



# Sustainability Commission

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

## Agenda

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**Tuesday, March 11, 2025**

**5:30 PM**

**Council Chambers and Virtual**

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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 **March 11, 2025 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 TV throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.***

- I. Call to Order
  - 1. Roll Call
- II. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. §6-3(f) DPMC
- III. Items
  - 1. Approval of the January 14, 2025 Sustainability Commission Meeting Minutes
  - 2. Discussion on 2025 Sustainability Commission Budget
  - 3. Discussion on Draft Pollinator Garden Request For Proposal (RFP)
  - 4. Discussion on Prioritizing Sustainable Initiatives

5. Consideration and possible action on 2025 Farmers Market Booth\*
6. Consideration and Possible Action on Sustainability Commission Subgroup Rules

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.

Agenda Sent To:

Alderspersons

City Manager

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



## City of De Pere, Wisconsin

III.1

### **Request for Sustainability Commission Action**

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|                            |                                                                            |
|----------------------------|----------------------------------------------------------------------------|
| <b>MEETING DATE:</b>       | March 11, 2025                                                             |
| <b>DEPARTMENT:</b>         | Public Works                                                               |
| <b>FROM:</b>               | Betty Marovich, Administrative Assistant                                   |
| <b>SUBJECT:</b>            | Approval of the January 14, 2025 Sustainability Commission Meeting Minutes |
| <b>RECOMMENDED ACTION:</b> | Approve the January 14, 2025 Sustainability Commission Meeting Minutes     |

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**ATTACHMENTS:**  
2025 0114 Sustainability Comm\_Minutes



# Sustainability Commission

## Regular Meeting

### Minutes

335 South Broadway  
De Pere, WI 54115  
[www.deperewi.gov](http://www.deperewi.gov)

Tuesday, January 14, 2025

5:30 PM

City Hall, Council Chambers 335 S.  
Broadway, De Pere, WI 54115

#### I. Call to Order

##### 1. Roll Call

The meeting was called to order at 5:31 PM by Vice Chairperson Alderperson John Quigley.

**Remote:** Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber, John Quigley, Anna Metzler

**Absent:**

**Excused:** Jayne Black, Nicole Slavin

#### II. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. §6-3(f) DPMC

None

#### III. Items

##### 1. Approval of the November 12, 2024 Sustainability Commission Meeting Minutes

Commissioner Henrigillis moved to approve the November 12, 2024 Sustainability Commission Meeting Minutes, seconded by Commissioner Lawton. Upon vote, the motion passed unanimously with roll call vote.

|                  |                                                                                    |
|------------------|------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed (UNANIMOUS)</b>                                                          |
| <b>MOVER:</b>    | Emily Henrigillis                                                                  |
| <b>SECONDER:</b> | Randall Lawton                                                                     |
| <b>AYES:</b>     | Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber, John Quigley |
| <b>EXCUSED:</b>  | Jayne Black, Nicole Slavin                                                         |

##### 2. Update on Composting Reimbursement Programs

Chase Kuffel, Assistant City Engineer, explained that the City of De Pere's partnership with Greener Bay Compost, LLC ended in 2024. Mr. Kuffel stated that participation dropped to 62 participants by the end of the year. Mr. Kuffel shared that participants diverted almost 6.5 tons of food scraps from the landfill during the partnership in 2024 of which the City subsidized a cost of \$5,791.50. Mr. Kuffel added that it would have cost the City \$347.42 in tipping fees at the landfill for that same 6.5 tons. Mr. Kuffel explained that with the end of the partnership with Greener Bay Compost, the City is partnering directly with the residents for reimbursement. Staff has heard from 23 participants to sign up for reimbursement for 2025, which equates to approximately \$3,000 of the budgeted funds for reimbursement. Mr. Kuffel stated that he expects participation to drop with residents being forced to do the work to be reimbursed. Mr. Kuffel added that he plans to carry over the remaining budget from 2024 as a buffer for the 2025

budget should participation spike.

Commissioner Weber commented on the use of the term subsidizing and stated it had been a concern during the integration of the partnership. Mr. Kuffel explained that as part of the partnership it was not to be used but as a City led program, it can be considered subsidizing. Mr. Kuffel asked commission members if their participation can be carried through the year for reimbursement tracking. Mr. Kuffel stated that only one commission member had reached out to staff to be included. Commissioner Van Schyndel asked if additional actions had been taken to increase the number of participants that reached out for inclusion in reimbursement, since there was not a large turnout from the initial letter. Mr. Kuffel stated that staff plans to contact participants in March reminding to turn in invoices for reimbursement and offered to send an additional letter if the Commission wished. Betty Marovich, Recording Secretary, added that staff will plan to post to social media to remind participants to turn in invoices for reimbursement. Mr. Kuffel added that Greener Bay Compost invoices also have a disclaimer to reach out to staff for reimbursement. Commissioner Van Schyndel asked if staff knew why the numbers dropped from July to December. Mr. Kuffel explained that it was dropping some customers and adding others, but added that in July the fees increased and in December participants were notified that they would be billed the full amount and have to request reimbursement from the City. Commissioner Van Schyndel asked if an update would be included in the April agenda. Mr. Kuffel explained that it would likely be May following reimbursement checks being issued and then quarterly following each reimbursement.

Discussion only. No action necessary.

### 3. Discuss Plan for Addressing the Alignment of the De Pere Sustainability Commission's Activities with Its Ordinance

Chase Kuffel, Assistant City Engineer, deferred to Commissioner Van Schyndel who recently met with a member of the Green Bay Sustainability Commission. During their meeting, they discussed how to ensure that the commission's activities can make the biggest impact as a collective group. Included in the packet is a copy of the Municipal Code Section 10-10 and draft plan for addressing the alignment of the Commission's activities with the municipal code.

Commissioner Van Schyndel shared that she had connected with an individual from the Green Bay Sustainability Commission and was able to sit down and learn how their commission is ensuring the biggest impact as a Commission, understanding that staff time is limited and Commissioner members have priorities outside the Commission. Commissioner Van Schyndel further explained that the draft plan for addressing the alignment of Commission activities that was provided in the agenda packet was a starting point of a guideline for evaluating what initiatives the Commission says yes to, how budget is allocated, roles of members, and how progress is measured.

Commissioner Weber asked for clarification on the purpose and authority of an ordinance and how it differs from the Municipal Code. Mr. Kuffel explained that an ordinance is a policy or rule for the City (staff and residents), adopted by Common Council. Once the ordinance is adopted by Common Council, the Municipal Code is updated to reflect the change. Alderperson Quigley added that ordinances can be enforced. Commissioner Weber asked if an ordinance would be temporary in nature. Mr. Kuffel explained that temporary changes are more often resolutions, which are more broad in nature.

Commissioner Van Schyndel stated she had been unclear about the differences between code and ordinance and during her meeting with the Green Bay Sustainability Commission member had been pointed to their ordinance which outlined why their Commission was created and what it is supposed to do. Commissioner Van Schyndel stated she is unsure how to evaluate the projects and ideas of the Commission to make sure they are aligned with the responsibilities and duties of the Commission. Commissioner Van Schyndel stated that Green Bay creates a matrices that evaluates how project align with their ordinance, whether the necessary individuals are available to work on the project, and whether a budget is available for the project. Through the matrices the project are able to be compared/ranked for

biggest impact. Alderperson Quigley spoke in favor of establishing a process to evaluate projects and their worthiness of continued work and effort. Alderperson Quigley added that when the Commission sees turnover and new members join, some frustration exists when the new individuals are not seeing action or enough progress on initiatives they feel strongly about or continued actions on initiatives that were brought forward from past members. Alderperson Quigley added that having a matrices to compare the initiatives could help reduce the frustration by showing how the projects were ranked/compared and allow the Commission to evaluate progress periodically. Commissioner Van Schyndel agreed with Alderperson Quigley's statements and added that it gives the Commission grounds for scrapping an initiative that no longer fits priorities or redirect a project to better align with the priorities. Commissioner Van Schyndel added that establishing a matrices could help distinguish areas of the ordinance that are not getting the proper attention. Commissioner Lawton shared the importance of learning and expanding knowledge on the Commission, including new sustainable practices and learning from the successes and failures of others. Commissioner Lawton suggested adding a probability of success or outcome/impact to the matrices for evaluation. Commissioner Lawton suggested revisiting the original City Green Tier Legacy Program Spreadsheet for ideas of initiatives that had DNR backing. Mr. Kuffel asked if the probability of success has a metric or if it is subjective. Commissioner Lawton stated that his experience with a probability of success had been qualitative measure of likelihood of success. Commissioner Van Schyndel stated that the matrix they are discussing would be a combination of objective and subjective considerations about initiatives to determine how each fits towards the goals and responsibilities of the Commission. Commissioner Weber asked if the matrix would be weighted. Commissioner Van Schyndel stated there are instances where weighted is appropriate and others where it would not be weighted. Commissioner Lawton stated that scenario methodology could be appropriate for what the Commission is doing. Commissioner Van Schyndel asked if the Commission had a work plan that was built off the ordinance. Alderperson Quigley stated that a workplan did not exist outside the duties and responsibilities laid out in the ordinance. Alderperson Quigley stated that the Commission has been using the agenda to discuss complex items to try and keep them moving forward and having this discussion is important to decide if there is a better path moving forward. Commissioner Weber commented that it is an appropriate time to be discussing this system since there are many new Commission members and some initiatives have been taken over from past members that are no longer active. Commissioner Weber supported the steps proposed in the draft plan and shared concerns about implementing based on the time between meetings. Commissioner Van Schyndel shared her ideas of how this draft plan could lead to a work plan that allows the group to create initiatives that align with the ordinance. Mr. Kuffel suggested having an agenda item once or twice a year that would review the current initiatives and discuss whether they were still aligned with the goals and purpose of the Commission. Mr. Kuffel offered to prepare this for the March meeting. Commissioner Van Schyndel supported that process, stating it would allow all present members to have a say on each initiative. Commissioner Weber stated she would like to see the Commission take a meeting to create the matrix for evaluating the initiatives and then use the following meetings to evaluate a few initiatives against the matrix. Commissioner Van Schyndel suggested reviewing the ordinance and creating the matrix/template for evaluation at the next meeting. Mr. Kuffel suggested focusing on section E of the ordinance regarding the powers and duties of the Commission. Commissioner Lawton asked if Commissioner Van Schyndel had received work plans for Green Bay. Commissioner Van Schyndel stated she had gotten the work plan from Green Bay and would send it to staff for inclusion. Alderperson Quigley asked how often Green Bay evaluated their initiatives. Commissioner Van Schyndel stated that it sounded like they review them every meeting, with the subgroup for each project sharing their current progress compared to the evaluation matrix. Commissioner Van Schyndel offered to reach out to Green Bay and see if they have an evaluation framework they could share. Alderperson Quigley offered to review past meetings to find any past discussions that relate to this topic. Commissioner Weber asked if during this review process, if some current initiatives could be dropped. Alderperson Quigley stated that it would be within the power of the Commission to edit the initiatives being focused on.

Discussion only. No action necessary.

#### 4. Discuss Clean Air Initiative Updates

Chase Kuffel, Assistant City Engineer, stated the intent of this item is to allow for discussion on next steps, any updates pertaining to the clean air initiative, observations, and feedback from our commissioners. Mr. Kuffel added that staff has investigated a few options for spreading the word on the Clean Air Initiative outside of the schools including promotional materials (pens, notepads, etc) and educational banner over Reid Street. Mr. Kuffel shared that his communication with the school districts has diminished and is not getting the feedback needed to move forward further with CO detectors.

Betty Marovich, Administrative Assistant/Recording Secretary, stated that at one of the last meetings, the Commission had discussed a few alternatives for getting the word out about the Clean Air Initiative outside of the school environment. Ms. Marovich shared that one option, outside having printed materials at grocery stores or parks or having the Health Department post on social media, would be to purchase a banner for over Reid Street. Ms. Marovich shared that the cost for installation would be waived and the Commission would need to fund the cost of the banner. Ms. Marovich shared costs for a banner and other promotional materials. Commissioner Henrigillis liked the idea of having a branded keychain for the clean air initiative. Mr. Kuffel stated that the promotional materials and banner would not need to be exclusive to the clean air initiative and could be made for any initiative the Commission prioritizes. Commissioner Van Schyndel shared concerns over the promotional materials without a specific purpose, but supported the banner idea. Commissioner Van Schyndel asked how much is budgeted for these types of materials. Mr. Kuffel shared that there is a \$1,500 budget for clean air/CO monitors in 2024, along with \$10,000 for sustainable initiatives. Mr. Kuffel stated that he replicated those numbers for 2025 budgeted and will be requesting to carry-over unused budget from 2024. Mr. Kuffel added that the sustainable initiatives budget was slotted for pollinator gardens at the urban orchards, which staff would be discussing later in the meeting. Alderperson Quigley supported the Commission working outside the school to push this initiative forward and asked if Commissioners had a direction they wished to work based on the previous suggestions. Mr. Kuffel suggested waiting until current initiatives have been evaluated before making decisions for purchasing materials/banners or reaching out to other organizations or businesses. Commissioner Weber commented that she still intends to bring this initiative forward to a PTO meeting.

Discussion only. No action necessary.

#### 5. Discuss Clean Energy Workplan Updates

Chase Kuffel, Assistant City Engineer, stated 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.

Alderperson Quigley stated that he did not have any update to share. Commissioner Weber stated she did not have an update and added that the new evaluation tool may help direct this project moving forward.

Discussion only. No action necessary.

#### 6. Discuss how the City of De Pere Sustainability Commission can support green initiatives during 2025 NFL Draft

Chase Kuffel, Assistant City Engineer, stated that Commissioner Black wished to discuss how the De Pere Sustainability Commission can support green initiatives during the NFL Draft. Mr. Kuffel stated that even though Commissioner Black is not in attendance, he wished to discuss this item including the City's position in regards to the Draft. Mr. Kuffel stated that Commissioner Black had provided an outline from the Green Bay Sustainability Commission of their recommendations for City sponsored events during Draft Week. Mr. Kuffel shared that the City of De Pere is separate from the Draft and Green Bay and clarified that the Draft is run by the NFL and Green Bay is still taking direction from them to support this event. Mr. Kuffel shared that the City may be asked to provide police force and/or

barricades, but otherwise is separate from the event. Mr. Kuffel added that the City of De Pere is promoting themselves as being open, allowing construction and utility work. Mr. Kuffel stated that he was not aware of any City of De Pere sponsored events taking place during Draft Week that the Commission could tie on to. Mr. Kuffel stated that the De Pere Sustainability Commission could try to partner with Green Bay Sustainability Commission, but did not suggest it. Mr. Kuffel highlighted key points on the recommendations from the Green Bay Sustainability Commission for City of Green Bay sponsored events during Draft Week.

Alderperson Quigley suggested offering to volunteer at events being supported by Green Bay Sustainability Commission. Commissioner Weber suggested having a booth during the event. Commissioner Weber questioned the likelihood of the Green Bay recommendations being followed for events. Commissioner Van Schyndel shared what she has heard from individuals attempting to engage during Draft Week and added that she feels that Green Bay has issued guidelines in the hope that some get followed to make it a bit more green than it had been without them. Mr. Kuffel reiterated that the guidelines are tied only to City of Green Bay sponsored events and not NFL or private businesses. Commissioner Van Schydel suggested offering support for City of De Pere events that may be happening during that time due to the increased visitors to the area. Mr. Kuffel stated that with the next meeting being in March, to have an actionable plan prior to Draft Week would be difficult and not a good use of Commission time. Commissioner Lawton stated he did not see an opportunity for the City of De Pere to brand themselves or the Sustainability Commission during this event. Alderperson Quigley stated that his impression is that it will be like a packer game day times ten with a lot of partying and waste, but does not see how the City of De Pere or Sustainability Commission can impact the event or visitors to the area.

Discussion only. No action necessary.

#### 7. Update on Pollinator Gardens at De Pere Parks

Chase Kuffel, Assistant City Engineer, stated that he attended the November 21, 2024 Board of Park Commissioners where they unanimously approved the Sustainability Commission to pursue the installation of pollinator gardens abutting the City's urban orchard sites at Braisher Park, Samantha Park, VFW Park, and Voyageur Park. Mr. Kuffel stated that a copy of the memo presented to the Board of Park Commissioners was included in the packet for reference. Mr. Kuffel added that the Urban Orchard Committee has also approved this installation. Mr. Kuffel outlined the next steps including drafting a request for proposals (RFP) for the design and construction of the pollinator gardens at these locations. The RFP will also include a provision for weeding and maintenance of the gardens for the duration of the year and/or until a volunteer group is brought on board to take on the pollinator garden maintenance. Mr. Kuffel stated that staff will bring the draft RFP forward to the Commission for review prior to sending it to prospective firms. Mr. Kuffel stated that Commissioners can provide staff with information on companies they want to have included in the RFP process and stated that City policy would be to get the RFP to at least three companies.

Commissioner Lawton shared that he had installed a pollinator garden and suggested getting the RFP out early to have the best opportunity for plant availability and installation. Commissioner Lawton suggested installing signage for plants on their benefits; why that plant is included and what insects/pollinators it helps and how. Commissioner Weber asked if staff would be looking for input from Commissioners on species selection before drafting the RFP. Mr. Kuffel stated that he does not have the expertise to dictate species but if the Commission has specific recommendations they could be sent to staff for inclusion, otherwise it would be left up to the firm to create their own plan for species mix. Mr. Kuffel added that if not based on the species, there needs to be metric (such as price) to keep the firms aligned enough to compare. Alderperson Quigley stated that it will be pertinent to add to the RFP that the installation of the garden is to attract pollinators to improve the quality of the urban orchard. Commissioner Lawton suggested including deer resistant plants, along with being beneficial for the orchard trees. Mr. Kuffel

asked Commissioners to email him by the end of February if they have any recommendations to be included in the RFP, with draft review at the March meeting and final approval at April meeting before sending out for proposals from firms.

Discussion only. No action necessary.

#### IV. Future Agenda Items

Commissioner Van Schyndel requested a list of initiatives that are "active" for review at the March meeting.

#### V. Adjournment

Alderperson Quigley moved to adjourn the meeting at 6:37 PM, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

Respectfully submitted,  
Betty Marovich



## City of De Pere, Wisconsin

III.2

### **Request for Sustainability Commission Action**

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**MEETING DATE:** March 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on 2025 Sustainability Commission Budget  
**RECOMMENDED ACTION:** No recommended action

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ATTACHMENTS:  
2025 0311 CI\_SC\_Budget

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: March 11, 2025

RE: **Discussion on 2025 Sustainability Commission Budget**

The purpose of this memo is to update the Sustainability Commission on the available budget for 2025. Staff requested to carry over approximately \$17,000 in funds from 2024. This budget is broken down into the following categories:

- \$19,933 (\$9,933 from 2024) for operating supplies for community sustainability initiatives.
- \$16,977 (\$4,977 from 2024) for food waste composting.
- \$3,000 (\$1,500 from 2024) for purchasing air monitors for the clean air initiative for schools.
- \$2,109 (\$609 from 2024) for purchasing miscellaneous items for the farmer's market.
- \$1,000 to provide funding for the commissioners to attend various seminars or conferences pertaining to sustainability.
- \$500 for postage for mailings pertaining to the Commission's sustainable initiatives.
- \$200 for mileage reimbursement for commissioners that may travel to training or conferences pertaining to sustainability.



