



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** POLICIES ON SUSTAINABILITY AND SUSTAINABLE PURCHASING  
**DATE:** NOVEMBER 3, 2023

---

Passing policies as unifying guidance for staff, boards, and citizens is one of the major tenants of a City Council. It is through policies passed that staff and boards may make decisions that act in accordance with the wishes of the City Council without having to directly asked whenever a situation comes up. Policies also help guide Council when reviewing concerns brought by citizens so that the Council is able to act in a consistent manner, treating all requests in a similar manner.

In 2022, the City joined the Green Steps program. As part of this program, I was named the Green Steps Coordinator for the City and the Planning Commission was designated as the Green Steps Coordination Team for the City. Part of the Coordination teams responsibility is to review the progress of the City over the previous year and to set goals for the future. In 2023, the Planning Commission tasked staff with working on two best practices to advance the City to Step 3. Those two practices are:

- Best Practice 15.1, which deals with sustainable purchasing on behalf of the City.
- Best Practice 25, which deals with green business development. We would need two from this category.

As part of Best Practice 15.1, City staff has put together the attached Sustainability Policy and the attached Sustainable Procurement Policy. These policies were created to show New Prague commitment to being responsible with resources, whether they are financial resources or natural resources. The Planning Commission reviewed these policies and asked to make sure the Sustainable Procurement Policy made mention of trying to buy from local New Prague businesses when possible. That language has been added. With that in mind, the Planning Commission voted 3-2 to recommend approval of these two policies.

### **Recommendation**

Staff recommends approval of the Sustainability Policy and the Sustainable Procurement Policy.