

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, December 15, 2009

6:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD
(five (5) minute time limit for each person)
- D. MINUTES TO APPROVE
 - 1. [Sustainability Board minutes, 11/17/09](#)
- E. COMMUNICATIONS
- F. DISCUSSION ITEMS
 - 1. Sustainability Board input on Comprehensive Plan Review
 - 2. City wide energy efficiency planning (25x25 Plan)
 - 3. [Sustainable Landscaping/Stormwater management options for proposed Fire Station #36](#)
 - 4. Joint WI Rapids and City of Menasha First Impressions Program project (Linda Stoll)
 - 5. [MJSD "Green Team" resolution proposal update \(Becky Bauer\)](#)
- G. ACTION ITEMS
 - 1. Schedule Sustainability Board Visioning Session
 - 2. Set next regular meeting date
 - 3. [City of Menasha Green Procurement Policy – recommendation to Common Council](#)
 - 4. [Approval of Rain Garden signage – 400 Ahnaip St. demonstration project](#)
- H. REPORT OF COMMISSIONERS & STAFF
 - 1. Valley Transit Update (Roger Kanitz)
 - 2. Department TNS presentations/Sustainability training
- I. ADJOURNMENT

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, November 17, 2009

Minutes

A. CALL TO ORDER

Meeting called to order by Linda Stoll at 6:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Linda Stoll, Jill Enos, Sadie Schroeder, Mike Dillon, Becky Bauer

Also Present: Bill Beachkofski, Ed Kassel, Deff Deltgen, CDD Keil

Excused: Trevor Frank, Roger Kanitz

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

(five (5) minute time limit for each person)

No one spoke

D. MINUTES TO APPROVE

1. [Sustainability Board minutes, 10/20/09](#)

Motion made by Jill Enos and seconded by Mike Dillon to approve the minutes of the October 20, 2009 meeting.

Motion carried.

E. COMMUNICATIONS

Jill Enos made an announcement about the film "Food, Inc." to be shown at the Menasha Public Library at 7:00 p.m. on Friday, November 20.

F. DISCUSSION ITEMS

1. Sustainability Board input on Comprehensive Plan Review

Greg Keil reviewed the Comprehensive Plan content and objectives. Linda Stoll reviewed state planning requirements and guidelines. Board members suggested preparing a news release to be placed in the News Record and online Post Crescent announcing the annual review of the comprehensive plan is underway and inviting public comment. Greg Keil is to email links to [Sustainable Dane County](#) and [Building a Green Capital City](#) to committee members.

2. City-wide Energy Efficiency Planning (25x25 Plan)

Linda Stoll discussed the need for the plan given the City's commitment to achieve 25% utilization of renewable energy by 2025. Bill Beachkofski spoke about energy tracking and offered to provide a model.

3. [2010 Action Item List](#)

Green Procurement Mike Dillon reported on the presentation that he made to city department heads/managers on green procurement, and urged that the policy be formalized as part of the city's purchasing policy. Greg Keil is to draft a policy language for consideration by the board. This will ultimately be presented to the Personnel Committee and Common Council for consideration.

Energy Policy Board members discussed energy efficiency objectives and the effectiveness LEED EB & Energy Star criteria for reduce consumption and how these could be incorporated in to city actions/policies.

Farm Fresh Market Board members discussed the success of the farm market and discussed possibilities for other local food initiatives. Mike Dillon said that he would apply for sponsorship through SCA for the 2010 Farm Fresh Market.

Bike/Pedestrian Audit Greg Keil reported that the initial audit has been completed. Linda Stoll felt that an ad-hoc committee should be formed to assist with implementing improvements guided by the Complete Streets Model.

NEV Ordinance Board members discussed the adoption of Neighborhood Electric Vehicle Ordinance by neighboring communities and requested that staff draft an ordinance for the board's consideration.

Information /Education Becky Bauer described her efforts to introduce educational presentations on sustainability topics to high school classes. Jill Enos offered to will put ideas together to update the Sustainable Menasha webpage on the City of Menasha website. Mike Dillon stated that he will continue to do presentations to elementary schools.

Stormwater Management Board members expressed a desire to work on an incentive program for homeowners to install rain barrels and other practices to reduce stormwater runoff from residential lots.

Transit Roger Kanitz , the city's representative to the Transit Commission if to continue working with Valley Transit on options to improve accessibility to and ridership by Menasha residents.

Sustainability Board Communication Policy Board members discussed developing a communication strategy to share information and invite participation in sustainability initiatives.

Wish List for Future Sustainability Board Consideration

- Volume-based fee system to promote waste reduction
- Energy reduction benchmarking system
- Energy assessment and comparative assessment of existing buildings
- Review of city ordinances with regard to sustainable design, etc. and formation of a regional committee to consider changes/desired outcomes.

Sustainability Board Visioning Session Board members expressed an interest in conducting a visioning session to set future direction/priorities.

G. ACTION ITEMS

1. Set next meeting date

Next meeting set for December 15, 2009. Becky Bauer inquired with other board members about participation on the board by high school students. Commissioners were favorable to having students participate on an informal basis.

H. REPORT OF COMMISSIONERS & STAFF

1. Valley Transit Update (Roger Kanitz)

No report

2. [Sustainability Action Summit \(Linda Stoll\)](#)

Linda Stoll reported that the Summit resulted in consensus to conduct a regional review of local ordinances as related to sustainability and to establish a regional website as a clearinghouse for matters related to sustainability.

3. [Sustainability Concepts meeting with Paul Burdon \(Roger Kanitz & Linda Stoll\)](#)

Linda Stoll reported on meeting with Paul Burdon. Jill Enos emphasized the need for visioning to direct the Sustainability Board's efforts.

4. Report on Demonstration projects - Stormwater/Water quality, Natural Landscaping

Sadie Schroeder stated that she and Mike Dillon had viewed the raingarden demonstration project and expressed concerns relative to design. She is to contact Master Gardeners for advice.

5. Department TNS presentations/Sustainability Training

Mike Dillon reported on the training he conducted with city department heads and managers on green procurement.

6. EECBG Grant Application

Greg Keil reported that the grant application had been submitted and includes proposals for HVAC upgrades in city buildings and the installation of energy efficient street lighting.

7. Fox Valley Home Builders Association Green Building Committee

Greg Keil reported that the committee is interested in having a representative on each of the sustainability boards in their service area.

I. ADJOURNMENT

Motion made by Becky Bauer and seconded by Mike Dillon to adjourn at 8:43 p.m.

Motion carried.

Respectfully submitted by Greg Keil

Wisconsin Green & Healthy Schools Program

Opportunities Bulletin

- *NEW* [Free GHS Workshop in February, 2010](#)
- [Green & Healthy School Recycling Bin Grant Program](#)
- [KEEP Bright Ideas Fundraiser \[exit DNR\]](#)
- [EPA Healthy School Environments Assessment Tool \(SEAT\) \[exit DNR\]](#)
- [Important News for Schools in Waukesha County \[exit DNR\]](#)

Schools across Wisconsin are demonstrating their commitment to a more sustainable Earth, stronger communities and healthier, more productive learning environments for students by choosing to join the Wisconsin Green and Healthy Schools program. The Wisconsin Green and Healthy Schools program is a web-based, self-paced and voluntary program available to all Wisconsin public and private elementary, middle and high schools. The program is designed to support and encourage schools in their quest for a healthy, safe, and environmentally-friendly learning environment..

Our Mission

The Wisconsin Green and Healthy Schools program aims to increase the students' knowledge and awareness of Wisconsin's natural resources and the environmental, health, and safety concerns and challenges that face our schools, our communities, and our Earth. The Green and Healthy Schools program will help students develop the necessary skills and expertise to address these challenges, and to foster life-long attitudes, behaviors, and commitments in order to make informed decisions and to encourage students to become active participants in their communities*. Furthermore, by completing the steps of the program schools will discover ways that their individual school can provide a safe, clean, and green school that promotes a productive learning environment and in doing so will help to conserve and protect our valuable natural resources. (*Portions of the Green and Healthy Mission were taken from UNESCO, Tbilisi Declaration, 1977).

Awards and Recognitions

The journey to becoming a Wisconsin Green and Healthy School requires hard work, active participation, and a strong commitment to attaining a healthy and environmentally responsible school. The Wisconsin Department of Natural Resources and the Wisconsin Department of Public Instruction want to recognize your school's achievements at every step of the program through a succession of [awards and recognitions \[PDF 33KB\]](#). Your school is encouraged to display these awards around your school building to inform staff, students, parents, and the community of your continued commitment to providing students and staff with a healthier and greener learning environment.

Contact Information

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Tessa.Jilot@wisconsin.gov

Further information will be posted as it becomes available.

**City of Menasha
Sustainability Board**

Environmental Procurement Policies

I. Purpose Statement

The purpose of this policy is to support the purchase of recyclable, recycles, and/or environmentally preferred products in order to promote sustainability, generate less waste, and minimize environmental impacts related to the work and services provided by the City of Menasha. The City recognizes that municipal employees can make a difference in favor of environmental quality. The City of Menasha strongly recommends the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonably competitive price.

In so doing, the City shall:

- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies.
- Adopt waste prevention, recycling and use of recycled supplies/materials as an City priority.
- Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
- Serve as a model for the region to influence waste prevention, recycling and procurement efforts.

II. Definitions

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.

"Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with

competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

"Practical" means sufficient in performance and reasonably available at a competitive cost within necessary timeframes.

III. Policies

- A. All City of Menasha employees will specify recycled and environmentally preferable products whenever practical.
- B. The City of Menasha shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
- C. The City of Menasha's departments shall practice waste prevention whenever practical.

IV. Best Practices

A. Procurement Practices

In cooperation with their customers, all City of Menasha departments shall at a minimum evaluate the following environmentally preferable product categories and purchase them whenever practical:

- 1. Printing and Writing Papers, including all imprinted letterhead paper, envelopes, copy paper and business cards. When practical, these shall contain a minimum of 30% post-consumer recycled content.
- 2. Paper Products, including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders and other products comprised largely of paper.
- 3. Remanufactured laser printer toner cartridges and remanufactured or refillable ink-jet cartridges.
- 4. Re-refined antifreeze, including on-site antifreeze recycling.
- 5. Re-refined lubricating and hydraulic oils.

6. Recycled plastic outdoor-wood substitutes, including plastic lumber, benches, fencing, signs and posts.
7. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation.
8. Re-crushed cement concrete aggregate and asphalt.
9. Cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash or other alternative products.
10. Re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces and fatigue mats.
11. Compost, mulch, and other organics including recycled biosolid products.
12. Re-manufactured paint.
13. Other products that further the goals of this policy.

B. Waste Prevention Practices

City of Menasha personnel are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities. Consideration should be given to durability and repairability of products prior to purchase.

1. Conduct routine maintenance on products/equipment to increase their useful life.
2. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
3. Create and use electronic letterhead for use by all City departments.
4. Send and store information electronically whenever possible. This includes e-mail, website, and electronic fax.
5. Review record retention policies and implement document imaging systems.
6. Other waste prevention practices that further the goals of this policy.

V. Responsibilities of All Departments

Each City department shall be responsible for the implementation of this policy and shall:

- A. Practice waste prevention whenever possible.

- B. Continue to utilize recycling programs and expand them where possible.
- C. Procure recycled products whenever practical.
- D. Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials. Cross-feed information to other departments when potential use of a product exists.
- E. Develop specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance.
- F. Ensure that procurement documents issued by City departments require environmental preferred alternatives whenever practical.

VI. Responsibilities of General Services

General Services shall:

- A. Maintain and use information, furnished by its customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage City departments to purchase such products whenever possible.
- B. Provide departments with vendor furnished information about recycled products and environmental procurement opportunities.
- C. Inform vendors of the City's Environmental Purchasing Policy.
- D. Structure applicable contracts to offer and/or feature recycled-content products whenever possible, (e.g., office supplies, lubricating oils and janitorial supplies).
- E. Encourage development of specifications used in public bidding aimed at eliminating barriers to recycled-content products, such as outdated or overly-stringent product specifications and specifications not related to product performance. All requests for proposals shall encourage vendors to offer recycled products whenever practical.

VII. Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or are not reasonably available at a reasonable cost.

Rain Gardens

Making a Beautiful Difference!

This perennial garden of native plants protects water quality while adding beauty to the yard. Water from the roof soaks in instead of running off.

Why build a rain garden?

- *Water that soaks in replenishes groundwater and helps prevent flooding.*
- *A Rain Garden protects water quality by trapping sediment, fertilizers and other pollutants.*
- *It needs no additional fertilizer and little pesticides.*
- *Native plants provide food and shelter for butterflies, song birds and other animals.*

A typical rain garden:

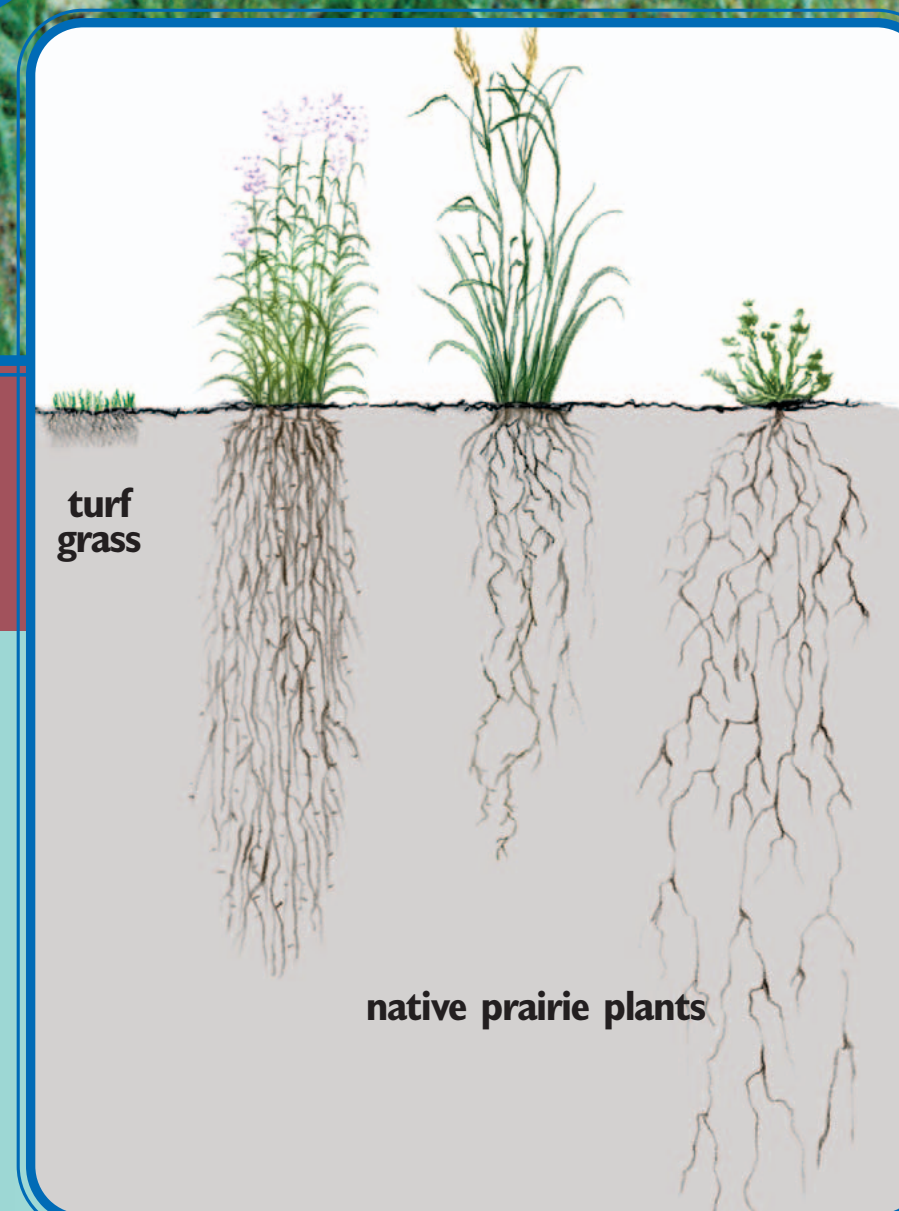
- *Is a sunken garden 4 - 8 inches deep*
- *Has a flat bottom*
- *Is $\frac{1}{3}$ the size of the area draining to it – usually 75 - 300 square feet in size*
- *Can be formal or informal in design*
- *Drains within two days*

Did you know . . .

Water running off of residential roofs, roads and driveways can increase water in a stream by 500%, leading to increased flooding and erosion. A 300-square-foot rain garden infiltrates 12,000 gallons of water every year, or enough to fill 2½ tanker trucks.



Graphic design/production by Amy Hurley, UW-Extension Environmental Resources Center. Photo by Roger Banneman.



Why use native plants?

With roots growing down twice as deep as the plants are tall, native plants are very efficient at absorbing water.

Also, each year one-third of the roots die, providing deep tunnels for water to filter into the ground.