

ENERGY AND ENVIRONMENT COMMITTEE

Tuesday, May 24, 2022 5:00 PM – 6:30 PM

**Wayzata City Hall
600 Rice Street East
Wayzata, MN 55391**

1. Roll Call
2. Approve Agenda
3. Approve April 26, 2022 Minutes
4. Discuss Municipal Solar Workshop
5. Discuss Extending Energy Action Plan
6. Update on Residential Strategy (Amy, Lauren, Lily)
7. Update on Business Energy Savings Campaign (Polly, KC, Jeff)
8. Update on Multi-Family Strategy (Polly and Lauren)
9. Update on Municipal Strategy (Staff, KC, Amy, Polly)
10. Additional Updates on Energy Action Plan
11. Next Meeting – June 28, 2022
12. Adjournment

Energy and Environment Committee
2022 Minute Schedule

January 25 – Staff

February 10 – Staff

March 29 – Leith

April 26 – Andersen

May 24 – Chermak

June 28 – Chute

July 26 – Nothom

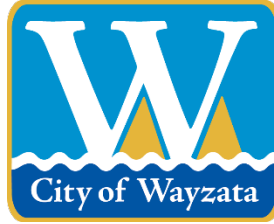
August 23 – Steiner

September 27 – Leith

October 25 – Andersen

November 22 – Chermak

December 27 – Chute



ENERGY AND ENVIRONMENT COMMITTEE

Meeting Minutes

Thursday, April 26, 2022

5:00 – 6:30 PM

1. Roll Call

Committee attendees included: Polly Andersen, Dr. Edmund Chute, Lauren Lindelof, KC Chermak, and Amy Steiner.

Wayzata city staff member: Nick Kieser, Parks Planner

Councilmember: Councilmember, Jeff Buchanan

2. Approve Agenda

The Committee approved the agenda as shown with the addition of a discussion item regarding No Mow May. Motion passed 5-0.

3. Approve February 10, 2022 Minutes

The Committee approved the draft meeting minutes as shown. Motion passed 5-0.

4. Appoint Vice Chair and Approve Secretary Roles

The Committee nominated Amy Steiner as Vice Chair and approve the proposed rotating role list for the secretary role for 2022. Motion made by Andersen, seconded by Chute, passed 5-0.

5. Discuss Municipal Solar Proposals

The Committee discussed the goal to bring forward a recommendation for municipal rooftop solar to a Council workshop. The Committee also discussed the three proposals received by the City from solar installation companies and discussed which company to move forward with to the Council workshop.

Motion made by Steiner, seconded by Chute, to move forward with the Blue Horizon Energy proposal. Motion passed 5-0. Staff will let Blue Horizon know of the vote and also let Cedar Creek and All Energy know of the Committee's decision.

Committee then discussed the priorities for the city – what are they? Could priorities include a goal to maximize reducing greenhouse gas emissions? Right now, the primary focus is on cost savings. More we do now, more we save. Electric energy means energy savings immediately. Discussed the benefits today

and the residual benefits. A solar survey was also completed, but these results will only be used to inform the Committee's future plans for 2023.

6. Update on Residential Strategy

The contract with the Center for Energy and Environment for 50% buy downs on Home Energy Squad visits has been executed and will be promoted through City channels.

7. Update on Business Energy Savings Campaign

The business blitz that occurred with Energy Smart totaled approximately 25 businesses to sign up for an audit. Discussed next steps – which businesses did the recommendations? How do we reach out to them for Sustainable Champion logo awards? Discussion on effort to meet with Energy Smart and include Sustainability Champion logo.

8. Update on Multi-Family Strategy

The Committee discussed the potential for further media engagement for multi-family residents, but no decision was made. Andersen and Lindelof plan to reach back out to multi-family buildings for whole building audits. They hope to do this over the summer months.

All 300 Xcel Energy Lighting kits were used by Wayzata's multifamily buildings. The average household saves approximately \$225 per year with LED lighting. If we say that an average apartment uses all LED lighting from the kit, we can estimate at least \$100 per year – or \$50,000 per year. Staff will work with Xcel Energy to get more of the LED rental kits.

