

TOWN OF LIBERTY GROVE

Green Tier ad hoc

Date: Wednesday, March 8, 2023

Time: 9:00AM

Place: Liberty Grove Town Hall, 11161 Old Stage Road, Sister Bay

Agenda:

1. Call to Order
2. Declaration of a Quorum
3. Approve Agenda
4. Approve Minutes: 2/8/2023
5. Public Input
6. Review of items from Scoresheet
7. Correspondence
8. Future Meetings
9. Adjourn

***Report items will not be discussed or voted on, all other agenda items may include discussion and possible action.*

*Deviation from listed order may occur***

***Audience members must ask for permission, during public input, to speak on agenda items ***

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

Town of Liberty Grove
Minutes of the Green Tier ad hoc meeting on February 8, 2023
(this meeting was correctly posted)

Agenda:

1. Call to Order
2. Declaration of a Quorum
3. Approve Agenda
4. Approve Minutes: 1/11/2023
5. Public Input
6. Review of items from Scoresheet
7. Correspondence
8. Future Meetings
9. Adjourn

Chair Cathy Ward called the meeting to order at 9:03am. Committee members Sophie Taubert-Gehan, and David LaLuzerne were present along with Clerk/Treasurer Anastasia Bell. Committee member Hope Bogenschutz was absent.

Ward moved, Taubert-Gehan second to approve the agenda as posted. Carried 3-0.

LaLuzerne moved, Taubert-Gehan second to approve the 1/11/2023 minutes as presented. Carried 3-0. Committee member Kirk Scattergood arrived.

Public Input – Ward reported on the Clearing class she attended noting several climate and water related items. The Green Tier Legacy Community meeting outlined funding opportunities which may apply to Liberty Grove citizens for wells and weatherization. Scattergood reported on the broadband projects throughout the Town and County and the importance to include this in the report.

Sustainability Strategies Scoresheet – Ward indicated the new scoresheet is anticipated this spring and the DNR has moved the reporting deadline to June. The new format will allow reports to be available online from other communities. The Committee reviewed the scoresheet and noted charging stations, broadband, and STR regulation should be included in the comment or report section because they are not currently identified on the scoresheet directly. Individuals were tasked with gathering information on specific topics for the next meeting.

Correspondence – None.

The next meetings will be Wednesday, March 8, 2023 and April 5, 2023, at 9:00am.

Scattergood moved, Taubert-Gehan second to adjourn at 10:58am. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Max. Score		Sustainability Strategies Scoresheet	
		 GREEN TIER This Sustainability Strategies Scoresheet is provided for members to track sustainability management strategies in transportation, energy, land use, water, waste, and health. This score sheet is intended to be dynamic and flexible and will provide structure for annual reporting. In the spirit of continuous improvement toward superior environmental performance, suggested revisions to this score sheet are always encouraged. (Approved May 2018)	
		TRANSPORTATION DEMAND MANAGEMENT: Transportation demand management strategies aim to reduce GHG emissions and VMT by influencing change in individual behavior. These strategies encourage walking, bicycling, and transit as modes of transportation within a community and seek to curb the number and length of trips by vehicle.	
		Bicycle and Pedestrian Programs/Projects	
2		Require bike parking for all new non-residential and multifamily uses.	county regulates zoning
1		Set standards for placement and number (as function of intensity of use) for bike parking spaces.	county
3		Commuter bike routes identified and cleared.	current county routes are recreational
10	CW	League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10)	Would need County-wide plan, address safety
3		Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.	n/a
1		Conduct annual survey of students' mode of transport to school.	n/a
		Employer-Based Programs	
5		Require large employers seeking rezoning to set a price signal (cash-out or charge).	county
5		Require large employers seeking rezoning to provide subsidized transit.	county
5		Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual.	county
		Traffic Volume	
3		Track VMT or traffic counts and report on efforts at reduction (including those on this list).	maybe county
3		Eliminate parking minimums from non-residential districts.	county
5		Set parking maximums at X per square feet for office and retail uses.	county
5		Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).	n/a
10		Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).	n/a
		TRANSPORTATION SYSTEM MANAGEMENT	
		Transportation system management strategies aim to reduce GHG emissions and VMT by improving the overall performance of a transportation system. These strategies improve existing infrastructure, introduce new technology, and plan for the future of the system.	
		Preservation and Improvement	
3	TOWN	Develop and fully fund comprehensive maintenance program for existing roads.	include current year in annual report
5		Charge impact fees for new roads.	n/a
5		Calculate lane-miles per capita for arterials and collectors, and show reductions	for larger communities

Max. Score	GREEN TIER	Sustainability Strategies ScoreSheet
3		Adopt tree preservation ordinance per GLTC standards
3		Set a tree canopy goal and develop a management plan to achieve it
4		Have a Master Naturalist: ISA Certified Arborist or WDNR Community Tree Management Institute (CTMI) graduate on staff
2	CW	Have community tree canopy mapped - https://pg-cloud.com/Wisconsin/
2		Require trees to be planted in all new developments
2		Certification as Tree City USA
2		Certification as Bird City Wisconsin Community
		Vegetation Management
10	TOWN	Public properties and rights of way mown or cleared only for safe sightlines and/or to remove invasive species.
10	STG	Create community policy and BMP guidelines on minimizing chemical use during vegetation management of public and private properties
		Water Protection
6	CW	Establish 75-foot natural vegetation zone by surface water.
6	CW	Inventory wetlands and ensure no net annual loss.
		Community Energy Use
		Community energy use strategies encourage energy efficiency and the use of renewable fuels to reduce total energy consumption throughout the community
		Community Energy Use Policies
10	CW	Adopt PACE ordinance/ipo
10	CW	Use PACE financing
5	CW	Watt meters available to the public
5	CW	Offer residents and businesses a mechanism to purchase shares of the electricity generated through a local renewable energy project. (Ex. a community solar program)
5	CW	Facilitate a group-buy program through which residents receive discounted, volume-based pricing on energy efficiency or renewable energy projects based on aggregated demand.
3	CW	Commit to achieving a science-based, community-wide GHG reduction goal.
3		Adopt Residential Energy Conservation Ordinance (time-of-sale certification and upgrades).
		Measuring Community Energy Use
6	CW	Work with local utilities to calculate total electricity and natural gas consumption annually, beginning with the fifth year before entering the program.
5	CW	Achieve milestone reductions in GHG emissions, as specified in the community's science-based GHG reduction goals.
5	CW	State of Wisconsin Energy Independent (EI) Community designation.
		MUNICIPAL ENERGY USE

n/a

n/a

n/a

DNR urban forestry scoring

county

n/a

n/a

Newsletter -No mow/prune during nesting season

county-consider public education

county-confirm Land Trust/Conservancy lands; determine # acres

consider public education

DC North?

County-wide effort is being investigated

county

start in 2017

Max. Score	GREEN TIER	Sustainability Strategies Scoresheet
		Municipal energy use strategies encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal facilities, services, and vehicle fleets.
		Government Energy Use Policies
5	TOWN	Include transportation energy/emissions as criterion in RFPs for purchases of goods over \$10,000.
2	DL	Develop list of lighting, HVAC and shell improvements to raise Energy Star Portfolio Manager or LEED EBO&M score
10		Reduce motor fuels use for non-transit activities --
6		Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.
6	TOWN	Streetlights operate at 75 lumens/Watt or higher
4	TOWN	Spotlights are LED or functional equivalent
2	DL	Establish a policy requiring that all major remodeling projects on municipal buildings result in the building receiving an ENERGY STAR score that is five points higher than the building's pre-remodel score.
6	CW	Commit to achieving a science-based GHG reduction goal for emissions resulting from all municipal operations.
3	KS	Incorporate energy use intensity (EUI) targets into the contracting process for all significant municipal construction projects.
5	DL	Establish policies requiring that all new municipal buildings achieve an ENERGY STAR score of 75 or higher.
2	KS	Municipal electricity purchases are at least 5 percentage points higher in renewable content than the statewide renewable portfolio standard requires. Calculation may include self-generated power and purchased offsets.
		Mensuring Government Energy Use
2	DL	Work with Energy Task Force OEI to track municipal facilities - Complete EPA Energy Star Portfolio Manager spreadsheet for government energy use. Or score existing buildings with LEED EBO&M.
3	CW	Achieve milestone reductions in GHG emissions, as specified in the municipality's science-based GHG reduction goal.
4	TOWN	Calculate annual government fleet use of motor fuels, in gallons of petroleum and biofuels, beginning with the fifth year before entering the program.
10	DL	All new and renovated municipal buildings must meet LEED Silver or greater.
		WATER USE CONSERVATION
		Water Conservation strategy options set baselines and goals for water and energy performance in municipalities. They measure progress and promote water conservation by the government, business, and the community at-large.
		Water Conservation
5		Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.
1	LGUD	Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table

confirm if feasible, list to consider for future purchases

determine current score to see if possible

n/a

n/a

check with WPS

solar stop sign (ZZ & Old Stage)

EBCC, North Fire Station

evaluate with each road project as applicable

consider as items arise, policies to consider for future

farm leasing/solar gardens

office to calculate

office to calculate

consider as items arise

LGUD#1

Max. Score		Sustainability Strategies ScoreSheet	
			
2	STG	Join EPA's Watersense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.	IGUD#1
6		Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.	n/a
3	SBU	Infiltration and inflow reduction by 10%	IGUD#1
3	TOWN	Plan for replacing all toilets using > 1.6 gpi and annual progress sufficient to reach 90 percent replacement in 10 years.	
		<u>Local Government Use</u>	
2	CW	Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.)	consider as items arise
2		All outdoor watering by local government, excluding parks and golf courses, from rain collection.	n/a
2		Develop a water efficiency and conservation plan for municipal buildings	n/a
		WATER AND WASTEWATER INFRASTRUCTURE MANAGEMENT	
		Setting goals for the sustainable management of water and wastewater infrastructure reduces costs, saves energy, and ensures the protection of public health and the environment.	
5		Develop and implement asset management plans that set targets for the sustainable maintenance, operation and renewal of water and wastewater infrastructure.	IGUD#1
5		Wastewater biogas captured and used in operations.	IGUD#1
6		Conduct an energy assessment for municipal water and wastewater facilities and develop a plan to increase energy efficiency	IGUD#1
3		Financial assistance for sewer lateral replacements.	IGUD#1
4		Set goals for increasing the recovery of resources from wastewater for energy generation (heat or electricity) and fertilizer.	IGUD#1
4		Explore partnership options with high-strength waste.	IGUD#1
4		Upgrade water and wastewater utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency based on total life cycle, triple bottom line costs (e.g. maintenance and replacement strategies in asset management plans).	IGUD#1
		STORMWATER MANAGEMENT	
		Stormwater Management strategy options encourage the use of best management practices to achieve a reduction in the amount of harmful pollutants introduced to our streams, rivers, and lakes.	
3	TOWN	Develop a regular street sweeping program to reduce total suspended solids	n/a
4		Stormwater utility fees offer credits for best management practices such as rain barrels, rain gardens, and pervious paving	n/a
3		Inventory all paved surfaces (e.g., by GIS mapping), and develop a plan for reduction	county zoning
5		Work with commercial or light industrial businesses to develop stormwater pollution plans	county zoning
		WATER AND DEVELOPMENT	
		Water and Development strategy options link water conservation and the preservation of land, wetlands, and wildlife habitat while promoting compact development, restoration and rehabilitation efforts, and long-term planning.	
		<u>Land Development</u>	
3		Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas	county zoning

Max. Score	 Sustainability Strategies Scoresheet
	Waters, Wetlands, and Wildlife
3	Replace concrete channels with re-meandered and naturalized creeks, wetlands, or swales n/a
4	TOWN Develop a system for identifying culverts that obstruct fish migration and install fish friendly culverts where needed Isle View culvert/standpipe for turtles
4	CW Provide incentives for protection of green infrastructure, sensitive areas, important wildlife habitat, or for the restoration or rehabilitation of wetlands or other degraded habitats such as credit towards open space or set-aside requirements
	WASTE MANAGEMENT AND REDUCTION
	Waste Management and Reduction strategy options encourage municipalities and their citizens to divert organics and recyclables from landfills and properly dispose of hazardous materials in an effort to reduce waste in a community.
8	STG Community waste stream monitored at least annually. Waste reduction plan prepared and updated annually consider public education, newsletters, composting
8	Waste and materials management plan based on "zero-waste" principles, with specific goals, prepared and updated annually n/a
3	Construction/deconstruction waste recycling ordinance n/a
5	Mandatory residential curbside recycling pickup that covers paper, metal cans, glass and plastic bottles n/a
5	DL Develop a municipal collection program that encourages the diversion of food discards, yard materials, and other organics from landfills to composting or anaerobic digestion with energy recovery cooperate/support other efforts; coalition information; collection sites
6	TOWN Develop and promote programs that dispose of household hazardous, medical, and electronic waste recycling event/county clean sweep event
7	STG Use anaerobic digesters to process organic waste and produce energy cooperate/support other efforts
5	Implement municipal ordinances requiring manufacturer takeback for fluorescent bulbs, thermostats and other mercury-containing devices n/a
4	Ordinances in place to reduce the usage of phone books as well as single-use shopping bags, styrofoam food containers and other c consider public education
4	Pay-as-you-throw system implemented by municipality or required of private waste haulers n/a
3	DL/STG Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction recycling site; newsletter, press releases, educational efforts
	HEALTHY COMMUNITY PLANNING
	Policies and projects related to incorporating health living into community design- whether by built form, programs, education, etc. In an effort to reduce trends in poor nutrition, inactive lifestyles, chronic diseases, such as obesity and heart disease, and other negative health risk factors.
	Policies Affecting Multiple Program Areas
7	Adopt a resolution that promotes Health in All Policies at the community level (e.g., HEAL Resolution). Include that educational campaigns supporting a program covered by the resolution are appropriately targeted to all of the populations addressed by the program ADRC meal site and STR rentals based on POWTS for groundwater
8	Establish a Health Impact Assessments policy, including when an assessment is required and its scope n/a
	Planning

Max. Score	 Sustainability Strategies ScoreSheet
	Add health policies in 1 or more of the community's plans, including the comprehensive plan, long-range transportation plan, bicycle/pedestrian plan and open spaces recreation plan (embedded or stand-alone chapter) or develop a comprehensive, community wide wellness plan.
7	Site schools in the Comprehensive Plan for accessibility with existing or new bicycle and pedestrian infrastructure
6	Encourage the formation and/or support of Neighborhood Improvement Districts (NIDs), Neighborhood Development Corporations, or other similar types of neighborhood reinvestment and enhancement strategies in plans or policies.
8	Healthy Food Access
	Implement strategies (urban agriculture, community gardens on public land, diversified farmer's markets, expanded traditional retail food options, ordinances to allow urban chickens and beekeeping and vegetable gardening in rights of way) that help increase fresh food access in the community, in particular in areas with food insecurity (e.g., "food deserts" and "food swamps"), including access by EBT and WIC participants.
7	Create a Food Systems Plan that addresses the production, distribution, value-added, marketing, end-market, and disposal of food, and charge a new or existing governmental body to oversee the plan's implementation.
6	Physical Activity and Access
	Provide an on-street and/or off-street trail network connecting recreational areas in the community (e.g., side routes to parks) and other trip generators, such as shopping malls, ensuring all neighborhoods are included in planning and implementation.
5	Encourage pedestrian and bicycle site connections from front door of businesses or apartments to a public sidewalk and/or bike lane ensuring connections to all neighborhoods.
4	Provide education and establish programming to encourage physical activity, especially by youth.
4	Establish an expanded public transit that serves commuters from all neighborhoods and major parks and recreation facilities, and has racks on vehicles for carrying bicycles.
7	Require sidewalks in new residential areas and establish a policy for adding sidewalks, as appropriate, in areas built out without sidewalks.
5	Implement a Complete Streets policy.
2	Provide recreation programs for youth, adults, senior citizens and disabled persons.
5	Establish a pedestrian safety task force.
5	Housing
	Adopt ordinances and programs to maintain a healthy housing stock (code enforcement, landlord licenses, volunteer program, truth-in housing disclosure before sale, etc.).
6	Allow life cycle or adaptable housing options, such as "aging in place", accessory dwelling units, Universal or Inclusive Design, Dementia Friendly Communities, Age-Friendly Communities, etc.
5	Establish a program to make housing more affordable.
8	Establish a program to address chronic homelessness, such as "permanent housing".
5	Crime Prevention and Other Harm Reduction

county

cooperate/support other efforts

n/a

n/a

n/a

n/a

n/a

n/a

n/a

n/a

n/a

consider with attainable housing project

n/a

consider with attainable housing project
consider with attainable housing project

Max. Score		Sustainability Strategies ScoreSheet	
		GREEN TIER	
4		Use by policy, ordinance or practice, Crime Prevention Through Environmental Design and active threat planning to make public spaces, such as recreational space, crime free.	n/a
5		Establish and implement Harm Reduction strategies for alcohol outlet density and sexual oriented establishments (e.g. zoning limitations)	n/a
5		Adopt an ordinance or policy that requires tobacco-free and e-cigarette free apartments or places limitations on such structures.	n/a
6		Adopt an ordinance or policy that promotes tobacco-free and e-cigarette free parks and/or public events on local government-owned property.	n/a
		Climate Change	
5		Create and implement a climate change action plan that includes a carbon footprint study, and health related components on reducing air pollution from combustion of fossil fuels and responding to heat episodes and flooding, focusing in particular on most vulnerable populations.	cooperate/support other efforts
		Note	
5		Adopt an ordinance, including conditional use permits, on noise abatement for various zoning districts.	fireworks, nuisance, STR, CUP conditions
		Employee Health	
5		Implement a wellness program for employees of the local jurisdiction.	n/a
5		Encourage or partner with others, such as the Chamber of Commerce, etc., to advance workplace wellness programs within the community.	cooperate/support other efforts
		Placemaking	
5		Support placemaking of varying scale (neighborhood to major city facility) and permanence (temporary to permanent) through programming, financial support and removal of regulatory barriers to promote healthy living and social capital in the community.	n/a
5		Adopt form-based codes or similar type design guidelines for healthy active living environments.	n/a
		Waste Pharmaceuticals	
6		Establish partnerships to reduce waste pharmaceuticals generated in the community and to efficiently collect remaining wastes to prevent their abuse and entry into solid waste or wastewater.	county collection events
633		TOTAL POSSIBLE	TOTAL SCORED:

Sustainability Strategies Scoresheet Cathy Ward's Portion

PAGE 2 TRANSPORTATION SYSTEM MANAGEMENT Preservation and Improvement

Explore possible bike lanes marked on Mink River Road to make for safer bicycle travel of visitors in the Rowleys Bay area to and from Ellison Bay and for cyclist both visitors and local making use of that 3 mile thoroughfare.

Prepare a future design for bicycle traffic to extend designs and routes out of the Village of Sister Bay towards Ellison Bay which route such bicycle traffic away from State Hwy 42 to Mink River Road and towards Rowleys Bay and Ellison Bay. Consider further planning to route bicycle traffic from Ellison Bay to Gills Rock which draws such traffic away from State Hwy 42.

PAGE 2 ZONING AND DEVELOPMENT Infill

Infill is the process of developing vacant or under utilized parcels within an already developed area.

The .91 acre Town owned parcel, commonly known as the Val-A Property lies within the Core Area of Ellison Bay which is deemed for Commercial use. Contamination which was present at the time of the Town's acquisition of the property has been remediated and is ready for development.

PAGE 3 Zoning Floor Area Ratio

Table (3)(a) of Chapter 3 of County Zoning provides maximum allowable percentages of impervious surface compared to parcel size for various zoning districts and uses. Those percentages of impervious surface range from 35% in Rural Residential areas to 75% in Commercial Centers, unsewered areas.

PAGE 3 NATURAL RESOURCE MANAGEMENT Canopy

Outreach has been made to the DNR for help in establishing the current base line for a tree canopy map for Liberty Grove. Hopefully this data point will be included in the Town's first annual report to be filed by the end of June 2023. That base line will provide a comparison for the future tracking and awareness of gain or loss in numbers as well as species.

PAGE 4 Community Energy Use Policies PACE

PACE= Property Assessed Clean Energy is a program providing financing for governmental units, commercial (C-PACE) owners and residential owners to address moving towards or building energy efficiency, renewable energy and water conservation into their operations. State Statute 66.0626(8) (a) created a PACE program allowing political subdivision to facilitate financing of such efforts. Chapter 37 of the Door County Code authorizes the county to engage in such financing. The Goose and Twig lodging establishment in Sister Bay procured PACE financing in their original construction. It is possible the Town could investigate methods to achieve energy efficiencies or independence making use of PACE financing methods.

Goose & Twig Inn Receives \$147,191 in C-PACE Energy-Efficiency Financing - PACE Wisconsin

Wisconsin Energy Independent Community designation was established by Governor Evers with Executive Orders #38 and #52 to recognize Wisconsin Communities taking steps toward achieving energy independent status.

PAGE 5 GHG Reduction

Work still needs to be done to gather data on the Town's production and possible measurable reduction of GHG. Significant research should be done on this topic in preparation for if and when the Town moves forward in addressing the Women's Club Building at the Ellison Bay Park.

PAGE 5 WATER USE CONSERVATION Waterless Urinals

Waterless Urinal Commercial Urinals - Grainger Industrial Supply

Waterless urinals are especially effective where there is a high use or a potential there of. Should the Town provide public restrooms in commercial core areas (Ellison Bay) it would be worthwhile to pursue the installation of such a system. The system relies on filters and sealant and make use of existing plumbing networks. Regular maintenance is required to replace filter cartridges and sealant. That maintenance requires some water usage. It is estimated each urinal saves 27,000 gallons of water over conventional urinals. Community wide use of water could be reduced if local businesses, particularly restaurants, transitioned to waterless urinals and the Town could be supportive in those efforts.

