



Manistee County Board of Commissioners

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

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Allan O'Shea
VICE-CHAIRPERSON
Janice McCraner

Kathy Fenstermacher
Edward Haik
Ervin Kowalski
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

MANISTEE COUNTY GREEN TEAM COMMITTEE

Friday, May 2, 2008
1:30 P .M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) Finalize Mission Statement. (APPENDIX A)
- 2) NACO Energy Star Portfolio Manager.
- 2) Computer Energy Savings.
- 3) Sheriff's Office Fuelman Study.
- 4) Follow-up With Shredding/Copy Cartridges. (APPENDIX B)
- 5) Green Government Webinars. (APPENDIX C)
- 6) Other Items from Committee Members.
- 7) Adjournment.

DRAFT GREEN TEAM MISSION STATEMENTS

The County of Manistee has formed an advisory team to improve our working and living environments, building economically and environmentally sustainable communities.

The County of Manistee is striving to improve our working and living environments by building economically and environmentally sustainable communities.

The County of Manistee is striving to improve an environmentally sustainable community.

APPENDIX B

Rachel A. Nelson

From: "Tammy Holstege" <tholstege@wmdshred.com>
To: <ranelson@manisteecountymi.gov>
Sent: Monday, April 07, 2008 3:47 PM
Attach: image001.png
Subject: manistee county courthouse.doc

Hi Rachel. Here it is in writing per our conversation. Please feel free to call back with any questions.

Tammy

West Michigan Document Shredding

Tammy Holstege
Sales Associate

Phone: (616) 293-5256 **Fax:** (616) 669-4532 / **Email:** tholstege@wmdshred.com / **Website:** www.wmdshred.com

Document Shredding Quote

Date: April 7, 2008

Company: Manistee County Courthouse

Contact: Rachel Nelson

Email: ranelson@manisteecountymi.gov

Address: 415 - 3rd Street
Manistee, MI

Phone: 231-398-3500

Fax:

Type of Service:	Off Site Service	Off Site Service
Container Type:	Executive Containers	96-gallon totes
Requested #:	15 (fifteen)	15-(fifteen)
Pick-up Interval:	4 weeks	4 weeks
Cost per Pickup:	1 Container \$38 (each add'l \$10.00)	1 Container @ \$42.00 (add'l @ \$13.00 ea)

Total Est Cost: \$178.00 every four weeks

\$ 224.00 every four weeks

West Michigan Document Shredding, a NAID certified service company, is pleased to offer the following quote for our shredding service. West Michigan Document Shredding offers confidentiality and trust; our goal is to help with your efficiency and to reduce your document destruction costs. Our security containers and collection bags are offered as a courtesy with our shredding service. We appreciate your input regarding container placement and configuration. At any time, the number of containers and bags may be adjusted to meet your changing needs. We recycle our shredded material for our mutual environmental concerns. Thank you for the opportunity to quote your business and we look forward to servicing your shredding needs.

Please sign below for your acceptance of service and fax to 616-669-4532

Sign: _____ Print Name _____
 Desired Container Delivery Date: _____

 We Recycle

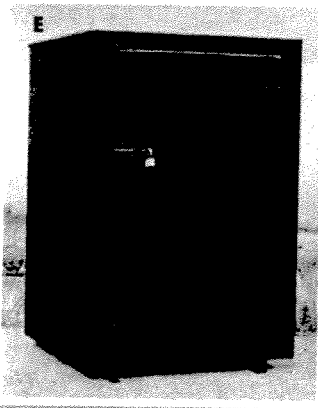
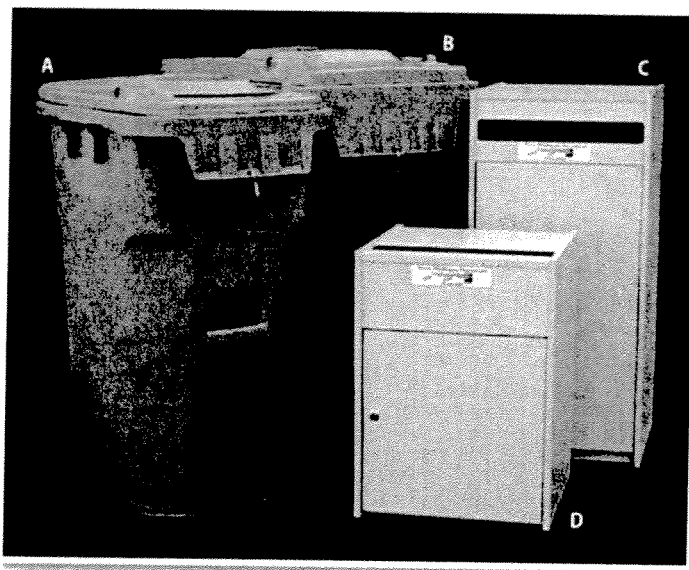
4/7/2008

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West Michigan Document Shredding

- Home Page
- Off-Site Shredding
- On-Site Shredding
- Purge
- Product Destruction
- Containers
- Request A Quote
- Contact Information

Containers



West Michigan Document Shredding offers a large selection of security containers for your convenience. We can match containers to office woodwork or company colors.

A. 64-Gallon Tote.

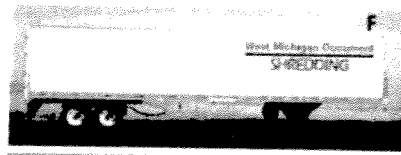
B. 96-Gallon Tote. Holds up to 350 pounds.

C. Large Executive Container. This container is perfect for office settings with its 125-pound capacity.

D. Under Desk Container.

E. Our outside containers will hold up to 1,250 pounds of documents. This steel box allows us to pick up your documents without disrupting your business.

F. We also provide trailers to hold documents during end-of-year purging or moving.



"Let us shred your shredding cost."

Telephone: 616-662-8000
E-mail: info@wmdshred.com

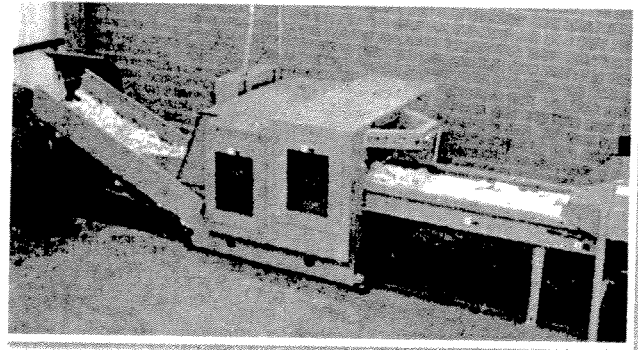
West Michigan Document Shredding

- Home Page
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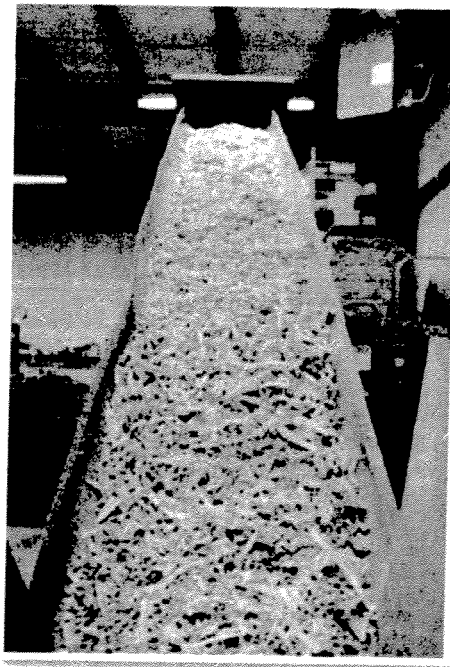
Off-Site Shredding

- Confidential
- Convenient
- Cost Effective

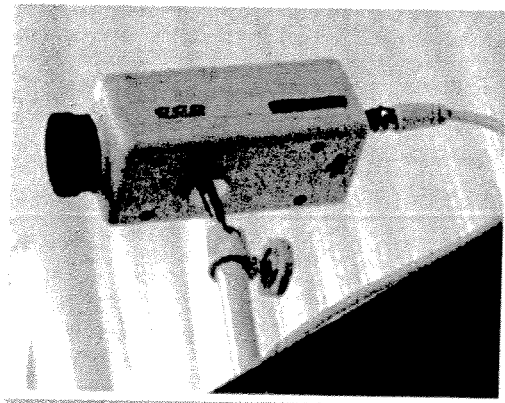
We will pick up your documents for scheduled shredding or outdated record destruction.



We offer a cost effective way to destroy your confidential documents.



West Michigan Document Shredding will pick up sensitive documents at your convenience in our secured, locked vehicle. We transport them to our facility for destruction. Our shredder can handle a volume of 8 tons of paper per hour. We have video surveillance of our shredders and we conduct background checks on all employees. We welcome observation of off-site shredding.



"Let us shred your shredding cost."

Telephone: 616-662-8000
E-mail: info@wmdshred.com

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West Michigan Document Shredding



- Home Page
- Off-Site Shredding
- On-Site Shredding
- Purge
- Product Destruction
- Containers
- Request A Quote
- Contact Information

On-Site Shredding

We will come to your facility for scheduled shredding or outdated record removal.

West Michigan Document Shredding offers on-site shredding with the most powerful, professional shredding truck in West Michigan, which can shred 8,000 pounds per hour. Your documents are reshredded to a pulverized state before baling.



All paper is immediately baled and recycled from our plant (not brought to a third party, dumped on the floor and processed).

When you want to observe your documents being destroyed before they leave your premises, this is the best option for you.

Call us or send us an e-mail for rates.

"Let us shred your shredding cost."

West Michigan Document Shredding services **All of Michigan.**

Telephone: 616-662-8000
E-mail: info@wmdshred.com

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Cartridge World - Traverse City

3311 W. South Airport Road
Traverse City, MI 49684P (231) 932-0620
F (231) 932-0626

April 24, 2008

Ms. Rachael Nelson
Manistee County
415 3rd. Street
Manistee, MI 49660

Dear Rachael:

Thanks for the opportunity to present our Cartridge and Printer Care proposal to you. Our goal is to provide your organization with information that enables you to get the best return on your cartridge and printer investment. Attached we have detailed your cartridge proposal, including estimated savings for each cartridge.

We also detailed the page yield for each of your current cartridges and then cross referenced them with the high yield cartridge that normal should be used on this printer. Simply switching to the high yield will be a significant savings in both the cost of the cartridge and the cost to the environment.

The direct benefits of doing business with us include:

- **Significant annual savings**
- **Fewer cartridges used each year**
- **Natural resources (oil) saved each year (3/4 gallon per cartridge)**
- **Survey of each department identifying their printers**
- **Labeling of each printer with the correct cartridge to be used.**
- **Provide a report to you showing the department, their printer(s), and the cartridges to be used.**
- **Recycle bins and collection of empty cartridges**

Please note that CARTRIDGE WORLD can provide you with a wide range of additional products including fax cartridges and fax film ribbons, dot matrix printer ribbons, cash register ribbons and roll paper, thermal printer ribbons and supplies, and copier toners and supplies. We can provide maintenance and service for virtually any laser printer or copier.

Thanks again for this opportunity to serve you.


Kelvin ShawCartridge World---locally owned and operated.
231-590-0272 (cell)

PRINTER & OUTPUT SOLUTIONS
PREVENTATIVE MAINTENANCE AND SERVICE PROPOSAL
Revised 4-1-08 (zone 3)

OUTPUT DEVICE PROFILE (printers, fax machines)

We provide you with a report showing the estimated TOTAL COST OF OWNERSHIP for these output devices. This is done at NO COST and helps you gain an understanding of what these output devices will cost you over their lifetime. This is only an estimate based on national averages. Total cost of ownership for your specific output devices can be determined when we perform the preventative maintenance.

PREVENTATIVE MAINTENANCE

To improve the performance and life of your printers, fax machines and computers we suggest that preventative maintenance be done on an annual basis.

PRINTER ANALYSIS

As we do the preventative maintenance we will create an assessment of each output device that will give you the condition of the equipment and estimated cost of future repairs. This enables you to be proactive in your equipment investments.

*Per unit:	1 unit	\$100.00
(Printers, fax machines, & computers)	2-4 units	\$ 60.00
	5-9 units	\$ 40.00
	10 & up	\$ 30.00

INCLUDES: Cleaning and complete check over.
Report identifying future parts requirements (drums, fusers, etc.).
Estimated future service costs.
Mileage and travel time.

REPAIR SERVICE: (Per hour rate)

*Per unit (minimum 1 hour)	1ST hour	\$180.00
(Printers, fax machines, & computers)	Each additional ½ hr.	\$ 30.00

INCLUDES: 1 month warranty on labor and factory warranty on parts.
Mileage and travel time.
Parts cost not included.

CLEANING/REPAIR DUE TO DEFECTIVE CARTRIDGE:

NO CHARGE FOR LABOR, PARTS, OR MILEAGE:

It is unusual that a defective cartridge will damage a printer. In most cases if the cartridge is defective it will fail to print properly (too light, streaking, inconsistent print quality). To determine if the poor print quality is due to a defective cartridge or some other issue it may be as simple as putting in a new cartridge. If the problem is resolved we know it was a defective cartridge. If that does not resolve the issue, the Preventative Maintenance as described above helps us know the condition of each printer and the future needs of each and can determine if another condition exists.

***Does not include inkjet printers & copy machines. These are quoted individually.**

CONTACT KELVIN SHAW AT CARTRIDGE WORLD 231-590-0272

APPENDIX C

NATIONAL ASSOCIATION OF COUNTIES

NACo The Voice of America's Counties

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NACo Green Government Initiative Webinars

Register Today!

Green Counties 101

Wednesday, May 7 2008 - 2:00pm - 4:00pm Eastern

Green momentum is here, and counties have positioned themselves as leaders. With increasing momentum, green policies and programs have taken shape as counties hunt for the most effective targets, incentives and rewards to help affect behavioral change in their communities. Counties of all regions and compositions are helping us understand that green can be as much about doing the right thing for the environment as it is about being fiscally and socially responsible.

This webinar will utilize county best practices that will allow you to understand:

- How to begin a green government movement in your county
- Challenges to "going green" and how to overcome them
- How to engage key players

Green Purchasing 101

Tuesday, May 13 2008 - 12:00pm - 2:00pm Eastern

As the public demand for more environmentally sensitive purchasing increases, county officials are concerned about the added costs of buying green. Buying green is no longer more expensive, and in the long run, may be cheaper.

In addition to county case studies, this webinar will cover:

- Components to green purchasing policies
- Implementing the policy and getting appropriate staff on board
- Available mechanisms for environmentally-friendly products
- Overview of green labels and certifications
- Dispel common myths that being green is expensive or sacrifices quality

Funding Options and Financial Incentives for On-Site Renewable Energy Projects

Thursday, May 22 2008 - 1:30pm - 3:30pm Eastern

Public sector entities are helping meet their energy needs with on-site renewable energy facilities. One key to the long-term success of an on-site renewable project is financing: how will construction be funded and what incentives can be leveraged to ensure the financial feasibility of the project?

In addition to county case studies, this webinar will cover:

- Financing options available to counties
- Performance contracting as a deal structure
- Government, utility and market incentives for on-site renewable energy projects
- Monetizing the attributes of renewable energy, such as renewable energy credits (REC's), Energy Efficiency Certificates (EECs)

Waste Management, Recycling and E-Waste 101

Thursday, June 12 2008 - 2:00pm - 4:00pm Eastern

We've all heard the phrase "Reduce, Reuse, Recycle," but now hear how county governments are implementing policies and programs to help divert waste from overflowing landfills and prevent harmful effects on the environment.

In addition to county case studies, this webinar will cover:

- Overview of waste collection and processing methods
- Proper disposal and successful methods of diverting aging electronics from landfills

Communicating Your County Climate Protection Message

Green Government

Energy and Green Buildings

Transportation

Land Use

Climate Protection and Air Quality

Water Quality

Purchasing and Recycling

Sponsors and Advisory Board

Green Government Database

Newsletters

Webinars and Upcoming Events

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Wednesday, June 18 2008 - 1:30pm - 3:30pm Eastern

As more and more counties adopt community greenhouse gas emissions reduction targets, how can they effectively communicate with the public and private sectors that are key in achieving these reductions?

In addition to county case studies, this webinar will cover:

- Effective tools and messaging in communicating with the public and private sectors
- Innovative and interactive methods to mobilize the community
- Gaining internal staff support for your county's climate goals

LEED for Existing Buildings**Thursday, June 26 2008 - 2:00pm - 4:00pm Eastern**

The LEED for Existing Buildings (LEED-EB) Rating System helps building owners and operators measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impacts. LEED for Existing Buildings addresses whole-building cleaning and maintenance issues (including chemical use), recycling programs, exterior maintenance programs, and systems upgrades.

In addition to county case studies, this webinar will cover:

- Costs and benefits of LEED-EB certification
- How to incorporate LEED-EB into strategic energy management or facility upgrade plans
- Tools and resources available to assist your county in the process

County Change a Light Campaign and Fluorescent Lamp Recycling**Tuesday, September 16 2008 - 1:30pm - 3:30pm Eastern**

For the last few years, counties have joined with NACo, Office Depot, and Wal-Mart to challenge each other in an effort to collect the most pledges from county employees and residents to change a light in their home to an energy efficient one. In addition to encouraging the use of Compact Fluorescent Light-bulbs (CFLs), counties are now tasked with ensuring the proper disposal of the CFLs.

In addition to county case studies, this webinar will cover:

- Costs and benefits to 'changing a light'
- Available tools and resources for communicating these benefits, including effective outreach efforts and messaging for pledge collection
- Challenges and solutions to proper disposal of CFLs

Energy Efficiency in County Buildings: Western Region**Thursday, September 18 2008 - 2:30pm - 4:30pm Eastern**

When seeking to reduce energy consumption, help the environment, and save taxpayer dollars, what better way to start than by examining the performance of a county's buildings? According to the national ENERGY STAR program, nearly 30% of energy used in commercial or government buildings goes to waste. Different geographic regions may have different challenges and solutions in upgrading buildings to be more energy efficient.

Although open to all, this workshop will focus on the western region of the country and will cover county case studies and:

- Specific challenges and solutions pertaining to weather-related energy use
- Associated costs and payback periods for typical building improvements
- Tools and resources available to assist counties in their energy upgrades

Energy Efficient Server Rooms in County Buildings**Thursday, September 25 2008 - 1:30pm - 3:30pm Eastern**

The U.S. Congress on Server and Data Center Energy Efficiency estimated that the governments spend over \$400m per year to power servers and data centers. These rooms are often the culprits of large amounts of energy waste, but more energy-efficient technology is now helping counties save taxpayer dollars and help the environment in the process.

In addition to county case studies, this webinar will cover:

- Costs and benefits to upgrading your county server rooms
- Innovative technologies, resources and tools available for these upgrades

Greening County Fleets 101**Tuesday, September 30 2008 - 2:00pm - 4:00pm Eastern**

As counties seek to green their county fleets, many are trying to assess relative costs and benefits of purchasing new efficient vehicles, retrofitting older ones and using alternative fuels. Ultimately, the composition of the fleet will vary for each county and often depend

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upon other environmental or economic policy goals.

In addition to county case studies, this webinar will cover:

- Current and future availability of green vehicles and fuels
- Actions that can improve existing fleet performance
- Approaches and strategies to greening the county fleet
- Components and key factors for a green county fleet policy

Playbook for Green Buildings and Neighborhoods Project

Tuesday, October 7 2008 - 1:30pm – 3:30pm Eastern

The Playbook for Green Buildings and Neighborhoods: Strategic Local Climate Solutions, a web-based resource, provides strategies, tips, and tools that counties can use to take immediate action on climate change through: green building, green neighborhoods, and sustainable infrastructure. The Playbook is designed both for communities that are considering making the first steps toward these, as well as for those who want to take existing efforts to a new level.

In addition to county case studies, this webinar will cover:

- An explanation of the link between climate change and green building, neighborhoods and sustainable infrastructure
- How to utilize the playbook, regardless of what stage your county is at
- Additional resources available to assist your county in your efforts

Energy Efficiency in County Buildings: Southeast Region

Thursday, October 16 2008 - 2:00pm – 4:00pm Eastern

When seeking to reduce energy consumption, help the environment, and save taxpayer dollars, what better way to start than by examining the performance of a county's buildings? According to the national ENERGY STAR program, nearly 30% of energy used in commercial or government buildings goes to waste. Different geographic regions may have different challenges and solutions in upgrading buildings to be more energy efficient.

Although open to all, this workshop will focus on the southeast region of the country and will cover county case studies and:

- Specific challenges and solutions pertaining to weather-related energy use
- Associated costs and payback periods for typical building improvements
- Tools and resources available to assist counties in their energy upgrades

Biofuels: What They Mean for County Fleets

Wednesday, October 29 2008 - 1:30pm – 3:30pm Eastern

Americans have grown increasingly concerned about U.S. dependence on oil imports and greenhouse gas emissions in recent years, resulting in greater interest in fuels like biodiesel and ethanol that can be produced from domestic feedstocks rather than petroleum.

In addition to county case studies, this webinar will cover:

- Overview of the available and emerging kinds of biofuels and their associated costs and benefits
- Things to consider when incorporating biofuels into your county fleet

Wind Power: Turning a Breeze into Cash for Your Community

Monday, November 3 2008 - 2:00pm – 4:00pm Eastern

Wind turbine installations have many communities perplexed about the complexity of the installation. Learn about the challenges and steps your county can take to ensure a successful project.

In addition to county case studies, this webinar will cover:

- Pros and Cons of wind turbine installations
- Review of a
- due diligence
- checklist - from environmental concerns to siting codes
- Wind energy trends

Landfill Gas to Energy

Thursday, November 13 2008 - 2:00pm – 4:00pm Eastern

The use of landfill gas (methane) as a renewable, green energy source can save a county space in the local landfill, reduce greenhouse gas emissions, and generate power for homes and businesses. This readily available gas is naturally created naturally through the decomposition of waste in landfills.

In addition to county case studies, this webinar will cover:

- Available and emerging technologies and resources for counties to capture landfill gas

- and transform it into a renewable energy resource.
- Associated costs and savings

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Energy Efficiency in County Buildings: Mid-West Region Monday, November 17 2008 - 1:30pm - 3:30pm Eastern

When seeking to reduce energy consumption, help the environment, and save taxpayer dollars, what better way to start than by examining the performance of a county's buildings? According to the national ENERGY STAR program, nearly 30% of energy used in commercial or governments buildings goes to waste. Different geographic regions may have different challenges and solutions in upgrading buildings to be more energy efficient. Although open to all, this workshop will focus on the midwest region of the country and will cover county case studies and:

- Specific challenges and solutions pertaining to weather-related energy use
- Associated costs and payback periods for typical building improvements
- Tools and resources available to assist counties in their energy upgrades

Energy Efficiency in County Buildings: Southwest Region Thursday, December 4 2008 - 2:00pm - 4:00pm Eastern

When seeking to reduce energy consumption, help the environment, and save taxpayer dollars, what better way to start than by examining the performance of a county's buildings? According to the national ENERGY STAR program, nearly 30% of energy used in commercial or governments buildings goes to waste. Different geographic regions may have different challenges and solutions in upgrading buildings to be more energy efficient. Although open to all, this workshop will focus on the southwest region of the country and will cover county case studies and:

- Specific challenges and solutions pertaining to weather-related energy use
- Associated costs and payback periods for typical building improvements
- Tools and resources available to assist counties in their energy upgrades

Solar Power: Lighting Up the Value of the Sun Thursday, December 11 2008 - 2:00pm - 4:00pm Eastern

Commercial Solar Thermal and Photovoltaic installations are becoming more popular. Learn about this expanding market segment and what it means for your county.

In addition to county case studies, this webinar will cover:

- Solar thermal applications for HVAC and plumbing systems in county buildings
- Applications and emerging technologies that will revolutionize the way we apply solar thermal systems
- Understand the architectural considerations for performance and aesthetics.
- Public sector installation of photovoltaic systems
- Typical cost savings
- Third party ownership model and current incentives

Greenopolis

Wednesday, December 17 2008 - 2:00pm - 4:00pm Eastern

Greenopolis.com is the first "green", interactive, collaborative, educational website to bring together communities, environmental organizations, schools, universities, foundations and corporations, to rewards for making incremental positive environmental changes.

This webinar will cover:

- How to get your county involved with the program
- Tools and resources to actively promote Greenopolis in your community

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