



Sustainability Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Tuesday, September 10, 2024

5:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Sustainability Commission** of the City of De Pere will be held on **September 10, 2024 at 5:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Sustainability Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. Section 6-3(f) DPMC

III. Items

- 1. Approval of the August 13, 2024 Sustainability Commission Meeting Minutes**
- 2. Consideration and Possible Action on Extending or Terminating Contract for Food Composting Services with Greener Bay Compost, LLC***
- 3. Teen Advisor Introduction**
- 4. Consideration and possible action on Student Advisor Application Packet**
- 5. Consideration and possible action on Adopt-A-Drain Program**
- 6. Consideration and possible action on Pollinator Gardens**
- 7. Discussion on August Farmer's Market**
- 8. Consideration and possible action on Sustainability Commission Subgroups**
- 9. Discuss Clean Energy Workplan Updates**

IV. Future Agenda Items

V. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

***Items with an asterisk require City Council approval.**

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Greener Bay Compost



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Betty Marovich

SUBJECT: Approval of the August 13, 2024 Sustainability Commission Meeting Minutes

ATTACHMENTS:

- 2024 0813 Sustainability Commission_Draft Minutes (PDF)



Sustainability Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Tuesday, August 13, 2024

5:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 5:30 PM by Commissioner Jayne Black

Attendee Name	Title	Status	Arrived
Jayne Black	Commissioner	Present	
Emily Henrigillis	Commissioner	Excused	
Randall Lawton	Commissioner	Excused	
Nicole Slavin	Commissioner	Present	
Carmen Van Schyndel	Commissioner	Present	
Rachel Weber	Commissioner	Present	
John Quigley	Alderpersion	Excused	
Hope Dragseth	Teen Advisor	Excused	

Others present:

Chase Kuffel, Assistant City Engineer

Betty Marovich, Administrative Assistant/Recording Secretary

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. Section 6-3(f) DPMC

None

III. Items

1. Approval of the July 9, 2024 Sustainability Commission Meeting Minutes

Commissioner Weber moved to approve the July 9, 2024 Sustainability Commission Meeting Minutes, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Rachel Weber, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Jayne Black, Nicole Slavin, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Emily Henrigillis, Randall Lawton, John Quigley

2. Consideration and Possible Action on Adopt-a-Drain Program*

Chase Kuffel, Assistant City Engineer, stated that an Adopt a Drain Program had been established as an initiative for the Sustainability Commission in 2024 and explained that this program encourages City residents to volunteer monitor local storm sewer inlets in an effort to prevent pollutants and debris from entering the storm sewer system. Mr. Kuffel added that reported cleaning of inlets would also benefit the City in its annual Municipal Separate Storm Sewer System (MS4) permit with the Wisconsin Department of Natural Resources. Mr. Kuffel explained that staff had reviewed Adopt a Drain programs from across the state and utilized those programs to create a framework for the De Pere program. Mr. Kuffel outlined the process of being approved for an inlet and

guidelines for monthly cleaning. Mr. Kuffel stated that staff would work with the City Attorney to have a waiver drafted prior to getting residents signed up. Mr. Kuffel explained that draft brochure, sign up form, and cleaning form were included in the packet for consideration. Mr. Kuffel explained that the intent is to have this program in place for the September Farmers Market Booth to promote Storm Water Awareness Week.

Commissioner Van Schyndel asked if staff knew how other communities tracked the cleaning efforts and if it would be an issue if residents didn't report when they cleaned their adopted inlet. Mr. Kuffel stated that staff would have contact information for adopted drains but would likely not police the cleaning efforts as it is a voluntary program. Mr. Kuffel added that if staff does not get a report for a few months, they would reach out to the resident for an update. Mr. Kuffel explained that during research of other communities, staff noted that some had charts or graphs showing the amount of material collected from the drains. Mr. Kuffel commented that the programs staff found were not reporting large numbers of participants. Commissioner Van Schyndel clarified that staff would not be reliant on the reporting to make other decisions regarding stormwater. Mr. Kuffel stated that was correct and that the program would provide additional points in the category of public outreach and education and reporting would allow staff to include that amount as being diverted. Commissioner Van Schyndel asked if there were problem areas that should be targeted to get volunteers. Mr. Kuffel explained some reasons why certain areas of the City may see more debris than others, including trees and tree variety. Mr. Kuffel further explained the three basins that make up De Pere and the discharge parameters associated with each one. Commissioner Weber asked if locations would be removed from a list once they were adopted. Mr. Kuffel explained that staff would document internally and help direct residents to better drains if they selected one that was adopted. Commissioner Weber clarified that this program would be in lieu of participation in adopt a drain program discussed in March. Mr. Kuffel stated that adopt-a-drain.org program had an annual registration for participating communities and the City program will be run internally. Commissioner Weber asked if a sign up would be available during the September farmers market. Mr. Kuffel stated that would be part of the plan. Commissioner Slavin asked if residents could look up the drains closest to their address or if staff would recommend locations. Mr. Kuffel stated that the City map had a layer for storm sewer and it would have inlets marked, but staff would also be willing to help interested residents choose an inlet. Commissioner Weber asked if the map layer showed where each area drained. Mr. Kuffel explained what is shown on the map including manholes, inlets, and basins. Commissioner Black commented that the map layer seemed high level and that most people will probably select their drain visually by looking along the curb of their street. Mr. Kuffel agreed with Commissioner Black's comments. Commissioner Black asked if more than one person could sign up for a single inlet. Mr. Kuffel advised against it unless it was a group signed up with a designated contact person. Commissioner Black asked if there was an option to upload photos. Betty Marovich, Recording Secretary, asked for clarification on which page or stage Commissioner Black was requesting a photo option. Commissioner Black stated to be able to add before and after photos on the cleaning log. Commissioner Van Schyndel asked what the marketing plan was for this program. Mr. Kuffel stated that Farmers Market was the main push, along with the City website and Facebook. Commissioner Black asked the next steps for moving this program forward. Ms. Marovich stated that the Commission would need to make a motion to approve and then it would be forwarded to Common Council for approval. Ms. Marovich also commented on the previous discussions about stickers being applied by the inlet denoting that it was adopted and

suggested a window cling or other sign for in the window of the home that adopted the drain. Ms. Marovich added that some money budgeted for commission initiatives could be used for purchasing vests or cones to assist with the high visibility requirements. Mr. Kuffel commented that the main goal was to get the program started and then specifics could be adjusted as time went on. Mr. Kuffel stated that some programs provided shirts and collection bags for cleaning locations.

Commissioner Weber moved to approve City Adopt-a-Drain Program, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Rachel Weber, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Jayne Black, Nicole Slavin, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Emily Henrigillis, Randall Lawton, John Quigley

3. Clean Air Initiative Update

Chase Kuffel, Assistant City Engineer, explained the intent of this item is to allow for discussion on next steps, any updates pertaining to the clean air initiative, observations, and feedback that the Commissioners have received from the local school districts. Mr. Kuffel stated that staff reached out to the Unified School District of De Pere and the West De Pere School District on August 8, 2024 to determine if carbon monoxide detectors were present within the schools and asked if they are not present, if the school districts would be interested in the Sustainability Commission purchasing carbon monoxide detectors for their use. Mr. Kuffel explained that West De Pere School District informed staff that they have carbon monoxide detectors in their return air ducts for all the schools within their district and stated they would not be interested in additional detectors. Mr. Kuffel further added that Unified School District of De Pere indicated that they also have monitors but would be interested in having additional monitors for science classrooms and asked to set up a meeting to discuss further. Mr. Kuffel concluded that the Clean Air Initiative was the focus of the next Farmer's Market booth on August 15 and that 250 bumper stickers were purchased for distribution at the booth.

Commissioner Van Schyndel commented that the Commission should be cognizant that any monitor that is purchased and provided wouldn't be outdated in a short amount of time. Commissioner Black requested to be in attendance for the meeting with Unified School District and suggested getting press involved to further publicize what is being done by the Commission on this effort. Betty Marovich, Recording Secretary, asked if it was dependent on the meeting with Unified School District to determine if there were funds for additional monitors to be purchased for Notre Dame or Syble Hopp. Mr. Kuffel stated he would reach out to those schools to gauge interest. Commissioner Van Schyndel asked if there were other schools in De Pere that were not included originally. Ms. Marovich explained that those two schools operate independent of the two school districts. Mr. Kuffel stated he would bring this item back with an update in October.

Discussion only. No action necessary.

RESULT:	DISCUSSED
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4. Consideration and possible action on Sustainable Initiatives

Chase Kuffel, Assistant City Engineer, explained that as part of the 2024 Budget, the Sustainability Commission has \$10,000 for sustainable initiatives and stated that the

intent of this item is to allow for discussion and brainstorming on what initiatives the commission would like to pursue with the allocated funds. Mr. Kuffel commented that staff has requested similar budget items for 2025, with an increase to the Compost program funds and hiring a consultant for the Clean Energy Workplan. Mr. Kuffel explained that the following initiatives were given to staff for discussion as part of this item:

- Hire a speaker to hold monthly sustainable talks, open to the public for free. Talks could start at the Community Center. If the attendance grows, other venues like the Mulva Cultural Center could be considered.
- Partner with the Northeastern Wisconsin Master Gardeners to have a tent for the distribution of plants at their local events.
- Grant match for local sustainable initiatives.
- Rain barrels (e.g. 50% match for homeowners)
- Installation of pollinator gardens at urban orchard sites to promote pollinators.

Commissioner Black commented that a decision should be made very shortly on which direction the Commission wants to work and added that there had been a lot of positive discussion about using these funds for pollinator gardens at the urban orchards.

Commissioner Weber stated her support for the pollinator gardens and commented that it fit well with the work the Commission has been focusing on in 2024. Commissioner Weber explained that she would like to see the pollinator gardens target endangered species and their needs such as nesting habitat. Commissioner Weber also expressed interest in having the Commission work on a GIS map to help create plant corridors for pollinators, especially endangered or threatened species. Commissioner Black asked if there were maps that exist with that information. Commissioner Weber explained that Fish and Wildlife Service have maps that designate the ranges of species and the proposed project would overlay that information with the plant and habitat being offered by residents in the City. Commissioner Weber asked what the time frame was for using funds and implementing a recommendation. Commissioner Slavin commented that fall can be a good time to plant and it allows the plants to set roots before winter.

Commissioner Slavin suggested working with Commissioner Henrigillis and/or Stone Silo to get species recommendations for pollinator gardens. Commissioner Black suggested having a Community Plant Day. Commissioner Van Schyndel clarified that seeds could be purchased in 2024 and planted in 2025 once the Commission is able to create more formal plans for each location. Betty Marovich, Recording Secretary, stated that if the Commission wanted to work with plants, they would need to be purchased and planted this fall, but if they worked with seeds, they could be purchased before the end of the year for 2025 planting. Commissioner Van Schyndel asked if the City Beautification Committee would be a resource for this project. Mr. Kuffel stated he could reach out to see if they would be willing to get involved with this project but commented that they are a very busy group that is primarily focused on the right of way, such as roundabouts. Commissioner Black explained her thoughts on the Community Plant Day as a time for residents to visit the location and see the new plant installation and hear from the planting experts. Commissioner Van Schyndel suggested adding a call to action during the community event for residents to plant native species at their own locations.