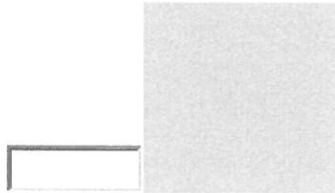
PAGE 7 (bottom) & PAGE 7 (top) WATER AND DEVELOPMENT

The Town is currently working with WI DNR to address/fix the stand pipe installed at the causeway area on Europe Lake. The standpipe and culvert under Isle View Road addresses vulnerabilities to the migration of turtle population inhabiting the lake.

Liberty Grove's Town Parks system, the County and State parks located within Liberty Grove, Wetlands, and the numerous acres of Land Trust and Conservancy properties establish excellent Green Infrastructure. Our initial Annual Report should include a listing of these properties, a total number of acres, and efforts the Town has already taken to educate the public and to put policies in place to preserve and protect our natural areas be they public or private lands. With the ongoing development of Mariner Park, efforts to educate the public as to the importance and vulnerable nature of the Niagara Escarpment and the Great Lakes waters in general will continue. The planning and implementation of that education and the access to Mariner Park (as well as improvements to other Town Parks) can be included in the initial Annual Report and tracked in subsequent reports.

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Document Performance

ENERGY STAR performance documents summarize important energy information and building characteristics. They can help you to:

- Satisfy requirements for various green building certification programs, such as LEED, Green Globes, BREEAM, and IREM Certified Sustainable Properties.
- Document performance in energy service contracts.
- Communicate energy performance with tenants, owners, potential buyers/renters, and the general public.
- Provide transparency and accountability to demonstrate strategic use of capital improvement funding.
- Quickly and accurately demonstrate savings for an individual building.

There are several performance documents available:



Sample Statement of Energy Performance

The Statement of Energy Performance (SEP) is a one-page report summarizing the energy consumption for a property. A Verifying Professional can sign and stamp it to verify the validity of the data, if needed. Some state or local governments may require it as part of compliance with benchmarking or other legislation.



Sample ENERGY STAR Scorecard

The Scorecard is a visual representation of a building's score. It is only available for buildings which can get a score. This report would be useful to hang in a building lobby for public disclosure purposes.



Sample Data Verification Checklist

The Data Verification Checklist is a version of the application for ENERGY STAR certification, and can be used for non-application purposes. It consists of the same sections as the application, including an overview of the overall property, the property use details, and energy consumption. A Verifying Professional can sign and stamp it to verify the validity of the data, if needed.



Sample Statement of Energy Design Intent

The Statement of Energy Design Intent (SEDI) is a report that provides an overview of your design metrics, including the predicted ENERGY STAR score for a building that is yet to be constructed. It is also used for Designed to Earn the ENERGY STAR applications. The SEDI is available from both the Design Tab of Portfolio Manager, and outside of Portfolio Manager in the Target Finder tool.



Sample Progress & Goals Report

The Progress & Goals Report is a comparison table of building's energy use, including baseline, current, target, and national median. This report may be needed when applying for a grant or participating in a competition.



Sample Application for ENERGY STAR Certification

Get Started with the Benchmarking Starter Kit

Find Out What Data You'll Need to Benchmark



Use the data collection worksheet. Before you start, it'll help speed up the process if you first collect all the data you'll need to enter into Portfolio Manager. Use the [data collection worksheet](#) to get a complete list of the information required for your specific building, then create a PDF or Word document to print and fill out so all of the data is right in front of you.

Set Up and Populate Your Account in Portfolio Manager

Once you've identified and collected the necessary data, benchmarking is relatively simple. The "add property" and "add meters" wizards in Portfolio Manager will help you quickly and accurately set up your property in the tool.

Refer to the [Portfolio Manager quick start guide](#) for a handy, at-a-glance guide to the basic steps of using Portfolio Manager.

Automate Your Data Submission

Depending on your location or current utility tracking software, you may be able to automate the submission of your data into Portfolio Manager.

See if Your Utility Provides Energy Data for Benchmarking

More and more utilities are making aggregate whole-building data readily available, and enabling customers to have their data sent automatically into their Portfolio Manager account. [Check our interactive map](#) to see if your utility is one of them. If they aren't, be sure to call to tell them you'd be interested in this service



Use web services to exchange data with Portfolio Manager

Many leading energy services companies exchange data directly with Portfolio Manager. These companies can upload your energy data and also extract key performance metrics, like the 1 – 100 ENERGY STAR score. (For example, the ENERGY STAR score might be built into a vendor's energy dashboard.)

Web services are ideal for organizations with:

- Energy information and bill payment services
- A large portfolio of buildings
- Interest in eliminating manual data entry

[Find a provider that offers web services.](#)

Your organization may also choose to set up web services internally to update your own buildings automatically. Learn how to [use web services to exchange data with Portfolio Manager](#).

Additional resources

- Visit the [training](#) section for Portfolio Manager how-to guides, short videos, and live and recorded training sessions.
- Learn how to use Portfolio Manager to [track waste and materials](#).

THE BENCHMARKING STARTER KIT

1. [Data Collection Worksheet](#)
2. [Portfolio Manager Quick Start Guide](#)
3. [Training](#)

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What is Benchmarking?

The first step to saving energy at your building is to benchmark — that is, to measure and compare your building's energy to similar buildings, past consumption, or a reference performance level.

Benchmarking turns the information on your utility bill into knowledge you can act on.

ENERGY STAR Portfolio Manager — the Industry Standard for Benchmarking Commercial Buildings

Portfolio Manager is an interactive resource management tool that enables you to benchmark the energy use of any type of building, all in a secure online environment. Nearly 25% of U.S. commercial building space is already actively benchmarking in Portfolio Manager, making it the industry-leading benchmarking tool. It also serves as the national benchmarking tool in Canada.



Use Portfolio Manager metrics to compare your building's energy use to a yearly baseline, national medians, or similar buildings in your portfolio.

Many buildings can also receive a 1-100 ENERGY STAR score

The ENERGY STAR score compares your building's energy performance to similar buildings nationwide, normalized for weather and operating characteristics. A score of 50 represents median performance. A higher score is better than average; lower is worse.

All you need are your bills and some basic information about your building to get started (/buildings/benchmark/get_started).

Benchmark Today to Start Saving for Tomorrow

How does Portfolio Manager help you save? Once you've benchmarked your building in the tool, you'll have the information you need to:

- **Identify underperforming buildings to target for efficiency improvements.** As long as your building systems are running, it might seem wasteful to repair or replace working systems. But benchmarking can reveal if your building is using a lot more energy than similar buildings — and wasting energy and money in the process.
- **Identify best practices from efficient buildings.** Benchmark to find out which buildings in your portfolio are the most efficient, and then work with the teams at those buildings to replicate energy-saving practices at underperforming buildings.
- **Set investment priorities.** The built-in financial tool within Portfolio Manager allows you to compare cost savings across buildings in your portfolio. Use it to help decide how to allocate capital and maximize financial returns in energy efficiency.
- **Verify savings and prevent snapback.** As you continue to track energy use over time, you can verify that your efforts are actually resulting in reduced energy use and monitor usage to prevent snapback in savings.
- **Share and report performance.** You can use Portfolio Manager to generate ENERGY STAR performance documents for each building, share your performance data with others, and run custom reports to get insights on your performance.
- **Earn recognition.** If your building receives an ENERGY STAR score of 75 or higher, it may be eligible for ENERGY STAR certification ([/buildings/building_recognition/building_certification](#)).
- **Benchmark more than energy.** You can also measure and track water use (<https://energystar-mesa.force.com/PortfolioManager/s/topic/0TOt00000008fKLGAY/water-metrics>), waste and materials (<https://energystar-mesa.force.com/PortfolioManager/s/topic/0TOt00000008fKNGAY/getting-started-with-waste-benchmarking>), and greenhouse gas emissions (<https://energystar-mesa.force.com/PortfolioManager/s/topic/0TOt00000008fJjGAI/ghg-emissions>).
- **Implement a comprehensive management program.** You've heard it before: What gets measured gets managed. Saving energy isn't a one-and-done checklist. Most importantly, you can use Portfolio Manager to implement every step of your energy management program, which is the proven path to sustained, deep energy savings.

And when you improve the energy efficiency of your building, you reduce the greenhouse gas emissions produced in powering your building, which helps in the fight against climate change.

Your actions today can help protect the environment for tomorrow. Ready to take the first step?

