09/2015

Date of last report update: 04/09/2015

Implementation details:

Northfield City Council passed Resolution 2015-034 requiring the

purchase of Energy Star compliant appliances and to continue purchasing paper that contains at least 30% post consumer waste.

Outcome measures/metrics:

As appliances, light bulbs, and other Energy Star items need replacement, an Energy Star replacement will be used.

[view file](#)

For more information contact:

Tim Behrendt (City staff) | tim.behrendt@ci.northfield.mn.us
| 507-645-3027

[View All Northfield Actions](#)

Pine River ★★

Date action report first entered: 05/18/2011

Implementation details:

COMPLETE as of May 17, 2011. Pine River's city council passed an Environmentally Preferable Purchasing policy during their May council meeting, after consulting with Roy Hamilton (City Clerk's office) to make appropriate changes.

For more information contact:

John van der Linden (Community volunteer) |
johnvdl@pinerivergreensteps.org | 218-587-5001

[View All Pine River Actions](#)

Richfield ★★

Date action report first entered: 03/14/2018

Date of last report update: 01/28/2019

Year action initially completed: 2018

Action completed after joining GreenStep? Yes

Implementation details:

The Richfield City Council adopted a sustainable purchasing policy on March 13, 2018.

[view file](#)

For more information contact:

Chris Regis (City staff) | cregis@richfieldmn.gov | 612-861-9723

[View All Richfield Actions](#)

Shoreview ★★

Date action report first entered: 04/18/2014

Implementation details:

The City Council approved Shoreview's Environmental Preferred Purchasing Policy at their April 21st, 2014 meeting.

Outcome measures/metrics:

To help save energy and water, the Environmental Preferred Purchasing Policy requires that all city purchases of water-using products would meet the Environmental Protection Agency's WaterSense certification and EnergyStar certified equipment and

appliances. These rating systems ensure that energy efficient products are purchased for our needs. Other policy components include purchasing paper containing at least 30% post-consumer recycled content and reusable or refillable office supplies when available. The City has already been purchasing these items through one person in the Administration Department and has been using these guidelines for some time.

[view file](#)

For more information contact:

Ellen Brenna (City staff) | ebrenna@shoreviewmn.gov | 651-490-4665

[View All Shoreview Actions](#)

Albert Lea 

Date action report first entered: 05/01/2017

Date of last report update: 05/01/2017

Year action initially completed: 2017

Action completed after joining GreenStep? No

Implementation details:

The City will comply with the state law that mandates the purchase of 30% post-consumer recycled paper. The City is formalizing its policy on purchasing Energy Star equipment

[View All Albert Lea Actions](#)

Apple Valley 

Date action report first entered: 03/19/2012

Implementation details:

Apple Valley purchases paper with 30% post-consumer recycled content. The city also purchases Energy Star certified computers, printers and monitors, which are set to go to low power state when unused and appropriate.

For more information contact:

Charless Grawe (City staff) | CGrawe@ci.apple-valley.mn.us | 952-953-2508

[View All Apple Valley Actions](#)

Belle Plaine 

Date action report first entered: 05/03/2018

Date of last report update: 05/08/2018

Year action initially completed: 2018

Action completed after joining GreenStep? Yes

Implementation details:

Staff have drafted an energy use and waste reduction & recycling policy based on model policies from other GreenStep cities. The draft policy is under departmental review and will be forwarded to a Council worksession for discussion shortly. In addition, packets are distributed electronically. Packet for appointed boards, committees, and commissions are only printed upon request of individual appointees. The City is reviewing updates to the Council Chambers which include proposed technology updates which includes acquisition of tablets for use at the diaz. The updates are proposed for 2018.

[view file](#)

For more information contact:

Laura Blue (City staff) | lblue@ci.belleplaine.mn.us | 952-873-5553

[View All Belle Plaine Actions](#)

Bemidji ★

Date action report first entered: 10/29/2012

Date of last report update: 06/17/2016

Implementation details:

In spite of the challenges that come with being in greater Minnesota with less access to competitively priced alternatives for sustainable procurement, Bemidji has created an administrative policy that specifies the purchasing of EnergyStar and recycled paper for city functions whenever practicable.

[view file](#)

For more information contact:

Michelle Miller (City staff) | michelle.miller@ci.bemidji.mn.us | 218-759-3561

[View All Bemidji Actions](#)

Bloomington ★

Date action report first entered: 05/01/2018

Date of last report update: 05/01/2018

Year action initially completed: 2013

Action completed after joining GreenStep? No

Implementation details:

The City has established administrative practices to purchase recycled-content office paper and other office supplies to reduce waste. Additionally, the Finance department has determined purchasing standards for investments such as maintenance equipment, fleet vehicles, and appliances to reduce energy consumption and increase efficiency.

Descriptive links:

https://www.bloomingtonmn.gov/sites/default/files/media/table_3A.pdf

[view file](#)

For more information contact:

Mary Hurliman (City staff) | mhurliman@BloomingtonMN.gov | 952-563-8730

[View All Bloomington Actions](#)

Delano ★

Date action report first entered: 04/05/2012

Date of last report update: 05/13/2016

Implementation details:

The City and Delano Municipal Utilities have adopted administrative practices to purchase only EnergyStar certified equipment and

appliances and to purchase paper containing at least 30% post-consumer recycled content.

For more information contact:

Phil Kern (City staff) | pkern@delano.mn.us | 763-972-0565

[View All Delano Actions](#)

Duluth ★

Date action report first entered: 06/04/2014

Date of last report update: 06/04/2014

Implementation details:

The City of Duluth purchases EnergyStar certified equipment and appliances and 30% post-consumer content recycled paper.

For more information contact:

Alex Jackson, Energy Coordinator (City staff) | ajackson@DuluthMN.gov | 218-730-4433

[View All Duluth Actions](#)

Eden Prairie ★

Date action report first entered: 04/06/2012

Implementation details:

Through Anchor Paper the city purchases paper containing at least 30% post-consumer recycled content. The city also has an administrative practice purchases Energy Star certified equipment.

For more information contact:

Tania Mahtani (City staff) | tmahtani@edenprairie.org | 952-949-8413

Partners:

Anchor Paper

[View All Eden Prairie Actions](#)

Farmington ★

Date action report first entered: 08/05/2011

Implementation details:

1a) The City only purchases Energy Star computers for staff. 1b) The City also purchases paper that contains a least 30% post-consumer recycled content.

Outcome measures/metrics:

The computers are energy efficient and paper is recycled.

For more information contact:

Adam Kienberger (City staff) | akienberger@ci.farmington.mn.us | 651-280-6820

[View All Farmington Actions](#)

Fergus Falls ★

Date action report first entered: 01/14/2016
 Date of last report update: 01/14/2016

Implementation details:

The City of Fergus Falls purchases our computer paper through Lakes Country Service Cooperative. The paper does contain at least 30% post-consumer recycled content. The refrigerator recently purchased for an employee breakroom is EnergyStar certified.

For more information contact:

Len Taylor (City staff) | len.taylor@ci.fergus-falls.mn.us | 218-332-5418

[View All Fergus Falls Actions](#)

Fridley ★

Date action report first entered: 12/06/2017
 Date of last report update: 12/06/2017
 Action completed after joining GreenStep? Yes

Implementation details:

The City of Fridley complies with the State law to purchase paper with a minimum of 30% post-consumer recycled content. All water heaters purchased by the City of Fridley are EnergyStar water heaters.

For more information contact:

Rachel Workin (City staff) | rachel.workin@fridleymn.gov | 763-572-3594

Partners:

Anoka County

[View All Fridley Actions](#)

Golden Valley ★

Date action report first entered: 06/27/2017
 Date of last report update: 07/26/2018
 Year action initially completed: 2017
 Action completed after joining GreenStep? Yes

Implementation details:

In 2017, new sustainable purchasing guidelines were sent out to all City employees. These guidelines included specifications for the purchase of EnergyStar and WaterSense certified products, Green Seal, EcoLogo and/or US EPA Safer Choice cleaning products, and at least 30% recycled-content paper. In 2018, the City replaced floor mats in their General Service area with new mats that were made from 35% recycled material.

[view file](#)

For more information contact:

Marc Nevinski (City staff) | mnevinski@goldenvalleymn.gov | 763-593-8008

[View All Golden Valley Actions](#)

Hopkins ★

Date action report first entered: 11/22/2010

Implementation details:

Hopkins currently follows Minnesota's state statutes on purchasing EnergyStar certified equipment as well as purchasing 30% post-consumer recycled paper. There is no specific policy in place but Hopkins is looking into it and should be in place within the next year.

