



Sustainability Commission

Regular Meeting

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

Agenda

Tuesday, October 10, 2023

5:30 PM

Council Chambers and Virtual

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 **October 10, 2023 at 5:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic 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 Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

I. Call to Order

1. Roll Call

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

III. Items

1. Approval of the September 12, 2023 Sustainability Commission Meeting Minutes
2. Discuss Vacant Sustainability Commissioner and Student Advisor Positions
3. Discuss Social Media Posts for November thru January
4. Discuss Clean Air Initiative
5. Discussion on Stormwater Art Project Timeline and Structure

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.

***Items with an asterisk require City Council approval.**

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, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: October 10, 2023

DEPARTMENT: Sustainability Commission

FROM: Betty Sellenheim

SUBJECT: Approval of the September 12, 2023 Sustainability Commission Meeting Minutes

ATTACHMENTS:

- 2023 0912 Sustainability Commission_Draft Minutes (PDF)



Sustainability Commission

Regular Meeting

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

Draft Minutes

Tuesday, September 12, 2023

5:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 5:30 PM by Alderperson John Quigley

Attendee Name	Title	Status	Arrived
Jayne Black	Commissioner	Present	
Cindy Champeau	Commissioner	Absent	
Emily Henrigillis	Commissioner	Present	
Randall Lawton	Commissioner	Present	
Eric Rakers	City Engineer	Excused	
Nicole Slavin	Commissioner	Present	
John Quigley	Alderperson	Present	

Scott Thoresen, Public Works Director
Betty Sellenheim, Recording Secretary
Chase Kuffel, Assistant City Engineer
Thomas Blohowiak, Maintenance Supervisor

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

None

III. Items

1. Green Roof Tour for Sustainability Commission Members

Commission members were provided an opportunity to view and learn about the City Hall Green Roof

Following the tour, Alderperson Quigley stated how beautiful and equally important the Green Roof is to sustainable efforts by the City of De Pere.

RESULT:	DISCUSSED
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2. Approval of the August 8, 2023 Sustainability Commission Meeting Minutes

Commissioner Henrigillis moved to approve the August 8, 2023 Sustainability Commission Meeting Minutes, seconded by Commissioner Slavin. The motion passed with a 5-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Emily Henrigillis, Commissioner
SECONDER:	Nicole Slavin, Commissioner
AYES:	Black, Henrigillis, Lawton, Slavin, Quigley
ABSENT:	Cindy Champeau
EXCUSED:	Eric Rakers

3. Consider and Possible Action on Sustainability Commission Ordinance Revisions*

Scott Thoresen, Public Works Director, explained the proposed ordinance changes including removing one City employee as a voting member of the commission and replacing that position with another citizen who lives or works in De Pere, adding two teen advisors, changing the meeting frequency from four times per year to monthly, and change the powers and duties to include making recommendations to Council rather than advising. Mr. Thoresen informed the Commission that he would be replaced by Chase Kuffel, Assistant City Engineer, as the staff liaison.

Commissioner Lawton expressed concerns with changing the meeting frequency and stated the minimum four times per year still allows for monthly meetings and prevents the need to change in the future if less meetings were required. Commissioner Black expressed concerns with maintaining the initial language for meeting frequency and stated her fear that it could cause the Commission activity to reduce if meetings were less frequent. Mr. Thoresen explained the reasoning behind the proposed change in frequency and explained that meetings could still be cancelled if it was changed to monthly, but also be held monthly if listed as a minimum of four times annually. Alderperson Quigley explained that any changes could be amended again in the future to better fit the needs of the Commission.

Commissioner Lawton moved to approve the changes to member composition and powers and duties but maintain the initial frequency language, seconded by Alderperson Quigley.

Commissioner Henrigillis requested clarification on the exact verbiage of the initial frequency language. Mr. Thoresen read the original language for clarification. Alderperson Quigley stated the intent would be to continue to meet monthly.

Upon vote, the motion passed with a 5-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Randall Lawton, Commissioner
SECONDER:	John Quigley, Alderperson
AYES:	Black, Henrigillis, Lawton, Slavin, Quigley
ABSENT:	Cindy Champeau
EXCUSED:	Eric Rakers

4. Consideration and possible action on Stormwater Art Project*

Scott Thoresen, Public Works Director, explained the request from Commissioner Henrigillis regarding stormwater art and the previous history of this item being discussed by both the Commission and Council.

Commissioner Henrigillis added that her intent is to educate the public on stormwater pollution, especially downtown where the stormwater flows directly to the Fox River. Commissioner Henrigillis questioned the participation of Definitely De Pere in the stormwater art project. Mr. Thoresen explained they had been included in the original discussion as a funding sources, but the proposed project for 2024 would be a City and Sustainability Commission project. Commissioner Henrigillis asked what the next steps would be for this project. Mr. Thoresen explained it would be a similar process to the Clean Air Initiative and may include a work group. Mr. Thoresen further added that the process included having the Commission and Council approve this project for 2024 and then to begin creating a process/plan for implementation to be discussed at future Commission meetings and have the plan approved by the Council. Commissioner Black

asked if a member of the Commission or staff should create a list of steps for implementation. Mr. Thoresen stated staff could research the process from other communities and present that information to the Commission over the next few months.

Aldersperson Quigley moved to approve Stormwater Art Project for 2024 action, seconded by Commissioner Henrigillis.

Commissioner Slavin offered to assist Commissioner Henrigillis as part of the work group. Commissioner Black also volunteered. Commissioner Lawton suggested reaching out to local businesses and individuals interested in this type of outreach and education. Commissioner Slavin agreed with Commissioner Lawton and added that it could be of interest to college students in the arts.

The motion passed with a 5-0 vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Emily Henrigillis, Commissioner
AYES:	Black, Henrigillis, Lawton, Slavin, Quigley
ABSENT:	Cindy Champeau
EXCUSED:	Eric Rakers

5. Request for Volunteers to Write Social Media Posts for September and October

Betty Sellenheim, Recording Secretary, requested volunteers to write the following social media posts:

Meeting recap for September - Aldersperson Quigley

Late September (fall leaf collection) - Commissioner Henrigillis

Meeting recap for October - Aldersperson Quigley

Late October (Halloween themed)- Commissioner Slavin

RESULT:	DISCUSSED
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6. Discuss 2024 Sustainability Project Funding

Scott Thoresen, Public Works Director, outlined the projects and funding that remained in the budget after the initial staff review. Mr. Thoresen explained that the rain barrel program was cut from the budget, but some of the funds that had been associated with it have remained to be allocated to other efforts. Mr. Thoresen explained the next steps including Council review, budget sessions, and an adopted budget in December.

Aldersperson Quigley stated his belief that the work coming from the Commission has created some enthusiasm with the Council members and could make it easier to request budgets for projects in the future.

RESULT:	NO ACTION
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7. Discuss Clean Air Initiative

Betty Sellenheim, Recording Secretary, explained that a revised newsletter was distributed to the Commission members and shared the yard sign visual for outreach efforts. Ms. Sellenheim also shared that a press release was published on 8/22/2023 and that WBAY recently began a new segment which featured the Commission's Clean Air Initiative, which was linked in the agenda packet.

Commissioner Black updated from the subcommittee on the progress made at contacting the schools to discuss the Clean Air Initiative. Commissioner Black stated she was working to schedule the first outreach event at De Pere High School with their Green Team before the end of September. Commissioner Black stated the plan would be to perform three outreach events throughout the school year and gauge by the end of the third event if there is an increased understanding of the adverse health impacts of idling and a reduce number of idling cars. Commissioner Black added that De Pere High School plans to post the Clean Air Initiative visual inside the school for students as a reminder throughout the day. Commissioner Henrigillis stated that Notre Dame was in favor of the program and also having visuals in the pick-up/drop-off area.

Aldersperson Quigley asked how many signs would be produced and where they would be placed/distributed. Ms. Sellenheim stated the plan to have them rotate between schools while outreach efforts were in effect. Commissioner Lawton commended the word play in the sign. Commissioner Slavin asked if Commissioner members were able to get outreach/education signs for their yards. Ms. Sellenheim stated that she did not think they would be available until there was a budget to have them printed. Commissioner Slavin offered to donate money to have additional signs printed. Scott Thoresen, Public Works Director, stated staff could have enough signs made in-house for each Commissioner to have one for their yards. Mr. Thoresen added that signs would need to be placed behind the sidewalk on individual properties to adhere to City Ordinances. Aldersperson Quigley asked staff to review and return with the cost to print signs for further distribution. Mr. Thoresen stated that staff would return with a cost for purchasing signs to distribute that can be discussed for purchase with the 2024 budget.

RESULT:	DISCUSSED
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IV. Future Agenda Items

Commissioner Henrigillis requested discussion or educational materials created for proper biking procedures/mannerisms/trail etiquette/safety. Commissioner Slavin offered to help corral this information as she works closely with this material.

Commissioner Black requested discussion of offering educational seminars/workshops/events. Mr. Thoresen warned against having quorum or needing to publicly post that a quorum of the Commission may be present.

V. Adjournment

Commissioner Lawton moved to adjourn the meeting at 6:33 PM, seconded by Commissioner Black. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: October 10, 2023

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Discuss Vacant Sustainability Commissioner and Student Advisor Positions

The September 19, 2023 Common Council meeting repealed and reenacted section 10-13 of the De Pere Municipal Code regarding the Sustainability Commission. With the new municipal code in effect, there is now a vacant Sustainability Commission position and two vacant, teen advisory seats. All three positions are to be appointed by the Mayor. If the commission is aware of anyone who would be interested in these vacancies, please let staff know so we can coordinate with the Mayor.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: October 10, 2023

DEPARTMENT: Sustainability Commission

FROM: Betty Sellenheim

SUBJECT: Discuss Social Media Posts for November thru January

Meet the Commissioner: by 11/4
Meeting recap: by 11/11
Meet the Commissioner: by 11/18
Meet the Commissioner: by 12/2
Meet the Commissioner: by 12/9
Meeting recap: by 12/16
Meet the Commissioner: by 12/23
Meet the Commissioner: by 12/30
Meet the Commissioner: by 1/5
Meeting recap: by 1/12
Meet the Teen Advisor: by 1/19
Meet the Teen Advisor: by 1/26



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: October 10, 2023

DEPARTMENT: Public Works

FROM: Chase Kuffel

SUBJECT: Discuss Clean Air Initiative

Discuss any updates to the Clean Air Initiative's Idle Citizen Campaign and the response from the local school districts.



City of De Pere, Wisconsin

Request For Sustainability Commission Action

MEETING DATE: October 10, 2023

DEPARTMENT: Sustainability Commission

FROM: Chase Kuffel

SUBJECT: Discussion on Stormwater Art Project Timeline and Structure

At the September 12, 2023 the Sustainability Commission had approved the Storm Water Art Project as an action item for 2024. Commissioner Henrigillis wishes to discuss the draft project structure and timeline.