

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  
July 27, 2023  
4:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- 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 May 25, 2023 Sustainability Committee Meeting
- E. COMMUNICATIONS
- F. ACTION / DISCUSSION ITEMS
  - 1. Planning & Communications
    - a. SCN and Website <http://scn-foxvalley.com/>
  - 2. Transportation
    - a. Bike Parking Survey
  - 3. Natural Resources
    - a. Natural Landscaping & Maintenance
    - b. Banta Point Planting
  - 4. Energy
    - a. Comprehensive Energy Planning & Joint Energy Team
    - b. WISDOT Carbon Reduction Grant Award
    - c. Winnebago County Spirit Funds
  - 5. Waste
    - a. 2023 Electronics Recycling Event October 7, 2023
- G. Future Meeting Dates
  - 1. August 24, 2023
- H. 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**  
**May 25, 2023**  
**Minutes**

A. CALL TO ORDER

Meeting Called to order at 4:02 PM

B. ROLL CALL

Attending: Kyle Coenen, Angie Demers, Roger Kanitz, Lindsay Klumpp, Austin Hammond, Kelsey Parry  
Also Attending: Mayor Donald Merkes

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

No one spoke.

D. MINUTES TO APPROVE

Motion by Kyle Coenen second by Lindsay Klumpp to approve the minutes of 4-27-2023.  
Motion Caries with Angie Demers, Roger Kanitz, Kelsey Parry abstaining as they were not at the April meeting.

E. COMMUNICATIONS

None

F. ACTION / DISCUSSION ITEMS

1. Election of Vice Chair

Roger Kanitz nominated Kyle Coenen to be the Vice Chair of the Sustainability Committee. Being that there were no other nominations an unanimous ballot was cast for Kyle Coenen to be the Vice Chair.

2. Planning & Communications

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

There will be a meeting on June 6<sup>th</sup> the location is undecided at this point. SCN will meet quarterly for regional sustainability groups to share information.

3. Transportation

a. Bike Parking Survey

ECWRPC has developed a Bike Parking App that can be used to gather the information with plans to use it in multiple cities. Our volunteers will start data collection very soon. Once data is collected it was recommended that city buildings and parks be the first to get bike racks if none currently exist so that we can lead by example.

4. Natural Resources

a. Natural Landscaping and Maintenance

A portion of the plants have arrived for native planting demonstration plot at Banta Point. We will invite the sustainability committee and neighbors to help plant. Planting site will need to be protected from rabbits.

Sustainability Committee has “adopted” rain gardens at several locations (ECWRPC, NMFR Station 36, Jefferson Park) and needs to begin exploration of long term plan for maintenance of these locations. Stormwater signage is up at two raingardens, wetlands, and stormwater pond. Signage will be installed at underground stormwater location when Brin building complete.

- b. Mow at 4 for Pollinators  
Press release was sent out and media picked up the story encouraging people to let lawn grow longer and with more diversity for pollinators but still under the 8" ordinance limit.
- c. 2023 Pollinator Week Proclamation  
Committee reviewed the proclamation.

5. Energy

- a. Comprehensive Energy Planning and Joint Energy Team  
Menasha was not awarded a grant. Committee will regroup to discuss next steps to continue moving forward to energy use reductions. Menasha is waiting for final determination on a grant to replace lighting on the east side of the City with LED. If successful with this grant almost all street/trail lighting will be LED.

6. Waste

- a. 2022 Winnebago County Recycling Tonnage Report  
Menasha continues to be above average in recycling tonnage per capita for incorporated communities in Winnebago County. Both refuse and recycling tonnage decreased in Menasha for 2022.
- b. 2023 Electronics Recycling Event May 6, 2023  
Collection approximately the same number of pounds as 2022.
- c. 2023 Electronics Recycling Event October 7, 2023  
Event scheduled

G. Future Meeting Dates

Next meeting June 22, 2023

H. ADJOURNMENT

Motion by Angie Demers second by Kelsey Parry to adjourn at 5:16 PM

Motion carries.



TO: Common Council  
FM: Mayor Merkes  
DATE: 12 July 2023  
  
RE: Winnebago County Spirit Funds

# MEMORANDUM

## **Background**

In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million and is split roughly in half for county government projects and identified community projects. Spending proposals are sent to the county board after deliberation of the ARPA Strategy and Outcomes Commission.

Upon recommendation from the ARPA Strategy and Outcome Commission, the county board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

## **Analysis**

Based on Winnebago County's requirements, staff has developed a list of potential projects that would be good candidates for funding through the City's Spirit Fund allocation. These projects would be budgeted and completed in 2024. These include:

Lucerne Street	estimate \$145,000
Naymut Street	estimate \$145,000
Public Works Solar Phase II	2021 cost \$175,000 (would be eligible for tax incentives)

## **Recommendation**

Winnebago County requires a resolution with approval of the project to be reimbursed for a project. The committee can recommend one of the above options to the Common Council or direct staff to prepare cost estimates for other options to bring back to the committee.



## **Framework of the Spirit Fund Spending**

*Prepared by the ARPA Strategy and Outcomes Commission*

*Reviewed at the March 9, 2023, meeting*

*Approved unanimously at the April 14, 2023, meeting*

### **Overarching Requirements**

**Legacy:** *projects are to be ones which can be looked at as multi-generational or used to improve the quality of life within our county for years to come*

**One-time-funds:** *projects which require on-going or future costs should be mitigated as much as possible. To achieve this requirement, projects should generally be capital in nature, revolving funds, or endowments.*

**Geographic Assortment of Funds:** *projects should be spread out as much as possible to impact different geographic areas of the county*

**Enhancing Funding Opportunities:** *Frequently, other funding opportunities require matching funds. Using Spirit Fund dollars as local match should be encouraged to allow the dollars to go further.*

### **Project Types to Base Decisions**

**Debt Avoidance:** *When a local government issues debt, typically, it is done so under the debt levy; therefore, debt raises property taxes. As much as possible, projects should avoid Winnebago County's issuance of debt to avoid future tax increases.*

**Sustainability Planning:** *As these are one-time funds, planning for the future and preparing for potential fiscal cliffs is essential. Projects of this type should look to efficiency, consolidation, and reform.*

**Emergency Response:** *The original ARPA legislation called for improving resiliency in response to emergencies. Improvements to our emergency response system are essential to this goal.*

**Water Quality & Sustainability:** *Winnebago County is covered by 25% water and has about 10% of the state's inland surface water.*

**Quality of Life:** *Parallel with water, Winnebago County's people are an important resource. Projects which improve our quality of life including enhancements to tourism, health, and human services are appropriate. The wellbeing of our citizens ensures we can recruit and maintain our workforce. Projects should especially consider that basic needs are met.*

### **Categories to Divide the Funds**

*Percentages could be changed by the commission as projects and priorities are more clearly defined.*

#### **County Government Projects (~50% of funds)**

*These projects are proposed by the County Executive and his department head team. The projects are also led and complete by the county. Projects should be balanced between already planned and projects which would not otherwise be completed without the infusion of investment.*

#### **Government Identified Community Projects (~50% of funds)**

*These are projects which are identified by the commission and are intended to be a collaboration between county departments and community. Projects are administered by county departments and could be granted to sub-recipients or county projects.*

Changes to this document may be made from time-to-time by a majority vote of the ARPA Strategy and Outcomes Commission.

### Winnebago County Spirit Fund Local Government Allocation

- 1) **Background:** In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million and is split roughly in half for county government projects and identified community projects. Spending proposals are sent to the county board after deliberation of the ARPA Strategy and Outcomes Commission.

The county board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

- 2) **Spirit Funds:** All funds must be referred to as Spirit Funds. All projects are funded from county general fund balances.
- 3) **Standard Agreement:** This document, when signed and returned by the chief official of the local government, serves as the standard agreement required under the resolution.
- 4) **Eligibility Period:** Funds allocated to each municipality can be spent on projects or items incurred between April 1, 2023, to December 31, 2024.
- 5) **Eligible Projects:** All projects funded under these allocations must have a government purpose and further comply with the Framework of Spirit Fund Spending approved by the ARPA Strategy and Outcomes Commission. Projects might be ones that would not have been funded without the Spirit Fund allocation or ones which reduce the debt levy. Projects should not have been budgeted for in the 2023 budget. Eligibility questions should be referred to [spirit@winnebagocountywi.gov](mailto:spirit@winnebagocountywi.gov).
- 6) **Selecting Projects:** All projects must be identified by a governing body vote. Municipalities should submit either a signed resolution or meeting minutes indicating the vote and the project. Projects do not require county board approval. If utilizing funds for multiple projects, a single resolution could be passed by the governing body of the local government.
- 7) **Geographic restriction:** All projects must occur within the boundaries of Winnebago County.
- 8) **Project Narrative:** All projects shall have a narrative on how the project complies with the Framework of Spirit Fund Spending. Narratives should be succinct, yet provide enough information for the public to understand the project and its impact for years to come.
- 9) **Project Submittal:** Project documents shall be submitted to [spirit@winnebagocountywi.gov](mailto:spirit@winnebagocountywi.gov). Governments should refer questions to that address as well.
- 10) **Reimbursement:** All funds will be reimbursements to the local government. Invoices shall be compiled and submitted on or before the 15<sup>th</sup> of each month beginning in September of 2023. Payment shall be made by the county by the 15<sup>th</sup> of the subsequent month. Reimbursements will not be sent if all items on the attached check list are not completed.

- 11) **Competitive Bidding:** The local government agrees to submit the competitive bidding procedure and documents as requested by the county. If a local government believes a project is exempt from state and federal bidding requirements, the government shall seek the county's written consent.
- 12) **Transferring Funds:** All funds must be used on general government services for governmental purposes. No funds may be sub-granted to an entity not part of the government structure. Funds may be expended for fire department and government owned utilities projects. Municipalities can also transfer the allocation to another municipality with governing body approval.
- 13) **Matching Funds:** Use of the allocation does not require local matching funds. Additionally, the funds may be used for local match requirements for state and federal awards.
- 14) **Signage:** The county reserves the right to post signage at the project identifying the funding source. Signs may be temporary or permanent and shall comply with all local sign ordinances and local government requests.
- 15) **Progress Updates:** The local government shall provide the county regular progress updates to include on a Spirit Fund spending dashboard and local government allocation. The local government shall supply before, during, and after pictures to the county for use on the dashboard. The county may request other information for inclusion on the dashboard that the local government shall provide.
- 16) **Events and Press:** The county shall be included in date selection and invited to all groundbreaking, ribbon cutting, dedication or other such events should events occur. The county shall be provided all press or public statements regarding the project prior to release.
- 17) **Additional Spirit Funds:** It is unlikely additional Spirit Funds will be available for local government projects. Local governments looking to submit additional project ideas or requests should email [spirit@winnebagoctywi.gov](mailto:spirit@winnebagoctywi.gov) for more information.

Received and accepted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_