

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, September 18, 2012
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. [August 21, 2012](#)
- E. COMMUNICATIONS
 - 1. [Plan Commission minutes of 9/11/12](#)
 - 2. [Plan Commissioner Network meeting invitation](#)
- F. REPORTS
- G. ACTION ITEMS
 - 1. [City of Menasha recycling event, October 2012](#)
- H. DISCUSSION
 - 1. [Complete Streets - Linda Stoll](#) (Including ECWRPC - Fox Cities & Oshkosh Urbanized Area Bicycle and Pedestrian Plan)
 - 2. [Neighborhood Electric Vehicle Ordinance](#)
 - 3. Waste Management
 - 4. [Report on City of Menasha facilities energy usage intensity](#)
 - 5. Sustainability Board Annual Report and future work plan
- I. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

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

Tuesday, August 21, 2012

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, Paul Van de Sand, Roger Kanitz, Danielle Humski

Also Present: Bill Beachkofski, Mayor Merkes

Excused: Chris Bohne, Ed Kassel, Kathy Thunes

**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, June 19, 2012

Motion made by Roger Kanitz and seconded by Linda Stoll to approve the minutes of the June 19, 2012 Meeting, Motion carried.

E. COMMUNICATIONS

1. East Central Wisconsin Regional Planning Commission Groundwater Workshop – Linda Stoll attended

2. Sustainable Fox Valley event information: The Big Green – sustainable music festival – Roger Kanitz attended

3. The board requested that they receive copies of the plan commission minutes as a communication and that the plan commission receive their minutes as a communication

F. REPORTS

1. Paul Van de Sand reported that he attended a clean cities program regarding new federal standards on vehicle idling that will apply to municipalities and bio fuel programs, he will forward information to the city.

2. Roger Kanitz reported that he will be attending a training regarding use of the joint sustainability website.

3. Mayor Merkes reported that he met with UW Fox Dean Martin Rudd and the UW Fox trustees regarding UW Fox becoming a tree campus through the Arbor Day foundation. The dean is exploring the requirements and how it would relate to the campus sustainability program and potentially their certificate in sustainably program.

4. Mayor Merkes reported that Adam Alix met with Paul Van de Sand and Lisa Miotke regarding utility incentives available towards capital projects in the 2013 budget process. As part of the discussion Lisa Miotke took light level readings throughout city hall to identify locations for occupancy sensors and light sensors.

G. ACTION ITEMS

1. City of Menasha recycling event, October 13th 2012 – Discussion regarding finalizing the poster and date, potentially joining with other communities for promotion of their events as well for greater citizen opportunities to recycle.

H. DISCUSSION

1. Waste Management – UW Fox is exploring the possibility of partnering with the city to conduct survey work to increase recycling in the community. Students may be able to help with research as to what is / is not being recycled and why as well as research on what other communities have done to increase recycling in their communities. The cost savings of reduced landfill fees was noted with increased recycling, and that Menasha was in the middle of Winnebago County communities for recycling and there was room for growth in recycling participation.
2. Complete Streets – Maps are not updated at this time. Discussion regarding pedestrian crossing signs in neighboring communities and that signs should be considered at Broad & Racine and Broad & Tayco to better facilitate crossings at popular Friendship Trail crossing points. **The board recommended purchasing one sign with budgeted board funds, and requesting a matching donation from another non-profit.**

Mayor Merkes reported that bike lanes have been installed on Appleton Road / De Pere Street corridor as part of the Activate Fox Cities initiative. Mayor Merkes reported that Midway Road sidewalks would not be installed until spring due to bidding irregularities. Mayor Merkes reported that there may be an opportunity for a partnership with Fox Cities Greenways for Menasha to be a test case for sharrows.

3. Neighborhood Electric Vehicle Ordinance – Recommendation that Menasha enact an ordinance the same as the Town of Menasha or Appleton to maintain connectivity within the area. **The board requested a sample ordinance for the next meeting for formal recommendation.**

I. ADJOURNMENT

Motion made by Paul Van de Sand and seconded by Rodger Kanitz to adjourn at 7:55 p.m.
Motion carried.

Respectfully Submitted by Mayor Merkes

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
September 11, 2012
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 4:35 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Commissioners Schmidt, Sturm, and DPW Radtke.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Cruickshank and Ald. Benner

PLAN COMMISSION MEMBERS ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Don Snyder

C. MINUTES TO APPROVE

1. **Minutes of the August 21, 2012 Plan Commission Meeting**

Motion by Comm. Schmidt, seconded by DPW Radtke to approve the August 21, 2012 Plan Commission meeting minutes as presented.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. DISCUSSION

1. **Digital Billboards**

CDD Keil summarized the information presented in a memorandum and supporting documentation concerning the following aspects of electronic billboards:

- Location
- Size
- Height
- Spacing
- Illumination
- Mitigation

Plan Commissioner's discussed various aspects of the above and requested that staff prepare ordinance language that would amend the existing signage ordinance to allow electronic billboards in the STH 441 corridor subject to specific limitations on the above noted criteria. Don Snyder, from NextMedia commented on several technical aspects of electronic billboards and criteria employed by some other communities in regulating them.

2. **Garage Requirements**

PP Homan stated that in response to inquiries from constituents Ald. Langdon scheduled a meeting with staff to discuss the implications of requiring a garage in conjunction with issuing a building permit for a new dwelling. The primary concern was to have enclosed space to store various household and lawn care items to avoid clutter in outdoor yard areas. PP Homan distributed a listing of the responses she received to an inquiry made to other Fox Valley communities regarding garage requirements. Only Green Bay had an ordinance that requires garages along with new dwelling units

Plan Commissioners discussed:

- The number and location of dwellings being built without garages

- The prospects for and timing of garages being built after the new dwelling was occupied
- Impacts such a requirement may have on house design, particularly on narrow lots
- The impacts such a requirement may have on housing affordability
- The prevalence of housing units without garages in older neighborhoods
- The absence of such requirements in nearly all other Fox Valley communities

It was the consensus of the Plan Commission that staff should not pursue drafting ordinance language to require garages for new dwellings at the present time due to potential negative consequences, the relatively small number of homes being built without garages, and the lack of such requirements in nearly all other communities.

ACTION ITEMS

1. **None**

G. ADJOURNMENT

Motion by Comm. Schmidt, seconded by Comm. Sturm to adjourn at 4:30 p.m.

The motion carried.

Minutes respectfully submitted by CDD Greg Keil.

Joint Recycling Event

Celebrate Public Power Week & Recycle your old Electronics!

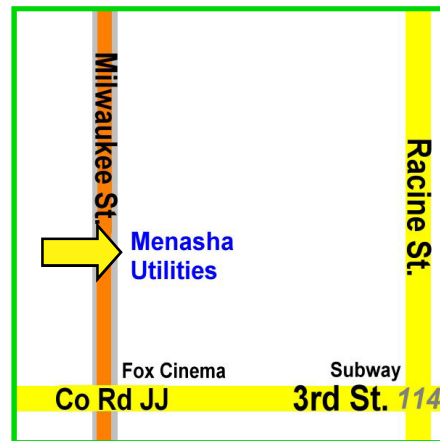
✓ **When:** Saturday October 13th 2012

✓ **Time:** 8:00 am to Noon

✓ **Information:** (920) 955-3760

✓ **2 Event Locations:**

Menasha Utilities
321 Milwaukee St.
Menasha, WI 54952



Town of Menasha
Municipal Center
Vehicle Storage Building
2000 Municipal Dr.
Neenah, WI 54956

Hosted By:



Town of Menasha Sustainability Committee
City of Menasha Sustainability Committee



RecycleThatStuff.com



focus on energy
Partnering with Wisconsin utilities

See back for details!

Joint Recycling Event!

Saturday October 13th 2012

8:00 am - Noon

Menasha Utilities

**321 Milwaukee St.
Menasha, WI 54952**



Town of Menasha

**Municipal Center
Vehicle Storage Bldg.
2000 Municipal Dr.
Neenah, WI 54956**

Electronics we will recycle for Free

**CPU's - Printers - Speakers - Scanners - LCD Screens - Fax Machines
Vacuum Cleaners - Phones - Laptops - Record Players Tape Players
CD Players - I-pods - VCR's - DVD Players - Beta Tape Players
Electrical Saws -Drills - Calculators - UPS's - Paper Shredders
Coffee Machines - Heaters - Portable Game systems**

Most Household Electronics

Electronics with recycling fees

CRT Monitors:	\$5 Each
Televisions (Call for quote):	\$5 to \$20 Each
Mini Fridges / Small AC Units:	\$10 Each
Dehumidifiers:	\$10 Each
Stoves/Washer/Dryers:	\$5 Each
Dishwashers/Microwaves:	\$5 Each
Hard Drive Destruction:	\$5 Each
Large Copy Machines:	\$5 Each

**Please call
(920) 955-3760
If you have
questions about
recycling**

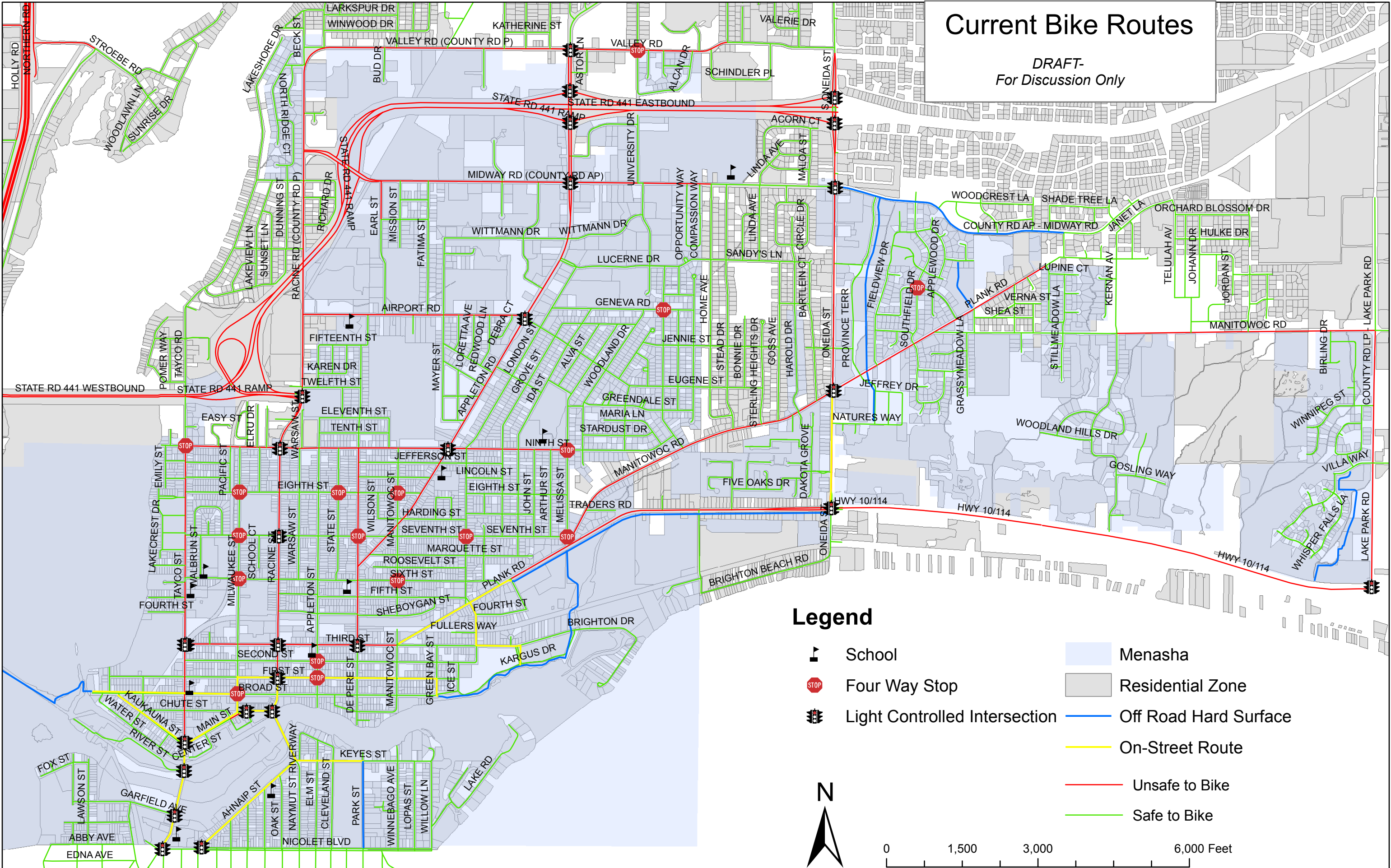
Focus on energy - Refrigerator Rebate - Call (800)-762-7077

Focus on Energy will be offering a \$30 cash-back reward to residential customers wishing to have their old inefficient refrigerator / freezers picked up from their residence. Please call Focus on energy if you have 1-2 working, plugged in refrigerators / freezers. Rebate forms are available at the City.

We will not be accepting refrigerators /freezers at this recycling event.

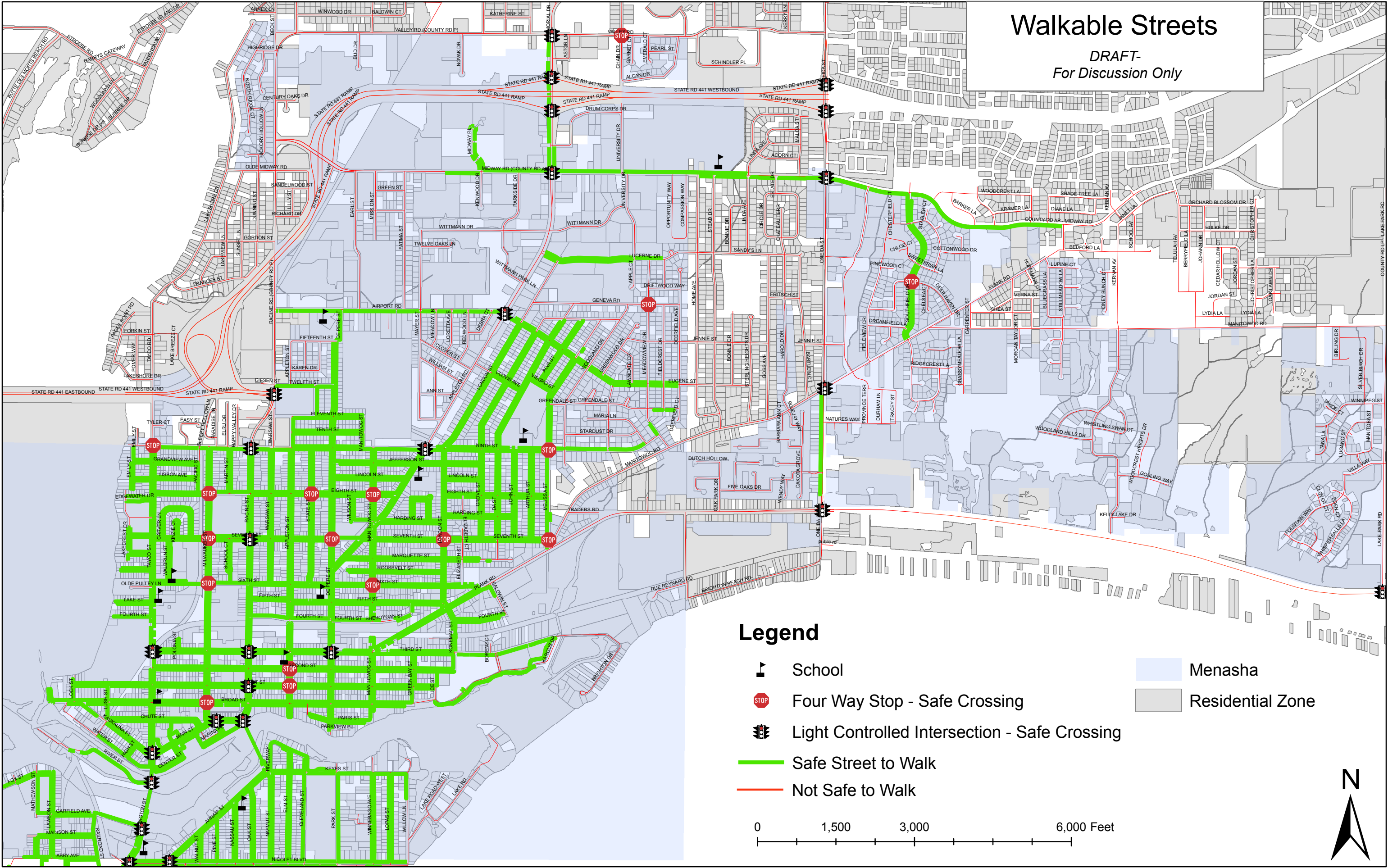
Current Bike Routes

DRAFT-
For Discussion Only



Walkable Streets

DRAFT-
For Discussion Only



Complete Streets for Manitowoc

Posted on [April 2, 2012](#) by [Dave Schlabowske, Communications Director](#)

Bike Fed member and Manitowoc [Alderman Matt Kadow](#) sent the Bike Fed the good news that Manitowoc passed a Complete Streets policy. Alderman Kadow first introduced the policy in February. You can read the full resolution below near the end of this post

" I'm happy to let you know that the Manitowoc City Council adopted the Complete Streets resolution by a 7-2 vote (one member absent). In the motion to approve the Committee Chairman included direction that a Complete Streets Advisory Committee be formed to advise the Streets & Sanitation on Complete Streets issues. The committee make up will be a total of 6 members: 1 Alder from Streets/Sanitation, the Deputy City Planner and 4 citizens.

*The Mayor will make his appointments in May, waiting until after the new council is sat at the end of April and his standing committee assignments are approved. We will then begin a local education campaign on the effort, combined with general bike safety education to kick of the cycling season. I'm also still having discussions with local shop owners and cycling groups, and it looks as though we will likely form an advocacy group as well that entails advocacy throughout Manitowoc County, working to complete the trail and route network throughout Manitowoc, Two Rivers and Manitowoc County among other issues. I will continue to keep you all updated to our progress. My term on the Council ends on April 16th. Contact email for me past that date is: matt@mattkadow.com"Best,
Matt*

*Matt Kadow,
Alderman – District 5;
City of Manitowoc
[920/629-1602](tel:9206291602)*

"Let me state here the initial reason that got me working on this issue: \$1.5 Billion. Cycling is a \$1.5 billion dollar industry in the state of Wisconsin. A \$924 million dollar economic impact from bicycle recreation. \$535 million of that is out-of-state tourism dollars. Manitowoc needs to lay the policy foundation to begin getting some of that action. That's why I'm introducing the following resolution:

RESOLUTION

WHEREAS, in 2000 the United States Department of Transportation (DOT) approved a policy statement on bicycle and pedestrian accommodations stating that every local government has the responsibility to improve conditions and opportunities for walking and bicycling, and to integrate walking and bicycling into their transportation system (now more commonly known as “Complete Streets”); and

WHEREAS, in 2009, the Wisconsin Legislature approved Act 28, which created a Complete Streets

statute stating that the Wisconsin DOT shall ensure that bikeways and pedestrian ways are established in all new highway construction and reconstruction projects funded in whole or in part from state or federal funds, except in certain circumstances; and,

WHEREAS, the City of Manitowoc Comprehensive Plan, which was adopted by ordinance on December 21, 2009 recommends that the City of Manitowoc develop an interconnected sidewalk and trail network, carefully considering the needs of bicyclists and pedestrians in road design and requiring designs of new developments that have the pedestrian in mind; and

WHEREAS, the City of Manitowoc Bicycle Facilities Plan, which was adopted by resolution on November 6, 1995, recommended immediate and continued street enhancement to accommodate bicyclists; and

WHEREAS, bicycling is an important and valuable mode of transportation that benefits the City economically and environmentally, as well as through social recreation attracting City residents and tourists; and

WHEREAS, the Common Council recognizes the financial impact that cycling has on our community and wishes to continue to promote bicycling and walking as modes of transportation within the City; and

WHEREAS, the Common Council recognizes the positive effects that Complete Streets have on mobility in our City, as well as on reducing environmental pollution and stormwater runoff;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS by the Mayor and the Common Council of the City of Manitowoc that the City shall, wherever possible and feasible, construct appropriate pedestrian and bicycle paths, lanes, and facilities to improve the ability for citizens and tourists to travel by foot and by bike.

BE IT FURTHER RESOLVED that whenever a street is built or improved in the City of Manitowoc, the City shall review the following criteria when considering street design:

- 1. The current accessibility and safety of the street for pedestrians and bicyclists.*
- 2. The connection of the street to currently existing bicycle lanes or pedestrian walkways.*
- 3. The need for pedestrian walkways or bicycle lanes on the street.*
- 4. The location of the street relative to schools and parks which attract pedestrians and bicyclists.*
- 5. Grant funding available to improve pedestrian and bicycle access to the street.”*



To: Members of the Sustainability Board

From: Chief Tim Styka

Date: September 11, 2012

RE: Neighborhood Electric Vehicles

The Board has been charged with the task of looking at possibly requesting an ordinance to be passed by the Common Council which would allow for the use of Neighborhood Electric Vehicles (NEV) or as the State refers to them as Low Speed Vehicles (LSV). The LSV term is probably a bit more accurate because in 2010 the State changed the law to also allow for some gas powered vehicles to be legal under the Statute as well.

Should the Board decide to move forward with a recommendation requesting an ordinance I would suggest using the Town of Menasha ordinance as a guide. Due to the jurisdictional borders between the two communities it would be confusing for the public to have two different sets of rules in an area where the jurisdiction can change frequently. The Town's ordinance does meet the requirements needed by the State to allow for the vehicles. I do believe a wise provision to the ordinance is under (f). This map provides for a municipality to easily demonstrate the area(s) which operation is prohibited. I have attached the Town's map and the only area on the east side of the Town where the vehicles are prohibited is 441 and the highway on/off ramps. There are some areas east of Oneida St in the City which do have a speed limit above 35 mph which these vehicles would not be allowed and listed on a Menasha LSV map. In addition, with input from Community Development, Public Works and the Police Department should a roadway be determined for some reason to be unsafe for the operation of these vehicles they could be prohibited on the roads of concern and added to the map.

I did have concerns on some roads with a 35 mph limit, which also happen to be joint-jurisdictional with the Town of Menasha. In checking with Associate Planner Ria Hull, with the Town, she indicates there have not been any issues at all with these types of vehicles. Therefore, should the board decide to move ahead with this topic, I do not see a need to be more restrictive than what is in the Town's ordinance.

4.11 ALLOWING NEIGHBORHOOD ELECTRIC VEHICLES

(1) Authority.

Pursuant to the authority granted to the Town of Menasha by Wisconsin Statute 349.26(2), the following sections are hereby created to read as follows.

(2) Definition.

Neighborhood Electric Vehicle shall have the definition provided in Wisconsin Statutes Section 349.26(1), including any amendments thereto.

(3) Regulation.

(a) Neighborhood electric vehicles may be operated on all streets and connecting highways within the municipal boundary of the Town of Menasha, except as limited by State law and this section.

(b) Each person operating a neighborhood electric vehicle on a public street in the Town of Menasha shall possess a valid driver's license.

(c) Each person operating a Neighborhood Electric Vehicle on a public street in the Town of Menasha shall be granted all of the rights and be subject to all of the duties applicable to a driver of any motor vehicle in the State of Wisconsin, including maintaining insurance as required by State law, except as to the special regulations in this section, and except as to those provisions which by their nature do not apply to the operation of a neighborhood electric vehicle.

(d) Each person operating a neighborhood electric vehicle on a public street in the Town of Menasha shall observe all traffic laws and local ordinances regarding the rules of the road. A neighborhood electric vehicle shall not be operated on any public roadway with a posted speed limit greater than thirty-five (35) miles per hour.

(f) The Town shall create, and the Community Development Department shall, at all times, maintain a map highlighting those roadways within the Town boundaries on which neighborhood electric vehicle use is prohibited.

Neighborhood Electric Vehicle Roads Map

