



# Sustainability Commission

## Regular Meeting

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

## Agenda

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Tuesday, November 11, 2025

5:30 PM

Council Chambers and Virtual

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Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Sustainability Commission** of the City of De Pere will be held on **November 11, 2025 at 5:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The Public or Members of the Sustainability Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <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 October 14, 2025 Sustainability Commission Meeting Minutes
  2. Discussion on Composting Education with Mary Swifka of Wild Ones
  3. Discussion on Winter Salt Week 2026
  4. Discussion on Native Landscaping around City Storm Water Detention Ponds
  5. Consideration and Possible Action on Reid Street Banner Initiative Advertising

6. Discussion on Sustainable Educational Series
  7. Discussion on Sustainability Commission Work Plan
  8. Consideration and Possible Action on Initiative Prioritization - Adopt-a-Drain
  9. Discussion on Initiative Prioritization - Composting
  10. Discussion on Initiative Prioritization - Clean Air Initiative
  11. Discussion on Initiative Prioritization - Pollinator Gardens / Planned Natural Landscapes
  12. Discussion on Initiative Prioritization - Green Energy
  13. Consideration and Possible Action on Canceling the December 9, 2025 Sustainability Commission Meeting
- 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:** November 11, 2025  
**DEPARTMENT:** Sustainability  
**FROM:** Grace Lahtela, Administrative Assistant  
**SUBJECT:** Approval of the October 14, 2025 Sustainability Commission Meeting Minutes  
**RECOMMENDED ACTION:** Approve the Sustainability Commission Meeting Minutes

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ATTACHMENTS:  
2025 1014 Sustainability\_Minutes



# Sustainability Commission

## Regular Meeting

### Minutes

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

Tuesday, October 14, 2025

5:30 PM

Council Chambers/Virtual

#### I. Call to Order

##### 1. Roll Call

Carmen Van Schyndel called the October 14, 2025 Sustainability Commission meeting to order at 5:30 PM.

**Present:** Randall Lawton, Rachel Leonard, Jonie Panick, Nicole Slavin, Carmen Van Schyndel, Anna Metzler

**Remote:** Casey Nelson

**Absent:**

**Excused:** Emily Henrigillis

Others present:

Chase Kuffel, Assistant City Engineer

Betty Marovich, Administrative Assistant/Recording Secretary

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

Chase Kuffel, Assistant City Engineer, thanked Betty Marovich for the six years dedicated to providing excellent service to the City of De Pere residents and the Sustainability Commission and wished her best of luck in her new position. Mr. Kuffel asked Betty to share what she is moving on to. Betty Marovich, Recording Secretary, shared that she took a position with Columbia County and will be moving to their family land. Mr. Kuffel asked the commission to have patience during the transition.

#### III. Items

##### 1. Approval of the September 9, 2025 Sustainability Commission Meeting Minutes

Commissioner Leonard requested amending the minutes to include the link for DIME.

Commissioner Leonard moved to approve the minutes as amended, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Rachel Leonard
<b>SECONDER:</b>	Nicole Slavin
<b>AYES:</b>	Randall Lawton, Rachel Leonard, Casey Nelson, Jonie Panick, Nicole Slavin, Carmen Van Schyndel
<b>EXCUSED:</b>	Emily Henrigillis

##### 2. Wisconsin Stormwater Week Proclamation

Chase Kuffel, Assistant City Engineer, shared the Wisconsin Stormwater Week Proclamation from

Common Council on September 16, 2025. Mr. Kuffel shared that the City will plan to make this proclamation annually, as it pairs well with the Adopt-a-Drain program and promoting clean and safe waterways.

Discussion only. No action necessary.

### 3. Current Sustainable Projects

Chase Kuffel, Assistant City Engineer, shared the current sustainable project of pond dredging the stormwater detention pond located off Daytona Speedway near Southwest Park.

Commissioner Van Schyndel asked how staff determines when a pond needs to be dredged. Mr. Kuffel explained the typical pond depth and storage limits that are used to help staff determine when to dredge out the sediment. Commissioner Lawton asked how long it took to accumulate the level of sediment staff saw at this location. Mr. Kuffel explained it was from 2001 until it was dredged in 2025. Mr. Kuffel stated that staff believes that 20 years will be the typical time frame for dredging. Commissioner Leonard asked if staff has found some ponds that fair better than others. Mr. Kuffel answered using a visual representation of a pond system in aerial view that demonstrated the sediment settling based on how green or clear the water became. Mr. Kuffel further explained that basin size and pond size play into the equation for sediment settling and stated that staff will monitor every pond on a three year rotation to better understand how quickly the sediment is building up. Commissioner Lawton asked if the sediment is tested for hazardous/harmful materials. Mr. Kuffel stated that if a fill application is not available at the time of dredging, the material is disposed of at the landfill. Commissioner Van Schyndel asked if the goal would be to have a fill application available. Mr. Kuffel stated that is the cheapest and most sustainable way as it avoids extra trucking and fees.

Discussion only. No action necessary.

### 4. Consideration and Possible Action on Adopt-a-Drain Incentive Program

Betty Marovich, Recording Secretary, shared that this item was requested to be brought back from an original discussion in November 2024. Ms. Marovich stated that start-up kits had been implemented and quickly mentioned a few other options the Commission could offer including an annual recognition event (during Beer Garden or with the Police Department for their crossing guard volunteers), tiered recognition program, referral program, volunteer spotlight on social media, and volunteer recognition at Common Council. Ms. Marovich shared that staff did not have a recommendation but wanted to present some options that the Commission could choose to move forward with.

Commissioner Van Schyndel mentioned that Commissioner Henrigillis is the lead for the adopt-a-drain program and suggested that she be present for any actions taken. Commissioner Slavin expressed interest in offering a referral program of some sort for the participants that share the message and the program with their neighbors. Commissioner Van Schyndel shared interest in the referral program and also believes the tiered recognition program would promote continued participation for submitting cleaning logs. Chase Kuffel, Assistant City Engineer, asked if any of the Commissioners had seen the ad at the movie theater since it began playing October 6. Commissioner Leonard spoke in favor of having a recognition event at Beer Garden. Commissioner Van Schyndel added that it would be a good option, especially if the Commission was going to transition to having a booth at Beer Garden rather than Farmers Market next year. Mr. Kuffel asked Advisor Metzler what her thoughts were for getting high school groups involved and how to be recognized. Advisor Metzler stated that it would work best to get high schoolers involved through a school club. Commissioner Slavin suggested a challenge between businesses. Commissioner Lawton asked if signs were available for residents to place in their yards stating they adopted a drain. Commissioner Van Schnydel stated that the Commission didn't formally act

on creating signs, but it has been part of multiple discussions. Commissioner Van Schyndel suggested tabling this item until the next meeting and asked if Commissioner Panick had ideas from a marketing perspective to get more involvement. Commissioner Panick commented that per the school website there is a Clean and Green Club that could be targeted for participation and supported the business challenge idea. Advisor Metzler suggested discussing the program with teachers who could allow this work to count towards National Honor Society volunteer hours. Mr. Kuffel offered to bring the stormwater model to the school to demonstrate the importance of the program. Commissioner Panick suggested a door hanger at the closest three houses to each drain. Commissioner Leonard suggested handing information out with candy at trick or treating hours. Ms. Marovich shared concerns over sharing during Halloween and trick or treating, as the information will be given primarily to kids and may not get to the target audience to increase participation. Ms. Marovich suggested using a similar idea but having it at Beer Garden or Farmers Market next year. Ms. Marovich suggested silicone bracelets as a level of the tiered recognition program. Commissioner Leonard shared her support of a community or business competition.

Commissioner Van Schyndel moved to table until next meeting and combine with adopt-a-drain discussion for action, seconded by Commissioner Slavin. Upon vote, the motion passed unanimously.

<b>RESULT:</b>	<b>Passed (UNANIMOUS)</b>
<b>MOVER:</b>	Carmen Van Schyndel
<b>SECONDER:</b>	Nicole Slavin
<b>AYES:</b>	Randall Lawton, Rachel Leonard, Casey Nelson, Jonie Panick, Nicole Slavin, Carmen Van Schyndel
<b>EXCUSED:</b>	Emily Henrigillis

5. Discussion on Sustainability Commission Work Plan

Chase Kuffel, Assistant City Engineer, stated that the rest of the agenda items can be kicked off by the lead commissioner for each topic.

Commissioner Van Schyndel asked if there were any formal updates to include for the work plan portions on Clean Energy or Clean Air. Commissioner Leonard shared that the current administration has removed cumulative and direct effects from the analysis which caused a slight hurdle in review and she is waiting for approval to share her findings with the group. Commissioner Leonard shared that she reached out to Green Bay and received a contact for requesting WPS data but is not listed as an administrator on the account and may not receive the information requested for Green Tier. Mr. Kuffel shared that staff met to discuss Green Tier participation with the plan to have an update submitted by end of 2026. Mr. Kuffel added that it may be best for him to be the point of contact for energy information and shared that staff will be investigating options for how to get the submission completed and bringing these options back to the Commission for consideration. Commissioner Leonard shared that she may shift her focus to better correlate the energy work plan to Green Tier once it is updated. Commissioner Van Schyndel asked if content should be added to the Sustainability Commission Work Plan for this topic. Mr. Kuffel stated that it will mostly be a staff item until the Green Tier submission is completed, but once it is, that information can be used to outline the clean/green energy work plan. Commissioner Lawton clarified what actions the City is taking for Green Tier currently. Mr. Kuffel explained De Pere is a legacy community but has not submitted an annual report recently and that is what staff will be working to complete by end of 2026. Commissioner Lawton commented that the Commissioners should be knowledgeable about the work being done for the submission to assist where possible. Commissioner Panick stated she did not have any action items to add to the clean air portion of the work plan at this point.

Discussion only. No action necessary.

6. Discussion on Initiative Prioritization – Adopt-a-Drain

Commissioner Van Schyndel asked if there was additional discussion on the Adopt-a-Drain program.

Commissioner Slavin volunteered to lead this initiative along side Commissioner Henrigillis. Chase Kuffel, Assistant City Engineer, asked if there were any new adopters. Betty Marovich, Recording Secretary, stated she believed the number in the memo was correct. Commissioner Van Schyndel asked if the ad was live at De Pere Cinema. Ms. Marovich stated it was supposed to start showing on October 6. Commissioner Van Schyndel asked if there was an update on the Reid Street banner. Mr. Kuffel apologized since he had moved the item to the next meeting for discussion. Commissioner Leonard asked if the commission needed to brainstorm ideas and sayings for the banner. Mr. Kuffel stated that staff had drafted a banner using the Grinch saying for salt use. Ms. Marovich shared the available dates from the Parks Department for a Reid Street banner.

Discussion only. No action necessary.

7. Discussion on Initiative Prioritization - Composting

Commissioner Van Schyndel stated she had begun researching alternatives to the current composting reimbursement program including through the Wisconsin Department of Natural Resources, Associated Recyclers of Wisconsin, and at-home composting contacts for community presentations.

Chase Kuffel, Assistant City Engineer, stated that staff believes they will use approximately \$5,000 of the composting reimbursement budget in 2025.

Discussion only. No action necessary.

8. Discussion on Initiative Prioritization – Clean Air Initiative

No additional update on Clean Air past the discussion during the Work Plan.

Discussion only. No action necessary.

9. Discussion on Initiative Prioritization – Pollinator Gardens / Planned Natural Landscapes

Chase Kuffel, Assistant City Engineer, shared with the Commission that the Urban Orchard Committee met recently and decided to disband with no plan to expand or create new orchards and the Parks Department will maintain the existing urban orchards. Mr. Kuffel stated that the Sustainability Commission will retain approval for planting pollinator gardens at the urban orchards and the Commission will need to determine how to accomplish that if it was still of interest.

Commissioner Leonard shared that she knew some residents that would be interested in volunteering to work on the pollinator gardens at the urban orchards but would need firmer details to follow up with them. Commissioner Van Schyndel asked if the letters had started being sent to residents to gauge interest in the planned natural landscape digital walking tour. Mr. Kuffel stated that they have and staff had received a couple positive responses for participation. Mr. Kuffel added that staff has not taken time to complete a windshield survey or site visits. Commissioner Van Schyndel asked for clarification on what a windshield survey would be. Mr. Kuffel explained that a windshield survey would be a drive-by tool to visually identify locations with potential planned natural landscapes to contact. Betty Marovich, Recording Secretary, added that Commissioner Henrigilis had reached out to the Master Gardeners and Wild Ones contacts for them to contact her if they were interested in participating and she had been

sending those names and locations to staff to send out letters. Commissioner Leonard stated she would send staff the contacts she had for interested residents.

Discussion only. No action necessary.

#### 10. Discussion on Initiative Prioritization – Green Energy

Commissioner Van Schyndel asked if there was additional discussion on the Green Energy initiative.

No additional update on Green Energy past the discussion during the Work Plan.

Discussion only. No action necessary.

#### IV. Future Agenda Items

Aldersperson Nelson requested adding a discussion regarding recommendations and incentives for planting beneficial plants for pollinators. Chase Kuffel, Assistant City Engineer, stated he would reach out to Aldersperson Nelson to get the formal wording he would like to see on the agenda and suggested Aldersperson Nelson write a memo to be included.

Mr. Kuffel stated he would be bringing back a composting program update, Reid Street banner, Educational series in 2026, and composting presentation.

#### V. Adjournment

Commissioner Lawton moved to adjourn the meeting at 6:14 PM, seconded by Commissioner Slavin. 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:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Carmen Van Schyndel, Commissioner  
**SUBJECT:** Discussion on Composting Education with Mary Swifka of Wild Ones  
**RECOMMENDED ACTION:** Discussion

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ATTACHMENTS:  
02\_Mary Swifka

# CITY OF DE PERE MEMO



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

RE: **Discussion on Composting Education with Mary Swifka of Wild Ones**

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Mary Swifka from Wild Ones had previously presented at Mosquito Hill regarding composting education. She has been invited to tonight's Sustainability Commission meeting to discuss composition with the Commissioners. She has offered to present in De Pere if we offer a workshop in 2026.



**City of De Pere, Wisconsin**

**III.3**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Winter Salt Week 2026  
**RECOMMENDED ACTION:** Discussion

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**ATTACHMENTS:**  
03\_ Winter Salt Week

# CITY OF DE PERE MEMO



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

RE: **Discussion on Winter Salt Week 2026**

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Commissioner Henrigillis requested to discuss Winter Salt Week 2026 with the commission.

Winter Salt Week takes place January 26-30, 2026 with the intent to raise awareness around salt pollution and reduction solutions to help keep freshwater fresh.



**City of De Pere, Wisconsin**

**III.4**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Native Landscaping around City Storm Water  
Detention Ponds  
**RECOMMENDED  
ACTION:** Discussion

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ATTACHMENTS:  
04\_Storm Water Pond Landscaping

# CITY OF DE PERE MEMO



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

RE: **Discussion on Native Landscaping around City Storm Water Ponds**

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The Sustainability Commission had requested information on the seeding mix that was used to restore around the City's storm water detention ponds when they were constructed. The attached special provision outlines the restoration requirements as part of our projects. Specifically, the City specifies a Mesic Prairie Planting:

<b>Common Name</b>	<b>Species Scientific Name</b>	<b>PLS Ounces Required Per Acre</b>
<i>Forbs</i>		
Nodding Pink Onion	<i>Allium cernuum</i>	5.9
Butterfly Weed	<i>Asclepias tuberosa</i>	3.2
Heath Aster	<i>Aster ericoides</i>	0.3
Smooth Blue Aster	<i>Aster laevis</i>	2.4
New England Aster	<i>Aster novae-angliae</i>	2.0
Purple Prairie Clover	<i>Dalea purpurea</i>	4.5
Showy Tick Trefoil	<i>Desmodium canadense</i>	6.1
Pale Purple Coneflower	<i>Echinacea pallida</i>	12.8
Purple Coneflower*	<i>Echinacea purpurea</i>	6.7
Rattle Snake Master	<i>Eryngium yuccifolium</i>	11.9
Round Headed Bush Clover	<i>Lespedeza capitata</i>	2.8
Ox-eye	<i>Heliopsis helianthoides</i>	7.1
Prairie Blazing Star	<i>Liatris pycnostachya</i>	4.1
Wild Bergamot	<i>Monarda fistulosa</i>	5.7
Wild Quinine	<i>Parthenium integrifolium</i>	3.8
Smooth Penstemon*	<i>Penstemon digitalis</i>	0.9
Yellow coneflower	<i>Ratibida pinnata</i>	5.2
Black-eyed Susan	<i>Rudbeckia hirta</i>	1.9
Brown -eyed Susan	<i>Rudbeckia triloba</i>	3.3
Stiff Goldenrod	<i>Solidago rigida</i>	4.3
Common Spiderwort	<i>Tradescantia ohiensis</i>	5.6
Culver's Root	<i>Veronicastrum virginicum</i>	0.3
Golden Alexanders	<i>Zizia aurea</i>	10.1
<i>Grasses</i>		
Big Bluestem	<i>Andropogon gerardii</i>	36.4
Side Oats Grama	<i>Bouteloua curtipendula</i>	45.5
Prairie Sedge	<i>Carex bicknellii</i>	10.7
Brown Fox Sedge	<i>Carex vulpinoidea</i>	1.8
Canada Wild Rye	<i>Elymus canadensis</i>	35.0
Switch Grass	<i>Panicum virgatum</i>	19.5
Little Bluestem	<i>Schizachyrium scoparium</i>	12.1
Indian Grass	<i>Sorghastrum nutans</i>	22.8
	<b>TOTAL</b>	<b>294.7</b>

\*North American native species introduced into Wisconsin

**SECTION 32 90 10  
NATIVE LANDSCAPING**

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes requirements for the following:

1. Site Preparation.
2. Seeding.
3. Planting.
4. Maintenance.
5. Warranty.

1.2 REFERENCES

A. Native material references:

1. Black, M.R. and E.J. Judziewicz. 2009. Wildflowers of Wisconsin and the Great Lakes Region. University of Wisconsin Press, Madison, WI.
2. Curtis, J. 1959. Vegetation of Wisconsin. University of Wisconsin Press, Madison, WI.
3. Fassett, N.C. 1975. A Manual of Aquatic Plants. University of Wisconsin Press, Madison, WI.
4. Fassett, N.C. 1976. Spring Flora of Wisconsin. University of Wisconsin Press, Madison, WI.
5. Hip, A.L. 2008. Field Guide to Wisconsin Sedges – An Introduction to the Genus *Carex* (*Cyperaceae*). University of Wisconsin Press, Madison, WI.
6. Kelsey, H.P, and W.A. Dayton. Standardized Plant Names. American Joint Committee on Horticulture Nomenclature (current edition).

B. "State Specifications:" State of Wisconsin Department of Transportation, "Standard Specifications for Highway and Structure Construction – Sections 627,630 & 632," current edition, including any subsequent Supplemental Specifications.

C. Wisconsin Statutes and Wisconsin Administrative Code - Chapters ATCP 20 and 29.

D. American Association of Nurserymen, Inc. (AAN) Standard: American Standard for Nursery Stock (ANSI Z60.1).

E. Standard Methods of the Association of Official Agricultural Chemists.

1.3 SUBMITTALS

A. Submit the following to the OWNER and ENGINEER prior to installation in accordance with Section 01 32 19, Submittals:

1. Information indicating vendor, species botanical and common names, gross weight, seed purity (% PLS), harvest date, and origin. Original nursery packaging for each species must be provided 14 days after seeding activities are completed.
2. Information indicating vendor, species botanical and common names, and pot size. Plant material shall comply with State of Wisconsin and federal laws with respect to inspection for plant diseases and insect infestation.
3. Inspection certificates and paperwork indicating the licensed nursery, species botanical and common names, and material size within 14 days of shipment.
4. Chemical Labels and Herbicide Application Record(s) within 30 days after application.
5. Photograph or detailed design of goose fencing system.

B. Maintenance Plan:

1. CONTRACTOR shall prepare a plan outlining native vegetation maintenance activities to be conducted by the CONTRACTOR during the warranty period. The plan shall include general procedures (i.e., fertilizing, watering, pruning); noxious and invasive species control (i.e. cattails, reed canary grass, garlic mustard, phragmites, buckthorn, etc.); as well as native vegetation enhancement procedures. The plan shall be in accordance with industry standards.
2. The Maintenance Plan shall be submitted and approved by the ENGINEER prior to conducting landscape installation.

1.4 QUALITY ASSURANCE

A. Qualifications:

1. CONTRACTOR or Subcontractor shall be a company specializing in native landscaping installation and be able to show three (3) successful projects.
2. Perform planting by personnel familiar with accepted native landscape planting procedures. Qualified foreman, representing CONTRACTOR or Subcontractor, shall be on-site during planting procedures. The individual shall be an ecologist with at least 3 years of native plant installation experience.
3. Submit qualifications requested on the qualification form with the bid. OWNER has sole authority to approve or disapprove native landscape contractor and/or subcontractor at OWNER's sole discretion.

B. Ability to Deliver:

1. Investigate sources of supply and confirm they can supply plants specified on plant list in sizes, variety, and quantity noted and specified before submitting bid. Failure to take this precaution will not relieve responsibility for furnishing and installing plant material in accordance with Contract requirements.
2. Substitutions may be permitted only upon submission of written proof that specified plant is not obtainable locally. Such substitution may be made upon written authorization by qualified botanist. Adjustments will be made at no additional cost to OWNER.
3. Provide seed and plant materials discussed below in quantity and size designated.

C. Inspection:

1. OWNER and ENGINEER may inspect plant material at nursery. Such inspection shall be in addition to inspection at job site.
2. Upon delivery and before seeding and/or planting, OWNER and ENGINEER may inspect seed packages and plants.
3. Inspection and approval is for quality, size, and variety only, and in no way impairs right of rejection for failure to meet other requirements during progress of Work.
4. CONTRACTOR shall be present during required inspections.

D. Source Quality Control.

1. Certification: Landscape materials shall be from stock inspected and certified by authorized governmental agencies. Material shall comply with governmental regulations prevailing at supply source and project.
2. Plant material shall comply with State of Wisconsin and federal laws with respect to inspection for plant diseases and insect infestation.
3. Size and grading standards of plant materials shall be in accordance with American Association of Nurserymen, Inc. (AAN) Standard: American Standard for Nursery Stock (ANSI Z60.1).

E. VHS and INVASIVE SPECIES

1. To the extent practicable, equipment and gear used on infested waters should not be used on other non-infested waters.
2. All equipment utilized for the project including but not limited to tracked equipment, barges, boats, silt/turbidity curtains, hoses and pumps shall be decontaminated for invasive and exotic viruses and species prior to and after use. The following steps shall be taken every time equipment is moved to avoid transporting invasive and exotic viruses and species:
  - a. Inspect and remove terrestrial and aquatic plants, seeds, animals and mud from equipment.
  - b. Drain all water from equipment that comes in contact with infested waters.
  - c. Dispose of aquatic plants and animals in the trash. Never release or transfer aquatic plants, animals or water from one water body to another.
  - d. Wash equipment with hot (>104 degrees F) and/or high pressure water **OR** allow your equipment to dry thoroughly for 5 days.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Preparation for Delivery:

1. Seed:
  - a. Pack seeds for delivery in suitable bags in accordance with standard commercial practice.
  - b. Tag or label each bag as required by laws of State of Wisconsin and Federal Seed Act. Vendor's name shall show on or be attached to each bag together with statement signed by vendor indicating following:
    - i. Kind of seed contained.
    - ii. Percentage of purity and germination for native grass/sedge mix.
    - iii. Percentage of hard seed, if any.

- iv. Statement conforming to laws of State of Wisconsin herein before mentioned showing percentage of weed seeds, if any.
2. Potted or Container Plants:
    - a. Provide container to hold rootstock protecting root mass and structure during delivery and handling.
    - b. Roots shall be developed and free from root rot.
    - c. Roots shall be kept cool and moist and out of sun and wind.
    - d. Bare root plants are unacceptable unless potted material is unavailable and substitution is accepted by OWNER and ENGINEER. Where bare root stock is used, it must be delivered and handled in such a way that roots are never allowed to dry out.
    - e. Before wetland plant stock is transported, the top of the bulrush and other tall emergent shall be cut to leave an approximate 2-foot height. The intent is to promote rapid regrowth upon transplanting and to make them easier to transport.
- B. Delivery:
1. Schedule shipping to minimize on-site storage of materials.
  2. Plant Material: Take precautions in accordance with best trade practices and nursery recommendations to ensure arrival of material at Project Site in good condition and without injury. Cover plants to prevent freezing, drying, transit injury, or other exposure. During shipment, plants shall not be bent, stacked, or bound in manner that damages or destroys natural shape. Soil moisture shall be checked and material watered, if necessary.
  3. Seed: Each species shall be delivered to the project site in the nursery's original, sealed packaging and labeled in accordance with Wisconsin State Law and the Federal Seed Act.
  4. Notify ENGINEER 48 hours before delivery of seed and/or plant material.
  5. Each shipment shall be accompanied by paperwork showing sizes and varieties included. Failure to notify ENGINEER in advance, in order to arrange proper scheduling, may result in loss of time or removal of plant material not installed as specified.
  6. Protect seed against weather-related damage or other damages occurring during transit. Remove from site, seed that has become wet, moldy, or otherwise damaged and replace without extra cost to OWNER.
  7. Fertilizer: Deliver fertilizer to site in original, unopened containers bearing weight, manufacturer's guaranteed chemical analysis, name, trade name, trademark, and conformance to state law.
  8. Deliver topsoil in an unfrozen and non-muddy condition.
- C. Temporary Storage:
1. Storage of Plant Material:
    - a. Set plants that are not to be planted within 4 hours, on ground and heal in with peat, soil, mulch or other approved media.
    - b. Protect roots of plant material from drying or other possible injury.
    - c. Water plants as necessary until planted.
    - d. Plants shall not remain unplanted for longer than 3 days.
    - e. Maintain plants in cold storage at approximately 30°F prior to being delivered to Site.
  2. Keep seed cool and dry and protect against weather-related damage or other damages occurring during storage so their effectiveness will not be impaired. Do not store in direct

contact with ground. Replace seed that has become wet, moldy, or otherwise damaged at CONTRACTOR’S expense.

3. Store fertilizer, humus, and spray materials in weatherproof storage areas and in such manner their effectiveness will not be impaired.

PART 2 - PRODUCTS

2.1 PLANT SPECIMENS

A. General:

1. Plant material shall be nursery grown or harvested unless otherwise specified or approved in writing by ENGINEER.
2. Unless specifically noted otherwise, plant material shall be of selected specimen quality, have normal habit of growth, and be sound, healthy, vigorous plants with well-developed root systems.

Plants shall be free of disease, insect pests, their eggs or larvae, and injuries.

3. Plant/Seed information:
  - a. See Paragraphs 2.01 E. & F. for seed mix and plant quantity requirements. It is the CONTRACTOR’S responsibility to ensure plants and/or seed are true to species and variety and conform to measurement specified in Paragraphs 2.01 E. & F., except plants larger than specified may be used if approved by ENGINEER. Use of such plants shall not result in increase in Contract Price.
  - b. Where plants larger than specified have been submitted in writing for approval and approved in writing by ENGINEER, CONTRACTOR shall assume responsibility of guarantee for plant in size as planted.
  - c. ENGINEER must approve any substitutions.

B. Cover Crop

1. Cover Crop Seed mix for all restored areas shall be as follows:

SPECIES	% MINIMUM PURITY	% MINIMUM GERMINATION
Annual Oats	98	90
Winter Wheat	95	90
Barnyard Grass( <i>Echinochloa crus-galli</i> )	95	90

2. Seeding a cover crop by itself between April 15<sup>th</sup> & August 15<sup>th</sup> shall be conducted using Annual Oats at a rate of 120 lbs/acre.
3. Seeding a cover crop by itself between August 15<sup>th</sup> & November 30<sup>th</sup> shall be conducted using Winter Wheat at a rate of 90 lbs/acre.
4. Native seeding conducted between April 15<sup>th</sup> & June 15<sup>th</sup> shall include a cover crop of Annual Oats at a rate of 20 lbs/acre.

5. Native seeding conducted between October 15<sup>th</sup> & November 30<sup>th</sup> shall include a cover crop of Winter Wheat at a rate of 10 lbs/acre.
  6. Native wetland seeding shall also include a cover crop of Barnyard Grass at a rate of 1 lb/acre.
- C. Native Seed
1. Seed stock shall be wild ecotype indigenous to Wisconsin or have natural origins within a 250 mile radius of the intended planting site.
  2. Grasses classified as “Agricultural Grasses” shall be PLS as specified. Other seed shall be “clean” according to high quality industry standards.
  3. Seed shall not be more than one year old at time of seeding.
  4. Legumes shall be inoculated with proper rhizobia immediately prior to planting (six hours or less).

D. Mesic Prairie and Wet Meadow Seed Mix species and quantities:

**Mesic Prairie Planting Zone**

<b>Common Name</b>	<b>Species Scientific Name</b>	<b>PLS Ounces Required Per Acre</b>
<i>Forbs</i>		
Nodding Pink Onion	<i>Allium cernuum</i>	5.9
Butterfly Weed	<i>Asclepias tuberosa</i>	3.2
Heath Aster	<i>Aster ericoides</i>	0.3
Smooth Blue Aster	<i>Aster laevis</i>	2.4
New England Aster	<i>Aster novae-angliae</i>	2.0
Purple Prairie Clover	<i>Dalea purpurea</i>	4.5
Showy Tick Trefoil	<i>Desmodium canadense</i>	6.1
Pale Purple Coneflower	<i>Echinacea pallida</i>	12.8
Purple Coneflower*	<i>Echinacea purpurea</i>	6.7
Rattle Snake Master	<i>Eryngium yuccifolium</i>	11.9
Round Headed Bush Clover	<i>Lespedeza capitata</i>	2.8
Ox-eye	<i>Heliopsis helianthoides</i>	7.1
Prairie Blazing Star	<i>Liatris pycnostachya</i>	4.1
Wild Bergamot	<i>Monarda fistulosa</i>	5.7
Wild Quinine	<i>Parthenium integrifolium</i>	3.8
Smooth Penstemon*	<i>Penstemon digitalis</i>	0.9
Yellow coneflower	<i>Ratibida pinnata</i>	5.2
Black-eyed Susan	<i>Rudbeckia hirta</i>	1.9
Brown -eyed Susan	<i>Rudbeckia triloba</i>	3.3
Stiff Goldenrod	<i>Solidago rigida</i>	4.3
Common Spiderwort	<i>Tradescantia ohiensis</i>	5.6
Culver's Root	<i>Veronicastrum virginicum</i>	0.3
Golden Alexanders	<i>Zizia aurea</i>	10.1
<i>Grasses</i>		
Big Bluestem	<i>Andropogon gerardii</i>	36.4
Side Oats Grama	<i>Bouteloua curtipendula</i>	45.5
Prairie Sedge	<i>Carex bicknellii</i>	10.7

## Project Name

Brown Fox Sedge	<i>Carex vulpinoidea</i>	1.8
Canada Wild Rye	<i>Elymus canadensis</i>	35.0
Switch Grass	<i>Panicum virgatum</i>	19.5
Little Bluestem	<i>Schizachyrium scoparium</i>	12.1
Indian Grass	<i>Sorghastrum nutans</i>	22.8
	<b>TOTAL</b>	<b>294.7</b>

\*North American native species introduced into Wisconsin

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**Wet Meadow Planting Zone**


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<b>Common Name</b>	<b>Species Scientific Name</b>	<b>PLS Ounces Required Per Acre</b>
<i>Forbs</i>		
Canada Anemone	<i>Anemone canadensis</i>	4.6
Marsh Milkweed	<i>Asclepias incarnata</i>	7.6
Calico Aster	<i>Aster lateriflorus</i>	1.3
New England Aster	<i>Aster novae-angliae</i>	3.3
Common Beggars Tick	<i>Bidens frondosa</i>	4.4
Joe Pye Weed	<i>Eupatorium maculatum</i>	4.6
Boneset	<i>Eupatorium perfoliatum</i>	4.1
Sneezeweed	<i>Helenium autumnale</i>	7.6
Northern Blue Flag	<i>Iris versicolor</i>	7.0
Marsh Blazingstar	<i>Liatris spicata</i>	6.6
Great Blue Lobelia	<i>Lobelia siphilitica</i>	1.5
Obedient Plant	<i>Physotegia virginiana</i>	3.3
Common Mountain Mint	<i>Pycnanthemum virginianum</i>	2.0
Riddell's Goldenrod	<i>Solidago riddellii</i>	3.9
Blue Vervain	<i>Verbena hastata</i>	1.6
Ironweed	<i>Vernonia fasciculata</i>	3.0
Culver's Root	<i>Veronicastrum virginicum</i>	1.4
Golden Alexander	<i>Zizia aurea</i>	9.9
<i>Grasses/Sedges/Rushes</i>		
Big Bluestem	<i>Andropogon gerardii</i>	35.7
Canada Bluejoint	<i>Calamagrostis canadensis</i>	2.0
Bebb's Sedge	<i>Carex bebbii</i>	10.5
Crested Oval Sedge	<i>Carex cristatella</i>	2.3
Awl-fruited Sedge	<i>Carex stipata</i>	6.6
Brown Fox Sedge	<i>Carex vulpinoidea</i>	3.6
Virginia Wild Rye	<i>Elymus virginicus</i>	31.8
Fowl Manna Grass	<i>Glyceria striata</i>	8.1
Rice Cut Grass	<i>Leersia oryzoides</i>	5.4
Switch Grass	<i>Panicum virgatum</i>	31.8
Green Bulrush	<i>Scirpus atrovirens</i>	1.9
Wool Grass	<i>Scirpus cyperinus</i>	1.3

**TOTAL 218.7**

2.2 PLANTING MATERIALS

A. Topsoil:

1. Obtained from natural well drained areas, and be fertile, friable soil, clean of undesirable materials such as plants, weeds, roots, stalks, stones, and other debris.
2. Existing topsoil shall be salvaged as it will be placed during restoration activities.
3. Acidity range of pH 5.0 and pH 7.0 and shall contain no less than 4% organic matter as determined by loss on ignition of moisture free samples dried at 100°C.

B. Soil Amendments:

1. Planting to be installed in native soils.

C. Water: CONTRACTOR shall make arrangements for water used for planting with appropriate water utilities. Cost of water usage is responsibility of CONTRACTOR and is incidental to contract.

1. Obtain from fresh water sources and free from injurious chemical or other toxic substances harmful to plant life. No water, which is brackish, may be used.
2. Provide hose and equipment necessary for proper watering of plant material.

2.3 EROSION CONTROL MATERIALS

A. Mulch:

1. Straw:

- a. Oat or wheat straw shall be air-dried, free of noxious and invasive weed species including reed canary grass, and other objectionable foreign matter.
- b. Wet and/or moldy straw is not acceptable and shall be removed from the site by the CONTRACTOR.

B. Erosion Blanket & Stakes:

1. Materials shall be completely biodegradable (Class I, Urban, Type A) and included on WisDOT PAL
2. Anchoring devices shall be a minimum of 4" in length, be completely biodegradable (Urban) and included on WisDOT PAL

2.4 HERBICIDE, ADJUVANT & DYES

A. General:

1. Use only chemicals approved by and registered with the Environmental Protection Agency (EPA).
2. Chemicals used around water shall be aquatic approved.
3. The chemical or combination of chemicals shall be chosen based on the target species present and the desired treatment outcome.

**PART 3 - SUPPLIERS**

**3.1 PLANT SUPPLIERS**

A. At CONTRACTOR'S option, CONTRACTOR may contact the following companies for seed and plant supplies:

JFNew  
708 Roosevelt Rd  
Walkerton, IN 46574  
(574) 586-2412

Taylor Creek Restoration Nursery  
17921 Smith Road  
PO Box 256  
Brodhead, WI 53520  
(608) 897-8641

Marshland Transplant Aquatic Nursery  
116 East Huron Street  
Berlin, WI 54923-2050  
(800) AQUATIC

J&J Transplant Aquatic Nursery, LLC  
PO Box 227  
Wild Rose, WI 54984  
(800) 622-5055

Prairie Nursery, Inc.  
PO Box 306  
Westfield, WI 53964  
(800) 476-9453

Prairie Moon Nursery  
32115 Prairie Lane  
Winona, MN 55987  
(866) 417-8156

Dragonfly Gardens  
491 State Highway 46  
Amery, WI 54001  
(715) 268-7660

Hickory Road Gardens  
2041 Hickory Road  
Mosinee, WI 54455  
(715) 693-6446

Stone Silo Prairie Garden  
2325 Oak Ridge Circle  
De Pere, WI 54115  
(920) 336-1662

Agrecol, LLC  
10101 North Casey Road  
Evansville, WI 53536  
(608) 223-3571

**3.02 HERBICIDE SUPPLIERS**

A. At CONTRACTOR'S option, CONTRACTOR may contact following companies for chemical supplies:

Crop Production Services  
N125 County Highway C  
DeForest, WI 53532  
(608) 846-1100

Red River Specialties, Inc  
7545 Haygood Road  
Shreveport, LA 71107  
(317) 440-7103

PART 4 - EXECUTION

4.1 PROJECT/SITE CONDITIONS

A. Inspection:

1. Prior to beginning Work, CONTRACTOR shall examine and verify acceptability of Project site for conditions under which seeding and planting are to be performed. Do not proceed with Work until satisfactory conditions are present.
2. Starting Work constitutes acceptance of conditions under which Work is to be performed. After such acceptances, CONTRACTOR shall be responsible for correcting unsatisfactory and defective Work resulting from such unsatisfactory conditions.
3. When landscape work is executed in conjunction with construction of other work, coordinate schedule to permit execution of landscape work.

