

Energy Plan Commission

Meeting Minutes January 19, 2022
Regular Meeting (WebEx)

Attendance: Commissioners: Alison Hoxie, Gary Olson, Cassandra Theisen, Robert Reichert.
Absent: Brian Hinderliter, Fosam Foncham, Nate Lacoursiere.

City Staff: Mindy Granley, Sustainability Officer; Mike LeBeau, Construction Project Supervisor; Alex Jackson, Energy Coordinator; Jim Filby Williams, Director – Property, Parks, & Libraries; Jennifer Ondrik, Administrative Specialist.

Call to Order:

The meeting started at 4:05 pm.

New Business:

2022 Meeting Schedule - The Commission reviewed and adopted the proposed 2022 regular meeting schedule. The Energy Plan Commission will meet *everyother* month on the third Wednesday at 4:00 PM. **VOTE: 4 – Yes, 0 - No**

Officer Elections - The Commission elected Cassie Thiesen to serve as Chair for 2022 and agreed to table to the vote for Vice Chair until the March meeting. **Vote: 4 – Yes, 0 – No.**

City Hall Mechanical, Electrical, Plumbing Project (MEP) - Mike LeBeau gave a brief update on the goals and objectives of the City Hall MEP Project. He explained that the City considered chilled beam technology but instead chose a highly efficient closed-loop water source heat pump system which will allow heat-sharing throughout the building and have lower ongoing maintenance costs.

Energy Coordinator Updates – Alex Jackson reported that he has been very involved with the City Hall MEP Project. The energy improvements have been completed at the West Duluth Police Station. He explained that the project design concepts were developed by Commissioner Hoxie's former college students and offered to provide a tour of the facility to all once COVID restrictions are lifted. The overall goals of the project were to reduce energy use and increase comfort levels for employees within the building. Lastly, he reported that he has been working Kaija Roy, former GreenCorps member, now with CR-BPS, to unscramble the MN Power data management tracking systems.

Sustainability Update – Mindy provided a lengthy update of the work she has been tackling over the last two months (see attached report). She thanked the Commission for their efforts and contributions on the Building Owner Performance Requirements and informed the group that this Policy was approved by CAO Schuchman effective November 5, 2021. She briefed the Commission on the Climate Action Workplan (CAWP) framework and strategies and indicated that she would be presenting to the City Council on February 14th, 2022. Once the CAWP is approved by City Council we will be able to share it with the Commission. Lastly she reported on the continued efforts with the Fleet work group on the development of vehicle replacement standards and increased funding strategies.

Old Business:

2021 Year in Review – Commissioners Hoxie & Theisen prepared a draft version of the 2021 activities and accomplishments of the EPC. This document will be emailed out following the January meeting for review and will be finalized and voted on at the March meeting.

Future Meeting Topics / Announcements:

Commissioner Reichert would like to devote some time at the March meeting to discuss the Climate Action Work Plan assuming it is approved by City Council.

Public Comment:

A member of the public would like to hear more about the proposed district chiller loop at a future meeting.

Adjournment:

There was a motion to adjourn the meeting at 5:12 PM, M/S/C.