

**CITY OF MENASHA  
Sustainability Board  
City Hall-140 Main St.-Council Chambers-3rd Floor  
July 22, 2008**

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Chairman Stoll at 6:35 PM.

**2. ROLL CALL/EXCUSED ABSENCES**

**A. [Roll call](#)**

Members Present: Linda Stoll, Roger Kanitz, Mike Dillon

Members Excused: Becky Bauer, Trevor Frank

Others Present: Mayor Merkes, Ald. Pamenter, CDD Keil, Chris Voightlander, Joell Owen Boyce, Mary Kelly

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Sustainability Board, 6/10/08](#)**

Motion made by Mike Dillon, seconded by Roger Kanitz to approve Sustainability Board minutes of 6/10/08.

Motion carried.

**4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

**A. [Public comments on matters pertaining to the Sustainability Board](#)**

No one spoke

**5. DISCUSSION**

**A. [Status Report on Sustainability Board Webpage](#)**

Mayor Merkes reported that a rough draft has been created. Linda Stoll suggested CDD Keil give Mayor Merkes the 4 principles from the Natural Step for inclusion on the website. She also suggested the website include any upcoming sustainable events.

**B. [Status Report on Farmers Market](#)**

Mary Kelly reported that she spoke with vendors at the Neenah farmers market and several produce vendors are willing to participate. Mary suggested holding the farmers market on Thursdays from 2 PM to 7 or 8 PM.

Mayor Merkes spoke with Menasha Health Sanitarian Todd Drew about health permits. The only requirement is that vendors have a certified scale. If they are selling prepared or refrigerated food they would need a permit.

Mayor Merkes spoke with Karen Harkness, Future Neenah, about cross-promotion of the Neenah and Menasha farmers markets.

Ald. Pamerter suggested the inclusion of complimentary events and the use of the NEW Foods vendor list to inquire about participation. Board members discussed what the criteria for admitting vendors and establishment of a vendor fee to participate. The policies used by other farm markets will be obtained and Menasha's should be comparable.

The Board concluded that the farmers market will be held from August 14, 2008-October 23, 2008 in the Main Street parking structure.

Linda Stoll stated that she would coordinate vendors on an interim basis.

**C. [Status Report on Natural Step Training for Citizens](#)**

Roger Kanitz reported that he is seeking lists for Natural Step training from United Way Information and Referral.

**D. [Sustainability Board Participation in Menasha Utilities Energy Fair](#)**

This item was briefly discussed under meeting with Menasha Utilities report.

**E. [Baseline Study- Approach and Timetable](#)**

This item was discussed under Report on Meeting/Training with City of Menasha Department Heads.

**F. [City Participation in a Stormwater Management Demonstration Project at the Gilbert Site](#)**

CDD Keil stated that he had a conversation with Eric Fowle, Executive Director of the East Central Wisconsin Regional Planning Commission. Eric is interested in making their office site more sustainable with the addition of native plantings and on-site stormwater management. CDD Keil felt that this might provide an opportunity for the Sustainability Board to create a demonstration project.

Board members were in agreement with pursuing the concept of a demonstration project on this site.

**G. [Report on the meeting between Menasha Utilities and the Sustainability Board on the potential opportunities for the development of a Community Wide Energy Conservation Awareness Program](#)**

Mike Dillon, Roger Kanitz, Mayor Merkes and Chris Voightlander, Menasha Utilities, met to discuss energy conservation programs/activities in the city. Currently, the Menasha Utilities Energy Fair gives back through the Public Benefits program: 50% to LMI energy assistance and 50% to energy conservation.

At its energy fair, the Utility provides \$15-20,000 in product to customers at a \$25 maximum per customer.

CDD Keil is to arrange a meeting with Mary Bach to discuss energy assistance to LMI persons with Mike Dillon, Mayor Merkes, Chris Voightlander and CDD Keil to participate

Mike Dillon talked about second round of environmental education grants available to schools from SCA Tissue.

#### **H. Report on Meeting/Training with City of Menasha Department Heads**

CDD Keil reported that the training with the Department Heads on the Natural Step was generally well received. There was some consensus to approach baseline assessments at a manageable level.

Linda Stoll reported on how other communities approached the baseline assessment.

Mike Dillon stated that Focus on Energy offers project engineering grants of up to \$100,000 and that funding assistance for the baseline study may be available through this program.

Discussion ensued about the possibility of UW- Fox Valley interns assisting in the city's baseline study.

#### **I. Incentives to retain stormwater runoff on residential or business properties**

Board members discussed providing cost sharing and/or other incentives for on-site stormwater management facilities/devices, such as rain gardens and rain barrels.

### **6. ACTION ITEMS**

#### **A. Set next meeting date**

Next meeting set for August 19, 2008 at 6:30 PM in the Menasha Council Chambers.

### **7. ADJOURNMENT**

#### **A. Adjournment**

Motion made by Mike Dillon, seconded by Linda Stoll to adjourn at 8:47 PM.