

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 COMMITTEE  
Menasha City Center  
100 Main Street  
Room 132  
January 26, 2023  
4:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY COMMITTEE  
(five (5) minute time limit for each person)

D. MINUTES TO APPROVE

- 1. Minutes of the November 17, 2022 Sustainability Committee Meeting
- 2. Minutes of the January 5, 2023 Sustainability Committee Meeting

E. ACTION / DISCUSSION ITEMS

- 1. Planning & Communications
  - a. SCN and Website <http://scn-foxvalley.com/>
  - b. Earth Day / Arbor Day Celebrations
- 2. Transportation
  - a. High Cliff Connection  
<https://hkgi.mysocialpinpoint.com/high-cliff-connection>
  - b. Bike Parking Survey
  - c. Bird Scooter Menasha 2022 report
  - d. Amtrak Passenger Corridor Identification and Development Program
- 3. Land Use
  - a. Urban Chickens
- 4. Natural Resources
  - a. Natural Landscaping & Maintenance
  - b. No Mow May
- 5. Energy
  - a. Comprehensive Energy Planning & Joint Energy Team
- 6. Water
  - a. Stormwater educational signage
- 7. Waste
  - a. 2023 Electronics Recycling Events May 6, 2023 and October 7, 2023
- 8. Health
  - a. Farm Fresh Market

F. Future Meeting Dates

- 1. February 23, 2023

G. 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 COMMITTEE  
November 17, 2022  
Minutes**

**A. CALL TO ORDER**

Meeting Called to order at 4:04 PM

**B. ROLL CALL**

Attending: Kyle Coenen, Austin Hammond, Roger Kanitz, Lindsay Klumpp, Kathy Thunes,  
Also Attending: Mayor Donald Merkes

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

No one spoke

**D. COMMUNICATIONS**

Mayor Merkes noted that the Ad Hoc Sustainability Board had been replaced by the Sustainability Committee as a standing committee as part of Ordinance O-9-22. Being that this is a new committee they would not approve the former Board's minutes. The minutes are included for their information.

**E. ACTION ITEMS**

**1. Election of Chairperson**

Motion by Kathy Thunes, second Kyle Coenen to nominate Ald. Hammond. Motion Carries

At this point Ald. Hammond led the meeting as chairperson

**2. Election of Vice Chairperson**

Motion by Kathy Thunes, second Lindsay Klumpp to nominate Kyle Coenen as Vice Chairperson. Motion Carries

**F. DISCUSSION**

**1. Planning & Communications**

**a. SCN & Website <http://scn-foxvalley.com>**

SCN was a group of municipal sustainability committees, it had met quarterly up until the pandemic when meetings were suspended. Since that time there have been numerous staff and committee changes in area communities. Roger and Kathy will make contact to see if there is interest to refresh SCN and its website.

**b. Wisconsin Clean Energy Plan**

Roger reviewed the plan providing highlights of areas that may apply to City of Menasha efforts. Areas of the Wisconsin plan could be incorporated into a future City plan or the comprehensive energy plan being discussed jointly with MJSD, City, Utilities.

**2. Transportation**

**a. High Cliff Connection**

Community Foundation plans to hire a consultant to work on planning and funding. There are several opportunities for State/Federal funding coming up in early 2023.

**b. Bike Parking Survey**

There is likely interest to work on the project through Girl Scouts, Boy Scouts, Menasha High.

**3. Land Use**

No report

#### 4. Natural Resources

##### a. Natural Landscaping and Maintenance

ECWRPC rain garden has been maintained, some plants deadheaded to reduce self seeding of aggressive plants. Waiting for more information on natural landscaping grant application. Discussion on seeing if Wild Ones would do an on site assessment of rain gardens and natural planting areas to improve aesthesis and future maintenance.

##### b. No Mow May

No report

#### 5. Energy

##### a. Comprehensive Energy Planning and Joint Energy Team

Team consisting of representatives of the City, MJSD, and MU met to discuss applying for OEI grant. MJSD will be adding EV chargers at City Center and Menasha High. City could look to add them at other locations if they work well. Request for MJSD to come to a future meeting to share their sustainability efforts.

#### 6. Water

##### a. Stormwater Educational Signage

Signs are in process. Plan for Earth Day 2023 installation.

