

**MEETING OF THE ELK RIVER  
ENERGY CITY COMMISSION  
HELD AT ELK RIVER CITY HALL  
ELK RIVER, MN  
WEDNESDAY, DECEMBER 19, 2007**

Members Present: Ed Stoutenburg IV, Sharon Kampa, Dennis Chuba, Mayor Stephanie Klinzing, Todd Berreman, Brian Burandt, Bryan Adams, Susie Overholser, Arne Engstrom, Jeff Gongoll

Members Absent: Maureen Griffiths, Deb Walters, Greg Padden, Stephen Rohlf, Commissioner Rachel Leonard, Vance Zehringer

Staff Present: Rebecca Haug, Environmental Administrator  
Nicola (Nicki) Blake-Bradley, Environmental Technician  
Lisa Kelleher, Permit Technician

The regular meeting of the Energy City Commission (ECC) was called to order at 1:33 p.m. by Vice Chair Ed Stoutenburg IV.

**1. Consider December 19, 2007 ECC Agenda**

Environmental Administrator Haug requested the addition of an "Other items" section, to discuss one item regarding the Energy City Coordinator position.

MOTION BY COMMISSIONER ADAMS AND SECOND BY COMMISSIONER GONGOLL TO APPROVE THE AGENDA AS AMENDED. ALL IN FAVOR. MOTION CARRIED.

**2. Consider November 21, 2007 ECC Minutes**

MOTION BY COMMISSIONER ENGSTROM AND SECOND BY COMMISSIONER ADAMS TO APPROVE THE MINUTES AS PRESENTED. ALL IN FAVOR. MOTION CARRIED.

**3. Energy Expo Update**

Environmental Administrator, Rebecca Haug gave an update (which was reflected in the staff memo in the packet). The Lion's Club will cater for the event, and a menu has now been determined. We have a lead on who is going to provide the biodegradable food service items, and that decision should be set soon. Volunteers, exhibitors and sponsors will receive expo bucks that can be used at the event. A thank you was given to Commissioner Engstrom for the \$11,600 sponsorship that Sherburne County budgeted for this event.

Ms. Haug has been asked for ideas on what dollar amount to be allowed for both school projects. The school staff is trying to determine an amount. If any commissioners have been active in a similar event, please offer guidance from past experience.

So far, there are four exhibitors signed up and those are ECONAR, the Sierra Club, Ultimate Exteriors and the Utilities plant. Mayor Klinzing is in the process of signing all the letters to the possible donators and staff will be mailing those out ASAP.

Environmental Administrator Haug discussed the tours that are available at the library from 10:00 to 1:00 and will be given in 30 minute increments. There will also be tours of the RDF (refuse derived fuel) plant and the methane to energy plant at the landfill available. Currently, we are unsure about tours of GRE.

#### 4. Other

Energy City Coordinator position : The Energy City Coordinator position was approved in the 2008 budget and Environmental Administrator Haug will be going to the City Council for approval on January 7, 2008 to begin the hiring process. The hope is to have someone in place before Ms. Haug goes on maternity leave. This position will be a part time position.

Mayor Klinzing questioned how advertising for the position would be handled. Ms. Haug stated that she planned to contact Universities in the area to see if any graduate students would be interested in a part-time position. Any other suggestions would be welcome. Commissioner Berreman suggested contacting MNTAP.

Energy House III: Commissioner Chuba requested assistance from the Commissioners present to brainstorm solutions regarding the sale of Energy House III. He discussed the challenges SNBA (Suburban Northwest Builders Association) faces with the declining real estate market, declining membership in the Association, the “curb appeal” of the house, and costs of operation of the house. SNBA holds the loan on the house through the Bank of Elk River.

Discussion followed regarding taxes and potential buyers from environmental groups (including Ed Bagley). The commissioners agreed to ponder the possibilities and bring any potential solutions to the SNBA. Mayor Klinzing commented that this was a great project and it's a sad situation which has been affecting others as well (i.e. The Bluffs). The Commissioners were asked to think about ideas and the item will be discussed at the January meeting

USAgain: Ms. Blake-Bradley informed the commission that the City Council approved placement of clothing, textile, and shoe collection bins on City property which will help to meet the waste reduction goal established at the 2007 Energy Expo. This will be accomplished by removing textiles and shoes from the waste stream and either re-using them (sold to thrift stores) or shredding them for recycling into a variety of new materials. The bins are at five City locations: City Hall campus, Westbound Liquor, the Ice Arena, the Senior Center, and Lions Park and Recreation Center. Clothing and textiles that are too worn, stained, or torn/shredded to be re-used are acceptable to be placed in the bins as long as they are clean and dry. The bins are open to the public (from anywhere, not just the City of Elk River).

USAgain will pay two cents per pound to the City for whatever is placed in the bins to use as the City determines is necessary. Commissioner Gongoll commented that this could potentially be the beginning of the revolving loan program (idea). Mayor Klinzing and Ms. Haug stated that the amount of money is not expected to be very much. Ms. Blake-Bradley finished by stating that USAgain will report back to the City concerning the amounts removed from the waste stream.

#### 5. Schedule next ECC Meeting

The next ECC meeting will be held on **January 16, 2008 at 1:30 p.m.** in the Uppertown Conference Room at Elk River City Hall. Agenda items include an Energy Expo update, the Energy City Coordinator update, and discussion of Energy House III. Anyone with additions to the agenda is asked to submit them to Ms. Haug as soon as possible.

The next subcommittee meeting will be held on **January 8, 2007 at 9:00 a.m.** in the Uppertown Conference Room at Elk River City Hall.

6. **Adjournment**

The meeting was adjourned at 2:20 p.m.

Respectfully submitted by,

Lisa Kelleher  
Permit Technician