## City of De Pere, Wisconsin

III.3

### **Request for Sustainability Commission Action**

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**MEETING DATE:** March 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Draft Pollinator Garden Request For Proposal (RFP)  
**RECOMMENDED ACTION:** No recommended action

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**ATTACHMENTS:**

2025 0311 CI\_SC\_Pollinator\_Gardens, 2025 0311\_Pollinator Gardens\_RFP\_DRAFT

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: March 11, 2025

RE: **Discussion on Draft Pollinator Garden RFP**

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Included with this memo is a draft Request for Proposals (RFP) for the installation of Pollinator Gardens at Braisher Park, Samantha Park, VFW Park and Voyageur Park. The Commission will need to discuss the following:

- Any comments or corrections they would like to see made to the RFP before it is issued in early summer.
- Determine if the Sustainability Commission has the budget to complete the proposed work.
- Determine which firms shall be forwarded the RFP for consideration.

Any comments and edits will then be addressed by staff and the final RFP will be brought back to the Sustainability Commission in April for final consideration and approval. After the RFP is approved, staff will reach out to the selected firms for consideration.

**Request for Proposals  
For  
Pollinator Gardens Installation**

The City of De Pere would like to invite your company to submit a proposal for the planting and maintenance of pollinator gardens abutting our urban orchards within City parks in 2025.

Your proposal must be submitted to our office by Thursday, June 19, 2025 at 1:00 p.m.  
Proposals can be emailed to Chase Kuffel, Assistant City Engineer at [ckuffel@deperewi.gov](mailto:ckuffel@deperewi.gov).

**GENERAL INFORMATION:**

The City of De Pere Sustainability Commission is looking to promote and establish pollinator plantings and key corridors for at-risk pollinators such as, but not limited to, the Monarch Butterfly, Karner Blue Butterfly, and the Rusty Patched Bumble Bee. As part of this initiative, the commission is seeking proposal from firms to design, construct, and maintain pollinator gardens abutting the City's urban orchard sites at the following locations:

1. Braisher Park – 630 N Winnebago Street (proposed 40-foot by 10-foot garden)
2. Samantha Park – 2245 Samantha Street (proposed 70-foot by 10-foot garden)
3. VFW Park – 530 Grant Street (proposed 35-foot by 10-foot garden)
4. Voyageur Park – 100 William Street (proposed 25-foot by 10-foot garden)

Exhibits showing these four parks and the approximate location of the proposed pollinator gardens are included with this request for proposals. The garden locations shown have been selected by the City of De Pere Parks, Recreation and Forestry Department, the Board of Park Commissioners, and the City's Urban Orchard Committee such that they do not interfere with Parks Department operations.

**SCOPE OF SERVICES:**

The chosen firm will be tasked with designing, installing, and maintaining the pollinator gardens at the locations indicated on the included park exhibits. The majority of the correspondence and review will be completed via email and by phone with Chase Kuffel, Assistant City Engineer.

**Meetings**

Prior to work start, the City will hold a kickoff meeting to review the pollinator garden locations and the scope of the RFP with the consultant. All subconsultants (if any) shall be present for this meeting.

**Pollinator Garden**

Pollinator gardens shall be comprised of native, beneficial shrubs, pollinator lawns, pollinator meadows, and/or native pocket plantings within the areas designated. Plantings shall be insecticide/neonicotinoid free flowers/forbs, bare root plants, grasses and sedges, shrubs and seeds. The gardens shall have at least three blooming plants species during spring, summer, and fall with higher diversity strongly encouraged. Source native plants and seeds within 100 miles of the project location to the best extent possible. Selected firms will be responsible for their own site clearing and grubbing prior to pollinator garden installation.

**Maintenance**

After the garden is installed, maintenance will be required through the remainder of the 2025 growing season through one-year after the substantial completion of the garden planting. Maintenance activities will include erosion control maintenance, invasive species management, supplemental temporary seed installation, and maintenance trimming/pruning. An operation and maintenance plan specific to the pollinator garden site(s) shall be completed and submitted to staff for future maintenance purposes. Maintenance plans should include the following:

- Detail the maintenance activities that are likely to be required for the garden;
- Specify how and when to accomplish all activities; and
- Identify the inspection schedule required.

An alternative bid for 3-years of maintenance is included for consideration and approval as part of this request for proposals.

**SCHEDULING:**

The City anticipates taking proposals to the Sustainability Commission and Common Council on July 8, 2025 and July 15, 2025, respectively, for consideration and approval. Pollinator gardens shall be planted by November 26, 2025. Pollinator garden maintenance is expected to take place a minimum of one-year following the substantial completion of the garden planting, depending on the award level of the project.

**INSURANCE:**

Your company shall effect and maintain insurance to protect from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub-consultants in prosecuting the work.

**PROPERTY PROTECTION:**

The company shall take precautions to prevent damage to property and shall restore the site to the condition existing prior to entry.

**FEE:**

The proposed fee schedule shall be submitted on the attached form. A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

**SUBMITTALS:**

Provide your firms proposal outlining your firms experience with planting gardens and the available staff and equipment for the garden installation. An anticipated planting plan and schedule for each garden should be provided outlining, at a minimum, the following for each plant:

- Species
- Origin source
- Seed tags
- Location of each planting at each site

**DELIVERY:**

- A completed W-9 form.
- An operation and maintenance plan for each pollinator garden as a PDF.
- PDF plan showing the species and planting location for each site.

**ADDITIONAL INFORMATION:**

A sample consultant agreement is attached. The attached agreement template is for solicitation purposes only. The selected proposal will have the ability to work with the City to modify certain terms of the attached agreement.

Exhibits of each site are attached.

**Proposed Fee Schedule**

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

Company Address:\_\_\_\_\_

Company Address:\_\_\_\_\_

Company Representative:\_\_\_\_\_

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

**PROPOSAL FORM**

| Item #                                           | Description                     | Unit | Quantity | Total |
|--------------------------------------------------|---------------------------------|------|----------|-------|
| <b>Pollinator Gardens</b>                        |                                 |      |          |       |
| <b>1</b>                                         | <b>Braisher Park</b>            |      |          |       |
| 1A                                               | Pollinator Garden Installation  | SF   | 400      | \$    |
| 1B                                               | Pollinator Garden Maintenance   | YR   | 1        | \$    |
| 1C                                               | Operations and Maintenance Plan | LS   | 1        | \$    |
| <b>2</b>                                         | <b>Samantha Park</b>            |      |          |       |
| 2A                                               | Pollinator Garden Installation  | SF   | 700      | \$    |
| 2B                                               | Pollinator Garden Maintenance   | YR   | 1        | \$    |
| 2C                                               | Operations and Maintenance Plan | LS   | 1        | \$    |
| <b>3</b>                                         | <b>VFW Park</b>                 |      |          |       |
| 3A                                               | Pollinator Garden Installation  | SF   | 350      | \$    |
| 3B                                               | Pollinator Garden Maintenance   | YR   | 1        | \$    |
| 3C                                               | Operations and Maintenance Plan | LS   | 1        | \$    |
| <b>4</b>                                         | <b>Voyageur Park</b>            |      |          |       |
| 4A                                               | Pollinator Garden Installation  | SF   | 250      | \$    |
| 4B                                               | Pollinator Garden Maintenance   | YR   | 1        | \$    |
| 4C                                               | Operations and Maintenance Plan | LS   | 1        | \$    |
| <b>Alternative 1 – 3-Year Garden Maintenance</b> |                                 |      |          |       |
| Alt-1                                            | Braisher Park Maintenance       | YR   | 3        | \$    |
| Alt-2                                            | Samantha Park Maintenance       | YR   | 3        | \$    |
| Alt-3                                            | VFW Park Maintenance            | YR   | 3        | \$    |
| Alt-4                                            | Voyageur Park Maintenance       | YR   | 3        | \$    |
| <b>ALTERNATIVE PROPOSAL TOTAL</b>                |                                 |      |          | \$    |

# CITY OF DE PERE

## Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | [www.deperewi.gov/engineering](http://www.deperewi.gov/engineering)



# CITY OF DE PERE

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## Engineering Division

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**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE  
CITY OF DE PERE AND \_\_\_\_\_**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of De Pere, Wisconsin, ("City"), and \_\_\_\_\_ ("Contractor").

**I. SCOPE OF CONTRACTING SERVICES**

Contractor agrees to perform those \_\_\_\_\_ services described in the City's Request for Proposals \_\_\_\_\_, dated \_\_\_\_\_, attached and incorporated as Exhibit A. No standard terms or conditions of Contractor's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties 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 and incorporated as Exhibit B. 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 4<sup>th</sup> 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 \$2,000,000.

**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.

#### 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.

#### 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:

Name of Business  
Attention:  
Address:

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

**Name of Contractor**

By:

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**CITY OF DE PERE**

By:

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James G. Boyd, Mayor

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Carey E. Danen, City Clerk

**Approved as to Form:**

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City Attorney

J:\Law\Agreements\Contractor Agreement Template1-5-23.docx



## City of De Pere, Wisconsin

III.4

### **Request for Sustainability Commission** **Action**

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**MEETING DATE:** March 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Prioritizing Sustainable Initiatives  
**RECOMMENDED ACTION:** No action recommended

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**ATTACHMENTS:**

2025 0311 CI\_SC\_Prioritization, Section\_10-10\_Sustainability\_Commission, GB Sustainability Commission Plan 2025\_amended 2.19, 2022 City of De Pere Sustainability Strategies Scoresheet

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: March 11, 2025

RE: **Discussion on Prioritizing Sustainable Initiatives**

In January, the Sustainability Commission discussed creating a prioritization matrix to evaluate current and future sustainable initiatives. This evaluation would eventually work towards creating a work plan for the commission. Based off the discussion in January it was determined that the commission should complete the following:

- Review Municipal Code Section 10-10 on the Sustainability Commission;
- Based off this review, create evaluation criteria to prioritize sustainable initiatives; and
- As initiatives are evaluated, a working sustainability plan can be developed and implemented.

Currently the Sustainability Commission has the following initiatives:

- Adopt-a-Drain
- Clean Air Initiative
- Clean Energy Work Plan
- Composting Reimbursement Program
- Pollinator Gardens/Native Plantings

For discussion purposes, Staff generated an outline of the Clean Air Initiative, the Compost Reimbursement Program, and Pollinator Gardens initiative for the commission's consideration. Similar initiative outlines will be generated as staff is available. These outlines can be used to update new commissioners on ongoing initiatives and provide insight into the effort required behind certain activities.

A copy of the City of Green Bay Sustainability Commission 2025 Work Plan is included with this memo as reference and example.

## **Attachments**

Section 10-10 Sustainability Commission  
City of Green Bay Sustainability Commission 2025 Work Plan  
Green Tier Sustainability Strategies Scoresheet (Phased out in 2023)

## **Clean Air Initiative**

### **Origin**

In March 2024, a carbon monoxide leak at Crandon Elementary School resulted in the school closing for repairs and inspections. This event resulted in the Sustainability Commission pivoting from providing air quality monitors to providing carbon monoxide detectors to the school districts. Carbon monoxide detectors were viewed as a cheaper and more feasible alternative. Up to this point, the Commission has led the “No Idling Campaign” and has handed out “No Idling” signs for properties near schools in an effort to limit car idling during school pick-up and drop-off to improve air quality. Newsletters regarding the “No Idling” campaign have been provided to the School Districts during the 2023-2024, and 2024-2025 school years.

### **History**

- September 2021 – A idling ban ordinance is not approved by Common Council due to policing concerns and is returned to the Sustainability Commission for discussion.
- January 2023 - A clean air resolution is passed by Common Council encouraging residents to limit how much they idle vehicles.
- February and March 2023 – The idle limit program, “Idle Citizen” campaign, and clean air initiative is kicked off where commissioners attend school pick up and drop off and encourage parents to not idle their vehicles.
- July 9, 2024 – Sustainability Commission pivots from air monitors to carbon monoxide detectors due to the leak at the Crandon School District.
- August 8, 2024 – West De Pere School District indicates they have no need for carbon monoxide detectors.
- September 10, 2024 – Staff meets with the Unified School District of De Pere to discuss the commission providing carbon monoxide detectors. They show interest and indicate they will attend the November Sustainability Commission meeting.
- November 12, 2024
  - Staff meets with Notre Dame Academy staff to discuss their carbon monoxide detector needs. No indication of need is provided.
  - Unified School District of De Pere fails to attend the Sustainability Commission Meeting to discuss carbon monoxide detector needs.
  - No Idling Campaign newsletter is approved by the Sustainability Commission. Staff forwarded on the newsletter to the School Districts on November 13, 2024 for consideration and/or inclusion in their district correspondence.
- January 14, 2025 – Sustainability Commission discusses alternative methods to promote clean air in lieu of going through the schools. For example, a banner could be hung above Reid Street near St. Norbert College.

**Status**

Correspondence with the School Districts have been ignored. The School Districts have indicated that they do have carbon monoxide detectors in their systems. Additional detectors at science labs or kitchens need to be installed such that school and district administrative staff are notified of the leak, not just the single classroom. The Clean Air Initiative has been the topic at the August, 2024 Farmer's market, which had poor attendance due to rain. No formal policy has been generated for the purchasing and donation of carbon monoxide detectors due to the lack of response from the school districts.

## **Composting Reimbursement Program**

### **Origin**

The City of De Pere wanted to provide a program to incentivize residents for using local composting services. This program started out as a partnership with a local composting company and has since turned into a partnership directly with City residents to reimburse invoices from local composting services.

### **History**

- December 13, 2022 – Greener Bay Compost presents to the De Pere Sustainability Commission regarding the benefits and ease of private composting and wishes to enter a public-private partnership with the City.
- In 2023, the City budgets \$10,000 to hire a composting consultant in 2024 with the intent to enter into a partnership with Greener Bay Compost.
- April 2024 – A formal partnership between the City of Green Bay and Greener Bay Compost is established where the City will reimburse 50% of the registration fees for those residents utilizing their composting services.
- August 2024 – Greener Bay Compost raises their subscription fees 20%.
- September 2024 – Greener Bay Compost indicates they will terminate their contract with the City of De Pere if we do not budget what they deem to be sufficient funding for composting services in 2025. The City indicates that enough budget is present to meet current demand with room for moderate growth.
- December 31, 2024 – The partnership with Greener Bay Compost is terminated due to their budgetary concerns.
- January 1, 2025 – The City launches the compost reimbursement program where residents are directly reimbursed by the City in lieu of reimbursing Greener Bay Compost for subscription fees. The annual budget is increased to \$12,000 and the City carries over left over funds from 2024 to further bolster reimbursement funds.

### **Status**

Staff has concerns and continues to receive complaints regarding the owner of Greener Bay Compost and Greener Bay Compost's rude correspondence towards our residents and neighboring communities. The program has had a peak of 67 residents utilizing composting services in 2024. Since then, the usage rate has slowly fallen with the increase in subscription fees and the change over to the City led program. The first reimbursement period in 2025 will take place in April, however, as of early March, staff has only heard back from 35 residents. Some residents have already indicated they will terminate their service.

## **Pollinator Gardens**

### **Origin**

The pollinator garden initiative started in March 2024, when the Sustainability Commission voted to discontinue “No Mow May.” The Common Council urged the commission to continue to champion our pollinators and further promote the new Natural Landscaping Ordinance in lieu of “No Mow May.” This coupled with complaints regarding the City’s urban orchards led to the genesis of the Sustainability Commission looking to have pollinator gardens installed at our City parks.

### **History**

Annually, the Sustainability Commission promotes pollinator week which results in a proclamation made by the Mayor at Common Council. Pollinator week typically falls on the third week in June (June 16-22, 2025).

- March 12, 2024
  - No Mow May is Discontinued
  - Selena Darrow of Rooted In, Inc. outlines her complaints to the Sustainability Commission regarding the City’s urban orchards.
- April 6, 2024 Selena Darrow of Rooted In, Inc. requested that the Commission allocate money to establish pollinator gardens at our urban orchards.
- August 26, 2024 – Staff met with the The Plant Gal to discuss the feasibility of pollinator garden installation at Braisher Park, Samantha Park, VFW Park, and Voyageur Park. Estimate for materials only came to be approximately \$4,000.
- October 9, 2024 – Staff met with the City Urban Orchard Committee to determine the feasibility of constructing pollinator gardens. Approval was received to pursue approval with the Board of Park Commissioners.
- November 21, 2024 – Staff met with the Board of Park Commissioners and received unanimous approval for the construction and maintenance of Pollinator Gardens at City Parks.
- March 11, 2025 – Staff provided a draft request for proposals for the creation of Pollinator Gardens to the Sustainability Commission for comment.

### **Status**

Work is ongoing. Pollinators are currently featured as part of the Farmer’s Market Booths – usually in conjunction with Pollinator Week. The RFP deadline is anticipated to be June 19, 2025 with final award of the contract in July. Pollinator Gardens are anticipated to be installed by the end of 2025 with maintenance of the gardens continuing for a minimum of one-year following the substantial completion of planting work.

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## Sec. 10-10. Sustainability commission.

(a) *Purpose.* The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the De Pere community for present and future generations. The sustainability commission is hereby established to explore sustainability initiatives that can be implemented in the city, with the ultimate goal of providing a more sustainable, livable, and healthy community.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Commission* means the sustainability commission.

*Sustainability* means the avoidance of the depletion of natural resources, in order to maintain an ecological balance.

(c) *Commission composition.*

(1) *Creation.* The commission is hereby created, consisting of seven members. Of the membership and if available in the community, one shall be an alderperson and six shall be individuals who live in or work in the city. All members shall have demonstrated interest in environmental stewardship; sustainable business practices, development or technology; green building and design; renewable energy; energy efficient transportation; and recycling and waste management. To the extent possible, members appointed shall represent a diverse range of interest and expertise in sustainability, economic backgrounds and interests, and ethnic and cultural affiliations, including educators and students in the aforementioned fields.

(2) *Advisory members.* Two advisory seats on the commission are hereby created to which persons of high school age may be appointed by the mayor. The selection process for such appointment shall be approved by the commission. The persons appointed to the teen advisory seats shall be non-voting members of the commission whose seats and presence shall not be counted for purposes of a quorum.

(3) *Appointment.* The mayor shall appoint the commissioners, subject to confirmation by the common council. Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years; the alderperson shall finish his or her term. Thereafter, the term for each member shall be three years, except for the alderperson who shall serve a term of two years. Each member is subject to the code of ethics as outlined in this Code.

(d) *Officers, meetings and rules of procedure.* The officers of the commission shall be a chair and vice-chair, elected by majority vote of the commission. The chair shall preside at meetings of the commission and shall have the right to vote. The vice-chair shall, in case of absence or disability of the chair, perform the duties of the chair. Officers shall serve for terms of one year or until their successors are regularly elected and take office. The commission shall hold meetings at such time as it deems necessary and shall also meet upon the call of the chair. The commission shall meet not less than four times each calendar year. Four members of the commission shall constitute a quorum.

(e) *Powers and duties.* The basic function of the commission shall be the promotion of sustainable initiatives through the following powers and duties:

(1) Make recommendations to the mayor and the common council with regard to federal and state policies, budgets, and regulations related to sustainable policies and practices relative to the environment, including, but not limited to, natural resources, energy, food waste, hazardous materials and pollution;

- 
- (2) Advise or recommend municipal efforts to engage citizen participation and promote a broad range of sustainable initiatives and events;
  - (3) Consult with private entities, higher education institutions, and the community with regard to the city's sustainable initiatives;
  - (4) Support efforts to unite and focus city or other municipal programs as they relate to sustainable initiatives;
  - (5) Work on sustainability related projects as directed by any commissioner after approval by the commission or the common council, city manager, or city staff;
  - (6) Provide a forum for addressing public concerns related to sustainable policies and practices.

(Code 2001, § 10-13; Ord. No. 18-13, § 1, 7-17-2018; Ord. No. 21-16, § 3, 7-20-2021; Ord. No. 23-12, § 1, 9-19-2023; Ord. No. 24-18, § 4, 9-17-2024)

## City of Green Bay Sustainability Commission 2025 Work Plan

**Purpose of this Document:** This work plan is intended to focus the work of the Sustainability Commission and provide transparency to the Common Council, Mayor, City staff, and citizens of Green Bay. While there are many sustainability issues that need to be addressed, we have limited our focus to these categories and identified specific goals and actions that we can tangibly address. This plan functions as a working document and outlines how we may consider new issues that are brought to our attention throughout the year. We will update our work plan at the beginning of every year. The duration of this document will coincide with the appointed alderperson's two-year terms.

**Process:** The work plan will inform actions and proposals from the Sustainability Commission, which will be referred to the necessary committee or staff before going to the Common Council. The actions we propose must be rooted in data and make effective use of limited financial and staff resources while addressing environmental impacts and improving the quality of life in Green Bay, considering the long-term economic, social, and environmental costs of the impact of our actions as a community. This work plan is intended to act as an internal tool to drive progress and provide transparency to our work, and we welcome discussion regarding the data and underlying assumptions behind recommendations.

### **Clean Energy:**

- **Goals**
  - 100% clean energy and carbon neutrality for the City of Green Bay by the year 2050 (Resolution 5/4/2021).
- **Research, Data, or Evidence**
  - *Clean Energy Green Bay Plan* - adopted December 2023
- **Actions**
  - Assist staff in researching tracking and reporting methods and tools to assess progress on clean energy plan implementation.
  - Lead a business and industry working group to share best practices that result in reducing energy consumption and greenhouse gas emissions.
  - Support Clean Energy Connector employee in education and outreach to the community.
  - Provide support for city operational projects and upgrades.
- **Target Dates**
  - Research possible carbon emissions tracking and reporting tools the City could use by the end of 2025.
  - Quarterly business and industry working group meetings throughout 2025.
  - Other actions are ongoing.
- **Partners**
  - Internal City employee energy team (in-progress)
  - WPS
  - Wisconsin Local Government Climate Coalition
  - Green Bay Metro Transit
  - Green Bay Water Utility
  - Green Bay Neighborhoods
  - Focus on Energy

## City of Green Bay Sustainability Commission 2025 Work Plan

- NWTC
- UWGB
- NEW North
- Oneida Nation
- **Funding Sources**
  - Grants
- **Point People:** Christa Kananen, Jenny Brinker

### Climate Resilience:

- **Goal:** Strengthen the community's resilience to weather-related hazards.
- **Research, Data, or Evidence**
  - Summary document of local climate changes, projections and impacts (UW Sea Grant, 2024)
  - Flood vulnerability analysis (UW Sea Grant, 2024)
  - Heat Vulnerability analysis (UW Sea Grant, 2024)
  - "Perfect storm" coastal flooding scenario (UW Sea Grant)
  - Flood Resilience Community Assessment Summary (East River Collaborative, 2022)
  - City of Green Bay Green Stormwater Infrastructure Plan (2023)
  - City of Green Bay Comprehensive Plan (in development)
- **Actions**
  - Integrate Commission's sustainability goals into comprehensive plan.
  - Evaluate residential GSI and native planting programs.
  - Provide recommendations to the Commission for increasing the impact of residential GSI and native planting programs (incl., removing barriers to participation, reducing administrative burden, and communication and outreach).
  - Identify residential flood hazard mitigation, preparedness, and recovery needs, available programs and resources, and communication channels.
  - Provide recommendations, outreach, communication, and services to support flood mitigation, preparedness, and recovery for flood-impacted residents.
- **Target Dates**
  - Ongoing
- **Partners**
  - UW Sea Grant
  - East River Collaborative
  - NEW Water
  - The Nature Conservancy
- **Funding Sources**
  - Wisconsin Coastal Management Program
  - Fund for Lake Michigan
  - NOAA
  - National Fish and Wildlife Foundation
- **Point Person:** Julia Noordyk

## City of Green Bay Sustainability Commission 2025 Work Plan

### Healthy Habitat for All:

- **Goal:** To create and preserve connected, productive, and safe habitat corridors in Green Bay's land, air and water by 2030.
- **Research, Data, or Evidence**
  - Maps of pollinator habitat
  - Other municipality experience with Integrated Pest Management
- **Actions**
  - Assist and recognize pollinator habitat plantings, invasive species removal, and other habitat enhancements by GBCC and other groups.
  - Promote the City's municipal planting policy, including access by the public.
  - Promote the City's pesticide use plan, including access by the public.
  - Promote healthy lawn and landscaping practices that support pollinator habitats and stormwater management.
  - Promote the City's pollinator corridor map, including access by the public.
  - Include biofilters and stormwater facilities in pollinator corridor map.
  - Provide readily accessible information to the public about acceptable turf alternatives on terrace
- **Target Dates**
  - Provide recommendations regarding healthy lawn and landscaping practices that support pollinator habitats and stormwater management by April 2025
  - Secure public access to the City's pollinator corridor map by June 2025
- **Partners**
  - Green Bay Area Public Schools
  - Wild Ones
  - NEW Master Gardeners
  - Green Bay Conservation Corps.
  - DNR
  - U.S. Fish and Wildlife Service
  - Green Bay Conservation Partners
  - Neighborhood Associations
- **Funding Sources**
  - Green Bay Conservation Corps
  - Grants
  - Neighborhood donations
- **Point People:** Ned Dorff, Kaurie Mihm

### Waste Reduction:

- **Goal:** Reduce the amount of organic waste entering our landfill system
- **Research, Data, or Evidence**
  - USDA Composting & Food Reduction Program
  - US EPA Food waste program
  - ReFED
  - Wisconsin municipal programs
- **Actions**

## City of Green Bay Sustainability Commission 2025 Work Plan

- Establish a program to provide home composting bins throughout the community.
  - Establish pilot collection program.
  - Identify end location and use for organic material.
  - Educate the public on food waste reduction.
  - Reduce contamination.
- **Target Dates**
  - Compost bin sales in 2025
- **Partners**
  - Public Works
  - Parks Dept.
  - UWGB
  - NWTC
  - Organics Facility/Farm
  - Compost Collector
- **Funding Sources**
  - USDA Composting & Food Reduction Cooperative Agreements
  - US EPA Grant Programs
- **Point People:** Mark Walter

### Youth Engagement

- **Goal:** Foster youth participation in sustainability initiatives, ensuring the next generation is informed and empowered to take action on local sustainability issues.
- **Research, Data, or Evidence:**
  - Studies on youth engagement in climate activism
  - Existing youth sustainability programs in other municipalities
- **Actions:**
  - Meet routinely with a youth advisory council to provide input on sustainability initiatives and represent the voices of local students and youth to the commission.
  - Partner with local schools and youth organizations to promote sustainability education.
  - Connect local youth to volunteer opportunities for youth to participate in sustainability efforts.
- **Target Dates:**
  - Establish quarterly meeting cadence with newly formed Youth Action Council in 2025
- **Partners:**
  - Local schools (e.g., Green Bay Area Public Schools)
  - Higher education institutions (e.g., UW-Green Bay, NWTC)
  - Youth organizations (e.g., Boys & Girls Club, Youth Action Council)
  - Green Bay Conservation Corps.
  - Wisconsin K–12 Energy Education Program (KEEP)
- **Funding Sources:**
  - Grants for youth programs
  - Volunteer programs
- **Point People:** Christa Kananen, Ned Dorff

### Criteria for Taking on New Issues:

## City of Green Bay Sustainability Commission 2025 Work Plan

The Sustainability Commission will use these goals to guide our work, however we also rely on input from community members. Recommendations from council members, city staff, or citizens will be considered with the following questions in mind:

- How does this fit in with the current goals?
- Can taking this on help further the mission and make an impact on sustainability in Green Bay?
- Who will be leading this effort? Commission members? Citizen? City staff? What is the capacity to take this on?
- What research is required to move forward on this?
- If the Sustainability Commission is unable to take on new issues, can it be revisited in the future?
- Is the Sustainability Commission the most appropriate board to address this? Is there a committee, commission, or department better suited to address it?

