



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3504

GREEN TEAM/RECYCLING COMMITTEE MINUTES

Thursday, January 28, 2016
3:00 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Brook Shafer, Chairperson; Alan W. Marshall; Karen Goodman

Members Absent: None.

Others Present: Julie Schmeling, Administrative Secretary; Sarah Archer, Iris Waste Diversion Specialists; Kevin Summers, SEEDS; Tom Kaminski, County Administrator/Controller; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 3:01 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

AMEND AGENDA

It was the **consensus** of the Committee to amend the Agenda to include the scheduling of the 2016 meeting dates for the Green Team/Recycling Committee.

RESIDENTIAL RECYCLING GRANT

Karen Goodman addressed the Residential Recycling Grant information that was found within the Michigan Association of Counties newsletter. (APPENDIX A) Sarah Archer addressed the Committee indicating that the County has not applied for this grant, as it is more geared toward municipalities that wish to start a curb-side pick-up recycling program. A copy of this information will be sent to the City of Manistee and surrounding townships to inform them of the availability of the grant.

P.A. 69 RECYCLING UPDATE

Sarah Archer with Iris Waste Diversions Specialists, presented the Manistee County Green Team Recycling Program Report of January 28, 2016. (APPENDIX B) Ms. Archer indicates that the 2016 volume was down from 2015 by 5%. The total year to date program costs are \$4,598.28 higher than 2014.

Ms. Archer discussed the on-going contamination at the Betsie Valley site. The final recommendation is to relocate the site the Springdale Township Hall. Springdale Township has approved the move as long as it takes place after April 1, 2016. The site will house 2 containers, instead of 3 that the current site houses, saving \$245 per month. No Board action is needed for the move of the Betsie Valley site. Ms. Archer will move ahead with the site relocation.

The Manistee, Mason-Lake, Oceana Conservation District Hazardous Household Waste (HHW) Committee met on November 17th to discuss the 2016 event and review bids for HHW collection vendors. The Committee selected Drug and Lab Disposal as the collection vendor for the 2016 HHW events.

ENERGY REPORT

Julie Schmeling presented the Energy Report for the Courthouse, Sheriff's Office and Health Department. (APPENDIX C) The report covers energy use and costs for the year ending September 30, 2014 and the year ending September 30, 2015.

SEEDS – COMMUNITY ENERGY GRANT MANAGEMENT ROUND 2

Kevin Summers of SEEDS presented the Manistee Community Energy Management Grant Summary. (APPENDIX D) If the County enters into an agreement with SEEDS, the next step in the process would be to initiate SMART (Specific, Measurable, Actionable, Realistic and Time-bound) Goals. These goals will be the foundation of the Energy Action Plan. Mr. Summers presented the State Energy Office: Community Energy Management, An Agreement Between Manistee County and Seeds, to the Committee. (APPENDIX E)

It was the **consensus** of the Committee to present the State Energy Office: Community Energy Management, An Agreement Between Manistee County and Seeds, to the County Board of Commissioners for consideration and approval.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

SCHEDULE 2016 COMMITTEE MEETING DATES

It was a **consensus** to set the Green Team/Recycling regular monthly meeting schedule for the last Thursday of the month at 3:00 p.m. with the exception of November when the meeting will be held on the 3rd Thursday of the month. The meeting dates are:

February 25, 2016

August 25, 2016

March 31, 2016

September 29, 2016

April 28, 2016

October 27, 2016

May 26, 2016

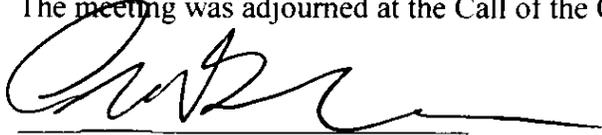
November 17, 2016 (third Thursday)

June 30, 2016

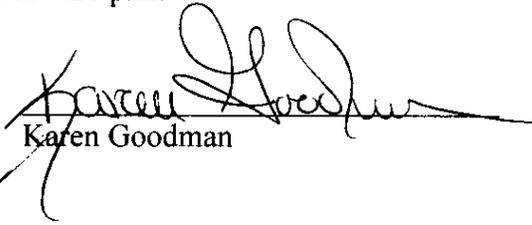
December 29, 2016

July 28, 2016

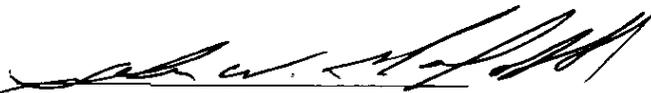
The meeting was adjourned at the Call of the Chair at 4:21 p.m.



Brook Shafer, Chairperson



Karen Goodman



Alan W. Marshall

MIAC

MICHIGAN ASSOCIATION OF COUNTIES
SERVICE CORPORATION

APPENDIX A

Funding Alert MAC Grant Services Program

January 20, 2016

IN THIS ISSUE

Residential Recycling Grant

Residential Recycling Grant

Program Funding: \$450,000

Deadline: 3-31-2016

Match: 100%

Website: <http://goo.gl/a5WAv7>

Description: The Michigan Department of Environmental Quality (DEQ) will provide grants to Michigan municipalities (cities, villages, townships, charter townships, counties, tribal governments, and/or municipal solid waste or resource recovery authorities) for funding municipal residential curbside recycling carts.

[Top](#)

Our Grant Services Program responds to the challenges our members face on an ongoing basis for additional resources and operating revenues. This program enlists the assistance of experts willing to provide a variety of services to assist counties with defining grant issues, developing funding strategies, identifying sources of grants or loan funding, and completing grant applications.

If you have any questions about the funding sources listed in this alert, please contact:

Gabriel Zawadzki

(800) 336-2018 or Zawadzki@micounties.org

Michigan Association of Counties
935 N. Washington Avenue

**Manistee County Green Team
Recycling Program Report – January 28, 2016
Sarah Archer, Iris Waste Diversion Specialists, Inc.**

Appendix B

The following is a summary of Recycling Program activity since the October 2015 Green Team meeting.

Meeting Attendance

- Manistee Michigan Townships Association – Cleon Township – October 28
- Green Team – October 29
- Recycle By Design Challenge meeting – Aquinas College - November 5
- Springdale Township – December 1

Current Volume Report

Total weight (pounds) of materials collected from 5 recycling drop-off sites.

| | | | | | | | |
|---------------|--------|-------|--------|-----------|--------|----------|---------|
| January | 41,220 | April | 38,320 | July | 53,155 | October | 43,241 |
| February | 32,940 | May | 43,267 | August | 64,473 | November | 41,684 |
| March | 49,540 | June | 57,685 | September | 52,658 | December | 51,920 |
| Total To-Date | | | | | | | 570,103 |

- 2016 volume was down from 2015 by 5%.
- Total Year to Date Program costs are \$4,598.28 higher than 2014. The program Reduced deficit was reduced by 50% from 2014.

Education

- Monthly e-newsletters sent in November and December
- Resident calls regarding recycling questions

Operations

- A relocation of the Betsie Valley School recycling drop-off is recommended to address the regular illegal dumping at the site. The details of the situation are attached as a separate document.
- The Onekama Township Site Monitor had back surgery in December therefore has not been able to inspect the site. He anticipates returning to work in April. Due to the seasonal reduction in use and based on feedback from Area 31 Recycling an interim site monitor has not been hired. The Recycling Coordinator has inspected the site twice in December and found typical amounts of contamination.

Other

- The MDEQ and the Michigan Recycling Coalition are preparing to launch a program called Recycle by Design (RbD) Team Challenge. RbD is a market development strategy aimed at achieving Governor Snyder's ambitious goal of doubling Michigan's residential recycling rate by fostering public-private partnerships. The Recycling Coordinator attended a meeting on November 5 to investigate the RbD Team Challenge to identify the potential for advancing the Sustainable Regional Recycling Project. The RbD Challenge will not be pursued due to the extensive partnership structure, financial commitment, and timing for submission.
- The Manistee, Mason-Lake, Oceana Conservation Districts HHW Committee met on November 17 to discuss the 2015 event and review bids for HHW collection vendors. The Committee selected Drug and Lab Disposal as the collection vendor.
- The Michigan Department of Environmental Quality released two grants in December. One focused on assisting with purchase of curbside carts for recycling the other focused on collection/diversion of food waste and organics. Neither of these grants will be pursued.