Commissioner Slavin supported the community event ideas and added that there are many resources for residents to use for proper planting techniques for implementing pollinator gardens at their homes. Commissioner Weber commented that the pollinator gardens would be another connection the City can make as an expansion from No Mow

May ending. Mr. Kuffel and Commissioner Weber further discussed options for obtaining information for a GIS map that targets endangered species preservation. Commissioner Slavin asked if there was funding to hire an expert/consultant to assist with the GIS project. Commissioner Weber and Commissioner Black suggested discussing these projects with Commissioner Henrigillis. Commissioner Black asked if a motion was required to move forward with the discussed plan to work on pollinator gardens for the urban orchards. Mr. Kuffel explained that he would not need a motion and the actions would be combined with the next agenda item, Pollinator Education Plan.

No action taken

RESULT:	NO ACTION
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5. Pollinator Education Plan Discussion

Chase Kuffel, Assistant City Engineer, explained that as part of the Pollinator Education Plan discussion at the July 9, 2024 Sustainability Commission meeting, the commission requested staff provide maps and photos of the urban orchards located throughout the City to determine what space is available for potential pollinator gardens. Mr. Kuffel stated that an exhibit was included in the packet showing the location of the urban orchards located at:

- Westwood Elementary School
- Braisher Park
- Voyageur Park
- De Pere Community Center/VFW Park
- De Pere High School
- Samantha Park
- Foxview Intermediate School

Mr. Kuffel stated that there were aerial images of each orchard location and photos of the orchards for the Commission's consideration included in the packet.

Commissioner Weber asked if quotes should be requested per location or as a whole. Mr. Kuffel suggested per garden or by square footage per location. Betty Marovich, Recording Secretary, clarified that the locations being discussed were the parks due to the funding source. Mr. Kuffel stated that was correct and he would work with administrative staff to further clarify the use of Commission funds. Commissioner Black suggested choosing a location that would best benefit from the installation of a pollinator garden and has ample space for the installation. Commissioner Black asked how the trees looked when staff visited to take photos. Ms. Marovich described what she saw at the locations that she visited. Commissioner Van Schyndel asked if the community was aware of this resource available to them. Commissioner Black commented that many do not know and added that while visiting sites in 2023, she was met with some opposition from neighbors. Mr. Kuffel stated that the information is available if residents look for it, but added that some complaints that have been noted include lack of signage and orchard protection. Mr. Kuffel stated there could be additional education and outreach to raise awareness. Commissioner Weber suggested prioritizing signage. Mr. Kuffel stated staff had reached out to the Urban Orchard Committee and were under the impression that signs had been installed. Ms. Marovich stated that Committee Chairperson had stopped at the Municipal Service Center and had picked up some signs, but added that there were no signs installed at the gardens she had visited. Ms. Marovich added that the Forestry Supervisor had recommended installing fences to keep the animals out. Ms. Marovich added that a fence may also further deter residents from utilizing this resource.

Commissioner Slavin suggested having messaging about the urban orchards at the Farmer's Market booth. Ms. Marovich suggested a social media push as the fruits are ripening to let residents know that they are available and ready to be harvested. Commissioner Van Schyndel asked what happens if the fruit is not picked and falls to the ground. Commissioner Black stated that some organizations have volunteers that collect at the orchards and donate the produce. Commissioner Black added that some of the fruit is lost to disease and bugs, but a lot is also lost because of a lack of awareness. Commissioner Slavin suggested that fruit could be composted through the partnership with Greener Bay Compost if it was too far gone to use or donate. Commissioner Weber asked what organization had presented at the Commission about the orchards. Commissioner Black stated it was Rooted In. Mr. Kuffel stated that a process was in the works to formalize the efforts of organizations that help maintain the orchards. Mr. Kuffel stated that the discussion also includes having the signs indicate who maintains each site. Commissioner Black asked what action needed to be taken to move forward. Mr. Kuffel stated that this item was for discussion only and would be combined with the initiative discussion for using the budget. Mr. Kuffel stated he would bring this item back in the near future for action. Commissioner Black suggested creating a priority list of orchards from most healthy to least healthy. Ms. Marovich stated that would be subjective as the City does not have expert staff for fruit trees. Commissioner Weber suggested prioritizing Voyageur because it is a high trafficked location to showcase the work. Mr. Kuffel explained the pros and cons of high trafficked locations. Commissioner Black suggested the Community Center and explained her reasoning. Mr. Kuffel suggested waiting on Community Center because of some upcoming work at that location.

Discussion item only. No action necessary.

RESULT:	DISCUSSED
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6. Update on Partnership with Greener Bay Compost

Chase Kuffel, Assistant City Engineer, shared that the public/private partnership with Greener Bay Compost grew to 67 total registrants in the month of July resulting in the City covering \$682.50 in registration fees. Mr. Kuffel explained that these 67 homes generated 1,770.6 pounds of food waste in July which was collected by Greener Bay Compost in lieu of being transported to the landfill. Mr. Kuffel added that since the start of the program, 4,241 pounds of food waste had been diverted. Commissioner Weber asked if the amount diverted could be published by the City for residents to see. Mr. Kuffel stated that the City does share the Greener Bay Compost posts on the City Facebook. Betty Marovich, Recording Secretary, added that the information could also be included on the Sustainability webpage. Commissioner Black asked if a sign-up could be available at the Farmers Market Booth. Mr. Kuffel stated that it was highlighted in July as the topic, but the remaining months have other topics to highlight.

Discussion item only. No action necessary.

