

# Manistee County Board of Commissioners

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

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CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
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## GREEN TEAM/RECYCLING COMMITTEE MINUTES

Thursday, April 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

Members Absent: Karen Goodman

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

The meeting was called to Order at 3:05 p.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

### P.A. 69 RECYCLING UPDATE

Sarah Archer with Iris Waste Diversions Specialists, presented the Manistee County Green Team Recycling Program Report of April 28, 2016. (APPENDIX A) The Betsie Valley site has been relocated to Springdale Township. The site is up and running and the cameras have been installed. The site monitor reports that there has been no contamination issues and at this time volumes seem to be down. The Cleon Township Board will monitor any negative backlash from the site move from its residents, if any is received, they may consider discontinuing the program.

Ms. Archer indicated that a new site monitor for Onekama will be needed. Ms. Archer has met with Manistee Township Supervisor, Dennis Bjorkquist, regarding the program. Mr. Bjorkquist was interested in learning more regarding the program as the Township reviews it's current services.

Tim Ervin with AES submitted a grant proposal for a Federal Business Development Grant on February 28, 2016.

Manistee Conservation District Household Hazardous Waste event will be held on Saturday, August 28, 2016. Latex paint will not be accepted at the 2016 HHW event because the collection contract was awarded to a vendor that doesn't accept latex paint.

### SEEDS

Kevin Summers with SEEDS, presented the Proposed Manistee SMART Goals. (APPENDIX B) The goals include: Focus on Water Use and Conservation, Focus on Energy Efficiency Goal Setting using Capital Improvement Planning using Energy Star Portfolio Manager, Focus on Sustained Financing, Focus on the County Master Plan and Capital Improvement Plan.

Discussion followed regarding various areas where energy saving upgrades have been completed and could be completed in the future. The Committee and Mr. Summers discussed the possibility of a resolution regarding energy building standards for future projects within the County. Mr. Summers will look into sample resolutions to present to the Committee at the next meeting.

### ENERGY REPORT

Julie Schmeling presented the Energy Report for the Courthouse, Sheriff's Office. (APPENDIX C) The report covers energy use and costs for the year ending January 31, 2015 and the year ending January 31, 2016.

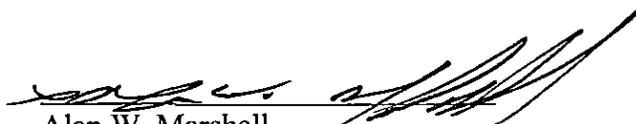
### OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 4:35 p.m.

  
\_\_\_\_\_  
Brook Shafer, Chairperson

ABSENT  
\_\_\_\_\_  
Karen Goodman

  
\_\_\_\_\_  
Alan W. Marshall

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

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

Meeting Attendance

- Green Team– January 28
- Conservation District Household Hazardous Waste Committee – February 2
- Springdale Township Board – March 14
- Little River Band of Ottawa Indians Earth Day meeting – March 31
- Conservation District Household Hazardous Waste Committee – April 5
- Benzie County Solid Waste Advisory Committee – April 6
- Cleon Township Board – April 13
- Brown Township Board – April 13
- Marilla Township Board – April 14
- Manistee Chapter Michigan Townships Association – April 27

Current Volume Report

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

January	45,020	April		July		October	
February	36,760	May		August		November	
March		June		September		December	
						Total To-Date	81,780

- February 2016 volume was up from February 2015 by 12%.
- Total Year to Date Program costs are \$451.78 lower than 2015.

Education

- Monthly e-newsletters sent – February, March, April
- Manistee County shared a table with Benzie County Recycling at the Early Childhood Fair held at Betsie Valley School on Saturday, April 23. PA69 Recycling guidelines and recycling themed coloring sheets were distributed.
- An Earth Day article was submitted to the Manistee News Advocate which was published online on April 21, 2016

Recruitment

- Met with Manistee Township Supervisor Dennis Bjorkquist regarding the PA69 program. Mr. Bjorkquist was interested in learning more as he prepares to review the Township's current services.
- Meetings will be scheduled over the next few months with all local units of government to gather and update information on waste and recycling services as well as to introduce and get feedback on a regional approach to recycling/resource recovery.

Operations

- Letters were emailed to the Clerks of Cleon and Marilla Townships, as well as Benzie County Recycling Coordinator, in advance of the relocation of the recycling bins.
- The recycling bins were relocated from Betsie Valley School to Springdale Township Hall on Tuesday, April 12. A sign was left at the site of the recycling bins at Betsie Valley School advising of the relocation along with contact information.
- The security camera system was installed on April 17.

Other

- Regional Recycling Initiative - Tim Ervin with AES submitted a grant proposal for a Federal Business Development Grant on February 28. Notification of awards is expected in May or June with projects beginning in late 2016/early 2017.
- Benzie County Recycling Coordinator, Marlene Wood has retired. David Schaffer has been hired to fill her position. Sarah attended the April 6 meeting of the Benzie County Solid Waste Advisory Committee to discuss the Regional Recycling Initiative and meet her replacement. Marlene has been very influential in bringing recycling and environmental programming to this region, many of which were open to Manistee County residents.
- Manistee Conservation District Household Hazardous Waste event will be held on Saturday, August 20. The HHW event in Manistee accepted latex paint as a pilot in 2015, with an overwhelming response. Latex paint will not be accepted at the 2016 HHW event because the collection contract was awarded to a vendor that doesn't accept latex paint. New signs and banners are being designed to promote the event.

**SEEDS****Community Energy Management 2016****Proposed Manistee SMART Goals**

1. Focus on Water Use and Conservation
  - By May 2016:
    - Add appropriate water conservation measures to Manistee County Energy Action Plan to be accepted by Manistee County Green Team.
  - By June 2016
    - Benchmark and continue to track water usage at municipal buildings using ESPM.
    - Begin to include water usage in regular monthly reports to the Green Team.
  - By July 2016:
    - Set water use reduction targets and prioritize projects related to increased water use efficiency for municipal buildings.
  - By August 2016:
    - Coordinate appropriate intergovernmental trainings and coordination between facilities managers and staff impacted by the Little River Band Of Ottawa Indians' municipal sewer extension including Manistee County and Manistee Township.
  
2. Focus on EE Goal Setting in CIP using ESPM :
  - By July 2016:
    - Add appropriate annual performance goals (of at least 5% reduced weather-normalized net energy use) for all municipal buildings in ESPM.
    - Track buildings included in the County CIP but not currently tracked in ESPM. These Buildings include:
      - ▣ Manistee County Fairgrounds Buildings
      - ▣ Manistee County Medical Care Facility
      - ▣ Manistee County Transportation Building
      - ▣ Arcadia Branch Library
      - ▣ Keddie-Norconk Memorial Library
      - ▣ Onekama Branch Library
      - Kaleva Branch Library
      - Welliston Branch Library
      - ▣ Road Commission Kaleva Garage and Associated Buildings
      - ▣ Road Commission Bear Lake Administration Offices and Associated Buildings
      - ▣ Centra Wellness Glocheski Drive Building
      - ▣ Soil Conservation District Office Building and Cooperative Extension Office

3. Focus on Sustained Financing:

- By May 2016:
  - Starting with 2016's \$4000.00 EE budget and retroactively to 2009 track actual spending on EE projects and resulting net savings in ESPM. See attached tables.
- By July 2016
  - Develop communications material that clarifies the net impact of EE improvements. Ensure that these materials are easily updated in the future as the data changes.
- By September 2016:
  - Create supporting graphic(s) that makes the the value of savings through planning and the efficient use of EE dollars from 2009 to 2016 very clear, setting the stage for requests for additional allocations into energy-related facility upgrades.

4. Focus on the County Master Plan and Capital Improvement Plan:

- By August 2016:
  - Review and make recommendations for updating the CIP with respect to efficiencies and renewable energy management focusing on financial cost savings and cash flow management within a 5 year time horizon.
  - Populate the CIP with existing plans for facilities management and maintenance.
  - Review and make recommendations for updating the City Master Plan with respect to energy management.
  - Draft language that sets criteria for minimum energy efficiency performance standards (such as Energy Star) for maintenance and upgrades to be included in the next revision of the County Master Plan.

**Data Highlights****Change In Energy Use: Current Year Compared to 2009 Energy Use**

Facility	Site Energy Use (kBtu)	Weather Normalized Site Energy Use (kBtu)	Weather Normalized Site Energy Use (kBtu) Change	Site EUI (kBtu/ft <sup>2</sup> )	Weather Normalized Site EUI (kBtu/ft <sup>2</sup> )	Weather Normalized Site EUI (kBtu/ft <sup>2</sup> ) Change
Courthouse & Government Center	2641983.1	2492711.3	-3052	68.4	64.5	-0.1
Sheriff's Office and Jail	3567523.8	3483384.3	-379431.2	149.3	145.8	-77.7
Manistee County Blacker Airport	530344.1	563876.1	-399706	79.2	84.2	-59.6
Manistee County Library, Main Branch	1354165	1223282.3	-82486.5	128.2	115.8	-7.8
Health Department Building	506079.6	485404.7	20355.4	46.9	44.9	1.8

*With the exception of the Health Department building, which has seen an increase in occupancy all municipal buildings have seen decreased energy use since being benchmarked.*

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**Change in Energy Costs: Current Year Compared to 2009 Energy Costs**

<b>Facility</b>	<b>Energy Cost (\$) Change</b>	<b>Energy Cost Intensity (\$/ft<sup>2</sup>) Change</b>	<b>Electricity (Grid Purchase) Cost (\$) Change</b>	<b>Natural Gas Cost (\$) Change</b>	<b>Total Water Cost (All Water Sources) (\$) Change</b>
<b>Courthouse &amp; Government Center</b>	6561.13	0.17	8746.69	-2173.56	1394.6
<b>Sheriff's Office and Jail</b>	-1383.78	-1.11	18,290.08	-19673.86	-2852.66
<b>Manistee County Blacker Airport</b>	-8578.11	-1.28	-7509.57	NA	NA
<b>Manistee County Library, Main Branch</b>	-2287.96	-0.22	-1951.56	-336.4	NA
<b>Health Department Building</b>	3468.88	0.32	3593.35	-124.46	138.08

*Expectedly the energy cost at the Health Department has increased while energy use has increased. Energy cost increases have outpaced increases in energy efficiency at the Courthouse and Governmental Center. Energy Costs have decreased for all other buildings.*

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**Gross Energy Savings Since 2009 Compared to Benchmarked Energy Costs\***

Facility	2009 Savings	2010 Savings	2011 Savings	2012 Savings	2013 Savings	2014 Savings	2015 Savings	2016 Savings	Building Gross Savings
Courthouse & Government Center	NA	337.41	-4123.99	2274.3	-1608.27	-8922.68	-6561.13	NA	-18604.40
Sheriff's Office and Jail	NA	Missing Data	Missing Data	Missing Data	Missing Data	-7379.86	1383.78	NA	-5996.08
Manistee County Blacker Airport	1047.82	2765.88	2054.67	1521.11	6522.45	7340.26	7160.06	8578.11	36980.36
Manistee County Library, Main Branch	NA	NA	474.30	1255.64	1468.25	2287.96	NA	NA	5486.15
Health Department Building	NA	-690.20	-1012.48	-1387.71	-1311.08	-3988.94	-3468.88	NA	-11859.30
Yearly Gross Total Savings	1047.82	2413.09	-2607.50	3663.34	5071.35	-10663.30	-1486.17	8578.11	
<b>Cumulative Energy Savings Since 2009</b>									<b>\$6017</b>

*\*Does not include the cost of capital improvements or energy efficiency upgrades.*

*Despite increased energy efficiency cumulative energy cost saving since 2009 are underwhelming and only total \$6017. This data is preliminary and deserves more attention.*

**Questions to Clarify Future Opportunities and Goals**

What large capital improvement projects do we see on the horizon? Can we begin to proactively plan to make these projects models of best practices in energy efficiency?

If not in the CIP where does a written 5-6 year plan for facilities upgrades exist?

Moving forward do we want to pursue ENERGY STAR Certification for municipal buildings with support from SEEDS and Consumers Energy?  
<https://www.consumersenergy.com/eeprograms/BHome.aspx?id=4787>

How is important information most effectively communicated to elected officials, municipal staff and the community? How can information regarding energy efficiency and energy savings be better communicated for greater impact?

Can we use energy savings to finance staff time to more proactively track and report on energy and water consumption data?

What are the professional development interests of facilities staff, municipal staff, and/or commissioners? We have Dave Konkel on retainer to provide PD as needed.  
<http://www.seconddwavemedia.com/concentrate/features/MM-DaveKonkle0132.aspx>

How will the LRB sanitary sewer project impact the County? What concerns do we have? To what degree do we want to collaborate with the LRB on this project?

Should we consider site assessments for renewable energy including solar PV and passive solar?

Should we consider coordination with the AES "development ready" project?

What services, assistance, guidance and leadership can Manistee County provide to smaller units of government within the county concerning energy efficiency?

# APPENDIX C

Green Team Reports  
 Data Generated: 04/27/2016 10:40 AM EDT  
 Number of properties in report: 1

Property Id	Property Name	Year Ending	Electricity Use - Grid Purchase (kWh)	Natural Gas Use (therms)	Energy Cost (\$)	Energy Cost Intensity (\$/ft <sup>2</sup> )	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 <sub>2</sub> e)
1417438	Manistee County, MI Courthouse &	1/31/2016	309054.9	14339.7868	58021.11	1.37	4904.48	41694.4	11926.71	171.1	305.8
1417438	Manistee County, MI Courthouse &	1/31/2015	314781	14981.65107	57918.11	1.48	4455.22	43125.52	14192.59	192.7	311.5

## Manistee County Courthouse and Government Center

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Green Team Reports  
 Data Generated: 04/27/2016 01:42 PM EDT  
 Number of properties in report: 1

Property Id	Property Name	Year Ending	Electricity Use - Grid Purchase (kWh)	Natural Gas Use (therms)	Energy Cost (\$)	Energy Cost Intensity (\$/ft <sup>2</sup> )	Total Water Cost (All Water Sources) (\$)	Electricity (Grid Purchase) Cost (\$)	Natural Gas Cost (\$)	Water Use (All Sources) (kgal)	Total GHG Emissions (Metric Tons CO <sub>2</sub> e)
1424945	Manistee County, MI - Sheriff's Office	1/31/2016	447003.8	19918.76444	64386.69	2.69	11187.6	53340.76	11045.88	1232.7	437.9
1424945	Manistee County, MI - Sheriff's Office	1/31/2015	493467.4	24289.00537	71492.84	2.91	13954.51	52985.84	18527	1352.2	451

# Manistee County Sheriff's Department