#### 7. Waste

##### a. Tipping Fee increase

Tipping fees for refuse have increased \$4 ton from \$45 to \$49. The City budgets for 6,300 tons per year increasing costs \$25,000 annually. Recycling tipping fees remain at \$5 ton. The City budgets for 1,500 tons annually.

##### b. 2023 Electronics Recycling Events May 6, 2023 & October 7, 2023

Email messages should go out earlier, we should verify when the best time to send them out is for each company including Recycle that Stuff. We can schedule the email as soon as we get the poster announcements for one or several dates. Is there a parent newsletter that we could add to for MJSD. Discuss option for St. Vincent. Could signs be made by PWF for entry?

#### 8. Health

Discussion regarding continuation of a farm market. There is an interested party that would like to consider managing a market that has experience at other markets. We should invite him to future meeting. Lindsay also has contacts with farm market vendors.

#### G. Future Meeting Dates

Next meeting December 22, 2022

Continue with 4<sup>th</sup> Thursday except for holidays.

#### H. ADJOURNMENT

Motion by Kyle Coenen second by Lindsay Klumpp to adjourn at 5:55 PM

Motion carries.

**CITY OF MENASHA  
SUSTAINABILITY COMMITTEE**

**January 5, 2023**

**Minutes**

**Note: the meeting of December 22, 2022 was canceled due to weather**

**A. CALL TO ORDER**

Meeting Called to order at 4:01 PM

**B. ROLL CALL**

Attending: Kyle Coenen, Austin Hammond, Roger Kanitz, Lindsay Klumpp, Kelsey Parry, Kathy Thunes

Also Attending: Brian Adesso, Rachael Dowling, Ald. Tom Grade, Mayor Donald Merkes, Attorney Margaret Struve, Sandra Dabill-Taylor

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

Sandra Dabill-Taylor spoke regarding enforcement concerns with the proposed Urban Chickens ordinance and No Mow May

Rachael Dowling spoke regarding benefits of Urban Chickens ordinance

Ald. Tom Grade spoke in support of Urban Chickens ordinance

**D. ACTION / DISCUSSION ITEMS**

It was noted that although the minutes from the preceding meeting were included in the packet there was no item for approving the minutes. The minutes will be included in the next packet for approval

**1. Energy**

**a. MJSD planning for sustainability**

Brian Adesso, Director of Business Services MJSD, described some of the sustainability initiatives that the district has taken including: diverting 3300lbs of food waste to be composted rather than landfilled, increased recycling through Winnebago County, 16 school buses that run on propane, EV chargers at District Offices and High School, LED lighting upgrades, condensing boilers, Energy Star rating for most buildings saving over 14,000 tons of CO2, exploring High School solar. Working toward solar and geothermal at the new middle school.

**b. Comprehensive Energy Planning & Joint Energy Team**

Committee reviewed draft grant application, supports concept and submittal of grant as well as working with Energy Team to implement. Committee noted that benchmarking and comparisons to similar buildings/communities important component of the plan.

**2. Planning & Communications**

**a. SCN and Website <http://scn-foxvalley.com>**

Contact has been made with communities formerly involved there is still interest in opportunities to share among multiple communities to compare and replicate sustainability practices. Potential for a February meeting.

- b. Earth Day Celebration  
Discussion regarding unveiling stormwater signage as part of Earth Day recognition. Stands are currently under construction, storyboards are complete. Participating in Fox Wolf Watershed Alliance cleanup. Electronics Recycling.
- c. Arbor Day Celebration  
Discussion regarding potential projects and locations for the City's 40<sup>th</sup> Tree City Award including: oldest/largest tree in Menasha, update champion trees of Neenah/Menasha, commemorative tree planting, planting in Racine Street bridge area, arboretum, note that Heckrodt would like to be involved.

### 3. Transportation

- a. High Cliff Connection  
Community Foundation has hired a consultant. Next meeting January 20<sup>th</sup>.
- b. Bike Parking Survey  
No update
- c. Bird Scooter Menasha 2022 report  
Usage included 1,366 users; 5,523 rides; 10,907 miles. Questions regarding total number of complaints and total revenue to the City.
- d. Amtrak letter of interest Northeast WI  
Committee reviewed the support letter from Fond du Lac, Oshkosh, Neenah, Menasha, Kaukauna, and Green Bay.

### 4. Land Use

- a. Urban Chickens  
Ald. Hammond had residents contact him to reconsider the Urban Chicken ordinance that was last considered 2019. The proposed ordinance is mostly consistent with the 2019 ordinance except for the maximum number of birds allowed being six. There will be a permit fee to review zoning considerations (location and construction of the coop) as well as an annual fee. There was not interest in expanding the ordinance to include ducks at this time.

Motion by Kyle Coenen second Kelsey Parry to recommend the ordinance for Urban Chickens to the Common Council.

Motion Carries 6-0

### 5. Natural Resources

- a. Natural Landscaping and Maintenance  
ECWRPC rain garden has been maintained and noted that the drained needs to be cleaned annually. Shoreline projects for City shoreline are in cue for 2024.
- b. No Mow May  
Discussion regarding 2023

## 6. Energy

- a. Comprehensive Energy Planning and Joint Energy Team  
Team consisting of representatives of the City, MJSD, and MU met to discuss applying for OEI grant. MJSD will be adding EV chargers at City Center and Menasha High. City could look to add them at other locations if they work well. Request for MJSD to come to a future meeting to share their sustainability efforts.

## 7. Water

- a. Stormwater Educational Signage  
Signs are in process. Plan for Earth Day 2023 installation.

## 8. Waste

- a. 2023 Electronics Recycling Events May 6, 2023 & October 7, 2023  
Email messages should go out earlier, we should verify when the best time to send them out is for each company including Recycle that Stuff. We can schedule the email as soon as we get the poster announcements for one or several dates. Is there a parent newsletter that we could add to for MJSD. Discuss option for St. Vincent. Could signs be made by PWF for entry?

Question regarding have there been any issues with water damaging paper/cardboard for recycling now that there is no longer a canopy over the drop off site.

## 9. Health

- a. Farm Fresh Market  
No report

## E. Future Meeting Dates

Next meeting January 26, 2023

## F. ADJOURNMENT

Motion by Kathy Thunes second by Lindsay Klumpp to adjourn at 5:50 PM  
Motion carries.



Craig Thompson  
Secretary, Wisconsin Department of Transportation  
4822 Madison Yards Way  
Madison, WI 53707

Dear Secretary Thompson:

As you know, we collectively issued an expression of interest to the Federal Railroad Administration, indicating our communities' high level of interest in establishing passenger rail service along the I-41 corridor as an extension of the successful Amtrak Hiawatha Service route between Milwaukee, Milwaukee Airport and Chicago.

Our communities respectfully request that Wisconsin Department of Transportation (WisDOT) prepare and submit an application to the Federal Railroad Administration (FRA) for the Passenger Rail Corridor Identification and Development Program (Corridor ID) for a new passenger rail service route connecting Green Bay to Chicago with multiple daily round trip departures, with intermediate station stops at Appleton, Oshkosh, Fond du Lac, Milwaukee, Milwaukee General Mitchell Airport, Sturtevant, Glenview and Chicago, Ill. We request that WisDOT serve as the grantee and project management lead to advance the corridor through the federal process. This includes service planning, preliminary engineering, and environmental clearance, as well as the future final design step and construction, should the service development plan determine the project merits advancing toward implementation.

Entry into the Corridor ID Program will allow the state and its partners to complete the necessary planning studies that will provide more detailed information on the proposal. Our goal is that this corridor is included when the FRA submits the proposed corridor development map to Congress, as required by the Bipartisan Infrastructure Law of 2021, in May 2023.

WisDOT has the institutional capacity and technical expertise to manage intercity transportation projects, through planning, environmental, design, contract awards, and construction. WisDOT has partnered with Amtrak, the State of Illinois, the State of Minnesota, and the Canadian Pacific Railroad to apply for and manage millions of dollars in Federal grants for passenger rail improvements on multiple corridors. We are requesting that WisDOT continue this role of bringing on additions to the State's passenger train service network.

The investments that the State, Amtrak, and Federal government have made along the Amtrak Hiawatha Service corridor have resulted in improved stations, reliability, ride quality and the overall customer experience, making that the service a preferred way to travel between Southeast Wisconsin and Chicago. It is now time to begin the work to extend these benefits to the I-41 corridor, that serves as an economic backbone and one of the fastest growing areas in Wisconsin.

Our communities stand ready to assist WisDOT in a supporting role, hosting community meetings, identifying station location sites, serving in technical advisory roles or as part of project teams, and committing staff time to the state for various administrative tasks as needed.

We look forward to partnering with you to advance this project of regional significance and working with you and your team to extend the success of quality passenger rail service to our northeast Wisconsin communities.

Sincerely,



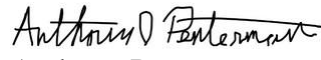
Eric Genrich  
Mayor of Green Bay, WI



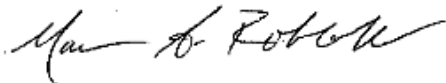
Jane Lang  
Mayor of Neenah, WI



Jacob Woodford  
Mayor of Appleton, WI



Anthony Penterman  
Mayor of Kaukauna, WI



Mark A. Rohloff  
City Manager of Oshkosh, WI



Donald Merkes  
Mayor of Menasha, WI



Joseph Moore  
City Manager of Fond du Lac, WI



**CITY OF MENASHA BOARD OF HEALTH**  
**DRAFT Minutes**  
**January 13, 2023**

**A. CALL TO ORDER**

Meeting called to order by Candyce Rusin at 8:10 AM

**B. ROLL CALL**

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin

Absent: Kristene Stacker

Staff Present: Kortney Dahm, Todd Drew, Claire Holzschuh, Larissa Keller, Meghan Pauly

**C. MINUTES TO APPROVE**

1. BOH Meeting Minutes December 9, 2022

Teresa Rudolph moved to approve the December 9, 2022 minutes, seconded by Candyce Rusin. The motion passed.

**D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

**1. Administrative**

- a. Health Department
  - i. COVID-19 Update – Kristine Hutter reported that the current CDC Covid-19 community level is medium due to hospital admissions. 60.1% of City residents have completed the primary Covid-19 vaccine series, with 15.6% of Calumet County residents and 17.5% of Winnebago County residents receiving an updated booster. A bivalent dose is now available for the 6 month to 4 year age group. The Say Yes! Covid Test program continues to provide free at-home test kits to Wisconsin residents. The Covid-19 Treatment Telehealth program is available for treatment after receiving a positive test result.
  - ii. Budget and Contracts Updates – Kristine Hutter reported that we were approved for carry forward funding from the ELC Enhancing Detection grant. A new, updated contract is forthcoming. We are waiting on a signed contract for the Prevention grant.
- b. Personnel
  - i. Posting Dental Assistant Position – The Dental Assistant position remains posted.
- c. Academic Affiliation Updates
  - i. University of Wisconsin-Oshkosh – Kristine Hutter reported that we will be hosting a new group of students for the spring semester.
  - ii. University of Wisconsin-Green Bay – We will be hosting an RN to BSN student for spring semester.
  - iii. Fox Valley Technical College – No report.
- d. Keeping of Chickens in the City Ordinance – The Board discussed the Keeping of Chickens in the City draft ordinance. The Board did not have any recommendations.

2. **Employee Safety** – Todd Drew reported that he is conducting regular safety meetings. A CPR/first aid course will be held in March for Public Works and City Hall employees. Our CVMIC representative conducted a mock safety audit. Todd has started taking requests for safety grant purchases for 2023.
3. **Sealer of Weights and Measures** – Todd Drew reported that all scales have been inspected with the exception of Festival Foods.
4. **Environmental Health** – Todd Drew reported that he completed approximately 20 restaurant inspections. Follow up was completed on exterior health hazard complaints and dog bites. Todd is working on an updated draft of the nuisance health hazard ordinance. Todd and Kristine are looking at licensing fees to determine if our current fees are in line with those of our partner agencies.
5. **Public Health Department**
  - a. Communicable Disease Report: December 2022 – Kristine Hutter shared the report for December 2022.
  - b. Public Health Nursing Updates – No report.
6. **Health Screening 60+** – Meghan Pauly reported that she will be teaching Stepping On starting February 3<sup>rd</sup>. She will be facilitating a chronic disease peer group at the Senior Center once a month. ThedaCare will be at the Senior Center on April 4<sup>th</sup> to do wellness lab draws.
7. **Prevention** – Kristine Hutter reported that we are waiting for a signed contract for the current grant year. Objectives have been selected for the current grant year, which include department-wide performance management.
8. **School Health Aides** – No report.
9. **Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Kristine Hutter reported on behalf of Claire Opsteen. Claire is currently doing dental presentations as well as some fluoride applications.
10. **Communicable Disease** – Claire Holzschuh continues to manage social media messaging regarding communicable disease.
11. **Lead Prevention** – Todd Drew reported that lead orders originally issued in 2008 have been reissued to the new homeowner. The last of the City's lead water laterals are being replaced on Tayco Street.
12. **Immunization** – Meghan Pauly reported that VFC clinics have been well attended lately. We are working proactively with the Menasha Joint School District to get some recently enrolled students up to date with school vaccines.
13. **Maternal and Child Health** – No report.
14. **Dental Sealants** – Kristine Hutter reported on behalf of Claire Opsteen. Claire will be scheduling sealants soon.
15. **Overdose Data to Action (MCAAP)** – Kristine Hutter reported that we may have an opportunity later this year to apply for competitive funding from the CDC to continue the overdose data to action program. Unity Recovery Services continues to work on harm reduction.
16. **Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she, Todd Drew, and Claire Holzschuh attended an ICS/EOC basic overview training organized by the Neenah/Menasha Fire Rescue. Claire Holzschuh reported that she has been meeting with Cassidy Walsh of the City of Appleton Health Department to go through emergency preparedness plans.

**17. Senior Center** – Kristine Hutter reported that she and Senior Center Manager, Chloe Hansen-Dunn, have been discussing staffing needs for the Center and how to improve operations. The Center’s newsletter, The Chatter, will be published bi-monthly starting January 2023.

**18. COVID-19 Projects** – Meghan Pauly reported the Covid-19 vaccine clinics continue to be held twice monthly. February clinics will be held in the afternoons. Kristine Hutter reported the LTE staff will continue to do disease investigation for the next couple of months.

#### E. ACTION ITEMS

1. Volunteer Medical Advisor Policy – Policy reviewed by Board.

Teresa Rudolph moved to approve the Volunteer Medical Advisor Policy, seconded by Candyce Rusin. The motion passed.

2. Volunteer Medical Advisor Procedure – Procedure reviewed by Board. No changes were offered.

#### F. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 9:03 AM, seconded by Candyce Rusin. The motion passed.

Next Meeting: February 10, 2023 8:00 AM – virtual option  
Menasha City Hall  
100 Main Street, Suite 100  
Menasha, WI



Austin Hammond  
Fourth District Alderman  
[Ahammond@menashawi.gov](mailto:Ahammond@menashawi.gov)

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January 13, 2023

Mayor Donald Merkes  
100 Main Street  
Suite 200  
Menasha, WI 54952  
[Dmerkes@menashawi.gov](mailto:Dmerkes@menashawi.gov)

Dear Mayor Merkes,

I'm writing to confirm our support of Menasha's proposed project: Menasha Comprehensive Energy Planning. We are committed to supporting the project partners throughout this project by attending meetings and providing volunteer hours. It is our goal as a committee to move Menasha forward by supporting and advocating for sustainability projects to make our community better, healthier, and safer.

We support Menasha's efforts to develop an energy plan and look forward to the opportunity to collaborate with the partners to develop a roadmap of strategies. The commitment of individual cities in Wisconsin are vital to advancing the state towards a low-carbon society, and positioning Wisconsin as a leading state in energy policy.

We look forward to assisting you in this project to develop a comprehensive energy plan for the City of Menasha, as the project moves forward.

Sincerely,

**Austin R. Hammond**

City of Menasha Sustainability Committee, Chairperson  
City of Menasha Common Council, Fourth District Alderman



January 23, 2023

Public Service Commission of Wisconsin  
Office of Energy Innovation  
4822 Madison Yards Way, 6th Floor  
Madison, WI 53705

To Whom it May Concern:

I am pleased to submit the City of Menasha's project proposal Menasha Comprehensive Energy Planning to the Public Service Commission of Wisconsin's Office of Energy Innovation for the Energy Innovation Grant Program.

We are excited about this project as it represents an important step in the City's efforts to reach our climate goals. Menasha needs a comprehensive energy plan that engages several important partners in the city, including the school district, Menasha Utilities, Menasha-Neenah Fire Rescue. This grant will allow the city to create a roadmap that moves us towards our goals in a cost-effective and strategic manner.

We look forward to working with the proposal team as the project moves forward.

Sincerely,

Donald Merkes  
Mayor, City of Menasha