



Sustainability Commission

Regular Meeting

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

Final 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	Alderperson	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

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