### **General Goals and Principles:**

- Community Involvement: Our work will be most effective when the public is informed and involved in development and implementation. We will strive to create pathways for involvement in all facets of our work, including but not limited to creating work groups, holding listening sessions, speaking to community organizations, distributing surveys, and seeking the input of our fellow neighbors.
- Public Outreach and Awareness: We will strive to amplify our work in the community. Specifically, we will include information relevant to ongoing work in our web presence.
- Racial Justice and Equity: Often those most impacted by pollution are the marginalized in our society. We recognize the intersections between race, class, and environmental impacts and will center those realities in our work. We will strive to involve community members most impacted by environmental injustice to be a part of proposed solutions.
- Data and Research Driven: There are volumes of peer-reviewed data and research on the issues addressed by this committee. The Sustainability Commission knows it is important to present research alongside proposed solutions and will include this information in any recommendations to be voted on by the Common Council. This Commission includes members with expertise in a variety of areas, with access to networks of experts outside of our skill sets.
- Fiscal Responsibility: Sustainability projects done right can save the city and community money in the long-term. Every policy proposal and action brought forth will demonstrate that. Even with long-term cost savings, we recognize that up-front costs of implementing sustainability proposals can be a constraint. As such, the Sustainability Commission will identify grant funding opportunities and volunteer experts, and will present the Common Council with the most fiscally responsible options in recommended policies.

| Max. Score                                                                                                                                                                                                                                                                                                                                     | Sustainability Strategies Scoresheet                                                                                         |  |       |      |      |      |      |      |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|------|
|                                                                                                                                                                                                                                                                                                                                                |                                             |  | This Sustainability Strategies Scoresheet is provided for members to track sustainability management strategies in transportation, energy, land use, water, waste, and health. This scoresheet is intended to be dynamic and flexible and will provide structure for annual reporting. In the spirit of continuous improvement toward superior environmental performance, suggested revisions to this scoresheet are always encouraged.<br>(Approved May 2018)                                                          |      |      |      |      |      |      |
| City of De Pere Scores                                                                                                                                                                                                                                                                                                                         |                                                                                                                              |  | City of De Pere 2019 Baseline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
| <b>TRANSPORTATION DEMAND MANAGEMENT:</b><br>Transportation demand management strategies aim to reduce GHG emissions and VMT by influencing change in individual behavior. These strategies encourage walking, bicycling, and transit as modes of transportation within a community and seek to curb the number and length of trips by vehicle. |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| <b><u>Bicycle and Pedestrian Programs/Projects</u></b>                                                                                                                                                                                                                                                                                         |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| 2                                                                                                                                                                                                                                                                                                                                              | Require bike parking for all new non-residential and multifamily uses.                                                       |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 1                                                                                                                                                                                                                                                                                                                                              | Set standards for placement and number (as function of intensity of use) for bike parking spaces.                            |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 3                                                                                                                                                                                                                                                                                                                                              | Commuter bike routes identified and cleared.                                                                                 |  | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2    | 2    | 2    | 0    | 0    | 0    |
| 10                                                                                                                                                                                                                                                                                                                                             | League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10)                                               |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 3                                                                                                                                                                                                                                                                                                                                              | Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.                       |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 1                                                                                                                                                                                                                                                                                                                                              | Conduct annual survey of students' mode of transport to school.                                                              |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| <b><u>Employer-Based Programs</u></b>                                                                                                                                                                                                                                                                                                          |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| 5                                                                                                                                                                                                                                                                                                                                              | Require large employers seeking rezoning to set a price signal (cash-out or charge).                                         |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Require large employers seeking rezoning to provide subsidized transit.                                                      |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual. |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| <b><u>Traffic Volume</u></b>                                                                                                                                                                                                                                                                                                                   |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| 3                                                                                                                                                                                                                                                                                                                                              | Track VMT or traffic counts and report on efforts at reduction (including those on this list).                               |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 3                                                                                                                                                                                                                                                                                                                                              | Eliminate parking minimums from non-residential districts.                                                                   |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Set parking maximums at X per square feet for office and retail uses.                                                        |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).                    |  | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2    | 2    | 2    | 0    | 0    | 0    |
| 10                                                                                                                                                                                                                                                                                                                                             | Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).                         |  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0    | 0    | 0    | 0    | 0    | 0    |
| <b>TRANSPORTATION SYSTEM MANAGEMENT</b><br>Transportation system management strategies aim to reduce GHG emissions and VMT by improving the overall performance of a transportation system. These strategies improve existing infrastructure, introduce new technology, and plan for the future of the system.                                 |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| <b><u>Preservation and Improvement</u></b>                                                                                                                                                                                                                                                                                                     |                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |      |      |      |      |
| 3                                                                                                                                                                                                                                                                                                                                              | Develop and fully fund comprehensive maintenance program for existing roads.                                                 |  | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3    | 3    | 3    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Charge impact fees for new roads.                                                                                            |  | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3    | 3    | 3    | 0    | 0    | 0    |
| 5                                                                                                                                                                                                                                                                                                                                              | Calculate lane-miles per capita for arterials and collectors, and show reductions                                            |  | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2    | 2    | 2    | 0    | 0    | 0    |

|                                                                                                                                                                                                                                                                                      |                                                                                                                                                                          |   |   |   |   |   |   |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| 5                                                                                                                                                                                                                                                                                    | Prepare a plan identifying disconnections in bike and pedestrian networks, prioritizing fixes and identifying potential funding sources for the most important projects. | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Any proposal to add lanes to a two-lane roadway shall be evaluated for a center turn lane, the preferred option over an expansion to four lanes.                         | 3 | 3 | 3 | 4 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                                                    | Identify four-lane roadways with fewer than 20,000 vehicles per day (AADT) and evaluate them for "road diets" with bike lanes or on-street parking                       | 3 | 3 | 3 | 4 | 0 | 0 | 0 |
| <b><u>Electric Vehicles</u></b>                                                                                                                                                                                                                                                      |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 10                                                                                                                                                                                                                                                                                   | Electric vehicles in gov't fleets - 2% of of fleet=5 points, 5% of fleet=10 points.                                                                                      | 0 | 0 | 0 | 5 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Allow NEVs on appropriate roadways.                                                                                                                                      | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Provide public charging stations                                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>Vehicle Idling</u></b>                                                                                                                                                                                                                                                         |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                                                    | Ban idling (more than 5 minutes) with local government vehicles.                                                                                                         | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Ban idling (more than 5 minutes) community-wide.                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>ZONING AND DEVELOPMENT</u></b><br>Zoning and development strategies work toward improving the overall environmental, economic, and social health of a community by promoting mixed-use and infill development, walkable neighborhoods, and an overall sustainable lifestyle.   |                                                                                                                                                                          |   |   |   |   |   |   |   |
| <b><u>Infill Development</u></b>                                                                                                                                                                                                                                                     |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                                                    | Identify priority areas for infill development, including those eligible for brownfields funding.                                                                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                                                                   | Create land bank to acquire and assemble priority infill sites                                                                                                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                                                                   | Develop an inventory of known contaminated properties for reuse planning, with possible GIS application                                                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>Walkscore</u></b>                                                                                                                                                                                                                                                              |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                                                    | Measure Walkscore at 10 random residential addresses per Census tract, compute average, and improve upon overall score                                                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>Zoning</u></b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                                                    | Adopt traditional neighborhood design ordinance (If population is less than 12,500)                                                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Zoning for office and retail districts permits floor-area ratio > 1, on average.                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Zoning for office and retail districts requires floor-area ratio > 1, on average.                                                                                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Zoning code includes mixed use districts                                                                                                                                 | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                    | Mixed-use language from Smart Code TBA.                                                                                                                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>NATURAL RESOURCE MANAGEMENT</u></b><br>Natural resource management strategies seek to conserve, preserve, protect and promote a community's greenspace, wildlife, wetlands and waterways for this and future generations by promoting pervious surfaces and adequate setbacks. |                                                                                                                                                                          |   |   |   |   |   |   |   |
| <b><u>Canopy</u></b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                          |   |   |   |   |   |   |   |
| 3                                                                                                                                                                                                                                                                                    | Adopt tree preservation ordinance per GTLC standards                                                                                                                     | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                                                    | Set a tree canopy goal and develop a management plan to achieve it                                                                                                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                                                    | Have a Master Naturalist; ISA Certified Arborist or WDNR Community Tree Management Institute (CTMI) graduate on staff                                                    | 4 | 4 | 4 | 4 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Have community tree canopy mapped - <a href="https://pg-cloud.com/Wisconsin/">https://pg-cloud.com/Wisconsin/</a>                                                        | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Require trees to be planted in all new developments                                                                                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Certification as Tree City USA                                                                                                                                           | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                                                    | Certification as Bird City Wisconsin Community                                                                                                                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b><u>Vegetation Management</u></b>                                                                                                                                                                                                                                                  |                                                                                                                                                                          |   |   |   |   |   |   |   |

|                                                                                                                                                                                                                                           |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| 10                                                                                                                                                                                                                                        | Public properties and rights of way mown or cleared only for safe sightlines and/or to remove invasive species.                                                                                                | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                        | Create community policy and BMP guidelines on minimizing chemical use during vegetation management of public and private properties                                                                            | 5 | 5 | 5 | 5 | 0 | 0 | 0 |
| <b>Water Protection</b>                                                                                                                                                                                                                   |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| 6                                                                                                                                                                                                                                         | Establish 75-foot natural vegetation zone by surface water.                                                                                                                                                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                         | Inventory wetlands and ensure no net annual loss.                                                                                                                                                              | 0 | 0 | 0 | 3 | 0 | 0 | 0 |
| <b>Community Energy Use</b><br>Community energy use strategies encourage energy efficiency and the use of renewable fuels to reduce total energy consumption throughout the community                                                     |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| <b>Community Energy Use Policies</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| 10                                                                                                                                                                                                                                        | Adopt PACE ordinance/jpa                                                                                                                                                                                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                        | Use PACE financing                                                                                                                                                                                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | Watt meters available to the public                                                                                                                                                                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | Offer residents and businesses a mechanism to purchase shares of the electricity generated through a local renewable energy project. (Ex. a community solar program)                                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | Facilitate a group-buy program through which residents receive discounted, volume-based pricing on energy efficiency or renewable energy projects based on aggregated demand.                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                         | Commit to achieving a science-based, community-wide GHG reduction goal.                                                                                                                                        | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                         | Adopt Residential Energy Conservation Ordinance (time-of-sale certification and upgrades).                                                                                                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Measuring Community Energy Use</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| 6                                                                                                                                                                                                                                         | Work with local utilities to calculate total electricity and natural gas consumption annually, beginning with the fifth year before entering the program.                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | Achieve milestone reductions in GHG emissions, as specified in the community's science-based GHG reduction goals.                                                                                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | State of Wisconsin Energy Independent (EI) Community designation.                                                                                                                                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>MUNICIPAL ENERGY USE</b><br>Municipal energy use strategies encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal facilities, services, and vehicle fleets. |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| <b>Government Energy Use Policies</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                         | Include transportation energy/emissions as criterion in RFPs for purchases of goods over \$10,000.                                                                                                             | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                         | Develop list of lighting, HVAC and shell improvements to raise Energy Star Portfolio Manager or LEED EBO&M score                                                                                               | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                        | Reduce motor fuels use for non-transit activities –                                                                                                                                                            | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                         | Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.                                                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                         | Streetlights operate at 75 lumens/Watt or higher                                                                                                                                                               | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                         | Stoplights are LED or functional equivalent                                                                                                                                                                    | 4 | 4 | 4 | 4 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                         | Establish a policy requiring that all major remodeling projects on municipal buildings result in the building receiving an ENERGY STAR score that is five points higher than the building's pre-remodel score. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                         | Commit to achieving a science-based GHG reduction goal for emissions resulting from all municipal operations.                                                                                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                         | Incorporate energy use intensity (EUI) targets into the contracting process for all significant municipal construction projects.                                                                               | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                         | Establish policies requiring that all new municipal buildings achieve an ENERGY STAR score of 75 or higher.                                                                                                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| 2                                                                                                                                                                                                                                                              | Municipal electricity purchases are at least 5 percentage points higher in renewable content than the statewide renewable portfolio standard requires. Calculation may include self-generated power and purchased offsets.                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Measuring Government Energy Use</b>                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| 2                                                                                                                                                                                                                                                              | Work with Energy Task Force   OEI to track municipal facilities - Complete EPA Energy Star Portfolio Manager spreadsheet for government energy use. Or score existing buildings with LEED EBO&M.                                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                              | Achieve milestone reductions in GHG emissions, as specified in the municipality's science-based GHG reduction goal.                                                                                                                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                              | Calculate annual government fleet use of motor fuels, in gallons of petroleum and biofuels, beginning with the fifth year before entering the program.                                                                                           | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| 10                                                                                                                                                                                                                                                             | All new and renovated municipal buildings must meet LEED Silver or greater.                                                                                                                                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>WATER USE CONSERVATION</b><br>Water Conservation strategy options set baselines and goals for water and energy performance in municipalities. They measure progress and promote water conservation by the government, business, and the community at-large. |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| <b>Water Conservation</b>                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                              | Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.                                                                                                                          | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1                                                                                                                                                                                                                                                              | Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table                                                                                           | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                              | Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.                                                                                                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                                              | Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.                                                                                                                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                              | Infiltration and inflow reduction by 10%                                                                                                                                                                                                         | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                              | Plan for replacing all toilets using > 1.6 gpf and annual progress sufficient to reach 90 percent replacement in 10 years.                                                                                                                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Local Government Use</b>                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| 2                                                                                                                                                                                                                                                              | Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.)                                                                                                                                                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                              | All outdoor watering by local government, excluding parks and golf courses, from rain collection.                                                                                                                                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2                                                                                                                                                                                                                                                              | Develop a water efficiency and conservation plan for municipal buildings                                                                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>WATER AND WASTEWATER INFRASTRUCTURE MANAGEMENT</b><br>Setting goals for the sustainable management of water and wastewater infrastructure reduces costs; saves energy; and ensures the protection of public health and the environment.                     |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| 5                                                                                                                                                                                                                                                              | Develop and implement asset management plans that set targets for the sustainable maintenance, operation and renewal of water and wastewater infrastructure.                                                                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                              | Wastewater biogas captured and used in operations.                                                                                                                                                                                               | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                                              | Conduct an energy assessment for municipal water and wastewater facilities and develop a plan to increase energy efficiency                                                                                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                              | Financial assistance for sewer lateral replacements.                                                                                                                                                                                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                              | Set goals for increasing the recovery of resources from wastewater for energy generation (heat or electricity) and fertilizer.                                                                                                                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                              | Explore partnership options with high-strength waste.                                                                                                                                                                                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                              | Upgrade water and wastewater utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency based on total life cycle, triple bottom line costs (e.g. maintenance and replacement strategies in asset management plans). | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| <b>STORMWATER MANAGEMENT</b><br>Stormwater Management strategy options encourage the use of best management practices to achieve a reduction in the amount of harmful pollutants introduced to our streams, rivers, and lakes.                                 |                                                                                                                                                                                                                                                  |   |   |   |   |   |   |   |
| 3                                                                                                                                                                                                                                                              | Develop a regular street sweeping program to reduce total suspended solids                                                                                                                                                                       | 3 | 3 | 3 | 3 | 0 | 0 | 0 |

|                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| 4                                                                                                                                                                                                                                                                                                       | Stormwater utility fees offer credits for best management practices such as rain barrels, rain gardens, and pervious paving                                                                                                                                             | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                                                                       | Inventory all paved surfaces (e.g., by GIS mapping), and develop a plan for reduction                                                                                                                                                                                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                                       | Work with commercial or light industrial businesses to develop stormwater pollution plans                                                                                                                                                                               | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| <b>WATER AND DEVELOPMENT</b>                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| Water and Development strategy options link water conservation and the preservation of land, wetlands, and wildlife habitat while promoting compact development, restoration and rehabilitation efforts, and long-term planning.                                                                        |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| <b>Land Development</b>                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| 3                                                                                                                                                                                                                                                                                                       | Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas                                                                                                                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Waters, Wetlands, and Wildlife</b>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| 3                                                                                                                                                                                                                                                                                                       | Replace concrete channels with re-meandered and naturalized creeks, wetlands, or swales                                                                                                                                                                                 | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                                                                       | Develop a system for identifying culverts that obstruct fish migration and install fish friendly culverts where needed                                                                                                                                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                                                                       | Provide incentives for protection of green infrastructure, sensitive areas, important wildlife habitat, or for the restoration or rehabilitation of wetlands or other degraded habitats such as credit towards open space or set-aside requirements                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>WASTE MANAGEMENT AND REDUCTION</b>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| Waste Management and Reduction strategy options encourage municipalities and their citizens to divert organics and recyclables from landfills and properly dispose of hazardous materials in an effort to reduce waste in a community.                                                                  |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| 8                                                                                                                                                                                                                                                                                                       | Community waste stream monitored at least annually . Waste reduction plan prepared and updated annually                                                                                                                                                                 | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 8                                                                                                                                                                                                                                                                                                       | Waste and materials management plan based on "zero-waste" principles, with specific goals, prepared and updated annually                                                                                                                                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                                                                       | Construction/deconstruction waste recycling ordinance                                                                                                                                                                                                                   | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                                       | Mandatory residential curbside recycling pickup that covers paper, metal cans, glass and plastic bottles                                                                                                                                                                | 5 | 5 | 5 | 5 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                                       | Develop a municipal collection program that encourages the diversion of food discards, yard materials, and other organics from landfills to composting or anaerobic digestion with energy recovery                                                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                                                                                                                                                                                                                                                                       | Develop and promote programs that dispose of household hazardous, medical, and electronic waste                                                                                                                                                                         | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 7                                                                                                                                                                                                                                                                                                       | Use anaerobic digesters to process organic waste and produce energy                                                                                                                                                                                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                                                                                                                                                                                                                                                                       | Implement municipal ordinances requiring manufacturer takeback for fluorescent bulbs, thermostats and other mercury-containing devices                                                                                                                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                                                                       | Ordinances in place to reduce the usage of phone books as well as single-use shopping bags, styrofoam food containers and other                                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                                                                                                                                                                                                                                                                       | Pay-as-you-throw system implemented by municipality or required of private waste haulers                                                                                                                                                                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3                                                                                                                                                                                                                                                                                                       | Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction                                                                                                                                                         | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| <b>HEALTHY COMMUNITY PLANNING</b>                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| Policies and projects related to incorporating health living into community design- whether by built form, programs, education, etc. in an effort to reduce trends in poor nutrition, inactive lifestyles, chronic diseases, such as obesity and heart disease, and other negative health risk factors. |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| <b>Policies Affecting Multiple Program Areas</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |
| 7                                                                                                                                                                                                                                                                                                       | Adopt a resolution that promotes Health in All Policies at the community level (e.g., HEAL Resolution). Include that educational campaigns supporting a program covered by the resolution are appropriately targeted to all of the populations addressed by the program | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8                                                                                                                                                                                                                                                                                                       | Establish a Health Impact Assessments policy, including when an assessment is required and its scope                                                                                                                                                                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Planning</b>                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                         |   |   |   |   |   |   |   |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| 7                                                | Add health policies in 1 or more of the community's plans, including the comprehensive plan, long-range transportation plan, bicycle/pedestrian plan and open spaces recreation plan (embedded or stand-alone chapter) or develop a comprehensive, community wide wellness plan.                                                                                                                                                          | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                | Site schools in the Comprehensive Plan for accessibility with existing or new bicycle and pedestrian infrastructure                                                                                                                                                                                                                                                                                                                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8                                                | Encourage the formation and/or support of Neighborhood Improvement Districts (NIDs), Neighborhood Development Corporations, or other similar types of neighborhood reinvestment and enhancement strategies in plans or policies.                                                                                                                                                                                                          | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Healthy Food Access</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |
| 7                                                | Implement strategies (urban agriculture, community gardens on public land, diversified farmer's markets, expanded traditional retail food options, ordinances to allow urban chickens and beekeeping and vegetable gardening in rights of way) that help increase fresh food access in the community, in particular in areas with food insecurity (e.g., "food deserts" and "food swamps"), including access by EBT and WIC participants. | 7 | 7 | 7 | 7 | 0 | 0 | 0 |
| 6                                                | Create a Food Systems Plan that addresses the production, distribution, value-added, marketing, end-market, and disposal of food, and charge a new or existing governmental body to oversee the plan's implementation.                                                                                                                                                                                                                    | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Physical Activity and Access</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |
| 5                                                | Provide an on-street and/or off-street trail network connecting recreational areas in the community (e.g. safe routes to parks) and other trip generators, such as shopping malls, ensuring all neighborhoods are included in planning and implementation.                                                                                                                                                                                | 3 | 3 | 3 | 3 | 0 | 0 | 0 |
| 4                                                | Encourage pedestrian and bicycle site connections from front door of businesses or apartments to a public sidewalk and/or bike lane ensuring connections to all neighborhoods.                                                                                                                                                                                                                                                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4                                                | Provide education and establish programming to encourage physical activity, especially by youth.                                                                                                                                                                                                                                                                                                                                          | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7                                                | Establish an expanded public transit that serves commuters from all neighborhoods and major parks and recreation facilities, and has racks on vehicles for carrying bicycles.                                                                                                                                                                                                                                                             | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| 5                                                | Require sidewalks in new residential areas and establish a policy for adding sidewalks, as appropriate, in areas built out without sidewalks.                                                                                                                                                                                                                                                                                             | 5 | 5 | 5 | 5 | 0 | 0 | 0 |
| 2                                                | Implement a Complete Streets policy.                                                                                                                                                                                                                                                                                                                                                                                                      | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 5                                                | Provide recreation programs for youth, adults, senior citizens and disabled persons.                                                                                                                                                                                                                                                                                                                                                      | 5 | 5 | 5 | 5 | 0 | 0 | 0 |
| 5                                                | Establish a pedestrian safety task force.                                                                                                                                                                                                                                                                                                                                                                                                 | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| <b>Housing</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |
| 6                                                | Adopt ordinances and programs to maintain a healthy housing stock (code enforcement, landlord licenses, volunteer program, truth-in housing disclosure before sale, etc.).                                                                                                                                                                                                                                                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                | Allow life cycle or adaptable housing options, such as "aging in place", accessory dwelling units, Universal or Inclusive Design, Dementia Friendly Communities, Age-Friendly Communities, etc.                                                                                                                                                                                                                                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8                                                | Establish a program to make housing more affordable.                                                                                                                                                                                                                                                                                                                                                                                      | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| 5                                                | Establish a program to address chronic homelessness, such as "permanent housing".                                                                                                                                                                                                                                                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Crime Prevention and Other Harm Reduction</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |
| 4                                                | Use by policy, ordinance or practice, Crime Prevention Through Environmental Design and active threat planning to make public spaces, such as recreational space, crime free.                                                                                                                                                                                                                                                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                | Establish and implement Harm Reduction strategies for alcohol outlet density and sexual oriented establishments (e.g. zoning limitations)                                                                                                                                                                                                                                                                                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5                                                | Adopt an ordinance or policy that requires tobacco-free and e-cigarette free apartments or places limitations on such structures.                                                                                                                                                                                                                                                                                                         | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6                                                | Adopt an ordinance or policy that promotes tobacco-free and e-cigarette free parks and/or public events on local government-owned property.                                                                                                                                                                                                                                                                                               | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Climate Change</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |   |   |

|     |                                                                                                                                                                                                                                                                                        |               |     |     |     |     |   |   |   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|-----|-----|-----|---|---|---|
| 5   | Create and implement a climate change action plan that includes a carbon footprint study, and health related components on reducing air pollution from combustion of fossil fuels and responding to heat episodes and flooding, focusing in particular on most vulnerable populations. | 0             | 0   | 3   | 3   | 0   | 0 | 0 |   |
|     | Noise                                                                                                                                                                                                                                                                                  |               |     |     |     |     |   |   |   |
| 5   | Adopt an ordinance, including conditional use permits, on noise abatement for various zoning districts.                                                                                                                                                                                | 5             | 5   | 5   | 5   | 0   | 0 | 0 |   |
|     | Employee Health                                                                                                                                                                                                                                                                        |               |     |     |     |     |   |   |   |
| 5   | Implement a wellness program for employees of the local jurisdiction.                                                                                                                                                                                                                  | 5             | 5   | 5   | 5   | 0   | 0 | 0 |   |
| 5   | Encourage or partner with others, such as the Chamber of Commerce, etc., to advance workplace wellness programs within the community.                                                                                                                                                  | 0             | 0   | 0   | 0   | 0   | 0 | 0 |   |
|     | Placemaking                                                                                                                                                                                                                                                                            |               |     |     |     |     |   |   |   |
| 5   | Support placemaking at varying scale (neighborhood to major city facility) and permanence (temporary to permanent) through programming, financial support and removal of regulatory barriers to promote healthy living and social capital in the community.                            | 0             | 0   | 0   | 0   | 0   | 0 | 0 |   |
| 5   | Adopt form-based codes or similar type design guidelines for healthy active living environments.                                                                                                                                                                                       | 0             | 0   | 0   | 0   | 0   | 0 | 0 |   |
|     | Waste Pharmaceuticals                                                                                                                                                                                                                                                                  |               |     |     |     |     |   |   |   |
| 6   | Establish partnerships to reduce waste pharmaceuticals generated in the community and to efficiently collect remaining wastes to prevent their abuse and entry into solid waste or wastewater.                                                                                         | 6             | 6   | 6   | 6   | 0   | 0 | 0 |   |
| 653 | : TOTAL POSSIBLE                                                                                                                                                                                                                                                                       | TOTAL SCORED: | 128 | 128 | 131 | 149 | 0 | 0 | 0 |



## City of De Pere, Wisconsin

III.5

### **Request for Sustainability Commission Action**

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**MEETING DATE:** March 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and possible action on 2025 Farmers Market Booth\*  
**RECOMMENDED ACTION:** Participation at the De Pere Farmer's market on June 19, July 17, August 14, and September 18

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**ATTACHMENTS:**  
2025 0311 CI\_SC\_Farmers\_Market

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: March 11, 2025

RE: **Consideration and possible action on 2025 Farmers Market Booth\***

On February 3 and February 10, an email was sent to Commission members requesting they complete a survey to determine interest in participating in Farmers Market for 2025. The survey asked if we should participate, how often, and to select which dates members knew they were unavailable in an effort to help staff pick dates that would be most likely to have volunteers available. The survey also asked for recommendations for updates to the booth or topics. Based on the responses received, staff submitted the Sustainability Commission's booth application to Definitely De Pere on Monday, February 17. The following dates were chosen by staff based on the survey results:

- June 19 – Pollinators/Pollinator Week
- July 17
- August 14
- September 18 – Stormwater Awareness/Adopt a Drain

Staff recommends that the Commission continues to participate at the De Pere Farmer's market on the dates listed above. The Commission will need to approve the booth topics for each date.



## City of De Pere, Wisconsin

III.6

### **Request for Sustainability Commission Action**

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**MEETING DATE:** March 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and Possible Action on Sustainability Commission Subgroup Rules  
**RECOMMENDED ACTION:** Approve Sustainability Commission Subgroup Rules

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**ATTACHMENTS:**  
2025 0311 CI\_SC\_Subgroup\_Rules, CE\_SC\_Draft Subgroup Rules

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: March 11, 2025

RE: **Consideration and Possible Action on Sustainability Commission Subgroup Rules**

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Commissioner Weber and Black collaborated on the creation of the attached subgroup rules document. The intent of this item is to allow the Commission to review, provide comment, and/or approve these subgroup rules. Any comments or changes made to these subgroup rules can be brought back in April for final consideration and approval.

## **Attachments**

Draft Subgroup Rules

## Sustainability Subgroup Framework and Rules

1. **Purpose:** Subgroups are used to further research or develop initiatives outside of commission public meetings. They are work groups to brainstorm, research, plan, or execute tasks on a particular topic and report findings or recommendations to the full commission.
2. **Formation:** Subgroups may be established by any commission member during a public meeting by putting forth a motion to form the subgroup during a discussion of a related topic on the meeting agenda. Alternatively, a specific agenda item can be submitted for discussion for this purpose.
3. **Membership:** Members are decided on a volunteer basis with no term limits and can resign from the group at any time. Members can include commission members and student advisors.
4. **Meetings:** While no formal meeting schedule is required, members should establish a framework for frequency, scheduling, and location of meetings. Meetings can consist of virtual or email correspondence, but it is recommended that correspondence between group members include all those in the subgroup.
5. **Quorum:** Subgroups cannot exceed 3 members to avoid establishing quorum. Student Advisors do not contribute to the quorum.
6. **Voting:** Subgroups do not decide actions on a vote. While this may be helpful in decision making, it is not required to proceed with actions or research.
7. **Minutes and Records:** Formal meeting minutes are not required but the use of notes are encouraged. Notes on group proceedings should be shared with subgroup members not in attendance. Meeting notes should be shared with all sub group members at least one week before the next committee meeting.
8. **Reporting:** Subgroups should periodically report their findings and recommendations and progress updates to the full commission. The subgroup members should be in agreement with what efforts are ready to report on and send to the commission for discussion or action.
9. **Official Channels:** Accurately respond to intended recipients while communicating externally. Keep conversations between members within the subgroup when appropriate. It may be helpful to designate a point of contact for different initiatives to spread out any workload and give members focused efforts. Include city officials when necessary and reach out to Chase Kuffel (ckuffel@deperewi.gov) or Betty Marovich (bmarovich@deperewi.gov) for guidance.
10. **Clarity and Professionalism:** Communicate clearly and professionally, ensuring that messages are respectful and appropriate. Sustainability Commission members do not have official email addresses, therefore when using personal emails, refrain from inappropriate email addresses.
11. **Confidentiality:** Adhere to confidentiality requirements, especially regarding information deemed sensitive by city officials. Reach out to Chase Kuffel (ckuffel@deperewi.gov) or Betty Marovich (bmarovich@deperewi.gov) if members are unsure if a topic is sensitive.