RESULT:	DISCUSSED
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7. Discuss Clean Energy Workplan Updates

Chase Kuffel, Assistant City Engineer, explained that the intent of this item was to allow the Sustainability Commission the opportunity to discuss next steps and any updates

pertaining to the Clean Energy Workplan. Mr. Kuffel reminded the Commission members that staff had requested funding for 2025 to hire a consultant to work on creating a Clean Energy Workplan. Mr. Kuffel stated that staff modeled their budget request off the cost of creation for the Green Bay Clean Energy Workplan. Commissioner Weber asked how much was requested. Mr. Kuffel stated he did not recall the exact amount but thought it was between \$100,000-\$200,000. Commissioner Weber stated she had reached out to a consultant and they were creating an itemized quote for review. Commissioner Weber stated that once she received the quote, she would reach out to the subgroup to set up a meeting time to discuss prior to bringing it to the Commission. Commissioner Weber asked if the City had utilized Wisconsin Public Service (WPS) Energy Audits for City buildings. Mr. Kuffel stated he did not know, but would discuss with the Maintenance Supervisor. Commissioner Weber asked how the consultant would be hired or work would be awarded for the workplan. Mr. Kuffel explained the City purchasing policy regarding Requests for Proposals (RFP) and award procedures. Mr. Kuffel added that the pollinator gardens may also need to go through the RFP process. Commissioner Black requested clarification on the subgroup approval of contacting consultants. Commissioner Weber explained that at a previous subgroup meeting, they had discussed reaching out to a consultant to get an itemized list of expenses for this type of work. Commissioner Weber added that she did not recall if Commissioner Black had been present at that meeting. Mr. Kuffel stated that the City will often reach out to companies to get quotes to establish a budget for an item to make budget requests. Mr. Kuffel added that it can create some animosity if the company that created the quote is not awarded the bid, but stated that is how public bidding works. Commissioner Black commented that she did not recall having a discussion in the subgroup for individuals to work singly except that Alderperson Quigley was going to discuss with the Mayor getting access to information from WPS. Commissioner Van Schyndel asked if the consultant would access and utilize that information for creating the baseline. Commissioner Weber explained that obtaining the quote from the consultant will help narrow down the required efforts of staff and commission members, along with utilities. Commissioner Weber further explained that while researching locations that have executed a workplan, the subgroup found a location that stated you should not reach out to the utility until you know exactly what you are looking for and the consultant quote will help the subgroup understand that information the consultant will be able to gather and what will need to be provided by the Commission or staff. Commissioner Black stated she was not aware of this effort being made to contact a consultant and added that she believed this information should have been communicated to all members of the subgroup. Commissioner Weber stated she understood but did not have information to report from her contact to the consultant. Mr. Kuffel commented that baseline assessment is part of the requirements for the Green Tier Legacy Community but added that staff has not had the time to evaluate a baseline for City operations. Commissioner Van Schyndel asked if the City has a baseline established as indicated in the Renewable Energy Workplan (baseline for 2019). Commissioner Weber stated that a baseline has not been established and that would be the work the consultant would complete. Commissioner Weber added that once the baseline was established, the initiatives for targets and goals can be established. Commissioner Van Schyndel asked if a different year could be used to establish the baseline. Commissioner Weber explained that the Renewable Energy Workplan was passed prior to the current commissioners being appointed to the Commission and the current members are taking over that effort. Commissioner Black stated she would like clarity on subgroup expectations, including how they are to operate and communicate. Betty Marovich, Recording Secretary, informed Commissioner Black

that the Commission could only discuss the topic listed on the agenda during that agenda item and suggested adding it as a future agenda item. Mr. Kuffel did clarify that a subgroup lacks the power to make action and is a discussion body to bring forward information to the Commission.

Discussion item only. No action necessary.

RESULT:	DISCUSSED
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IV. Future Agenda Items

None

V. Adjournment

Commissioner Slavin moved to adjourn the meeting at 6:31 PM, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Public Works

FROM: Chase Kuffel

SUBJECT: Consideration and Possible Action on Extending or Terminating
Contract for Food Composting Services with Greener Bay Compost,
LLC*

ATTACHMENTS:

- 2024 0910 CI_SC_Composting (DOCX)
- 2024 Greener Bay Compost LLC_Agreement (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
 From: Chase K Kuffel, PE, Assistant City Engineer
 Date: September 10, 2024

RE: **Consideration and Possible Action on Extending or Terminating the Contract for Food Composting Services with Greener Bay Compost, LLC***

Greener Bay Compost, LLC has indicated they will terminate their contract with the City of De Pere at the end of 2024 if the City of De Pere does not budget what they deem to be sufficient funding for composting services in 2025.

Background

In 2024, the City of De Pere budgeted \$10,000 to fund a public/private partnership with Greener Bay Compost, LLC. The purpose of this \$10,000 budget is to subsidize subscription fees for De Pere residents who utilize Greener Bay Compost's services. The composting partnership kicked off in May with the following participation numbers:

Month	Subscribers	City Participation	Food Waste Diverted (lbs)	Waste Running Total (lbs)
May	52	\$530.00	959.4	959.4
June	64	\$655.00	1,511.0	2,470.4
July	67	\$682.50	1,770.6	4,241.0
August	66	\$804.00	1,819.6	6,060.6

In the first three months, the City subsidized \$1,867.50 in subscription fees for De Pere residents. This was 19% of the overall budget in one-fourth (25%) of the year. Starting in August of 2024, Greener Bay Compost's subscription fees increased by 20% to the following rates for all residents using their compost pickup services. The City's portion for these subscription rates are shown in parenthesis:

	Every-Four-Weeks	Every-Other-Week
May through July 2024 Rates	\$15.00	\$25.00
<i>City's Portion</i>	<i>(\$7.50)</i>	<i>(\$12.50)</i>
New Rates Effective August 2024	\$18.00	\$30.00
<i>City's Portion</i>	<i>(\$9.00)</i>	<i>(\$15.00)</i>

Even though the City participation increased to \$804.00, the month of August ended up seeing a decline in De Pere Residents subscribing to the composting services through Greener Bay Compost, LLC. The \$804.00 represents 8.0% of the City's 2024 composting services budget over a one-month period (8.3% of the year). Extrapolating this \$804.00 paid in August over a 12-month period would result in the City subsidizing \$9,648 in subscription fees.

Prior to the City's participation, Greener Bay Compost had a baseline of 19 De Pere residents who were subscribed and utilizing composting services. Over the last three months, the number of subscribers for the Composting Services has plateaued around 65 total residents as shown in Figure 1 below.

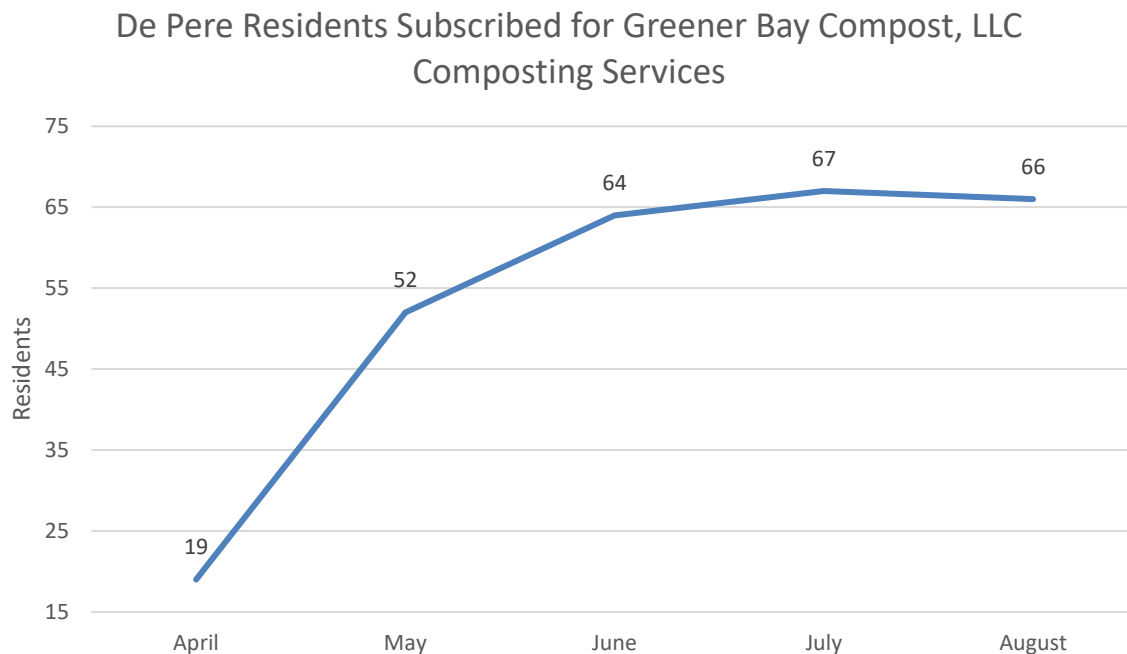


Figure 1 - De Pere Resident Subscriptions per Month

Looking forward to 2025, the City of De Pere Department of Public Works has requested a budget of \$12,000 to continue the composting contract with Greener Bay Compost LLC. This budget number was generated looking at the current budget of \$10,000 and adding the 20% cost increase implemented by Greener Bay Compost in the month of August. This budget number would satisfy the current number of subscribers and anticipated growth of the program. After the initial surge of resident growth in May and June, the program has now only grown by a handful of subscribers over the past few months. At an average budget of \$1,000 per month, the program could now sustain an average of 82 residents should the subscription rates remain similar to what the City is currently subsidizing. This would allow for further growth in 2025 should the program enter the year under 82 total subscribers.

On August 18, 2024, Cory Groshek, Owner of Greener Bay Compost, LLC asked that staff share our requested 2025 budget figures for the continuation of the public/private composting services contract. After some discussion, Greener Bay Compost LLC determined that the City shall double the requested

composting budget to \$25,000 for 2025 which included \$2,000 in administrative fees. Failing to meet this dollar amount in 2025 is not enough prospective growth for Greener Bay Compost, LLC to justify the continuation of the composting program with the City of De Pere in 2025 or to financially incentivize Greener Bay Compost, LLC to continue serving the City of De Pere. When staff failed to accommodate this request, Greener Bay Compost, LLC provided notice they would terminate their public/private contract with the City of De Pere at the end of the year.

Administrative Fees

The addition of an administrative fee as requested by Greener Bay Compost, LLC would then raise the cost for residential compost pickup services only for De Pere residents. A \$2,000 annual fee spread over the 66 residents currently subscribed in the program results in an additional \$30 per year, per resident. The City Attorney already indicated to Mr. Groshek on March 7, 2024, that the City would not be paying any administrative fee to administer this program. The intent of this program is to subsidize the subscription fees for City of De Pere residents to utilize Greener Bay Compost, LLC's composting services. It is not the intent of this program to directly subsidize Greener Bay Compost, LLC's operations. Any administrative cost should be reflected in the subscription rates for residential compost pickup services. Staff is unsure what additional administrative costs are incurred by Greener Bay Compost, LLC to operate the program in the City of De Pere:

- They email staff any new registrant for staff to verify residency in the City of De Pere.
- They email staff a monthly invoice and summary of registered residents.

The maintenance of a resident list, pickup of compost, weighing of compost, cleaning of buckets, maintenance and working of compost, and issuing invoices are already tasks that Greener Bay Compost would be completing without being under contract with the City of De Pere. When Greener Bay Compost was asked to justify the need for this administrative cost, they respectfully declined from responding.

Other Options

Should the agreement between the City of De Pere and Greener Bay Compost, LLC be terminated, there are other sustainable options the City could pursue regarding food waste.

1. The Commission had previously discussed providing compost bins for residential use.
2. Food waste can also be discharged through the garbage disposal in residential sinks and treated at the Green Bay Metropolitan Sewerage Districts wastewater treatment plant. Food waste currently is captured and converted into a biofuel and used as energy to treat wastewater. This in turn lowers wastewater treatment costs at no additional cost to the resident or the surrounding communities.
3. The food waste could be transported back to the landfill. In the first four months of the composting program, roughly three tons (6,060.6 lbs.) of food waste has been kept out of the landfill through these composting services. These four months of service are provided at a cumulative cost of \$2,671.50. This comes to be approximately \$890 per ton of food waste. Alternatively, if these three tons of food waste were to be uncaptured and transported directly to the landfill the City would pay a total of \$163.94 (\$54.10 per ton), which is 1/16 of the cost

(6.25%). As time goes on, this comparison will skew to be more expensive to compost as there is only one month of the raised subscription rates included in this comparison.

Recommendation

Staff has no recommendation regarding the extension or termination of the contract with Greener Bay Compost, LLC. Ultimately, the Sustainability Commission will need to consider if they wish to request the City meet the budgetary needs requested by Greener Bay Compost, LLC, or terminate their contract with the City of De Pere. If the Commission chooses to terminate the contract, the termination date will need to be chosen (ideally the end of a month). Staff can also send a mailer out to all residents participating in the program outlining the reasons the program was terminated.

Attachments

2024 Greener Bay Compost LLC_Agreement

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE
CITY OF DE PERE AND GREENER BAY COMPOST LLC**

²⁰²⁴ THIS AGREEMENT made and entered into this 3rd day of April, ~~2023~~, by and between the City of De Pere, Wisconsin, ("City"), and Greener Bay Compost LLC ("Contractor").

I. SCOPE OF CONTRACTING SERVICES

Contractor agrees to perform those compost services described in the Proposal dated, 2024, attached and incorporated as Exhibit A. No terms or conditions of Contractor's Proposal are incorporated into this Agreement and the terms and conditions of this Agreement shall supersede and control in the event of any conflict. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties in writing prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

II. COMPENSATION

Contractor shall be paid as provided in Contractor's Proposal attached as Exhibit A. The date for each progress payment should be the 3rd Tuesday of each month. The period covered by each Application for Payment starts on the day following the end of the preceding period and ends the 4th Friday of the Month.

III. INSURANCE

The Contractor shall maintain during the course of the project, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than \$5,000,000.
2. Automobile Liability
 - (A) Coverages must include the following extensions:
 - Comprehensive Form
 - (1) All Owned Autos
 - (2) All Hired Autos

- (3) All Non-Owned Autos
- (4) Mobile Equipment
- (5) Specialized Equipment
- (6) Contractual Liability
- (7) Uninsured Motorists to Limit of Policy
- (8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:

Combined Single Limit/Bodily Injury and Property Damage:
\$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:

Limits equal to above combined single limit

3. Worker's Compensation and Employers' Liability Insurance
Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Notwithstanding any other provision of this Agreement, nothing contained herein is intended to waive or estop either the City or its insurers from relying upon the limitations, defenses and immunities contained within §§ 345.05 and 893.80 of the Wisconsin Statutes. To the extent indemnification is available and enforceable, the City or its insurers shall not be liable in indemnity contribution or otherwise for an amount greater than the limits of liability of municipal claims under Wisconsin law.

V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

1. **LAWS TO BE OBSERVED.** The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless

the City and its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by Contractor or its employees, subcontractors, or agents.

2. **CONTRACTOR RECORDS.** Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.
3. **PERMITS AND LICENSING.** The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.
4. **WORK SAFETY AND HEALTH.** The Contractor shall comply with all federal, state and local laws governing work safety and health and shall provide all safeguards, safety devices and protective equipment, and take any other needed actions as the Contractor or the City Engineer may determine reasonably necessary, to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
5. **RESPONSIBILITY FOR DAMAGE CLAIMS.** The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and

property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. **CONTRACTOR'S RESPONSIBILITY FOR WORK.** Until acceptance of the Work by the City Engineer, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Engineer.
7. **PERSONAL LIABILITY OF PUBLIC OFFICIALS.** In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.
8. **TERMINATION.** City or Contractor may terminate this Agreement at any time for any reason upon written notice to the other Party.

VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

VII. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Contractor's services, the Contractor may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing unless a longer period is agreed to by the parties or required by a court order.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

VIII. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:
City of De Pere
Attention:
925 South Sixth Street
De Pere, WI 54115

If to Contractor:
Greener Bay Compost LLC
Attention: Cory Groshek
Address: 1597 Forest Gln
Green Bay, WI 54304

IX. IMMUNITY

Nothing contained in this Agreement constitutes a waiver of any immunity available to the City under applicable law.

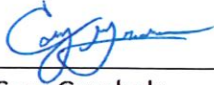
X. LEGAL COMPLIANCE

Contractor shall comply with all federal, state, and municipal laws and regulations and including without limitation the City's solid waste and recycling ordinance.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

GREENER BAY COMPOST LLC

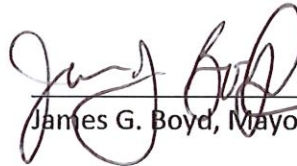
By:



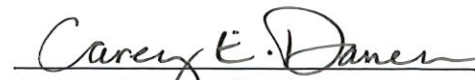
Cory Groshek

CITY OF DE PERE

By:



James G. Boyd, Mayor



Carey E. Daner, City Clerk

Approved as to Form:

City Attorney

J:\Law\Agreements\Contractor Agreement Greener Bay Compost LLC

Exhibit
A

Proposal to the City of De Pere for Food Scraps and Organics Recycling Program 2024

Dated January 16th, 2024

Greener Bay Compost (hereafter "GBC") hereby proposes the following to the City of De Pere (hereinafter "City"):