4.2 SEEDING

A. Seedbed Preparation

1. Prior to seeding a cover crop or native species, the planting area shall be prepared through the following sequence:
  - a. Topsoil shall be worked with a pulverizer, tiller, disc, or harrow to a depth of 1-2". The topsoil shall be free of heavy clay, refuse, stumps, large roots, rocks over 2 inches in diameter, weeds, or other extraneous material which would be detrimental to good seed-to-soil contact, and therefore seed establishment.
  - b. The surface shall then be dragged or raked to provide a smooth, fine textured soil throughout the planting area. All debris (e.g., wood, rocks, garbage, etc.) shall be removed during final seedbed preparation.
  - c. A temporary cover crop shall then be seeded. The species chosen and the rate utilized will follow the requirements per Paragraph 2.01 B. Seed shall be sown with a broadcast seeder and follow those guidelines found in Paragraph 4.02 C. Straw mulch may be applied to assist with cover crop establishment.
  - d. Once the cover crop has grown to a height of 6-8", a series of three (3) or four (4) herbicide applications will be conducted throughout the growing season(s). A combination of Glyphosate and 2,4-D are to be utilized for each application and shall be applied at the rates recommended on the label for the vegetation species present. The first application is expected to be completed in late May to early June. The second and third applications are expected to be undertaken in late July and mid-September – prior to the first hard freeze. The schedule for herbicide applications will be flexible to accommodate the weather and existing growing conditions; however, the Contractor must communicate with the Owner and the Engineer prior to conducting any application. Incomplete, untimely or unsuccessful herbicide treatments may result in additional treatment requirements to be conducted at the Contractor's expense.
  - e. Following the last herbicide application and prior to sowing the native seed the soil shall be lightly worked to a depth of ¼" – ½" in depth with a disc or harrow. If the soil is too light and fluffy, the area shall be cultipacked to provide a firmer seedbed prior to seeding.

B. Installation and Procedures:

1. Seeding shall occur immediately after seedbed preparation. Restored areas shall be seeded with the native seed mixes at the PLS ounces per acre rate indicated in Paragraph 2.01 E. Seeding shall be conducted within the designated communities (Drawings) between October 15<sup>th</sup> and November 30<sup>th</sup>.
2. All native seed species shall be mixed on-site prior to installation.
3. If the communities are hand sown, the seed shall be mixed with a carrier (e.g., sawdust, vermiculite, moist sand, etc.) to ensure even seed distribution. If a broadcast seeder is utilized, it shall be properly calibrated to ensure an even seed distribution is achieved within the planting area.
4. After the seed has been installed, the area shall be rolled to ensure good seed to soil contact.
5. Once seed installation is complete, erosion blanket shall be placed in those areas designated on the Drawings. Mulch, if applied with the cover crop, and erosion blanket installation shall follow those requirements outlined in 4.05 below.

C. Seeding shall not be permitted during the following conditions unless otherwise approved:

1. Saturated soil conditions.
2. Frozen soil conditions.
3. Wind speeds >15 miles per hour.
4. Temperatures less than 32 degrees Fahrenheit.
5. Temperatures greater than 90 degrees Fahrenheit.

4.3 EROSION CONTROL MATERIALS

A. Mulch

1. General:
  - a. Place clean, straw mulch on the cover crop seeding within 72 hours after seeding, if desired.
  - b. Do not apply during high winds.
  - c. Place loosely enough to allow some sunlight penetration and air circulation, but thickly enough to shade the ground, conserve moisture and reduce erosion.
2. The CONTRACTOR shall perform mulching in accordance with "Method C" as explained in the "State Specifications:" State of Wisconsin Department of Transportation, "Standard Specifications for Highway and Structure Construction – Sections 627" current edition.

B. Erosion Blanket & Stakes

1. General:
  - a. Install Class I, Urban, Type A erosion blanket and biodegradable stakes on the slopes of the native seeding per Sheets 6 and 7 within 72 hours after seeding.
  - b. Do not apply during high winds.
2. The CONTRACTOR shall install the erosion blanket and stakes per manufacturer's recommendations.

4.4 CLEAN UP AND REPAIR

- A. Remove excess and waste material daily.
- B. Upon completion of planting, remove excess soil, stones, and debris and dispose of off-site.
- C. CONTRACTOR shall be liable for any damage caused to surrounding properties as a result of negligence when conducting landscape installation. Damage to existing landscape, pavements, or other site features as result of Work shall be repaired to its original condition.

4.5 PRELIMINARY ACCEPTANCE

- A. Notify ENGINEER at conclusion of planting and seeding operations so OWNER and ENGINEER can determine completion by field inspection.
- B. Completion requires:
  - 1. Seed and plant material conforms to Contract Documents with respect to quantity, quality, size, species, and location, except those items accepted or revised in the field by OWNER and ENGINEER.
  - 2. Plant material shall be established, upright, green (i.e., healthy condition), and exist in the locations as determined by the OWNER and ENGINEER.

4.6 MAINTENANCE DURING WARRANTY PERIOD

- A. General:
  - 1. CONTRACTOR shall provide maintenance during the two-year warranty period in accordance with the submitted and approved Maintenance Plan.
  - 2. Repair work necessitated by CONTRACTOR'S operations, land disturbance outside designated work areas, CONTRACTOR'S failure to perform adequate maintenance or due to CONTRACTOR'S negligence shall be performed without cost to OWNER.
  - 3. Any soil erosion resulting from inadequate cover crop or permanent seed establishment shall be corrected at the CONTRACTOR'S expense.
- B. Protection:
  - 1. CONTRACTOR is liable for damage to planted areas caused by deicing compounds, toxic substances, fertilizers, pesticides, and other materials applied by CONTRACTOR. CONTRACTOR is not liable for materials applied by others or damage caused by vandalism or natural causes.
  - 2. Protect landscape Work and materials from damage due to landscape operations, operations by other contractors and trades, and trespassers. Maintain protection until completion and acceptance.
  - 3. Protect existing property and improvements within these sites and those adjacent to OWNER'S property.

#### 4.7 WARRANTY

- A. During the 2-year warranty period CONTRACTOR shall re-seed areas with poor germination to meet the following criteria:
  - 1. Seeding success criteria – An area will be considered satisfactory if it meet the following:
    - a. A minimum of 75% total native vegetative coverage.
    - b. No bare areas larger than 10 square feet.
    - c. Vegetation is in healthy condition.
  - 2. 90% of the installed plants are living and healthy.
- B Replacement and Damages:
  - 1. On or about expiration of the 1 and 2-yr warranty periods, follow-up inspections will be made to determine replacements or corrections required to be made by CONTRACTOR in accordance with provisions of these Specifications and the Maintenance Plan. ENGINEER will document findings in field report, and forward copies to CONTRACTOR. Items identified for replacement will be tagged during inspection with plastic flagging. Decision of OWNER and ENGINEER for required replacements is final and binding upon CONTRACTOR.
  - 2. CONTRACTOR is responsible for repairing damage to property caused by defective workmanship and materials.
- C. Exclusions:
  - 1. CONTRACTOR is not liable for replacement cost of seeds damaged by extreme weather conditions. CONTRACTOR is not liable for plants not installed by CONTRACTOR under CONTRACTOR'S supervision, by relocation or removal by others, by acts of God, or by vandalism, and losses because of curtailment of water by local authorities.

#### 4.8 REPLACEMENTS

- A. General Procedure
  - 1. Reseeding shall be performed at the CONTRACTOR'S expense and in conformance with the original seeding and planting specifications unless they are modified by the ENGINEER.
  - 2. Seed shall be of the same species, quality, and size as originally installed, or with substitutes pre-approved in writing by the ENGINEER.
  - 3. Reseeding activities shall be conducted during the first available period, as determined by the OWNER and ENGINEER.
  - 4. Dispose of dead plants off-site.
  - 5. Restore areas damaged by replacement operations to original condition.
  - 6. Notify OWNER and ENGINEER at conclusion of replacement program
  - 7. OWNER and ENGINEER will conduct inspection of replacements for determining final acceptance.

#### 4.9 FINAL ACCEPTANCE

- A. Procedure
  - 1. Upon completion of replacement program, CONTRACTOR shall notify OWNER and ENGINEER.

2. OWNER and ENGINEER will inspect the site to determine acceptability of required replacements.
3. If acceptable and the warranty criteria outlined in 4.09.A.1.&2. are met, OWNER and ENGINEER shall notify CONTRACTOR, in writing, of final acceptance of Work.
4. After acceptance, OWNER will be responsible for all future replacements and maintenance.

#### 4.10 MEASUREMENT AND PAYMENT

A. Include cost of:

1. Providing and installing seed mixtures.
2. Providing and installing wetland plants.
3. Providing and installing goose fencing.
4. Providing and installing erosion blanket.
5. Maintenance Plan.
6. All labor, materials and equipment necessary for planting and maintenance during establishment of native vegetation.
7. Replacement of plants under warranty period.
8. Cleanup.
9. Other appurtenant and incidental Work.

