



Sustainability Commission

Regular Meeting

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

Final Minutes

Tuesday, July 9, 2024

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	
Emily Henrigillis	Commissioner	Excused	
Randall Lawton	Commissioner	Excused	
Nicole Slavin	Commissioner	Present	
Carmen Van Schyndel	Commissioner	Present	
Rachel Weber	Commissioner	Excused	
John Quigley	Alderperson	Present	
Hope Dragseth	Teen Advisor	Late	5:31 PM

Others present:

Chase Kuffel, Assistant City Engineer

Betty Marovich, 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. Consideration and possible action on election of Chairperson

Alderperson Quigley reminded the Commission that a new chairperson is nominated annually. Alderperson Quigley added that he has been the chairperson for the past two years and would gladly hand over the position. Alderperson Quigley outlined a few key responsibilities of being chairperson.

Alderperson Quigley nominated Commissioner Black. Commissioner Black accepted the nomination. Upon vote, the motion passed unanimously.

Commissioner Black took over as Chairperson for the remainder of the meeting.

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

2. Consideration and possible action on election of Vice Chairperson

Alderperson Quigley nominated himself for Vice Chairperson. Upon vote, the motion passed unanimously.

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

3. Approval of the April 9, 2024 Sustainability Commission Meeting Minutes
- Alderperson Quigley moved to approve the April 9, 2024 Sustainability Commission Meeting Minutes, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

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

4. Update on Partnership with Greener Bay Compost
- Chase Kuffel, Assistant City Engineer, provided an update on the first couple months of the public/private partnership with Greener Bay Compost. Mr. Kuffel included the number of participants, amount of City covered registration fees, and amount of diverted waste in his update. Mr. Kuffel explained that there was still capacity to onboard new participants into the program.
- Commissioner Van Schyndel asked how the potential capacity was calculated. Mr. Kuffel explained that he extrapolated based on the current percentages of individuals utilizing each level of the program. Mr. Kuffel added that individuals have been more commonly registering for the services offered every other week rather than every four weeks. Mr. Kuffel stated that since the every other week program is more expensive, the capacity would change to reflect a larger portion of the budget being utilized by each participant for the remainder of 2024. Commissioner Black asked if the City posted a monthly update on social media. Mr. Kuffel stated that Greener Bay Compost posts updates on their Facebook page and stated that the City shares his post. Alderperson Quigley reminded the Commission that Food Waste Recycling/Composting is the theme for the July Farmers Market Booth. Mr. Kuffel stated that staff has been working with Cory, owner of Greener Bay Compost, and added that Cory plans to be present at the Farmers Market event. Commissioner Van Schyndel asked if the new pricing structure from Greener Bay Compost would impact the forecasted capacity. Mr. Kuffel stated that the numbers could still double and be within budget, but plans to meet internally with the Director of Public Works and City Attorney. Mr. Kuffel stated how much the City would reimburse per participant based on the new pricing. Commissioner Black asked if residents would be able to sign-up for services at the Farmers Market. Mr. Kuffel explained that the sign-up link would be provided at the booth.

RESULT:	DISCUSSED
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5. Discuss Clean Energy Workplan Updates
- Chase Kuffel, Assistant City Engineer, explained that 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. Mr. Kuffel explained that the clean energy

workplan is an overall plan for moving the City towards sustainability, reducing energy load, and ties in with the Green Tier Legacy Community status with the Wisconsin DNR.

Aldersperson Quigley stated that he did not have anything new to add since the last meeting. Advisor Dragseth asked if the subgroup had connected with the City about partnering with a group that searches for and assists with grants. Aldersperson Quigley and Mr. Kuffel stated that there had not been any contact regarding this subject. Commissioner Black requested a review of the action items. Mr. Kuffel explained that the most crucial action item is to establish a budget item for 2025 to retain a consulting firm. Advisor Dragseth stated that City of Green Bay used the PCS Energy and Innovation Grant and matching funds to complete their plan. Mr. Kuffel added that on top of the grant and matching funds, there was considerable staff time associated with their plan.

RESULT:	DISCUSSED
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6. Clean Air Initiative Update

Chase Kuffel, Assistant City Engineer, explained that 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 due to the recent carbon monoxide leak within the Crandon School District, the Commission has recently pivoted from providing air monitors to less expensive carbon monoxide monitors within the classroom. Mr. Kuffel stated that he believes there is legislature in the works to mandate carbon monoxide monitors in schools. Mr. Kuffel added that prior to approaching the school districts and purchasing monitors, the Sustainability Commission will need to draft a policy for any purchased monitor for review and approval.

Commissioner Van Schyndel asked if the Commission knew that the De Pere schools did not presently have carbon monoxide monitors. Commissioner Black stated that there is no law requiring it, so the Commission has assumed that they do not have carbon monoxide monitors presently. Commissioner Van Schyndel suggested asking the schools if they have monitors present in classrooms. Commissioner Black stated that meeting with the school superintendents was step one in the proposed plan, which could include a conversation on whether any classrooms currently have monitors. Mr. Kuffel stated that the proposed policy will be included on the next agenda and stated staff could reach out to the superintendents and ask about monitors that may be present in the schools.

RESULT:	DISCUSSED
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7. Storm Water Art Discussion

Chase Kuffel, Assistant City Engineer, explained that the intent of this item is to provide the Sustainability Commission with the opportunity to discuss the upcoming adopt a drain and educational outreach plans. Commissioner Henrigillis has created some templates, which were included in the packet, for a potential sticker that could be placed at inlets to better educate the public of our storm water and where the water is discharged. Staff would need to review the proposed plan with the City's Legal Department for any impacts to the public right-of-way to verify if there are any "attractive nuisance" concerns.

Commissioner Van Schyndel questioned if there was any way to know or prevent these proposed stickers from coming off and accidentally going down the storm drain. Mr. Kuffel stated that was a good point and added that snow removal adds another chance for the stickers to get damaged or removed. Commissioner Van Schyndel added that it would be important to know the adhesive variety and a maintenance plan if they start to fail. Commissioner Black suggested a decal or stencil, rather than a sticker. Mr. Kuffel explained the main focus of the program would be a public sign-up for residents to clean drains near their properties. Mr. Kuffel added that residents who adopt drains could document how much debris was removed from the drain and prevented from flowing to the local waterways. Commissioner Slavin suggested publishing a social media post that could be used to gauge interest in this program and obtain a pilot group. Commissioner Van Schyndel suggested highlighting the program at well established events, such as Neighborhood Night Out. Mr. Kuffel stated that Night Out was offered through the Police Department and would require their buy-in to be able to offer it as part of that event but would be a potential option. Commissioner Van Schyndel asked if there is a particular time of the year that the storm drains need the most attention. Mr. Kuffel stated that the fall is the worst with the dropping leaves. Mr. Kuffel added that the Public Works Department has some pre-made social media content that gets posted throughout the year regarding stormwater awareness. Commissioner Black stated her support of the program and suggested having a sign for the adopted drain or a decal for in the window of the home by the adopted drain.

RESULT:	DISCUSSED
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8. Update on Urban Orchards Discussion

Chase Kuffel, Assistant City Engineer, explained that Selena Darrow of Rooted In, Inc. was able to meet with the City of De Pere City Forester and Health Director on April 4th. Mr. Kuffel explained that the email from Selena included in the packet outlines her discussion with City Staff and requests to the Sustainability Commission moving forward. The requests include allocating funds for spraying the trees, mulching trees, pruning trees, creating signs for the orchards, allocating funds for pollinator gardens, and installing fence to prevent deer from damaging the trees. Mr. Kuffel stated that staff has reached out to the Urban Orchard Committee to determine the next steps for Rooted In to be brought on as a partner with the City's Urban Orchards moving forward. Mr. Kuffel added that since Selena's meeting with staff, signs have been installed at each of the orchards. Mr. Kuffel added that the Commission has a \$10,000 budget that could be used towards installation of pollinator gardens at the orchards. Mr. Kuffel questioned the ability to use commission designated funds on City lands. Betty Marovich, Recording Secretary, stated that she believed the funds could be used at City owned properties like parks, but not at City building locations. Mr. Kuffel added that Commissioner Black shared a news article regarding expansion of the orchards at Voyageur and Braisher Parks. Mr. Kuffel added that he has asked to be a member of the Urban Orchards team in order to better share their work with the Commission.

Alderperson Quigley asked to verify that the \$10,000 budget was separate from the budget for the Food Waste Recycling Partnership Program. Mr. Kuffel stated they were two separate \$10,000 budgets. Advisor Dragseth asked if the gardens would be installed this year or next. Mr. Kuffel stated because of how the budget works, it would preferably be done this year if the Commission chose to use the budget for this project. Commissioner Slavin commented that there are good options for fall plantings and that

the pollinator gardens would be a good fit as part of the pollinator education plan that will be discussed next. Commissioner Black stated her support of the installation of pollinator gardens at the urban orchards. Ms. Marovich added that while each orchard had a sign installed, there have been further discussions of adding signs that highlight the group or organization that maintains each orchard.

RESULT:	DISCUSSED
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9. Pollinator Education Plan Discussion

Chase Kuffel, Assistant City Engineer, explained that as part of the discussion to discontinue No Mow May, the Sustainability Commission indicated that an educational campaign should be created to continue to promote pollinators and the new natural landscaping ordinance. To start off this educational campaign, Mayor Boyd has issued a proclamation declaring June 17-23 City Pollinator Week. Additionally, the Sustainability Commission highlighted pollinators at the June 20 Farmer's Market. The intent of this item is to allow the Commission to discuss the pollinator educational campaign moving forward. Mr. Kuffel reminded the Commission that there is a \$10,000 budget for community sustainability initiatives. This money could be used to plan, install and maintain natural landscapes at the City's urban orchards to promote pollinators, or to hire a speaker to hold an educational talk or seminar open to the public regarding pollinators.

Commissioner Slavin asked if there was an easy way to identify available locations for planting. Mr. Kuffel offered to assemble aerial maps of the urban orchards for the next meeting. Commissioner Black commented that the orchard at Westwood has a pollinator garden if members wanted to visit and see that location.

RESULT:	DISCUSSED
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10. City Pollinator Week Proclamation

Chase Kuffel, Assistant City Engineer, stated that at the June 4, 2024 Common Council Meeting, Mayor Boyd issued the attached proclamation declaring that June 17-23 be proclaimed as City Pollinator Week. Betty Marovich, Recording Secretary, stated the signed proclamation is available on the Sustainability Commission webpage along with a clip of the Mayor reading the proclamation at Common Council.

RESULT:	DISCUSSED
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11. Farmer's Market Sign-up Discussion

Betty Marovich, Recording Secretary, stated there were two openings for Farmers Market Booth. Both openings are the later shift from 5:30 PM to 8:00 PM on July 18 and August 15.

RESULT:	DISCUSSED
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12. Current Sustainable Project

Chase Kuffel, Assistant City Engineer, outlined the Engineering road construction project happening on Lawrence Drive. Mr. Kuffel explained that the project will reduce the four lane roadway to two lanes with a middle turn lane and bike lanes. Mr. Kuffel added that a pedestrian island along with rapid rectangular flashing beacons (RRFB) were being added at the crosswalk to the Preserve Trail.

Commissioner Slavin suggested highlighting the improvements on social media including the use of the RRFB and/or bike lanes.

RESULT: DISCUSSED

13. Approval of the June 11, 2024 Sustainability Commission Meeting Minutes

Commissioner Slavin moved to approve the June 11, 2024 Sustainability Commission Meeting Minutes, seconded by Alderperson Quigley. Upon vote, the motion passed unanimously.

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

14. Commission Member Introductions

Chase Kuffel, Assistant City Engineer, stated that the intent of this agenda item was to allow the new Sustainability Commission member to introduce herself. All Commission members and staff introduced themselves and their interest in Sustainability.

RESULT: DISCUSSED

15. Discussion on June Farmer's Market Booth

Betty Marovich, Recording Secretary, shared how the June Farmers Market Booth went and what the Commission offered at the event to draw in visitors. Advisor Dragseth added how important she believed the interactive components were for bringing people into the booth and engaging them for conversation. Commissioner Black added that she believed that event was busier than others she has attended in the past and that offering things for the children to do allows for conversations with the parents.

RESULT: DISCUSSED

16. Student Advisor Vacancies

Chase Kuffel, Assistant City Engineer, stated that Advisor Dragseth will be leaving the Commission following this meeting and stated that the Mayor had one potential incoming Advisor, but one vacancy still remained. Mr. Kuffel stated that potential advisors can be directed to himself to be forwarded to the Mayor for consideration and appointment. Commission members thanked Hope for her service to the commission and community.

RESULT: DISCUSSED

IV. Future Agenda Items

Chase Kuffel, Assistant City Engineer, stated he will bring forward the work Engineering is doing to curb Inflow & Infiltration as the next sustainable project the City is undertaking. Alderperson Quigley asked that Commission members brainstorm ideas for using the budgeted funds for sustainable community projects and bring that information to the next meeting.

V. Adjournment

Commissioner Slavin moved to adjourn the meeting at 6:14 PM, seconded by Alderperson Quigley. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich