

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, November 17, 2009

Minutes

A. CALL TO ORDER

Meeting called to order by Linda Stoll at 6:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

Present: Linda Stoll, Jill Enos, Sadie Schroeder, Mike Dillon, Becky Bauer

Also Present: Bill Beachkofski, Ed Kassel, Deff Deltgen, CDD Keil

Excused: Trevor Frank, Roger Kanitz

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

(five (5) minute time limit for each person)

No one spoke

D. MINUTES TO APPROVE

1. [Sustainability Board minutes, 10/20/09](#)

Motion made by Jill Enos and seconded by Mike Dillon to approve the minutes of the October 20, 2009 meeting.

Motion carried.

E. COMMUNICATIONS

Jill Enos made an announcement about the film "Food, Inc." to be shown at the Menasha Public Library at 7:00 p.m. on Friday, November 20.

F. DISCUSSION ITEMS

1. Sustainability Board input on Comprehensive Plan Review

Greg Keil reviewed the Comprehensive Plan content and objectives. Linda Stoll reviewed state planning requirements and guidelines. Board members suggested preparing a news release to be placed in the News Record and online Post Crescent announcing the annual review of the comprehensive plan is underway and inviting public comment. Greg Keil is to email links to [Sustainable Dane County](#) and [Building a Green Capital City](#) to committee members.

2. City-wide Energy Efficiency Planning (25x25 Plan)

Linda Stoll discussed the need for the plan given the City's commitment to achieve 25% utilization of renewable energy by 2025. Bill Beachkofski spoke about energy tracking and offered to provide a model.

3. [2010 Action Item List](#)

Green Procurement Mike Dillon reported on the presentation that he made to city department heads/managers on green procurement, and urged that the policy be formalized as part of the city's purchasing policy. Greg Keil is to draft a policy language for consideration by the board. This will ultimately be presented to the Personnel Committee and Common Council for consideration.

Energy Policy Board members discussed energy efficiency objectives and the effectiveness LEED EB & Energy Star criteria for reduce consumption and how these could be incorporated in to city actions/policies.

Farm Fresh Market Board members discussed the success of the farm market and discussed possibilities for other local food initiatives. Mike Dillon said that he would apply for sponsorship through SCA for the 2010 Farm Fresh Market.

Bike/Pedestrian Audit Greg Keil reported that the initial audit has been completed. Linda Stoll felt that an ad-hoc committee should be formed to assist with implementing improvements guided by the Complete Streets Model.

NEV Ordinance Board members discussed the adoption of Neighborhood Electric Vehicle Ordinance by neighboring communities and requested that staff draft an ordinance for the board's consideration.

Information /Education Becky Bauer described her efforts to introduce educational presentations on sustainability topics to high school classes. Jill Enos offered to will put ideas together to update the Sustainable Menasha webpage on the City of Menasha website. Mike Dillon stated that he will continue to do presentations to elementary schools.

Stormwater Management Board members expressed a desire to work on an incentive program for homeowners to install rain barrels and other practices to reduce stormwater runoff from residential lots.

Transit Roger Kanitz , the city's representative to the Transit Commission if to continue working with Valley Transit on options to improve accessibility to and ridership by Menasha residents.

Sustainability Board Communication Policy Board members discussed developing a communication strategy to share information and invite participation in sustainability initiatives.

Wish List for Future Sustainability Board Consideration

- Volume-based fee system to promote waste reduction
- Energy reduction benchmarking system
- Energy assessment and comparative assessment of existing buildings
- Review of city ordinances with regard to sustainable design, etc. and formation of a regional committee to consider changes/desired outcomes.

Sustainability Board Visioning Session Board members expressed an interest in conducting a visioning session to set future direction/priorities.

G. ACTION ITEMS

1. Set next meeting date

Next meeting set for December 15, 2009. Becky Bauer inquired with other board members about participation on the board by high school students. Commissioners were favorable to having students participate on an informal basis.

H. REPORT OF COMMISSIONERS & STAFF

1. Valley Transit Update (Roger Kanitz)

No report

2. [Sustainability Action Summit \(Linda Stoll\)](#)

Linda Stoll reported that the Summit resulted in consensus to conduct a regional review of local ordinances as related to sustainability and to establish a regional website as a clearinghouse for matters related to sustainability.

3. [Sustainability Concepts meeting with Paul Burdon \(Roger Kanitz & Linda Stoll\)](#)

Linda Stoll reported on meeting with Paul Burdon. Jill Enos emphasized the need for visioning to direct the Sustainability Board's efforts.

4. Report on Demonstration projects - Stormwater/Water quality, Natural Landscaping
Sadie Schroeder stated that she and Mike Dillon had viewed the raingarden demonstration project and expressed concerns relative to design. She is to contact Master Gardeners for advice.

5. Department TNS presentations/Sustainability Training

Mike Dillon reported on the training he conducted with city department heads and managers on green procurement.

6. EECBG Grant Application

Greg Keil reported that the grant application had been submitted and includes proposals for HVAC upgrades in city buildings and the installation of energy efficient street lighting.

7. Fox Valley Home Builders Association Green Building Committee

Greg Keil reported that the committee is interested in having a representative on each of the sustainability boards in their service area.

I. ADJOURNMENT

Motion made by Becky Bauer and seconded by Mike Dillon to adjourn at 8:43 p.m.

Motion carried.

Respectfully submitted by Greg Keil