

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**

Thursday April 25, 2013

6:00 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. [February 19, 2013](#)
- E. COMMUNICATIONS
- F. REPORTS
- G. ACTION ITEMS
- H. DISCUSSION
 - 1. Sustainability Board Annual Report and future work plan
 - 2. [City of Menasha Energy Usage](#)
 - 3. Waste Management
 - 4. [City of Menasha recycling event](#)
 - 5. River-Gen project
- 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, February 19, 2012
Minutes**

A. CALL TO ORDER

Meeting called to order by Linda Stoll at 6:08 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Danielle Handler, Roger Kanitz, Linda Stoll, Kathy Thunes

Also Present: Mayor Merkes, Katrina Oldeen

Excused: Ed Kassel, Paul Van de Sand

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

No one spoke

D. MINUTES TO APPROVE

1. Motion by Roger Kanitz, second by Linda Stoll to approve the minutes of January 15, 2013.
Motion carries

E. Reports

1. No reports

F. DISCUSSION

1. Sustainability Board Website –
 - To be discussed further at upcoming meetings
2. 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.
3. Complete Streets
 - Kathy will follow-up with ECWRP for further information regarding regional implementation of Active Communities Assessments
 - City applying for grants for extension and landscaping of Friendship Trail near LP
 - Community Development completing bike suitability map for the city of Menasha
4. Waste Management
 - Danielle reported that they are collecting data regarding similar cities; she will be meeting with the city to discuss data before presentation at posters in the rotunda. Looking to verify if Menasha rates of recycling in line with neighbors, potential strategies to increase recycling in Menasha, if increased sale of recyclables and decreased refuse tipping fees would offset increased collection costs if additional pick-ups were implemented. Kathy Thunes has information on reduction strategies that she will bring for the next meeting.
5. City of Menasha recycling event
 - Recycling event is set for April 27th, additional signage needed, handouts for utility tree and ac tune-up should be available for the event.
6. 2013 Earth Week Partnership
 - Listing of events including the City's Arbor Day celebration will be included on the ECOS website and be promoted on facebook

G. ADJOURNMENT

Motion made by Kathy Thunes and seconded by Roger Kanitz to adjourn at 7:20 p.m.
Motion carried.

City of Menasha - Electric Energy (kWh) Baseline

Building	Building Sq Footage	Year	kWh usage	kWh per sq foot usage	\$ savings compaired to 2007-8	
Public Protection Facility	430 First Street	28379	2007-8 Average	405760	14.30	
	430 First Street	28379	2011 Baseline	366240	12.91	
	430 First Street	28379	2012 Actual	326400	11.50	\$5,761.54
City Hall	140 Main Street	18115	2007-8 Average	202080	11.16	
	140 Main Street	18115	2011 Baseline	183680	10.14	
	140 Main Street	18115	2012 Actual	148160	8.18	\$3,914.59
Library	440 First Street	42192	2007-8 Average	420760	9.97	
	440 First Street	42192	2011 Baseline	414480	9.82	
	440 First Street	42192	2012 Actual	415520	9.85	\$380.42
Public Works	455 Baldwin Street	45915	2007-8 Average	247486	5.39	
	455 Baldwin Street	45915	2011 Baseline	218861	4.77	
	455 Baldwin Street	45915	2012 Actual	176237	3.84	\$7,395.65
						\$17,452.20

Joint Recycling Event!

Computers - Electronics

Appliances - Lamps

April 27th 2013

2 Events

Menasha Utilities
321 Milwaukee Street
Menasha, WI 54952



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

May 4th 2013

1 Event

City of Neenah
City Garage
1495 Tullar Rd.
Neenah, WI 54956



All residents of the fox valley are welcome at any of these events

All three events are from 8:00 am to Noon
Details Call : 920-955-3760

Hosted By:



City of Neenah Sustainability Committee

Town of Menasha Sustainability Committee

City of Menasha Sustainability Committee

 **RecycleThatStuff.com**



focus on energysm

Partnering with Wisconsin utilities



See back for details!

Joint Recycling Event!

Saturday April 27th

Saturday May 4th

**Town of Menasha
Menasha Utilities**

City of Neenah

8:00 am to Noon

All three events are indoors, in garages (protected from elements). Help will be available to unload vehicles.

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 - Calculator - UPS's - Paper Shredders
Coffee Machines - Heaters - Portable Game systems**

Most Household Electronics



Lamp Recycling: All Fluorescent Lamps



**** Lamp Recycling charges vary per location ****

Electronics with recycling charges

CRT Monitors:	\$5 Each
Televisions (Call for quote):	\$5 to \$20 Each
Mini Fridges / Small AC Units:	\$10 Each
(We will not accept Large Freezers / Refrigerators at events)	
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 currently offers a \$50 cash-back reward to residential customers wishing to have their old inefficient refrigerator / freezers picked up from their residence. Please call Focus on Energy at 855-398-5226 or find them online at focusonenergy.com/appliance more information about this program.

• Plant a tree, get some green •

Shade trees on the south and west sides of your home can help reduce air conditioning costs in the summer and allow warm sunlight into the home during the winter. That's why we are offering a \$50 cash rebate toward the purchase of a new shade tree.

So while you enjoy a new favorite spot to read, you'll also be enjoying extra green above your head and in your wallet. Plus, that well-placed shade tree can increase the efficiency of your air conditioner, and act as a windbreak.

So pick a tree, grab a shovel and save some money today.

How to receive your rebate:

1. Complete the application form.
2. Attach original sales receipt or paid invoice.
3. Drop off the application at Menasha Utilities office, or mail it to the address on the form.

Note:

- Applications are accepted on a first-come, first-serve basis, until allocated funds are spent.
- Applicant MUST call Diggers Hotline (800-242-8511) prior to planting tree(s). The hotline ID number must be reported on the application.
- Qualifying shade trees must be purchased and planted no later than September 30, 2013.

FOR MORE INFORMATION ON OUR ENERGY EFFICIENCY PROGRAMS, PLEASE CALL 920-967-3400 OR VISIT MENASHAUTILITIES.COM.

• Planting tips •

Large, deciduous trees planted on the south and west sides of your home will provide cooling shade in the summer, and when the leaves fall off, allow warm sunlight to enter your home during the winter.

- Tree species with round, horizontal oval and vase-shaped crowns when mature offer the best shading potential.
- High, wide-crowned deciduous trees provide the best shade.
- Always consider the ultimate size of the tree when choosing the type of tree to plant.
- Before digging, always remember to call a locating service (such as Diggers Hotline).
- Trees should be planted 25 to 35 feet from the area to be shaded.
- Do not plant trees near underground pipelines or wires, septic tanks or overhead utility lines.
- Do not plant a large tree closer than 5 feet from a driveway or sidewalk; it could eventually push up the concrete.
- Do not plant trees to shade roofs, windows, porches, air conditioning units or other areas of heat gain.

Other benefits of trees:

- Improve the appearance of the home
- Divide grounds into several use areas
- Help absorb noise
- Serve as natural air filters
- Provide privacy and protection
- Serve as windbreaks

At Menasha Utilities, we believe affordable public power strengthens our community and helps our neighbors. That's why, through WPPI Energy, we're partnering with other local not-for-profit utilities to help lower power costs.

MENASHA UTILITIES CUSTOMERS ONLY

• SARAH WANTED • A COOL SPOT IN THE SHADE

So we covered \$50 toward a new tree



Right now, we're giving cash rebates equal to 50% of the price of a new shade tree, up to \$50 per tree. So pick a good spot and grab a shovel.

We're all pitching in with Sarah on this one.



MENASHAUTILITIES.COM



A WPPI Energy community

PROGRAM INFORMATION & REQUIREMENTS

OFFER AVAILABILITY

1. To qualify for an incentive, the applicant must meet all of the eligibility conditions and complete the incentive application on the right.
2. This program may be modified or discontinued at any time without notice. To guarantee there will be incentive money available, call us at 920-967-3400.
3. Attach the original sales receipt or paid invoice. Note: The receipt or paid invoice must indicate the date of purchase, dealer name and address, and a description of the tree type or species.
4. Drop off your completed application at our office or mail it to:
Menasha Utilities
321 Milwaukee Street
Menasha, WI 54952

PROGRAM REQUIREMENTS

To receive the rebate, the following program requirements must be met.

- This program is available to residential customers with a valid Menasha Utilities electric account.
- Each properly planted qualifying tree is eligible for an incentive equal to 50% of the purchase price.
- Limit three tree incentives per household with a maximum of \$50 per tree.
- Qualifying purchases must be made between April 1, 2013 and September 30, 2013.
- Please submit your rebate request by October 31, 2013.

SHADE TREE REQUIREMENTS

Shade tree(s) must meet the following criteria:

- Must be deciduous. Evergreens are not eligible.
- Must be nursery grade stock.
- Must have potential to attain a height of at least 25 feet when mature.
- Must have a caliper of at least 1¼ inches at the time of planting.
- Must be planted in a location that provides significant shading of an air conditioner or the south or west exposure of a home upon tree maturity.
- Must be located away from underground and overhead utility lines.

TERMS & CONDITIONS

- Menasha Utilities makes no warranties, expressed or implied, with respect to any equipment purchased and/or installed including, but not limited to, any warranty of merchantability or fitness for purpose.
- In no event shall Menasha Utilities be liable for any incidental or consequential damages.

CUSTOMER INFORMATION (please print clearly)

Customer Name (first, last)		Utility Account Number	
Customer address		City, State	Zip Code
()	()		
Home Telephone No.	Daytime Telephone No.	Email address	

DIGGERS HOTLINE INFORMATION (please print clearly)

Diggers Hotline Ticket Number	Contact Person (if applicable)
-------------------------------	--------------------------------

TREE INFORMATION (please print clearly)

Tree Type/Species	Planting Location (side of home)	Price Paid	$\times 50\% =$	Incentive (<\$50)
Tree Type/Species	Planting Location (side of home)	Price Paid	$\times 50\% =$	Incentive (<\$50)
Tree Type/Species	Planting Location (side of home)	Price Paid	$\times 50\% =$	Incentive (<\$50)
				Total Incentive

SIGNATURE (applications submitted without signatures will not be paid)

- I understand that this offer provides an incentive of 50% of the total price paid for qualifying shade tree(s), not to exceed \$50 per tree. I agree that the tree(s) listed above meets the eligibility requirements described on the front side of this application.
- I agree that Menasha Utilities reserves the right to verify sales receipts and/or planted trees before issuing incentives.
- I agree that Menasha Utilities does not guarantee that the planting of shade trees or the implementation of any energy efficiency measure described in this application will result in energy cost savings.
- I understand that this program has a limited budget, and that applications will be accepted on a first-come, first-serve basis, until allocated funds are spent. This program may be modified or discontinued at any time without notice.
- I certify that all statements made in this application are correct to the best of my knowledge. I agree to the terms and conditions of this offer as set forth on this application.

X / /
Applicant's Signature Date

UTILITY USE ONLY

X / /
Authorized Signature Date

Voucher No. SUSTAINABILITY BOARD 4/25/13 PAGE 6 Deferred Account

• Energy rebates to keep cool •

Does your central air conditioner need some TLC? Air conditioners can lose up to 5 percent of their original efficiency every year if they are not serviced.

That's why we offer a \$25 cash rebate to get your A/C tuned up by a professional service technician. You'll use less energy because your air conditioner will run more efficiently.

And don't forget to regularly replace air conditioning filters. A dirty filter will slow down air flow and make the system work harder—wasting energy. This is your chance to stay cool—and take the heat off your wallet.

How to receive your rebate:

1. Complete the application form.
2. Attach original sales receipt or paid invoice.
3. Drop off the application at Menasha Utilities offices,
or mail it to the address on the form.

Note: Applications are accepted on a first-come, first-serve basis, until allocated funds are spent. Tune-up must be completed no later than September 30, 2013.

FOR MORE INFORMATION ON OUR ENERGY EFFICIENCY PROGRAMS, PLEASE CALL 920-967-3400 OR VISIT MENASHAUTILITIES.COM.

• Cooling tips •

As much as half of the energy used in your home goes to heating and cooling. So making smart decisions can have a big effect on your utility bills - and your comfort.

Take these steps to increase the efficiency of your heating and cooling system.

- Keep air registers and vents clear of obstructions to allow air to flow freely throughout the room.
- Set your thermostat higher in summer. In cooling mode, each degree you set your thermostat above 75 degrees will save you about 3 percent.
- For convenience, install a programmable thermostat that automatically adjusts the temperature depending on the time of day and day of week, saving you more than \$100 a year.
- Set your furnace fan to "auto." Setting the fan switch on your thermostat to "on" will cause it to run all the time, adding several hundred dollars to your annual electric bill.
- Use a ceiling fan. On warm days, dialing up the thermostat by just 2 degrees and using your ceiling fan can lower air-conditioning costs by up to 14 percent over the course of the cooling season.
- Turn the fan off when you leave the room, fans cool people, not rooms.
- Run a dehumidifier to control moisture.

At Menasha Utilities, we believe affordable public power strengthens our community and helps our neighbors. That's why, through WPPI Energy, we're partnering with other local not-for-profit utilities to share resources and lower costs.

SUSTAINABILITY BOARD 4/25/13 PAGE 7

MENASHA UTILITIES CUSTOMERS ONLY

• KELLY'S CENTRAL AIR • NEEDED SOME TLC

— So we gave her a cool \$25 —



Air conditioners can lose up to 5% of their original efficiency every year if they are not serviced. That's why Kelly took advantage of our \$25 rebate on an air conditioner tune up. It's just one more way we're helping our customers save on energy.



MENASHAUTILITIES.COM



A WPPI Energy community

PROGRAM INFORMATION & REQUIREMENTS

OFFER AVAILABILITY

1. To qualify for an incentive, the applicant must meet all of the eligibility conditions and complete the incentive application on the right.
2. This program may be modified or discontinued at any time without notice. To guarantee there will be incentive money available, call us at 920-967-3400.
3. Attach the original sales receipt or paid invoice from a professional heating and cooling inspection and tune-up service. Note: The receipt or inspection documentation must indicate the date of service, dealer name and address, an itemized list of service checkpoints, and any repair recommendations.
4. Drop off your completed application at our office or mail it to:
Menasha Utilities
321 Milwaukee St
Menasha, WI 54952

PROGRAM REQUIREMENTS

To receive the \$25 rebate, the following program requirements must be met.

- The Central Air Tune-Up Discount Program is available only to residential & business customers with a valid Menasha Utilities electric account.
- Only central air conditioning units of 5 tons or less that have not had a tune-up within the last three years are eligible.
- Qualifying inspections and tune-ups must include all items listed in the 12-point checklist and must be performed by a professional heating and cooling service technician.
- In no case will Menasha Utilities pay more than 100% of the actual purchase price of the central air conditioner inspection and tune-up.
- Qualifying inspections and tune-ups must be completed between April 1, 2013 and September 30, 2013.
- Please submit your rebate request by October 31, 2013.

TERMS & CONDITIONS

- Menasha Utilities makes no warranties, expressed or implied, with respect to any equipment purchased and/or installed including, but not limited to, any warranty of merchantability or fitness for purpose.
- In no event shall Menasha Utilities be liable for any incidental or consequential damages.

CUSTOMER INFORMATION (please print clearly)

Customer Name (first, last)		Utility Account Number	
Customer address		City, State	Zip Code
()	()		
Home Telephone No.	Daytime Telephone No.	Email address	

DEALER/CONTRACTOR INFORMATION (please print clearly)

Dealer/Contractor Name		Contact Information	
()			
Telephone No.	Email address		

AIR CONDITIONER INFORMATION (please print clearly)

Air Conditioner brand name	Model Number	Size (in tons)
----------------------------	--------------	----------------

12 point inspection and tune-up list:

- | | |
|--|--|
| <input type="checkbox"/> Check and clean condensing unit coils | <input type="checkbox"/> Inspect air filter and replace if necessary |
| <input type="checkbox"/> Check wiring and connections | <input type="checkbox"/> Check compressor contacts |
| <input type="checkbox"/> Check coolant level | <input type="checkbox"/> Check belts and drives |
| <input type="checkbox"/> Check system operating pressures and temperatures | <input type="checkbox"/> Clean and adjust controls |
| <input type="checkbox"/> Check condensate pump and drain line | <input type="checkbox"/> Lubricate moving parts and clean indoor fan |
| <input type="checkbox"/> Check thermostat | <input type="checkbox"/> Check voltage |

SIGNATURE (applications submitted without signatures will not be paid)

- I understand that this offer provides a \$25 incentive for the inspection and tune-up of central air conditioners no larger than 5 tons at residences currently receiving electricity on a retail basis from Menasha Utilities.
- I agree that Menasha Utilities reserves the right to verify sales receipts before issuing incentives.
- I agree that Menasha Utilities does not guarantee that the inspection and tune-up, or the implementation of any energy efficiency measure described in this application will result in energy cost savings.
- I understand that this program has a limited budget, and that applications will be accepted on a first-come, first-serve basis, until allocated funds are spent. This program may be modified or discontinued at any time without notice.
- I certify that all statements made in this application are correct to the best of my knowledge. I agree to the terms and conditions of this offer as set forth on this application.

X / /
Applicant's Signature Date

UTILITY USE ONLY

X / /
Authorized Signature Date

SUSTAINABILITY BOARD 4/25/13 PAGE 8
Voucher No. Deferred Account