| JANUARY | LBS | % Change from Previous Month |
|------------------------|-----------------|------------------------------|
| Arcadia Twp | 7,442.0 | -26% |
| Betsie Valley | 9,110.0 | -15% |
| Brown Twp | 4,552.0 | -31% |
| Maple Grove Twp | 9,280.0 | -34% |
| Onekama Twp | 10,836.0 | -19% |
| JANUARY TOTALS | 41,220.0 | -25% |
| FEBRUARY | | |
| Arcadia Twp | 6,293.0 | -15% |
| Betsie Valley | 7,319.0 | -20% |
| Brown Twp | 3,752.0 | -18% |
| Maple Grove Twp | 7,423.0 | -20% |
| Onekama Twp | 8,153.0 | -25% |
| FEBRUARY TOTALS | 32,940.0 | -20% |
| MARCH | | |
| Arcadia Twp | 8,760.0 | 39% |
| Betsie Valley | 9,955.0 | 36% |
| Brown Twp | 6,471.0 | 72% |
| Maple Grove Twp | 10,170.0 | 37% |
| Onekama Twp | 14,184.0 | 74% |
| MARCH TOTALS | 49,540.0 | 50% |
| APRIL | | |
| Arcadia Twp | 7,707.0 | -12% |
| Betsie Valley | 8,453.0 | -15% |
| Brown Twp | 4,199.0 | -35% |
| Maple Grove Twp | 7,946.0 | -22% |
| Onekama Twp | 10,015.0 | -29% |
| APRIL TOTALS | 38,320.0 | -23% |
| MAY | | |
| Arcadia Twp | 9,422.0 | 22% |
| Betsie Valley | 9,462.0 | 12% |
| Brown Twp | 5,198.0 | 24% |
| Maple Grove Twp | 7,351.0 | -7% |
| Onekama Twp | 11,834.0 | 18% |
| MAY TOTALS | 43,267.0 | 13% |
| JUNE | | |
| Arcadia Twp | 14,555.0 | 54% |
| Betsie Valley | 12,496.0 | 32% |
| Brown Twp | 6,107.0 | 17% |
| Maple Grove Twp | 7,935.0 | 8% |
| Onekama Twp | 16,592.0 | 40% |
| JUNE TOTALS | 57,685.0 | 33% |

| JULY | LBS | % Change from Previous Month |
|------------------------|-----------------|------------------------------|
| Arcadia Twp | 13,991.0 | 42% |
| Betsie Valley | 9,910.0 | -7% |
| Brown Twp | 5,273.0 | -20% |
| Maple Grove Twp | 7,126.0 | -50% |
| Onekama Twp | 16,855.0 | 26% |
| JULY TOTAL | 53,155.0 | -3% |
| AUGUST | | |
| Arcadia Twp | 17,375.0 | 78% |
| Betsie Valley | 9,393.0 | -12% |
| Brown Twp | 4,869.0 | -26% |
| Maple Grove Twp | 7,492.0 | -47% |
| Onekama Twp | 25,344.0 | 90% |
| AUGUST TOTAL | 64,473.0 | 18% |
| SEPTEMBER | | |
| Arcadia Twp | 12,505.0 | 27% |
| Betsie Valley | 11,588.0 | 9% |
| Brown Twp | 5,474.0 | -16% |
| Maple Grove Twp | 7,261.0 | -49% |
| Onekama Twp | 15,830.0 | 19% |
| SEPTEMBER TOTAL | 52,658.0 | -4% |
| OCTOBER | | |
| Arcadia Twp | 10,592.0 | 7% |
| Betsie Valley | 9,498.0 | -11% |
| Brown Twp | 5,378.0 | -18% |
| Maple Grove Twp | 5,489.0 | -61% |
| Onekama Twp | 12,284.0 | -8% |
| OCTOBER TOTAL | 43,241.0 | -21% |
| NOVEMBER | | |
| Arcadia Twp | 8,215.0 | -18% |
| Betsie Valley | 9,886.0 | -7% |
| Brown Twp | 4,871.0 | -26% |
| Maple Grove Twp | 5,827.0 | -59% |
| Onekama Twp | 12,885.0 | -3% |
| NOVEMBER TOTAL | 41,684.0 | -24% |
| DECEMBER | | |
| Arcadia Twp | 11,753.0 | 19% |
| Betsie Valley | 11,499.0 | 8% |
| Brown Twp | 6,431.0 | -2% |
| Maple Grove Twp | 6,605.0 | -53% |
| Onekama Twp | 15,632.0 | 17% |
| DECEMBER TOTAL | 51,920.0 | -5% |

| | |
|-------------------------------|------------------|
| YEAR TO DATE (in lbs.) | 570,103.0 |
| YEAR TO DATE (tons) | 285.1 |

Betsie Valley Site Situation

- Main Challenge – disposing of large items
- Previously monitored and removed by Benzie County Recycling Coordinator, Marlene Wood
- Upon transfer of PCA oversight – Benzie County monitoring ceased
- Manistee County – minimal support from Facilities, Bruce has allowed use of dumpster at the jail
- Cleon Township Board advised – offered use of cemetery trash totes during summer
- Springdale Township Board advised – offered use of camp ground dumpster during summer
- Betsie Valley School – has not been open to use of school dumpster; Principal contacted again to discuss assistance with bulky trash items and has okayed occasional use as long as doesn't impede their disposal

Recommendation – relocation of site to Springdale Township Hall**Pros**

- Have support of Springdale Township Board
- Only 5 miles from Betsie Valley School on Healy Lake Road
- Not main traffic thoroughfare so expect to reduce out of town use of site
- Ability to use security cameras with close proximity to recycling bins
- Campground caretaker interested in being site monitor
- Bulky trash will be disposed of in Springdale Township campground dumpster
- Site is paved and has lighting

Cons

- No PCA Trailer therefore; potential increase in costs due to increased volume of paper/cardboard currently being diverted to the PCA trailer at Betsie Valley School
 - Solution – Educate users about benefit to school of taking cardboard to PCA Trailer
- No phone lines or internet access
- Purchase of security camera that can run without phone lines or internet access

Timing

- Begin April 1

Site Prep Required

- Installation of message center

Collection Containers

- Relocation of 2 recycling bins

Costs/Savings

- Reduction in number of bins from 3 back to original 2 equates to a savings of \$245 per month
 - \$153 service fee
 - \$92 lease charge
- Grant funding available for security camera through Michigan Municipal Risk Management Association
 - Grant application due 1-29-16
 - Estimated cost of security camera system - \$3,500
- Purchase illegal dumping/security monitoring sign
 - Cost of sign

Notification to Residents

- Post card mailing to Cleon, Marilla & Springdale Township residents
 - Estimated cost
- Board meeting – Cleon, Marilla, Springdale Townships
- Website – Springdale Township, Manistee County
- Township newsletter – Springdale Township, Cleon Township
- Clean up days (June) – Cleon, Marilla, Springdale

Green Team Reports
 Date Generated: 12/18/2015 02:40 PM EST
 Number of properties in report: 3

| Property Id | Property Name | Year Ending | Electricity Use - Grid Purchase (kWh) | Natural Gas Use (therms) | Energy Cost (\$) | Energy Cost Intensity (\$/ft ²) | Total Water Cost (All Water Sources) (\$) | Electricity (Grid Purchase) Cost (\$) | Natural Gas Cost (\$) | Water Use (All Water Sources) (kgal) | Total GHG Emissions (Metric Tons CO ₂ e) |
|-------------|---------------------------------------|-------------|---------------------------------------|--------------------------|------------------|---|---|---------------------------------------|-----------------------|--------------------------------------|---|
| 1417438 | Courthouse & Government Center | 9/30/2015 | 315107.3 | 15635.02765 | 55597.56 | 1.44 | 4936.16 | 42353.02 | 13244.54 | 170 | 317.2 |
| 1417438 | Courthouse & Government Center | 9/30/2014 | 317072.9 | 15084.79939 | 57892.31 | 1.5 | 4136.35 | 43590.41 | 14301.9 | 196 | 315.7 |
| 1424945 | Manistee County, MI Sheriff's Office | 9/30/2015 | 431755.4 | 20943.74041 | 64655.76 | 2.71 | 12465.48 | 51794.42 | 12861.34 | 1110 | 432.1 |
| 1424945 | Manistee County, MI Sheriff's Office | 9/30/2014 | 435040 | 27783.05177 | 73419.4 | 3.07 | 15745.78 | 32677.24 | 20742.17 | 1394 | 470.8 |
| 1707153 | Manistee County, MI Health Department | 9/30/2015 | 77189.3 | 2427.096294 | 13900.91 | 1.29 | 1299.17 | 11647.61 | 2253.31 | 60 | 70.2 |
| 1707153 | Manistee County, MI Health Department | 9/30/2014 | 78575.9 | 2572.32994 | 14420.97 | 1.34 | 1063.95 | 11579.35 | 2841.63 | 75 | 72.6 |

Courthouse
 Sheriff Office/Jail
 Health Department

Green Team Reports
 Date Generated: 12/18/2015 02:40 PM EST
 Number of properties in report: 3
 Comparing Year Ending: 09/2014 with 09/2015

| Property Id | Property Name | Electricity Use - Grid Purchase (kWh) Change | Natural Gas Use (therms) Change | Energy Cost (\$) Change | Energy Cost Intensity (\$/ft ²) Change | Total Water Cost (All Water Sources) (\$) Change | Electricity (Grid Purchase) Cost (\$) Change | Natural Gas Cost (\$) Change | Water Use (All Water Sources) (kgal) Change | Total GHG Emissions (Metric Tons CO ₂ e) Change |
|-------------|---------------------------------------|--|---------------------------------|-------------------------|--|--|--|------------------------------|---|--|
| 1417438 | Manistee County, MI - Courthouse & | -1965.6 | 550.2282579 | -2294.75 | -0.06 | 799.81 | -1237.39 | -1057.36 | -26 | 1.5 |
| 1424945 | Manistee County, MI Sheriff's Office | -3284.6 | -6839.31136 | -8763.64 | -0.36 | -3280.3 | -882.82 | -7880.83 | -284 | -38.7 |
| 1707153 | Manistee County, MI Health Department | 1386.6 | -245.2367002 | -520.06 | -0.05 | 235.22 | 68.26 | -588.32 | 15 | -2.4 |



Manistee Community Energy Management Grant Summary:

Problem:

Only a small number of local governments in Michigan have the benefit of a dedicated Community Energy Manager. This prevents local governments from taking advantage of available programs and the benefits that come from a more strategic focus on energy efficiency, renewable energy, and related sustainability issues. Without a champion of energy management, dollars are wasted and core community services are under budgeted.

Solution:

The Michigan Energy Office will fund SEEDS to act as a dedicated Community Energy Manager for the municipal government and community. SEEDS will work with the municipal government and local partners to identify opportunities for policies that encourage waste reduction - especially including energy waste and inefficiency - to realize substantial savings by developing SMART goals and an Energy Action Plan. SEEDS' work has shown an average 35% internal rate of return on financial investments in increasing energy efficiency.

The SEEDS Community Energy Manager will assist municipal leadership in championing and providing information and resources to the public so that other organizations in the community receive similar positive impacts from goal setting and increased energy efficiency. It is clear that there are many energy efficiencies and opportunities to be gained in the residential and commercial sectors. It is these sectors that have the greatest impact on local job growth.

Scope of Work:

The SEEDS Community Energy Manager will:

- Provide services to the participating municipal government to encourage and champion strategic energy planning and investments.
- Include the community in a multi-year action plan for statewide coordination between other Community Energy Managers in participating municipalities.
- Facilitate the creation of municipal energy goals that are Specific, Measurable, Actionable, Realistic and Time-bound (SMART.)
- Facilitate the creation of an Energy Action Plan.
- Champion efficiency and renewable technology solutions available to the broader community by encouraging residents and businesses to invest in their own energy management.
- Re-invigorate energy management as a key business practice using a third-party, collaborative, regional approach.



Action Plan and Deliverables:

1. Grow the Statewide Collaborative Partnership:

Through a strong background of previous project collaboration, the statewide partners, including EcoWorks, Michigan Green Communities, Michigan Energy Options, SEEDS and consultant Dave Konkle, have already created a viable plan and framework for statewide coordination.

Deliverable: A multi-year action plan for statewide coordination.

2. Formalize Municipal Agreements:

A formalized agreement will be made between SEEDS and the participating municipal government that will include establishing the Project Team Members, their individual roles and capacities, and a regular meeting schedule.

Deliverable: Formalized Agreement

3. Set SMART Goals with Local Units of Government:

The project team will set energy efficiency goals that are Strategic, Measurable, Actionable, Reasonable and Time-bound will inform the future action of the Community Energy Manager and the Project Team. These goals will be the foundation of the Energy Action Plan. To set appropriate SMART goals SEEDS has proposed the following steps:

- Review existing datasets, Energy Action Plans, goals and municipal priorities.
- Complete any further benchmarking or data updates.
- Examine the results of SEEDS' recent 10-county energy study and findings in order to incorporate broader regional information and strategies into the local discussion.
- Identify strategies that can be incorporated into existing policies and plans and strategies that will reduce operating costs, freeing up capital to re-invest in local government priorities.

Deliverable: Articulated sets of goals that are Specific, Measurable, Actionable, Realistic and Time-bound (SMART)



4. Action Planning

Working backward from the SMART Goals, a 9+ month Energy Action Plan will be drafted with and for the municipal government. This plan will break the goals into tasks, milestones of achievement and points of reflection and measurement. Included will be opportunities for appropriate and desired staff trainings or professional development including but not limited to Using Energy Star Portfolio Manager, financing mechanisms and opportunities for peer-peer learning and in a state-wide convening such as the Michigan Green Communities annual gathering. Professional Development may not be limited to Project Team Members but open to all relevant staff and decision-makers as desired by the Project Team in order to increase awareness and engagement.

Deliverable: Energy Action Plan

5. Implementation:

This phase will take the most time by far but will be made straightforward by following the path agreed upon in the Action Plans specifying project implementation priorities and which learning priorities to explore. Project Teams will maintain regular communications to stay on task, identify new opportunities and manage challenges. This phase will include communications efforts with internal boards and commissions as well as prioritized opportunities for deeper staff and public engagement including earned media.

Significant time will be invested by SEEDS staff in improving the capacity of municipal staff and decision-makers to understand and make constructive arguments, based on sound financial numbers, to encourage deeper efficiency retrofits and investment in renewable technologies, water management or other sustainability goals.

Deliverables:

- Meeting notes and attendance logs*
- Data on retro-commissioning and/or capital investments and upgrades, including RFPs, RFQs and bidding documents*
- Fully drafted policy or protocol updates*
- Any and all presentations, trainings and earned media*
- Documentation of implemented EE projects and plans*

6. Revise Energy Action Plans:

Before the end of the project period the Energy Action Plan will be reviewed and updated to ensure relevance as well as to chart a path beyond the grant period.

Deliverable: Revised Energy Action Plans

Project Duration: February 1, 2016 – September 30, 2016



Project Timeline:

January

- Formalize municipal agreement
- Designate a Community Energy Manager
- Identify Energy Champions within local government and larger community
- Invite feedback from a diverse set of community stakeholders and neighboring communities
- Review CEM grant information, best practices, goals and deliverables
- Begin setting SMART goals. (Review existing datasets; update benchmarking as needed, Identification of desired and appropriate professional development and/or trainings. Review other relevant existing municipal or community priorities. Consider incorporating goals from the MEOs CEM strategy document.)

February

- Secure support from community leaders for CEM process
- Continue setting SMART goals
- Begin to develop Energy Action Plan (ID tasks, milestones and points of reflection & measurement. Consider incorporation of MEOs CEM Best Practices.)
- Monthly conference call between statewide collaborators

March

- Formalize SMART goals
- Complete working draft of Energy Action Plan
- Begin implementation
- Schedule desired and appropriate professional development and/or trainings
- Monthly conference call between statewide collaborators

April

- Finalize Energy Action Plan
- Revise timeline including SMART goals and MEO's CEM Strategy
- Energy Action Plan implementation
- Monthly conference call between statewide collaborators
- In-person meeting with statewide collaborators
- Begin development of five-year plan for statewide collaboration with statewide collaborators

May

- Energy Action Plan implementation
- Formal report to Michigan Energy Office
- Monthly conference call between statewide collaborators



June

- Energy Action Plan implementation
- Review, revise and update Energy Action Plan beyond August
- Monthly conference call between statewide collaborators

July

- Energy Action Plan implementation
- Schedule desired and appropriate professional development and/or trainings
- Monthly conference call between statewide collaborators
- Draft of five year plan for statewide collaboration

August

- Energy Action Plan implementation
- Monthly conference call between statewide collaborators

September

- Energy Action Plan implementation
- Formal report to Michigan Energy Office
- Monthly conference call between statewide collaborators
- Complete five-year plan for statewide collaboration



Roles and Responsibilities:

Participants:

SEEDS Community Energy Manager
 Green Team
 Facilities Staff
 Administration Staff
 Statewide Collaborators
 Other Participating Municipalities

Roles:

SEEDS will deliver Community Energy Management technical assistance services to Manistee County and support the delivery of energy efficiency and renewable technology information and opportunities to the wider public.

The SEEDS Community Energy Manager will work with the identified Energy Champion(s) to manage the project, follow the project timeline and facilitate the creation of all deliverables.

The Manistee Green Team will meet with the SEEDS Community Energy Manager on a regular basis, at least monthly and as needed, to follow the MEO's Best Practices for Community Energy Management summarized in the Project Summary, Action Plan and Time Line.

The Manistee Maintenance Supervisor and Administrative Secretary will participate on an as needed basis as part of the grant's in-kind match.

The Statewide Technical Assistance Collaborative (SEEDS, Michigan Energy Options, EcoWorks and the Southeast Michigan Regional Energy Office) that implemented the Michigan Energy Office's Community Energy Management Pilot in 2015, will continue to actively coordinate communications and to collaborate to advance clean energy policies and practices at the local level, enhance problem solving capacities, identify economies of scale and to improve capacity to communicate with the broader public about energy efficiency and renewable technology solutions available.

David Konkle, GLREA Board member will be available to review ideas and models for specific technology and retrofit options, service delivery, financing mechanisms, and long-term program sustainability. Mr. Konkle will also provide tools and data from his prior work with the City of Ann Arbor, ICLEI, and others to inform the project partner's work. Additionally, Mr. Konkle will be available to meet directly with local government decision-makers to help communicate the importance of energy action planning and implementation.



The Michigan Municipal League Foundation and its Michigan Green Communities (MGC) program has agreed to support municipal staff peer-peer exchanges, learning and information sharing through newsletters, case studies, webinars and its annual event. MGC will also promote innovative solutions and move sustainability initiatives forward at the local, regional, and state level, including the Michigan Green Communities Challenge, a certification that enables municipalities to earn recognition for sustainability accomplishments.

All participating municipal staff and volunteers will contribute at least as many hours as defined as part of Manistee's in-kind match.

Match Detail:

The Energy office has requested that Manistee send an email confirming that the county will meet the in-kind match required by the grant. Based on my calculations for Manistee that should be round \$8800.

My calculation

- \$3700 - Value of in-kind hours spent with Green Team at each monthly meeting for 7 months with Bruce in Attendance.*
 - \$3000 - Regular Yearly Amount Budgeted for Energy Efficiency*
 - \$700 - Value of 2 hours a month of Julie's time for 7 months (50/hr)*
 - \$1400 - Value of 2 hours a month or your or Bruce's time for 7 months (100/hr)*
-
- \$8,800*

From: Tom Kaminski <tdkaminski@manisteecountymi.gov>

Dear Mr. Summers:

It is my understanding that SEEDS has received the Community Energy Management grant through the Michigan Energy Office. Manistee County will be working with your organization to continue improving our energy efficiency through the use of these grant funds. We understand that the grant comes with a matching requirement. Manistee County is confident that our in-kind contribution toward this grant will be approximately \$8,800, which includes Maintenance Supervisor and Administrative Secretary staff time and annual funding budgeted to improve energy efficiency in our facilities.

We look forward to working with your organization on this project.

Sincerely,

*Thomas D. Kaminski
Manistee County Controller/Administrator*



Manistee Energy Champions

Alan Marshall <awmarshall@hotmail.com>

Brook Shafer <chiltonb231@gmail.com>

Jeff Dontz <jeffdontz@gmail.com>

Karen Goodman <karengoody22@yahoo.com>

Ken Hilliard <kjk5106@gmail.com>

Mark Bergstrom <mabergstrom11@gmail.com>

Richard Schmidt <rschmidt51@hotmail.com>

Julie Schmeling <jschmeling@manisteecountymi.gov>

Bruce A. Schimke <bschimke@manisteecountymi.gov>

(Please review emails or accuracy.)



Possible SMART Goal Targets for Manistee:

- Develop language to support inclusion of sound energy management directives into the County Strategic Plan.
- Improve the accounting methodology used to fund an Energy Savings Account.
- Train staff in the accurate measurement, tracking and reinvestment of savings resulting from energy efficiency improvements.
- Support local economic development readiness inclusive of Energy Management best practices and the adoption of the Green Communities Challenge.
- Position Manistee County as a leader in responsible energy management, demonstrating the benefits of energy efficiency and renewable technologies to their constituent base and the broader community.
- Assess the capacity of Green Team members and identify training opportunities.
- Support communications efforts with the Green Team, County Commission and other unity of municipal government to development and implement SMART goals.
- Support Administrator and established County Green Team in updating multi-year facilities energy management plans and the Energy Action Plan drafted in 2010.
- Support Facilities Manager and Green Team in developing realistic timelines and funding mechanisms for implementing actions.
- Review Manistee County utility rates.
- Further implement the projects prioritized by the Energy Action Plan Framework developed with SEEDS in 2015.
- Improve the working and living environments in Manistee by building economically and environmentally sustainable community. (From the Manistee County Green Team Mission Statement.)
- Continue participation in the following programs:
 - ENERGY STAR Challenge
 - ENERGY STAR Portfolio Manager
 - NACo Green Government Initiative and Resilient Counties Initiative
 - Michigan Green Communities Challenge
 - EPA Region 5's Community Climate Change Initiative

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Community Energy Management Best Practices

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Program Overview

Local governments across Michigan struggle with economic constraints and seek tools to secure their financial health and identify sources of stable on-going funding for their critical services. Energy costs for the operation of municipal buildings and infrastructure are a rising expense for communities. Fortunately, energy costs also represent one of the easiest places where cost savings can be realized. However, local governments frequently lack the technical expertise and staff capacity to pursue those savings.

Even when staff members are interested in pursuing energy savings, determining where the necessary information is and how to prioritize improvements is an ongoing challenge. This is where the services of a **Community Energy Manager (CEM)** familiar with municipal operations and political processes, financing options, and moving projects through local government processes, can provide valuable services and produce measurable savings.

This checklist is a self-evaluation tool for communities seeking to take control of their local energy use and generation through the development of a Community Energy Management program and provides a framework the Community Energy Manager can use for discussing energy issues with the community and adopt formal energy goals and policies.

The required **Best Practices** include flexible approaches and ideas for extra-mile efforts that may be appropriate in some communities. The accompanying **Toolkit** provides additional narrative on the best practices, to assist communities in fulfilling the criteria. Additionally, a sample **Position Description** for a *Community Energy Manager* (on-staff or coordinated through a consultant) and a step-by-step **Strategy** for achieving the best practices are also provided.

The Best Practices are based on six pillars, and align with the **Redevelopment Ready Communities®** program. The CEM Best Practices address energy efficiency, renewable energy, and energy-related developments, and are supplemented by the solar energy best practices developed concurrently under a separate grant. While there is an implied chronological sequence to the best practices, what is most critical is that the community embraces their collective responsibility and have a plan with goals to guide and regularly monitor the effectiveness of their efforts. Early planning, at the beginning of the community discussion, should include following the criteria set out in these best practices and broadening the community's vision of areas where they can impact local energy.

Community Energy Management is a new approach to local planning that prioritizes energy efficiency and renewable energy along with the businesses that support them. Community Energy Management addresses all energy use within a municipality (city, village, township, county) and strives to meet their local economic, environmental, and social goals.

Energy sectors and opportunities for efficiency in your community include: buildings (residential, commercial), industry, municipal infrastructure (street & traffic lights, services, water management, wastewater management, solid waste management), transportation (commuter, service, delivery), and utilities (resource extraction, resource delivery, power generation, transmission). Renewable energy resources include: solar, wind, biomass, and geothermal.

In addition to meeting local needs, Community Energy Management aligns directly with policies, regulations, and goals in Michigan and at the federal level:

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Governor Snyder's plan for Michigan's bright energy future with new affordable, reliable and adaptable energy that protects Michigan's environment for generations to come. His goal is to "replace 30-40% of our energy needs through the elimination of wasted energy and shift to cleaner sources in 10 years, by 2025." (http://www.michigan.gov/snyder/0,7-277-57577_57657-349790--,00.html)

The U.S. Department of Energy's Strategic Plan includes "catalyzing the timely, material and efficient transformation of the nation's energy system and securing U.S. leadership in clean energy technologies." (<http://energy.gov/articles/secretary-chu-unveils-2011-strategic-plan>)

- DOE's Office of Energy Efficiency and Renewable Energy (EERE) leads efforts to develop and deliver market-driven solutions for energy-saving homes, buildings, and manufacturing; sustainable transportation; and renewable electricity generation. (<http://energy.gov/eere/about-us/mission>)
- EERE supports states and cities with programs and initiatives, technical assistance and tools, information, and education. (<http://energy.gov/eere/services/states-and-local-communities>)

U.S. Environmental Protection Agency Clean Power Plan
(<http://www2.epa.gov/cleanpowerplan>)

- Clean Power Plan for Existing Power Plants (<http://www2.epa.gov/cleanpowerplan/clean-power-plan-existing-power-plants#federal-plan>)
- Clean Power Plan: At A Glance Michigan factsheet (<http://www.epa.gov/airquality/cpptoolbox/michigan.pdf>)

Local communities are an integral part of meeting Michigan and federal goals for our new clean energy future. Opportunities for energy efficiency and renewable energy are abundant in every community.

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice One: Community Plans and Public Outreach

1.1 Energy Plan

Policy guidance for community energy management may occur through a variety of plans, such as a special section in the Master Plan or a separately adopted resiliency or energy plan. This policy supports the advancement of local clean energy through renewable energy generation and energy efficiency. It also provides the basis for related land use regulation, capital investment, program development and economic strategies. The planning effort and resulting guiding documents can help maximize energy savings in energy efficiency and renewable energy projects and ensure that the work done fits in with the community's values and energy goals.

| Evaluation Criteria | Expectations |
|--|---|
| <p>1.1.1 <i>The governing body has adopted or updated energy policy guidance as a part of their Master Plan in the past 5 years.</i></p> | <ul style="list-style-type: none"> • 1.1.1.1 The energy policy guidance clearly expresses support for local clean energy using common planning document language. • 1.1.1.2 The master plan includes specific standards and requirements related to energy efficiency upgrades in municipal buildings and renewable energy installations on municipally owned property and/or • 1.1.1.3 A separate energy management plan has been adopted that is founded on baseline energy consumption analysis performed on municipally owned property, capital improvement plans, current governmental initiatives related to energy efficiency or renewable energy generation, a land use master plan, any existing sustainability planning or energy management plans, and relevant building codes. • 1.1.1.4 The energy policy guidance is accessible online. |
| <p>1.1.2 <i>The Master Plan identifies strategies for increasing clean energy in the community, including municipal energy management.</i></p> | <ul style="list-style-type: none"> • 1.1.2.1 The energy strategy/policy identifies priority clean energy actions, projects and programs, in the community. • 1.1.2.2 The energy strategy/policy contains goals with implementation steps and tools for advancing clean energy in the community • 1.1.2.3 The energy strategy/policy includes a targets with a timeline identifying responsible parties and benchmarks. • 1.1.2.4 Progress on the energy strategy/policy implementation, barriers, and accomplishments toward the goals and |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|--|---|
| | <p>targets is annually reported to the governing body and to the community.</p> <ul style="list-style-type: none"> 1.1.2.5 For municipal buildings/facilities, the master plan (or energy management plan) includes a summary of current energy consumption through Energy Star Portfolio Manager, identifies sequenced projects that are grouped by short-term, medium-term, and long-term strategies for increasing energy efficiency or renewable energy generation, identifies underperforming buildings that are targeted for ASHRAE level 2 audits or targeted energy studies, and describes mechanisms for institutionalizing energy efficiency and renewable energy decision making. |
| <p>1.1.3 The governing body has adopted a capital improvement plan (CIP) that includes support for the clean energy strategies identified in the Master Plan.</p> | <ul style="list-style-type: none"> 1.1.3.1 The CIP includes investments that incorporate prioritized clean energy projects, including specific opportunities for energy efficiency upgrades or preparing facilities for renewable energy installations. 1.1.3.2 The CIP includes narrative descriptions of projects, recommended timing, and possible funding mechanisms. 1.1.3.3 The CIP coordinates various clean energy projects to minimize costs and impacts while maximizing future savings and benefits, where feasible. |
| <p>1.1.4 The energy strategy is integrated into other components of the Master Plan, such as a sustainability or climate action plan, downtown development plan, corridor plans, and/or other sub-area plans, if applicable.</p> | <ul style="list-style-type: none"> 1.1.4.1 The applicable plans outline specific opportunities to reduce energy consumption and/or generate renewable energy that are consistent with their respective goals. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice One: Community Plans and Public Outreach

1.2 Public Participation

Public participation is critical in the initial development of the energy policy guidance and ongoing as energy programs are developed. The energy policy needs to reflect the culture, assets and aspirations of the residents and local businesses. Community energy management overlaps with and is affected by neighboring jurisdictions, regional energy industry businesses, schools, utility, area non-profits, county and state in addition to local residents, businesses, and developers.

| Evaluation Criteria | Expectations |
|--|---|
| <p>1.2.1 <i>The community has a public participation plan that engages a diverse set of stakeholders.</i></p> | <p>1.2.1.1 The energy policy guidance identifies key stakeholders, including those not normally at the visioning table, such as:</p> <ul style="list-style-type: none"> . municipal staff . local officials . local residents . local businesses . regional energy industry businesses . schools . municipal neighbors . county . state . regional economic council . utility . non-profits |
| <p>1.2.2 <i>The community demonstrates that public participation efforts for local energy go beyond the basic methods.</i></p> | <ul style="list-style-type: none"> • 1.2.2.1 The energy policy guidance includes sharing information and receiving ongoing input on local energy management. • 1.2.2.2 The community proactively engages the public in learning about local energy policy, regulations and programs. These proactive practices may include individual mailings, one-on-one interviews, surveys, community workshops, social networking, and crowd-sourcing. • 1.2.2.3 Community tracks success of various methods of public engagement about local energy. |
| <p>1.2.3 <i>The community shares outcomes of public participation processes.</i></p> | <ul style="list-style-type: none"> • 1.2.3.1 Community participation results regarding local energy policy are communicated in a consistent and transparent manner. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Two: Zoning Regulations

2.1 Zoning Regulations

The zoning ordinance needs to reflect the energy policy in the Master Plan. Zoning impacts building energy efficiency through density regulations and flexible compliance options. Transportation efficiency impacted through land use adjacencies, parking regulations, and accommodation of alternative and non-motorized transportation. Zoning also impacts the community's potential for local clean energy generation through allowance of renewable energy installations while protecting neighbors' access to renewable energy generation.

| Evaluation Criteria | Expectations |
|---|---|
| <p>2.1.1 The governing body has updated zoning ordinance language specific to local clean energy that aligns with the goals of the energy policy guidance in the Master Plan.</p> | <ul style="list-style-type: none"> • 2.1.1.1 The community has reviewed the energy policy guidance in the Master Plan to determine if changes to the zoning map or ordinance text are necessary to implement the local clean energy vision and goals. • 2.1.1.2 The zoning ordinance addresses zoning for energy efficiency and renewable energy installations including wind, solar, and others in both commercial and residential zoning. |
| <p>2.1.2 The local clean energy zoning regulations are user-friendly and accessible online.</p> | <ul style="list-style-type: none"> • 2.1.2.1 The zoning ordinance portrays clear definitions and requirements for local clean energy using ordinance language common across Michigan jurisdictions. • 2.1.2.2 The zoning regulations that support local clean energy are easily available online in electronic format at no cost. |
| <p>2.1.3 The zoning ordinance includes standards that do not unnecessarily restrict energy efficiency and renewable energy improvements in the community.</p> | <ul style="list-style-type: none"> • 2.1.3.1 The community understands the benefits of local clean energy and has included related zoning standards that increase energy efficiency and encourage renewable energy where appropriate. • 2.1.3.2 The zoning ordinance supports local clean energy and the community has confirmed that renewable energy installations are not being unnecessarily prohibited or constrained. |
| <p>2.1.4 The zoning ordinance includes flexible zoning tools to encourage local clean energy.</p> | <ul style="list-style-type: none"> • 2.1.4.1 The community has explored creative zoning approaches for encouraging high performance buildings that go beyond the state building code requirements. • 2.1.4.2 Districts or sites have been identified within the community that permit uses (businesses) that serve the clean energy sector and include larger renewable energy installations. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|---|---|
| 2.1.5 The zoning ordinance allows mixed use and housing density. | <ul style="list-style-type: none"> • 2.1.5.1 The zoning ordinance accommodates affordable housing options for local employees within walking distance to transit and non-motorized routes. |
| 2.1.6 The zoning ordinance includes standards to increase access to alternative and non-motorized transportation. | <ul style="list-style-type: none"> • 2.1.6.1 The community understands the clean energy benefits of alternative and non-motorized transportation and zoning standards reflect this. |
| 2.1.7 The zoning ordinance includes flexible parking standards. | <ul style="list-style-type: none"> • 2.1.7.1 The ordinance considers: <ul style="list-style-type: none"> . parking maximums . parking exempt districts on transit corridors (no parking minimum) . parking only on side or rear of buildings . electric vehicle charging stations . covered bicycle parking close to building entrances . payment or alternatives in lieu of parking . prioritized parking for shared, electric or carpool |
| 2.1.8 The zoning ordinance includes standards for green infrastructure. | <ul style="list-style-type: none"> • 2.1.8.1 The ordinance considers: <ul style="list-style-type: none"> . green roofs . passive solar and passive shading . geothermal districts . solar gardens/community solar |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Three: Project Review Process

3.1 Project Review Policy and Procedures

Best practice 3.1 examines the community's process and procedures for reviewing all new energy developments and capital improvements to ensure that they are in-line with the energy management plan. It is essential that new developments and capital improvements are consistent with the energy management plan and that the review process is streamlined and straightforward to keep projects moving. Making the review process for energy projects clear to the public will help all parties involved complete an efficient and successful project.

| Evaluation Criteria | Expectations |
|--|--|
| <p>3.1.1 <i>The zoning ordinance articulates an easy permitting, review, and approval process.</i></p> | <ul style="list-style-type: none"> • 3.1.1.1 The community has streamlined permitting process for clean energy projects by: <ul style="list-style-type: none"> . providing a process checklist . expediting residential and small commercial permit applications . allowing online permitting submission and notification . reducing appointment time windows for inspections . coordinating with neighboring jurisdictions . showcasing examples of successful projects . considering waiving or reducing permit fees to help encourage energy efficient and renewable energy projects |
| <p>3.1.2 <i>The community has a qualified intake professional knowledgeable about energy efficiency and renewable energy installations.</i></p> | <ul style="list-style-type: none"> • 3.1.2.1 The community has identified a point-person and trains them to assist property owners and developers with understanding the community's clean energy regulations. • 3.1.2.2 Staff understand the importance of their role in articulating the community's clean energy goals and enabling energy efficient and renewable energy developments. |
| <p>3.1.3 <i>For municipal projects, the community defines and offers energy management review meetings for all staff undertaking capital improvement projects.</i></p> | <ul style="list-style-type: none"> • 3.1.3.1 The Community Energy Manager commits to meeting with all staff members undertaking capital improvements to ensure that capital improvement projects are in line with the community energy management plan and are maximizing the potential for energy efficiency and/or renewable energy. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|---|--|
| <p>3.1.4 The appropriate departments engage in energy project reviews and coordinate with applicable external entities in reviewing projects as needed.</p> | <ul style="list-style-type: none">• 3.1.4.1 Departments are engaged in helping to scope energy efficiency and/or renewable energy projects including but not limited to: economic development, finance, facilities, and a government sanctioned green team that may involve citizens and/or employees.• 3.1.4.2 The local utility is engaged early-on for input on siting considerations, interconnection requirements (where applicable), partnership opportunities, and/or eligibility for assistance programs. |
| <p>3.1.4 The community has methods to track project development.</p> | <ul style="list-style-type: none">• 3.1.4.1 All energy efficiency and renewable energy projects are tracked in a central location by the community energy manager. Key metrics tracked should include: upfront costs, annual kWh savings, annual dollar savings, and dollars set aside in a reserve fund for future projects.• 3.1.4.2 The community energy manager will update building utility consumption on a monthly basis to identify any underperforming buildings quickly. |
| <p>3.1.5 The community promptly acts on energy efficiency and renewable energy opportunities.</p> | <ul style="list-style-type: none">• 3.1.5.1 The Community Energy Manager is committed to moving quickly on timely energy efficiency and renewable energy opportunities as they become available such as utility rebate programs, state-led initiatives, or programs led by the non-profit community. |
| <p>3.1.6 The community builds energy efficiency and renewable energy generation readiness into building codes.</p> | <ul style="list-style-type: none">• 3.1.6.1 The community reviews existing building codes and enforcement policies to find opportunities to enhance building codes in a way that maximizes energy efficiency and renewable energy generation readiness in municipal and community buildings without undue cost burdens on owners. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Three: Project Review Process

3.2 Guide to Energy Efficiency and Renewable Energy Projects

Best practice 3.2 covers ways the municipality can secure approvals for energy efficiency and renewable energy projects that are consistent with the energy management plan. Easy access to information that is easy to understand helps interested property owners, developers, and neighbors understand local expectations and better prepare for the entire process.

| Evaluation Criteria | Expectations |
|---|--|
| <p>3.2.1 <i>The community maintains an online guide that explains policies, procedures and steps to completing a successful local clean energy development.</i></p> | <ul style="list-style-type: none">• 3.2.1.1 The online guide includes:<ul style="list-style-type: none">. explanation of local clean energy policy. links to clean energy policy documents in the Master Plan. project permitting checklist. key performance indicators that a project must meet to be consistent with the energy management plan. tracking and evaluation tools for the key performance indicators. approval timelines for reviewing bodies. links to clean energy resources. case studies and success stories. explanation of tools available to local property owners. contact information for Energy Manager and any other relevant municipal staff persons |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Four: Recruitment and Education

4.1 Recruitment and Orientation

Best practice 4.1 evaluates how a community makes newly appointed or elected officials and board members aware of the community energy management plan. Communities are encouraged to seek both diversity on boards and the skill sets necessary to drive forward implementation of the energy management plan.

| Evaluation Criteria | Expectations |
|---|--|
| <i>4.1.1 The community sets expectations for board and commission positions</i> | <ul style="list-style-type: none">• 4.1.1.1 Board and commission applications outline expectations and desired skill sets for open seats. |
| <i>4.1.2 The community provides orientation information about local clean energy for elected officials and board members.</i> | <ul style="list-style-type: none">• 4.1.2.1 The orientation packet includes the energy guidance policy in the Master Plan, zoning regulations, the permitting process and general guidance about energy efficiency and renewable energy. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Four: Recruitment and Education

4.2 Education and Training

Best practice 4.2 covers how to encourage ongoing education and training in a community for elected officials, board members, and staff. All members of the community impact municipal energy consumption and behavior change can be an important tool in a community's energy reduction efforts. Additionally having informed staff and officials will lead to the identification of new opportunities consistent with the energy management plan and provide critical support to project implementation.

| Evaluation Criteria | Expectations |
|--|---|
| <p>4.2.1 <i>The community has a dedicated source of funding for training.</i></p> | <ul style="list-style-type: none"> • The community has a training budget allocated for elected and appointed officials and staff. |
| <p>4.2.2 <i>The community identifies the training needs of staff, formalizes expectations and tracks attendance.</i></p> | <ul style="list-style-type: none"> • 4.2.2.1 The community identifies trainings that assist in accomplishing their stated local clean energy goals and objectives, such as working with local clean energy industry representatives and training institutions / colleges along with collaborating with neighboring jurisdictions. |
| <p>4.2.3 <i>The community encourages the governing body, boards, commissions and staff to attend trainings.</i></p> | <ul style="list-style-type: none"> • 4.2.3.1 The Community Energy Manager consistently notifies elected and appointed officials and staff of training and educational opportunities and works to secure buy-in from the municipal leadership. |
| <p>4.2.4 <i>The community shares information between the governing body, boards, commissions, and staff.</i></p> | <ul style="list-style-type: none"> • 4.2.4.1 Key information is shared with those not in attendance at training and education events. • 4.2.4.2 Collaborative work sessions are held around large energy efficiency and renewable energy initiatives. • 4.2.4.3 The community appoints a staff member to serve as a liaison on relevant appointed bodies such as an energy or environmentally focused city commission. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Five: Clean Energy Communities

5.1 Clean Energy Sites

All sites within a community have clean energy potential through energy efficiency and renewable energy installations, including existing facilities. Site evaluations incorporate energy efficiency of buildings and facilities, transportation energy efficiency, and renewable energy generation. Prioritizing sites is an important exercise to focus the community's limited resources on projects that may have the highest impact or with the greatest opportunity for increasing public awareness. Best practice 5.1 also addresses how sites that are targeted as redevelopment ready sites should be reviewed for renewable energy generation potential and opportunities for taking advantage of existing natural resources at the site.

| Evaluation Criteria | Expectations |
|--|---|
| <p>5.1.1 The community identifies and prioritizes clean energy sites for program support.</p> | <ul style="list-style-type: none"> • 5.1.1.1 The community maintains a map delineating the clean energy potential of all sites along with completed clean energy installations. • 5.1.1.2 The community has prioritized sites based on selected criteria. |
| <p>5.1.2 The community gathers preliminary background information for prioritized sites.</p> | <ul style="list-style-type: none"> • 5.1.2.1 Information to consider: <ul style="list-style-type: none"> . Visibility . Transportation options . Building energy analysis report, if available . Building area . Number of employees . Annual energy use (EUI) . Building use and age . Lighting and HVAC needs . Energy generation potential for wind, solar, and geothermal installations . Natural features such as on-site trees that can reduce HVAC loads . Slopes that may be usable as partial earth sheltering . Opportunities for on-site stormwater management . The ideal building orientation for winter solar heat gain and daylighting. |
| <p>5.1.3. A "Property Information Package" for the prioritized redevelopment site(s) is assembled.</p> | <ul style="list-style-type: none"> • 5.1.3.1 The "Property Information Package" includes or identifies: <ul style="list-style-type: none"> . The feasibility of energy efficiency upgrades at the site (lighting, HVAC, building envelope, etc.). . The feasibility of wind, solar PV, solar thermal, or geothermal installations on the site . The identification of any existing trees on site that should be maintained to reduce cooling loads in summer and to provide wind |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|---|---|
| | <ul style="list-style-type: none"> breaks in the winter . The identification of any grading that a potential development can be built into to provide enhanced thermal performance of the building envelope . Opportunities for on-site stormwater management to reduce loads at the municipal wastewater treatment facility . The ideal building orientation to maximize solar heat gain and daylighting. |
| <p>5.1.4 <i>The community has developed a vision for the prioritized clean energy sites.</i></p> | <ul style="list-style-type: none"> • 5.1.4.1 The energy plan includes a vision for desired clean energy development outcomes and specific clean energy development criteria. • 5.1.4.2 Community champions for the clean energy sites are identified. • 5.1.4.3 If clean energy sites are highly controversial, the community has a plan for additional public engagement. |
| <p>5.1.5 <i>The community identifies available resources and incentives for prioritized clean energy sites.</i></p> | <ul style="list-style-type: none"> • 5.1.5.1 The community determines the level of support it will give to a project, based on the project meeting the community's vision and desired clean energy outcomes. • 5.1.5.2 The community gathers financial support from other partners for projects including: <ul style="list-style-type: none"> . utilities . state agencies . regional businesses . employers |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Five: Clean Energy Communities

5.2 Community Energy Management

Community energy management is a new approach to community planning that prioritizes energy efficiency and renewable energy across the community, along with the businesses that support them. Energy is conserved through greater awareness of our use, replacement of inefficient technology, and locating power generation close to where it's needed. Renewable energy protects the environment and our health at a reduced total cost to society.

The energy manager is the point person for community energy management. Primary responsibilities include developing an annual energy management action plan with a budget, researching funding options, reporting on progress and coordinating programs. Outside support for this work may come from the Michigan Green Communities network, verification programs, neighboring communities, and clean energy conferences.

| Evaluation Criteria | Expectations |
|---|--|
| <p>5.2.1 <i>The community has an energy management action plan.</i></p> | <ul style="list-style-type: none"> • 5.2.1.1 There is a municipal green team integrating clean energy solutions into all government operations. • 5.2.1.2 The elected officials have an appointed technical advisory committee with the ongoing responsibility of implementing the Energy Plan. • 5.2.1.3 The community has adopted a Complete Streets policy. • 5.2.1.4 The community understands the Michigan Building Code, Michigan Residential Code, and Michigan Uniform Energy Code and how communities can incentivize higher energy performance in buildings. • 5.2.1.5 The community sets targets that can be regularly tracked to help monitor progress toward the energy policy goals in the Master Plan. |
| <p>5.2.2 <i>The community has a permanent community energy manager.</i></p> | <ul style="list-style-type: none"> • 5.2.2.1 There is a job description for the Energy Manager, and the work is fulfilled by staff and consultants, as needed. • 5.2.2.2 The staff responsibility for energy management is clearly defined. • 5.2.2.3 The responsibilities of energy consultant(s) are clearly defined for energy management and as programs are initiated. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|---|---|
| <p>5.2.3 <i>The community has committed seed funding toward implementing actions in the Energy Plan and is actively developing sustainable funding.</i></p> | <ul style="list-style-type: none">• 5.2.3.1 Seed funding for implementing the Energy Plan has been committed until sustainable funding is put in place.• 5.2.3.2 The Energy Manager position is funded.• 5.2.3.3 There is a budget for energy management that is set to achieve the short-term targets toward the long term goals.• 5.2.3.4 The community is researching and evaluating options for sustainable funding.• 5.2.3.5 The community is leveraging financing tools (i.e. PACE, MI Saves, utility incentives, revolving loan fund, etc) to help increase energy savings for community members. |
| <p>5.2.4 <i>The community is actively tracking, evaluating and reporting progress toward the targets identified in the energy management action plan.</i></p> | <ul style="list-style-type: none">• 5.2.4.1 The community has calculated a baseline and evaluated existing energy use.• 5.2.4.2 Energy monitoring has been setup to measure and track progress on clean energy actions.• 5.2.4.3 A template has been created for reporting annual clean energy progress. |
| <p>5.2.5 <i>The community is coordinating programs to increase progress on clean energy targets and goals set in the Master Plan.</i></p> | <ul style="list-style-type: none">• 5.2.5.1 The community is coordinating programs to increase energy efficiency and renewable energy use, and utilizing available tools.• 5.2.5.2 community education and outreach• 5.2.5.3 creative financing (PACE, MI Saves, utility incentives, revolving loan fund, community solar, crowdfunding, etc.) |
| <p>5.2.6 <i>The community is actively participating in outside programs that provide support and verify community energy progress.</i></p> | <ul style="list-style-type: none">• 5.2.6.1 The community is a member of Michigan Green Communities and actively making progress in the Michigan Green Communities Challenge.• 5.2.6.2 The community understands the value of third-party verification programs like S.T.A.R. Communities certification, and is considering their protocol and requirements to be prepared for possible application in the future.• 5.2.6.3 The community regularly participates in regional energy manager network(s), such as Michigan Green Communities, Urban Sustainability Directors network, or coordinates with neighboring jurisdictions.• 5.2.6.4 The community energy manager has |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

| Evaluation Criteria | Expectations |
|---------------------|--|
| | an annual allowance in the budget for attending regional or national clean energy trainings and conferences. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Six: Community Prosperity

6.1 Economic Development Strategy

Understanding the economic opportunities inherent in advancing energy efficiency and renewable energy, and how this simultaneously enhances other community goals, is especially important. Clean energy business expansion and energy installations help create jobs, strengthen the community, and reduce reliance on imported power sources. The projects implemented as part of a Community Energy Management plan should also reduce long-term energy expenditures thereby freeing up capital for other initiatives and overall making the community more economically resilient.

| Evaluation Criteria | Expectations |
|---|--|
| <p>6.1.1 <i>The community has an approved economic development strategy that incorporates clean energy opportunities.</i></p> | <ul style="list-style-type: none"> • 6.1.1.1 The economic development strategy commits to reducing energy expenditures through energy efficiency and renewable energy projects. • 6.1.1.2 The economic development strategy calls for a contribution of 20% of energy cost savings to be contributed to a dedicated "energy fund" that can be used to finance future energy projects. • 6.1.1.3 The economic development strategy is nimble enough to account for state and federal energy policies that the community may need to comply with. • 6.1.1.4 The economic development strategy assesses local assets and challenges to expanding clean energy businesses and installations. • 6.1.1.5 The economic development strategy embraces clean energy to attract businesses, entrepreneurs, and workers in the clean energy industry. • 6.1.1.6 The economic development strategy encourages energy independence through reinvestment in local industries and capitalizing on local clean energy sources. |
| <p>6.1.2 <i>The community annually reviews the economic impact clean energy.</i></p> | <ul style="list-style-type: none"> • 6.1.2.1 The community calculates and reports on the key performance indicators identified in the economic development strategy each year and amends the strategy as needed. |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Best Practice Six: Community Prosperity

6.2 Marketing and Promotion

Best practice 6.2 outlines how to communicate effectively the successes and benefits of the energy management plan and implemented energy efficiency and renewable energy projects. These communications are essential for residents to know about community efforts to bring down costs, benefit the environment, and make the community a livable, attractive place to live.

The rapidly growing global clean energy industry provides communities with opportunities for energy independence and business development. The community publicly states its local clean energy vision and uses its website as an important tool to communicate its commitment.

| Evaluation Criteria | Expectations |
|---|---|
| <p>6.2.1 <i>The community has developed a marketing strategy to promote the benefits of the energy management plan and implemented energy efficiency and renewable energy projects.</i></p> | <ul style="list-style-type: none"> • 6.2.1.1 The marketing strategy identifies marketing opportunities and specific strategies to attract and expand clean energy-related businesses and encourage clean energy installations. • 6.2.1.2 The marketing strategy objectives strive to create or strengthen the community's clean energy image, heighten awareness and attract and retain clean energy businesses. • 6.2.1.3 The marketing strategy includes specific approaches to market the community's prioritized clean energy sites. • 6.2.1.4 The marketing strategy may include: <ul style="list-style-type: none"> . Ribbon cutting ceremonies with elected officials. . Press releases with local news media . An energy & sustainability section added to the community's website and/or newsletter . Posts on social media . Real-time energy generation monitors in municipal buildings or showcased on the community's website. |
| <p>6.2.2 <i>The community has provided easy access to information through an updated, user-friendly clean energy-specific webpage on the municipal website.</i></p> | <ul style="list-style-type: none"> • 6.2.2.1 The local clean energy webpage on the community's website contains or links to the following information: <ul style="list-style-type: none"> . local clean energy goal and targets . zoning regulations relating to clean energy . description of the approval process for clean energy projects . supportive resources |

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Glossary

- **Community Energy Management Technical Service Providers** – Environmental non-profits specializing in community energy management. Non-profits that may be contacted for energy management include the **Michigan Energy Options, Southeast Michigan Regional Energy Office, EcoWorks, and SEEDS.**
- **Energy Star Portfolio Manager**- An online tool from EPA in which the user can input information about a building's energy use, square footage, percent occupancy, use, and year built and receive information about how it measures up to other similar buildings.
- **Energy Use Intensity (EUI)** – an expression of a building's energy use as a function of its size.
- **Energy Cost Intensity (ECI)** – an expression of a building's energy cost as a function of its size.
- **ASHRAE Level-2** – a type of energy audit conducted by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers. It is a mid-level intensity audit that includes a detailed analysis of the building envelope, lighting, heating, ventilation, air conditioning, domestic hot water, plug loads, and compressed air and process uses. Through this process potential problem areas are identified and a variety of energy efficiency measures are suggested.

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

Developing a Community Energy Management Program (Strategy)

The following ten steps are a simple guide for communities that are early in the process of completing the Community Energy Management - Best Practices Checklist, and provide an at-a-glance pathway for Michigan local governments to begin discussing energy needs and goals and establish a Community Energy Management program. Many of these steps can be rearranged and/or completed simultaneously based on the needs of the community.

Step 1: Hire/Designate a Dedicated Community Energy Manager

The Community Energy Manager (CEM), which may be an individual or an organization serving in this role, is the community's primary resource on energy issues. With the support of community leadership and in coordination with municipal departments and staff, the CEM will lead the development and implementation of the Community Energy Management program and provide guidance on the development of related local energy policies. The CEM will also serve as a champion and information resource for energy projects and programs within the community. A sample CEM position description can be found [here](#).

Best Practice Five: Community Energy Management
5.2 Community Energy Management

Step 2: Begin the Discussion

The Community Energy Manager will introduce and discuss energy topics, including energy efficiency and renewable energy, with municipal departments and leaders to identify local energy priorities and gain necessary support for program development and project implementation. The CEM will work to identify and engage other energy champions within local government and the broader community, and invite feedback from a diverse set of community stakeholders and neighboring communities. These discussions will be helpful in identifying goals, opportunities, success stories, and lessons learned, and will inform the development of both the municipal energy management program and other community energy projects. Opportunities for input and outcomes of participation should be communicated in a consistent and transparent manner.

Best Practice One: Community Plans and Public Outreach
Sec 1.2 Public Participation

Step 3: Secure Support of Community Leaders

Leadership from elected officials and municipal administration is essential for program success and provides a clear signal to staff across departments to become fully engaged. A resolution adoption process articulating local clean energy goals, such as support for energy efficiency and renewable energy, sets the stage for Community Energy Management and demonstrates buy-in at the leadership level. Local energy champions can provide guidance to community leaders during this process. Elected officials and top administration are more likely to support energy efficiency and renewable energy projects if they know they have strong support from the public.

Best Practice One: Community Plans and Public Outreach
Sec 1.1 Energy Plan

Step 4: Develop a Guiding Policy that Supports Energy Efficiency and Renewable Energy

Incorporate energy efficiency and renewable energy goals and recommendations in a dedicated section of the Master Plan or a separately adopted *Energy Plan*. Integrate the clean energy strategies with other components of the Master Plan and other sustainability policies, if applicable. Development of a local energy policy supports the advancement of energy efficiency

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

and renewable energy within the community by establishing clear goals and providing a framework for development. Language in planning documents that supports energy management and implementation of energy efficiency and renewable energy projects serves as guidance for project development, capital investment, land use regulation, and economic strategies.

Best Practice One: Community Plans and Public Outreach
Sec 1.1 Energy Plan

Step 5: Update Zoning Code Language

Review and update zoning regulations to reflect the adopted energy policy. The regulations need to be user-friendly and accessible online. Provide clear guidance in your zoning code about how energy efficiency and renewable energy installations are to be integrated into your community. Zoning impacts building energy efficiency, transportation efficiency, renewable energy installations, and municipal infrastructure.

Best Practice Two: Zoning Regulations
2.1 Zoning Regulations

Step 6: Create an Easy-To-Use Permitting / Project Approval Process

The zoning ordinance needs to include an easy permitting, review, and approval process. Common information and language helps all parties involved complete an efficient and successful energy project. Streamline procedures and provide a clear review process. A qualified intake professional that is knowledgeable about energy efficiency and renewable energy is critical in articulating the community's goals and enabling successful projects.

Best Practice Three: Project Review Process
3.1 Project Review Policy and Procedures

Step 7: Provide Easy Access to Information

Easy access to relevant information resources and contacts helps interested property owners and installers understand local expectations and plan projects appropriately. Encourage local clean energy projects by providing access to summary information on various technologies and sharing examples/case studies of successful projects. A *Community Energy Webpage* is the central hub for ongoing engagement with the public and information helpful to those interested in clean energy. Online and printed materials detail how energy efficiency and renewable energy works and the process projects managed in your community.

Best Practice One: Community Plans and Public Outreach
1.2 Public Participation

Best Practice Three: Project Review Process
3.2 Guide to Energy Efficiency and Renewable Energy Projects

Best Practice Six: Community Prosperity
6.2 Marketing and Promotion

Step 8: Educate Local Officials and Train Staff

Local leaders and staff may not know much about the value of Community Energy Management, energy efficiency, or renewables, or understand the community's process for enabling successful energy projects and developments. Orientation for local elected and appointed officials helps inform and empower them to champion local clean energy initiatives. Increasing staff familiarity with energy efficiency and renewable energy technology and installations will help make the permitting process more efficient. Create an orientation packet

COMMUNITY ENERGY MANAGEMENT - BEST PRACTICES

for local officials that assists them in understanding the value of Community Energy Management and which helps them share information with the interested public. Identify training for staff with formalized expectations to integrate clean energy into all municipal operations.

Best Practice Four: Recruitment and Education

4.1 Recruitment and Orientation

4.2 Education and Training

Step 9: Establish Energy Targets and Metrics

Based on the broad goals set in the *Energy Plan*, set annual targets and develop metrics to regularly track the progress on improvement activities. Energy efficiency and renewable energy targets establish and help maintain momentum, and metrics verify that measures perform as expected and serve as documentation of project success. Prioritize actions and sites in the annual *Action Plan* to focus the community's limited resources on projects that may have the highest impact or the greatest opportunity for increasing public awareness.

Best Practice One: Community Plans and Public Outreach

1.1 Energy Plan

Best Practice Five: Community Energy Management

5.1 Clean Energy Sites

5.2 Community Energy Management

Step 10: Manage & Promote Local Clean Energy

Identify priority sites, facilitate energy projects, promote outcomes, and leverage local business development opportunities to advance local clean energy. All sites within the community have energy efficiency and renewable energy potential including existing developments. Provide guidance and leadership to the surrounding community on energy issues. Increase public awareness of the benefits of energy efficiency and renewable energy. Work with local economic development efforts to expand local business and create jobs in support of increasing local clean energy.

Best Practice Five: Community Energy Management

5.1 Clean Energy Sites

5.2 Community Energy Management

Best Practice Six: Community Prosperity

6.1 Economic Development Strategy

6.2 Marketing and Promotion

STATE ENERGY OFFICE: COMMUNITY ENERGY MANAGEMENT AN AGREEMENT BETWEEN MANISTEE COUNTY AND SEEDS

Appendix E

February 1, 2016

1. Purpose and Scope

Funded by the State of Michigan's Energy Office, the Community Energy Manager Pilot project seeks to provide technical assistance and energy management services to five (5) communities across the State of Michigan with the goal of launching one (1) project in each community that will reduce both environmental impact and operating costs.

The purpose of this document is to clearly identify the roles and responsibilities of each party as they relate to the Community Energy Manager Pilot project

2. Background

The project partners (will deliver technical assistance and energy management services to the community. The overall outcome goal will be the creation of SMART goals, an actionable Energy Action Plan and effort toward the implementation of the Energy Action Plan by the end of the grant period. The partner, in this case SEEDS, will support the community facilitate the process of project selection, scoping, and implementation in accordance with the priorities of the community, the State of Michigan, and the other project partners.

3. SEEDS Responsibilities

SEEDS will provide a community energy manager (CEM) to facilitate the pilot project with Manistee County. General duties of the CEM include:

- Developing a project plan, framework, and timeline for the project
- Reviewing past energy and/or sustainability efforts
- Benchmarking current energy status as needed
- Facilitating the creation of SMART goals with the Project Team
- Updating the prioritized Energy Action Plan including recommendations for long-term support
- Assisting the community in selecting one project for implementation
- Helping craft a financial package in coordination with utilities, lenders, and others as appropriate or needed
- Assisting as needed in selecting contractors to complete the project
- Participating in at least two (2) meetings with the community liaison and community leaders
- Offering unlimited communication to the community liaison including email and phone calls for the duration of the project period
- Communicate summary results and impact of this project to the broader regional and state-wide community

4. Manistee County Responsibilities

Manistee County will provide the following:

- An identified contact person: _____ (name and title) and project team
- A regular monthly meeting with the identified contact person and project team
- Access to past and future utility data and bills for all community-owned property
- Assistance to the CEM in selecting SMART goals and a good faith effort to accomplish those goals.
- A plan for financing the selected project with assistance from the CEM
- Participation in a continuing education event and/or training.
- Support the communications of the results and impact of this project to the broader local and state-wide community

5. It Is Mutually Understood and Agreed By and Between the Parties That:

- This agreement shall extend to and be binding upon the successors and assigns of the parties hereto.
- Any modification of this agreement shall be in writing and shall be signed by a duly authorized representative of each party. There are no understandings representations or warranties except as expressly set forth herein.
- If the parties consider that the achievement of the objectives of the contract is no longer possible to a satisfactory degree, the parties may decide to terminate the contract on a date mutually agreed upon. The decision of termination shall be signed by the Authorized Representatives of both parties.

6. Effective Date and Signature

This agreement shall be in effect upon the signature of the community's and project partner's authorized officials through 9/2016. Both parties indicate agreement by their signatures. We approve the project as described above, and authorize the team to proceed.

Manistee County Representative

Name:

Title:

Date:

SEEDS Representative

Name:

Title:

Date:



Executive Director

1/27/2016