9. Update on Municipal Strategy

Staff noted that the EV Fleet Study began April 1, 2022. The report and end results are expected in July or August and will include a transition plan "ranking" on how efficient and cost-reducing it would be for each vehicle in the city-owned fleet. The report will also include EV charging station information. The results will help determine future conversations about what to include in the City's CIP.

Staff updated the Committee that the inclusion of LED lighting for municipal buildings will be proposed in the 2023 CIP budget. The Public Works building has been updated with all free LED lighting. There are further opportunities, but they need to be budgeted for and planned.

The Committee discussed the opportunity to remove large streetlights that are placed at the end of streets where there is no intersection. Discussion on light "noise." What about removing the one utility light at the end of Chicago Ave. N where all the development is going on?

10. Discuss Extending Energy Action Plan

The Committee noted that the EAP expires at the end of June. The questions proposed to the Committee is, do we want to extend the Partners in Energy program into December? This extension could include work with the schools and churches. Discussed the energy workshop geared toward residents in the fall. Discussed the topic of volunteer hours and the ability of the Committee to meet current obligations with multifamily, businesses, and workshop items. Decided to table this until next meeting.

11. Update on City Tree Inventory

Staff updated that the City tree inventory was completed with a County grant. City discovered Emerald Ash Borer in many trees inventoried. Many are in Klapprich, Shaver, Big Woods, and Nature Center parks. The City is creating a plan to remove the EAB trees so the disease does not spread as quickly. Some trees are being treated, some are being removed based on the current health of the tree.

12. Tree Event

Staff noted the tree event that was held in April was successful and the remaining trees are now at the Public Works gravel bed nursery to be planted within the City in the future.

13. Parks Rezoning

Staff stated that the Parks Rezoning effort will be on the May 17 City Council meeting agenda for discussion.

14. Additional Updates on Energy Action Plan

No additional updates were noted by the Committee.

15. Additional updates on Lectures, Workshop, Webinars.

No additional updates were noted by the Committee

16. No Mow May

The Committee discussed the idea of No Mow May and the possibility of bringing this idea forward in 2023.

16. Next meeting May 24, 2022.

17. Adjournment

Meeting adjourned at 6:31 pm.



APPENDIX 1: IMPLEMENTATION WORK PLAN

This appendix gives additional detail on the timing for each strategy and will serve as a work plan for the Energy Action Team and Partners in Energy to prioritize resources over the next 18 months.

Strategy Summary

Municipal Building Strategies

1. Track building energy use with B3 benchmarking
2. Make energy efficiency upgrades in City buildings
3. Support renewable energy in municipal buildings
4. Recognize and celebrate City successes
5. Explore municipal electric vehicle fleet and charging options

Private Building Strategies

1. Create resources web page for building owners and developers on City website
2. Promote renewable energy opportunities and free assessments for businesses
3. Conduct outreach to faith organizations
4. Create a green recognition program
5. Integrate energy efficiency and renewable energy into City development review processes

Multi-Family Strategies

1. Conduct one-on-one outreach to building owners and managers

Residential Energy Strategies

1. Update city website for residents to access energy information
2. Conduct an energy savings campaign
3. Conduct a renewable energy outreach campaign
4. Conduct outreach to under-resourced households
5. Host energy workshops

6. Host electric vehicle showcase events
7. Promote school energy curriculum opportunities
8. Expand electric vehicle access and education.

Strategy Tables

Municipal Building Strategies

Strategy:		1: Track building energy use in B3 Benchmarking	Roles	Targets
Tactics	A	Complete one year's worth of B3 benchmarking for all municipal buildings to show baseline.	Lead: City Staff Support: Partners in Energy and Xcel Energy	January 2021 through December 2021.
	B	Develop a complete list of buildings with high potential for savings or buildings in need of energy efficiency updates using B3 data.	Lead: City Staff	Collaborate with City building staff to co-create a list by March 2021.
	C	<ul style="list-style-type: none"> • Share the story to the public describing why Wayzata is beginning benchmarking, lessons learned, opportunities discovered, and how it relates to the Energy Action Plan. • Use the story to invite non-municipal buildings to participate in benchmarking. 	Lead: City Staff	Work with city communications to write and share the story by June 2021.
	D	Annually benchmark as a part of Wayzata's regular processes.	Lead: City Staff	Ensure the process lives in staff workplans for 2022–2025.
Timeline:		Launch January–March 2021, ongoing through 2025		

Strategy:		2: Make energy efficiency upgrades in City buildings		Targets
Tactics	A	Use benchmarking list from tactic 1B to identify buildings for which an energy audit would be most useful.	Lead: City Staff	Prioritize buildings for audit by Q3 2021.
	B	Work with Xcel Energy and CenterPoint Energy Account Managers to identify qualifying audit programs.	Lead: City Staff	Schedule three audits from Q4 2021 through Q2 2022.
	C	From each audit, identify projects that will have the highest return on investment or overlap with other renovations or city priorities. Recommend implementation of projects to the appropriate department or committee.	Lead: City Staff	Present reports and recommendations for three projects in 2022.
	D	Record energy savings from completed projects through annual benchmarking and report successes to city staff, council, commissions, and committees.	Lead: City Staff	Report through annual or quarterly meetings at the end of 2022.
Timeline:		Launch April–June 2021, ongoing through 2025		

Strategy:		3: Support renewable energy in municipal buildings	Roles	Targets
Tactics	A	Review available renewable energy program options and identify three subscription or on-site programs for an initial cost estimate of those to bring to City Council.	Lead: Energy and Environment Committee Support: City Staff	Three cost estimates presented to City Council in 2023.
	B	Encourage implementation of one of the renewable energy options established on City Council's reactions from tactic 3A and identify a project lead and approval process.	Lead: Energy and Environment Committee Support: City Staff	Seek approval for one renewable energy subscription or onsite implementation per year.
Timeline:		Launch October–December 2022, implementation 2023–2025		

Strategy:		4: Recognize and celebrate City successes	Roles	Targets
Tactics	A	Following the launch of the Energy Action Plan, seek recognition programs for the accomplishments of Wayzata's energy initiatives. <ul style="list-style-type: none"> • GreenSteps Cities • LEED for Cities and Communities • SolSmart 	Lead: Energy and Environment Committee Support: City Staff	Spring 2021 through 2025
	B	Collaborate with communications for a quarterly success story beginning with the launch of the Energy Action Plan.	Lead: Energy and Environment Committee Support: City Staff	2021–2025
Timeline:		Launch April–June 2021, ongoing through 2025		

Strategy:		5: Explore municipal electric vehicle fleet and charging options	Roles	Targets
Tactics	A	Participate in a fleet study which identifies opportunities to phase in electric vehicles. Get approval from council to move forward with a study.	Lead: City Staff Support: Partners in Energy	Seek council approval by April 2021.
	B	Present and seek approval on considerations from the fleet study for implementation in years 2022–2025 budgets and work plans.	Lead: City Staff Support: Partners in Energy	1–2 fleet upgrades or charging options per year.
Timeline:		July 2021–July 2022		

Private Building Strategies

Strategy:		1: Create resources webpage for building owners and developers on City website	Roles	Targets
Tactics	A	<p>Updated website will include the following:</p> <ul style="list-style-type: none"> • Renewable energy programs and offerings available for existing buildings • City incentive programs • Success stories of buildings participating in energy audits or renewable programs showing measurable results in savings or benefits from project • Utility new construction programs, with cross-promotion on the permits and planning web pages 	<p>Lead: City Staff</p> <p>Support: Partners in Energy, Energy and Environment Committee</p>	<p>Page language and photos to Communications May 2021.</p> <p>Two testimonials from Wayzata businesses or nonprofits by December 2021.</p>
	B	<p>Review and update website with any program changes or new information.</p>	<p>Lead: City Staff</p> <p>Support: Communications Staff</p>	<p>Two times per year beginning in Q4 2021.</p>
Timeline	January–March 2021, ongoing updates when new information is available			

Strategy:		2: Promote renewable energy opportunities and free assessments for businesses	Roles	Targets
Tactics	A	Create marketing materials for one-on-one outreach to businesses to recognize available renewable energy participation options, free assessments, and benefits of both. Focus on audiences of businesses who own and rent space, building owners and landlords, and vacant properties.	Lead: Partners in Energy	Materials created and approved by June 2021.
	B	Identify and recruit volunteers, Chamber of Commerce staff, and energy action team members to distribute materials to business owners.	Lead: Energy and Environment Committee	Mobilize group to distribute materials by August 2021.
Timeline:		March–December 2021		

Strategy:		3: Conduct outreach to faith organizations	Roles	Targets
Tactics	A	Develop a contact list of faith organizations and identify organizations who own their worship facilities and who have green teams, climate committees, or other..	Lead: Energy and Environment Committee	List completion December 2021.
	B	Create a communications language and outreach plan to faith organizations who own buildings, asking them to consider an energy audit and explore money-saving and sustainable energy opportunities.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	City communications team to review/approve March 2022.

	C	Implement outreach plan and make note of communications within the contact list for future outreach knowledge.	Lead: Energy and Environment Committee	May 2022
Timeline:	October 2021–June 2022			

Strategy:		4: Create green recognition program	Roles	Targets
Tactics	A	<ul style="list-style-type: none"> Create an annual recognition process that aligns or collaborates with other Wayzata building recognitions through the City or Chamber of Commerce. Specify requirements, partners, other city departments to be involved, and how businesses benefit from recognition. 	Lead: Energy and Environment Committee Support: Partners in Energy, City Staff	Bring plan to City Council for approval in December 2021.
	B	<ul style="list-style-type: none"> Launch recognition program with a press release and push communications through Wayzata Chamber of Commerce and other communications platforms. 	Lead: Energy and Environment Committee Support: Partners in Energy, City Staff	Launch Spring 2022.
Timeline:	October 2021–March 2022, ongoing recognition in future years			

Strategy:		5: Integrate energy efficiency and renewable energy into City development review processes	Roles	Targets
Tactics	A	Use Partners in Energy New Construction toolkit to integrate program opportunities into permitting and development review processes. Develop list of opportunities.	Lead: City Staff Support: Zoning Study Task Force & Partners in Energy	Identify opportunities by May 2021. Bring to May 2021 Energy and Environment committee meeting.
	B	Incorporate Energy and Environment Committee Comments in to process review and recommendations and bring to City Council for review.	Lead: City Staff Support: Energy and Environment Committee	July 2021
	C	Identify opportunities to provide incentives to existing building owners to upgrade air quality systems. Explore potential to overlap with Tax Increment Funding. Bring to City Council along with Tactic B in this strategy.	Lead: City Staff Support: Energy and Environment Committee	July 2021
Timeline:		January–July 2021		

Multi-Family Building Strategies

Strategy:		1: Conduct one-on-one outreach to building owners and managers	Roles	Targets
Tactics	A	<p>Create or identify existing multi-family buildings list.</p> <p>Include relevant contacts such as building owners, managers, association chairs, etc.</p> <p>Cooperate with rental licensing and other city outreach that is communicating with multi-family buildings.</p>	<p>Lead: Energy and Environment Committee</p> <p>Support: City Staff</p>	List created by July 2021.
	B	<p>Build an outreach script and informational materials promoting the free assessment and benefits of the Multi-Family Building Efficiency program participation.</p>	<p>Lead: Partners in Energy</p> <p>Support: Energy and Environment Committee, City Staff</p>	Script created by July 2021.
	C	<p>Identify a staff member, intern, or volunteer to do one-on-one outreach to increase participation in the Multi-Family Building Efficiency program.</p> <p>Track response, communication, and participation.</p>	<p>Lead: Energy and Environment Committee</p> <p>Support: City Staff</p>	Begin outreach August 2021 through December 2021.
	D	<p>Follow up with contacts who have not scheduled their Multi-Family Building Efficiency program audit to consider participation and offer additional information on electric vehicle charging infrastructure benefits.</p>	<p>Lead: Energy and Environment Committee</p> <p>Support: City Staff</p>	February 2022
Timeline:		January 2021–February 2022		

Residential Energy Strategies

Strategy:		1: Update city website for residents to access	Roles	Targets
Tactics	A	<p>Updated website will include the following:</p> <ul style="list-style-type: none"> • Renewable energy programs and offerings available to residents. • City Incentive programs. • Free and low-cost home audit options. • Stories of participation in renewable and energy efficiency programs. • Electric vehicle transportation and charging options. 	<p>Lead: Partners in Energy</p> <p>Support: Energy and Environment Committee, City Staff</p>	<p>Page language and photos to Communications May 2021.</p> <p>Two residential participation stories by December 2021.</p>
	B	<p>Review and update website with any program changes or new information.</p>	<p>Lead: City Staff</p> <p>Support: Communications Staff</p>	<p>Two times per year beginning in Q4 2021.</p>
Timeline:		January–March 2021, ongoing updates when new information is available		

Strategy:		2: Conduct energy savings campaign	Roles	Targets
Tactics	A	Create and deliver utility bill inserts and social media outreach targeting residents to sign up for online billing and learn how to navigate energy information in the platform.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	August 2021
	B	Develop and launch a Home Energy Squad sign-up campaign by offering city-sponsored visits for half the cost of normal visit.	Lead: Energy and Environment Committee, Support: Partners in Energy, City Staff	Target 100 city subsidized HES visits by January 2022. Get approval from city council for \$5,000 (100 visits x \$50 cost-share).
Timeline:		January–December 2021		

Strategy:		3: Conduct a renewable energy outreach campaign	Roles	Targets
Tactics	A	Identify two renewable energy programs that Wayzata residents can participate in and create promotional materials, incentives, and communication plan/timeline.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	February 2021
	B	Launch campaign and promote: <ul style="list-style-type: none"> • City communications platforms. • Energy and Environment Commission and Energy Action Team Promotion through networks. • Neighborhood organization leads or National Night Out captains. • Faith groups with energy or climate committees. 	Lead: Energy and Environment Committee Support: City Staff	Distribute communications and materials in March 2021.
Timeline:		August 2021–February 2022		

Strategy:		4: Conduct outreach to under-resourced households	Roles	Targets
Tactics	A	Identify social service organizations, under-resourced areas of the community, and other partnerships that can help distribute information on free energy resources for energy burdened households.	Lead: Energy and Environment Committee, Support: Partners in Energy, City Staff	Create a partnerships list by January 2022.
	B	Create flyer with relevant free energy resources and distribute to contacts and organizations to connect to community members in need.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	Distribute March 2022.
Timeline:		July–September 2021		

Strategy:		5: Host energy workshops	Roles	Targets
Tactics	A	Administer a home energy survey to collect questions, topics of interest and timing preferences for virtual or in-person 30-minute workshops.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	September 2021
	B	Develop an outline of two topics, set date(s) and location/platform, invite speakers with pertinent expertise. Collaborate with and invite city planning/permit staff relevant to topic area.	Lead: Partners in Energy Support: Energy and Environment Committee, City Staff	November 2021
	C	Create and send invitations: <ul style="list-style-type: none"> • City newsletter, calendar, and website • Social media • Energy and Environment Committee networks • Energy Action Team networks • Press release 	Lead: Partners in Energy Support: City Staff and Communications Staff	November 2021 through event date 2022
	D	Host 1–2 workshops. Record and upload to city website and/or tell the story and takeaways in Wayzata community communications.	Lead: Partners in Energy Support: City Communications Staff	Q1 2022
Timeline:		July 2021–March 2022		

Strategy:		6: Host electric vehicle showcase events	Roles	Targets
Tactics	A	Identify any overlap with existing events where electric vehicle (EV) showcase would make sense or select date and location in high foot traffic area.	Lead: Energy and Environment Committee Support: Partners in Energy, City Staff	April 2021
	B	Create an outline of event and identify and secure vehicles to showcase through volunteer owners or dealerships. Reserve Xcel Energy’s EV tabling materials.	Lead: Energy and Environment Committee Support: Partners in Energy, City Staff	June 2021
	C	Advertise event date and details through overlapping event communications, city platforms, and calendars.	Lead: Energy and Environment Committee Support: Communications Staff	July 2021 through the week of the event
	D	Hold event in-person or virtually.	Lead: Energy and Environment Committee Support: Partners in Energy	Host event Summer/Fall 2021.
Timeline:		April–December 2021		

Strategy:		7: Promote school energy curriculum opportunities	Roles	Targets
Tactics	A	Create email language promoting Xcel Energy’s free School Education Kits, asking for direct contact with teachers who can deliver kits to students. Conduct outreach through City of Wayzata connections to schools within city boundaries.	Lead: Partners in Energy Support: Energy and Environment Committee	Fall 2021
	B	Follow up with teachers and students who’ve used the curriculum to share their story on city communications platforms and residential energy web page.	Lead: Partners in Energy Support: City Communications	Spring 2022
Timeline:		July 2021–June 2022		

Strategy:		8: Expand Electric Vehicle Access and Education	Roles	Targets
Tactics	A	Compile a list of charging stations in Wayzata to promote on city website and other communication channels.	Lead: Partners in Energy Support: City Staff	September 2021
	B	Identify funding for creating city signage to identify and direct drivers to EV charging stations.	Lead: City Staff Support: Partners in Energy	January 2022
	C	Partner with local dealership to promote city, dealer or co-promotions. Develop co-branded materials and collaborate for future events and messaging.	Lead: Partners in Energy Support: City Staff	Make contact Summer 2021 (for EV showcase).
	D	Using Xcel Energy's EV toolkit, identify opportunities for additional EV outreach from 2022 through 2025.	Lead: Energy and Environment Committee	Identify opportunities by December 2021.
Timeline:		July 2021–March 2022		

Focus	Strategy	Lead	Co-Lead	2021				2022	
				Q1	Q2	Q3	Q4	Q1	Q2
Municipal Buildings	Track building energy use in B3 benchmarking	City	PIE	1A					
		City	PIE	1B					
		City	PIE		1C				
		City	PIE			1D			
	Make energy efficiency upgrades in City buildings	City	PIE		2A				
		City	PIE				2B		
		City	PIE					2C	
	Support renewable energy in municipal buildings	City	PIE					2D	
		E&E	City						3A
	Recognize and celebrate city successes	E&E	City						3B
E&E		City		4A				4B	
Explore municipal electric vehicle fleet and charging options	E&E	City							
	City	PIE		5A					
Private Buildings	Create resources webpage for building owners and developers on City website	City	PIE and E&E	1A					
		City	Comm				1B		1B
	Promote renewable energy opportunities and free assessments for businesses	PIE	E&E		2A				
		E&E	E&E				2B		
	Conduct outreach to faith organizations	E&E	E&E					3A	
		PIE	E&E and City						3B
		E&E	PIE						3C
	Create a green recognition program	E&E	PIE and City				4A		
		E&E	PIE and City						4B
	Integrate energy efficiency and renewable energy into City development review processes	City	Zoning Study	5A					
City		E&E				5B			
City		E&E				5C			
Multi-Family	One-One outreach to building owners and managers	E&E	City		1A				
		PIE	E&E and City		1B				
		E&E	City				1C		
		E&E	City					1D	
Residential Energy	Update city website for residents to access energy information	PIE	E&E and City	1A					
		City	Comm		1B		1B		1B
	Conduct an energy savings campaign	PIE	E&E and City		2A				
		E&E	PIE and City			2B			
	Conduct a renewable energy outreach campaign	PIE	E&E and City			3A			
		E&E	City				3B		
	Conduct outreach to under-resourced households	E&E	PIE and City			4A			
		PIE	E&E and City			4B			
		PIE	E&E and City			5A			
	Host energy workshops	PIE	E&E and City				5B		
		PIE	City and Comm				5C		
		PIE	Comm					5D	
		E&E	PIE and City		6A				
	Host electric vehicle showcase event	E&E	PIE and City		6B				
		E&E	Comm			6C			
		E&E	PIE				6D		
PIE		E&E			7A				
Promote school energy curriculum opportunities	PIE	Comm						7B	
	PIE	City			8A				
Expand electric vehicle access and education	City	PIE					8B		
	PIE	City			8C				
	E&E	PIE				8D			