- That the City, up to a total amount of \$10,000.00, use GBC's existing Residential Compost Pickup Services (to include GBC's Every-Other-Week and Every-Four-Weeks variations of these services, as detailed at www.GBCompost.com/Residential).
- That actual service relative to the Program start no later than June 1st, 2024, and preferably no later than April 1st, 2024.
- That registration, through GBC's website (through an as-yet-unpublished webpage, such as www.GBCompost.com/DePere), may be completed for anyone interested in participating in the Program.
- That Program registration be opened to existing subscribers to Greener Bay Compost's Residential Compost Pickup Services who reside within the corporate limits of De Pere, at least one month prior to Program registration being opened to anyone else and that such subscribers be afforded the first opportunity to sign up for the Program, assuming they are deemed eligible to participate in it.
- That Program registration be opened to the general public one month following it being opened to the aforementioned existing Greener Bay Compost subscribers.
- That only verifiable De Pere residents living within the corporate limits of the City (to include any residents whose residences would normally be serviceable by GBC, including, but not necessarily limited to, single-family homes, duplexes, townhomes/townhouses, condominiums, and apartments with at least one private door leading directly outdoors) be eligible to participate in the Program.
- That GBC shall determine, after consultation with the City, which registrants are residents of the City and eligible to participate in the Program with respect to registrants proposed service locations.
- That the City be allowed to request, at any time, a list of registrants or program participants GBC has deemed eligible to participate in the Program and that GBC shall provide such a list to the City, via email, within 2-3 business days of the City's request.
- That all registrants deemed eligible to participate in the Program will be "onboarded"/invited/brought into the Program on a first-come, first-serve basis, with no preference given to any registrants, with the exception of existing Greener Bay Compost

subscribers deemed eligible to participate in the Program who successfully register for the Program prior to registration being opened to the general public.

- That any time GBC “onboards”/accepts a new Program participant into the Program, that said Participant will be added to a spreadsheet.
- That the above-mentioned spreadsheet be used by GBC and the City to determine at what point GBC is no longer able to accept any new Program participants.
- That GBC shall provide Compost Pickup Service to Program participants, including, but not necessarily limited to, the provision of GBC’s physical services (including Bucket Swaps/Compost Pickups), online and offline customer service, and record-keeping of the type that GBC routinely engages in.
- That GBC weigh all Program participants’ buckets individually, keep track of Program participants’ bucket weights on spreadsheets, keep track of the total poundage diverted from local landfills by all Program participants combined, and publish and provide the City with a copy of said total poundage on GBC’s Leaderboard (at www.GBCompost.com/Leaderboard), as a means of making the Program’s positive and measurable impact accessible/apparent to anyone interested in it.
- That the City pay all invoices submitted to it by GBC, relative to the Program, as soon as possible and no later than 30 days of the City’s receipt of said invoices.
- That neither GBC or the City be obligated, contractually or otherwise, to continue the Program once the above-mentioned \$10,000.00 (or as close to it as possible) has been paid by the City to GBC.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Teen Advisor Introduction

ATTACHMENTS:

- 2024 0910 CI_SC_Student (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Teen Advisor Introduction**

The intent of this discussion is to have the Commissioners introduce themselves to the new teen advisor, Anna Metzler, appointed to the Sustainability Commission. As part of the introductions, each Commissioner should provide a little background on themselves and what they are looking to accomplish while serving on the Sustainability Commission. The new teen advisor was appointed at the August 20, 2024 Common Council Meeting.

Anna Metzler

I'm interested in serving on the Sustainability Committee. I am going into my junior year at De Pere High School. I feel as though this would be a good opportunity for me to obtain more leadership skills as well as provide opportunity for service hours. I am planning to go to college for Business Administration and most organizations work with sustainable initiatives. This would provide me with experience for future job. I would be excited to learn more about what the City of De Pere's sustainable initiatives are and would hope to provide some suggestions from a teenager's perspective.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Consideration and possible action on Student Advisor Application Packet

ATTACHMENTS:

- 2024 0910 CI_SC_Student_Advisor_Packet_memo (PDF)
- 2024 0910 Student_Advisor_Packet (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Consideration and Action on Student Advisor Application Packet**

The September 19, 2023 Common Council meeting repealed and reenacted section 10-14 of the De Pere Municipal Code regarding the Sustainability Commission. With the new municipal code in affect, two Student Advisory seats were created. The selection process for these advisory members shall be formally approved by the Sustainability Commission. Final appointment of the Student Advisory seats is made by the Mayor of De Pere, subject to confirmation by the Common Council. Currently, prospective Student Advisors send the Mayor an email indicating their interest in filling the empty advisory seats.

For consideration and approval, staff created the attached Student Advisory Application packet to formalize the annual application process. This packet was constructed similar to the Teen Advisor application for the Board of Park Commissioners. Applications would be due annually, by the end of April for appointment by June 1 of each year. The term of the appointment for Student Advisors shall be one year and shall run from July 1 through June 30. Due to the current Student Advisory seat vacancy, interested applicants would be eligible for appointment for a yearlong duration, or until June 30th if they graduate high school, whichever comes first.

Recommendation

Staff recommends the approval of the Student Advisory Application packet.

Attachment

Student Advisor Packet

CITY OF DE PERE

Sustainability Commission

Student Advisory Position Packet



Pursuant to City of De Pere Municipal Code 10-14(c)(2), two advisory seats on the Sustainability Commission are created for persons of high school age. The selection process for such appointment shall be approved by the Sustainability Commission and ultimately appointed by the Mayor of De Pere. The persons appointed to the student advisory seats shall be non-voting members of the commission whose seats and presence shall not be counted for purposes of a quorum. The conditions of appointment shall be as follows:

1. The student advisory seats on the De Pere Sustainability Commission shall be open to persons of high school age who either reside or attend high school in the City of De Pere.
2. The term of the appointment shall be one year and shall run from July 1 through June 30.
3. All regular appointments shall be made by June 1 of each year by the Mayor of the City of De Pere. A special appointment may be made to finish the unexpired term or any vacated seat during the term.
4. Applications shall be on a form supplied by the Sustainability Commission Liaison and shall be submitted to the Liaison each year. After review, those persons who the Liaison deems qualified may be interviewed by the Mayor of De Pere or Liaison. Final recommendations for appointment shall be made to the Mayor of De Pere.
5. Appointees shall be available to attend regularly scheduled Sustainability Commission meetings held on the second Tuesday of the month at 5:30 PM. An agenda and packet of supporting information will be sent to all Commissioners and Student Advisors prior to the meeting. Student Advisors are expected to view the material prior to the meeting.

Sustainability Commission Student Advisory Position Roles and Responsibilities

- Attend meetings with regular consistency.
- Review meeting agenda packet prior to each meeting.
- Contact the City of De Pere Sustainability Commission Liaison via email (ckuffel@deperewi.gov) in the event you are unable to attend a meeting.
- Provide your own transportation to and from commission meeting locations.
- Participate in commission meetings.

Completed Student Advisory Position Applications can be returned for consideration to:

Municipal Service Center
Attn: Chase Kuffel
925 S. Sixth Street
De Pere, WI 54115

CITY OF DE PERE

Sustainability Commission

Student Advisory Position Packet



Student Advisory Program Application

Sustainability Commission

Application Deadline: April 30th, 2025

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Please complete the application below. Answers for the questions below shall be completed on a separate sheet and attached to the application form when submitted. If you have any questions, please contact Chase Kuffel, Assistant City Engineer, at 920-339-4072 extension 2239 (ckuffel@deperewi.gov). Selected applicants shall either be a resident of the City of De Pere or attend school at De Pere High School or West De Pere High School.

Please Indicate if you will be in high school for the 2024-2025 school year? YES _____ NO _____

Please answer the following questions on a separate sheet. Responses shall be approximately a paragraph in length:

1. Please explain your interest in joining the City of De Pere Sustainability Commission.
2. Please explain any extracurricular activities that you are involved in over the past two years.
3. Please identify two positive attributes about yourself and how they would benefit the Sustainability Commission.
4. Describe or identify your experiences, participation, and/or knowledge with regards to sustainability.
5. If you could place one item for consideration on the agenda for the sustainability commission, what would it be and why?

By signing below, I confirm that I have read the enclosed information describing the Student Advisory Position on the Sustainability Commission, as well as the roles and responsibilities of the position. If selected, I agree that I will perform to the best of my abilities in the role assigned as a Student Advisory Commission member.

Signature



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Consideration and possible action on Adopt-A-Drain Program

ATTACHMENTS:

- 2024 0910 CI_SC_AAD (PDF)
- Sept Farmers Booth Location map (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Consideration and Possible Action on Adopt-a-Drain Program**

The Adopt-a-Drain program that was proposed at the August 13 Sustainability Commission was approved by Common Council at their August 20, 2024 meeting. The intent of this item is to discuss the plan for the Adopt -a-Drain program moving forward and clarify what exhibits or handouts are needed at the September 19 Farmer's Market booth.





City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Consideration and possible action on Pollinator Gardens

ATTACHMENTS:

- 2024 0910 CI_SC_Orchards (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Consideration and Possible Action on Pollinator Gardens**

Staff met with The Plant Gal, to discuss pollinator gardens near the urban orchards at City of De Pere Parks: Voyageur Park, Braisher Park, VFW Park, and Samantha Park. In this discussion, it was determined that 10-foot wide gardens along the short side of the orchard would be sufficient to promote pollinators at these locations. It is estimated that the cost for the plants and planting at these four locations totaled to be approximately \$4,000. This estimate did not include any site clearing, tilling or preparation.

The next steps would be to discuss the plan to install pollinator gardens with the City of De Pere Parks, Recreation and Forestry Department and the City's Urban Orchard Committee. With their approval, staff can work to solicit three quotes for the installation of pollinator gardens at the City parks. Discussion with City staff will determine if site preparation needs to be included with the quotes or not.

Recommendation

Staff recommends meeting with the City Parks, Recreation and Forestry Department and Urban Orchard Committee to determine if the pollinator gardens would be feasible. If so, staff will generate a proposal and reach out to potential solicitors for pricing.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Discussion on August Farmer's Market

ATTACHMENTS:

- 2024 0910 CI_SC_August_Farmer's_Market (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Discussion on August Farmer's Market**

The intent of this item is to provide the Commission the opportunity to discuss their experience at the August 15, 2024 farmer's market booth.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Consideration and possible action on Sustainability Commission Subgroups

ATTACHMENTS:

- 2024 0910 CI_SC_Sub-Committees (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Consideration and Action on Sustainability Commission Subgroups**

Commissioner Black requested that the Sustainability Commission discuss the best practices for subgroups after discussion at the July Sustainability Commission meeting.

Background

At the March 12, 2024 Sustainability Commission meeting, staff was provided the following rosters for subgroups working on sustainable initiatives:

Clean Air Initiative:
Commissioner Black
Commissioner Henrigillis
Commissioner Slavin

Stormwater Initiative:
Commissioner Henrigillis
Commissioner Slavin

Clean Energy Initiative:
Alderperson Quigley
Commissioner Black
Commissioner Weber

Commissioners are discouraged from subgroups containing four or more commissioners as it would create a quorum. If a quorum is inadvertently created, the Commission risks violating Wisconsin Open Meetings Law. Wisconsin's Open Meetings Law is in place to promote openness in government and to provide Wisconsin citizens with an opportunity to observe and educate themselves about their government's operations.

Recommendation

From the City's standpoint, as long as a quorum is not initiated, there are no formal rules for a commission subgroup meeting. Staff recommends that subgroups take meeting minutes and share group meeting minutes with subgroup members who were unable to attend a given meeting. Discussion and/or action items will continue to be included in the Sustainability Commission agenda to discuss any new updates from staff or the subgroups on the active sustainable initiatives.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: September 10, 2024

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Discuss Clean Energy Workplan Updates

ATTACHMENTS:

- 2024 0910 CI_SC_Clean_Energy_Workplan (PDF)

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: September 10, 2024

RE: **Discuss Clean Energy Workplan Updates**

The intent of this item is to allow the Sustainability Commission the opportunity to discuss next steps and any updates pertaining to the Clean Energy Workplan.