



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes

Energy Plan Commission.

Wednesday, November 20, 2019

11:00 AM

CALL TO ORDER

The meeting started at 11:00 am.

ROLL CALL

Commissioners: Fosam Foncham, Brian Hinderliter, Nate Lacoursiere, Alison Hoxie, Gary Olson, Mindy Granley, Maria Jose Gomez Quijano.

Absent: None

WELCOME & EPC's CHARGE

Mayor Larson welcomed the Commissioners and shared her vision for this newly established Commission.

THE ROLE OF A COMMISSION

Chelsea Helmer, City Clerk, handed out newly developed Commissioner's handbooks and explained that the City of Duluth is currently revamping their boards and commissions program. She went through the main sections of the handbook including purpose, member expectations, open meeting law, code of conduct, roles and responsibilities, and the City's organizational structure. She explained that Alex Jackson, Energy Coordinator, and Jennifer Ondrik, Facilities Administrative Specialist, would act as staff liaisons and be the link between the commission, city administration, and the City Council. She further explained that the first order of business would be to create bylaws that govern meetings and set a standard meeting time.

ADMINISTRATIVE ITEMS - BYLAWS, OFFICERS, MEETING SCHEDULE

The Commission determined a special meeting would be held next month to further focus and address the bylaws, officer selections, and set the meeting schedule.

ENERGY PROJECT REVIEW

Alex Jackson, Energy Coordinator, gave a historical account of the Cities administrative actions as related to the reduction of greenhouse gas emissions. He explained how the Cities Energy Fund functions to pay for projects related to energy savings. In 2008, specialty grant funds were used to pay for energy audits for 86 city owned building and facilities, performed by a professional energy audit service company. These program funds were also used to hire an Energy Coordinator (Alex's position). Alex and Erik Birkeland then explained recent and current strategies for identifying energy saving projects.

CLIMATE SMART OVERVIEW

Erik Birkeland explained the Climate-Smart Municipalities program. This three-year program is organized by the University of Minnesota's Institute on the Environment and the German state of North Rhine-Westphalia with the goal of pairing together municipalities from the two states in order to work together towards the common goal of increasing energy efficiency. Duluth is paired with Siegen, a city in North Rhine-Westphalia comparable to Duluth in size and topography. Siegen's work on improving local sustainability has largely been focused on the development of renewable energy sources; this complements Duluth's concentration on increasing energy efficiency, allowing the two cities to learn from one another's successes as Siegen progresses in efficiency and as Duluth takes aim at renewable resources. Facilities has hosted several exchange students over the past several years. These international engineering interns come here to gain technical real world experience.

FUTURE ENERGY PROJECTS & PRIORITIES

Mike LeBeau, Construction Project Supervisor spoke to the Commission regarding the vision for how the Commission can assist the Projects Team with translating these energy goals into internal policies. He informed the group that in future meetings he plans on conducting an in-depth analysis of the energy tracking system, Energy Manager, as well as further explaining the carbon baseline data.

PUBLIC COMMENT

None.

ADJOURN

There was a motion to adjourn the meeting at 4:45 PM, M/S/C.