

AGENDA
CITY OF MONONA
SUSTAINABILITY COMMITTEE
City Hall – Large Conference Room
Thursday, August 18, 2016
7:30 PM

1. Call to Order – **7:30 PM**
2. Roll Call
3. Approval of Minutes from the **July 21, 2016** Sustainability Committee Meetings
4. Public Appearances
5. Unfinished Business
 - A. Strategic Plan Review for Sustainability
 - B. MSBI: Draft Survey
 1. See Memo
 - C. UCY Project Update
 1. See Memo
 - D. Work Plan Edits
 1. 2015 Work Plan vs 2016 Work Plan
6. New Business
 - A. Committee Shared Drive
 1. See Memo
 - B. New Member Packet (Teresa)
7. Adjournment

Next Meeting: September 15, 2016 at 7:30 PM

Please notify Brad Bruun at 222-2525 or bbruun@ci.monona.wi.us if you cannot make it.

NOTE:

Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

CITY OF MONONA
Sustainability Committee
Thursday, July 21, 2016
MINUTES-Draft

1. **5:30 PM - Meeting called to order by committee Chair, Chad Speight**

2. **Roll Call:**
Members Present: Chair Chad Speight, Co-Chair Andrew Kitslaar, Nina Catterall, Pat Howell, Sue Vogt, Maureen Muldoon, Mari Westin, and Teresa Radermacher

Members Excused Absent: Leslie Busse, Katherine Sommers
Members Absent: None
Staff Present: Brad Bruun
Guests: None

3. **Approval of 5.19.16 Meeting Minutes:**
Motion to approve; Pat and Andrew

4. **Appearances:**
NONE

5. **Unfinished Business**

A. 2016 Work Plan/Implementation Plan

Brad asked the committee to review the Work Plan that Teresa put together and approve its format. It was thought to be useful as it is sortable/filterable. Chad states in reference to the McKenna Rd. public information meeting that happened previous to this meeting that he would like to see Committee support and push a sidewalk initiative in the City. He stated that those opposed are well organized. Council is encouraging sidewalks by passing resolution that the City is liable to pay full price of sidewalks. Concerns raised against were having to do with increase in insurance liability and shoveling. Put 2017 in date column of work plan next to line items for SRTS and sidewalks.

Brad asked if there would be a possible future ordinance change regarding sidewalks in neighborhoods where it was deemed useful. Stated that other larger municipalities have passed ordinances that state that when a street is reconstructed that if sidewalks were not there previously, they would be put in the plans for reconstruction and would have to be voted down opposed to voted for. Chad stated that the ordinance should have language reflecting certain qualities that would match roadways where sidewalks would be needed, (EX: near schools, main route to schools, higher density neighborhoods, near senior housing, near stores/shops, on bus routes, main pedestrian travel routes, near parks).

Teresa stated that the spreadsheet was a database to gather an ad-hoc report to summarize progress. Sue asked could this be put on the web? Mari stated that the document could go up, but prefaced as this is a working document that somewhere it should be stated as such so those using it understand it is probably going to change ~fluid process. Mari stated that there still needs to be a document or list of strategies/projects that only the Sustainability Committee is responsible for – reference document from 2015 or for 2015. Maureen asked who and how does this document get filled out? How or who is filling in the dates of completion, responsibility, dates to be implemented, etc? Teresa stated that the document online or via share drive should be read

access and that would prefer to have Brad/Intern fill in the data. Mari asked whether or not anyone had gone around to Dept. Heads and reviewed sustainability strategies with them for the year. The answer is no, that has not happened yet this year, nor is it a requirement at this point, but more of a friendly suggestion. Chad asked committee members who attend other committees to begin acting as liaisons on those other committees for sustainability. Chad stated that sustainable practices should become common place in all City actions. Mari stated that the most important strategies are to incorporate sustainability metrics and descriptive language to be written into job descriptions – Work with City Admin.

Items to review: Strategic Plan to include sustainability language for job descriptions, sustainability reviews for Dept. Heads, Dept. Head's to do sustainability reporting.

B. Strategic Plan Review

Refer to Sonja's example on economic development. ** All aspects of sustainability to be reviewed. Mari stated that operations policies should include sustainability language. Chad stated that reviewing ordinances should start with staff and brought to committee. Teresa stated that codifying sustainability through Anna Haines is still an option and will resend the email sent in June about this topic. Andrew stated that Brad or himself would inform April about this topic. Chad stated that there didn't seem to be a reason that we wouldn't want to enlist the help of a 3rd party for free to go through our code and review for sustainability. Mari stated that we should develop a template of standards for staff reviews on sustainability. Mari asked if there has been a full facilities maintenance study? Brad stated that there was a preliminary audit done by Trane in 2015 and that there was a space study done by Bray in 2012. He also stated that currently the DOE has a consulting engineer hired through grant funding to study municipal and school related energy usage data. They will have a summary analysis completed for the City's solar facilities. Sustainability and efficiency should be considered in all facility upgrades. Sue asked about incentives or projects related to community side energy efficiency improvements. Chad referenced the Renew Monona Loan Program and it's incentives or lack thereof for energy efficiency upgrades. Brad asked whether or not energy efficiency appliances would be considered in applicable upgrades for the program.

Mari stated that 4A of the Strategic Plan should state language on implementing sustainability measures through the Comprehensive Plan document. Chad stated that 4B in Policies and Procedures should include sustainability training and performance evaluation. Mari suggested that we could do sustainability training across committees as well – Natural Step recommended. Nina stated that we should research funding to educate community members and business owners on how to be more environmentally sustainable. Maureen asked if there are any tools the City residents can access to learn how to be more sustainable (examples given: Eco-Action Tuesdays at Library, Sustain Dane, etc.). Sue asked if a new resident welcome package would be effective to introduce people to sustainability options and the committee's agenda. Brad warned there may be costs associated with mailings. Brad suggested that the language in the Strategic Plan "Investigate" – maybe change to "Research". Mari in reference to item 4B, stated that MGE may run a free energy analysis – Ask Bob Maney. *** **Mari asked if there was a way to evaluate operational costs associate with energy usage from fuel consumption.** Mari stated that certain items in the 2013 Strategic Plan could be revised, ex. IVb. Change to "More efficient use of materials". Examples of this would include recycling wastes from construction projects in the City. Ask Dan or Sonja if we have a requirement.

C) MSBI: Draft Survey

Teresa asked if we are recreating the wheel in reference to the closeness of the Green Masters program. Mari stated that the Green Masters program is too detailed and difficult to fill out. Nina stated that cleaning up some of the questions may help in the efficiency of filling out the draft survey provided the committee. Teresa stated that we should probably collaborate with Kristie Shilling and let MESBA members give feedback on the draft survey. Create a small focus group via MESBA. Steps moving forward: 1. Contact Kristie regarding passing survey to certain few volunteer members, 2. Gather input from those members and review, 3. Get names of businesses that would be interested in participating in the program, 4. Revise survey and review at committee.

8:15 PM - Meeting Adjourned – Sue, Pat

Next Meeting: Thursday August 18th at 7:30 PM.

Any questions or additions please notify Brad Bruun, bbruun@ci.monona.wi.us – Thank you.

MONONA STRATEGIC PLAN UPDATE – 2016

DEPARTMENT: Sustainability		STAFF: Brad Bruun	
SECTION	STRATEGY / TACTIC ACCOMPLISHED:		
4A	1. Develop and finalize comprehensive sustainability plan		
4C	2. City Hall LED lighting for building interior and exterior		
SECTION	IN PROGRESS:	DEADLINE / STATUS	Notes
4A	1. Train staff on sustainability and efficiency	Ongoing.	The sustainable purchasing policy will help with this. Staff Assigned: Brad
4A	2. Implement objectives and strategies from the sustainability plan	Ongoing.	Staff Assigned: Brad
4B	3. Staff training on technology that will reduce paper and energy	Ongoing.	Staff Assigned: Brad
4B	4. Eliminate duplication of efforts (e.g. preparing both electronic and hard copy documents)	Ongoing.	Possible 2017 budget item. Explore digitization of older files. Staff Assigned: April
4B	5. Research electronic billing system for bills	Ongoing.	Employee checks are now set up for direct deposit. Staff Assigned: Michelle, Marc, Leah
4C	6. Find ways to reduce energy usage	Ongoing.	Staff Assigned: Brad
4C	7. Find ways to reduce fuel usage	Ongoing.	We are currently benchmarking fuel usage to analyze and work toward reduction. Staff Assigned: Brad
4D	8. Research sustainability related grants	Ongoing.	Staff Assigned: Brad
4D	9. Research state funding for sustainability related initiatives.	Ongoing.	Staff Assigned: Brad
4E	10. Storm water treatment (e.g. improving sediment and phosphorous capture before entering lakes via structure improvements)	Ongoing.	Staff Assigned: Dan
4E	11. Educate residents regarding good storm water practices	Ongoing.	Staff Assigned: Dan
4E	12. Improve water quality by promoting resident/business involvement with good practices to keep water on site whenever possible	Ongoing.	Staff Assigned: Dan

MONONA STRATEGIC PLAN UPDATE – 2016

SECTION	NOT STARTED:	REASON / ITEM NEEDED TO PROGRESS	Notes
4B	1. Research printers that make more efficient use of toner (e.g. a good “draft” print function)		Review for removal. Staff Assigned: Leah
4D	2. Create plan to fund/incentivize energy and water efficiency		Review for removal.
SECTION	NEW PRIORITIES 2017 - 2019	DEADLINE	Notes
4D	1. Continuing financing Sustainability Committee educational efforts	Ongoing, changing language.	Support sustainability educational efforts for both residential and municipal. Staff Assigned: Marc
4A	2. Include sustainability in annual staff performance reviews		
4C	3. Expand LED retrofits in interiors of existing buildings		
4C	4. Reduce drive time to and from job sites due to lack of preparation; limit staff trips	Ongoing, changing language.	Utilize web/teleconferencing to reduce miles driven on city vehicles and maximize staff time. Staff Assigned: Dept Heads / Brad
4E	5. Continue storm water infrastructure maintenance	Ongoing, new strategy.	Routinely reduces run-off of phosphorous and suspended solids.



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 5B) MSBI Survey Update
DATE: 8/12/2016

I have sent the survey on to Kristie Schilling and asked if she could hand it out to a couple of business owners or members of the chamber to get feedback on the survey's content. Mike, the City's Sustainability Intern, is working on revising the letter to businesses. I will begin to set up a webpage for the project as well as start working on the interactive web map. I am requesting that the Sustainability Committee decide whether or not there will be scores assigned to sustainability items in the survey. Please compare and contrast the 2016 MSBI draft survey to the survey that was used for the 2012 Monona Green Map.

Thank you,
Brad Bruun

POLICE DEPARTMENT
5211 Schluter Road
222-0463

COMMUNITY CENTER
1011 Nichols Road
222-4167

MONONA SENIOR CENTER
1011 Nichols Road
222-3415

FIRE DEPARTMENT
5211 Schluter Road
222-2528

VALUES FOR GREEN MONONA MAP

(1) Sustainable products or services (businesses and non-profit organizations)

3 is most valuable, 1 least

Item	Value (1, 2, or 3)
Locally grown and/or organic food production	2.5
Serving locally grown and/or organic foods	2.5
Construction materials and practices	2
Renewable energy systems: solar and/or wind	3
Energy products (cutting edge – not widely available commercial products)	2.5
Energy audits	3
Goods salvaged for resale	2
Waste management (electronic recycling)	2.5
Home products including cleaning supplies, paints, lawn car,	2.5
Native plants/materials	2
Community gardens	2
Sustainability education	3
Other (to be judged by the committee)	N/A

(2) Sustainable practices (businesses and non-profit organizations)

Item	Value (1, 2, or 3)
Green built/green site certification such as LEED, Green Globe or BREEM	3
Carbon neutrality: purchase of carbon credits	2.5
Energy efficiency or conservation: solar	3
Energy efficiency or conservation: wind	3
Energy efficiency or conservation: LED lighting	2
Energy efficiency or conservation: MGE alternative power	2
Energy efficiency or conservation: efficient industrial equipment	2
Energy efficiency or conservation: motion sensors	1.5
Energy efficiency or conservation: timers	2
Energy efficiency or conservation: smart meters	1.5
Operations and maintenance: Sustainable cleaning	1.5
Operations and maintenance: Sustainable pest control	2
Operations and maintenance: Sustainable paint products	2
Operations and maintenance: office management policies and practices to reduce energy and products	3
Waste management: Solid waste	2
Waste management: Composting	2.5
Waste management: Alternatives to heavy metals	2.5
Waste management: Reuse	2.5
Waste management: Recycle	2
Water conservation technologies (indoor): greywater reuse	2.5
Water conservation technologies (indoor): automatic sinks	2
Water conservation technologies (indoor): low-flow toilets	2
Water conservation technologies (indoor): low-flow urinals	1.5
Water conservation technologies (indoor): low-flow faucets	2
Water conservation technologies (indoor): composting toilet	2.5
Water Conservation technologies (outdoor) low volume irrigation	2.5
Water Conservation technologies (outdoor) moisture sensing irrigation	2.5
Rainwater or stormwater management: rain gardens	3
Rainwater or stormwater management: green roofs	3
Rainwater or stormwater management: rain harvesting systems	3
Rainwater or stormwater management: pervious pavement	3

Item	Value (1, 2, or 3)
Grounds management: fertilization or pesticide restriction policies	1.5
Grounds management: integrated pest management	1.5
Grounds management: native plantings	2
Grounds management: native habitats restored or maintained.	2.5
Transportation: subsidized public transit	2
Transportation: use alternative fueled vehicle	1.5
Transportation: encourage biking	2
Transportation: charging stations	2
Other (to be judged by the committee)	



Monona Sustainable Business Initiative Survey

YOU DO NOT NEED TO ANSWER EVERY QUESTION TO COMPLETE THE SURVEY. The survey is designed so that no company will be able to answer every question and get every possible point. Thus, if you have not taken the action(s) that are being asked about, simply skip the question.

For questions that ask for percent improvements, note that we are not asking about absolute improvements, but improvements that reflect changes in performance (we refer to this as a standardized metric). For instance, if your waste increased by 50% last year, but your output increased by 100%, you would have reduced waste on a per output basis. We refer to this as a standardized metric.

Number of Employees

- 1-25
- 25-100
- 100-300
- 300-500
- 500+

General Information

Name of Company

Address of Company

Industry Sector (Refer to 2012 NAICS Code) Please choose no more than three industries you'd like to be compared against in the sustainability dashboards you will receive upon completion of your survey.

- 11: Agriculture
- 21: Mining, Quarrying, and Oil and Gas Extraction
- 22: Energy
- 23: Construction
- 31-33: Manufacturing
- 42: Business to Business Trade
- 44-45: Retail Trade
- 48-49: Transportation and Distribution
- 51: Printing
- 52: Finance and Insurance

- 54: Professional, Scientific, and Technical Services
- 56: Paper, Packaging and Forestry
- 61: Educational Services
- 62: Health Care and Social Assistance
- 71: Hospitality
- 72: Food Services
- 92: Public Administration
- Brewery
- 81: Other

Contact Information of Person Completing Application

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Verify Email Address	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone Number	<input type="text"/>

Energy Actions

1. Have you identified relevant energy metrics and have you set specific energy use reduction goals?

- Yes

2. If yes:

- Are you making progress towards that goal?
- Have you met your specific energy use reduction goals?

3. Have you invested in any of these energy efficiency alternatives? (Select all that apply.)

- Energy efficient lighting (e.g. changing lighting to LED, load shedding, etc.)
- Energy efficient electronics (e.g. switching laptops to tablets for sales force)
- Energy efficient appliances
- Energy efficient industrial equipment
- Motion sensors, timers, or other lighting controls
- Temperature control systems (e.g. HVAC upgrades)
- Smart meters/energy management software
- Automatic sleep modes for computers, printers, external hard drives, etc.
- Server/network/storage virtualization
- Other

4. Have you incorporated building-integrated energy efficiency alternatives into your facilities? (Select all that apply.)

- Passive solar collection (e.g. windows face south to take in winter sunlight, overhanging eaves to shield high summer sun)
- Infrastructure to move day lighting further into spaces that are not along outside walls
- High efficiency windows
- Geothermal heating and cooling system
- Identified and insulated low R-value areas (e.g. building leaks, space around windows, etc.)
- Other

What percentage of your buildings are LEED, Green Globes, BREEAM, or certified under some other system?

- 1-25%
- 25-50%
- 50-75%
- >75%

5. What percentage of your buildings are certified under the Energy Star program?

- 1-25%
- 25-50%
- 50-75%
- >75%

6. Have you used your local utility or Focus on Energy to help identify energy efficiency or alternative energy opportunities?

- Yes

7. Have you implemented projects recommended by your local utility or Focus on Energy?

- Yes

8. Does your company use ISO 50001, or a similar Energy Management System, to integrate energy management into your overall efforts to improve energy management?

- Yes

9. If your company generates any of your own energy from renewable energy sources (including solar hot water heaters, photovoltaic solar panels, wind turbines, geothermal heat pump/ground source heat pumps, biomass, etc.), what percent of your overall energy use does this represent?

- 1-25%
- 25-50%
- 50-75%
- 75-100%

10. Do you elect to purchase alternative energy from any of the utility companies that serve your Wisconsin facilities?

Yes
What Percentage? _____

11. Do you actively educate your stakeholders (employees, suppliers, customers, shareholders, community members, etc.) on energy conservation practices (e.g. energy saving tips, building operation tips, etc.)?

Yes
In what ways? _____

12. Have you encouraged or incentivized (e.g. recognition program, rewards program) your employees to reduce their energy use while at home or at work?

Yes

13. Do you use specific design criteria for new products or services that seek to minimize the energy demands/use of your products or services?

Yes

14. Have your buildings or processes been audited:

- In the past three years by certified professionals for energy conservation opportunities?
- In the past year by an internal energy professional or Green Team for energy conservation opportunities?

15. Estimate how much energy you have saved annually (on a standardized metric) as a result of energy conservation efforts.

