



Sustainability Commission

Regular Meeting

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

Final Minutes

Tuesday, August 8, 2023

5:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 5:30 PM by Alderperson John Quigley

Attendee Name	Title	Status	Arrived
Jayne Black	Commissioner	Present	
Cindy Champeau	Commissioner	Present	
Emily Henrigillis	Commissioner	Present	
Randall Lawton	Commissioner	Late	5:33 PM
Eric Rakers	City Engineer	Excused	
Nicole Slavin	Commissioner	Present	
John Quigley	Alderperson	Remote	

Scott Thoresen, Public Works Director

Betty Sellenheim, 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. Election of the Sustainability Commission Chairperson

Commissioner Henrigillis nominated Alderperson Quigley, seconded by Commissioner Slavin.

Alderperson Quigley accepted the nomination.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Emily Henrigillis, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Black, Champeau, Henrigillis, Slavin, Quigley
ABSENT:	Randall Lawton
EXCUSED:	Eric Rakers

2. Election of the Sustainability Commission Vice-Chairperson

Commissioner Black nominated herself for vice-chairperson, seconded by Commissioner Henrigillis. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jayne Black, Commissioner
SECONDER:	Emily Henrigillis, Commissioner
AYES:	Black, Champeau, Henrigillis, Slavin, Quigley
ABSENT:	Randall Lawton
EXCUSED:	Eric Rakers

3. Approval of the May 9, 2023 Sustainability Commission Meeting Minutes.

Commissioner Henrigillis moved to approve the May 9, 2023 Sustainability Commission Meeting minutes, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Emily Henrigillis, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Black, Champeau, Henrigillis, Lawton, Slavin, Quigley
EXCUSED:	Eric Rakers

4. Approval of the July 11, 2023 Sustainability Commission Meeting Minutes

Alderperson Quigley moved to approve the July 11, 2023 Sustainability Commission Meeting minutes, seconded by Commissioner Henrigillis. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Emily Henrigillis, Commissioner
AYES:	Black, Champeau, Henrigillis, Lawton, Slavin, Quigley
EXCUSED:	Eric Rakers

5. Consideration and possible action on 2024 Sustainability Project Funding

Scott Thoresen, Public Works Director, outlined the funding staff has proposed for the 2024 budget. These funds include monies for printing and mailing, rain barrels, native plants/seeds for farmers market, conference and seminar attendance, and Greener Bay Compost subsidy. Mr. Thoresen explained the budget approval process.

Commissioner Black requested staff add \$1500 for indoor/outdoor air quality sensors to be installed in a few schools. Commissioner Black explained the importance of her request and how it would tie in with the Clean Air Initiative. Betty Sellenheim, Recording Secretary, asked if the sensors were self-monitored or if they required a subscription service. Commissioner Black stated they are self-monitored with the options to download the data collected. Commissioner Black further explained some of the options and features of different sensors. Mr. Thoresen stated that the Council may be reluctant to approve since the schools could fund this purchase, but agreed to add this item to the proposed budget. Commissioner Black stated that she viewed the initial purchase as a pilot program and if it worked well and the schools saw it was beneficial, then the schools could invest in additional monitors in the future. Commissioner Lawton expressed concerns over the knowledge/education gap between purchasing the equipment and utilizing it to analyze the data and make change. Commissioner Black added that the Environmental Protection Agency (EPA) offers a toolkit for teachers for air quality in classrooms that can be used in conjunction with the sensors to experiment with different

habits to improve the air quality including opening windows, changing cleaning chemicals, etc. Mr. Thoresen stated if the funding is approved in the 2024 budget for the purchase of air quality sensors, that the pilot program will need to be further researched and finalized to possibly move forward to having air quality sensors in more schools. Commissioner Lawton asked what materials or pollutants would be measured by the sensors. Commissioner Black stated that would depend on the device selected and each one measures multiple conditions including humidity, smoke particles, allergens, and chemicals. Commissioner Black added that an air purifier is suggested by the EPA to be added to classrooms that experience issues with air quality. Commissioner Slavin stated that connecting with the schools and creating a network with the teachers who have the sensors will be a huge part of the pilot program for proper monitoring of the data and moving the program forward into the future along with the partnership it can form with the clean air initiative.

All commission members were in favor of the proposed budget with the additional request from Commissioner Black for air quality sensors.

RESULT:	NO ACTION
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6. Discuss Clean Air Initiative Work Plan

Scott Thoresen, Public Works Director, referred to the subcommittee working group to further explain the work they have been doing on the Clean Air Initiative. Commissioner Black outlined the work the subcommittee had concentrated on and asked staff to read through the updated email of bullet points for staff and commission members to work on. The bullet points discussed were as follows:

1. Use the hashtags and names that were submitted by the group and choose one so that the social media/website person can get to work on it. Staff asked for exact verbiage from Commission members for social media and website posts. Commissioner Slavin offered to email the original mission statement to use for an initial post and webpage message.
2. Webpage/website for the no idling campaign with the links provided re: EPA's no idling campaign. Commissioner Black stated that the subcommittee would like to see EPA information rebranded for City of De Pere and added to the webpage for the Clean Air Initiative.
3. Press release on Awareness campaign. Mr. Thoresen asked for a press release to be written by the subgroup and review by the entire commission and offered to make contact with news outlets for interviews. Commissioner Henrigillis offered to draft the press release; Commissioner Black agreed to do interviews.
4. 1 or 2 signs made up branded with the City of De Pere logo and campaign name. Mr. Thoresen asked the commission members to design a sign and staff would work internally to get it printed. Commissioner Champeau recalled a logo that had been previously discussed for the Commission. Mr. Thoresen stated as a representative body of the City, the City logo would be used. Betty Sellenheim, Recording Secretary, stated there had been a few design ideas discussed during early stages for key chains or bumper stickers and asked if that was the logo Commissioner Champeau was referring to. Commissioner Champeau stated that was the one she was remembering. Commissioner Henrigillis outlined the design idea for the sign and offered to draft design options for the Commission to review. Mr. Thoresen asked for clarification about the type of sign requested. Commissioner Black explained the current intent of a temporary sign to have out during outreach events. Ms. Sellenheim offered to check with staff to see if sign laminate could be made internally and stuck onto old No Mow May signs not in use.

5. City of De Pere branded flyer for campaign. Mr. Thoresen explained that staff can print flyers, but the Commission should design it. Commissioner Black stated the flyer should be simple, likely replicate the sign and have the QR code available to scan, which directs the user to the Clean Air Initiative on the City webpage. Commissioner Black stated the flyers would be reused, rather than handed out to drivers. Ms. Sellenheim suggested printing half sheet sized versions of the sign and laminating for longevity.
6. Letter for superintendents/principals at each school and to be included in the first newsletter to parents. Commissioner Black offered to write the letter for the schools, utilizing the original mission statement from Commissioner Slavin. Mr. Thoresen asked when the first newsletter would be issued from the school. Commissioner Henrigillis stated it would be in September. Commissioner Black asked the process of getting the letter approved. Mr. Thoresen explained that Commissioner Black should send it to staff and staff would distribute to the Commission to provide comments. Once the comments were reviewed, the letter would be approved for use. Mr. Thoresen asked if the Commission planned to meet with or reach out to each principal to discuss the Clean Air Initiative and highly suggested it if it was not part of the plan. Commissioner Slavin agreed with setting up a meeting to discuss with each principal to act on the Clean Air Initiative at each school. Commissioner Black offered to create a contact list of principals for each school and reach out to schedule meetings.
7. Create an awareness video. Mr. Thoresen offered to have staff reach out to the internal video production specialist to schedule a time to record this awareness video. Mr. Thoresen challenged Alderperson Quigley to have the Commission work as a segment on Mayor's Corner. Alderperson Quigley accepted and stated he would work with the Mayor on it.
8. Schedule the first awareness day after school during pickups at East De Pere High School with the Clean and Green Club. Commissioner Black offered to work with other schools for awareness days. Mr. Thoresen stated it would be a good idea to include other schools to cover all the districts. Alderperson Quigley stated he would like to see the campaign spread more into the lower grades. Many high school aged students have cars and are more interested in driving, than idling; while many parents of younger aged students are waiting at schools 10-15 minutes before school lets out. Commissioner Henrigillis stated her intent to talk with parents waiting for students at pickup time. Commissioner Slavin stated the importance of targeting all ages.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Commissioner Henrigillis requested discussion on storm drain murals-through schools or business sponsors.

Scott Thoresen, Public Works Director, stated he would be bringing the following items to a future meeting: Commission Ordinance revisions and Budget updates.

Commissioner Slavin requested discussion of what it takes to get a green roof started at schools and other buildings including possible partnerships, cost, benefits, etc.

Mr. Thoresen offered to have a green roof tour to start the September meeting.

Alderperson Quigley suggested shooting a short video of the Commission on the green roof and have interested public members reach out to the Commission members to schedule time with staff for tours.

V. Adjournment

Commissioner Lawton moved to adjourn the meeting at 6:32 PM, seconded by Commissioner Black. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim