



Sustainability Commission

Regular Meeting

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

Agenda

Tuesday, January 14, 2025

5:30 PM

Virtual Only

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 **January 14, 2025** at **5:30 PM**.

This meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

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 <http://deperecitywi.igm2.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 November 12, 2024 Sustainability Commission Meeting Minutes
 - 2. Update on Composting Reimbursement Programs
 - 3. Discuss Plan for Addressing the Alignment of the De Pere Sustainability Commission's Activities with Its Ordinance
 - 4. Discuss Clean Air Initiative Updates
 - 5. Discuss Clean Energy Workplan Updates
 - 6. Discuss how the City of De Pere Sustainability Commission can support green initiatives during 2025 NFL Draft

7. Update on Pollinator Gardens at De Pere Parks

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 business day so that arrangements can be made.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

CITY OF DE PERE MEMO



To: Sustainability Commission

From: Betty Marovich, Administrative Assistant/Recording Secretary

Date: January 14, 2025

RE: **Approval of the November 12, 2024 Sustainability Commission Meeting Minutes**



Sustainability Commission

Regular Meeting

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

Draft 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, Van 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:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Emily Henrigillis, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Black, Henrigillis, Lawton, Slavin, Van Schyndel, Weber, Quigley

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, Van 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
----------------	------------------

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, Van 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
----------------	------------------

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

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Update on Composting Reimbursement Programs**

The City of De Pere's partnership with Greener Bay Compost, LLC ended in 2024. This item is to summarize the 2024 composting reimbursement program through Greener Bay Compost and outline where the commission is positioned as we pivot to the city led composting reimbursement program in 2025.

Background

In 2024, the City of De Pere budgeted \$10,000 to fund a public/private partnership with Greener Bay Compost, LLC. The purpose of this \$10,000 budget is to subsidize half of the subscription fees for De Pere residents who utilize Greener Bay Compost's services. The composting partnership kicked off in May with the following participation numbers:

Month	Subscribers	City Participation	Food Waste Diverted (lbs)	Waste Running Total (lbs)
May	52	\$530.00	959.4	959.4
June	64	\$655.00	1,511.0	2,470.4
July	67	\$682.50	1,770.6	4,241.0
August	66	\$804.00	1,819.6	6,060.6
September	63	\$771.00	2,402.4	8,463.0
October	64	\$786.00	770.6	9,233.6
November	65	\$795.00	2,300.4	11,534.0
December	62	\$768.00	1,309.8	12,843.8

In the first year of compost reimbursement, the City subsidized \$5,791.50 in subscription fees for De Pere residents. This ended up being 57.9% of the \$10,000 budget for 2024. In the eight months of participation, the City was able to divert nearly 6.5 tons of food waste from ending up in a landfill. Had residents not utilized the composting services, nearly 6.5 tons of food waste would have resulted in \$347.42 in tipping fees from the landfill, which is one-sixteenth of the cost.

Prior to the City’s participation, Greener Bay Compost had a baseline of 19 De Pere residents who subscribed to and utilized composting services. Since June, the number of subscribers for the Composting Services has plateaued around 65 total residents as shown in Figure 1 below.

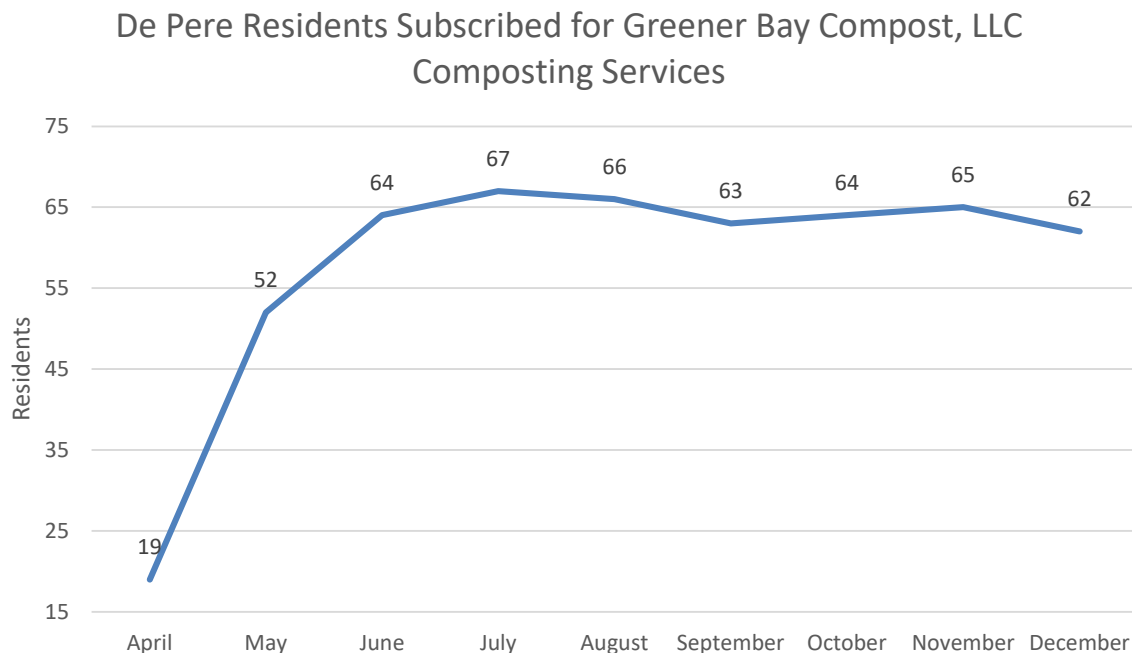


Figure 1 - De Pere Resident Subscriptions per Month

Given the current subscription rate for De Pere Residents, the City would expect to reimburse approximately \$9,600 in subscription fees in 2025 under our City led program. This would be approximately 80% of \$12,000 budgeted composting services reimbursement in 2025.

2025 Composting Reimbursement Program

In late 2024, City staff had sent out letters to all De Pere residents currently utilizing Greener Bay Composts’ services requesting that they contact staff to reserve their spot within the 2025 budget. Since the letters have gone out, staff has heard back from 23 of the 62 current subscribers which would result in a total reimbursement of \$267.00 per month (\$801.00 quarterly). At this point, the City has a little under \$9,000 remaining of the 2025 composting services budget.

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Discuss Plan for Addressing the Alignment of the De Pere Sustainability Commission's Activities with Its Ordinance**

After connecting at a conference in 2024, Commissioner Van Schyndel recently met with a member of the Green Bay Sustainability Commission. During their meeting, they discussed how to ensure that the commission's activities can make the biggest impact as a collective group. Included with this memo is a copy of the Municipal Code Section 10-10 and draft plan for addressing the alignment of the Commission's activities with the municipal code.

Attachments

Section_10-10_Sustainability_Commission
Sustainability_Commission_Municipal_Code_Alignment_Plan

Sec. 10-10. Sustainability commission.

(a) *Purpose.* The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the De Pere community for present and future generations. The sustainability commission is hereby established to explore sustainability initiatives that can be implemented in the city, with the ultimate goal of providing a more sustainable, livable, and healthy community.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Commission means the sustainability commission.

Sustainability means the avoidance of the depletion of natural resources, in order to maintain an ecological balance.

(c) *Commission composition.*

(1) *Creation.* The commission is hereby created, consisting of seven members. Of the membership and if available in the community, one shall be an alderperson and six shall be individuals who live in or work in the city. All members shall have demonstrated interest in environmental stewardship; sustainable business practices, development or technology; green building and design; renewable energy; energy efficient transportation; and recycling and waste management. To the extent possible, members appointed shall represent a diverse range of interest and expertise in sustainability, economic backgrounds and interests, and ethnic and cultural affiliations, including educators and students in the aforementioned fields.

(2) *Advisory members.* Two advisory seats on the commission are hereby created to which persons of high school age may be appointed by the mayor. The selection process for such appointment shall be approved by the commission. The persons appointed to the teen advisory seats shall be non-voting members of the commission whose seats and presence shall not be counted for purposes of a quorum.

(3) *Appointment.* The mayor shall appoint the commissioners, subject to confirmation by the common council. Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years; the alderperson shall finish his or her term. Thereafter, the term for each member shall be three years, except for the alderperson who shall serve a term of two years. Each member is subject to the code of ethics as outlined in this Code.

(d) *Officers, meetings and rules of procedure.* The officers of the commission shall be a chair and vice-chair, elected by majority vote of the commission. The chair shall preside at meetings of the commission and shall have the right to vote. The vice-chair shall, in case of absence or disability of the chair, perform the duties of the chair. Officers shall serve for terms of one year or until their successors are regularly elected and take office. The commission shall hold meetings at such time as it deems necessary and shall also meet upon the call of the chair. The commission shall meet not less than four times each calendar year. Four members of the commission shall constitute a quorum.

(e) *Powers and duties.* The basic function of the commission shall be the promotion of sustainable initiatives through the following powers and duties:

(1) Make recommendations to the mayor and the common council with regard to federal and state policies, budgets, and regulations related to sustainable policies and practices relative to the environment, including, but not limited to, natural resources, energy, food waste, hazardous materials and pollution;

-
- (2) Advise or recommend municipal efforts to engage citizen participation and promote a broad range of sustainable initiatives and events;
 - (3) Consult with private entities, higher education institutions, and the community with regard to the city's sustainable initiatives;
 - (4) Support efforts to unite and focus city or other municipal programs as they relate to sustainable initiatives;
 - (5) Work on sustainability related projects as directed by any commissioner after approval by the commission or the common council, city manager, or city staff;
 - (6) Provide a forum for addressing public concerns related to sustainable policies and practices.

(Code 2001, § 10-13; Ord. No. 18-13, § 1, 7-17-2018; Ord. No. 21-16, § 3, 7-20-2021; Ord. No. 23-12, § 1, 9-19-2023; Ord. No. 24-18, § 4, 9-17-2024)

Plan for Addressing the Alignment of the De Pere Sustainability Commission's Activities with the City's Municipal Code

Plan is not complete, it is just a starting point.

Introduction

This document provides a comprehensive plan to ensure the activities of the De Pere Sustainability Commission align with De Pere Municipal Code Section 10-10. The purpose is to evaluate current initiatives, identify gaps, and guide future efforts to achieve the municipal codes stated goals of promoting sustainability and fostering a livable, healthy community. By following this plan, commission members can collectively align their work with their defined powers and duties, fostering both effectiveness and impact.

1. Review the Municipal Code

- **Objective:** Understand the commission's purpose and defined powers to create a strong foundation for alignment.
- **Steps:**
 1. **Distribute the Municipal Code**
 2. **Highlight Key Sections:**

Focus the review on the following:

 - **Purpose (Section 10-10a):** The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the De Pere community for present and future generations. The sustainability commission is hereby established to explore sustainability initiatives that can be implemented in the city, with the ultimate goal of providing a more sustainable, livable, and healthy community.
 - **Defined Powers and Duties (Section 10-10e):** Areas of focus include making policy recommendations, engaging citizen participation, collaborating with organizations, managing municipal projects, and addressing public concerns.
 3. **Discuss Roles and Responsibilities:**

Group review to clarify each commission member's role in fulfilling the municipal code's purpose. Create a shared understanding of expectations and potential contributions.
 4. **Create a Vision Reference:**

Summarize the municipal code's purpose and duties into a concise, one-page vision document to serve as a quick reference during evaluations.

Could this be an evaluation matrix? Have we done this in the past to ensure that we are aligned to the municipal code's purpose and duties?

2. Evaluate Current Activities

- **Objective:** Assess how well the commission's current efforts align with the municipal code's goals and ensure resources are used effectively.
- **Steps:**
 1. **Prepare a List of Current Activities:** Gather details on all ongoing and recent initiatives, including their objectives, progress status, and outcomes.
 2. **Develop an Evaluation Matrix:** Use a simple matrix to analyze alignment, impact, and challenges.
 3. **Summarize Findings:** Organize the insights into categories of "Effective," "Needs Improvement," and "Misaligned."

3. Identify Gaps and Opportunities

- **Objective:** Recognize underutilized areas in the commission's mandate and brainstorm activities to fill gaps.
- **Steps**
 1. **Map Identified Gaps:** Compare the results of the evaluation with the municipal code. Identify underrepresented areas.
 2. **Brainstorm Solutions:** Work to generate ideas to address the gaps.
 3. **Prioritize Proposals:** Rank ideas based on alignment with the municipal code, potential impact, and feasibility to implement.
 4. **Develop Goals:** Establish clear, actionable goals to close gaps within a defined timeline.

Other thoughts:

- Should we create a process and/or format in which to set goals?
- "... assign responsibilities? With the intent to ensure accountability and progress.
- "... review progress of initiatives? Evaluate if we need realignment of efforts, etc.
- "... foster communication? Other shared documentation? Are workgroups all following the same rules/documentation?

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Clean Air Initiative Update**

The intent of this item is to allow for discussion on next steps, any updates pertaining to the clean air initiative, observations, and feedback from our commissioners.

Staff has investigated a few options for spreading the word on the Clean Air Initiative outside of the schools including promotional materials (pens, notepads, etc) and educational banner over Reid Street. Staff worked with Kuehn Printing to get some costs on promotional materials and banners. These ideas and costs are attached with this memo. The Health Department typically uses signs.com for their banners and the cost would be approximately \$500 through that vendor. Staff has not gotten a cost for including with water bills or reached out to grocery stores for permission to have flyers printed to be included with groceries.



City of DePere - Sustainability Commission

Prepared for
Project #6993Presentation P4951 12/17/2024

Betty Marovich (CI001)
City of De Pere (CI001)
401 N Quincy Street
Green Bay, WI 54301

Kuehn Printing
401 North Quincy Street
Green Bay
WI
54301
T: 920-432-1016
E: jessica@kuehnprinting.com

Betty Marovich (CI001)
 City of De Pere (CI001)
 401 N Quincy Street
 Green Bay, WI 54301

Kuehn Printing
 401 North Quincy Street
 Green Bay
 WI
 54301
 T: 920-432-1016
 E: jessica@kuehnprinting.com

Project #6993
 Presentation P4951 Valid for 30 Days
 City of DePere - Sustainability Commission

Presentation

12/17/2024



Product Name: Square Cork Beverage Coaster

Code: ASI-550256917

Description: Protect tabletops and delicate surfaces from scratches and condensation with these Square Cork Beverage Coaster! Each one measures 3 1/2" x 3 1/2" and features a natural cork finish. It has a square shape and features a natural cork finish. Add your company name, message or logo to customize. Due to the nature of cork surfaces, imprints may be inconsistent and not fully filled. ESTIMATED COST FOR 500 PIECES: \$650.00

Color(s): Cork

Size(s): , 3 1/2 " x 3 1/2 ", XL, S, L

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Revamp 100% Recycled PET Pen

Code: ASI-553205969

Description: Promote your brand and show your love for the environment with this customizable pen! Putting a new spin on a classic style, this click-action pen is entirely made of recycled PET material and features smooth-writing blue ink. The barrel of each pen is offered in an assortment of colors, and make sure to take advantage of the large imprint space - perfect for putting a brand name, logo or message on display! ESTIMATED COST FOR 500 PIECES: \$245.00

Color(s): Black, Red

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Reborn Recycled Aluminum Pen - Laser

Code: ASI-554750564

Description: Our new Reborn Recycled Aluminum Pen is a stylish and sustainable metal pen. Its sleek, modern design includes a barrel made with recycled aluminum, accented by a renewable bamboo plunger, gunmetal stainless steel clip, and clear RPET recycled plastic surround. This click-action pen features a 0.7 mm fine ballpoint and high-capacity Parker-style ink cartridge with 5,900-foot / 1,800-meter writing distance, for a long-lasting, premium writing experience. This pen features a recycled symbol on the barrel, opposite from the clip, to highlight its innovative recycled aluminum barrel. Customize with your logo using our precision laser engraving. ESTIMATED COST FOR 500 PIECES: \$660.00

Color(s): Assorted, Black, Dune, Gunmetal, Navy Blue, Red, Sage, Teal, White

Size(s): , 5.51 " x .39 " , M, W38 L32, W30 L32

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Swedish Dishcloth

Code: ASI-555141045

Description: The Swedish Dishcloth is a sustainable and eco-friendly alternative to traditional paper towels and disposable dishcloths. These dishcloths are not only highly absorbent, but are also durable and long-lasting. Perfect for every kitchen! Made from part natural fibers and part sponge. Reusable, sustainable, and biodegradable with FDA compliant ink. The Swedish Dishcloth is dishwasher safe and washing machine safe. Inventory designs are available. We recommend rinsing before use. Digital full color imprint is included in the price. ESTIMATED COST FOR 500 PIECES: \$1020.00

Color(s): White

Size(s): , 7.87 " x 6.73 " , 12, Size 12, 10, Child 4-5

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Circle Recycled Rubber Jar Opener 6CIR

Code: ASI-552115389

Description: A new twist for an old tire; Recycled Rubber jar openers help you maximize your grip on anything; So many uses you'll wonder how you ever lived without it; Made from post consumer recycled tires; 1mm thick ESTIMATED COST FOR 500 PIECES: \$615.00

Color(s): Black

Size(s): , 5.7500 " x 5.7500 " , M

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: CleanScreen Full Color XL - 8" x 8" RPET Recycled Microfiber

Code: ASI-553425139

Description: Give your business a clean promotion with this handy cloth! Measuring 8" x 8", this cleaning cloth and screen cleaner is made with 100% high-density microfiber materials designed to remove dirt, dust and oily smudges from sensitive surfaces like sunglasses, eyeglasses and camera lenses, cell phone, tablets as well as laptop and computer screens without scratching. Each one comes with serrated edges and pricing includes a full color sublimation imprint. Everyone will get a glimpse of your imprint when they use this cloth to clean their devices! ESTIMATED COST FOR 500 PIECES: \$685.00

Color(s): Multi Color

Size(s): , 8 " x 8 " , Size 14

Imprint Details: Sublimation

Imprint colors: Full Color

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: All Natural Lip Balm

Code: ASI-550341099

Description: Create a cool branded giveaway for all year around with this all natural lip balm that offers great protection from the elements. Made with indulgent natural ingredients like genuine beeswax, organic sunflower oil, tocopherol (similar to vitamin E), organic extra virgin oil and aloe vera -- it's even gluten free! This 0.15 ounce tube applicator is easy to slip into your palm, purse or pocket. Add your school, sports team, organizational or company logo or message to a full color label to customize. ESTIMATED COST FOR 500 PIECES: \$602.00

Color(s): White Tube-Cap

Size(s): , .15 oz, Collar 16.5"

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Lotion Bottle

Code: ASI-550346065

Description: Give your skin the hydration and nourishment it needs with these miniature bottle of lotion. These one-ounce plastic bottles have a flip top for easy application and contain our special formula with natural ingredients like sunflower oil, grape seed oil, aloe vera gel and tocopherol (similar to Vitamin E). What a great way to show off your business or brand at events dealing with beauty, fashion or self care. Choose from enticing scents like iced pear, lavender, toasted vanilla and more. Add your school, sports team, organizational or company logo or message to customize. The unscented lotion and iced pear lotion are paraben-free. ESTIMATED COST FOR 500 PIECES: \$982.00

Color(s): White Cap

Size(s): , 1 oz, S

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: USDA Organic Lip Balm

Code: ASI-550729316

Description: If you have customers and supporters that prefer to think green, they're going to love this USDA certified organic lip balm. This 0.15 tube dispenser contains a formula that is made of 95% organic ingredients, including beeswax and sunflower oil. Select from enticing flavors like citrus, coconut, eucalyptus mint, vanilla, mint burst and beeswax. What a cool idea for eco-friendly and fashion-forward activities and events. Add your school, sports team, organizational or company logo or message to customize. Features USDA seal on tube.

ESTIMATED COST FOR 500 PIECES: \$683.00

Color(s): Clear, White

Size(s): , 0.15 oz, Collar 16.5"

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Bee Balm

Code: ASI-551965907

Description: Your customers and supporters are sure to catch a buzz from this sweet promotion! This 0.15 tube of Burt's Bees (R) national brand equivalent Bee Balm is naturally derived and formulated with a high beeswax base for conditioning skin. Lanolin also works to protect lips against the elements and lock in moisture. ESTIMATED COST FOR 500 PIECES: \$722.00

Color(s): White Tube-Cap

Size(s): , 0.15 oz, Collar 16.5"

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Premium SPF 15 Broad Spectrum Lip Balm

Code: ASI-551706875

Description: Kiss the competition goodbye when you make a branded gift or giveaway of these premium SPF15 Broad Spectrum lip balms. Created with natural ingredients like beeswax, organic sunflower oil, tocopherol (similar to vitamin E), organic extra virgin olive oil and aloe vera, these 0.15 ounce dispensers will moisturize and protect your lips from exposure to dangerous UV rays. Choose from enticing flavors including beeswax, peppermint, spearmint and vanilla. Add your school, sports team, organizational or company logo or message to customize. ESTIMATED COST FOR 500 PIECES: \$687.00

Color(s): Black Cap, Blue Cap, Red, White Tube-Cap, Yellow Cap

Size(s): , 0.15 oz, Collar 16.5"

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Corkster Car Coaster

Code: ASI-554811940

Description: Cork the chaos with the Corkster Car Coaster. Made of cork, this coaster effortlessly absorbs condensation and spills, keeping cup holders clean and dry. Its hypoallergenic, anti-microbial, and anti-fungal properties promote a healthy environment. Designed to fit into standard cup holders, it features a convenient thumb notch for easy removal and cleaning. Add your brand for a touch of elegance and warmth to car interiors that customers will love, ensuring delightful driving experiences. ESTIMATED COST FOR 500 PIECES: \$620.00

Color(s): Cork

Size(s): , 0.1880 " x 2.625 " , 39.3 " x .23 " , L, W54 L32

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Bamboo Coaster Bottle Opener

Code: ASI-553697031

Description: This fantastic bamboo coaster has a built in bottle opener, making it both eco friendly and a one stop drink utility. It can take a sole imprint for your brand or artwork. Perfect for a party or good time, hand these out to employees or clients at special events! ESTIMATED COST FOR 500 PIECES: \$1280.00

Color(s): Tan

Size(s): , 3 1/8 " x 3/8 " , XL, S, Size 14

**Additional Information**

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Bamboo Spatula

Code: ASI-553687026

Description: Encourage your friends and colleagues to reduce plastic use by gifting them this bamboo spatula! Measuring 12" x 2 1/2", each spatula can be customized with a one color, one location imprint. ESTIMATED COST FOR 500 PIECES: \$1005.00

Color(s): Natural

Size(s): , 12 " x 2 1/2 " , Collar 15" , L, S

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: 3/4" rPET Recycled Poly Sublimation Wrist Lanyard Keyring

Code: ASI-554671703

Description: Don't lose any of your Keys with our rPET recycled polyester 3/4" Dye Sublimation Wrist Lanyards w/ Keyring. These trendy recycled products are made of top quality durable rPET fabric and come with a Keyring. Measuring at 3/4"W x 4"L, this popular utility offers an Edge-to-Edge Imprint ideal for maximum Brand Exposure. Order these Wrist Lanyards today! ESTIMATED COST FOR 500 PIECES: \$675.00

Color(s): Multi Color

Size(s): , 3/4 " x 4 " , XL, XXL

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Magnetic Bamboo Bottle Opener

Code: ASI-553963464

Description: Measuring 2.5" in diameter, this bottle opener is made of sturdy, anti-microbial bamboo and features dual magnets for safekeeping. The opener provides easy access to your favorite beverages. With your custom Laser engraved on the top, the bottle opener makes a great promotional gift on its own or as part of a kit. ESTIMATED COST FOR 500 PIECES: \$1150.00

Color(s): Bamboo

Size(s): , 2 1/2 " , L, S

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Bamboo Nail File

Code: ASI-554481508

Description: Embrace a sustainable and gentle approach to nail care with this eco-friendly nail file. Made from sustainable bamboo, this nail file measures 5" x 1" and has plenty of space to display a logo, company name or marketing message. It's great promotional hand out for nail salons, spas, beauty counters and more! ESTIMATED COST FOR 500 PIECES: \$655.00

Color(s): Wood

Size(s): , 5 " x 1 " , M, S

**Additional Information**

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: 8.5x5.5 Notepad

Code: 1121663

Description: Large size notepad (8.5"x11"), containing 50 sheets of paper padded together. Your choice of imprint - or use one of our inventory designs (lines, dots, or plain). ESTIMATED COST FOR 500 PIECES: \$651.00



Product Name: Newsprencil™ Pencil

Code: ASI-4880582

Description: Help safeguard the environment with our Newsprencil?! Made from 100% recycled newspaper this ingenious writing instrument features a brass-colored ferrule and colored eraser. Easy to sharpen and splinter free. They make great giveaways at teacher conferences or tradeshows. Conservation of our natural resources, along with newly recycled products are an integral part of our business philosophy - your welfare helps protect our welfare. 100% wood casing & high quality #2 writing core. Brass ferrule & latex free eraser. Conforms to ATMS D-4236. ESTIMATED COST FOR 500 PIECES: \$270.00

Color(s): Green, Red, Royal Blue, White, Yellow

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: ECHO Recycled ABS Plastics Ballpoint Pen Special

Code: ASI-555488784

Description: One of the most popular pens in ad specialty is now made of recycled ABS plastic and its on special! This blue ink ballpoint pen tells a responsible story to promote your earth-friendly agenda. This pen features a huge imprint area and an upgraded ink refill. ESTIMATED COST FOR 500 PIECES: \$260.00

Color(s): Black-White, Green-White, Navy-White, Red-White, White-Green

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: FSC Certified Create-a-Pencil Custom Pencil

Code: ASI-555268226

Description: Start with a round barrel with a #2 core then have fun picking your ferrule and eraser colors. Go simplistic in design or let your creative juices flow! The choice is yours. Environmentally conscious and sustainable pencil with over 250 different combinations. #2 Core. Certified by the Forest Stewardship Council ESTIMATED COST FOR 500 PIECES: \$225.00

Color(s): Black, Dark Blue, Dark Green, Hi-Gloss Yellow, Natural, Red, Royal Blue, White

Additional Information

Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: Go Green Business Card Magnet
Code: ASI-552257563
Description: If you're looking to promote your business' eco-conscious mission then add your custom imprint to these eco-friendly business card magnets! Made of 10% post-consumer recycled paper content with an approximate 0.020 thickness it's ideal for non-profit companies, political campaigns and much more. Great for keeping your company name, logo and message in easy view of potential and repeat customers. This is an always-in-inventory item! ESTIMATED COST FOR 500 PIECES: \$245.00
Color(s): Unclassified
Size(s): , 2 " x 3.5 " x .01 " , L, XL, M, S

Additional Information
Variations in price exist for this product based on colors and/or sizes. Prices may differ based on final choices.



Product Name: 4.25"x5.5" Small Notepad
Code: 1121777
Description: Small size notepad (4.25"x5.5"), containing 50 sheets of paper padded together. Your choice of imprint - or use one of our inventory designs (lines, dots, or plain). ESTIMATED COST FOR 500 PIECES: \$494.00

Additional Information

All pricing is estimates for your information only. Once you have decided on products you would like to see a sample of/order, I will put together a formal quote. Also, pricing does NOT include Sales Tax.

If I can be of any further assistance please do not hesitate to contact me on the above number

Terms & Conditions

NOTE Standard Terms & Conditions Apply

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Discuss Clean Energy Workplan Updates**

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.

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Discussion on how the De Pere Sustainability Commission can support green initiatives during the NFL Draft**

The 2025 NFL Draft is being held in Green Bay on Thursday, April 24, 2025 through Saturday, April 26, 2025. Commissioner Black wished to discuss how the De Pere Sustainability Commission can support green initiatives during the NFL Draft.

CITY OF DE PERE MEMO



To: Sustainability Commission
From: Chase K Kuffel, PE, Assistant City Engineer
Date: January 14, 2025

RE: **Update on Pollinator Gardens at De Pere Parks**

The November 21, 2024 Board of Park Commissioners unanimously approved the Sustainability Commission to pursue the installation of pollinator gardens abutting the City's urban orchard sites at Braisher Park, Samantha Park, VFW Park, and Voyageur Park. A copy of the memo presented to the Board of Park Commissioners is attached for reference.

Having now acquired the approval from the Board of Park Commissioners and the City's Urban Orchard Committee, staff will now create a request for proposals (RFP) for the construction of the pollinator gardens at these locations. The RFP will also include a provision for weeding and maintenance of the gardens for the duration of the year and/or until a volunteer group is brought on board to take on the pollinator garden maintenance.

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Chase K Kuffel, PE
Assistant City Engineer & Sustainability Commission Liaison
Date: November 21, 2024

RE: **Consideration and Possible Action on Pollinator Gardens at De Pere Parks**

The De Pere Sustainability Commission is requesting permission to design, construct and maintain pollinator gardens abutting the City's urban orchard sites at Braisher Park, Samantha Park, VFW Park, and Voyageur Park.

Background

The Sustainability Commission voted to discontinue "No Mow May" in 2024. In lieu of promoting pollinators as part of "No Mow May," the commission has elected to instead conduct a yearlong education and outreach campaign that highlights the City's new Planned Natural Landscapes. The Sustainability Commission felt that pairing planned natural landscapes with the City's urban orchards would be a win-win scenario by promoting the new planned natural landscape ordinance while helping sustain the urban orchards with a quality pollinator habitat.

Included with this memo are maps of the urban orchard sites located within City of De Pere parks. These maps show the location of the urban orchard within the park and the proposed pollinator garden abutting the urban orchards. In discussions with a local horticulturalist, it was determined that a 10-foot-wide garden abutting the short side of each orchard would be sufficient to promote pollinators at these locations. The gardens would then be situated on the side that would least affect Parks, Recreation, and Forestry operations. The ultimate location of the urban orchards would be subject to the Board of Park Commissioners' consideration and approval.

Funding for these pollinator gardens would come from the Sustainability Budget as a sustainable initiative. It is estimated that the total cost to construct these gardens would be approximately \$10,000 for the plantings, site clearing and labor. Additional money would also need to be budgeted by the Sustainability Commission to maintain and weed these gardens until they are fully established and/or a volunteer group is brought on to take on the pollinator garden maintenance.

If approved, staff would work with the Sustainability Commission to create a request for proposals for the design, construction and maintenance of the pollinator gardens at Braisher Park, Samantha Park,

VFW Park, and Voyageur Park. After the contractor is selected, it is anticipated that the pollinator garden construction would occur in mid-2025 after proposal review by both the Sustainability Commission and Parks, Recreation and Forestry Staff. The number of pollinator gardens may be reduced if the proposals exceed the available budget held by the Sustainability Commission.

Recommendation

Staff recommends that the Board approve the pollinator garden locations and allow the Sustainability Commission to move forward with the drafting of a Request for Proposals for the design, construction and maintenance of pollinator gardens at Braisher Park, Samantha Park, VFW Park, and Voyageur Park.

CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering



CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering

