

1. 6:30 P.M. RCC 07/20/2015 Agenda

Documents: [RCC_20150720_AG.PDF](#)

2. 6:30 P.M. RCC 07/20/2015 Packet

Documents: [RCC_20150720_PK.PDF](#)



City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4260
Fax: (608) 270-4275
www.fitchburgwi.gov

AGENDA
Resource Conservation Commission
Monday, July 20, 2015
6:30 P.M.
Meeting Room

NOTICE IS HEREBY GIVEN that the Fitchburg Resource Conservation Commission will meet at **6:30 P.M. in the Meeting Room** at City Hall, 5520 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at <http://www.fitchburgwi.gov/677/Government-Channel>)

1. Call to Order
2. Appointment of Timekeeper
3. Public Appearances on Non-Agenda Items
4. Approval of Minutes from June 15, 2015 RCC Meeting (6:32pm*)
5. New Business
 - a. Updates to Fitchburg's Park & Open Space Plan – Scott Endl & Wade Thompson (6:35pm*)
6. Unfinished Business
 - a. MG&E's Charge to Fitchburg for Street Lamps Electricity – LED Lights - Erika (7:10pm*)
 - b. Focus on Energy – Solar Grants - Erika (7:20pm*)
 - c. Eco-Municipality Discussion - Chris (7:30pm*)
 - d. Review/Provide Recommendations for 2016 RCC Operating Budget Requests (7:50pm*)
 - e. Retrocommissioning Update - Samuel/Erika (8:10pm*)
 - f. Community Outreach Subcommittee – Boys & Girls Club Summer Event – July 30, 1-2:30pm – Chris/Erika (8:20pm*)
7. Council Update (8:40pm*)
8. Staff Update (8:45pm*)
 - a. Solid Waste Update
 - b. Stormwater Update
 - c. Sustainability Update
9. Announcements (8:55pm*)
 - a. Next Meeting – tentatively scheduled for September 21, 2015 at 6:30pm in the Meeting Room
10. Adjournment (9:00pm*)

*Times Tentative

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711,(608) 270-4200



City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4260
Fax: (608) 270-4275
www.fitchburgwi.gov

AGENDA
Resource Conservation Commission
Monday, July 20, 2015
6:30 P.M.
Meeting Room

NOTICE IS HEREBY GIVEN that the Fitchburg Resource Conservation Commission will meet at **6:30 P.M. in the Meeting Room** at City Hall, 5520 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at <http://www.fitchburgwi.gov/677/Government-Channel>)

1. Call to Order
2. Appointment of Timekeeper
3. Public Appearances on Non-Agenda Items
4. Approval of Minutes from June 15, 2015 RCC Meeting (6:32pm*)
5. New Business
 - a. Updates to Fitchburg's Park & Open Space Plan – Scott Endl & Wade Thompson (6:35pm*)
6. Unfinished Business
 - a. MG&E's Charge to Fitchburg for Street Lamps Electricity – LED Lights - Erika (7:10pm*)
 - b. Focus on Energy – Solar Grants - Erika (7:20pm*)
 - c. Eco-Municipality Discussion - Chris (7:30pm*)
 - d. Review/Provide Recommendations for 2016 RCC Operating Budget Requests (7:50pm*)
 - e. Retrocommissioning Update - Samuel/Erika (8:10pm*)
 - f. Community Outreach Subcommittee – Boys & Girls Club Summer Event – July 30, 1-2:30pm – Chris/Erika (8:20pm*)
7. Council Update (8:40pm*)
8. Staff Update (8:45pm*)
 - a. Solid Waste Update
 - b. Stormwater Update
 - c. Sustainability Update
9. Announcements (8:55pm*)
 - a. Next Meeting – tentatively scheduled for September 21, 2015 at 6:30pm in the Meeting Room
10. Adjournment (9:00pm*)

*Times Tentative

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711, (608) 270-4200



Staff Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Resource Conservation Commission
From:	Rick Eilertson, Environmental Engineer Erika Kluetmeier, Sustainability Specialist
Date:	July 14, 2015 – Highlighted Amendments made July 20, 2015
Subject:	Staff Memo for the July 20, 2015 RCC Meeting

This memo is being written to provide background on the following agenda items for the July 20, 2015 RCC Meeting with yellow highlighted amendments incorporated on July 20, 2015.

2. Appointment of Timekeeper –

Below is the upcoming tentative schedule for Timekeeper:

Meeting Date	Timekeeper
July 20, 2015	Jan Kucher
September 21, 2015	Tony Hartmann
November 16, 2015	Sam Cooke
January 25, 2016	Kia Stearn
February 15, 2016	Kim Warkentin
March 21, 2016	Diane Streck

4. Approval of Minutes from June 15, 2015 RCC Meeting – Draft minutes are included in the packet.

5. New Business

5.a. Updates to Fitchburg’s Park & Open Space Plan – Scott Endl (Fitchburg’s Parks Director) and Wade Thompson (Fitchburg’s Community Planner) will be providing an overview on the proposed process for updating Fitchburg’s Park & Open Space Plan and would like feedback from RCC members on this process.

6. Unfinished Business

6.a. MG&E’s Charge to Fitchburg for Street Lamps Electricity – LED Lights – MGE determines unmetered monthly cost based on type of light, wattage, hours of operation, and a set maintenance fee.

Holly Powell is planning to study various LED lamps used in other municipalities (Madison and Monona) and perhaps install some other options for study in Fitchburg. She reports that residents are very resistant to the change in lighting conditions when the switch is made to LED, and she would like to find the best fixture possible to meet energy, safety and aesthetic needs. She is also planning to

do an inventory of all Fitchburg street lights in 2016 to identify 1) the number of lights 2) the type of light fixture and 3) ownership (MGE, Alliant, City of Fitchburg). This will help us evaluate strategies for converting fixtures to LED as the fixture prices decrease and new incentive opportunities arise.

6.b. Focus on Energy – Solar Grants – Please see the July 19, 2015 staff memo from Erika included in the packet.

6.c. Eco-Municipality discussion – Chris will lead a discussion on this topic.

6.d. Review/Provide Recommendations for 2016 RCC Operating Budget Requests
– Diane was able to compile a spreadsheet (included in the packet) showing past RCC requests, past approved budgets, and initial suggestions from RCC members for 2016.

6.e. Retrocommissioning Update – Samuel/Erika – Please see the June 23, 2015 staff memo from Erika included in the packet.

6.f. Community Outreach Subcommittee – Boys & Girls Club Summer Event – July 30, 1-2:30pm – Chris and Erika will provide an update during the meeting and seek feedback from RCC members.

7. Council Update – Tony Hartmann will provide an update on this topic.

8. Staff Update

8.a. Solid Waste Update – The Organics Collection Subcommittee (Jan, Tony, and Rick) had a conference call with Duane Toenges and Dan Meccariello (Dynamic Group) on July 8th to discuss Dynamic Group's interest in working with Madison, Fitchburg, and other local municipalities to set up an anaerobic digester in the Dane County area that could process source separated organics.

8.b. Stormwater Update – The City received notice that the Yahara WINs Executive Committee authorized stormwater grants to Fitchburg as follows:

1. Lacy Heights Bioretention Facility - \$10,500
2. Schumann Greenway Restoration/McKee Farms Northwest Pond Enlargement - \$15,000

We also received word on July 14th that the grant application for project #2 above to the National Fish & Wildlife Foundation was unsuccessful. We also have a grant application to DNR for project #1 above that we hope to hear back from DNR this September or October.

The new Natural Resources Conservation Service (NRCS) rainfall depths and distributions took effect throughout Wisconsin on April 1, 2015. We've updated our Erosion Control & Stormwater Management (ECSWM) Requirements web page (<http://www.fitchburgwi.gov/231/ECSWM-Requirements>) and have been requiring that all ECSWM permit applications submitted after April 1, 2015 use the updated rainfall depths and distributions. We anticipate updating this information in Chapter 30, Article II of Fitchburg's Municipal Code as soon as we get confirmation from

Dane County and the State that they are done making changes to their respective county and state performance standards.

8.c. Sustainability Update – MGE is kicking off community conversations to engage customers and communities in meaningful discussions about the challenges and opportunities in building MGE’s community energy company of the future. There was an article about these community conversations in yesterday’s *Wisconsin State Journal*: http://host.madison.com/wsj/business/mge-to-start-community-conversations/article_868fd26d-3ff4-567d-85e8-f623ce9a4455.html

A link to the Discussion Guide MGE developed with assistance from the Great Plains Institute for the conversations is available online at (<http://www.mge.com/images/pdf/cec/cecguide.pdf>) and printed copies are also available.

MGE plans to use the feedback from these conversations, along with input from partner organizations, such as the Citizens Utility Board and Clean Wisconsin, to inform their future energy plan. Ten years ago MGE used a similar process to develop their Energy 2015 Plan, which eliminated coal at their downtown Madison power plant, increased their renewable power from wind by almost twelve times, and reduced their carbon emissions significantly since 2005.

For more information about the community energy conversations process and how you can participate, and to continue to follow developments regarding these important conversations, please see: <http://www.mge.com/community-conversations/>.

9. Announcements

9.a. Next Meeting – tentatively scheduled for September 21, 2015 at 6:30 pm in the Meeting Room

10. Adjournment

DRAFT MINUTES

Resource Conservation Commission
Monday, June 15, 2015

RCC and Staff Members Present: Diane Streck, Chris Jimieson, Jan Kucher, Tony Hartmann, Kia Stearn, Sam Cooke, Kim Warkentin, Rick Eilertson, Erika Kluetmeier

Others Present: Sherrie Gruder, UW-Extension Sustainable Design Specialist

1. Call to Order

- Chris called the meeting to order at 6:34 p.m.

2. Appointment of Timekeeper

- Diane Streck was appointed Timekeeper.

3. Public Appearances on Non-Agenda Items

- None

4. Approval of Minutes from May 18, 2015 RCC Meeting

- *Diane moved to approve the Minutes, Tony seconded.*

5. New Business

5.a. Introduction of new member

- Kim Warkentin introduced herself. She has been actively involved in the Quarry Hill Neighborhood Association, and she served as a Fitchburg representative on the former Regional Transit Authority. She is also the youth education coordinator for Wisconsin Land + Water (formerly Wisconsin Land and Water Conservation Association).

5.b. MG&E's Charge to Fitchburg for Street Lamps Electricity – LED Lights

- Fitchburg realizes a 12% cost savings for unmetered MGE-owned street lamps that have been converted to LED. Fitchburg pays actual energy costs for metered lights.
- Roughly 80% of street lights in Fitchburg are unmetered and 20% are metered.
- Fitchburg pays for unmetered, MGE-owned street lamps whether lights are working or non-working.
- Sherry Gruder recommended evaluating bulk purchasing and contracting through the State Energy Office for converting street lights to LED. Focus on Energy may be able to facilitate bulk purchasing with developers and multi-unit property owners as well.
- **Action items:**
 - **Erika will check with Holly Powell on**
 - **1) LED conversion strategies following Holly's conference**
 - **2) how MGE determines Fitchburg's bill for MGE-owned street lights.**

DRAFT MINUTES

- **Erika will follow up with Sherrie Gruder on bulk purchasing opportunities through the State Energy Office**

5.c. Focus on Energy – Solar Grants

- Erika reported that Focus on Energy will not be offering a second round of grants in 2015 for renewable projects under the Renewable Energy Competitive Incentive Program (RECIP).
- Sherrie Gruder suggested considering a third-party solar model, which Monona installed in 2014, where a private-sector solar company leases space from a municipality for a period of time, pays for the upfront capital costs of a solar installation and then reverts ownership to the municipality after 6-8 years. Federal tax credits of ~ 30% expire at the end of 2016; so planning for this type of project would need to be underway by early September 2015 in order for the installation to be completed before the tax credits expire.
- Community solar is another option to explore.
- **Action item:**
 - **Erika will follow up with Sherrie Gruder to find out more details about these solar options, including cost and timeline.**

5.d. Eco-Municipality discussion

- Sherrie Gruder provided a quick overview of The Natural Step (TNS) framework.
- RCC members agreed that next step should be to form a Task Force (made up of business, agriculture, residents, representatives of underserved populations, city leaders and key staff) to begin a community dialogue on defining a vision for a sustainable Fitchburg and how to achieve it. Tentative timeline:
 - Summer recruitment of Task Force members with four meetings in the Fall, assuming funds are available.
 - Present resolution to Council to adopt TNS. Need to provide benefits, cost-savings and case studies.
 - Train City staff (6 meetings over 6 months, with group work on projects in-between)
 - Facilitate City staff in integrating TNS framework
 - Present results of projects
- Following step would be to present a resolution for Council to adopt
- UW-Extension can train department heads, interested elected officials and key staff who can in turn train all remaining staff. UWEX can help mentor project teams through the process.
- Tony suggested an informational presentation to a meeting of the whole Council to introduce the idea and solicit feedback.
- Tentative Operating Budget information requested by Mayor Arnold:
 - **2015** - \$2,400 – UW-Extension – Process design and facilitation services for four Task Force meetings.
 - **2016** - ~\$16,000-\$17,000 – UW-Extension Sustainable Designer – Train city staff and elected officials in understanding and using TNS, integrate TNS into city operations, build capacity in designated staff for leadership

DRAFT MINUTES

and subsequent training of all city staff, mentor and facilitate project teams using TNS (six meetings over six months), coach staff on design, implementation and reporting measurable results on projects.

- **2016** - ~\$2,300 – Dane County UW-Extension to assist with Community Study Circle facilitation.
- **2016** - TBD – UW-Extension – two additional Task Force meetings.
- **Action item:**
 - **Chris and Tony will discuss with Mayor Arnold.**

5.e. Review/Provide Recommendations for 2016 RCC Operating Budget Requests

- Chris will solicit input from members.

6. Unfinished Business

6.a. Retrocommissioning Update

- Sam, Erika and Kevin are in the process of setting up a meeting time in the next two weeks in order to forward any potential projects for consideration in the 2016 Operating Budget.

6b. Fitchburg Star Articles

- *Fitchburg Star* is planning to publish Tony's article on battery recycling in July and Kia's article on recycling in apartments in August.

6.c Community Outreach Subcommittee

● Summer Event

- The RCC Summer Event will be held at the Boys & Girls Club on Thursday, July 30th from 10:00-11:30 a.m., focusing on fun events to increase awareness of recycling
- The tentative plan is to break out in three groups of 20 students (ages 9-13) and rotate them through three stations. Tentative focus is:
 - 1) Watch and discuss a video about the reasons to recycle and display items that are made out of recyclable materials;
 - 2) Decorate reusable grocery bags;
 - 3) Conduct a facility and trash audit to identify what is recyclable.
- Erika mentioned that the Boys & Girls Club invited us back to train staff on recycling this Fall.

● Other initiative

- Ryan Fralish is leading an effort to reduce plastic bag use and improve reuse and recycling. He is evaluating the use of a small utility-type flag to secure plastic bags emptied after yard waste collection.

● Action items:

- **Solicit donations for the Boys & Girls Club event – Erika**
- **Provide information to the Senior Center on the process for disabled/senior residents to get assistance with wheeling refuse and recycling carts to/from the curb for pickup – Rick**

DRAFT MINUTES

7. Council Update

- Tony reported that the Council is in the process of hiring the City's next Administrator.
- Council completed first discussion on CIP.
- Public involvement for the Lacy Rd reconstruction will be starting soon.
- Diane mentioned that Mayor Arnold was appointed to Capitol Area Regional Planning Commission.

8. Staff Update

8.a. Solid Waste Update

- Rick shared photos of Brat Fest's Zero Waste operations.
- Dane County's Construction & Demolition Transfer Station will be shutting down on June 15th to begin construction of a new construction and demolition processing and recycling facility. Any waste they receive will be placed in the landfill until the new facility is open in January. Rick mentioned there are other interim recycling options for C&D waste including Pellitteri and Royal. Felipe and Erika will promote these changes on our website.
- Deposits are prorated if contractors don't meet CDRR requirements.

8.b. Stormwater Update

- Rick provided an overview of the Nine Springs E-Way Bike Tour featuring stormwater facilities.

8.c. Sustainability Update

- Erika shared information about a new Energy Task Force under the Green Tier Legacy Community program the purpose of which is to share knowledge and resources to develop a consistent energy tracking system among participating communities and complete a pilot project using the PACE funding mechanism.
- Erika reported that Fitchburg's Bike Week Commuter Station was very busy with ~100 riders stopping by for food, bike tune-ups, and conversation and that she received many compliments on Fitchburg's station.
- Erika created a utility bill stuffer focusing on lawn care and water conservation for June bills.

9. Next Meeting

- RCC will meet on Monday, July 20, 2015 from 6:30-9:00 p.m. in the Meeting Room.

10. Adjournment – 9:19 p.m.

PARKS PLAN – 5-YEAR UPDATE – 2015-16

- **PROPOSED TIMELINE AND PROCESS - June 2015 – February 2016**

1. Staff kick-off meeting – **Late May**
 2. Staff presentation of timeline/process to, and issues identification by:
 - Parks Commission – **June**
 - CEDA – **July**
 - Plan Commission – **July**
 - RCC - **July**
 - Board of Public Works – **August**
 3. Public opinion survey – **July**
 4. Public input meeting/workshop #1 – **August**
 5. Public input meeting/workshop #2 – **September**
 6. Staff update on timeline/process to COW – **September**
 7. Staff update on timeline/process and presentation of draft Plan to Parks Commission – **November**
 8. Staff presentation of draft plan to public (open house) – **December**
 9. Staff complete final draft – **January**
 10. Staff presentation of final draft plan and public hearing/adoption process (Relevant Committees and Council) – **February/March**
-

- **MAJOR ISSUES**

- Standards revision (Appropriate new park/open space “placement” and identifying/prioritizing spaces and uses that reflect demographics of surrounding population, etc.)
- Emerging trends in park/open space uses as “third places” (activities for aging population, community gardens, for-profit vending, farmers markets, beer gardens, etc.)
- Taking advantage of attributes that make Fitchburg unique (trail system, agricultural identity, etc.)
- N. Fish Hatchery Road neighborhood center concept
- Long-term vision for Nine Springs property
- Trails as multi-functional (recreation, transportation, environmental corridors, etc.)

- Incorporating Recreation Dept. vision, Program Needs Study, etc.
 - Moraine Edge Park prospects
 - Heritage Circle Route concept
 - Staffing, etc.
 - “Themed” parks (one or two focused uses)
 - The preservation aspect of parks and open space
 - “Enhanced” stormwater facilities and reference to stormwater facility management documents/plans, etc.
 - Incorporation of Urban Forest Strategic Master Plan, etc.
 - Incorporation of operations/management map and development of management “plan/schedule”
 - Landscaping to ensure maximum use
 - Analysis of neighborhood park use
 - Integration of Smart Code “civic space”
 - Public-public partnerships (i.e. WDNR, Dane County lands in City)
 - User counts
-

- **PLAN STRUCTURE/CONTENT**

1. Executive Summary
2. Introduction and Overview
3. Inventory (To include Assessment of Needs and Implementation)
4. Goals, Objectives, Policies, and Recommendations (To include Standards and Conceptual Park and Open Space Proposal)
5. Appendices

THE OVERRIDING “GOAL” OF PUBLIC OPEN SPACE = OUTDOOR RECREATION

OUTDOOR RECREATION can take a lot of different forms and uses. “Conventional’ forms and uses include basketball/volleyball courts, baseball/softball diamonds, and play equipment.....these conventional forms and uses will always have a place in public open space. Let’s look beyond those conventional outdoor recreation forms and uses, and look at forms and uses through the following lenses:

A. **SOCIABLE** (Think: People)



“What attracts people most, it would appear, is other people.” – William Whyte

B. **SOLITUDE** (Think: Nature)



Solitude can include people....it’s more about surrounding environment and uses.

C. **SEAMS** (Think: Transportation Corridors and Linkages)



Trails from home to “work” places (jobs, schools, etc.).....trails from home to “errand” places (shopping centers, etc.)....and trails from home to “play” places (parks, restaurants, etc.).

A. SOCIABLE – What elements are needed to achieve?

- I. ENVIRONMENT – Shelters/pavilions, amphitheaters, food/drink/vending services and facilities;
 - II. USES/ACTIVITIES – Festivals, concerts, contests/races, movie nights, “teaching” garden, farmers market pavilion, German beer garden;
 - III. ACCESS – Sound land use planning principles and techniques.
-

B. SOLITUDE – What elements are needed to achieve?

- I. ENVIRONMENT – Water bodies, woodlots, prairies, gardens, and trails;
 - II. USES/ACTIVITIES – Walking, running, hiking, biking, sitting, gardening, land restoration, and education/interpretation;
 - III. ACCESS – Sound land use planning principles and techniques.
-

C. SEAMS – What elements are needed to achieve?

- I. ENVIRONMENT – Trails serving as “links” and connecting people with places where they live, work, and play.
 - II. USES/ACTIVITIES – Walking, running, hiking, biking, sitting, and education/interpretation;
 - III. ACCESS – Sound land use planning principles and techniques.
-

1. What has been your most enjoyable “sociable” experience in:

A. Any park:

B. A Fitchburg park:

2. What has been your most enjoyable “solitude” experience in:

A. Any park:

B. A Fitchburg park:

3. What has been your most enjoyable “seams” experience on:

A. Any trail:

B. A Fitchburg trail:

**DISCUSSION
QUESTIONS**



Staff Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Steve Arnold, Tom Hovel, Cory Horton, Kevin Richmond, Holly Powell, Rick Eilertson, RCC Members
From:	Erika Kluetmeier, Sustainability Specialist
Date:	July 19, 2015
Subject:	Summary of 2015 Focus on Energy Incentives

Last week Tony Hartmann and I met with Neil Howell, energy advisor and Fitchburg contact for Focus on Energy's Agriculture, Schools and Government Program. Please find a summary of available 2015 incentives along with recommendations on next steps.

Agriculture, Schools & Government

For more details, see Focus on Energy's 2015 [summary of services and incentives](#).

Fitchburg Contact:
Neil Howell, Energy Advisor
nhowell@cesa10.k12.wi.us
888.947.4654

Design Assistance Program (Fire Stations)

The Design Assistance Program provides design professionals, builders, developers and building owners with energy-saving options for the design of major renovation projects or new buildings over 5000 square feet. The program also offers incentives to design teams and to building owners, which can be used to reduce the upfront cost of high efficiency measures that exceed Wisconsin energy code requirements.

The Design Assistance Program is managed by a Minnesota contractor. To begin the process, we need to complete an online application ([enrollment wizard](#)). If we don't get accepted into the Design Assistance Program, we should contact Neil Howell for more information on other FOE incentives; we can also apply for incentives through both programs.

Recommendation: complete online application and contact Neil Howell to evaluate additional incentives

Retro-commissioning (Library, Community Center, City Hall)

The City is eligible for FOE incentive grants on *remaining* retro-commissioning projects including the Community Center condenser/AHU replacement project. (Air handlers and condensers are considered custom incentives and require FOE review to determine

incentive levels. Custom incentive levels are calculated on an estimated first-year energy savings associated with a project/technology.) We should contact Neil Howell to evaluate eligibility and begin [enrollment application](#). It is not too late in the project to apply for incentives. Neil will review our retro-commission audit. SCS Engineers is a registered service provider, which means our audit is eligible for FOE incentives. (Typically, FOE covers costs for 75% of the audit cost.)

Recommendation: Kevin Richmond contact Neil Howell to begin application

LED Street-light conversion

Because LED lights have longer expected life, there are many benefits to converting streetlights to LED, including significant cost savings on maintenance. Unfortunately, incentives for LED streetlight conversion are ending on Dec. 15, 2015, and all lamps must be purchased AND installed in 2015. This year's incentives provide about \$40 per approved fixture, a 6% savings per fixture when the cost of purchasing and installing the fixture is taking into account. While there are no FOE street lights incentives planned for 2016, I will continue to monitor future incentives.

Recommendation: Lead time for planning and purchasing coupled with budget limitations likely preclude project completion in 2015. Monitor FOE incentives in future years and evaluate bulk purchasing options with municipalities and the State Energy Office.

Renewable Energy

Statewide contact
Katherine Mitchell, Program Lead
katherine.mitchell@CBI.com
608.230.7026

Solar Incentives

Non-residential facilities normally request solar funding through Focus on Energy's (FOE's) Renewable Energy Competitive Incentive Program (RECIP). This Program is normally offered twice per year, depending on available funding in FOE's allocated renewables budget, however only one round of funding was offered for 2015. Interested customers of participating utilities can submit an application, which is scored by FOE's technical evaluation team based on a number of criteria. The current RFP is on FOE's web site at: <https://focusonenergy.com/business/renewable-energy>. Submissions for the latest round were awarded on April 17. The competitive bid process provides a maximum of \$500,000 or up to 50% of the total project cost. The average project award for solar PV is \$60,000. At this time FOE is anticipating offering one round of RECIP incentive awards for 2016, but their overall renewable funding will be reduced by one-third from 2015 to 2016. FOE will be starting up a revolving loan fund for 2015-16 that will continue to offer funding for renewable projects. The details on the loan fund are yet to be announced. FOE is only authorized to provide renewable funding through the end of 2016.

Neil also recommended evaluating solar tracking design. It can produce more electricity and can offset the additional cost of the tracking equipment.

Recommendation: Continue to evaluate third-party funding of library solar project



Staff Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Steve Arnold, Tom Hovel, Cory Horton, Kevin Richmond, Holly Powell, Rick Eilertson, RCC Members
From:	Erika Kluetmeier, Sustainability Specialist
Date:	July 19, 2015
Subject:	Summary of 2015 Focus on Energy Incentives

Last week Tony Hartmann and I met with Neil Howell, energy advisor and Fitchburg contact for Focus on Energy's Agriculture, Schools and Government Program. Please find a summary of available 2015 incentives along with recommendations on next steps.

Agriculture, Schools & Government

For more details, see Focus on Energy's 2015 [summary of services and incentives](#).

Fitchburg Contact:
Neil Howell, Energy Advisor
nhowell@cesa10.k12.wi.us
888.947.4654

Design Assistance Program (Fire Stations)

The Design Assistance Program provides design professionals, builders, developers and building owners with energy-saving options for the design of major renovation projects or new buildings over 5000 square feet. The program also offers incentives to design teams and to building owners, which can be used to reduce the upfront cost of high efficiency measures that exceed Wisconsin energy code requirements.

The Design Assistance Program is managed by a Minnesota contractor. To begin the process, we need to complete an online application ([enrollment wizard](#)). If we don't get accepted into the Design Assistance Program, we should contact Neil Howell for more information on other FOE incentives; we can also apply for incentives through both programs.

Recommendation: complete online application and contact Neil Howell to evaluate additional incentives

Retro-commissioning (Library, Community Center, City Hall)

The City is eligible for FOE incentive grants on *remaining* retro-commissioning projects including the Community Center condenser/AHU replacement project. (Air handlers and condensers are considered custom incentives and require FOE review to determine

incentive levels. Custom incentive levels are calculated on an estimated first-year energy savings associated with a project/technology.) We should contact Neil Howell to evaluate eligibility and begin [enrollment application](#). It is not too late in the project to apply for incentives. Neil will review our retro-commission audit. SCS Engineers is a registered service provider, which means our audit is eligible for FOE incentives. (Typically, FOE covers costs for 75% of the audit cost.)

Recommendation: Kevin Richmond contact Neil Howell to begin application

LED Street-light conversion

Because LED lights have longer expected life, there are many benefits to converting streetlights to LED, including significant cost savings on maintenance. Unfortunately, incentives for LED streetlight conversion are ending on Dec. 15, 2015, and all lamps must be purchased AND installed in 2015. This year's incentives provide about \$40 per approved fixture, a 6% savings per fixture when the cost of purchasing and installing the fixture is taking into account. While there are no FOE street lights incentives planned for 2016, I will continue to monitor future incentives.

Recommendation: Lead time for planning and purchasing coupled with budget limitations likely preclude project completion in 2015. Monitor FOE incentives in future years and evaluate bulk purchasing options with municipalities and the State Energy Office.

Renewable Energy

Statewide contact
Katherine Mitchell, Program Lead
katherine.mitchell@CBI.com
608.230.7026

Solar Incentives

Non-residential facilities normally request solar funding through Focus on Energy's (FOE's) Renewable Energy Competitive Incentive Program (RECIP). This Program is normally offered twice per year, depending on available funding in FOE's allocated renewables budget, however only one round of funding was offered for 2015. Interested customers of participating utilities can submit an application, which is scored by FOE's technical evaluation team based on a number of criteria. The current RFP is on FOE's web site at: <https://focusonenergy.com/business/renewable-energy>. Submissions for the latest round were awarded on April 17. The competitive bid process provides a maximum of \$500,000 or up to 50% of the total project cost. The average project award for solar PV is \$60,000. At this time FOE is anticipating offering one round of RECIP incentive awards for 2016, but their overall renewable funding will be reduced by one-third from 2015 to 2016. FOE will be starting up a revolving loan fund for 2015-16 that will continue to offer funding for renewable projects. The details on the loan fund are yet to be announced. FOE is only authorized to provide renewable funding through the end of 2016.

Neil also recommended evaluating solar tracking design. It can produce more electricity and can offset the additional cost of the tracking equipment.

Recommendation: Continue to evaluate third-party funding of library solar project

RCC's 2016 Operating Budget Request

	<u>2014 Budget Request</u>	<u>2015 Budget Request</u>	<u>2015 Approved Budget</u>	<u>2016 Budget Request</u>
Membership				
ICLEI Renew annual membership (provides grants, support, webinars)	\$0	\$0	\$0	
Climate Communities annual membership - August renewal (provides webinars)	\$250	\$250	\$0	
Sustain Dane's Sustainable Business Network	\$60	\$60	\$0	
Waterway Cleanup Supplies & Appreciation Gifts	\$400	\$400	\$400	?
purchase work gloves, plastic bags & T-shirts				
Community Outreach				
RCC Annual Forum/Expo	\$200	\$200	\$200	\$200
Advertising, yard signs, banners				
Green Thursdays	\$100	\$100	\$100	\$100 (a)
Summer Green Thursday				\$150
Idling Reduction Campaign	\$300	\$300	\$300	\$200
Literature and laminated signs designed by school children to promote idling reduction. Signs will be placed at drive-thrus of participating businesses				
City Hall Lobby E-Cycling Bin - Alkaline Battery Recycling		\$120	\$120	
The Natural Step				
Training				\$17,000
Community Facilitation				\$2,300
Municipal Energy Efficiency				
Retrocommissioning recommendations				?
Sustainability Specialist				increase to 3/4 time? (b)

(a) This amount was originally for the summer event. Apparently in 2014 "RCC's" budget started paying for Fitchburg's subscription to Monona's Green Thursdays.

(b) Needed (?) for Natural Step training and implementation

7/13/2015



Staff Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	RCC Members
From:	Erika Kluetmeier, Sustainability Specialist
Date:	June 23, 2015
Subject:	Status of Remaining Retro-Commissioning Recommendations

Kevin Richmond, Samuel Cooke and I met today to review and clarify the final recommendations in the retro-commissioning report. Here is a summary of our discussion and next steps.

Community Center

1. **#1 – MZU-variable volume upgrade** – This item will be addressed in the air handler replacement in fall 2015. Kevin will provide recommendation to JDR Engineering to incorporate into their project design.
2. **#3-5 – Condenser replacements** – Replace condensers with minimum EER of 13. EER of 16 would be ideal if there is enough space and budget.

Budget impact – Items included in 2015 CIP budget

Action items

- Kevin will provide retro-commissioning recommendations (#1& #2) to JDR Engineering
- Kevin will provide JDR design specs to Sam Cooke for his review

City Hall Building

1. **#5 – FACTv split system AC units** – work planned for late 2015 or early 2016
2. **#9 – Standby CFM setpoints** – Kevin will evaluate with TSI and Sam Cooke
3. **#10 – VFD controls on cooling tower fans** – Kevin is getting pricing

Budget impact – \$5400 minimum

- #5 – FACTv – Item included in 2015 CIP budget
- #9 – \$2400 minimum
- #10 – \$3000 minimum

Action items

- Kevin will contact Sam Cooke to discuss #9 and follow up with TSI on #9&10

- Kevin will cost out #10

Public Library

1. **#8 – Temperature resets to the AHU-1** – Kevin will evaluate with Honeywell
2. **#13 – Reduce VFD min setting** – Kevin will evaluate with Honeywell

Budget impact – \$1300 minimum

- #8 – 1000 minimum
- #13 – \$300 minimum

Action items

- Kevin will contact Honeywell to evaluate #8 & #13

Budget

Total budget impact based on 2013 estimates = \$6700 minimum