



Sustainability Commission

Regular Meeting

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

Final Minutes

Tuesday, November 12, 2024

5:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 5:30 PM by Chairman Jayne Black

Attendee Name	Title	Status	Arrived
Jayne Black	Chairman	Present	
Emily Henrigillis	Commissioner	Present	
Randall Lawton	Commissioner	Present	
Nicole Slavin	Commissioner	Present	
Carmen Van Schyndel	Commissioner	Present	
Rachel Weber	Commissioner	Present	
John Quigley	Aldersperson	Present	
Anna Metzler	Teen Advisor	Present	

Chase Kuffel, Assistant City Engineer

Betty Marovich, Administrative Assistant/ Recording Secretary

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. Section 6-3(f) DPMC

Commissioner Henrigillis stated that Green Bay Wild Ones offers a grant for residents and deadline is February.

III. Items

1. Approval of October 8, 2024 Sustainability Commission Meeting Minutes

Aldersperson Quigley moved to approve the October 8, 2024 Sustainability Commission Meeting Minutes, seconded by Commissioner Black. Upon vote, the motion passed unanimously.

7-0

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Jayne Black, Chairman
AYES:	Black, Henrigillis, Lawton, Slavin, Schyndel, Weber, Quigley

2. Discussion on Carbon Monoxide Detectors for Local Schools

Chase Kuffel, Assistant City Engineer, stated that Noah Wentland, Director of Buildings & Grounds, has agreed to attend the Sustainability Commission meeting to discuss carbon monoxide detector installation at the local schools. Mr. Wentland was not present to discuss the needs of the schools further with the Commission. Mr. Kuffel added that staff met with Notre Dame Academy and they indicated they would be interested in obtaining carbon monoxide detectors for their science labs, kitchen, and boiler room. Staff will reach out to both schools to garner additional details about their needs and schedule times they can speak at upcoming meetings.

Discussion only. No action necessary.

RESULT: DISCUSSED

3. Consideration and Possible Action on Clean Air Initiative

Chase Kuffel, Assistant City Engineer, stated the intent of this item is to allow for discussion on next steps, any updates pertaining to the clean air initiative, observations, and feedback that the Commissioners have received from the local school districts. Mr. Kuffel added that the newsletter that was previously discussed had been attached in the packet, along with a draft email to the school superintendents.

Commissioner Van Schyndel suggested adding a call to action and/or recommendations in the email for the principals to take. Mr. Kuffel offered to include a line to request inclusion in an upcoming newsletter to parents. Commissioner Henrigillis suggested inclusion in the next newsletter to parents. Commissioner Van Schyndel asked if there were additional options for getting the word out besides a newsletter from the schools. Advisor Metzler suggested having it brought to the attention of the students during the school day. Commissioner Black offered to speak with students and asked that wording be included in the email to permit this action. Commissioner Van Schyndel asked if there were sustainability clubs or groups of environmentally-minded individuals to start with. Commissioner Henrigillis stated that De Pere High School has a sustainability club. Commissioner Black stated that the high school group is a very small group compared to full classrooms of students and teachers. Commissioner Weber suggested commission members share this initiative with PTO and teachers they interact with. Commissioner Henrigillis suggested providing bumper stickers for PTO members. Advisor Metzler suggested an initiative sign on school grounds. Mr. Kuffel stated that although it is public property it is still school property and they govern what messaging is placed there. Commissioner Van Schyndel reiterated the ultimate goal of getting this information to parents and what other options may exist for getting the information to them. Commissioner Black asked if Commission members would need superintendent approval to speak to a class. Mr. Kuffel stated he planned to ask the superintendents in his email if there was a preferred forum for Commission members to speak at. Alderperson Quigley stated that any member should be able to reach out to teachers as a concerned individual or parent. Alderperson Quigley suggested asking the superintendents what they would allow us to do to get the word to parents besides the newsletter that is not a sign or being on school grounds speaking to them directly. Alderperson Quigley asked about the signs that had been distributed to neighboring homes. Betty Marovich, Recording Secretary, stated that 20 signs were made in-house and 10 were given to properties owners adjacent to Dickinson. Commissioner Van Schyndel and Commissioner Henrigillis commented that the emails from schools often have an overwhelming amount of information and they find themselves skimming the content. Commissioner Van Schyndel commented that it might reach the ones that read the entire email. Commissioner Henrigillis suggested connecting the Alderperson Ledvina, as a PTO member. Commissioner Slavin suggested each member talk with school staff that they are connected with and try to get ideas from them of how to reach parents about this initiative. Commissioner Lawton commented that if we are not getting the outcome we desire to begin confronting the school personnel. Commissioner Henrigillis suggested a warmer approach to achieving the desired outcome. Commissioner Van Schyndel stated that the commission cannot force parents to take action, but educate on the importance of taking action and allow them to make the decision. Commissioner Black stated that buy-in from the schools and superintendents has been important to help push the education portion out to parents. Commissioner Van Schyndel asked what other options exist if that avenue isn't working or having the desired

impact. Commissioner Slavin suggested reaching out to the Health Department to make a statement on this initiative. Ms. Marovich suggested investigating other avenues where parents visit including parks, grocery stores, library, water bills, etc that may not be as restrictive as trying to get into school grounds directly. Commissioner Lawton asked if posting signs at Festival Foods was the idea of that suggestion. Ms. Marovich stated that was an option or some stores have printed flyers that they put in your bags as they bag your groceries. Mr. Kuffel stated he would reach out to the Health Department and Parks Department about posting on their social media. Mr. Kuffel also stated he could not up his tone in correspondence with the schools but would up his quantity of correspondence. Commissioner Weber reiterated that Commission members should reach out to school personnel they are acquainted with and discuss the Clean Air Initiative.

Commissioner Henrigillis moved to approve the newsletter and email with changes discussed including the call to action and presentation forum request, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

RESULT:	DISCUSSED
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4. Consideration and possible action on Composting Services Reimbursement

Chase Kuffel, Assistant City Engineer, stated that Common Council requested that the Sustainability Commission put a cap on the monthly reimbursement rates provided to residents utilizing composting services through Greener Bay Compost, LLC. The fear is that Greener Bay Compost would take advantage of the City's program and would increase subscription fees to abuse the reimbursement rates. Staff revised the letter to be sent to residents and instead of a 50% reimbursement, the language to be included will state "Residents utilizing the 'Every-Four-Weeks Pickup Plan' would be reimbursed \$9.00 per month and residents utilizing the 'Every-Other-Week Pickup Plan' would be reimbursed \$15.00 per month". These amounts reflect 50% of the current subscription rates Greener Bay Compost, LLC's composting services. The program can be reevaluated annually for continuation and reimbursement rates.

Commissioner Van Schyndel requested that language be added to clearly state that reimbursement will be directly to the resident.

Commissioner Slavin moved to approve the updated reimbursement language for the 2025 Composting Services Reimbursement Program letter with Commissioner Van Schyndel's suggestion, seconded by Commissioner Black.

Commissioner Van Schyndel requested that staff email participants to remind them to turn in invoices. Mr. Kuffel stated that staff will email and post on social media a reminder to turn in invoices for reimbursement. Commissioner Weber shared concerns about Greener Bay Composting pulling their services out of De Pere. Mr. Kuffel commented that the concerns in the partnership were with staff, processes, administrative time, and payment delay. Commissioner Weber asked that the letter clarify that residents contact staff if they wish to continue being reimbursed for their composting services. Commissioner Black asked if wording needed to be included that reimbursement would continue provided Greener Bay Compost continued to provide services. Commissioner Slavin stated that should be handled just like any other closing of business. Mr. Kuffel stated that would be handled if it became an issue in the future. Commissioner Weber

asked if there were other companies that could service De Pere if Greener Bay Compost services ended. Betty Marovich, Recording Secretary, stated that she had not found any that would include De Pere in their service area.

Commissioner Slavin and Commissioner Black agreed to the additional amended wording for their motion. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Nicole Slavin, Commissioner
SECONDER:	Jayne Black, Chairman
AYES:	Black, Henrigillis, Lawton, Slavin, Schyndel, Weber, Quigley

5. Discuss Clean Energy Workplan Updates

Chase Kuffel, Assistant City Engineer, stated the intent of this item is to allow the Sustainability Commission the opportunity to discuss next steps and any updates pertaining to the Clean Energy Workplan. Mr. Kuffel added that staff had received word from Green Tier Legacy Communities that a deadline has been established for their annual summary submissions. Mr. Kuffel stated that these summaries are tied to some grant funding through the Department of Natural Resources and that the City has not been submitting since the format changed from the scoresheet.

No update from subgroup

Commissioner Lawton commented that Lawton Foundry is Green Tier II certified and offered to connect staff with them to schedule a time they could speak with Sustainability Commissioners or at a meeting. Commissioner Black asked if that could be a public event for residents to attend. Mr. Kuffel stated that he would prefer to have the discussion start at the Commission meeting and would follow up with Commissioner Lawton about available meeting dates for a presentation. Commissioner Slavin suggested posting on social media when that meeting will be for other interested parties.

Discussion only. No action necessary.

RESULT:	DISCUSSED
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6. Consideration and Possible Action on Adopt-a-Drain Incentive Program

Betty Marovich, Recording Secretary, stated the intent of this item is to discuss the plan for the Adopt-a-Drain program moving forward and decide if/how volunteers could/should be rewarded for their cleaning efforts. Some options discussed included: Start-up Kit: The start-up kit was the most commonly seen option offered by other community adopt-a-drain programs. Many communities only offer a start-up kit and no other incentives. Most commonly included items area: bucket, dustpan/broom/rake, gloves, safety vest or shirt, welcome packet, paper clean-up forms, and yard signs, stickers, stencils, and/or window clings. Ms. Marovich stated that if a stencil was used, it was painted on by staff and staff would email participants annual to check if they needed additional supplies or their stencil refreshed.

Annual Recognition Event: Annually the City could host an appreciation event for volunteers. This event could be in coordination with the Police Department recognizing the Crossing Guards. Invitations could be for volunteers, volunteers +1, or family. Ms. Marovich explained that in Superior, WI this event is in conjunction with a public event and volunteers can bring as many guests as they want but only the volunteer receives

raffle tickets and food vouchers. This event could be in conjunction with other City events such as a Beer Garden at Voyageur Park.

Tiered Recognition Program: A tiered recognition program would be the most labor intensive of the options for staff to track the participation, but would give members an incentive to keep working towards. Ms. Marovich provided an example of a tiered recognition program and the example gifts associated with each level.

Referral Program: A referral program would promote current volunteers to recruit additional volunteers to adopt drains. The new volunteer would be able to write the name of the referring volunteer on their registration form. For each referral, the volunteer would be submitted for a monthly/quarterly/annual prize drawing. Only one location offered this type of program and only one volunteer had taken advantage of it.

Volunteer Spotlight: Each month, the City could spotlight one of the volunteers on their social media account as a thank you for their efforts.

Ms. Marovich stated that staff did not have a recommendation regarding an incentive or reward program for Adopt-a-Drain and that the Commission will need to consider if they wish to offer such a program and what kind.

Commissioner Van Schyndel asked what site the QR code on the example designs went to. Ms. Marovich explained that it is not a City provided QR code, but does lead to the Adopt-a-Drain program page on the website. Commissioner Henrigillis spoke in favor of a start-up kit, along with referral program and spotlight. Commissioner Henrigillis suggested a recognition at a Commission meeting. Commissioner Van Schyndel asked if volunteers would actually use a bucket to collect the material removed, rather than a bag. Commissioner Henrigillis stated that they would and she did while cleaning the drain she adopted, but that a bag would also be an option. Commissioner Van Schyndel asked if the dustpan and broom were necessary and if a trash grabber could be offered. Commissioner Henrigillis stated that she could have used a trash grabber when she cleaned the storm drain you adopted and added that a dustpan and broom are important to clean up the area around the drain. Commissioner Van Schyndel stated her preference for the shirt compared to a vest, as the shirt may be worn outside of completing drain cleaning and help spread the word. Commissioner Van Schyndel shared concerns about spray painting the stencil and what happens in the event that the resident decides to quit the program. Ms. Marovich shared from Superior that they plan to switch from shirts to vests in their start-up kit because they are more versatile for the weather and can be worn in any season, where as a t-shirt is limited to the warmer weather months. Commissioner Henrigillis asked if vests are supplied for Beautification Committee volunteers. Chase Kuffel, Assistant City Engineer, believed the City provided vests for Beautification volunteers. Commissioner Van Schyndel asked how long it takes for an individual to clean a storm drain. Commissioner Henrigillis stated it took five minutes or less. Commissioner Van Schyndel asked if people would use a vest for that short amount of time. Commissioner Black stated that it would promote safety by including a vest. Commissioner Henrigillis added that if everything you need is in your bucket it's pretty easy. Alderperson Quigley suggested recognizing volunteers at a Common Council meeting. Commissioner Black stated that the form was difficult to use to sign up to volunteer to adopt a drain because it asks the volunteer to enter the address of the drain they wish to adopt and that is not easily accessible. Ms. Marovich explained that maps were sent to volunteers that signed up at Farmers Market with a list of addresses of closest storm drain locations. Following Commissioner Henrigillis signing up to adopt a drain, staff reached out and asked for suggestions of any changes that could be made. Commissioner Black and Commissioner Slavin stated they were both hindered by that

question and suggested the wording be changed. Commissioner Henrigillis suggested changing it from being a required field. Ms. Marovich stated she would insert a toggle button where if the volunteer selects "yes" the current form opens and if they select "no" then staff would follow up with locations. Commissioner Van Schyndel supported the start-up kit in conjunction with a recognition option after a designated number of cleanings or timeframe. Ms. Marovich suggested a volunteer day/month proclamation at Common Council with the recognition to follow. Alderperson Quigley suggested recognition in/near September around Stormwater Awareness Week. Alderperson Quigley suggested altering the tiered incentive program where it states "12 cleanings within a year". Commissioner Weber stated that having an incentive program established could create a culture of volunteerism in De Pere and increase participation in other initiatives that come about in the future. Ms. Marovich agreed with implementing a incentive program could be used to increase volunteers for urban orchard maintenance, pollinator garden maintenance, and other initiatives from Sustainability Commission. Commissioner Black suggested offering an option for residents to added to a list for future opportunities. Commissioner Weber suggested having a box on the Adopt-a-Drain sign-up for residents to opt-in for being contacted about other volunteer opportunities through Sustainability Commission. Commissioner Henrigillis stated that people like to be recognized for their work. Commissioner Van Schyndel commented that a recognition event could create a community of volunteers around the initiatives. Commissioner Slavin added that it also helps spread the word by having more people sharing the messages from the Sustainability Commission. Alderperson Quigley suggested creating a pledge residents can take for the Clean Air Initiative, which would create a database of individuals that could be sent information about other initiatives. Commissioner Black stated that could extend into the schools and result in students asking their parents to participate. Commissioner Lawton commented that this one small act of recognizing adopt-a-drain volunteers can become a significant community of participants by expanding the reach of the Commission. Mr. Kuffel asked if the high schools require volunteer hours for graduation or National Honors Society. Advisor Metzler stated that it is not a requirement for graduation, but is for many service clubs such as Key Club and was part of the curriculum at Notre Dame. Commissioner Van Schyndel shared Litter Bugs of Green Bay and questioned if there are other groups of volunteers that can be connected in the community to help achieve initiative goals. Commissioner Lawton shared that Fox Wolf Watershed coordinates annual clean-ups. Commissioner Black suggested that they may be willing to share initiatives with their volunteers from De Pere. Commissioner Henrigillis stated they may be willing to share on their social media channels. Commissioner Black shared that there is an annual Land and Water Conference in March that the Commission could try and target. Commissioner Henrigillis stated she would be sharing the Adopt-a-Drain program at an upcoming conference she is attending. Ms. Marovich shared that she found another community that created school kits for teachers to take their classes out to adopt drains. Ms. Marovich also shared that Wisconsin Women in Conservation could be an option for partnering on initiatives. Commissioner Weber suggested the members brainstorm other incentives that could be applied to other initiatives. Advisor Metzler stated that she did not think the school kits would be of high value but that Girl Scouts would be a good group to reach out to. Commissioner Van Schyndel asked if there was a budget for creating start-up kits. Mr. Kuffel explained the available funds to create kits. Commissioner Van Schyndel asked if all items listed for the start-up kit were required, including paper clean-up forms. Ms. Marovich stated that when speaking with Superior's coordinator about their program, they offer online and paper forms and get much better response from paper forms.

Commissioner Weber, Commissioner Henrigillis, and Commissioner Van Schyndel spoke in favor of offering a sticker, either on the bucket or loose for the volunteer to affix where they want. Commissioner Weber stated that staff should include in the welcome packet why the cleaning and reporting is important.

Commissioner Henrigillis moved to create start-up kits and recognize volunteers at Common Council, seconded by Alderperson Quigley. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Emily Henrigillis, Commissioner
SECONDER:	John Quigley, Alderperson
AYES:	Black, Henrigillis, Lawton, Slavin, Schyndel, Weber, Quigley

7. Adopt-a-Drain PSA video review

The Adopt-a-drain videos were played for Commission members review.

Discussion only. No action necessary.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Brainstorm incentive programs for implementation across other initiatives

V. Adjournment

Commissioner Henrigillis moved to adjourn the meeting at 6:45 PM, seconded by Commissioner Lawton. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Marovich