B. Do not include cost of:

1. Work included in other Bid items.

C. Measurement for Payment:

1. Work under this section shall be paid for at the contract unit price.

END OF SECTION



**City of De Pere, Wisconsin**

**III.5**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and Possible Action on Reid Street Banner Initiative Advertising  
**RECOMMENDED ACTION:** Discussion.

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ATTACHMENTS:  
05\_Reid Street Banner

# CITY OF DE PERE MEMO



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

RE: **Consideration and Possible Action on Reid Street Banner Initiative Advertising**

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As previously discussed in July and September, 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.

### **Discussion**

Staff has investigated a few options for spreading the word about Sustainability Commission Initiatives and have found that an educational banner over Reid Street would cost approximately \$500 and would be installed for a three-week duration. Reid Street sees a daily traffic volume of approximately 12,500 vehicles. The Sustainability Commission previously discussed and liked the “Don’t Be a Grinch, Use only a Pinch” salt campaign to reduce salt usage on City Sidewalks. The following banner mock ups were generated by Betty Marovich regarding this campaign.

### **Recommendation**

Staff does not have a recommendation for the Commission. The Commission may opt to move forward with the purchasing of the banner and staff would then come back to the Commission with potential banner mock-ups from the banner supplier and the anticipated schedule. There is sufficient budget for any of these options.

Banner Option 1



**DON'T BE A GRINCH**  
**ONLY USE A PINCH**

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



Banner Option 2



**DON'T BE A GRINCH**  
**ONLY USE A PINCH**

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



Banner Option 3



**DON'T BE A GRINCH**  
**ONLY USE A PINCH**

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



Banner Option 4



**DON'T BE A GRINCH**  
**ONLY USE A PINCH**

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



Staff have concerns over the usage of the full-body grinch and potential legal issues that may arise from using the image with out permission.



**City of De Pere, Wisconsin**

**III.6**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Sustainable Educational Series  
**RECOMMENDED ACTION:** Discussion.

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**ATTACHMENTS:**  
06\_Educational Series

# CITY OF DE PERE MEMO



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

RE: **Discussion on Sustainable Educational Series**

The Sustainability Commission requested that this the 2026 Sustainable Educational Series be brought back for discussion. Ultimately, the Commission would need to determine who would be speaking at each engagement, what each topic would be, where the presentation would be held, how much the room rental fee or speaker fee would be, and how the Commission would reach out and advertise these events. Internally, staff have identified the following topics that could be used:

Winter Seed Sowing - plants can be donated back to City for planting to Urban orchards?

Urban Orchard Pollinator Garden Planting

Bee hotels

Urban forest benefits

Recycling facility tour

Rain barrel workshop

Pollinator Garden walk (locktenders?)

Residential garden tour

Transitioning to a bee lawn/native landscape

Reading garden (Voyageur by library)

Pollinator ID field day

Native Plant ID

Twilight hike-moths, frogs, fireflies, etc

Rain garden tour

Pints and Native plants (see read more)... sow and sip ...brews and blooms (brewery tour)....brews and bees

Native plant art

Native plant/flower drying

Edible plant workshop

Concrete leaf project-water feature for pollinators in the native garden

Native plant sale

Hike at preserve

Nature trivia

Native trees and shrubs

Native bouquet-floral arranging  
 Dividing plants  
 Native plant exchange/native seed exchange  
 Forest Bathing  
 Wreath making  
 Growing native plants from seeds  
 Rain garden 101  
 Green house 101 - DIY and/or uses  
 Understanding latin/scientific names  
 Make and take bird feeder  
 Environmental Education Fair  
 Lights out for pollinators/birds  
 Artificial lighting harm to gardens  
 Nature journaling  
 How native planting helps stormwater management  
 Pollinators impact on the world  
 Bats  
 Green Roof Tour  
 Winter sowing transplanting workshop  
 Container gardening with native plants  
 Watershed cleanup  
 Native/Nativar/Cultivars  
 Michigan State Pollinator Performance Center keynote speaker (and dog)  
 WPS-Residential Energy workshop  
 Stormwater discussion with model/plinko  
 Winter Seed Sowing hards?  
 Home composting  
 Seed paper making/Bee hotels-DIY-Reusable grocery bags  
 Mosquito Buckets-DIY  
 Invasive species removal (preserve? East river trail? Fox river trail? Rusk)  
 Native plant/pollinator photography  
 Preserving your harvest (herbs, veggies, fruits)  
 Rooted In harvest day at urban orchards  
 Native seed harvesting/collecting/sorting/cleaning  
 Leaf Mandala Workshop/Native plant art  
 Pollinator Garden walking tour video showing



**City of De Pere, Wisconsin**

**III.7**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Sustainability Commission Work Plan  
**RECOMMENDED ACTION:** Discussion.

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**ATTACHMENTS:**  
07\_ Commission Work Plan

# CITY OF DE PERE MEMO



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

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

## De Pere Sustainability Commission Work Plan

**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 Commissioners: Emily Henrigillis and Nicole Slavin

**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: Jonie Panick

**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.
  - City to complete Green Tier Legacy Community submittal to the Wisconsin Department of Natural Resources in 2026.
- Actions: *Rachel to provide*
- Lead Commissioner: Rachel



City of De Pere, Wisconsin

III.8

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and Possible Action on Initiative Prioritization -  
Adopt-a-Drain  
**RECOMMENDED  
ACTION:** Discussion.

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ATTACHMENTS:  
08\_Initiative Prioritization\_Adopt a Drain

# CITY OF DE PERE MEMO



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

RE: **Consideration and Possible Action 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.

On October 2, 2025, the Adopt-a-Drain program was included in the City Newsletter and is routinely promoted on City social media channels.

On October 6, 2025 an advertisement campaign started with the De Pere Cinema showcasing the promotional Adopt-a-Drain video the commission created.

Currently, the Adopt-a-Drain program has 22 adopters who clean 30 inlets throughout the City.

### **Status**

The program is slowly growing in participation. Additional education and outreach is recommended. There currently is a promotional period going on where all current and new drain adoptees that complete a cleaning log in the month of October get entered to win a rain barrel.

## Discussion

The following discussion was tabled from the October 14, 2025 Sustainability Commission Meeting. Additional advertising materials like silicone bracelets were discussed.

The Adopt-a-Drain program that was proposed at the August 13, 2024 Sustainability Commission was approved by Common Council at their August 20, 2024 meeting. 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. Here are some ideas to consider:

### Start-up Kit (Enacted):

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 are listed below. Their approximate cost is listed behind each item.

- Bucket (\$5) (\$7 with 7" x 7" sticker affixed)
- Dustpan/Broom (\$7)
- Gloves (reusable (\$2) or disposable (\$6))
- Safety vest (\$2)/shirt (\$10)
- Welcome packet (in-house)
- Paper clean-up report forms (in-house)

Some start-up kits also included these additional items:

- Yard sign (\$4), sticker (\$2-3), stencil, window cling

### Annual Recognition Event:

Annually the City could host an appreciation event for volunteers. Invitations could be for volunteers, volunteers +1, or family. Volunteers could be recognized for most cleanings, most weight/mass collected, etc. The cost of this event would depend on the number of volunteers and whether additional guests were invited, along with venue and meal options. In other locations, such as Superior, WI they partner with their Parks Department to hold one large volunteer appreciation event each year. The City does not currently have a volunteer appreciation event, but could work in coordination with Police Department for recognizing Crossing Guards. Superior's event often occurs in conjunction with a public concert and volunteers get food truck vouchers, appreciation swag, and a raffle ticket.

### 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. This would pair well with offering an annual recognition event. Below is an example of a tiered recognition program.

Level 1: Window cling/sticker for minimum 1 cleaning in first year

Level 2: Themed tote bag for minimum 12 cleanings reported within a year

- Level 3: Themed baseball cap or beanie for 3 years of service and minimum 12 cleanings reported per year
- Level 4: Themed T-shirt for 5 years of service and minimum 12 cleanings reported per year
- Level 5: Plaque to be displayed at (Location to be determined) for 10 years of service and minimum 12 cleanings reported per year

**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. To prevent fake registrations, we could require a certain number of clean-up logs be created by the new volunteer before the referral is entered for prizes. This would pair well with offering an annual recognition event.

**Volunteer Spotlight:**

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

**Recommendation:**

Staff has no recommendation regarding an incentive or reward program for Adopt-a-Drain. The Commission will need to consider if they wish to offer such a program and what kind.



**City of De Pere, Wisconsin**

**III.9**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Composting  
**RECOMMENDED ACTION:** Discussion.

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**ATTACHMENTS:**  
09\_Initiative Prioritization\_Compost

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: November 11, 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 fourth quarter of existence.

At the end of 2024, there were 62 residents registered with the City of De Pere who subscribed through private composting services. Once the City started the compost reimbursement program in 2025, the program has seen the following participation numbers:

Month	Every-4-Week Subscribers	Every-Other-Week Subscribers	Total Subscribers	City Participation
January	15	22	37	\$465
February	15	22	37	\$465
March	15	23	38	\$480
April	11	21	32	\$414
May	10	21	31	\$405
June	10	21	31	\$405
July	9	17	26	\$336
August	8	17	25	\$327
September	9	17	26	\$336
Total 2025 Participation:				\$3,633

To gauge the impact of requiring the W-9 form, Staff has been tracking the membership levels and the drivers behind residents discontinuing their participation in the program:

Month	Joined	No W-9	Confirmed Cancellation	Stopped Submitting (Unknown)	Net Change
February	+1		-1		0
March	+1				+1
April		-2	-1	-3	-6
May			-1		-1
June	+1		-1		0
July			-2	-3	-5
August					0
September					0

1<sup>st</sup> and 2<sup>nd</sup> Quarter numbers have been updated as residents continue to submit invoices and W-9 forms for reimbursement. One resident lost their August invoice and was unable to request reimbursement.



**City of De Pere, Wisconsin**

**III.10**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Clean Air Initiative  
**RECOMMENDED ACTION:** Discussion.

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**ATTACHMENTS:**  
10\_Initiative Prioritization\_Clean Air

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: November 11, 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**

Staff awaits direction from the commission as to next steps for this initiative.



**City of De Pere, Wisconsin**

**III.11**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Pollinator Gardens /  
Planned Natural Landscapes  
**RECOMMENDED  
ACTION:** Discussion.

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ATTACHMENTS:  
11\_Initiative Prioritization\_Pollinator Gardens

# CITY OF DE PERE MEMO



To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: November 11, 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.

## **Discussion**

There are two topics of discussion regarding Planned Natural Landscapes entering into this meeting:

First, Alderperson Nelson was presented the following educational/promotional campaign as a replacement for 'No Mow May':

### Five For Fliers

The program would provide five recommended plants that are selected to be highly beneficial for bees, butterflies, hummingbirds and songbirds. While five plants is fairly limited I chose that for ease of supply as well as the signing ability of the "Five for Fliers" name. 'Five for Fliers' shares the ring in the name that 'No Mow May' did giving ease in marketing. As someone that thinks both locally and nationally I think that the 5 plants should be regionally selected and would be adjusted for other parts of the country, but here are the species that I would choose locally and for the upper midwest:

- *Asclepias tuberosa* (butterfly weed)
- *Liatris ligulistylis* (meadow blazing star)
- *Echinacea Purpurea* (purple coneflower)
- *Penstemon digitalis* (smooth penstemon)
- *Eryngium yuccifolium* (rattlesnake master)

I chose these with several things in mind. They fit within the parameters of benefitting the 'fliers,' they provide long and overlapping bloom periods and they can be interplanted with aesthetic success. The plants could be planted in a group of one of each type (most basic) or in groupings heavy on one or another of the selections allowing many 'garden plans' to match available garden space.

To roll this program out I foresee approaching local greenhouses, schools and other organizations that grow plants during fall 2025 in order to get a good supply of the plants at retail for a roll out year in 2026. This would give time to develop graphics for signing, tags and promote the program throughout the community(s) I am not sure if municipalities would fund the program and give away plants or if the role of municipalities is to promote the program and we, the organizers, would be tasked with making sure there were plants available through retail, plant sales and other means.

Second, Commissioner Henrigillis created the attached, draft, Planned Natural Landscapes handout discussing common invasive species found in neighborhood landscaping and common, Wisconsin Native, plants that could replace these species. Commissioner Henrigillis would like to see if the City could find a partner to help promote this.

# Planned Natural Landscapes

## Common Invasive Species Found in Your Landscaping

### What's an invasive species?

An invasive species is an organism that is not from North America whose introduction causes or is likely to cause economic or environmental harm or harm to human health

### Replace

Plants like buckthorn (1), burning bush (2), and Japanese barberry (3) are very common plants that can be found in our neighborhood landscaping. These plants are all invasive species and can be harmful to our natural environments.



### Attract

By replacing common invasive plants with plants from Wisconsin, our bees, birds, and butterflies have access to plants that can benefit them.

Some great replacements for common woody invasive plants are:

1. Pagoda dogwood (*Cornus alternifolia*)
2. American filbert (*Corylus americana*)
3. Oldfield common juniper (*Juniperus communis* var. *depressa*)



## **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 or Rooted In, Inc. outlines her complaints to the Sustainability Commission regarding the City’s urban orchards.
- April 6, 2024 Selena Darrow of Rooted In, Inc. requested that the Commission allocate money to establish pollinator gardens at our urban orchards.
- August 26, 2024 – Staff met with the The Plant Gal to discuss the feasibility of pollinator garden installation at Braisher Park, Samantha Park, VFW Park, and Voyageur Park. Estimate for materials only came to be approximately \$4,000.
- October 9, 2024 – Staff met with the City Urban Orchard Committee to determine the feasibility of constructing pollinator gardens. Approval was received to pursue approval with the Board of Park Commissioners.
- November 21, 2024 – Staff met with the Board of Park Commissioners and received unanimous approval for the construction and maintenance of Pollinator Gardens at City Parks.
- March 11, 2025 – Staff provided a draft request for proposals for the creation of Pollinator Gardens to the Sustainability Commission for comment. 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).



**City of De Pere, Wisconsin**

**III.12**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Discussion on Initiative Prioritization - Green Energy  
**RECOMMENDED ACTION:** Discussion.

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**ATTACHMENTS:**  
12\_Initiative Prioritization\_Green Energy

# CITY OF DE PERE MEMO



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To: Members of the Sustainability Commission  
From: Chase Kuffel, Assistant City Engineer  
Date: November 11, 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.

Staff is currently evaluating the time and resource commitments to complete the Green Tier submittal requirements.



**City of De Pere, Wisconsin**

**III.13**

**Request for Sustainability Commission  
Action**

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**MEETING DATE:** November 11, 2025  
**DEPARTMENT:** Public Works  
**FROM:** Chase Kuffel, Assistant City Engineer  
**SUBJECT:** Consideration and Possible Action on Canceling the December 9, 2025 Sustainability Commission Meeting  
**RECOMMENDED ACTION:** Discussion.

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ATTACHMENTS:  
13\_Canceling 12-9-2025 Meeting

# CITY OF DE PERE MEMO



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

RE: **Consideration and Possible Action on Canceling the December 9, 2025 Sustainability Commission Meeting**

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In previous years, the Sustainability Commission has opted to cancel the December Commission meeting to accommodate everyone's busy schedule during the holiday season. Additionally, canceling this meeting will give staff time to get our new Recording Secretary, Natalie Markelz up to speed to start 2026.