



Sustainability Commission

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Tuesday, April 8, 2025

5:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

Present: Emily Henrigillis, Randall Lawton, Nicole Slavin, Carmen Van Schyndel, Rachel Weber, John Quigley, Anna Metzler

Absent:

Excused: Jayne Black

Others present:

Chase Kuffel, Assistant City Engineer

Grace Lahtela, Administrative Assistant/Recording Secretary

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 March 11, 2025 Sustainability Commission Meeting Minutes

Commissioner Henrigillis moved to approve the March 11, 2025 Sustainability Commission Meeting Minutes, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

<p>RESULT: Passed (Unanimous) MOVER: Emily Henrigillis SECONDER: Carmen Van Schyndel AYES: Emily Henrigillis, Randall Lawton, Nicole Slavin, Carmen Van Schyndel, Rachel Weber, John Quigley EXCUSED: Jayne Black</p>
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2. Green Tier 2 presentation by C.A. Lawton Company

Commissioner Lawton explained that CA Lawton staff were traveling to other locations and unable to attend the meeting. Commissioner Lawton added that they would plan to reschedule. Commissioner Lawton stated the presentation will include Green Tier 2 along with other certifications.

Discussion only. No action necessary.

3. Consideration and Possible Action on Pollinator Garden RFP

Chase Kuffel, Assistant City Engineer, stated that the Request for Proposals (RFP) for the installation of Pollinator Gardens at Urban Orchards was included in the packet and that the attached RFP includes the changes discussed at the March Sustainability Commission meeting. Mr. Kuffel stated that if approved,

staff would send the RFP to eight listed firms for consideration. Mr. Kuffel stated that any final edits would be considered prior to sending to the firms in the next two weeks. Mr. Kuffel recommended approving the final RFP and submitting the RFP to the eight listed firms for consideration and quoting.

Commissioner Lawton suggested removing Karner Blue Butterfly due to its specialized habitat and not lack of population locally. Mr. Kuffel stated that would be struck from the RFP. Commissioner Van Schyndel asked about the initial inclusion of Karner Blue Butterfly. Mr. Kuffel stated it likely came from wording in other documents that were used in research for the creation of the City RFP. Commissioner Van Schyndel asked if Monarch Butterfly and Rusty Patched Bumblebee were appropriate to include. Mr. Kuffel stated that the City sees those species targeted in permitting and would keep those included. Commissioner Van Schyndel asked if there were other species to consider adding. Commissioner Weber suggested Regal Fritillary but was unsure if their habitat was consistent Monarch Butterfly and Rusty Patched Bumblebee. Commissioner Henrigillis suggested listing "native host plants" without specific species as many native plants support a variety of pollinators. Commissioner Henrigillis added that Tidy Landscapes and Stone Silo were the same entity and one could be removed from the list of firms. Commissioner Lawton shared that he had planted a pollinator garden last year with 70 different species of plants in varying colors. Commissioner Lawton shared his support of this project moving forward. Commissioner Lawton also shared the importance of plants that bloom throughout the season to support the different stages of growth for pollinators. Commissioner Lawton shared concerns over availability of plant species later in the season. Mr. Kuffel explained how the process will work and that the budget will need to be spent in 2025. Commissioner Lawton asked if the contract could be paid in 2025 but retain some of the planting until the spring for those species that were not available in the fall. Commissioner Lawton figures it would equate to about 10% of the planting that would carry over into Spring 2026. Mr. Kuffel stated that the planting is a considerable portion of the project that would not be able to be paid within the budget year and shared his preference for completion in fall without attempting a carryover. Mr. Kuffel stated that is cleaner for the Finance Department and also for creating and approving the 2026 budget. Alderperson Quigley stated that the work could be completed this fall and additional funds could be requested for 2026 and if approved be used to plant spring species next year. Mr. Kuffel stated the worst case scenario would be having the proposals submitted considerably over budget. Commissioner Lawton shared from his experience the cost and labor involved in these types of plantings. Commissioner Slavin stated that a lot will be learned from this exercise and will present opportunities to make partnerships in the community in the future. Commissioner Weber agreed with Commissioner Slavin and added that these sites and RFP can be used as a blueprint. Mr. Kuffel reiterated the recommendation for approval of the Pollinator Garden RFP with the removal of the Karner Blue Butterfly language with submission to seven firms for consideration.

Alderperson Quigley moved to approve the Pollinator Garden RFP with the removal of the Karner Blue Butterfly language with submission to seven firms for consideration, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

RESULT:	Passed (Unanimous)
MOVER:	John Quigley
SECONDER:	Nicole Slavin
AYES:	Emily Henrigillis, Randall Lawton, Nicole Slavin, Carmen Van Schyndel, Rachel Weber, John Quigley
EXCUSED:	Jayne Black

4. Consideration and Possible action on Prioritizing Sustainable Initiatives

Chase Kuffel, Assistant City Engineer, stated this item is to follow up the discussion from March's

Sustainability Commission meeting. Commissioner Van Schyndel created the draft Evaluation Criteria for Assessing Current and New Initiatives included in the packet. The purpose of this item is to discuss the draft criteria and determine what changes should be made to prioritize initiatives moving forward. Mr. Kuffel recommended approving the draft evaluation criteria for assessing current and new initiatives.

Commissioner Van Schyndel reiterated that it is a draft document, open for recommendations. Commissioner Van Schyndel stated the evaluation is not meant to create more work but to help align the Commission's initiatives with the ordinance and create the biggest impact. Commissioner Van Schyndel stated that parts one through seven are meant to answer directly to the powers and duties listed in the City Ordinance. Commissioner Van Schyndel stated she then used Adopt-a-Drain as an example with the draft criteria. Commissioner Weber suggested including wording about alignment with federal and/or state standards as part of the alignment with broader goals. Upon further review, Commissioner Weber stated that having "federal, state, and local sustainability policies and regulations" listed in the description was enough and should help prevent the Commission from losing sight of those aspects. Mr. Kuffel added that staff is able to help provide insight in these areas as well for federal, state, and local policy, regulations, and permitting. Commissioner Lawton suggested moving alignment with broader goals as part of the alignment with mission, which could relate to the objectives the Commission establishes that best utilize the time and knowledge of the members and community resources. Commissioners Weber and Van Schyndel supported leaving it as listed on the draft, as it directly correlates to the ordinance. Commissioner Van Schyndel added that the mission of the commission would be to utilize the time and knowledge of the members. Commissioner Lawton suggested finding a way to add a criteria for the utilization of the time and talent of the Commissioners. Commissioner Weber stated that each initiative doesn't need to meet every criteria point, but the evaluation can be used to gauge the likely success of an initiative. Commissioner Van Schyndel added that the criteria will help pinpoint the shortcomings of an initiative and areas to increase focus. Commissioner Van Schyndel suggested adding wording in the "leadership capacity" section to encompass Commissioner Lawton's suggestions for an evaluation criteria that includes the utilization of the time and talent of the Commissioners. Commissioner Lawton stated that there are cases where individuals get attached to an initiative and though it is not impactful or isn't progressing, resources continue to be used on it. Commissioner Henrigillis stated that the criteria is meant to prevent that from happening and cease an initiative that is not moving forward. Commissioner Weber spoke in favor of the draft criteria and suggested using it for a while and addressing any shortcomings as they are discovered. Commissioner Van Schyndel suggested adding a bullet point under Feasibility or Leadership with regards to Commissioner Lawton's suggestion. Commissioner Lawton attempted to further describe the criteria he suggested adding. Commissioner Weber asked if the suggestion was with regards to evaluating the progress of an initiative. Commissioner Lawton stated that was part of it. Commissioner Van Schyndel stated that based on what she learned from City of Green Bay, the criteria is used to evaluate the initiatives and then created a workplan for the commission, which included tracking data, measuring outcomes, and check-in points. Commissioner Van Schyndel stated the workplan helps subgroups analyze their progress and share with the commission. Alderperson Quigley asked how success will be measured, as each member may have a different idea of success for each initiative. Commissioner Van Schyndel suggested adding a question under Feasibility of Effort asking what success looks like in a measurable goal. Alderperson Quigley asked if feasibility and sustainability was about replicating a program. Commissioner Van Schyndel stated her intent was in regards to maintenance over time and offered to reword that section to be feasibility and maintenance of effort. Commissioner Slavin suggested using it and through the utilization of the criteria, the gaps will become clearer. Commissioner Van Schyndel suggested running one initiative through the criteria each meeting, spending just a few minutes discussing it, until all current initiatives have been evaluated. Mr. Kuffel recapped the edits discussed and added a criteria to evaluate the time to impact. Mr. Kuffel asked how the initiatives will be prioritized or determined to be worthwhile. After hearing a few suggestions and concerns from members,

Mr. Kuffel suggested assigning a score for each item (one through seven). Commissioner Henrigillis suggested running the current initiatives through the criteria first and then determine how to prioritize or rank them. Commissioner Van Schyndel suggested having Commissioners work the initiatives through the criteria before the next meeting in July, since the next two meetings are cancelled. Commissioner Weber asked if a group document could be created for all members to access and edit, or if it would be seen as a quorum of sorts. Mr. Kuffel stated it would be a gray area. Commissioner Van Schyndel offered to compile evaluations from Commission members. Commissioner Lawton shared the struggles of trying to get the community to change habits and actions that have been ingrained in them for years. Commissioner Henrigillis agreed and added that the early adopters are the ones that jump right into action, but the mid and late adopters are the ones that require the extra work to get on board. Advisor Metzler suggested adding a criteria for public input on each initiatives impact. Alderperson Quigley added evaluating initiatives based on the opportunities it affords for community engagement and steps the Commission needs to take to increase effective engagement. Mr. Kuffel recommended approving the draft assessment criteria with edits from meeting and bring back to July meeting. Mr. Kuffel stated staff will update the form with information from the meeting discussion and send to all members and provide Commissioner Van Schyndel's email address to the Commission for members to send their evaluations to her for compilation.

Alderperson Quigley moved to refer back to staff for continued discussion in July, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

RESULT:	Passed (Unanimous)
MOVER:	John Quigley
SECONDER:	Carmen Van Schyndel
AYES:	Emily Henrigillis, Randall Lawton, Nicole Slavin, Carmen Van Schyndel, Rachel Weber, John Quigley
EXCUSED:	Jayne Black

5. Sustainability Conferences and Seminars Update

Chase Kuffel, Assistant City Engineer, stated that at the March meeting, Commissioner Van Schyndel brought forward a sustainability conference that triggered staff to look into other local options and bring forward the information regarding attendance and reimbursement. Mr. Kuffel stated the reimbursement will be handled the same as it would be for City employees. Mr. Kuffel stated that members should contact Betty Marovich if they are interested in attending any of the listed conferences or if they are aware of others that are sustainability focused for consideration.

Commissioner Van Schyndel asked if all the conferences listed were within the budgeted amount. Mr. Kuffel stated he was unsure of the cost of each conference at that time. Commissioner Van Schyndel stated she would likely be attending the Sustainable Business Council for work, if there was interest in sending multiple people to the same conference. Alderperson Quigley suggested having this topic be ongoing on upcoming agendas if members bring forward other conferences or workshops they become aware of.

Discussion only. No action necessary.

6. City Newsletter Update

Chase Kuffel, Assistant City Engineer, explained that staff submitted information from the Sustainability Commission to be included in the April Newsletter and staff confirmed it was published. Mr. Kuffel also shared with the Commission how to sign up for the newsletter or find past issues.

Commissioner Henrigillis asked how many people receive the newsletter. Mr. Kuffel stated he did not know. Advisor Metzler asked if the City posted on Facebook for the initiatives. Alderperson Quigley stated the audiences were probably different between social media and the newsletter, but stated that initiatives are published on social media as well. Mr. Kuffel added that social media posts

Discussion only. No action necessary.

Future agenda items:

Mr. Kuffel stated that Chair and Vice-Chairperson will need to be elected in July, first quarter compost reimbursements will be discussed, along with updating the Commission on Adopt-a-Drain. Mr. Kuffel added that an update will be presented for Clean Air Initiative. Mr. Kuffel shared that May and June meetings are canceled and August or September will be better for rescheduling CA Lawton presentation.

IV. Adjournment

Alderperson Quigley moved to adjourn the meeting at 6:15 PM, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich