



# Sustainability Commission

## Regular Meeting

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

## Agenda

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Tuesday, September 9, 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 **September 9, 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 <https://deperewi.portal.civicclerk.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 August 12, 2025 Sustainability Commission Meeting Minutes
  2. Commission Member Introductions
  3. Consideration and possible action on Initiative Advertising Opportunities
  4. Consideration and possible action on September Farmers Market Booth
  5. Consideration and possible action on draft letter to residents with Planned Natural Landscapes/Pollinator Gardens

6. Discussion on Sustainability Commission Work Plan
  7. Discussion on Initiative Prioritization - Adopt a Drain
  8. Discussion on Initiative Prioritization - Clean Air Initiative
  9. Discussion on Initiative Prioritization - Composting
  10. Discussion on Initiative Prioritization - Green Energy
  11. Discussion on Initiative Prioritization - Pollinator Gardens/Planned Natural Landscapes
- 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  
Definitely De Pere



**City of De Pere, Wisconsin**

**III.1**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Betty Marovich, Administrative Assistant  
**SUBJECT:** Approval of the August 12, 2025 Sustainability Commission Meeting Minutes  
**RECOMMENDED ACTION:** Approve the August 12, 2025 Sustainability Commission Meeting Minutes

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ATTACHMENTS:  
2025 0812 Sustainability\_Minutes



# Sustainability Commission

Regular Meeting

Minutes

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

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Carmen Van Schyndel
<b>SECONDER:</b>	Randall Lawton
<b>AYES:</b>	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
<b>EXCUSED:</b>	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.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Carmen Van Schyndel
<b>SECONDER:</b>	Randall Lawton
<b>AYES:</b>	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
<b>EXCUSED:</b>	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.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Rachel Weber
<b>SECONDER:</b>	Carmen Van Schyndel
<b>AYES:</b>	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
<b>EXCUSED:</b>	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.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Carmen Van Schyndel
<b>SECONDER:</b>	Randall Lawton
<b>AYES:</b>	Emily Henrigillis, Randall Lawton, Carmen Van Schyndel, Rachel Weber
<b>EXCUSED:</b>	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



**City of De Pere, Wisconsin**

**III.2**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Commission Member Introductions  
**RECOMMENDED ACTION:** Discussion only

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**ATTACHMENTS:**  
2025 0909 CI\_SC\_Commissioner\_Introduction

# CITY OF DE PERE MEMO



To: Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: September 9, 2025

RE: **Commission Member Introductions**

The intent of this memo is to provide an opportunity for our new Sustainability Commission members, Alderperson Casey Nelson and Commissioner Jonie Panick, to introduce themselves. As part of the introduction, each Sustainability Commissioner should provide a little background on themselves and what they are looking to accomplish while serving on the Sustainability Commission. Commissioner Van Schyndel's bio is provided below:

### **Casey Nelson**

Casey Nelson is a native of Wisconsin and has lived in De Pere since 2013. He is married (Nicole) and has three children (11, 9 and 6 years old) and has previously worked as a pharmacist at the VA in Green Bay. Now he works for a lab company and travels around talking to physicians about new ways to test patients. Casey is a big fan of animals and shares his household with two dogs and two cats and was able to cross off a major bucket list item earlier this summer when he got to see a (giant) panda in person for the first time. Casey has previously had the opportunity to serve as an alderperson in De Pere and is very much looking forward to again serving the citizens of District 4.

### **Jonie Panick**

Professionally, I am a Business Development Representative at CJ & Associates. Personally, I am actively involved in the community through my volunteer work with Family & Childcare Resources of N.E.W. and as part of the Greater Green Bay Chamber's Ambassador program. I'm interested in joining a De Pere commission is because I love where I live and want to see my community flourish. I have a soft spot for sustainability because I want to be a more sustainable person and want to help others in De Pere find ways to do the same.



City of De Pere, Wisconsin

III.3

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Betty Marovich, Administrative Assistant  
**SUBJECT:** Consideration and possible action on Initiative Advertising Opportunities  
**RECOMMENDED ACTION:** Staff does not have a recommendation for the Commission. The Commission may opt to move forward with any listed advertising or promotional materials. There is sufficient budget for any of these options.

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**ATTACHMENTS:**  
2025 0909 CI\_SC\_Initiative advertising\_Memo, Banner ideas, Banner ideas-slogans, Slogan Ideas

# CITY OF DE PERE MEMO



To: Sustainability Commission  
From: Betty Marovich, Administrative Assistant  
Date: September 9, 2025

RE: **Consideration and possible action on initiative advertising opportunities**

The intent of this item is to allow for discussion and possible action on moving forward with advertising opportunities for Sustainability Commission Initiatives following the discussion in July.

Staff has investigated a few options for spreading the word about Sustainability Commission Initiatives including:

- City Newsletter
  - No cost
  - Approximately 1,100 subscribers
- Printed brochures
  - Cost: \$130-\$500
  - Could be available at public locations (Library, City Hall, Community Center, Municipal Service Center)
- Educational banner over Reid Street
  - Approximately \$500
  - Installed for three weeks
  - Daily traffic volume approximately 12,500
- Movie Theater Ads (played before the feature)
  - Cost \$2400-\$2800 for one year (28 day billing, \$186 every 4 weeks)
  - Plays before every movie, every day (1 screen)
  - 30 second play time plus 5 second static billboard spot
  - Attendance averages 500-550 per week (up to 1100 per week)
  - Ad can be changed at any point within the year with an 8 day lead time
  - Term can be less than one year, but there is a minimum \$1500 charge

- Water bill inserts
  - Approximately \$750
  - Approximately 8,700 water bills quarterly
  
- Promotional materials (keychains, pens, notepads, etc)
  - Cost per piece varies by item selected
  - Hand out at Farmers Market
  
- Radio Ads
  - Cost: \$600 per week (WIXX)
  - 30 ten second commercials per week
  - 20 commercials 6AM-7PM Monday-Friday
  - 10 bonus commercials 6AM-midday Monday-Sunday

Partnership with City of Green Bay Sustainability-Northeast WI Clean Air Initiative

Recommendation

From the discussion in July, the Commission was supportive of continuing the newsletter, creating an educational banner for Reid Street, printed materials, and movie theater ads. Staff mocked up some quick banner ideas and “catchy” slogans for Commission to consider. Staff could send the “Take a tip from Just the Hip” stormwater video as the first option at the movie theater. Printed materials could be for specific topics or all initiatives

Staff does not have a recommendation for the Commission. The Commission may opt to move forward with any listed advertising or promotional materials. There is sufficient budget for any of these options.



ONLY SNOW AND RAIN DOWN THE STORM DRAIN





**ONE TEASPOON OF SALT POLLUTES 5 GALLONS OF  
WATER FOREVER. BE SALT WISE.**





← EAST OR WEST →  
GOING GREEN IS BEST



**POLLINATORS HELP US.  
IT'S TIME TO HELP THEM.**



Be Stormwater Smart: Pollution travels downstream and winds up in our rivers, lakes, and streams.

Stormwater: where it flows, everything goes

Only snow and rain down the drain

Keep the Tox, out of the Fox

Don't be Toxic, Prevent the Fox-ick

Water pollution begins and ends with you

Roses are red, violets are blue, clean water starts with you

Roses are red, violets are blue, pollution prevention is up to you

Roses are red, violets are blue, drain cleaning only takes a minute or two

Be the solution to stormwater pollution

Help turn the tide on water pollution

Shovel more, salt less

H2OMG

Use your brain, don't clog that drain

No single raindrop believes it's to blame for the flood

Air should be free, not filled with debris

The air we share deserves our care

Pollinators help us. It's time to help them.

Think Globally. Act Locally

Don't be mean. Go green.

Clean and Green is our Dream

Save the Bees, Plant Trees, and Swim in our seas

Help more Bees, Plant more Trees, Clean the Seas

Green is the new black

Less plastic is fantastic

Green up, Clean up

Give a Hoot! Don't Pollute!

Every Day, Earth Day

A Green Planet is a Clean Planet

Be the solution to the pollution

Lead the scene, keep it green

Green is power, ask Hulk

East or West, going green is the best

Let's cut carbs, our carbon footprint that is.

**ONE TEASPOON  
OF SALT  
POLLUTES  
5 GALLONS  
OF WATER  
FOREVER**



Melting snow and ice carries salt into storm drains that empty into lakes, streams, and wetlands. Once the salt is dissolved in water, there is no practical way to remove it.



**STAY SAFE**  
while using less salt.



**SAVE MONEY**  
by using less salt.



**PROTECT LAKES  
AND RIVERS**  
by using less salt.

**BLOW IT BACK! KEEP GRASS CLIPPINGS  
OFF THE STREET**

**GRASS CLIPPINGS CONTAIN  
NITROGEN AND PHOSPHORUS**  
THAT POLLUTE OUR STREAMS AND LAKES



BROUGHT TO YOU BY:  
**YOUR LOCAL STORMWATER PROGRAM**

**KEEP IT CLEAN 'CAUSE WE'RE ALL DOWN STREAM**

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*Where stormwater flows, everything goes. Avoid applying pesticides or fertilizer when rain is predicted and avoid spraying any chemicals on pavement. Be #StormwaterSmart!*



*Where stormwater flows, everything goes. Always pick up and dispose of pet waste in the proper container. Be #StormwaterSmart!*



*Where stormwater flows, everything goes. Keep trash in its place and never dump down storm drains. Be #StormwaterSmart!*



*Where stormwater flows, everything goes. Direct water from downspouts and sprinklers to green areas only. Be #StormwaterSmart!*



*Where stormwater flows, everything goes. Don't oversalt your walk or driveway. Be #StormwaterSmart!*



*Where stormwater flows, everything goes. Follow "No Parking" signs on street sweeping days. Be #StormwaterSmart!*



**DON'T FEED THE MONSTER!**

**TOX-ICK**

**A MONSTER OF A PROBLEM FOR PUGET SOUND.**

<b>\$1000 IN POLLUTION PREVENTION PRIZES WILL BE AWARDED</b> Water cisterns, organic landscaping, car wash gift certificates, bus passes and more...	<b>SEPTEMBER 11th, 2 pm</b> West Seattle Christian Church 4400 42nd Ave. SW, Seattle	<b>SEPTEMBER 24th, 10 am</b> Youngstown Cultural Arts Center 4408 Delridge Way SW, Seattle
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Presented and produced by Sustainable West Seattle

Find out more at **Tox-Ick.org**



# Be the Solution to Stormwater Pollution

- 1 Pick up after your pet 
- 2 Toss litter in a trash can 
- 3 Minimize use of pesticides and fertilizers 
- 4 Compost or bag grass clippings and leaf litter 
- 5 Wash your car on your lawn 
- 6 Check your car for leaks 
- 7 Maintain your septic tank 
- 8 Dechlorinate it over  

## "THE BIG 6" STORMWATER POLLUTANTS







City of De Pere, Wisconsin

III.4

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and possible action on September Farmers Market Booth  
**RECOMMENDED ACTION:** Staff recommends cancelling the September Farmers Market Booth

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ATTACHMENTS:  
2025 0909 CI\_SC\_Farmers\_Market

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Consideration and possible action on September Farmers Market Booth**

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Currently, the Sustainability Commission lacks volunteer staff for the Farmer's Market Booth on Thursday, September 18. The commission previously cancelled their participation during the August Farmers Market Booth.

In previous meetings, Commissioners have expressed their concerns with the lack of participation the booths see at the Farmers Market and the lack of outreach to De Pere residents. Next spring, staff will bring forward an agenda item to determine if the Sustainability Commission wishes to have booth space at a community event like the Beer Garden or Farmers Market.

Staff recommends cancelling the September Farmers Market Booth. If approved, staff will plan to notify NEWSC and Definitely De Pere of the cancellation.



**City of De Pere, Wisconsin**

**III.5**

**Request for Sustainability Commission  
Action**

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<b>MEETING DATE:</b>	September 9, 2025
<b>DEPARTMENT:</b>	Sustainability
<b>FROM:</b>	Chase Kuffel, Assistant City Engineer
<b>SUBJECT:</b>	Consideration and possible action on draft letter to residents with Planned Natural Landscapes/Pollinator Gardens
<b>RECOMMENDED ACTION:</b>	Staff recommends reviewing and approving the draft letter to residents for planned natural landscapes and pollinator gardens.

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ATTACHMENTS:  
2025 0909 CI\_SC\_PNL Letter, 2025 0904 CE\_Planned Natural Landscape\_Pollinator Garden Showcase Interest Letter

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Consideration and possible action on draft letter to residents with Planned Natural Landscapes/Pollinator Gardens**

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The Sustainability Commission previously discussed creating a digital walking tour for planned natural landscapes and pollinator gardens. One of the options for showcasing locations was to send a letter to properties that have created these spaces in their yards asking for their participation. To facilitate these contacts, staff has written a draft letter that could be sent to these property owners. Staff would look to send these letters to properties that the Commissioners note as having planned natural landscapes or pollinator gardens or following a windshield survey.

Staff recommends reviewing and approving the draft letter to residents for planned natural landscapes and pollinator gardens.

# CITY OF DE PERE

## Public Works Department

925 S. Sixth Street, De Pere, WI | 920-339-4060 | [www.deperewi.gov/publicworks](http://www.deperewi.gov/publicworks)



September 4, 2025

«Name\_First» «Name\_Last»

«Address»

«Address2»

Re: Planned Natural Landscape and Pollinator Garden Showcase

Dear «Name\_First» «Name\_Last»:

In 2024, when the City terminated “No Mow May” and amended the City ordinance to allow for planned natural landscapes, the Sustainability Commission decided to work on new ways to educate residents on sustainable practices to promote pollinators throughout the City. As part of that work, the Commission is looking to create a digital walking tour of planned natural landscapes and pollinator gardens throughout the City with short interviews with some of the owners. This video recording would then be shared across the City channels (website, YouTube, Facebook, and Instagram) to help other property owners create habitats for pollinators and create pollinator corridors across the City.

Your property was noted as having an ideal space to showcase as part of this initiative. Please reach out to Chase Kuffel, Assistant City Engineer, at [ckuffel@deperewi.gov](mailto:ckuffel@deperewi.gov) or Betty Marovich at [bmarovich@deperewi.gov](mailto:bmarovich@deperewi.gov) to indicate your interest in participating.

Thank you for your contribution to protecting and promoting pollinators!

Respectfully yours,

A handwritten signature in black ink that reads "Chase Kuffel". The signature is written in a cursive, flowing style.

Chase K. Kuffel, PE

Sustainability Commission Liaison/Assistant City Engineer



**City of De Pere, Wisconsin**

**III.6**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Sustainability Commission Work Plan  
**RECOMMENDED ACTION:** Discussion only

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**ATTACHMENTS:**  
2025 0909 CI\_SC\_Prioritization\_Summary\_Work Plan

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Sustainability Commission Work Plan**

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## **DRAFT De Pere Sustainability Commission Work Plan 8/1/25 - 7/31/26**

**Objective of Work Plan:** To address identified gaps, implement recommendations, and advance the De Pere Sustainability Commission’s mission by ensuring success across all current initiatives. When new initiatives are proposed, the commission will evaluate using the established evaluation criteria and add to the Work Plan when applicable. Work plan will be updated as necessary when updates in each initiative is provided at commission meetings.

### Initiative: **Adopt-A-Drain**

- Goals:
  - Increase community participation
  - Improve visibility and public awareness
  - Establish measurable success metrics
- Actions:
  - Develop outreach plan
    - Create marketing materials
    - Leverage farmer’s market, social media, and passive engagement methods (passive methods TBD - example would be storm drain stencils)
  - Engage community
    - Idea: Partner with local organizations to promote the program
    - Idea: Introduce friendly competition or campaign
    - Idea: Provide incentives such as bumper stickers, swag, etc.
    - Idea: Evaluate collaboration opportunities to scale program visibility (ex: other communities, other programs with same goal)
  - Define success metrics and tracking methods
    - Determine what program ‘success’ looks like - metric
    - Determine how to measure program results (ex: water quality improvements, participation, etc.)

- Gather feedback and track participation satisfaction
    - Analyze data to report outcomes and set next 12 month goals
  - Communicate program results to the initiative participants and the broader community
- Lead Commissioner: TBD

Initiative: **Composting**

- Goals:
  - Assess current program viability
  - Assess future program options
  - Increase community participation
- Actions:
  - Review current program and identify improvements for future program development
    - Analyze participation metrics
    - Identify improvements based on public and city feedback and metrics
  - Refocus outreach and engagement
    - Idea: Host Q&A sessions at Farmers Markets on home compost practices.
    - IDea: Pilot a smaller-scale composting initiative to test and learn
  - Identify alternative partners/models
    - Investigate collaborations with farms or other compost facilities
    - Research other city composting programs
    - Tour regional recycling and composting facilities for insights and best practices
  - Evaluate and make final decision on future program
    - Compile findings from previous actions to make recommendation
    - Recommend whether to continue, restructure, or sunset the initiative based on findings
    - Once recommendation approved, then:
      - Develop outreach plan to increase community awareness
        - TBD once final program determined
      - Develop engagement plan to increase participation in program
        - TBD once final program determined
      - Implement metrics and tracking
        - TBD once final program determined
- Lead Commissioner: Carmen

Initiative: **Clean Air - ON HOLD**

- Goals:
  - Improvement community engagement and awareness on air quality issues
- Actions: TBD
- Lead Commissioner: TBD

Initiative: **Planned Natural Landscape**

- Goals:

- Support pollinators
- Increase community adoption of native plant landscaping.
- Provide educational resources to overcome knowledge gaps.
- Promote sustainable land-use practices.
- Actions:
  - Refocus outreach and engagement
    - Increase social media marketing
    - Create marketing content
      - Create handouts
        - Idea: Replacement plants
      - Interview those that have changed their landscape and create marketing campaign around their case study/success story
        - Highlight process, reasons for changing, maintenance, and more
    - Engage community
  - Create success metrics and tracking
- Lead Commissioner: Emily Henrigillis

Initiative: **Urban Orchards**

- Goals:
  - Support pollinators
  - Have fruit available for anyone and everyone to pick - make De Pere a greener/healthier place
- Actions:
  - Urban Orchards are already established
  - Increase pollinator habitats around urban orchards to support healthy growth
- Note - The orchards do need regular maintenance and this falls to Public Works or Parks Department
- Lead Commissioner: Maintenance = Public Works/Parks ; Pollinator habitats = Emily Henrigillis

Initiative: **Clean Energy**

- Goals:
  - Create an energy baseline for De Pere.
  - Align with state and federal energy policies.
  - Develop long-term action plans for energy sustainability and resilience.
- Actions: *Rachel to provide*
- Lead Commissioner: Rachel



City of De Pere, Wisconsin

III.7

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Adopt a Drain  
**RECOMMENDED ACTION:** Discussion only

---

ATTACHMENTS:  
2025 0909 CI\_SC\_Prioritization\_AAD

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Initiative Prioritization – Adopt a Drain**

The purpose of this item is to evaluate the adopt a drain program against the initiative prioritization evaluation criteria.

## **Adopt a Drain**

### **Origin**

Starting in 2024, the adopt-a-drain program was created to formalize the cleaning of storm sewer inlets within the public right-of-way. Residents who sign up to adopt a drain are provided with a drain cleaning kit to help their cleaning efforts. Participants are encouraged to take photos and document the amount of debris cleaned up at the inlets as part of their adoption.

### **History**

August 20, 2024, the adopt a drain program is adopted by common council as an educational and outreach tool.

### **Status**

The program is slowly growing in participation. Additional education and outreach is recommended. An educational video was created to help advertise the program.

## **Evaluation Criteria for Assessing Current and New Initiatives**

### **1. Alignment with Mission**

- Does this initiative fit within the current goals of the Commission and its powers and duties?
- Does it promote a sustainable, livable, and healthy De Pere community?
- Does it contribute to sustainability in key areas such as energy, natural resources, food waste, or pollution reduction?

### **2. Community Impact**

- How will this initiative improve environmental quality, health, or prosperity for residents?

- Does it address current or future sustainability challenges in the city?
  - Are there measurable outcomes tied to the impact of this initiative?
- 3. Opportunities for Engagement**
- Does it provide opportunities for residents or stakeholders to actively participate or offer feedback?
  - Does it create potential partnerships with private entities, schools, or organizations?
  - How do we get the word out to the public?
- 4. Feasibility of Effort and Maintenance**
- Are there sufficient resources, funding, or partnerships available to support this initiative?
  - Is it realistic to implement and maintain over time?
  - Do we have sufficient knowledge to act, or is further research required before moving forward?
  - What is the anticipated time of impact?
  - What is the current goal? Final goal?
  - What is the cost and return on investment?
- 5. Alignment with Broader Goals**
- Is the initiative consistent with federal, state, and local sustainability policies and regulations?
  - Does it complement existing city programs or fill critical gaps?
- 6. Public Concern**
- Does this initiative respond to known issues or feedback from the community?
- 7. Leadership Capacity**
- Is there clear leadership and capacity to manage and successfully execute this initiative?



**City of De Pere, Wisconsin**

**III.8**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Clean Air Initiative  
**RECOMMENDED ACTION:** Discussion only

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**ATTACHMENTS:**  
2025 0909 CI\_SC\_Prioritization\_Clean Air

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Initiative Prioritization – Clean Air Initiative**

The purpose of this item is to evaluate the clean air initiative program against the initiative prioritization evaluation criteria.

## **Clean Air Initiative History**

### **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**

Without school district participation, the clean air initiative currently lacks direction. Staff recommends shifting to alternative education and outreach methods.

**Evaluation Criteria for Assessing Current and New Initiatives**

**1. Alignment with Mission**

- Does this initiative fit within the current goals of the Commission and its powers and duties?
- Does it promote a sustainable, livable, and healthy De Pere community?
- Does it contribute to sustainability in key areas such as energy, natural resources, food waste, or pollution reduction?

**2. Community Impact**

- How will this initiative improve environmental quality, health, or prosperity for residents?
- Does it address current or future sustainability challenges in the city?
- Are there measurable outcomes tied to the impact of this initiative?

**3. Opportunities for Engagement**

- Does it provide opportunities for residents or stakeholders to actively participate or offer feedback?
- Does it create potential partnerships with private entities, schools, or organizations?
- How do we get the word out to the public?

**4. Feasibility of Effort and Maintenance**

- Are there sufficient resources, funding, or partnerships available to support this initiative?
- Is it realistic to implement and maintain over time?

- Do we have sufficient knowledge to act, or is further research required before moving forward?
  - What is the anticipated time of impact?
  - What is the current goal? Final goal?
  - What is the cost and return on investment?
- 5. Alignment with Broader Goals**
- Is the initiative consistent with federal, state, and local sustainability policies and regulations?
  - Does it complement existing city programs or fill critical gaps?
- 6. Public Concern**
- Does this initiative respond to known issues or feedback from the community?
- 7. Leadership Capacity**
- Is there clear leadership and capacity to manage and successfully execute this initiative?



City of De Pere, Wisconsin

III.9

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Composting  
**RECOMMENDED ACTION:** Discussion only

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ATTACHMENTS:  
2025 0909 CI\_SC\_Prioritization\_Compost

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Initiative Prioritization - Composting**

The purpose of this item is to evaluate composting and the composting reimbursement program against the initiative prioritization evaluation criteria.

## **Composting Reimbursement Program History**

### **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**

The city-led compost reimbursement program has entered its third quarter of existence. Program participation numbers are slowly declining as less residents are utilizing the reimbursement program.

### **Evaluation Criteria for Assessing Current and New Initiatives**

#### **1. Alignment with Mission**

- Does this initiative fit within the current goals of the Commission and its powers and duties?
- Does it promote a sustainable, livable, and healthy De Pere community?
- Does it contribute to sustainability in key areas such as energy, natural resources, food waste, or pollution reduction?

#### **2. Community Impact**

- How will this initiative improve environmental quality, health, or prosperity for residents?
- Does it address current or future sustainability challenges in the city?
- Are there measurable outcomes tied to the impact of this initiative?

#### **3. Opportunities for Engagement**

- Does it provide opportunities for residents or stakeholders to actively participate or offer feedback?
- Does it create potential partnerships with private entities, schools, or organizations?
- How do we get the word out to the public?

#### **4. Feasibility of Effort and Maintenance**

- Are there sufficient resources, funding, or partnerships available to support this initiative?
- Is it realistic to implement and maintain over time?
- Do we have sufficient knowledge to act, or is further research required before moving forward?
- What is the anticipated time of impact?
- What is the current goal? Final goal?
- What is the cost and return on investment?

#### **5. Alignment with Broader Goals**

- Is the initiative consistent with federal, state, and local sustainability policies and regulations?
- Does it complement existing city programs or fill critical gaps?

#### **6. Public Concern**

- Does this initiative respond to known issues or feedback from the community?

#### **7. Leadership Capacity**

- Is there clear leadership and capacity to manage and successfully execute this initiative?



**City of De Pere, Wisconsin**

**III.10**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Green Energy  
**RECOMMENDED ACTION:** Discussion only

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**ATTACHMENTS:**  
2025 0909 CI\_SC\_Prioritization\_Clean Energy, Draft for Budget Request

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Initiative Prioritization – Green Energy**

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The purpose of this item is to evaluate the Green Energy work plan against the initiative prioritization evaluation criteria.

## **Green Energy**

The De Pere Common Council approved the City of De Pere Sustainability Commission’s Work Plan on December 6, 2021 following the Clean Energy Resolution #21-87 passed on August 17th, 2021. Pursuant to the directives of resolution #21-87 that “the City will advance energy efficiency and conservation projects, programs and outreach as a means of rapidly reducing the need for centralized fossil energy generation” with intent that “the city of De Pere will account for these goals in its future budget cycles and will collaborate with the De Pere Sustainability Commission to develop a work plan which identifies cost-effective measures to transition to clean energy and net-zero carbon emissions”.

The actions prioritized in the work plan include a city baseline assessment and inventory to analyze the City’s greenhouse gas emissions. Consistent with the allowable actions in the work plan, the Sustainability Commission is requesting funds to implement the initiation of a baseline study. This funding request is contingent upon the availability of grant opportunities that the Commission has identified in the sections below.

Further activities developed in the Work Plan are to be taken by the Sustainability Commission to be executed congruent to the baseline assessment preparation. We are initiating public involvement to identify stakeholders and community values to inform the objectives and community targets of subsequent surveys.

Green Tier Legacy Communities participation may couple with this initiative. Staff is currently evaluating the time and resource commitments to complete the Green Tier submittal requirements.

## **Attachments**

Draft for Budget Request (PDF)

## Evaluation Criteria for Assessing Current and New Initiatives

### 1. Alignment with Mission

- Does this initiative fit within the current goals of the Commission and its powers and duties?
- Does it promote a sustainable, livable, and healthy De Pere community?
- Does it contribute to sustainability in key areas such as energy, natural resources, food waste, or pollution reduction?

### 2. Community Impact

- How will this initiative improve environmental quality, health, or prosperity for residents?
- Does it address current or future sustainability challenges in the city?
- Are there measurable outcomes tied to the impact of this initiative?

### 3. Opportunities for Engagement

- Does it provide opportunities for residents or stakeholders to actively participate or offer feedback?
- Does it create potential partnerships with private entities, schools, or organizations?
- How do we get the word out to the public?

### 4. Feasibility of Effort and Maintenance

- Are there sufficient resources, funding, or partnerships available to support this initiative?
- Is it realistic to implement and maintain over time?
- Do we have sufficient knowledge to act, or is further research required before moving forward?
- What is the anticipated time of impact?
- What is the current goal? Final goal?
- What is the cost and return on investment?

### 5. Alignment with Broader Goals

- Is the initiative consistent with federal, state, and local sustainability policies and regulations?
- Does it complement existing city programs or fill critical gaps?

### 6. Public Concern

- Does this initiative respond to known issues or feedback from the community?

### 7. Leadership Capacity

- Is there clear leadership and capacity to manage and successfully execute this initiative?



# Request for Financial Contribution

Sustainability Commission Clean Energy Work Plan

JUNE 2024

## REPRESENTATIVES

Commissioner Quigly

Commissioner Black

Commissioner Henry-Gillis

Commissioner Lawton

Commissioner Slavin

Commissioner Weber

Advisor Dragseth



## Purpose & Background

The De Pere Common Council approved the City of De Pere Sustainability Commission's Work Plan on December 6, 2021 following the Clean Energy Resolution #21-87 passed on August 17th, 2021. Pursuant to the directives of resolution #21-87 that "the City will advance energy efficiency and conservation projects, programs and outreach as a means of rapidly reducing the need for centralized fossil energy generation" with intent that "the city of De Pere will account for these goals in its future budget cycles and will collaborate with the De Pere Sustainability Commission to develop a work plan which identifies cost-effective measures to transition to clean energy and net-zero carbon emissions".

The actions prioritized in the work plan include a city baseline assessment and inventory to analyze the City's greenhouse gas emissions. Consistent with the allowable actions in the work plan, the Sustainability Commission is requesting funds to implement the initiation of a baseline study. This funding request is contingent upon the availability of grant opportunities that the Commission has identified in the sections below.

Further activities developed in the Work Plan are to be taken by the Sustainability Commission to be executed congruent to the baseline assessment preparation. We are initiating public involvement to identify stakeholders and community values to inform the objectives and community targets of subsequent surveys.



## Project Scope

This funding request is to actuate what the Commission has identified as the first phase. This phase consists of initiating a baseline study and organizing initial public involvement meetings followed by a distribution of community and stakeholder surveys.

The action items directly funded by this request are highlighted below. A timeline of the project's cumulative scope has been included to inform the Council of where in the process the requested funding will be utilized. The actions where funding will be attributed to are labeled as direct, and those actions following the first phase are labeled as indirect. The Commission stresses the importance of securing funding for the first phase because the indirect actions are not simply followed in time but are contingent upon the completion of the first phase actions. The completion of all actions are heavily contingent on the information gathered during the baseline assessment, community involvement, and surveys. At this time, the indirect actions are not anticipated to require additional financial requests.



## Project Timeline

The following actions are driven by the requirements of the work plan. The general outcomes specified in the work plan will be adhered to with the focus matching the sustainability goals put forth in the following authorities.

**Clean Energy Resolution #21-87 to “develop a work plan which identifies cost-effective measures to transition to clean energy and net zero carbon emissions”. The provisions for the “Natural Step Process” laid out in the City’s Comprehensive plan that aim to make De Pere an “eco-municipality” through balancing the needs of growth without compromise to future generations.**

The Commission will use adaptive management assessments to make adjustments to the methods and timeframes if warranted by the information gained through expert and community collaboration.

Direct	Conduct a baseline assessment of the City of De Pere’s greenhouse gas emissions utilizing resources such as the Greenhouse Gas Protocol	XX/XX/20XX
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	(Global Protocol for Community-Scale Greenhouse Gas Emission Inventories)	
<b>Direct</b>	<p>In accordance with the work plan’s commitment to “Solicit feedback from the community on specific possible actions towards transitioning to carbon neutrality before passing a final resolution.” The Sustainability Commission will begin planning to host a series of townhall meetings on categories of focus as part of the work plan’s goal to conduct research for the purpose of compiling a white paper report. The specific objectives of the work plan that are the target of these meetings are to:</p> <ol style="list-style-type: none"> <li>1. Scientific evidence for community benefits of reducing greenhouse emissions;</li> <li>2. Possible goals for reaching carbon neutrality;</li> <li>3. Discuss energy conservation;</li> <li>4. Receive stakeholder input for economic and tax rate considerations: the cost of the initial transition vs. the cost of doing nothing, the long-term economic benefits to renewable energy;</li> </ol>	XX/XX/20XX
<b>Direct</b>	Formulate surveys by various modes of delivery to community members, and local industry and business representatives, and other stakeholders identified through the preceding town hall meetings. The responses and comments generated from the town hall meetings will also be used to identify lines of questioning to be addressed by the surveys.	XX/XX/20XX
<b>Indirect</b>	Following the report’s presentation and discussion at the City Council, the Sustainability Commission may submit a resolution with stated recommendations with consideration to feedback from the Council that outlines our target dates and goals for a transition to carbon neutrality.	XX/XX/20XX
<b>Indirect</b>	As suggested in the Work plan, a potential passage of a resolution outlining goals towards the transition to carbon neutrality	XX/XX/20XX

Indirect	The Sustainability Commission may work with city staff and any key stakeholders to develop a Renewable Energy Action Plan. In order to comply with the mandate that the Commission will facilitate community input in the formation of a Renewable Energy Action Plan, the additional intent of the town hall meetings and surveys will be for the formation of a steering committee. This committee will work with the Commission and consist of interested stakeholders including but not limited to subject experts, educators, community members, and representatives of local industry and development.	XX/XX/20XX
Indirect	Utilize the Green Tier Sustainability scoresheet (and the City's 2019 baseline) as a guideline for choosing projects that Commissioners agree would advance the sustainability goals of the City, while also improving the City's score each year.	XX/XX/20XX
Indirect	Work with City staff to determine current levels of renewable energy versus other energy sources and identify any existing efforts to transition, cost estimates, and barriers to transition.	Continuing
Indirect	Prior to and following any resolution that states specific goals, the Sustainability Commission may work to identify and recommend any other policy suggestions or programmatic opportunities to encourage the use of renewable energy in the city.	Continuing
Indirect	The Sustainability Commission may engage and collaborate with other local and tribal governments in the region, the State of Wisconsin (DNR Green Tier Legacy Community Program), and the federal government (Environmental Protection Agency), higher education (e.g., St. Norbert College), business and industry to encourage progress towards these goals.	Continuing
Indirect	The Sustainability Commission may constantly be identifying funding opportunities from grants, public-private partnerships, possible city budget requests, or any other opportunities that become available.	Continuing



## Budget

TBD: The Commission requests \$XX,XXX allocated from City Funding or unassigned reserves to complete the project. This figure is derived from a cost breakdown provided by energy efficiency consultants and engineers and from the City of Green Bay's costs associated with their work plan.



## Grant Funding Sources

The Commission will work with \_\_\_\_\_ at the Office of the Mayor to secure grant funding as the preferred financial resource over city provided funds.

1. Planning grant through the Office of Energy Innovation (OEI) at the Wisconsin Public Service Commission (PSC)
2. Energy Efficiency and Conservation Block Grant - Cities, towns and villages with a population less than 35,000 or those that are not one of the ten most populous cities in the state can apply for EECBG funds through their state. The law requires each state to pass through at least 60 percent of the total EECBG funding it receives to cities and counties that do not receive funding directly from DOE.
3. The Greenhouse Gas Reduction Fund related opportunities
4. BIPARTISAN INFRASTRUCTURE LAW (BIL) sponsored opportunities.



**City of De Pere, Wisconsin**

III.11

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** September 9, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Pollinator  
Gardens/Planned Natural Landscapes  
**RECOMMENDED  
ACTION:** Discussion only

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ATTACHMENTS:  
2025 0909 CI\_SC\_Prioritization\_Pollinators

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: September 9, 2025

RE: **Discussion on Initiative Prioritization – Pollinator Gardens / Planned Natural Landscapes**

The purpose of this item is to evaluate pollinator gardens and the planned natural landscapes initiatives against the initiative prioritization evaluation criteria.

## **Pollinator Gardens / Planned Natural Landscapes History**

### **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 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. No Proposals ended up getting submitted.

**Status**

The commission is evaluating how to best approach having pollinator gardens installed. Additional educational and outreach programs are being discussed (e.g. the garden tour or educational brochures).

**Evaluation Criteria for Assessing Current and New Initiatives**

**1. Alignment with Mission**

- Does this initiative fit within the current goals of the Commission and its powers and duties?
- Does it promote a sustainable, livable, and healthy De Pere community?
- Does it contribute to sustainability in key areas such as energy, natural resources, food waste, or pollution reduction?

**2. Community Impact**

- How will this initiative improve environmental quality, health, or prosperity for residents?
- Does it address current or future sustainability challenges in the city?
- Are there measurable outcomes tied to the impact of this initiative?

**3. Opportunities for Engagement**

- Does it provide opportunities for residents or stakeholders to actively participate or offer feedback?
- Does it create potential partnerships with private entities, schools, or organizations?
- How do we get the word out to the public?

**4. Feasibility of Effort and Maintenance**

- Are there sufficient resources, funding, or partnerships available to support this initiative?
- Is it realistic to implement and maintain over time?
- Do we have sufficient knowledge to act, or is further research required before moving forward?
- What is the anticipated time of impact?
- What is the current goal? Final goal?
- What is the cost and return on investment?

**5. Alignment with Broader Goals**

- Is the initiative consistent with federal, state, and local sustainability policies and regulations?
- Does it complement existing city programs or fill critical gaps?

**6. Public Concern**

- Does this initiative respond to known issues or feedback from the community?

## **7. Leadership Capacity**

- Is there clear leadership and capacity to manage and successfully execute this initiative?