

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, October 16, 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. [September 18, 2012](#)
- E. COMMUNICATIONS
 - 1. [Sustainable Communities Network minutes of 7/12/12](#)
 - 2. [Bicycle/Pedestrian connections meetings](#)
- F. REPORTS
- G. ACTION ITEMS
- 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
 - 6. City of Menasha recycling event recap
 - 7. Potential involvement of Sustainability board members on other city committees
- 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, September 18, 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, Kathy Thunes, Paul Van de Sand

Also Present: Mayor Merkes

Excused: Danielle Humski, Roger Kanitz, Ed Kassel

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, August 21, 2012

Motion made by Paul Van de Sand and seconded by Linda Stoll to approve the minutes of the August 21, 2012 meeting with a change to item E1 noting that Linda Stoll reported on the workshop rather than attended the workshop. Motion carried.

E. COMMUNICATIONS

1. Plan Commission minutes of 9/11/12 – Mayor Merkes reported on items discussed at the meeting.

2. Plan Commissioner Network Meeting invitation

F. Reports

None

G. ACTION ITEMS

1. City of Menasha recycling event, October 2012. Members discussed the potential to cooperate with additional communities and the Habitat Restore to offer more potential dates to the public. Cooperative event with the Town of Menasha has been successful. Linda will volunteer for the event, suggested to tap our listing of interested parties to see if they would be interested in helping the day of the event.

H. DISCUSSION

1. Complete Streets

ECWRPC has started an effort for a Fox Cities and Oshkosh regions Bike and Ped plan focusing mainly on interconnection between communities. It was suggested that Menasha may want to see if technical assistance is available through ECWRPC to include a more detailed Menasha plan as part of the effort in conjunction with what the city is already doing.

2. Neighborhood Electric Vehicle Ordinance

Motion by Paul Van de Sand seconded by Linda Stoll to recommend to the Board of Public Works that the City of Menasha adopt a Neighborhood Electric Vehicle ordinance similar to the Town of Menasha's ordinance. Motion Carried

3. Waste Management

ECWRPC had previously approved technical assistance to assist in a survey; efforts should be made to work with UW Fox and ECWRPC to complete the project.

4. Report on City of Menasha facilities energy usage intensity

Paul Van de Sand will work with city staff to complete the final report for the next meeting along with goals for buildings that exceed energy star averages. City and Utility staff have already surveyed buildings for areas of potential energy savings; the ROI analysis will need to be complete.

5. Sustainability Board Annual Report and future work plan

Board members are working to create a listing of accomplishments, in process projects, and goals to present to the community and common council.

I. ADJOURNMENT

Motion made by Paul Van se Sand and seconded by Kathy Thunes to adjourn at 7:55 p.m.

Motion carried.

Minutes submitted by Mayor Merkes

Minutes of Sustainable Communities Network 7/12/12

Present: Jessica Beckendorf, Linda Bartelt, Kim Biederman, Linda Stoll, Catherine Neiswender, Laurie Case, Kathy Thunes, Roger Kanitz, Dick Gosse, Geo Dearborn, Olivia Boerschinger, April Mielke, Dave Johnson, Jim Resick and Jerry Wittman.

Roger Kanitz reported on website. Gaps in community websites include only Outagamie County at this time. Recommended contact for Outagamie County is Craig Moser, subject to verification. Roger offered a Saturday morning training on how to upload community information to website. He also circulated hard copy map that will highlight SCN member communities on website.

Laurie Case, UW-Green Bay Sustainability and Strategic Planning Coordinator, spoke on a current project with City of Neenah. She reviewed Responsible Unit history and status. Research focus is analysis of recycling efficiency, using data sets, GIS, and interviews. End goal is to ID best practices being employed by top performing recycling programs. Neenah's interest is how to improve its current program, perhaps using new policy or approach.

L. Stoll suggested that UW-GB make speaker available to communities, when/reports complete. L. Bartelt suggested a workshop featuring best practices, comparative community models and experiences, differences across material types, and opportunities for collaboration across communities. A. Mielke stressed importance of a market-based approach and public education. C. Neiswender supported idea of a workshop. L. Case results will be ready for February Wisconsin Integrated Resource Management Council meeting, but results could be ready for an October/November regional event; she will inquire on this. This event could be a platform for cooperative action. The group requested this workshop, by consensus of those present.

Linda Bartelt reported on mission, functions, and activities of Northeast Wisconsin Educational Resource Alliance (NEWERA). Economic Sustainability model has become the "E Forward Community Model Alignment" (see attachment). This effort (Phase II) is hoped to create a collaboration around economy, education, energy and environment, on a foundation of best practices for sustainability and renewable energies. The E Forward Community Model will be described, along with benefits. And, 2-3 communities will be identified to work with ECWRPC and Bay Lakes RPC in piloting the Model.

A draft graphic model was distributed for review. A. Mielke reported City of Neenah is considering a project with NEWERA to draft a model sustainable community plan. In response to Wittman question, Bartelt responded that NEWERA, UW-Extension and New North all have coinciding research interests in common with Oneida Nation, around bio-energy and biomass production and marketing. Linda B. also reported that NEWERA is collaborating on creation of environmental engineering BS degree and associate degree with focus on soil, water and air. L. Case reported availability of online Master's degree in Sustainable Management, winter 2013.

R. Gosse asked if SCN is interested in cooperating on plastic bag ban. Bartelt suggested we look at bag conversion/reuse. R. Kanitz added we can look at same approach with algae in area waterways.

Community Sharing Round-robin:

G. Dearborn reported for T. Menasha on: sustainable business network, new zoning ordinance featuring flexibility in planning and sustainable building codes; success of farmers market and community garden (all plots rented out in 2012).

R. Gosse reported on progress for City of Appleton bike route development, including use of people commuting to work. He also reported that UW-FV solar panels at Communication Arts Center will be expanded. UW-FV also looking at designation as a "tree U," working with City of Menasha.

A. Mielke reported for City of Neenah. 40 kw solar panel array at city garage now operating, will be featured at open house. Farm market expanding, more slots filled this year. DIY bike repair stations are under consideration along trails. Considering joining the DNR Green Tier program, as a Legacy charter Community; effort is opposed by Agenda 912 anti-sustainability initiative. L. Stoll reported this same group is opposing designation of Fox Heritage Corridor. April will forward some materials about legacy community.

L. Stoll reported for City of Menasha on solid waste program review with eye toward having less go to landfill. Once/mo. v. twice/mo. recycling pickup is being debated, but costs are a constraint. Multi-unit apartment waste (unsorted) is picked up for free, while recyclables of businesses are not picked up at all. A. Mielke will share results of Neenah's solid waste review and program results, upon request. Menasha completed biking/walking study with eye toward identifying barriers to trail development, like route establishment, and walking in general; map being developed showing gaps. Another E-Waste collection program is planned for this fall; Neenah and Menasha talked at meeting of having a joint event. R. Gosse suggested educating citizens on how they don't have to put garbage out every week during cold weather. A. Mielke reported "pair up" program – encouraging neighbors to consolidate waste – hasn't worked very well. L. Stoll suggested we need cost data on these various practices for communication to muni's in region; focus on how behaviors and best practices can save taxpayers money.

J. Wittman reported for Outagamie County that it will generate and place data on SCW website this fall. Also, County Administration building renovation will meet LEED Silver criteria, but county won't pay to have this verified by USGBC. D. Johnson reported "push-back" on designation of bike lanes on county roads, leading to slow progress.

K. Thunes passed groundwater workshop brochure, and invited network members to this July 27 event in New London.

Next SCW meeting set for October 4, 3:00 p.m., place TBA.

Respectfully submitted,

Jim Resick

Analyzing the Effectiveness of Recycling for Wisconsin Responsible Units

University of Wisconsin-Green Bay

- **Background:**
 - When Wisconsin Act 335 was enacted (mandatory recycling), expectation was there would be 72 Responsible Units (RUs) – one for each county. But given the strong history of local government, there actually ended up being well over 1,200 RUs in the 1990s. Today there are just over 1,000.
 - WDNR began offering Recycling Efficiency Incentive Grants to RUs that demonstrated consolidation (a merger of at least 2 RUs into a single RU), or entered into at least one cooperative agreement with at least one other RU in specific efficiency categories
 - The greatest success in terms of a cooperative agreement for recycling & solid waste management is the agreement between Brown, Outagamie and Winnebago counties.
- **Research project funded by UW System Solid Waste Research Program**
- **Using 2007-2010 Annual Recycling Program Accomplishments & Actual Costs Report forms submitted to WDNR which are submitted by recycling RUs as the data set**
- **Data categories in the report include**
 - Collection methods
 - Processing methods
 - Materials collected
 - Weights collected
 - Actual recycling costs
 - Outreach & waste reduction efforts
 - Size of RU
 - Population density
- **Used this data set and other tools such as GIS to conduct analysis of recycling efficiency**
 - A multiple regression analysis was used to determine which variables are most significant for the efficient operation of recycling programs and identify which RUs have the most efficient recycling operations
- **Take aways from research:**
 - Insight into factors influencing performance, which can then be used to improve the effectiveness and efficiency of Wisconsin's recycling programs.
 - Identify and characterize the best practices of the top performing RUs
 - Identify any limitations that might be adversely impacting the results of the bottom performing RUs
- **Availability of research reports**
 - July/August?

NEW ERA/New North Sustainability Program

Phase I: Assessment

- Describe sustainability programs that connect business and community resources at NEW ERA colleges.
- Describe leading sustainable businesses in the region and their distinctive programs.
- Describe public/private partnerships to accelerate sustainability at the regional level. (i.e. Brown County, Municipal Waste Counties Program, Fox Cities TMA Carbon Reduction Commitments)
- Describe community awareness and action toward sustainability. (i.e. LIFE studies)
- Describe national models to develop sustainable, healthy communities (i.e. EPA's program "Sustainable Healthy Communities Research Project " in Durham, North Carolina; Dubuque, Iowa Sustainability Master Plan and Metrics, etc.)

Potential Outcomes:

1. Online resource network with best practices, programs and expertise for businesses and communities in New North.
2. Search for the experts' database
3. Sustainability Index for communities

Phase II: E Forward Community Model Alignment

E Forward Community: Economy, Education, Energy and Environment program, represents a collaboration of private/public partners implementing a Strategic Sustainability Plan built on the foundation of sustainable best practices and renewable energies.

Describe the E Forward Community Model and its benefits

Identify three communities within East Central and Bay-Lake Planning Commission area committed to piloting the E Forward Community Model



Status of website refinement is as follows:

- 1) The contact list for sustainability groups has been reviewed and corrected. We are still missing a website for Outagamie County!
- 2) We have selected Ria, Robin, Roger, and April as community administrators for website. We are still missing an editor for Greenville and Outagamie! Once we have names for all, we can then plan a training session! I plan to send sign-on's to the new administrators on Friday.
- 3) We have also added Shane, Connie, Kathy and Jessica as website administrators.
- 4) The map from EC has been placed on the first page. We would like to refine it to a smaller version if that works so it does not fill the space. Issues? Outagamie County is quite big! ☺

We are also looking to allow each of the administrators to be able to add up-dates to the community calendar. Each person will need to have a Google account and will receive an invite to the Google site once I try to add them to the list. If you are ok with this, I will do this prior to sending the sign-on information to each of you. The intent here is for each of the admins to add the board meeting dates and agendas as well as other community related activities as they are planned (like the Joint Oct 13th electronic recycling day in the City and Town of Menasha).