- 1-3%
- 3-5%
- 5-10%
- 10-20%
- 20-50%
- >50%

Other Actions within the Energy Category:

Please describe below any other actions you have implemented that impact your energy use. Before including other actions that only indirectly relate to energy, please complete the rest of the application to ensure that we have not

covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Carbon and Other Emission Actions

Carbon and Other Emission Actions

One key distinction between Energy and Carbon actions is "Energy" refers to the actions to take to reduce your use of energy (primarily from fossil fuels), while carbon is about understanding and tracking carbon and other emissions, as well as your communications and education surrounding your carbon footprint.

1. Have you identified relevant carbon emission metrics and have you set specific carbon reduction goals?

Yes

2. Do you have a written strategy to reduce greenhouse gas emissions?

Yes

3. Have you identified and documented your Scope 1 and 2 emissions? [Scope 1 emissions are all direct carbon emissions from the burning of fossil fuels in company equipment (e.g. natural gas fueled boilers, company-owned vehicles), emissions from landfills and wastewater treatment, or any other direct emission of carbon, and Scope 2 emissions are all indirect carbon emissions (e.g. purchased electricity, purchased steam, etc.)]

Yes

4. Have you identified Scope 3 emissions? [Scope 3 emissions are other indirect emissions not covered in Scope 2 (e.g. business travel, employee commuting, contracted waste disposal, contracted wastewater treatment, etc.)]

Yes

No/Not Applicable

5. If you reduced carbon emissions (on a standardized metric with a 2010 baseline), how much did your carbon emissions go down last year?

1-5%

5-10%

10-20%

20-40%

>40%

6. Have you identified and documented a current list of your company's direct air emissions (both permitted and unpermitted) and leaks in your system that would allow some emissions to escape, and their sources?

Yes

7. Are you a member of a national or state sanctioned program/partnership aimed at reducing emissions and improving air quality? (Select all that apply.)

- Green Power Partnership
- Combined Heat and Power Partnership
- GreenChill
- High Global Warming Potential Gases Voluntary Programs
- Methane Reduction Voluntary Program
- Carbon Disclosure Project
- U.S. Climate Action Partnership
- WI Partners for Clean Air
- Other

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8. Do you actively educate your stakeholders (employees, suppliers, customers, shareholders, community members, etc.) about your position on climate change?

Yes

Describe how you educate them: _____

9. Have carbon offsets been purchased for any of the following? (Select all that apply.)

- Travel
- Commuting
- Office Operations/General Operations
- Shipping
- Supply Chain
- Other

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What percentage? _____

10. Does your business offer customers the opportunity to voluntarily offset carbon emissions? (E.g. by providing information on purchasing offsets or green tags via www.green-e.org or www.carbonfund.org)

Yes

11. Do you offer customers information about the carbon footprint of your good/services?

Yes

12. Do you purchase renewable energy credits (RECs) for any of the energy you use?

- 1-5% of energy
- 5-25% of energy
- 25-50% of energy
- >50% of energy

Other Actions within the Carbon and Other Emissions Category:

Please describe below any other actions you have implemented that impact your carbon or other emissions. Before including other actions that only indirectly relate to carbon, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Water Actions

Water Actions

1. Have you identified relevant water quality and quantity metrics and have you set water use reduction goals?

Yes

2. Have you audited your building(s) and any processes that use water for water conservation opportunities?

- In the past three years by certified professionals for water conservation opportunities?
- In the past year by an internal sustainability professional or Green Team for water conservation opportunities?

Describe the results of these audits: _____

3. Estimate how much water you have saved annually (on a standardized metric from a 2010 baseline) as a result of

water conservation efforts.

- 1-3%
- 3-5%
- 5-10%
- 10-20%
- 20-50%
- >50%

4. Are you a member of an EPA, state, or local program aimed at water conservation? (E.g. EPA WaterSense Program, state or local water conservation programs, etc.)

- Yes
Which ones? _____

5. Have you invested in any of the following water conservation technologies? Select all that apply.

- Automatic sinks
- Low-flow toilets/urinals
- Low-flow faucets/shower-heads
- Low-volume or drip irrigation
- Water efficient industrial processes
- Rain sensor in automatic irrigation system
- Seasonal setting in automatic irrigation system
- Other
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6. Have you implemented any of the following storm water management techniques? Select all that apply.

- Permeable pavement
- Rain gardens
- Green roofs
- Cisterns/harvest rainwater for grey water uses (irrigation, etc.)
- Detention ponds
- Riparian buffer/Buffer strips
- Biofilters
- Other
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Describe any relevant metrics: _____

7. If you are reusing water that was previously discharged, how much less "new" water are you now using (use 2010 as your baseline year)?

- 1-5% less
- 5-10% less
- 10-25% less
- 25-50% less
- >50%

8. Is your property managed for any of the following? Select all that apply.

- Natural communities (e.g. native prairie, oak savannah, wetlands, etc.)
- Native, drought-resistant plants
- Minimized impact on delineated wetlands, prime agricultural land, and environmental corridors
- Reduced or eliminated application of pesticides and synthetic chemical fertilizers
- Other

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Describe any relevant metrics (e.g., percentage of pervious surface): _____

9. Do you actively educate your stakeholders (employees, suppliers, customers, shareholders, community members, etc.) on water conservation and water efficiency/reuse?

- Yes

Describe these efforts: _____

Other Actions within the Water Category:

Please describe below any other actions you have implemented that impact your water use. Before including other actions that only indirectly relate to water, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Waste Management Actions

Waste Management Actions

1. Have you identified relevant waste and materials management metrics and have you set specific waste reduction goals?

Yes

If yes, are you on target or have you met your specific waste reduction goals?

Yes

2. Have you audited your building processes for waste management opportunities?

- In the past three years by certified professionals for waste management opportunities?
- In the past year by an internal sustainability professional or Green Team for waste management opportunities?

3. Estimate the percentage of waste you have diverted from a landfill annually (on a standardized metric from a 2010 base year) as a result of your waste minimization and recycling efforts.

- 1-3%
- 3-5%
- 5-10%
- 10-20%
- 20-50%
- >50%

4. Are you a member of an EPA or state-sanctioned program aimed at waste management? (E.g. EPA WasteWise Program, the Responsible Appliance Disposal Partnership, etc.)

Yes

Which ones? _____

5. Have you implemented office waste minimization actions? Select all that apply.

- Recycling bins next to all trash cans at the office
- Compost bins in areas where food is present
- Eliminate individual printers/scanners in favor of for fewer, shared, multi-functional devices
- Copiers and printers set to two-sided printing
- Fax and/or printer cover sheets eliminated

- Paper files replaced by an electronic system
- Removed company from bulk/junk mailing lists
- Permanent kitchenware used instead of disposable cups, plates, utensils, etc.
- If food is composted, use compostable kitchenware instead of disposables (e.g. cups, plates, utensils, etc.)
- Other

6. Do you have an internal recycling program? Please select all materials included in the program.

- Cardboard/Paper
- Plastic
- Glass
- Metal
- Ink toners/cartridges
- Batteries
- EWaste
- Other

7. Have you invited customers and/or employees to participate in your recycling program?

- Yes

Describe your recycling program: _____

8. Have you designed, or do you participate in, a take-back or exchange program for products that you sell or purchase?

- Company wide take-back or exchange program implemented
- Industry wide take-back or exchange program implemented
- Community wide take-back or exchange program implemented

9. Are wastes that are potentially hazardous but not regulated properly identified and disposed?

- Fluorescent light bulbs
- Used Oils (automotive, process, or food-grade)
- Batteries

Other "special wastes"

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10. Do you actively educate your stakeholders (employees, suppliers, customers, shareholders, community members, etc.) on waste minimization practices? (E.g. composting, sorting, etc.)

Yes

How? _____

Other Actions within the Waste Management Category:

Please describe below other actions you have implemented that impact your waste. Before including other actions that only indirectly relate to waste management, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Transportation Actions

Transportation Actions

1. Have you identified relevant transportation metrics and do you regularly collect information on them?

Yes

2. Are there incentives to encourage employee carpooling within the company? Select all that apply.

Preferred parking for carpool members

Carpooling contests or promotions

Linking carpooling to a larger regional effort

Guaranteed ride home in case of an emergency

Other

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3. Are there incentives for employees to commute via public transportation or by biking or walking? Select all that apply.

- Bike racks available to employees
- Showers available to employees
- Bike to work contests or promotions
- Bike lockers or indoor bike storage
- Employees have access to company bikes or bicycle-sharing memberships
- Employees are provided with bus passes
- Other

4. In your company fleet of cars, what percent of vehicles are rated at more than 40 mpg?

- 1-5%
- 5-10%
- 10-25%
- 25-50%
- > 50%

5. Have you investigated the most fuel efficient options to move your people or product? (E.g. CNG trucks, biodiesel trucks, electric vehicles, fuel cell vehicles, hybrid vehicles, rail, etc.)

- Yes

6. If yes, what percentage of your product or people moves by the fuel efficient option that you identified?

- 1-10%
- 10-25%
- 25-50%
- 50-75%
- >75%

7. Does your company provide teleconference/web conference space (with or without video capabilities) for employees to use?

- Yes

8. What percentage of your employees telecommute at least one day per week?

- 1-25%
- 25-50%
- 50-75%
- >75%

9. Do you use truck carriers and/or shippers that are part of the U.S. EPA SmartWay Transport Partnership?

- Yes

10. Has your fleet participated in the WI Smart Fleet Program?

- Yes

Does it currently? _____

11. Are policies/practices in place to minimize fuel use? Select all that apply.

- Strategic route planning software
- Truck routes planned with back hauls whenever possible
- Ship directly to customers rather than through a distribution center
- Consolidate shipping containers to fit as much product as possible
- Idle reduction policy or idle reducing units
- Side fairings or skirts are used
- Nitrogen used in tires
- Trailer tails or rear tail fairings are used
- Other

[_____]

12. Do you provide incentives to employees who choose fuel efficient vehicle? (E.g. hybrid, plug-in hybrid, CNG, electric vehicles, etc.) Select all that apply.

- Preferred Parking
- Electric Charing
- Economic incentive
- Other _____

13. Do you actively educate your stakeholders (employees, suppliers, customers, shareholders, community members, etc.) on more environmentally friendly transportation methods?

Yes

Describe what's being done: _____

Other Actions within the Transportation Category:

Please describe below any other actions you have implemented that impact your fuel efficiency. Before including other actions that only indirectly relate to transportation, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Supply Chain Actions

Supply Chain Actions

1. Have you identified relevant supply chain metric related to sustainability and do you regularly collect information on them?

Yes

2. Do you have a formalized process in which to identify sustainability risks (weather or resource related, or workforce related) in your supply chain?

Yes

3. Do you have a standard code of conduct for your suppliers? If so, please check each box that applies:

- Environmental standards for your supplier's processes, products, or services
- Human rights (e.g. child labor, freedom of association, etc)
- Working conditions
- Occupational health
- Environmental management system
- Transparency of environmental performance information
- Business ethics

4. Do you audit your suppliers to ensure they are following the standard code of conduct?

- Via a third party
- Via a sustainability professional or Green Team within your own organization

5. Do you provide incentives for your suppliers to follow the standard code of conduct or engage in sustainability activities (e.g. longer-term contracts, sustainability training collaborations, etc.)

Yes

6. Do you have a corporate purchasing policy that includes sustainability criteria?

Yes

Describe any relevant sustainability metrics: _____

7. Do you:

Purchase office supplies in bulk?

Purchase second-hand products?

Purchase raw materials that are a waste from someone else?

Other

[_____]

8. Has your company implemented a program, or otherwise taken specific steps, to minimize or eliminate the use of virgin materials?

Yes

9. Is your business a participant, or have you nominated a supplier to become a participant, in the Green Suppliers Network or other supply chain program?

Yes

10. As a supplier, have you been nominated for/won any awards recognizing your commitment to sustainability?

Yes

Which awards? _____

11. Do you participate in any industry or trade groups to promote and develop tools and standards that address sustainability? (E.g. Walmart's Sustainability Consortium, an industrial symbiosis network, etc.)

Yes

12. What percentage of your vendors are either in Wisconsin or within 100 miles of the facility using the goods or services?

- 1-5%
- 5-10%
- 10-25%
- 25-50%
- >50%

13. Is your company's packaging material chosen with sustainability criteria in mind? Select all that apply.

- FSC Certified
- At least 50% recycled
- Locally sourced (produced in Wisconsin or within 100 miles)
- Compostable
- Recyclable
- Printed with water-based inks
- Printed with vegetable-based inks
- Other

[]

14. Has your company developed a Restricted Substance List (RSL) or adopted an industry-standard list of substances that may not be used in your product or service?

- Yes

15. Has your company implemented a program to minimize or eliminate conflict minerals that may be used in your products?

- Yes

Other Actions within the Supply Chain Category:

Please describe below any other actions you have implemented that impact your supply chain. Before including other actions that only indirectly relate to your supply chain, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

Community and Educational Outreach Actions

Community and Educational Outreach Actions

1. Have you identified relevant community and educational outreach metrics and do you regularly collect information on them?

Yes

Describe these metrics: _____

2. Have you shared your organization's sustainability experiences and best practices in a mentoring relationship with another business?

Yes

3. Do you sponsor/host any events (conferences, workshops, training, etc.) related to sustainability?

1-2 per year

2-5 per year

5-10 per year

Over 10 per year

4. Are you actively engaged with the local chamber of commerce or a main street program?

Yes

5. Do you produce an annual sustainability report? Select all that apply.

Quantifiable targets related to environmental/social goals

Quantitative results from environmental/social goals (e.g. lbs. of carbon offset)

Consistent measurement that allows for comparisons between years

Third-party validation of company's environmental/social performance

Sustainability report follows the Global Reporting Initiative (GRI) guidelines

6. Does your company support state-wide organizations that promote sustainability? [E.g. Wisconsin Business

Alliance, Sustain Dane (or applicable local sustainability organization), RENEW WI, an industrial symbiosis, etc.]

Yes

7. Is your company's communication and marketing material chosen with sustainability criteria in mind? Select all that apply.

- FSC Certified
- At least 50% recycled
- Produced with renewable energy
- Locally sourced (produced in Wisconsin or within 100 miles)
- Compostable
- Recyclable
- Printed with water-based inks
- Printed with vegetable-based inks
- Other

[]

8. What percentage of your communication and marketing material is distributed digitally?

- 1-10%
- 10-25%
- 25-50%
- >50%

9. What percentage of your company's ownership resides within 100 miles?

- 1-10%
- 10-25%
- 25-75%
- >75%

10. What percentage of your company's customers reside within 100 miles?

- 1-10%
- 10-25%
- 25-50%

>50%

11. Have you worked with a local high school, technical school, or university on tailored training for future employees?

Yes

12. Do you proactively engage local human resources agencies (e.g. job programs to hire local people, veterans, programs for disabled, etc.) when hiring new employees?

Yes

13. Do the majority of your employees take part in community service events at least annually?

Yes

What percentage? _____

14. Do you provide paid time for employees to become involved with non-profits or other community groups? If so, how much?

1-10 hours/year

11-20 hours/year

20-40 hours/year

>40 hours/year

15. Does your business allow the use of its property for community events?

Yes

Which community event? _____

16. Do you support and promote local food? Select all that apply.

Food drop-off location for a Community Supported Agriculture (CSA) on site

Farmers' markets hosted on site

Company supports (with time, money, or resources) a community garden

Produce from an onsite vegetable garden is distributed to employees or used in the cafeteria

Company purchases food from local sources for cafeteria or office

Other
[]

17. Do you philanthropically support any of the following? Select all that apply.

- Local community organizations
- Organizations committed to improving global welfare (e.g. natural disaster relief, labor rights, economic development, health, etc.)
- 1% for the Planet or comparable program (e.g. you donate a percent of sales or profit to one or more non-profit)
- Other
[]

18. Do you:

- Financially support candidates in local, non-partisan elections (school board, city or county elections, etc.)?
- Encourage employees to serve on local or statewide committees, advisory boards, or task forces?
- Have a policy, or take actions designed to encourage your employees to vote?
- Other
[]

19. Does your organization support local schools:

- By donating money or resources?
- By sending employees to volunteer their time?
- Other
[]

Other Actions within the Community and Educational Outreach Category

Please describe below any other actions you have implemented that impact your community and educational outreach. Before including other actions that only indirectly relate to your outreach, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Workforce Actions

1. In your estimation, are your employees paid:

- Less than competitors in comparable positions?
- The same as competitors in comparable positions?
- More than competitors in comparable positions?

2. Is training in sustainability or the sustainable performance of the company part of New Employee Orientation?

- Yes

3. After new employee orientation, is sustainability addressed in any ongoing/annual training?

- Yes

4. Do you provide financial support for employees interested in furthering their education?

- Yes

5. How many hours per year of training do you require your employees to participate in?

- 1-10
- 11-20
- 21-30
- 31-40
- 40+

6. Do you hire paid student interns?

- Yes

7. What percent of your workforce lives within 10 miles of the facility at which they work?

- < 10%
- 10-25%
- 25-50%
- 50-75%
- > 75%

8. Do you provide resources for employees to maintain a healthy lifestyle? Select all that apply.

- Free or subsidized gym membership
- Onsite fitness center
- Offer personal or fitness counseling to employees
- Provide coaching on how to maintain healthy lifestyles (e.g. smoking cessation, exercise, or nutrition)
- Other
[]

9. What percent of your workforce is provided natural light while working?

- 1-20%
- 20-50%
- 50-75%
- >75%

10. Have you adopted an employee engagement program or participated in a program to build employee engagement around sustainability? (E.g. Cool Choices, 30/30 Nature Challenge, etc.)

- Yes

11. Do non-executive employees own shares in your company?

- Yes

12. What percent of your workforce turns over each year?

- 0-10%
- 10-25%
- 25-50%

>50%

13. Does your business participate in:

- SA 8000 (an auditable social management system run by Social Accountability International)?
- Ethical Trade Audits (the most common is run by SEDEX, and drives ethical improvements in global supply chains)?
- Other systems that direct social performance?
[]

14. Have you identified the local living wage, and do you pay all full-time employees at that level?

- Yes

15. What percentage of health insurance premiums are paid by the company?

- 1-25%
- 25-75%
- >75%

16. How many fully paid weeks of vacation/sick leave/holidays are full-time employees that have been with the company for five years given?

- 1-2 weeks
- 2-4 weeks
- 4-6 weeks
- 6+ weeks

17. How much fully paid maternity leave for full-time employees do you provide?

- Up to 2 weeks
- 2-8 weeks
- 8+ weeks

18. How much fully paid paternity leave for full-time employees do you provide?

- Up to 2 weeks
- 2-8 weeks
- 8+ weeks

19. Do you have a system for employees to raise complaints or concerns anonymously?

- Yes

20. Do you have a system for employees to submit ideas to make the company more sustainable?

- Yes

Other Actions within the Workforce Category:

Please describe below any other actions you have implemented that impact your workforce. Before including other actions that only indirectly relate to workforce, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

Governance

Governance Actions

1. Does your mission/vision statement:

- Recognize a purpose for your business that is broader than making money?
- Specifically identify "sustainability" as a goal for the company?
- Specifically recognize the role that your business can play in serving as a model for other businesses?

2. Have you established specific, auditable sustainability goals?

- Yes

3. Is your company publicly reporting on progress you are making on your sustainability goals?

Yes

4. Does your company have a formal policy on human rights or have you committed to support the Universal Declaration of Human Rights?

Yes

5. If yes, is your human rights policy available for the public to see? (E.g. on your website)

Yes

6. How are principles of sustainability (including ethics) reflected in your Human Resources policies and guidance? Select all that apply.

- Established ethics policy that all employees are trained on
- Ethics policy is available for the public to see (e.g. on your website)
- Policies and written guidance are translated to native languages spoken by employees and suppliers
- Established a diversity policy
- Established a policy on bribery and/or corruption
- Other

[]

7. What percentage of your board members or C-suite managers are women?

- 0-10%
- 10-25%
- 25-50%
- 50-75%
- 75-100%

8. What percentage of your board members or C-suite managers are not white/Caucasian?

- 0-10%
- 10-25%
- 25-50%

- 50-75%
- 75-100%

9. Are employee retirement plans (e.g. pension, 401k, profit sharing, etc.) available for full-time employees?

- Unfunded/ No Match
- Partially Funded/Partial Match
- Fully Funded/Full Match

10. Have you appointed a Sustainability Officer to lead, measure, and manage the journey toward sustainability?

- Yes

11. Do you have a "green team" that develops and oversees sustainability ideas/projects?

- Yes

12. Is information on sustainability performance shared with senior management at least twice a year?

- Yes

13. Have you implemented an ISO 14001 (or equivalent) environmental management system (EMS)? If yes, which one?

- Yes

[]

14. Are management bonuses influenced by your business' sustainability performance?

- Yes

15. At what levels throughout your organization do you hold employees accountable for sustainability initiatives?

- Corporate Level only
- Corporate & B Level
- Everyone from Corporate to the Field

16. Are your business income taxes paid in Wisconsin or are you incorporated somewhere else?

- Paid in Wisconsin
- Portion is paid in Wisconsin
- We are incorporated somewhere else

17. Does your company release information on taxes paid/tax rate to the public?

- Yes

18. Does your company operate as a "benefit" corporation or are you a Certified B Corporation?

- Yes

19. Does your senior management team speak to investors about sustainability and growing long-term value?

- Yes

20. Does your organization use socially responsible investing options for:

- Organizational cash (socially responsible investment options are used for at least 25%)?
- Retirement plan options (Employees are provided with socially responsible investment alternatives)?
- Bonds that you offer are qualified as Green Bonds?
- Other (identify)

[]

21. Do you use Life Cycle Assessment (LCA) as a tool in any part of your business? (E.g. provide LCA data to your customers)

- Yes

Other Actions within the Governance Category:

Please describe below any other actions you have implemented that impact your governance. Before including other actions that only indirectly relate to governance, please complete the rest of the application to ensure that we have not covered your action in one of the other categories.

In addition, please identify only actions that you have not already identified (either directly or indirectly) in the previous questions. If there are none, leave this space blank.

DRAFT



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 5C) UCY Update: Summer Outreach Program
DATE: 8/18/2016

Maria and I are wrapping up the UCY Active Transportation Summer Outreach Program. We have received 172 survey responses. Maria and I have spoken with hundreds of individuals at multiple community held events. Around 97 individuals left their contact information and requested future information regarding the project. These individuals will be receiving a Bike Benefits Sticker that were donated by Terry Ross from UW who is also the program director for Bike to the Library. This year was the inaugural first attempt at the Bike to the Library Week, which Monona's Public Library participated in. We also partnered with the WI Bike Fed and had about 100 Madison Area Bike Maps donated to the City, which turned out to not be enough and are now waiting on more to be printed. We held 2 public meetings to bring together local recreational equipment business owners and bike/ped enthusiasts in which we gathered ideas to aid the project and further planning. I plan to utilize the contact information that individuals left to facilitate the organization of a local bike advocacy group. Also, with the potential of drafting a Sustainable Transportation Plan, the plan will need a group to push conversations regarding transportation infrastructural improvements along with policy and education initiatives.

Maria will be drafting a report on the summer program which will include an analysis of the results of the survey. I will share this with the committee as soon as I have the final draft.

Thank you,
Brad Bruun

POLICE DEPARTMENT
5211 Schluter Road
222-0463

COMMUNITY CENTER
1011 Nichols Road
222-4167

MONONA SENIOR CENTER
1011 Nichols Road
222-3415

FIRE DEPARTMENT
5211 Schluter Road
222-2528



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

MEMO

TO: Sustainability Committee
FROM: Brad Bruun, Public Works Project Manager
RE: Agenda Item 6A) Committee Shared Drive
DATE: 8/18/2016

I asked Bill Cole, the City's attorney, about the potential to utilize a shared drive for committee document sharing. Here is a list of "practical issues" regarding this topic:

1) The share drive in its entirety will be subject to open records requests. An obvious point was made by Bill as he recommends not allowing the drive to be accessible to the public due to risk of wrongful deletion or modification.

2) Messaging capabilities on most of these shared drive spaces is a concern as the committee could be subject to open meetings law. A string of comments can be considered a discussion and liable to break the open meetings law. Comments or redlines on documents by members is also subject to open meetings law as these would not be shared publicly and if enough are made by members on a document/s this could be considered a walking quorum. Any messaging within the drive or via comments/redlines on a document should be done so through city provided email address so they can be archived in the event of an open records request. This means that the shared drive documents would need to be "View Only". In this case it would be much easier for me to provide them via the website's agenda center or via request by email. Otherwise I am essentially doubling up the process of sharing these documents.

If members have something they would like to comment on or edit please provide that information to myself through a 1 on 1 conversation via email or drop off the redlined document with your comments to City Hall and it will be distributed to my mailbox.

Thank you,
Brad Bruun

POLICE DEPARTMENT
5211 Schluter Road
222-0463

COMMUNITY CENTER
1011 Nichols Road
222-4167

MONONA SENIOR CENTER
1011 Nichols Road
222-3415

FIRE DEPARTMENT
5211 Schluter Road
222-2528

2015 Work Plan- Progress
July 2015

Department	Objective	Strategy	Progress
Sustainability Committee	GC1&2	Improve sustainability information on City website, and include links to organizations and other website with information about all of the sustainability concepts, including water conservation and pollution, energy conservation, solid waste management, sustainable transportation efforts and sustainable land use opportunities.	Daily updates to the Sustainability Committee Facebook Page. Updates to the website to include a new page for the Panther Bioretention pilot sites.
	GC1&2	Partner with organizations and programs that educate about and promote environmental issues and sustainability practices to raise awareness about sustainability and increase the percentage of residents that have implemented sustainability practices.	Shannon is actively working with MAMSWaP, and YaharaWINS. Shannon recently was appointed to the League of Wisconsin Municipalities Stormwater Group Technical Advisory Committee. The TAC represents the interests of the 75 members of the group. The purpose of the group is to work with the League, partner communities and policy makers on stormwater issues affecting municipalities.
	GC1	Create an esthetically pleasing Sustainability Plan for outreach.	Plan has been updated and improved and is ready for adoption in August.
	GM1	Develop a process/system for how sustainability be considered/accounted for in the decision process (in committees, city council and by employees)	Mary O'Connor, Shannon Haydin and City Administrator Pat Marsh have met to discuss strategies for implementation in 2015. First and foremost, Sustainability will be a measure on Department Head's performance reviews.
	GM1	Develop green purchasing policy	In progress with Madison Environmental Group. Need to follow up with Department Heads. Intern is working on compiling a list of products that would meet criteria. Prior to meeting with Department Heads, Shannon and Jacqui will develop an analysis of the costs difference between the more sustainable product and the product we have been purchasing for comparison.
	WC3	Create private-public partnership for storm water reduction initiatives	Working with MAMSWaP and YaharaWINS. See how the City could be more actively involved.
	SM2	Develop waste management plan for city facilities	If funds are available in 2015, MEG will prepare. If not, this would be an effort for City Staff and the Committee in mid-late 2015.
	SC3	Construction/deconstruction waste recycling ordinance	Intern Jacqui prepared a document to be distributed online and with building permits (attached).
Public Works Director - Dan Stephany	LM1	Identify culverts that obstruct fish migration and install fish-friendly culverts where needed.	Construction to replace the culverts at the lagoon at Nichols and Winnequah will begin this month.
	LM3	Stormwater management improvements (on infrastructure) to reduce pollutants such as phosphorus and total suspended solids (TSS) reaching water bodies.	Construction of four sediment capture devices on Winnequah Road and Bartels Street in 2015. Received a DNR Urban Stormwater grant for installation of stormwater infrastructure in Schluter Park.
	WC4	Develop a website or other media to publicize methods by which the public can report spills, leaks, discharges, or other contamination events.	Investigating an online program that the City of Fitchburg uses.
	WM3	Landscaping on municipal land uses plants that minimize need for irrigation (xeriscaping).	

2015 Work Plan- Progress
July 2015

	EM1	Upgrade water utility equipment (e.g. variable frequency drive motors) to achieve energy efficiency.	Already done
	EM1	Stoplights are LED or functional equivalent.	Already done by City of Madison on Monona Drive.
City Administrator - Patrick Marsh	GC1	Inform community about what the city is doing (in biannual newsletter, or on website, signage in park shelters, and articles in HI).	Will be publishing an article with the Summer/Fall newsletter
	GC3	Initiate collaboration between the city and the Chamber of Commerce on sustainability issues.	Shannon has had one meeting with Chamber Director and has other phone conversations. The Chamber Director said she has a small group of business owners that do community projects and one that they could do would be to conduct bike counts. Shannon communicated that the location on bridge road where the trail intersects would be a good place to inventory.
	GM1	Develop a green purchasing policy	In progress
	GM2	Require that some portion of the city savings from sustainability efforts are recycled back into more sustainability efforts.	Looking at LED Lighting upgrades for streetlights that would be paid for by energy cost savings.
	GM2	Give sustainability presentation to each city committee.	
	GM2	Develop sustainability checklists – one page – formatted to the needs of each specific committee and handed out for consideration in decisions.	This would need to be done in writing
	GM3	Include sustainability in job descriptions.	
	GM3	Include sustainability in performance reviews of city employees (especially supervisors) to assess progress towards sustainability goals.	
	TC1	Provide bike racks at municipal buildings and other city operated destinations, e.g. parks	Ongoing- added with new projects.
	TM1	Keep city vehicles well maintained to ensure efficient performance (tire pressure, regular tuning, etc.)	Ongoing. City has its own mechanic.
	SC2	Offer more recycling within the city via offering more public recycling receptacles in public places and at events (e.g. parks, community center, and libraries)	Terracycle is installed at the Library as well as a styrofoam recycling program. Terracycle as now at the Community Center.
	SC3	Construction/deconstruction waste recycling program.	Jacqui prepared a waste deconstruction brochure that will be printed and handed out with new building permits.
	SM3	Make construction/deconstruction waste management plan and calculate reuse and recycling	Already done
	Finance Director - Marc Houtakker	WC1	Develop an incentive program for citizens to encourage conservation, such as incentives for low-flow
WC2		Use a water billing rate structure for commercial properties that encourages conservation, such as a rate structure that charges more per unit for higher-volume users.	Part of 2015 water rate case
TC1		Evaluate which transportation options are currently subsidized by the community and whether those subsidies promote sustainable transportation choices.	Part of Transit Commission 2015 Marketing Plan
TC3		Promote available transit	Part of 2015 Marketing Plan
TC3		Get better data on what residents want in mass transit	Part of 2015 Marketing Plan.
TM1		Provide transit passes at 50% or more off the regular price and/or provide parking cash-out options for local government employees	Already done. System is basically free now

2015 Work Plan- Progress
July 2015

City Planner - Sonja Reichertz	GC4	Review ordinances that require practices contrary to sustainability (e.g. minimum parking requirements) and evaluate possibilities for changes.	Jacqui is reviewing our comprehensive plan and our zoning code against a study that outlines the components of sustainable planning and zoning.
	GM3	Maintain City Green Team with a clear vision and mission.	Reapplication to Sustain Dane- Mpower program for this next cycle.
	LC1	Develop strategies for how to bring sustainability into consideration	
	LC1	Review ordinances to find those that require practices contrary to sustainability (e.g. required mowing). Analyze if obstacles to sustainability can be removed.	
	LC2	Review zoning code to find those that require practices contrary to sustainability (e.g. required mowing). Analyze if obstacles to sustainability can be removed (e.g. zoning regulations that prohibit/limit installation of solar panels).	
	LC2	Zoning for office and retail districts permits floor area ration >1, on average	This is not part of our zoning code so already done.
	TC1	Require bike parking for all new non-residential and multifamily uses. Set standards for placement and number (as function of intensity of use) for bike parking spaces (ordinance for bike parking at businesses?)	This is not in the zoning code, but it is required through the plan commission.
Library- Sally Buffat	GC1	Support Green Tuesdays Film and Lecture Series	Green Tuesdays emails continue to be sent each Tuesday.
	GC1	Expand Sustainability Section at the Library	
	GC1	Continue to increase events at the library with a sustainability theme.	
Director of Administrative Services - Leah Kimmel	GC1	Improve sustainability information on City website, and include links to organizations and other websites with information about all of the sustainability concepts, including water conservation and pollution, energy conservation, solid waste management, sustainable transportation efforts and sustainable land use opportunities.	Jacqui has updated the City's website on an ongoing basis.
	GM3	Include sustainability in job descriptions.	
	GM3	Include sustainability in performance reviews of city employees (especially supervisors) to assess progress towards sustainability goals.	
	GM3	Develop and require robust sustainability training for city employees	This could possibly be done for some key employees, but it would be difficult to require it of all employees.

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
General Sust	Community	GC1	Strategy	Improve sustainability information on City website, and include links to organizations and other websites with information about all of the sustainability concepts, including water conservation and pollution, energy conservation, solid waste management, sustainable transportation efforts and sustainable land use opportunities .	16	16		Comp		X		
General Sust	Community	GC1	Strategy	Partner with organizations and programs that educate about and promote environmental issues and sustainability practices to raise awareness about sustainability and increase the percentage of residents that have implemented sustainability practices.			LB			X		
General Sust	Community	GC1	Strategy	Make an education and marketing plan for how to spread information about general sustainability. The plan should include direction for spreading the word about all of the sustainability concepts, including water conservation and pollution, energy conservation awareness, solid waste reduction, land use impacts and sustainable transportation actions.	15	15	BB	comp		X		
General Sust	Community	GC1	Strategy	Inform community about what the City is doing (in biannual newsletter, on website, signage in park shelters and articles in HI).	17	17	TR			X		
General Sust	Community	GC1	Strategy	Arrange an art and/or photo-competition with a sustainability theme.	15	15	CS	WIP		X		
General Sust	Community	GC2	Objective	Objective GC2: Increase percentage of residents that have implemented sustainable practices, such as those listed in other sections in this plan.								
General Sust	Community	GC2	Strategy	Train community members in eco-friendly driving techniques that conserve fuels, release fewer emissions, and prolong vehicle life.	16	16	TR	Comp		X		
General Sust	Community	GC2	Strategy	Ban idling (more than 5 minutes) community-wide .	16	16	LB	Comp		X		
General Sust	Community	GC2	Strategy	Incentives for home owners to increase their sustainability efforts.	16	17	BB	WIP			X	
General Sust	Community	GC2	Strategy	Start community gardens on Monona City land.	17	17	BB					X
General Sust	Community	GC2	Strategy	Adopt LEED for Homes or Wisconsin Green Built Homes program.								X
General Sust	Community	GC2	Objective	Objective GC3: Raise the sustainability awareness of Monona businesses								
General Sust	Community	GC3	Strategy	Partner with organizations and programs that educate about environmental issues and sustainability practices.						X		
General Sust	Community	GC3	Strategy	Initiate a collaboration between the City and the Chamber of Commerce on Sustainability issues.	16	16	BB	comp		X		
General Sust	Community	GC3	Strategy	Create collateral (flyers, mailings, posters) about benefits for businesses that implement sustainable practices.			TR	comp		X		
General Sust	Community	GC3	Strategy	Encourage the creation of a sustainable business committee.						X		
General Sust	Community	GC4	Objective	Objective GC4: Increase number of businesses that have implemented sustainable practices, such as those listed in other sections in this plan.								
General Sust	Community	GC4	Strategy	Encourage participation in programs that assist businesses in implementing sustainability practices.	15	15	TR	comp		X		
General Sust	Community	GC4	Strategy	Review ordinances that require practices contrary to sustainability (e.g., minimum parking requirements) and evaluate possibilities for changes.						X		
General Sust	Community	GC4	Strategy	Have other private businesses lead by example (triple bottom line).						X		
General Sust	Municipality	GM1	Objective	Objective GM1: Ensure sustainability is considered in the decision process, including the city budget process.								
General Sust	Municipality	GM1	Strategy	Give the sustainability committee a budget each year.					X			

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
Land Use	Community	LC1	Strategy	Eliminate parking minimums from non-residential districts.							X	
Land Use	Community	LC1	Strategy	Set parking maximums at X per square feet for office and retail uses .							X	
Land Use	Community	LC1	Strategy	Adopt a traditional neighborhood design ordinance (if population is less than 12,500).	16						X	
Land Use	Community	LC1	Strategy	Mixed-use language from Smart Code TBA.								X
Land Use	Community	LC2	Objective	Objective LC2: Integrate sustainability components in zoning code (e.g. reduction of impermeable surfaces)								
Land Use	Community	LC2	Strategy	Zoning code includes mixed use districts.					X			
Land Use	Community	LC2	Strategy	As part of the landscaping standards, the zoning code includes canopy tree requirements, set as a function of the amount of parking proposed for new development.					X			
Land Use	Community	LC2	Strategy	Review zoning code to find those that require practices contrary to sustainability (e.g., requiring mowing). Analyze if obstacles to sustainability can be removed (e.g.- zoning regulations that prohibit/limit installation of solar panels)						X		
Land Use	Community	LC2	Strategy	Zoning for office and retail districts permits floor-area ratio > 1, on average.						X		
Land Use	Community	LC2	Strategy	Zoning for office and retail districts requires floor-area ratio > 1, on average.								X
Land Use	Community	LC3	Objective	Objective LC3: Integrate sustainability components in comprehensive plan (e.g. efficient use of resources, mixed-use centers, high density/compact/transit oriented development, walkability).								
Land Use	Community	LC3	Strategy	Comprehensive Plan encourages the development and redevelopment of compact highly planned mixed-use activity centers that include shopping, employment, housing, and recreation opportunities.					X			
Land Use	Community	LC3	Strategy	Identify priority areas for infill development, including those eligible for brownfields funding.					X			
Land Use	Community	LC3	Strategy	Develop an inventory of known contaminated properties for reuse planning, with possible GIS application.					X			
Land Use	Community	LC3	Strategy	Adopt Sustainability Plan as component of Comprehensive Plan.					X			
Land Use	Community	LC3	Strategy	Develop a comprehensive plan that establishes surface water and groundwater recharge protection areas and ensure zoning code protects areas identified for development.						X		
Land Use	Community	LC3	Objective	Objective LC4: Increase proximity and walkability to stores, restaurants and other amenities.								
Land Use	Community	LC3	Strategy	Encourage mixed use buildings/development along business corridors.					X			
Land Use	Community	LC3	Strategy	Track and improve Walkscore.						X		
Land Use	Community	LC3	Strategy	Increase walkability.						X		
Land Use	Community	LC3	Strategy	Allow light commercialization in the area of community center/library/Winnequah park.							X	
Land Use	Municipality	LM1	Objective	Objective LM1: Maintain protection and restoration of natural habitats including wetlands.								
Land Use	Municipality	LM1	Strategy	Inventory wetlands and ensure no net annual loss.					X			
Land Use	Municipality	LM1	Strategy	Certification as Tree City USA.					X			
Land Use	Municipality	LM1	Strategy	Establish environmental corridors linking natural areas to facilitate wildlife movement.					X			

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
Land Use	Municipality	LM1	Strategy	Preserve environmental corridors, scenic views, natural land and areas of ecological significance.						X		
Land Use	Municipality	LM1	Strategy	Establish native plantings in boulevards.						X		
Land Use	Municipality	LM1	Strategy	Inventory natural habitats.						X		
Land Use	Municipality	LM1	Strategy	Adopt tree preservation ordinance per GTLC standards.						X		
Land Use	Municipality	LM1	Strategy	Implement an invasive species management plan for public lands that includes controlling aquatic invasive species.						X		
Land Use	Municipality	LM1	Strategy	Replace concrete channels or ditched streams with re-meandered and naturalized streams, wetlands, or swales.	16	18		WIP			X	
Land Use	Municipality	LM1	Strategy	Local government rights of way mown or cleared only for safe sightlines and/or to remove invasive species.							X	
Land Use	Municipality	LM1	Strategy	Identify culverts that obstruct fish migration and install fish-friendly culverts where needed.							X	
Land Use	Municipality	LM2	Objective	Objective LM2: Integrate sustainability in landscape management.								
Land Use	Municipality	LM2	Strategy	Use organic compost in the parks as fertilizer.					X			
Land Use	Municipality	LM2	Strategy	Coordinate Arbor Day Tree Planting Day for volunteer planting of trees in local parks.					X			
Land Use	Municipality	LM2	Strategy	Set a tree canopy goal and develop a management plan to achieve it.						X		
Land Use	Municipality	LM2	Strategy	Assess current landscape management practices.						X		
Land Use	Municipality	LM2	Strategy	Develop a sustainable landscape management plan.						X		
Land Use	Municipality	LM2	Strategy	Develop a pest management plan that limits the use of insecticides, fungicides, and rodenticides to applications needed to avoid significant ecological or public health damage and prohibits use of pesticides for aesthetic purposes.						X		
Land Use	Municipality	LM3	Objective	Objective LM3: Maintain percentage of land devoted to open space/parks/recreation								
Land Use	Municipality	LM3	Strategy	Inventory present land devoted to open space/parks/recreation.					X			
Land Use	Municipality	LM3	Strategy	Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas.							X	
Water Use	Community	WC1	Objective	Objective WC1: Increase water efficiency and conservation by residents								
Water Use	Community	WC1	Strategy	Community-wide conservation of water competition.								X
Water Use	Community	WC1	Strategy	Develop an incentive program for citizens to encourage conservation. E.g. incentives for low flow toilets, faucets and showerheads and water softener.						X		
Water Use	Community	WC1	Strategy	Develop a smart water metering system for assessment and consumer feedback.						X		
Water Use	Community	WC1	Strategy	Increase use of rain barrels.						X		
Water Use	Community	WC1	Strategy	Develop a plan for replacing all toilets using > 1.6 gpf and annual progress sufficient to reach 90 percent replacement in 10 years .	15	17		WIP			X	
Water Use	Community	WC1	Strategy	Improve/develop and implement storage and usage of grey water for things like watering lawns, trees, and gardens.								X
Water Use	Community	WC2	Objective	Objective WC2: Increase water efficiency and conservation by commercial and industrial properties.								
Water Use	Community	WC2	Strategy	Promote EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program to local businesses.						X		
Water Use	Community	WC2	Strategy	Educate hotels and other high users.						X		

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
Water Use	Municipality	WM1	Strategy	Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program.					X			
Water Use	Municipality	WM1	Strategy	Develop a leak detection program for municipal buildings.					X			
Water Use	Municipality	WM1	Strategy	Develop a water efficiency and conservation plan for municipal buildings.						X		
Water Use	Municipality	WM1	Strategy	Encourage the installation of WaterSense or other low-flow faucets, urinals, sink aerators, and toilets in all public facilities.						X		
Water Use	Municipality	WM1	Strategy	Make sure water engineering is up to date.						X		
Water Use	Municipality	WM1	Strategy	Require new automatic lawn sprinkler and irrigation systems to have rain detection or soil moisture monitoring devices.						X		
Water Use	Municipality	WM1	Strategy	Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.).	15	18		WIP			X	
Water Use	Municipality	WM1	Strategy	Encourage outdoor watering by local government, (excluding parks and golf courses) using rainwater							X	
Water Use	Municipality	WM2	Objective	Objective WM2: Maintain percentage of groundwater lost in distribution system.								
Water Use	Municipality	WM2	Strategy	Develop a water loss control plan with targets below the 15% required by the state and include a system-wide water audit implementation and time table.								X
Water Use	Municipality	WM3	Objective	Objective WM3: Decrease quantity of stormwater runoff to lakes.								
Water Use	Municipality	WM3	Strategy	Landscaping on Municipal land uses plants that minimize need for irrigation (Xeriscaping).						X		
Water Use	Municipality	WM3	Strategy	Decrease impermeable surfaces, increase permeable. (E.g. decrease exterior surface parking, increase parking structure density).	15	17		WIP			X	
Water Use	Municipality	WM3	Strategy	Offer storm water utility credits to schools with a storm water education program.								X
Water Use	Municipality	WM4	Objective	Objective WM4: Decrease pollutants and debris in stormwater runoff.								
Water Use	Municipality	WM4	Strategy	Improve leaf containment and collection processes to reduce the amount of leaves entering lakes and streams.						X		
Water Use	Municipality	WM4	Strategy	Improve regular street sweeping program to reduce total suspended solids .								
Water Use	Municipality	WM4	Strategy	Develop a plan for handling hazardous material on municipal properties including a map of hazmat storage and handling facilities and inspections for safety . Provide municipal staff--including office staff--with contact lists for emergency water contamination issues .						X		
Water Use	Municipality	WM5	Objective	Objective WM5: Continue participation in the Wisconsin Water Star Program and improve Monona's score and ranking.								
Water Use	Municipality	WM5	Strategy	Analyze current status of WI Water Star application each year and plan for improvements.						X		
Water Use	Municipality	WM5	Strategy	Manage beaches for E. coli, bacteria, and blue-green algae.						X		
Water Use	Municipality	WM5	Strategy	Provide teachers or youth group facilitators with curriculum and training on water issues.						X		
Water Use	Municipality	WM5	Strategy	Develop a public education program presenting what this program is and identification of good practices (and bad practices).						X		
Energy Use	Community	EC1	Objective	Objective EC1: Increase energy efficiency and conservation by residents								
Energy Use	Community	EC1	Strategy	Watt meters available to the public.					X			
Energy Use	Community	EC1	Strategy	WECC Residential Energy Efficiency Upgrades Loan.						X		

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
Energy Use	Municipality	EM2	Strategy	Municipal electricity purchases are at least 5 percentage points higher in renewable content than the statewide renewable portfolio standard requires. Calculation may include self-generated power and purchased offsets.							X	
Energy Use	Municipality	EM2	Strategy	Use anaerobic digesters to process organic waste and produce energy.								X
Energy Use	Municipality	EM3	Objective	Objective EM3: Decrease fuel consumption from work related (city business) transportation and motor driven vehicles.								
Energy Use	Municipality	EM3	Strategy	Encourage ride sharing and other transportation alternatives such as biking or walking, where appropriate, for city business.					X			
Energy Use	Municipality	EM3	Strategy	Ban idling of vehicles.					X			
Energy Use	Municipality	EM3	Strategy	Encourage all vehicle and mechanized equipment purchases to be energy efficient.					X			
Transportation	Community	TC1	Objective	Objective TC1: Increase percentage of residents using alternative transportation to destinations within Monona (e.g. library, pool, city hall, community center, stores, restaurants).								
Transportation	Community	TC1	Strategy	Set standards for placement and number (as function of intensity of use) of bike parking spaces.					X			
Transportation	Community	TC1	Strategy	Prepare a plan identifying disconnections in bike and pedestrian networks, prioritizing fixes, and identifying potential funding sources for the most important projects.							X	
Transportation	Community	TC1	Strategy	Provide bike racks at municipal buildings and other city operated destinations, e.g. parks.							X	
Transportation	Community	TC1	Strategy	Require bike parking for all new non-residential and multifamily uses. Set standards for placement and number (as function of intensity of use) for bike parking spaces (Ordinance for bike parking at businesses?).							X	
Transportation	Community	TC1	Strategy	Educate citizens about the health and environmental benefits of walking and/or riding a bicycle in lieu of driving a vehicle.							X	
Transportation	Community	TC1	Strategy	Evaluate which transportation options are currently subsidized by the community and whether those subsidies promote sustainable transportation choices.							X	
Transportation	Community	TC1	Strategy	Encourage Community Car or similar program to extend to Monona.							X	
Transportation	Community	TC1	Strategy	Encourage Bcycle to expand to Monona.							X	
Transportation	Community	TC1	Strategy	Attain League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10).								X
Transportation	Community	TC1	Strategy	Introduce more sidewalks in neighborhoods.								X
Transportation	Community	TC1	Strategy	Create more businesses/restaurants/cafes in central area that is within walking distance.								X
Transportation	Community	TC1	Strategy	Provide parking priority to people who ride share or drive super-low emitting hybrids or electric vehicles.					X	X		
Transportation	Community	TC1	Strategy	Track VMT or traffic counts and report on efforts at reduction (including those on this list).								X
Transportation	Community	TC2	Objective	Objective TC2: Increase percentage of students (K-12) using alternative transportation.								
Transportation	Community	TC2	Strategy	Arrange biking education for children and parents.					X	X		
Transportation	Community	TC2	Strategy	Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.						X		
Transportation	Community	TC2	Strategy	Initiate carpool programs at Monona schools.						X		

FOCUS AREA	COMM/MUNI	#	OBJ/STR	DESCRIPTION	START YEAR	END YEAR	OWNER	STATUS	ON- GOING	SHORT TERM	LONG TERM	IDEA BANK
Transportation	Community	TC3	Objective	Objective TC3: Increase percentage of residents using alternative transportation for commuting.								
Transportation	Community	TC3	Strategy	Allow NEVs on appropriate roadways.					X			
Transportation	Community	TC3	Strategy	Commuter bike routes identified and cleared of snow and ice.					X	X		
Transportation	Community	TC3	Strategy	Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).					X		X	
Transportation	Community	TC3	Strategy	Track bus stops/routes/times that are most crowded and increase trips or range to meet/grow demand.						X		X
Transportation	Community	TC3	Strategy	Reroute some of the bus lines to make more parts of the city and surrounding areas more accessible via bus.						X		X
Transportation	Community	TC3	Strategy	Establish additional stop locations to make more parts of the city and surrounding areas more accessible via bus.						X		X
Transportation	Community	TC3	Strategy	Promote available transit.						X		
Transportation	Community	TC3	Strategy	Get better data on what residents want in mass transit.						X		
Transportation	Community	TC3	Strategy	Work with neighboring local governments to coordinate regional public transit opportunities including mass transit, shuttle buses, carpooling and van pooling, bicycle and pedestrian infrastructure.							X	
Transportation	Community	TC3	Strategy	Improve connections to Madison city transit.								X
Transportation	Community	TC3	Strategy	Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual.								X
Transportation	Community	TC3	Strategy	Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).								X
Transportation	Community	TC3	Strategy	Add bike racks to Monona Express buses.								X
Transportation	Community	TC3	Strategy	Make park and ride site in Monona.								X
Transportation	Municipality	TM1	Objective	Objective TM1: Increase percentage of city employees using alternative transportation for commuting.								
Transportation	Municipality	TM1	Strategy	Encourage participation in regional transit.						X		
Transportation	Municipality	TM1	Strategy	Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.							X	
Transportation	Municipality	TM2	Objective	Objective TM2: Decrease greenhouse gas emissions from work related (city business) transportation.								
Transportation	Municipality	TM2	Strategy	Keep city vehicles well maintained to ensure efficient performance (tire pressure, regular tuning, etc.).					X			
Transportation	Municipality	TM2	Strategy	CNG (compressed natural gas) retrofit for the city fleet vehicles.					X			
Transportation	Municipality	TM2	Strategy	Train employees in eco-friendly driving techniques that conserve fuels, release fewer emissions, and prolong vehicle life.						X		
Transportation	Municipality	TM2	Strategy	Ban idling (more than 5 minutes) with local government vehicles/city vehicles.						X		
Transportation	Municipality	TM2	Strategy	Electric cars available to city employees for work transportation.							X	
Transportation	Municipality	TM2	Strategy	Create a "bicycle fleet" for employees to use for local work-related trips, improving employee health and air quality, and reducing fleet vehicle costs (Bcycle?).								X
Solid Waste	Community	SC1	Objective	Objective SC1: Decrease total solid waste collected								
Solid Waste	Community	SC1	Strategy	Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction.						X		
Solid Waste	Community	SC1	Strategy	Create incentives for backyard compost bins.						X		

Proposal for New Member Orientation

Monona Sustainability Committee

Drafted by Teresa Radermacher

August, 2016

SUMMARY

Currently, this committee does not have a standard way of welcoming new members, of getting them up to speed. New committee members experience a learning curve, and months may pass before they feel comfortable asking questions or offering input. When all committee members are fully integrated, when all are able to equally share their ideas and talents, this committee becomes stronger, more efficient, productive, enjoyable, more sustainable. A more formal orientation, a process for making new members feel welcome and accepted can help in the attraction and retention of volunteers. Helping new members get up to speed quickly also shows a respect for their time and busy schedules. Beyond this committee, when our volunteers feel comfortable speaking with citizens about their work, it can open the door for more citizen engagement in the public process

PROPOSAL

Below is a short brainstorm of materials and information that could become part of a “new member orientation”. This is a first draft of ideas and all is open to editing.

If this committee would like to move forward and begin assembling a sort of ‘new member packet’ or new member orientation, a sub-committee could be formed.

FOR NEW COMMITTEE APPLICANTS

Once an application is received, contact with the applicant should be made within a few days letting him or her know that the application has been received and its status. This initial letter can also explain the review and approval process and what the applicant can expect in terms of how long this will take. If there are no current positions open, the letter can state this as well, and point applicant to resources where he/she can stay current of committee work. The applicant could also be entered into a database and called upon for any future volunteer work as needed.

MATERIALS/INFORMATION/ACTIVITIES FOR NEW COMMITTEE MEMBERS

- Materials related to monthly meetings, what to expect at meetings
 - How meeting agendas are set, by whom, when, etc.
 - What to do if you want an item put on the agenda
 - Minutes, how they are approved, amended, what becomes of them
 - How meetings are run, Information on Roberts Rules of Order and how this committee applies them.
 - Who is allowed to attend meetings.
 - What is sent in advance of meetings, packets
- Description of what is expected of committee members, duties, responsibilities, etc.
- Working Documents
 - A copy (electronic) of the current Monona Sustainability Plan (MSP)

- A copy of the implementation plan, statuses of each item, etc.
- Historical Documents
 - Materials explaining the history of this Monona Sustainability Committee (MSC), how it came to be, milestones leading to its formation, milestones achieved since.
- Future vision
- Activities
 - Meeting with current committee chairs to welcome new member, understand his/her interests, background, point him/her to resources
 - Help introduce new members to other decision makers in our community; Provide an opportunity to meet other committee members
 - Attend a city council meeting
- Answers to FAQs (*some may be suitable for our public-facing website*)
 - What are the City of Monona committees and what is the relationship/hierarchy between each and the MSC?
 - What is the relationship between the City Council and the MSC?
 - What is the relationship between the mayor and the MSC?
 - How are chairs appointed to each committee? When? By whom?
 - What is the relationship between Brad and the MSC?
 - What are the responsibilities of Brad vs those of the MSC?
 - What work are MSC members expected or allowed to do in relation to the MSP implementation?
 - What percentage of Brad's working hours are allotted to sustainability / committee work?
 - What is the relationship between our Intern and the MSC?
 - What discussion / email communication is allowable between meetings? What is not?
 - What is a quorum? Why is it important/necessary to have?
 - Where can the community learn about the activities / decisions / WIP of the MSC?
- OTHER
 - X
 - Y
 - Z
 -