

**CITY OF MENASHA
SUSTAINABILITY BOARD
Tuesday, August 17, 2010
6:30 pm**

A. CALL TO ORDER

The meeting was called to order at 6:41 pm.

B. ROLL CALL/EXCUSED ABSENCES

Present : Becky Bauer, Chris Bohne, Mike Dillon, Sadie Schroeder, Linda Stoll, Kathy Thunes

Excused: Trevor Frank, Roger Kanitz

Other: City Attorney Pamela Captain, Ed Kassel, Community Development Director Greg Keil, Principal Planner Amy Kester, Mayor Donald Merkes, Paul Van de Sand (WE Energies)

C. PUBLIC COMMENTS

1. Paul Van de Sand from WE Energies/Franklin Energies introduced the Sustainability Board to WE's Strategic Alliances/Energy Incentives and Renewable Energy Programs. He explained that they are launching their sustainability program and are offering service relating to LEED, FOCUS, global energy best practices and bench marking tool, energy reduction recommendations, and potential funding opportunities. Services are available to government, multi-family, commercial, industrial, and agricultural gas customers.

D. MINUTES TO APPROVE

1. Minutes were not included in packet. Linda Stoll requested that staff follow up and see which minutes still need to be approved.

E. COMMUNICATIONS

1. **Valley Transit Update (Email from Roger Kanitz)**
Copies of full report are available.
2. **HUD Regional Sustainability Planning Grant (Linda Stoll)**
Linda Stoll explained that multiple partners were applying for a regional planning grant that will be focused on livability across a large regional area. It will include a life study, compilation of existing planning documents, and GIS modeling.

F. REPORTS

1. **Green Procurement Policy (CDD Staff)**
Board members discussed the green procurement policy that had been recommended for approval. Mayor Merkes explained that the policy has not moved forward because the financial side of the procurement policy needs to be rewritten as well. The Mayor said he would put together a timeline for the next meeting.
2. **Energy Reduction Goals (CDD Staff)**
Board members had inquired about the status of their memo to Mayor Merkes requesting that energy reduction goals be established. The Mayor explained that he

would like to have feasibility assessed before goals are set in order to know what is attainable. Also, the goals should be adopted as part of a sustainability plan rather than independently. The baseline study should also be finalized as part of the goal setting. There was discussion regarding various goals and Paul Van de Sand of WE discussed the services they have available.

3. NEV Ordinance (CDD Staff)

CDD staff explained that the state had been making changes relating to NEV and this had been preventing the NEV ordinance to move forward. There was a question as to whether or not county regulations had been changed yet. Staff will check on the county regulations and pending no changes, the NEV ordinance would be forwarded to Council for approval.

4. WI DOT Statewide Multi-Modal Improvement Program Grant (CDD Staff)

CDD staff explained that the city has submitted grant applications for two pedestrian/bike paths. The first project would establish a north-south connection along Province Terrace and through the wetlands to STH 10/114. The second project would provide another north-south connection on the eastern-most border of the city along Lake Park Road. Commissioners discussed the proposed trails and their relationship to the larger trail network.

5. Fire Station 36 Stormwater Demonstration Project (CDD Staff)

CDD Keil explained that multiple partners are involved in developing a stormwater demonstration project for the new Fire Station 36 to be located at the intersection of Manitowoc Road and Province Terrace. Davel Engineering will be providing engineering, Calumet County will be assist with designing the rain gardens, NEWSOC is assisting with signage, and Wild Ones may contribute as well. The intent is to accommodate all stormwater on site by installing three rain gardens, a bio-filter to capture parking lot runoff, and a created wetland.

G. DISCUSSION

1. Sustainability Board Organization and Functions

Linda Stoll handed out a draft sustainability action plan and explained that she thought that internal connections between the Sustainability Board and staff, council, other boards are missing. Various organizational options were discussed, including assigning Sustainability Board members to other city boards and commissions, assigning an alderman to the Sustainability Board, reorganizing as a permanent board, and creating a joint committee with the school district. Board members also discussed the overall vision and sustainability policy and should set it? Mike outlined a planning process that included setting the vision, establishing a baseline, establishing policy, developing a plan, implementing, and providing ongoing education and awareness. Linda summarized various approaches for vision casting and explained that its importance was that it describe the end result, it did not just list stuff to do. Mike recommended that the board focus on drafting a Sustainability Policy to forward to Common Council. It was

agreed that this would be the only agenda item for next meeting and that other items will be on hold.

2. Open Meetings Laws

At the Board's request, CA Pamela Captain was available to answer questions regarding open records laws. She explained that the purpose of the open meeting laws is to keep the discussion and decision making process open to public, even if no action is being taken. She explained that any correspondence that is distributed to all or majority of Board members that relates to the Board's functions needs to be identified in the agenda as a correspondence or communications. Comments and input on articles, etc. must be conducted in an open meeting or as a correspondence to the Board. Board members had questions about event planning and special projects. CA Captain explained that if the activity relates specifically to a Board function, then meetings or similar activity needs to be posted with an agenda. Individuals can be assigned tasks, but the group in any size cannot make decisions outside of a posted meeting. She explained that sub-committees, training events, conversations, comments, online meetings, chat rooms, and electronic meetings all subject to open records and agenda posting requirements. Items can be distributed via electronically but must be included on agenda as a communication or correspondence. She recommended that Board members send items to a staff member only to be placed on the agenda as a communication/correspondence for the Board to review.

3. Project Planning: Goals for Energy, Transportation, Waste Management, Purchasing

There was no discussion on this item pending resolution of Item G.1. above.

4. Municipal recycling collection (Kathy Thunes)

There was no discussion.

H. ACTION ITEMS

1. None

I. ADJOURNMENT

1. Kathy Thunes made and Mike Dillon seconded a motion to adjourn at 8:38 pm. The motion carried.