For more information contact:

Amy Domeier (City staff) | Adomeier@hopkinsmn.com | 952-548-6304

[View All Hopkins Actions](#)

Jordan ★

Date action report first entered: 04/19/2017

Date of last report update: 04/19/2017

Year action initially completed: 2017

Action completed after joining GreenStep? Yes

Implementation details:

A memorandum was sent to all city staff, the City Council, and City Commissions formalizing an administrative policy regarding purchasing appliances and supplies. Future purchases of all city office appliances and supplies will be energy star rated or at least 30% post-consumer recycled paper respectively. City staff are also encouraged to make other sustainable purchasing decisions where practicable.

[view file](#)

For more information contact:

Lauren Walburg (City staff) | lwalburg@jordanmn.gov | 952-492-7928

[View All Jordan Actions](#)

Lexington ★

Date action report first entered: 08/26/2015

Date of last report update: 09/28/2015

Implementation details:

We have already using EnergyStar certified equipment and appliances. WE also use paper that are at least 30% recycled paper

Descriptive links: BP 1 Action A&B

For more information contact:

Peggy McNamara (City staff) | pmlexington@comcast.net | 763-784-2792

[View All Lexington Actions](#)

Marshall ★

Date action report first entered: 03/29/2016

Date of last report update: 03/29/2016

Implementation details:

The City of Marshall has an administrative practice of purchasing Energy Star rated equipment and appliances, whenever they are available. Several years ago they started to move toward using recycled paper in their printers and copiers, but had some negative experiences with dust, jamming and warranty issues. Knowing that the quality of recycled paper has improved, they are committed to move forward with utilizing at least 30% post-recycled content paper and are soliciting feedback from other GreenStep Cities to see what brands they are using, what experiences they have had over the years, and any other recommendations that Marshall should consider. Once a cost effective and proven brand has been identified it will be tested in several printer/copiers for reliability. At that time Marshall will adopt guidelines to purchase at least 30% post-recycled content paper along with their current commitment to buy energy star rated equipment.

Outcome measures/metrics:

Monthly tracking of print and copy jobs processed with a goal of lowering paper consumption over time.

For more information contact:

Ben Martig (City staff) | Ben.Martig@ci.marshall.mn.us | 507-537-6760

Partners:

Marshall GreenStep Committee

[View All Marshall Actions](#)

North Saint Paul ★

Date action report first entered: 09/03/2015

Date of last report update: 09/03/2015

Implementation details:

The following Environmentally Preferable Purchasing policy has been included in the City's Financial Management Plan under purchasing: Recycled Paper Products and Recycled-Content Products The City of North Saint Paul will purchase paper products containing the highest post-consumer content practicable, but no less than 30% recycled-content for copy paper, the minimum recycled content standard established by the US EPA Comprehensive Procurement Guidelines. The city shall purchase other products made with recycled material whenever possible and economically feasible. Energy Saving Products All appliances and products purchased by the city for which the US EPA Energy Star certification is available will meet Energy Star certification, provided such products are available and financially feasible. Examples include lighting systems, exhaust fans, water heaters, computers, exit signs, refrigerators, dishwashers, and microwave ovens. Water Saving Products Water-using products purchased by the city will meet the US EPA's WaterSense certification standards when such products are available and financially feasible. Examples include toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

For more information contact:

Keith Stachowski (City staff) | Keith.Stachowski@northstpaul.org | 651-747-2423

[View All North Saint Paul Actions](#)

Oakdale ★

Date action report first entered: 04/07/2015
 Date of last report update: 04/07/2015

Implementation details:

City employees follow environmentally friendly purchasing guidelines when buying paper, supplies, and equipment. Specifically employees must purchase 30% recycled content paper and Energy Smart appliances whenever possible and economically feasible.

Outcome measures/metrics:

City employees have pooled many supplies into one central location to reduce duplication of items.

[view file](#)

For more information contact:

Jen Hassebroek (City staff) |
 jen.hassebroek@ci.oakdale.mn.us | 651-730-2723

[View All Oakdale Actions](#)

Red Wing ★

Date action report first entered: 06/05/2011

Implementation details:

The newly renovated kitchen at the Public Works department has all new energy star certified equipment. The city does not have a specific policy in place about purchasing only energy star certified appliances, but rather it is implied. It is the personal policy of the City's Deputy Director of Public Works and the Public Works Specialist, who are in charge of purchasing paper products, to purchase only products of 30% post-consumer recycled content.

Outcome measures/metrics:

Tracking purchases for paper supplies annually.

For more information contact:

Paul Drotos (City staff) | paul.drotos@ci.red-wing.mn.us |
 651-410-6744

[View All Red Wing Actions](#)

Rochester ★

Date action report first entered: 05/09/2013

Implementation details:

Rochester is currently working on developing and adopting a purchasing policy that would require city departments to, when financially feasible, available, and practicable to purchase EnergyStar certified equipment for use in its buildings. The policy would also include the requirement of city departments to purchase paper containing at least 30% post-consumer recycled and content or higher, again when it is financially feasible, available, and practicable. Rochester has been an early adopter of green initiatives and aims to enact this policy and hold it with high regard.

[View All Rochester Actions](#)

Rogers ★

Date action report first entered: 02/05/2014

Implementation details:

For a few years now, the City of Rogers has had a practice of purchasing only Energy Star certified products when buying new appliances or equipment. For 2014, the City intends to make it a practice to purchase only recycled-content paper and notepads, with at least 30% or more (if economically feasible) post-consumer content.

For more information contact:

Mike Bauer (City staff) | mbauer@ci.rogers.mn.us | 763-428-1033

[View All Rogers Actions](#)

Saint Anthony ★

Date action report first entered: 05/05/2011

Implementation details:

The City offices purchase at least the 30% post-consumer recycled content paper products. The City has eliminated 50% of its paper towel waste through the addition of bathroom hand dryers.

Outcome measures/metrics:

Reduced paper product consumption and cost savings.

[view file](#)

For more information contact:

Jay Hartman (City staff) | jay.hartman@ci.saint-anthony.mn.us | 612-782-3314

[View All Saint Anthony Actions](#)

Saint Paul ★

Date action report first entered: 04/30/2016

Date of last report update: 04/30/2016

Implementation details:

The City of Saint Paul purchases paper containing at least 30% post-consumer recycled content whenever practicable. The City leases its computers (both desktops and laptops). All of the computers are Energy Star compliant. In addition, all of the laptops are EPEAT™ Gold (US only), ENERGY STAR® 6.1, GREENGUARD®, and RoHS-compliant.

For more information contact:

Ana Vang (City staff) | ana.vang@ci.stpaul.mn.us | 651-266-8536

[View All Saint Paul Actions](#)

Sartell ★

Date action report first entered: 12/07/2017

Date of last report update: 12/12/2017

Action completed after joining GreenStep? No

Implementation details:

The City complies with purchasing 30% post consumer recycled paper as mandated by State law. The city purchases energy star products whenever possible with a goal of enacting a policy for Environmentally Preferable Purchasing.

For more information contact:

Nate Keller (City staff) | nate.keller@sartellmn.com | 320-258-7316

[View All Sartell Actions](#)

Victoria ★

Date action report first entered: 05/01/2014

Date of last report update: 04/20/2015

Implementation details:

The city uses 30% recycled paper for all office uses. The new city hall building has energy-star equipment. The city adopted a purchasing policy that states OFFICE PRODUCTS – GENERAL • Erasable boards – alternative to paper flip charts • Solar powered calculators and other devices – eliminate the need for batteries • Refillable pens, pencils, and tape dispensers – eliminate waste • Reuse file folders and binders – applying new labels extends usefulness • E-mail – alternative to paper memorandums • Double-sided copies – reduce paper waste • Reusable kitchen dishware – reduce waste • Purchase products in reusable, refillable, or returnable containers – containers may be sent back to the vendor for reuse COPY PAPER AND ENVELOPES • Recycled content – when possible, purchase 100% post-consumer paper • Chlorine-free paper – buying chlorine-free paper reduces pollution - choose paper labeled as “Processed Chlorine-Free” (PCF) • White and pastel paper – fluorescent and dark colors are harder to recycle OFFICE MACHNIES • Printers – choose printers with duplex units to save paper • Printer toner cartridges – purchase remanufactured toner cartridges from supplies that will reuse spent cartridges

Outcome measures/metrics:

OFFICE PRODUCTS – GENERAL • Erasable boards – alternative to paper flip charts • Solar powered calculators and other devices – eliminate the need for batteries • Refillable pens, pencils, and tape dispensers – eliminate waste • Reuse file folders and binders – applying new labels extends usefulness • E-mail – alternative to paper memorandums • Double-sided copies – reduce paper waste • Reusable kitchen dishware – reduce waste • Purchase products in reusable, refillable, or returnable containers – containers may be sent back to the vendor for reuse COPY PAPER AND ENVELOPES • Recycled content – when possible, purchase 100% post-consumer paper • Chlorine-free paper – buying chlorine-free paper reduces pollution - choose paper labeled as “Processed Chlorine-Free” (PCF) • White and pastel paper – fluorescent and dark colors are harder to recycle OFFICE MACHNIES • Printers – choose printers with duplex units to save paper • Printer toner cartridges – purchase remanufactured toner cartridges from supplies that will reuse spent cartridges

[view file](#)

For more information contact:

Paul Moretto (City staff) | pmoretto@ci.victoria.mn.us | 952-443-4210

Partners:

EnergyStar

[View All Victoria Actions](#)

White Bear Lake ★

Date action report first entered: 04/30/2014

Implementation details:

The City adopted an EPP policy on 4/22/2013. The policy encourages an increase in purchasing that reflects the City's commitment to sustainability and includes areas that relate to 1. Recycled Paper Products and Recycled-Content Products 2. Waste Minimization 3. Energy Saving Products 4. Water Saving Products and 5. Cleaning Products.

[view file](#)

For more information contact:

Connie Taillon (City staff) | ctaillon@whitebearlake.org | 651-429-8564

[View All White Bear Lake Actions](#)

Woodbury ★

Date action report first entered: 04/27/2013

Implementation details:

The city currently purchases Energy Star appliances, computer equipment and printers for which Energy Star certification is available. The city's IT department uses a virtual server that reduces the amount of hardware, battery, and energy use compared to a traditional server. Water saving products purchased by the city meet the WaterSense certification when such products are available. All city departments purchase printing paper containing at least 30% post-consumer recycled content. Cleaning products purchased by the City meet Green Seal, Ecologo, and/or U.S. EPA Design for the Environment cleaning product standards if such products are practicable, available, and perform to an acceptable standard. Contracted cleaning staff utilizes the same standards for cleaning products in all city buildings. In addition, cleaning products are dispensed using a meter so the correct portion of cleaners is utilized.

For more information contact:

Jennifer McLoughlin (City staff) | jmcloughlin@ci.woodbury.mn.us | 651-714-3522

[View All Woodbury Actions](#)

Crystal pending

Date action report first entered: 04/19/2016

Date of last report update: 04/19/2016

Implementation details:

As HVAC equipment and appliances wear out and are replaced, they are replaced with energy efficient/Energy Star equipment and appliances.

[View All Crystal Actions](#)

New Germany pending

Date action report first entered: 04/12/2017
 Date of last report update: 04/12/2017
 Year action initially completed: tm
 Action completed after joining GreenStep? No

Implementation details:

This Purchase Policy is designed to provide guidance to the staff involved in the purchasing process. They set forth the authorities and responsibilities of those participating in the system and outline the requirements of pertinent statutes and regulations.

For more information contact:

Twyla Menth (City staff) | ngcityhall@gmail.com | 952-353-2488

[View All New Germany Actions](#)

Scandia pending

Date action report first entered: 12/12/2018
 Date of last report update: 12/12/2018
 Year action initially completed: 2018
 Action completed after joining GreenStep? Yes

Implementation details:

The City Council passed a resolution to update the purchasing policies. An objective to purchase sustainable whenever practicable and a section addressing sustainable purchasing were added to the policy

[view file](#)

For more information contact:

Neil Soltis (City staff) | n.soltis@ci.scandia.mn.us | 651-433-2274

[View All Scandia Actions](#)

Sherburn pending

Date action report first entered: 10/26/2018
 Date of last report update: 10/26/2018
 Year action initially completed: 2017
 Action completed after joining GreenStep? Yes

Implementation details:

New printers and copiers were purchased that have an energy star certified and they go into energy saver mode after a specific period of time. We also try to make we are purchasing paper that has recycled content.

For more information contact:

Kym Christiansen (City staff) | kym.christiansen@cityofsherburn.com | 507-764-4491

[View All Sherburn Actions](#)

West Saint Paul pending

Date action report first entered: 01/09/2019
 Date of last report update: 01/09/2019
 Year action initially completed: 2018
 Action completed after joining GreenStep? Yes

Implementation details:

Upon review and inventorying for the GreenStep program, staff worked with all departments and City Council to develop and adopt a Sustainable Purchasing policy.

[view file](#)

For more information contact:

Dave Schletty (City staff) | DSchletty@wspmn.gov | 651-552-4152

[View All West Saint Paul Actions](#)

pending means a star rating has not yet been assigned to this city

[Minnesota Pollution Control Agency](#) | [Contact](#) | [Web site policy](#) | [click here to report a bad web link](#)
