

RESOLUTION NO. 5-2010-2012 AMENDED

RE: ESTABLISHING THE **PORTAGE COUNTY SMART ENERGY TEAM**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS

WHEREAS, Portage County has many facilities that use energy, including electricity, natural gas, and petroleum products; and

WHEREAS, the county is aware of how energy use affects its budget and the environment; and

WHEREAS, many counties in Wisconsin have undertaken energy planning and realized financial and environmental benefits; and

WHEREAS, the Facilities Management Department and Space and Properties Committee support the development of a comprehensive Portage County Energy Management Plan; and

WHEREAS, a team composed of the County Board Chairman, the County Executive, the Chairpersons of the Finance Committee and Space and Properties Committee, the Directors of the Planning and Zoning Department, Facilities Management Department and the UW-Extension Community Development Educator are best suited to oversee the creation of an Energy Management Plan and comprise the **PORTAGE COUNTY SMART ENERGY TEAM**.

FISCAL NOTE: Monies to fund the initial work of the **TEAM** will be utilized from the capital improvement account designated for this purpose, in an amount up to \$12,000.00. These monies may be utilized to hire and or contract for the use of subject matter expert consultants. It is anticipated that the **SMART ENERGY TEAM** will make budgetary and monetary recommendations for long term energy efficient investments in the future consistent with the goals of set forth in this resolution.

ADMINISTRATIVE NOTE: An ad-hoc team is not, by definition, a permanent standing committee of the Portage County Board of Supervisors and therefore is not to be listed in section 3.1 of the Portage County Code.

NOW, THEREFORE, BE IT RESOLVED by the Portage County Board of Supervisors that an ad-hoc committee is hereby established and authorized, to be known as the **PORTAGE COUNTY SMART ENERGY TEAM**, with a charter to document energy consumption and costs associated with county operations and to develop an energy management plan, with reports, options and plans to be filed and overseen by **SPACE AND PROPERTIES COMMITTEE** and other county board committees as needed, with further coordination with county and city officials, with the committee to cease operations no later than December 31, 2011, subject to future resolutions.

BE IT FURTHER RESOLVED that the **TEAM** shall consist of the County Board Chairman, the County Executive, the Chairpersons of the Finance Committees and Space and Properties Committees, the Directors of the Planning and Zoning Department, Facilities Management Department and the UW-Extension Community Development Educator. The Facilities Management Administrative Assistant is designated as the secretary of the **TEAM**. The **TEAM** shall utilize the resources and personnel of county staff wherever possible. County Board Supervisor members of the Team shall receive per diem payments.

BE IT FURTHER RESOLVED THAT THE GENERAL CHARTER, DUTIES, AND RESPONSIBILITIES OF THE **TEAM** SHALL BE AS FOLLOWS (BUT NOT LIMITED THERETO). THE TEAM MAY, IN THE COURSE OF ITS WORK, EXPAND THE EXTENT OF THE CHARTER RELATING TO ITS ROLE REGARDING COUNTY ENERGY USE.

1. Work with and possibly contract for an energy management specialist to guide the energy planning process and provide consultation as determined by the **SMART ENERGY TEAM**. Determine whether and how partnerships with other agencies, municipalities and entities should be managed for this process.
2. Evaluate the level of effort needed to analyze all types of energy sources, including electricity, natural gas, propane, and petroleum fuels. Select the scope and timeline for the energy planning process.
3. Compile information regarding the types of energy consumed in county operations and service delivery.
4. Compile and review study designs or evaluation frameworks now available to counties and other public institutions to document current and anticipated energy consumption and costs. Evaluate the direct costs and benefits of each evaluation framework. In so doing, determine whether it is possible to implement the evaluation using available staff and resources or will it be necessary to contract a systems-based evaluation.
5. Select a method or evaluation framework.
6. Compile and review the current policies, methods, and management approaches now used in Portage County to conserve energy.
7. Compile and evaluate examples of management approaches and specific techniques now used by other counties or municipalities in Wisconsin, and elsewhere, to conserve energy. In so doing, provide case examples of different institutional approaches which have been used to measure current energy use, reduce energy consumption, monitor energy use and costs through time, and evaluate alternative sources of energy. In evaluating these examples, identify the general strengths and shortcomings of each approach.
8. Develop by **Dec. 1, 2010** a written **PORTAGE COUNTY STRATEGIC ENERGY PLAN** for submission to and review by the County Board of Supervisors. Using the knowledge gained, develop a written energy conservation plan which could be used to limit the county's energy use, utilize alternative energy sources if viable, and to monitor its energy costs and consumption through time. Ideally, the energy conservation plan should include:
  - A. A set of goals and objectives for energy use, alternative sources and conservation that would apply to county operations that is measurable and attainable.
  - B. A specific listing of management options and implementation strategies that are recommended to measure, manage, and reduce energy consumption from county facilities and the county vehicle fleet.
  - C. Each recorded management option will include a detailed description of the option and its associated implementation activities, the affected stakeholders, the advantages and disadvantages of pursuing the option, its measures of success, and opportunities for funding. These strategies will then be utilized to develop county policies that will affect long-term energy management for county operations.

At a minimum, these options will include:

- ii. The alteration of building operation to conserve energy.
- iii. The purchase of any energy-efficient equipment.
- iv. The use of alternative energy sources.
- v. The education of employees about energy conservation methods.

D. A five (5) year budget that projects anticipated costs and funding sources that will be pursued to implement the program recommendations.

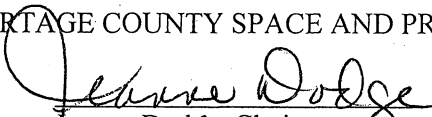
E. An ongoing monitoring program with assigned duties and responsibilities to systematically measure ongoing energy consumption and to evaluate change and energy savings through time.

Dated: April 27, 2010.

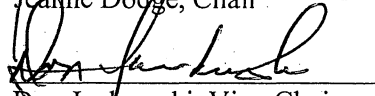
Respectfully submitted,

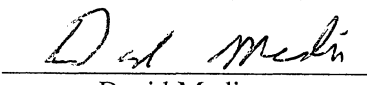
PORTAGE COUNTY SPACE AND PROPERTIES COMMITTEE

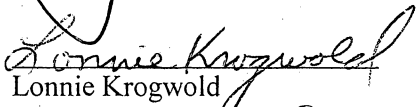
By:

  
 Jeanne Dodge, Chair

  
 Tom Mallison

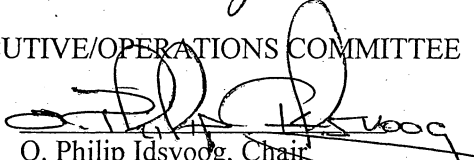
  
 Don Jankowski, Vice-Chair

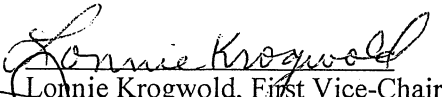
  
 David Medin

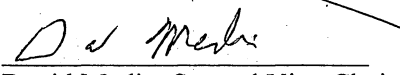
  
 Lonnie Krogwold

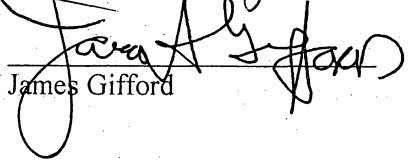
EXECUTIVE/OPERATIONS COMMITTEE

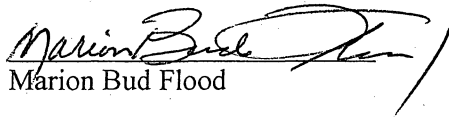
By:

  
 O. Philip Idsvoog, Chair

  
 Lonnie Krogwold, First Vice-Chair

  
 David Medin, Second Vice-Chair

  
 James Gifford

  
 Marion Bud Flood