

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, February 16, 2010

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, 1/19/10](#)
- E. COMMUNICATIONS
- F. DISCUSSION ITEMS
 - 1. [Sustainability Board input on Comprehensive Plan Review](#)
 - 2. [Sustainability Board Visioning Session – Outcomes and next steps](#)
- G. ACTION ITEMS
 - 1. [Support for Compost Demonstration Project at UW Fox Valley](#)
 - 2. Schedule planning session for 2010 Farmers Market
 - 3. Set next regular meeting date
- H. REPORT OF COMMISSIONERS & STAFF
 - 1. Valley Transit Update (Roger Kanitz)
 - 2. Department TNS presentations/Sustainability training
 - 3. [Report on meeting with Paul Burdon, 1/8/10](#)(Linda Stoll and Roger Kanitz)
 - 4. [Sustainable Communities Public Policy Forum](#)(Roger Kanitz)
- I. ADJOURNMENT

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

Tuesday, January 19, 2010

MINUTES

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

Present: Chris Bohne, Sadie Schroeder, Mike Dillon, Jill Enos

Also Present: Mayor Merkes, Greg Keil, Kathy Thunes

Excused: Linda Stoll, Roger Kanitz

**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, 12/19/09](#)

Motion by Becky Bauer to approve the minutes of the 12/19/09 Sustainability Board meeting, seconded by Sadie Schroeder.

The motion carried.

E. COMMUNICATIONS

1. [Notes from meeting with Paul Burdon, 1/8/10](#)

This item is to return on the next agenda for a report from Roger Kanitz and/or Linda Stoll.

2. [WPPI Energy press release, 12/10/09; WPPI Energy announce grant opportunities for net zero energy homes](#)

3. [Answers to Energy Questions event](#)

4. [Sustainable Communities Public Policy Forum](#)

This item is to return on the next agenda for a report by Roger Kanitz.

5. [Communication from Roger Kanitz regarding miscellaneous agenda items](#)

F. DISCUSSION ITEMS

1. [Sustainability Board input on Comprehensive Plan Review](#)

Board members are to forward comments on the Comprehensive Plan Sustainability Assessment Worksheet to Greg Keil by February 2.

2. City wide energy efficiency planning (25x25 Plan)

Board members discussed establishing baseline energy consumption for the 25X25 plan. Staff is to determine the base year to be used to set the benchmark.

3. [Green and Healthy Schools Program \(Becky Bauer\)](#)

Becky Bauer reported that Menasha High School has applied to Green & Healthy Schools. School district staff is to obtain training to develop and implement a plan.

F. DISCUSSION ITEMS, cont..

4. [Farm Fresh Market wrap up memo and proposed rules & regulations](#)

Board members discussed vendor criteria. The consensus was to give priority to WIC Certified Vendors, and encourage vendors to supply locally grown, organic, and locally made/sourced items. The Board suggested offering a 30 percent discount for seasonal vendors signing up by April 15.

G. ACTION ITEMS

1. Schedule planning session for 2010 Farmers Market

Kristin Sewall is to set up the meeting and provide notice to board members.

2. Schedule Sustainability Board Visioning Session

Greg Keil is to make arrangements with February 2 or 9 being the preferred dates. Becky Bauer offered Menasha High Facilities to conduct the session.

3. Set next regular meeting date

Meeting set for February 16, 2010

H. REPORT OF COMMISSIONERS & STAFF

1. Valley Transit Update (Roger Kanitz)

This information is contained in Roger's communication to the board.

2. Department TNS presentations/Sustainability training

Greg Keil reported that there had been no training in the past month.

3. [Sustainable Landscaping/Storm Water management options for proposed Fire Station #36](#)

It was the consensus of the board that this would be a good demonstration site for no-mow plantings and passive storm water management practices. Staff is to promote the inclusion of these practices into the final design.

4. Joint WI Rapids and City of Menasha First Impressions Program project (Linda Stoll)

Linda Stoll is to provide an update at the next board meeting.

5. [ECWRPC- Safe Routes to School Program](#)

Greg Keil reported on the meeting and stated that efforts are underway to put a working group together to initiate a plan with the assistance of the RPC.

6. [City of Menasha Green Procurement Policy – recommendation to Common Council](#)

Greg Keil reported that the policy is being formatted into the city's personnel policy for consideration by the Personnel Committee and Common Council.

I. ADJOURNMENT

Motion made by Sadie Schroeder, seconded by Chris Bohne to adjourn at 8:03 p.m.

