



Sustainability Commission

Regular Meeting

Minutes

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

Tuesday, August 12, 2025

5:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll Call

Commissioner Henrigillis called the August 12, 2025 meeting of the Sustainability Commission to order at 5:38 PM.

Present: Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber

Absent:

Excused: Nicole Slavin, Anna Metzler

Others present:

Chase Kuffel, Assistant City Engineer

Betty Marovich, Administrative Assistant/Recording Secretary

Jairo Ramirez, CA Lawton

Alex Lawton, CA Lawton

Tierney Grutza, CA Lawton

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 July 8, 2025 Sustainability Commission Meeting Minutes

Commissioner Van Schyndel moved to approve the July 8, 2025 Sustainability Commission Meeting Minutes, seconded by Commissioner Lawton. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Carmen Van Schyndel
SECONDER:	Randall Lawton
AYES:	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Nicole Slavin, Anna Metzler

2. Consideration and possible action on election of Vice Chairperson

Commissioner Van Schyndel nominated herself as vice chairperson, seconded by Commissioner Lawton.

No other nominations.

Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Carmen Van Schyndel
SECONDER:	Randall Lawton
AYES:	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Nicole Slavin, Anna Metzler

3. C.A. Lawton Company Presentation

Chase Kuffel, Assistant City Engineer, introduced the CA Lawton Company to present their Green Tier 2 status.

Jairo Ramirez, Alex Lawton, and Tierney Grutza presented on CA Lawton Green Tier 2 status and company sustainability practices.

Commission members asked questions pertaining to the presentation, City Green Tier status, and getting more businesses interested in becoming Green Tier certified.

No action necessary. Discussion only.

4. Consideration and Possible action on Clean Energy Work Plan

Chase Kuffel, Assistant City Engineer, introduced the draft baseline goals and budget request for the clean energy work plan created by Commissioner Weber.

Commissioner Weber shared that she had drafted these documents from reviewing other energy work plans and added that the current work plan approved for De Pere may no longer serve the current commission. Commissioner Weber stated that there may be opportunity to revamp the plan into more of a build-out analysis with Southbridge. Mr. Kuffel stated that obtaining the information from Brown County will be difficult as they are experiencing staff shortages and getting a response to that request may take a backseat to other priorities. Mr. Kuffel added that this project is through design phase and those sections completed will require information from multiple years back to obtain analysis information, if it is available at all. Commissioner Weber added that she was looking at it as a funding source and additionally for what services will be necessary to provide. Mr. Kuffel informed the Commission that much of the work being completed in City of De Pere is being funded by the City but construction and design is organized by the County. Commissioner Van Schyndel asked Commissioner Weber to explain how the Southbridge Corridor is connected to the Clean Energy Work Plan. Commissioner Weber explained that her intent was to analyze the indirect effect the bridge will have on energy consumption, urban sprawl, and providing services. Mr. Kuffel explained the first step could be internal with the Planning Department, which would regulate the residential and commercial growth post construction of Southbridge. Commissioner Weber stated the Southbridge aspect may be a stretch as it relates to the City baseline and educating the City residents. Mr. Kuffel stated that a good partner opportunity would be the City's Green Tier participation. Mr. Kuffel added that staff is meeting with the City Manager in October to discuss the City's level of participation in the program. Commissioner Van Schyndel clarified that a baseline measurement of gas and electricity usage and solar power would be the first step, prior to a build-out. Mr. Kuffel stated that staff is waiting on clarification from the City Manager on behalf of the Commission but staff is unable to move forward with that program until after

the meeting in October to see what level the City will participate in Green Tier. Mr. Kuffel shared that it took City of Green Bay many staff hours to coordinate all the initial material, but once it is compiled it is easier to maintain. Commissioner Weber asked if WPS has the information on energy use that could be obtained. Mr. Kuffel stated it would be a matter of going through the right channels to get that information provided to the City for use. Mr. Kuffel shared the City benefits for participating in Green Tier.

Commissioner Weber will attempt to get energy data from WPS and staff will bring back for discussion in November following internal meeting about participation in Green Tier.

Discussed. No action taken.

5. Update on Composting Reimbursement Program Quarter 2

Chase Kuffel, Assistant City Engineer, provided an update on the Composting Reimbursement Program for Quarter 2.

Commissioner Van Schyndel asked if staff has received responses from individuals detailing why they have left the program. Mr. Kuffel stated that if residents confirm that they have canceled composting services, staff asks if they would like to provide a reason why. Mr. Kuffel stated he will continue to update the Commission on the reimbursement program.

No action necessary. Discussion only.

6. Consideration and possible action on 2026 Budget Request

Chase Kuffel, Assistant City Engineer, outlined the proposed 2026 budget for the Sustainability Commission.

Commissioner Van Schyndel asked if there was flexibility on the use of the funds as long as funds were available. Mr. Kuffel explained that the funds do not have defined projects they are associated with. Commissioner Weber asked if unused funds can be rolled over. Mr. Kuffel stated that staff had requested to roll over funds from 2024, which created an large excess of funds, and would likely not request the same this year.

Commissioner Weber moved to approve the 2026 Budget Request, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Rachel Weber
SECONDER:	Carmen Van Schyndel
AYES:	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Nicole Slavin, Anna Metzler

8. Consideration and Possible action on Enviroscope Watershed Model

Chase Kuffel, Assistant City Engineer, shared about the Enviroscope watershed model and how the model demonstrates pollutants washing away from sources into waterways. At the July Farmer's market, staff had coordinated with NEWSC to have a stormwater watershed model brought to the booth as a

presentation tool, but it was unavailable due to their watershed model needing repairs. Mr. Kuffel stated that the money is available to purchase the model and carrying case if the Commission chooses and it could be used for presentations and Farmers Market.

Commissioner Henrigillis stated that it takes practice to learn how to talk about the pollutants as you are using the model. Commissioner Henrigillis asked if staff would use it outside the Commission events. Mr. Kuffel stated that the model is very engaging and staff has discussed options to use at events outside Commission events. Commissioner Weber shared initiatives that the model would support. Commissioner Van Schyndel shared concerns over proper use of the model and having an expert teach proper use of the model. Mr. Kuffel offered to demonstrate use of the model if the Commission moved forward with purchasing.

Commissioner Van Schyndel moved to approve the purchase of Enviroscope Watershed Model with carrying case, seconded by Commissioner Lawton. Upon vote, the motion passed unanimously.

RESULT:	Passed (UNANIMOUS)
MOVER:	Carmen Van Schyndel
SECONDER:	Randall Lawton
AYES:	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
EXCUSED:	Nicole Slavin, Anna Metzler

7. Consideration and possible action on Sustainability Commission Initiatives and Draft Work Plan

Chase Kuffel, Assistant City Engineer, stated that at the April 11, 2025 Sustainability Commission meeting, it was discussed that the present commissioners would complete the draft prioritization forms for each of the current Sustainability Commission Initiatives. These completed forms were to then be forwarded to Commissioner Van Schyndel for review and ranking. The intent of this item is to review the results of the prioritization and discuss how the forms worked. Based off the evaluations provided, Commissioner Van Schyndel created the draft Sustainability Commission Work Plan for the Commission's consideration.

Commissioner Van Schyndel commented that the evaluation was a good exercise in better understanding the initiatives and added that it would not be a common practice on existing initiatives, but new initiatives should be run through a screening process to determine viability. Commissioner Van Schyndel suggested revisiting initiatives annually to ensure the Commission is working towards the desired goal. Commissioner Weber suggested recording the actions and recommendations for each initiative in real-time as it is being discussed. Commissioner Van Schyndel agreed in theory but questioned if the evaluation framework that was used is the best place as it is based on an individuals perception of the initiative and tasks associated with it. Commissioner Van Schyndel stated that the draft work plan was based on her knowledge of the initiatives and asked for feedback from the Commission if there were gaps that needed to be covered or additional insight to be added. Mr. Kuffel offered to have evaluations of new initiatives included during Commission meetings as a roundtable-style discussion. Commissioner Van Schyndel shared examples from evaluation of current initiatives where additional conversations could be had to move them forward or take them in a new direction. Mr. Kuffel shared the initiatives that could use some additional work plan review and then the Commission walked through adopt-a-drain as an example. Commissioner Van Schyndel asked Commissioners to review the presented information and send her edits and draft work plans that will be reviewed for approval at the September meeting and become a working document moving forward. Commissioner Lawton shared

struggles over influencing City residents and understanding why it is important for them to become involved. Commissioner Weber asked staff to get clarification on the option of stenciling on the sidewalk for adopt-a-drain.

Discussed. No action taken.

IV. Future Agenda Items

Chase Kuffel stated for the September meeting he would include sidewalk stencils and break out each initiative as a separate item to discuss work plan and evaluation.

V. Adjournment

Commissioner Lawton moved to adjourn the meeting at 7:08 PM, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich