

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
SUSTAINABILITY BOARD  
Common Council Chambers  
140 Main Street, Menasha  
Thursday August 20, 2015**

**1:00 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD  
(five (5) minute time limit for each person)
- D. MINUTES TO APPROVE
  - 1. [July 16, 2015](#)
- E. COMMUNICATIONS
- F. REPORTS
- G. ACTION ITEMS
- H. DISCUSSION
  - 1. [City of Menasha Energy Usage](#)
  - 2. River-Gen Project
  - 3. Waste Management
  - 4. Fall Electronics Recycling Event October 3, 2105
  - 5. Livable Communities
  - 6. Sustainable Community Network projects
  - 7. Menasha Farm Fresh Market
- I. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA  
SUSTAINABILITY BOARD  
Common Council Chambers  
140 Main Street, Menasha  
Thursday July 16, 2015**

**Minutes**

**A. CALL TO ORDER**

Meeting was called to order by Linda Stoll at 1:05pm

**B. ROLL CALL/EXCUSED ABSENCES**

Present: Roger Kanitz, Linda Stoll, Kathy Thunes

Also present: Donald Merkes

Excused: Ed Kassel, Tami Lee, Melissa Rollins-Jump

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

No one spoke

**D. MINUTES TO APPROVE**

**1. Sustainability Board minutes, June 18, 2015**

Motion made by Kathy Thunes and seconded by Roger Kanitz to approve the minutes of the June 18, 2015 meeting.  
Motion carried.

**E. COMMUNICATIONS**

Kathy Thunes handed out a press release by the Associated Recyclers of Wisconsin (AROW) on the status of recycling in Wisconsin.

Kathy Thunes announced that East Central Wisconsin Regional Planning Commission will receive an American Planning Association of Wisconsin award for their Fox Cities Bike/Pedestrian Plan.

Roger Kanitz shared some information on classes he took on permaculture and stated that this was another way to talk about sustainability.

**F. REPORTS**

None

**G. DISCUSSION**

**1. City of Menasha Energy Usage**

Don Merkes reported that the LED lights have been ordered. The city is applying for a WIPPI grant in the hopes of receiving \$35,000 to help pay for this project. The committee will be contacted when the lights are installed so that they can view the lights and offer support for the project.

**2. River-Gen Project**

No report. The board discussed the need to form a committee of interested people to help with this project as it was difficult to have a committee meeting at the board meeting especially when some of us have little knowledge of this topic. It would be good to get other engineers involved in this project to help guide it and present it to the city council. The committee could draft goals, milestones and identify obstacles and bring that to the Sustainability Board. We will bring this up next month when Ed can attend.

**3. Waste Management**

Kathy Thunes will look into information on recycling and refuse services in neighboring communities and the cost of these services. This will include brush pickup, the recycling drop off center and large item pickup. Don is working with the Department of Public Works to explore ways to increase recycling pickup to every three weeks. If large item pickup was changed to every other week, that might free up someone to pick up recycling. He will share more at the next meeting. We would like Alder Kevin Benner to attend the September Sustainability Board meeting to help draft a recommendation to move this forward.

Tami Lee has been working on getting compost bins to sell at the farmers market. Chris Miller, Outagamie County is the source for these bins. Miller will give us 5 bins and we can pay her for them after they are sold.

Kathy Thunes moved and Linda Stoll seconded that we sell compost bins at the farmers market. Motion carried. Tami can sell the first 5 bins and then take names for anyone that wants one. We will ask Don Merkes to announce this on his Facebook page and also on the Menasha page. Linda will contact Tami and tell her to call Joanne Rausch to make arrangements for the sale.

At our next meeting, we will discuss ideas for making compost bins regularly available to city residents. We will also go over the recycling information that Don Merkes sent out in the June board packet.

4. Fall Electronics Recycling Event October 3, 2105

Now that the date has been approved, Roger will work with Laura to create the flyer. He brought up a concern that Neenah and the Town of Menasha seem to be working on their own and not as a three-community effort. Neenah has not set their date yet. We discussed ideas for increasing the types of items collected such as plastic bags. Roger Kanitz will contact Jeanine Knapp to see how she plans to add plastic bags to the Town of Menasha's event. The City is interested in partnering with the Town to further the Town's efforts on collection of plastic bags and their goal of earning a new bench. We would like to have a handout on what the Sustainability Board has been involved in over the last year. Linda will work with Don Merkes on this. Roger Kanitz will contact Chris Miller from Outagamie County on getting other informational handouts.

5. Livable Communities

Roger explained an email that he sent to Vince about several famers who might be interested in growing trees for the city. We need more information on the requirements for these trees and on what species the city would be interested in receiving. He has not gotten a reply yet.

We would like to continue the project of adding trees on Racine Street. Don Merkes said that the city needed to change its ordinance regarding the city paying for trees that are planted on private property. Don has spoken with Vince about this. Don, Vince and Pam will draft the ordinance change and send it to us so we can recommend it to the city council. The city could apply for an Urban Forestry Grant to purchase the trees. We may be able to use this grant to also buy trees that the famers could grow for us. The Board requested that Vince attend our August meeting so we could discuss this.

6. Sustainable Community Network projects

The Sustainable Communities Network is moving ahead with its Sustainable Indicators project. The focus will be on transportation and environmental indicators as a partner to the Life Studies report. A person has volunteered to begin collecting data and drafting this report. Kathy noted that the city could make a Technical Assistance request from ECWRPC to update the current canopy report for the city. The next SCN meeting will be held at the Menasha library on September 10 at 3:00pm.

7. Menasha Farm Fresh Market

The market is doing well though there are some challenges this week with the street closings.

8. City of Menasha 2016-20 CIP recommendations

Roger Kanitz and Kathy Thunes reviewed the CIP recommendations for areas that the Board could have input. Don Merkes suggested that we look at the street reconstructions for bike/pedestrian opportunities. Linda reported on information she heard regarding the impact of the state's new budget on the Complete Streets Program and the need for cities to have a bike/pedestrian plan. She will get additional information on this for the next meeting.

I. ADJOURNMENT

Motion made by Kathy Thunes and seconded by Roger Kanitz to adjourn the meeting at 2:35pm. Motion carried.

The next meeting will be August 20 at 1pm in the city council chambers.

Minutes submitted by Linda Stoll



**TO:** Common Council  
**FROM:** Donald Merkes, Mayor  
**DATE:** 17 August 2015 (revised)

**RE: LED Lighting Sample Installation**

In April the Common Council passed a resolution encumbering a \$60,002 refund from WE Energies for the purpose of purchasing LED street lighting to replace existing HPS street lighting.

Eight Cree SXP series lights have been installed on Seventh Street between London and Ida Street for your review. Having oval light pattern on the ground the 101W lights were selected to provide more even lighting for the neighborhood. The lights are placed where the 150W HPS lights previously were, at both every other pole and every third pole spacings.

The City of Menasha has been approved for Wisconsin Focus on Energy grants, as well as a matching WPPI incentive grant, these grants total nearly \$68,000 over three years if we move forward with the project.

Year	Number of Fixtures	Materials	Labor	Focus Incentive	WPPI Incentive	Total	Energy Savings
2015	272	\$63,920	\$24,932	(\$11,580)	(\$11,580)	\$65,692	\$21,908
2016	319	\$74,965	\$29,240	(\$12,930)	(\$12,930)	\$78,345	\$25,278
2017	221	\$51,935	\$20,257	(\$9,360)	(\$9,360)	\$53,472	\$17,259

Menasha Utilities is finalizing installation costs to supply the Common Council before final decisions are made as to proceeding with the project. If the City of Menasha converts it's HPS streetlights to LED as shown in the chart above, there would be an annual cost savings of nearly \$65,000 including both fixed charges and energy costs.

**Action Requested**

Please review the sample installation on Seventh Street before the September 8<sup>th</sup> Common Council meeting where the item will be an action item.