Motion carried.

Respectfully Submitted by Greg Keil, Community Development Director

Subject: visioning session

2/11/10

Hi everyone,

Nice to meet with you Tuesday night. You did a lot of great thinking (and drawing!). I'm presuming Becky will share or email the notes to you all. If you'd like my help with some further processing (or interpreting what I wrote down), don't hesitate to ask.

Here are some ideas for next steps to move your ideas forward. For each key vision theme (Connectivity, Natural Resources and Business climate) develop an action plan (basic template attached). (You may need to narrow your ideas/actions down before doing this). Keep these themes on your agendas and check in monthly on progress. You could also do the same action planning chart for your 'charges' (sustainability plan and internal city ideas). And/or... you could review your charge and assess whether that is still applicable and what progress has already been made in these 2 areas.

If I may, let me also offer you some words of encouragement. Use or leave them as feels right for your group.

- Keep focused on the Vision – you drew compelling pictures of what Menasha could look like if it were more sustainable. Keep that front and center and ask yourself whenever an opportunity comes along, "Does it move us towards our Vision?" I would also echo Roger's thoughts about staying focused, but allowing some flexibility to take advantage of opportunities.
- Whatever the idea or opportunity, think about it thoughtfully, strategically and systematically.
- There are so many opportunities and strategies for moving a community towards sustainability. Don't let them overwhelm you. After thinking, however, one must eventually act. Pick something (strategic and sustainable) and work on it. Some ideas will have to be left by the wayside for now.
- Hold each other accountable for making progress. My sense is that in many ways your board, like other sustainability boards in the area, works like a team. In a team ideas are generated, supported, refined, and accomplished. We all tend to have our preference of role(s) we are comfortable playing in a team (eg. – I like to refine ideas, others like to generate them). A team needs to work together to ensure ideas are both generated and brought to fruition to meet their common purpose or vision.

Best of luck moving forward! Thank you for your time and great ideas. And thanks to Becky for hosting the group, and letting us use her cool Smart board! Don't hesitate to contact me if you have any questions,
Catherine

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Catherine Neiswender  
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Community Development Educator

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## Generic Action Planning Worksheet









Goal: \_\_\_\_\_

| Specific Actions, Tasks or Projects | Who will take the lead?<br>(Specific Name) | Who else will be involved?<br>What partners or<br>organizations might you<br>tap for assistance? | By When? | Resources<br>Needed | How will you<br>know you've<br>accomplished<br>it? |
|-------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------|----------|---------------------|----------------------------------------------------|
|                                     |                                            |                                                                                                  |          |                     |                                                    |

# EXISTING PARK, TRAIL & SCHOOL FACILITIES City of Menasha Area

## Legend

### Existing and Proposed Trails

-  On-Street & Recommended Route
-  Future Route
-  Off-Street
-  Future Off-Street
-  Sidewalk
-  Public School Facilities
-  City of Menasha Parks
-  Corporate Limits



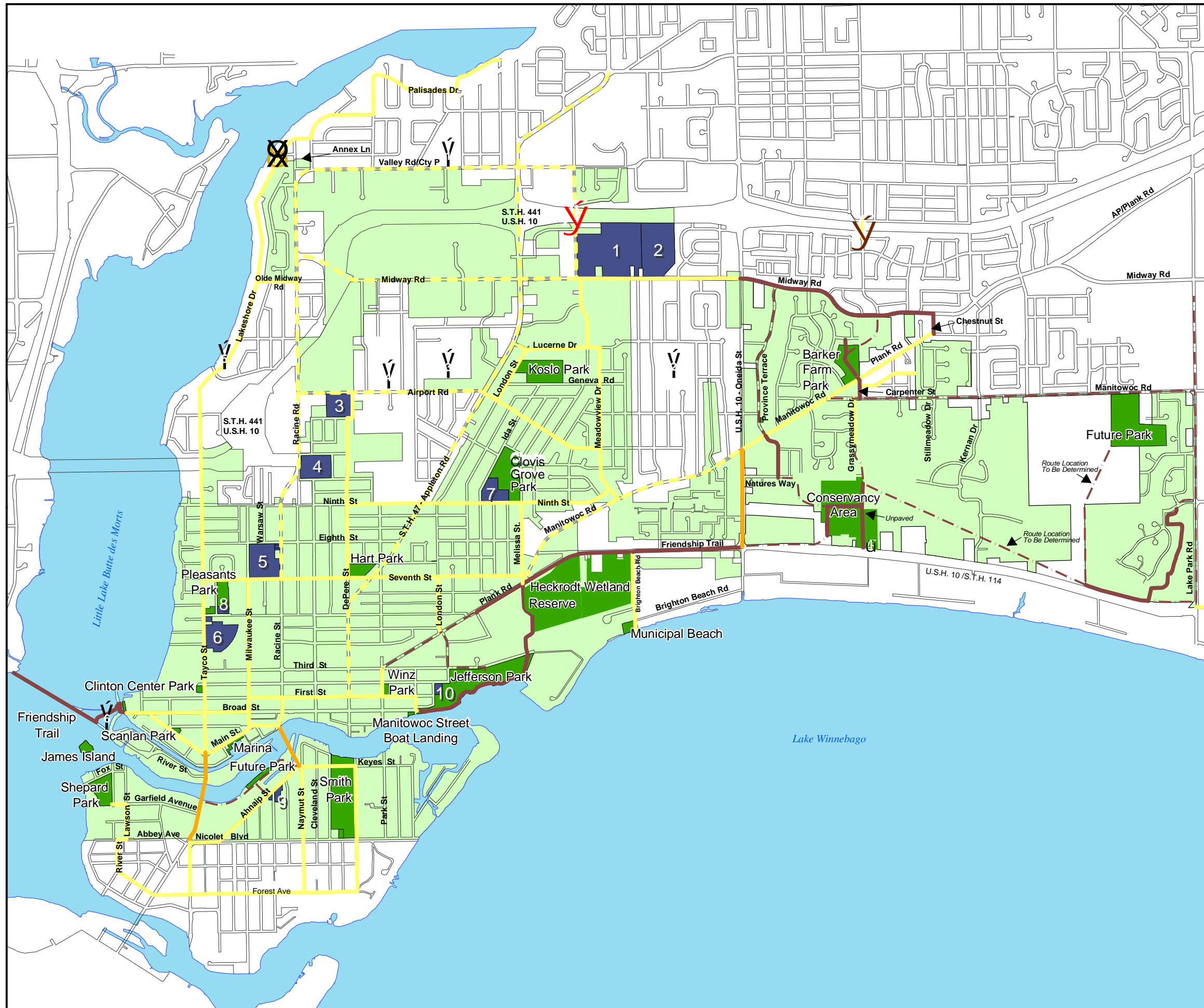
-  Existing Pedestrian Overpass
-  Proposed Pedestrian Overpass
-  Parking
-  Proposed Pedestrian Bridge

## Public School Facilities Key

- 1 UW - Fox Valley
- 2 Maplewood Middle
- 3 Gegan Elementary
- 4 Calder Stadium
- 5 Menasha Senior High
- 6 Butte des Morts Elementary
- 7 Clovis Grove Elementary
- 8 Banta Administration Building
- 9 Nicolet Elementary
- 10 Jefferson Elementary

## Town of Menasha/Other Recreational Sites

-  Palisades Park
-  Fritsch Park
-  Wittman Park
-  Youth Sports, Inc.
-  Butte des Morts Park
-  Menasha Lock



**RESOLUTION SUPPORTING ECO-MUNICIPALITY CONCEPTS**

Introduced by Mayor Laux

**WHEREAS**, the City of Menasha recognizes that the people of this community desire a stable, sustainable future; and

**WHEREAS**, the City of Menasha acknowledges that a clean and healthy environment determines the quality of life, where the environment can support and sustain the community, and where citizens are committed to local and regional cooperation and a personal philosophy of stewardship; and

**WHEREAS**, the willingness of the City of Menasha to move in the direction of eco-municipality designation can serve as a model for our citizens, encouraging economic and industrial initiatives while protecting the ecosystem in which they raise their families; and

**WHEREAS**, by endorsing sustainable economic development, the City of Menasha is pledging to further educate itself about sustainable activities and to develop additional initiatives in support of sustainable practices; and

**WHEREAS**, Menasha has promoted alternative transportation methods by taking a leadership role in the Fox Cities Trestle Trail and installing bike trails that connect the Wisconsin Friendship Trail; and

**WHEREAS**, the following four guidelines were developed by the American Planning Association to help communities implement sustainable practices:

1. Reduce dependence upon fossil fuels, and extracted underground metals and minerals;
2. Reduce dependence on chemicals and other manufactured substances that can accumulate in Nature;
3. Reduce dependence on activities that harm life sustaining ecosystems;
4. Meet the hierarchy of present and future human needs fairly and efficiently;

**WHEREAS**, the redevelopment of the Gilbert Mill site has embraced principles of sustainability by reusing portions of existing buildings and reclaiming demolition materials for reuse at the site.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Menasha, Wisconsin, that the City of Menasha endorse the principles of sustainability as outlined above and that the City will endeavor to apply these principles when economically feasible to its decision-making, planning, policy making and municipal practices and the Mayor and Common Council challenge the citizens of Menasha and the private sector to promote and embrace the philosophy and principles of sustainability.

**BE IT FURTHER RESOLVED**, that the City of Menasha create a standing Sustainability Board to prepare a sustainable community plan following the guidelines of The Natural Step Model for Eco-Municipalities and to advise the Mayor and Common Council on implementation of sustainable practices.

Passed and approved this 19<sup>th</sup> day of November, 2007.

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Joseph F. Laux, Mayor

Attest:

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Deborah A. Galeazzi, City Clerk

***Community Garden Partnership, Lawrence University, the University of Wisconsin Fox Valley, and UW Extension.***

**Mission**

Our mission is *"Growing food, people and communities."*

**Goals**

To fulfill our mission we work to:

- Grow healthy food in our community and support people growing their own food.
- Grow people by providing education so that people can grow their own food and become more knowledge and responsible participants in our food system.
- Grow communities by creating an inclusive community environment that values diversity of culture and ideas, environmental stewardship, healthy life styles, sustainability, self-sufficiency, leadership and the joy of gardening.

**Community Garden Partnership History and Current Activities**

The first Community Garden in Outagamie County was a UW Extension pilot project developed in 1999 with a State Initiative grant and additional funding through the Community Foundation of the Fox Valley Region. In 2003 UW Fox partnered with Community Garden Partnership and opened a 3 acre site. In 2004, the CGP became a program of Goodwill Industries NCW, and in 2005 the student-run Sustainable Lawrence University Gardens joined CGP as a teaching garden. The Partnership was formed to address funding, resource sharing, networking, and collaboration building among emerging garden communities.

Since 1999, over 1050 gardeners from diverse cultures and age groups have participated in Community Garden programs. Our on-going programs include:

- 7 garden rental programs offer affordable plots for community members to grow their own food and grow food to donate to local food pantries. Plots are often free for community members unable to pay.
- 5 Teaching gardens are demonstration sites and active learning sites for community groups and schools.
- 1 market garden managed by Lawrence University students produces food for Lawrence's dining facility and acts as a teaching garden.
- The Community Herbs project teaches Appleton West High School at risk students how to grow and market herbs.



- A VISTA placement works on food-security and capacity building in low income neighborhoods.

### **Vision Narrative**

Good, fresh food and a local food culture are essential to the good health, environmental stewardship, and food security of every community. GROWING POWER is an acknowledged leader in developing a “good food revolution” in order to facilitate the evolution of healthy, food-secure, and environmentally responsible communities. With GROWING POWER’s help we aim to lead our community into a better understanding of our food culture and into a more food-secure, healthy, and environmentally sound future.

The Fox Valley community has struggled with understanding that food security, the origin and transportation of our food, agricultural practices, our environment, and our health are all community issues. In order to bring about community-wide understanding and dialog about these issues we need to increase their visibility within our community.

In Collaboration with GROWING POWER and other Fox Valley community partners, we plan to:

- Develop multiple soil production/vermicomposting sites in the Outagamie/Winnebago County area,
- Develop initiatives aimed at poverty reduction through the creation of mentoring programs and green jobs within the community gardens and the greater community,
- Develop educational initiatives for adults and children that result in a better understanding of our food system and culture and the knowledge and skills required to grow good food using environmentally sound practices,
- Increase opportunities for people to grow their own food.

*With the help of GROWING POWER we will develop the infrastructure and train staff and volunteers for soil production at two sites.* The Sustainable Lawrence University Garden will host a small-scale operation that demonstrates the process and benefits of growing healthy soil. The UW Fox Valley Community Garden will host a large-scale operation that produces healthy soil for community members, community garden projects and eventually as a product to sell.

*With the help of GROWING POWER we will offer annual “From the Ground Up” trainings, as well as our own urban/sustainable agriculture trainings and other educational opportunities.* The Sustainable Lawrence University Garden will act as a working model of urban agriculture and will host educational opportunities for students and children. The other seven Community Gardens will host trainings, mentoring and other educational opportunities for gardeners, families, and other adults, and give them the opportunity to put what they learn into action

We believe that initiating these projects in collaboration with GROWING POWER will bring the aforementioned food system issues to the top of our community's agenda and create a constructive dialog that results in a more food-secure community.

#### **Description of facility/site**

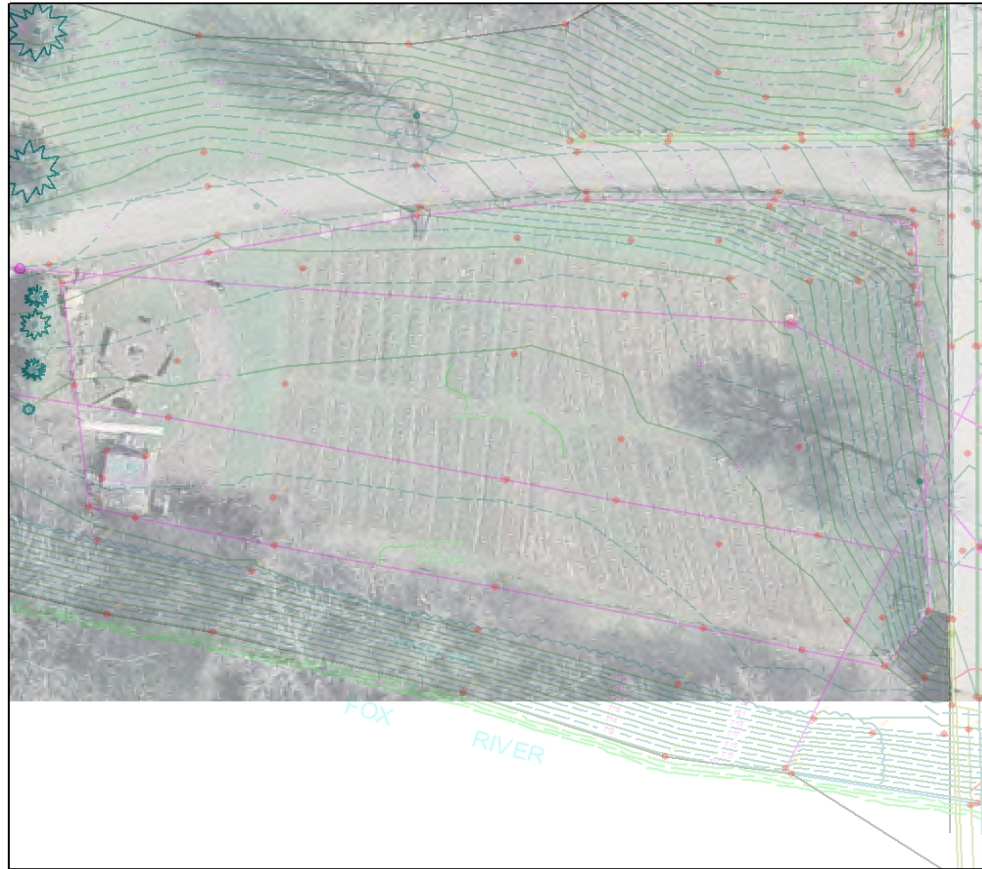
Projects and activities done in collaboration with GROWING POWER will happen at two sites:

- The UW Fox Community Garden is located behind the UW Fox Valley campus on Midway Road in Menasha WI. The garden is 6 years old and is a no-till site. The area is a little over 3 acres and is jointly owned by Outagamie and Winnebago Counties. There are currently approximately 20 individuals and families gardening at this site. The site has shelter facilities, benches, an access




road, water and porta-potty availability.

- The Sustainable Lawrence University Garden is located on the Lawrence University campus in Appleton WI. The garden is 5 years old and is managed by Lawrence students. The area is approximately a quarter acre and is on the campus of Lawrence University.



40 20 0 40 Feet

A horizontal scale bar with four segments. The first segment is black, the second is white, the third is black, and the fourth is white. The segments are labeled '40', '20', '0', and '40 Feet' from left to right.

Both of these gardens are located near the center of the Fox Cities Communities we serve and are very accessible.

### **Description of Current Projects**

Currently the Community Garden Partnership is:

- Collaborating with the Salvation Army to study the Health Impacts on food pantry recipients related to food security and local land policies.
- Developing the “African Bag Garden,” in conjunction with Salvation Army food pantry recipients, as a means for growing food where there is no access to land or space for gardening.
- Implementing green jobs through the Community Gardens through Workforce Development.
- Extending the growing season in the Community Gardens by building cold frames at two teaching garden sites. Additionally, plans are in place to build a greenhouse at one of the gardens and a hoop house at another.
- Developing a website to allow easier access to information and opportunities.

### **Five year Roll-out Plan**

The focus of the first two years will be to develop the physical and community infrastructure necessary to produce compost, to educate the community about local food systems, and to increase the overall food security of the community by offering further opportunities to participate in the food systems.

#### **Year 1**

- Develop the infrastructure for sourcing, delivery and processing of the raw compost materials at the Lawrence and UW Fox sites.
- Build and populate worm depositories at the Lawrence and UW Fox sites.
- Begin training community members, and developing community educators, on the fundamentals of composting and worm care and establish a knowledgeable volunteer base to assist the composting operation.
- Continue to develop and expand demonstration and teaching gardens.
- Grow our base of educators to establish strong support and leadership for our projects
- Expand educational opportunities for K-12 students at the Teaching Gardens.

Benchmarks:

- 1) Train a minimum of 10 community members.
- 2) Source compost material suppliers.

### 3) Develop protocols for compost processing.

#### Year 2

- Use finished compost from site to strengthen the Community Gardens.
- Expand the Teaching Gardens at Wilson Middle School to strengthen K-12 programs.
- Construct a Teaching Greenhouse at the Goodwill Community Garden.
- Develop an evaluation system for the project and its educational goals.

The focus of the third year will be to expand community involvement through collaboration with local businesses and through extensions of existing educational programs, and to use the evaluation data to improve existing programs.

#### Year 3

- Develop a marketing strategy for finished compost – work with local businesses (e.g. landscapers and plant centers) to buy/sell compost. This will be a product of Community Garden Partnership to sustain the organization.
- Begin collaboration with Workforce Development and local businesses to create new jobs within the local food systems.
- Work with partner schools to involve parents in their children's experiences at our Teaching Gardens.
- Use evaluation data to focus on goals we have not yet reached and work with local municipalities to establish the next steps toward policies that promote good, local food systems, environmental practices, and the development of green jobs.

#### ○ Benchmarks:

- 1. Create a business plan for compost sales.
- 2. Identify local business partners to explore green job opportunities.
- 3. Hold student – parent garden events.
- 4. Create an evaluation plan of operations.

The focus of the 4<sup>th</sup> and 5<sup>th</sup> years will be to continue the development of green jobs, and to revisit and update the existing education, evaluation, and delivery models in response to policy changes, fiscal and structural challenges, and new developments.

#### Year 4-5

- Use finished compost to create a new community garden on abandoned commercial/industrial lot (K-mart or other).
- Evaluate the sustainability of the organization as a whole.
  - Benchmarks:
    - 1. Acquire an abandoned site.
    - 2. Prepare 5-year review report and develop future plans.

#### **Overall Objectives**

Through all of our projects and activities we hope to achieve a sustainable organization that is supported by an engaged community. We intend to achieve this by:

- Developing an urban garden product that is safe, accessible and environmentally sound
- Forging strong links between the urban agricultural community and universities to foster continued education, research, cross cultural exchange and to further strengthen our community's food security for future generations.
- Expanding the inclusiveness of our activities to address the needs of the whole community through a combination of strategies including growing food, harvesting, preserving, preparing and consuming food in and with a community that understands the significance of fresh, local food and food security.



February 12, 2010

Susan Richardson  
Community Garden Partnership  
3365 W. Brewster Street  
Appleton WI 54914-1602

The Menasha Sustainability Board would like to extend its support for the Community Garden Partnership's programs operating in our community. In 2007, the City of Menasha established a Sustainability Board in order to promote and create sustainable practices within the community and to incorporate these practices into programs and services the city delivers to its residents. At its February 16, 2010 meeting, the Sustainability Board reviewed the Community Garden Partnership's proposal for food/soil production and education at sites across the Fox Cities. The Sustainability Board voted to offer its support and endorsement of the Community Garden Partnership's projects in the City of Menasha, including the soil production and composting demonstration project at the U.W. Fox Valley Community Garden and the creation of a Teaching Greenhouse at the Goodwill Community Garden. The board looks forward to future collaboration on food sustainability projects with the Community Garden Partnership.

Sincerely,

Linda Stoll  
Chair  
Menasha Sustainability Board