Note: the training sessions for the site can be held on a Saturday (or a weekday PM if we ask Shane to take a day of vacation!) What works best for folks? I would suggest a Saturday AM in the near future.

What Bicycle/Pedestrian Connections Need To Be Made Or Improved In the Fox Cites and Oshkosh Region?

Come Tell Us!

**Tuesday, November 27th, 2012
5:30 pm to 7:30 pm**

**UW-Fox Valley – Student Union
1478 Midway Road, Menasha**

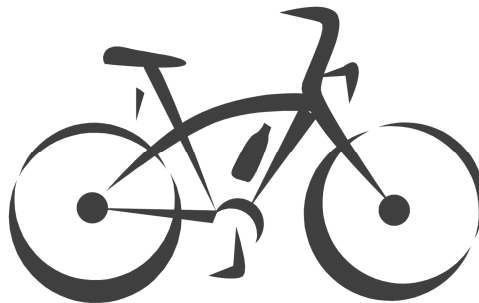
**Wednesday, December 5th, 2012
5:30 pm to 7:30 pm**

**Oshkosh City Hall – Room 404 (4th Floor)
215 Church Avenue, Oshkosh**

**Tuesday, December 11th, 2012
5:30 pm to 7:30 pm**

**Little Chute Village Hall
108 West Main Street, Little Chute**

www.fcompo.org/planning-activities/bicycle-and-pedestrian-planning

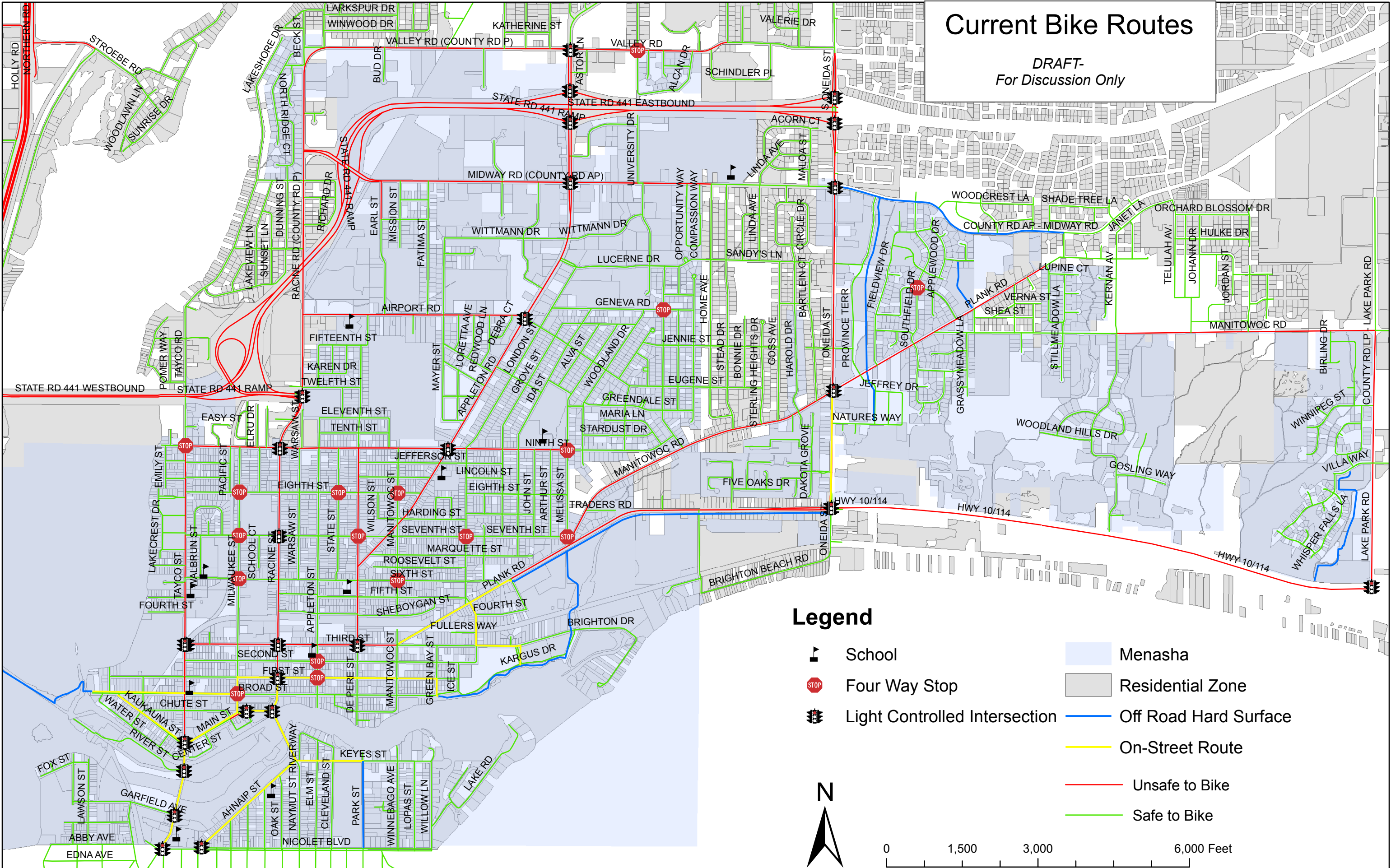


**Hosted by the:
East Central Wisconsin
Regional Planning
Commission**



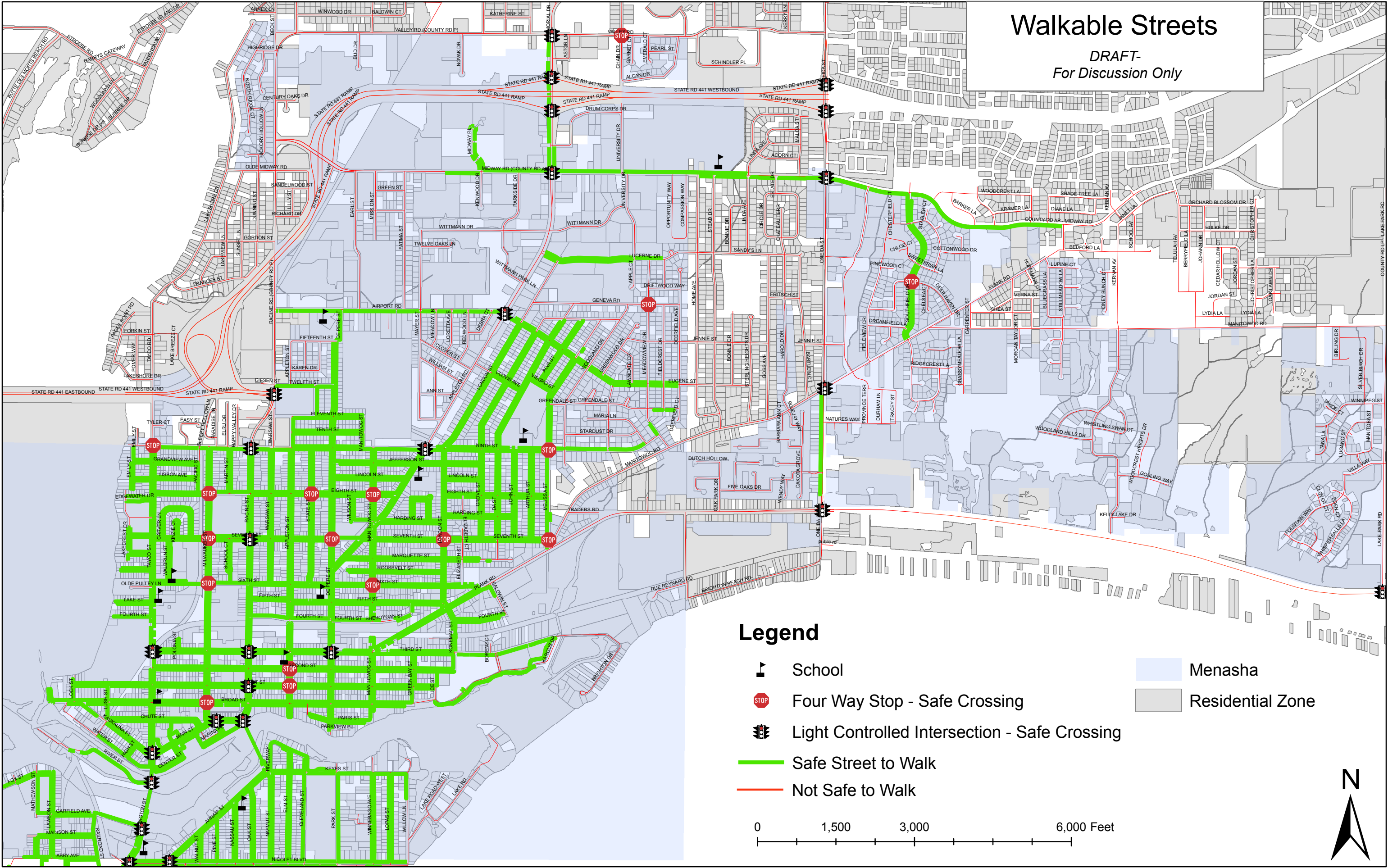
Current Bike Routes

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

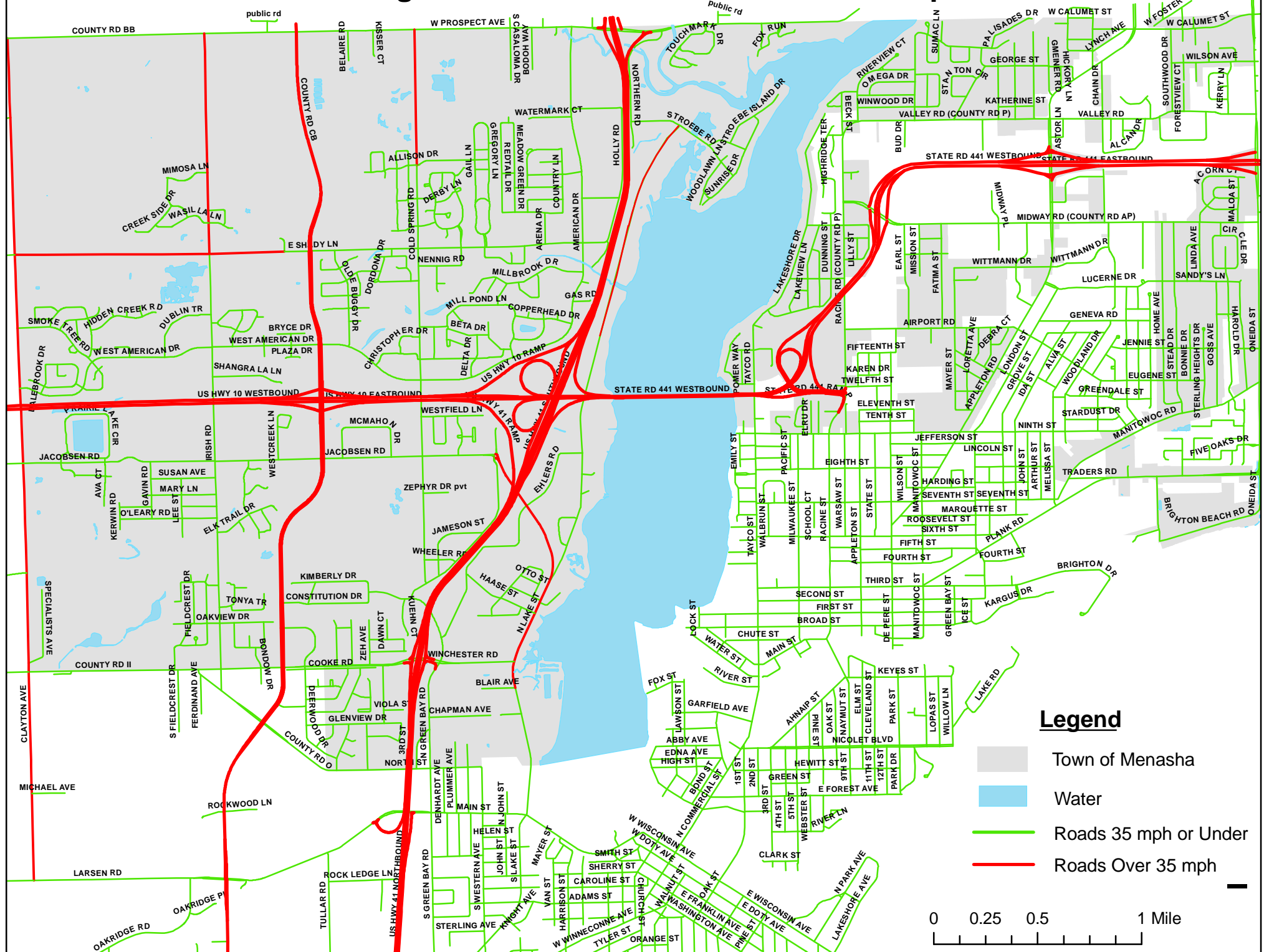
WHEREAS, the Common Council recognizes the positive effects that Complete Streets have on mobility in our City, as well as on reducing environmental pollution and stormwater runoff;

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.”*

Neighborhood Electric Vehicle Roads Map



City of Menasha - Electric Energy (kWh) Baseline

	Building Address	Building Sq Footage	January	February	March	April	May	June	July	August	September	October	November	December	Annual Total	Menasha annual <u>baseline</u> kWh per sq. ft. usage	National annual kWh per sq. ft. usage	Annual Therms	Therm to kWh conversion	Total Equivalent Annual kWh	Menasha annual <u>baseline</u> <u>equivalent</u> kWh per sq. ft. usage
Building ↓																					
Library	440 First Street	42192	31200	31760	34800	36160	40800	37680	35120	37120	32960	30480	35040	31360	414480	9.8		23458	687483.8	1101963.84	26.1
Public Protection Facility	430 First Street	28379	28160	28160	27680	27840	36640	33280	36000	36160	36800	26720	22400	26400	366240	12.9	82	19268	564687.5	930927	32.8
Public Works Facility 1	455 Baldwin Street	34015	18160	19240	17280	15160	10880	11320	11400	11160	10560	9080	10160	18080	162480	4.8			0.0	162480	4.8
Public Works Facility 2	Sign Shop/Warehouse	11900	10327	10290	7903	5408	1920	1567	2006	1385	1360	1481	3988	8746	56381	4.7	45		0.0	56381	4.7
Memorial Building	640 Keyes Street	6875	1383	1432	1277	1383	843	1052	1154	1107	1266	1518	1636	1612	15663	2.3	43	4166	122093.0	137756.004	20.0
Health Department	316 Racine Street	2770	1204	1254	1198	1154	1143	1151	1216	1183	1190	1176	1113	1034	14015	5.1		301	8821.4	22836	8.2
Hart Park Shelter	730 Seventh Street	960	714	801	807	468	455	355	347	426	449	553	784	582	6741	7.0	NA	1327	38890.4	45631.4023	47.5
City Hall	140 Main Street	18115	16080	15360	15840	14720	15360	16800	15440	15120	14800	14400	15040	14720	183680	10.1	28.5	7727	226455.3	410135	22.6
Manitowoc Rd Fire Station #36	1108 Province Terrace	8740																3800	111366.6		
Totals - Monthly			96824	111070	100741	105962	102522	139816	155119	137768	107419	101025	93339	109767	1219680						