[Get Started Benchmarking](https://www.energystar.gov/buildings/benchmark/get_started) (https://www.energystar.gov/buildings/benchmark/get_started)

ENERGY STAR Portfolio Manager

username

password

Create account (<https://portfoliomanager.energystar.gov/pm/signup>) [Forgot password?](#)

(<https://portfoliomanager.energystar.gov/pm/account/help/password>) [Log In](#)



LEED v4 for BUILDING OPERATIONS AND MAINTENANCE

Updated January 5, 2018

Includes:

LEED O+M: Existing Buildings

LEED O+M: Schools

LEED O+M: Retail

LEED O+M: Data Centers

LEED O+M: Hospitality

LEED O+M: Warehouses and Distribution Centers

LEED O+M: Multifamily

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Town Clerk <tlibertygrove@gmail.com>

Attn: Stacy

Kara Kroll <kara.kroll@sisterbaywi.gov>
To: "tlibertygrove@gmail.com" <tlibertygrove@gmail.com>

Wed, Mar 1, 2023 at 11:47 AM

Stacy,

Please see the answers to your Green Tier questions below.

From: Megan Holzem <megan.holzem@sisterbaywi.gov>
Sent: Wednesday, March 1, 2023 11:45 AM
To: Kara Kroll <kara.kroll@sisterbaywi.gov>
Subject: Re: Questions from Liberty Grove

Kara,

Here are the answers we came up with:

Liberty Grove is currently working on our Green Tier scoresheet and I was wondering if the following are in place for LGUD#1.

- Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.
 - I know it's tracked, but is there a plan for reductions?
 - We are continually tracking water usage and anytime we see a difference between wastewater and water we do a leak location survey and find the problem. We just used this method and found and fixed a leak located on N Bayshore Drive by the Village Hall. Our target is to always stay below 15%.
- Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table
 - Does DNR regulate this?
 - Yes the DNR regulates the water usage each year but the PSC requires you to have a plan if you are above 25% water loss.
- Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.
 - No, we are not currently a member.
- Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.
 - I do not think we do this since the charge decreases as more water is used.

- We currently use a tiered rate for the Town of Liberty Grove water usage of first 30,000 \$4.55/1,000 gallons over 30,000 \$3.75/1,000 gallons.
- Infiltration and inflow reduction by 10%
 - We have a developed CMOM program that we follow. We televisive ¼ of the system yearly to find problem areas which are then addressed to prevent and correct any inflow/infiltration areas. We have very low Inflow/infiltration.
- Develop and implement asset management plans that set targets for the sustainable maintenance, operation and renewal of water and wastewater infrastructure.
 - We have a developed CMOM program as well as a maintenance program.
- Wastewater biogas captured and used in operations.
 - We cannot currently capture biogas to be used in operations because we do not have anaerobic digestors or a methane storage tank. Anaerobic digestors are what form methane gas that can then be used as a energy source or burnt off through a flare flame. We use aerobic digestors that do not create any methane gas.
- Conduct an energy assessment for municipal water and wastewater facilities and develop a plan to increase energy efficiency
 - Did this occur during the recent plant construction process and does it affect LGUD#1?
 - We completed an energy assessment on 12/05/2022. Yes, it does affect LGUD #1 because you pay a portion of the power bill for flushing at water ends lift station and well #3. Any changes we make will positively impact the Town by reducing energy costs.
- Financial assistance for sewer lateral replacements.
 - We currently do not do any financial assistance for lateral replacements.
- Set goals for increasing the recovery of resources from wastewater for energy generation (heat or electricity) and fertilizer.
 - Yes, we are in the process of budgeting and researching sludge drying solutions to turn our class B liquid sludge into class A fertilizer that could be utilized by the parks department.
- Explore partnership options with high-strength waste.
 - Currently the only high-strength waste we receive is from Going Garbage. We test that waste separately. We test the pH twice before it is dumped and then we run a BOD, TSS, and total phosphorus analysis on the sample, we then charge them based on the results of those tests.
- Upgrade water and wastewater utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency based on total life cycle, triple bottom line costs (e.g. maintenance and replacement strategies in asset management plans).
 - Yes, we completed this during the last upgrade that was completed in 2022
- Develop a regular street sweeping program to reduce total suspended solids.
 - All the village streets are swept twice a year in the spring and the fall. We have three vortex settling basins located on N Bayshore Drive that capture the majority of sand/dirt before it gets out to the Bay. They were just cleaned in October 2022. Total suspended solids of the effluent we produce are well within the DNR limits of 30 mg/L (we usually sit somewhere between 2mg/L-9mg/L with the low side being in the winter and the high side being in the peak flow months of June-August). We are also looking at placing a second clarifier in service in the summer of 2023 to further settle out any suspended solids.

Thanks,