

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

**Tuesday, December 21, 2010
6:30 PM**

MINUTES

A. CALL TO ORDER

1. The meeting was called to order at 6:35 by Chairperson Linda Stoll.

B. ROLL CALL

1. **Present:** Becky Bauer, Chris Bohne, Roger Kanitz, Ed Kassel, Sadie Schroeder, Linda Stoll, Kathy Thunes
2. **Excused:** Mike Dillon
3. **Also Present:** Community Development Director Greg Keil and Principal Planner Amy Kester.

C. PUBLIC COMMENTS

1. None.

D. MINUTES TO APPROVE

1. Chris Bohne made and Sadie Schroeder seconded motion to approve the minutes from the November 16, 2010 Sustainability Board meeting. The motion passed.

E. COMMUNICATIONS

1. **UW-Oshkosh 5 session discussion course: Sustainable Systems at Work information**
This item was distributed for informational purposes.
2. **Fifth Annual Wisconsin Local Food Summit information**
This item was distributed for informational purposes. PP Kester will be attending this event.
3. **News Release, WiDNR, Communities Recognized for Legacy Communities Green Tier Charter Encouraging Sustainable Choices**
The City of Appleton is participating in the DNR's new Green Tier program which recognizes organizations that voluntarily pledge to achieve superior environmental performance.

F. REPORTS

1. **UWEX Sustainability Training**
CDD Keil, PP Kester, Roger Kanitz, Ed Kassel, Linda Stoll, and Kathy Thunes attended the second day of UWEX Sustainability Training on December 16. Linda Stoll gave an over view of the second day of training as well as the sustainability presentations given to invited community leaders. From the City of Menasha, Mayor Donald Merkes, Alderman Kevin Benner,

Alderman Joanne Roush, Director of Public Works Mark Radtke, and Director of Parks and Recreation attended the presentations.

2. Completion of 2010 Objectives

CDD Keil reported that the waste reduction/recycling staff training session had been completed at the last department head meeting. PP Kester reported that she has received utility billing data from the Menasha Utilities and that the baseline study will be finalized in January. The green procurement policy will be reworked and staff will seek to have it finalized in 2011. The ordinance relating to the keeping of fowl will be moving to the Common Council for further consideration. It was recommended that Sustainability Board members attend the Council meetings in support of the ordinance.

3. Business Energy Event

CDD Keil reported that WE Energies had held an event in Menasha for local businesses to promote their energy services. Although the turnout was limited, WE Energies will be doing follow up with local businesses.

4. One to Five Energy Planning

CDD Keil reported that WE Energies met with city department heads as part of their One to Five Energy Planning program. They conducted energy assessments of key municipal facilities which indicated that the City of Menasha ranked in the 30th percentile for energy consumption in comparison to similar communities.

G. DISCUSSION

1. Goals for 2011

Board members opted to discuss Items G.1. and G.2. in conjunction with each other. PP Kester explained that after review of the city's existing Resolution Adopting Eco-Municipality Concepts and the proposed sustainability policies, staff had determined that many of the policy concepts were already including in the existing document. It was suggested that in lieu of rewriting the policy that board members develop a sustainability plan for 2011 that incorporated these policy elements. It was agreed that staff would begin draft of 2011 plan to include the following elements:

Operations

- **General.** Reconfigure the Sustainability Board.
- **Energy.** Finalize energy consumption baseline study and create recommendations for change based on results
- **Transportation.** Develop transportation baseline study and create recommendations for change based on results.
- **Waste Reduction/Recycling/Disposal.**
- **Procurement.** Finalize procurement policy.

Public Policy

- **Environment.** Modify weed ordinance to allow for prairie and native plantings.

- **Food Systems.** Review ordinances pertaining to agricultural uses in residential zoning districts.
- **Waste Reduction/Recycling/Disposal.** Develop program for residential stormwater credit or incentive.
- **Transportation.** Promote adoption of complete streets policy.

Community

- **Waste Reduction/Recycling/Disposal.** Offer opportunity for an e-waste recycling event.
- **Food Systems.** Continue Farm Market and promote community gardening.

This item will be placed on the next agenda for further discussion.

2. **Sustainability Vision, Board Organization, and Structure**

See Item G.1.

3. **Public Transit System**

It was agreed that this item would be held over until the next meeting for discussion.

4. **Citizen Participation**

It was agreed that this item would be held over until the next meeting for discussion.

3. **Sustainability Board Organization and Structure**

Staff presented a concept to reorganize the Sustainability Board into a two tiered structure consisting of a policy-oriented board and a project-oriented team consisting of board members, staff, and elected officials. The Sustainability Board would be reorganized into a standing board authorized by ordinance. Its authority and duties would be outlined in the adopting ordinance and an elected official from the Common Council would be assigned to the Board. This Board would be policy and planning oriented rather than project or task oriented. It would meet at least quarterly or at the call of the Chair. The "Green" or "Greening Team" would consist of key staff members, Sustainability Board members, and elected officials. This team would be responsible for implementing sustainability policies into city operations and work plans at a departmental level. The Green Team meetings would provide opportunities for ongoing dialogue, project development, advocating for sustainability practices, and developing relationships with staff. Sustainability Board members would stay up to date and have input into operations and projects. Board members discussed various options and potential participants.

Mike Dillon made and Becky Bauer seconded a motion to direct staff to further develop the concept and bring back at the next meeting. The motion carried.

H. **ACTION ITEMS**

1. None.

I. **ADJOURNMENT**

1. Sadie Schroeder made and Kathy Thunes seconded a motion to adjourn at 8:18 pm. The motion carried.

Respectfully submitted by Amy Kester, Principal Planner.

DRAFT