

CITY OF MONONA
Sustainability Committee
Thursday, March 17, 2016
MINUTES-Draft

1. **6:30 PM - Meeting called to order by committee Chair, Mary O'Connor**
2. **Roll Call:**
Members Present: Chair Mary O'Connor, Co-Chair Brian Holmquist, Teresa Radermacher, Suzanne Wade, Nina Catterall, Maureen Muldoon, Pat Howell, and Andrew Kitslaar
Members Excused Absent: Leslie Busse, Sue Vogt, Brooke Logan, and Katherine Sommers;
Members Absent: NONE
Staff Present: Brad Bruun
Guests: Mari Weston
3. **Approval of Minutes:**
Motion for approval of Minutes from meeting dates, 1.21.2016 and 2.18.2016 by Pat and second by Andrew
4. **Appearances:**
NONE
5. **Unfinished Business**
 - A. **UniverCity Alliance Project Update**
 1. Brad Reported on progress made since February on the UniverCity project. The Bike, Ped and the City course sponsored from UW-Madison, with adjunct professor Dave Cieslewicz performed a bike and pedestrian audit on 3.10.16 and are now working on analyzing results from the audits. After an analysis is completed they will report in a summary per each audit area. Each report will be aggregated and a comprehensive report will be written as part of an attempt to begin drafting a Bike/Ped/Sustainable Transportation Plan. This would include suggestions to improve Safe Routes to School for students walking or biking. Brad reviewed the audit content and process that was undertaken. Brian inquired as to the purpose of recording land use types surrounding the audit area. Mari answered that it would be an essential reason for the purpose of walking or biking on a roadway (Destinations). Answers why would someone use this roadway to walk or bike and helps delineate importance of roadway to pedestrians.
 - 2 & 3. Brad updated the committee on the possibility of having an intern for the project from UW-Madison, funded by the Morgridge Center. If Maria's (the potential intern) funding proposal was accepted, the Sustainability Committee would potentially receive \$1,000 in funding to sponsor projects related to the project. Brad stated that Maria would be performing stakeholder outreach, public education on transit, biking, and walking, and marketing to the community the benefits of sustainable transportation. Brad requested assistance to come up with events in the community that tables or posters could be utilized in order to access as much of the public as possible all in one location. A list of events will be sought to educate and do outreach efforts over the summer: Concerts in the Park (2 Mondays & 2 Tuesdays), National Night Out event (August), Radio Event being held August 20th, Movies in the Park Night. Mari stated that Dream Bikes utilize donated bikes to teach youth how to repair and appreciate bikes and biking. They could hold a training session at a hosted event

while Maria is partaking in stakeholder outreach. Maureen commented that Trek sponsors Dream Bikes and she works for Trek. Training events are free to the community.

B. Annual Report/GTLC Annual Report Progress

Brad gave report on GTLC Annual Report and Progress along with an update on the Annual Report on the Sustainability Plan. Both are available in the agenda packet.

C. 2016 Implementation Plan

Mary O'Connor commented that sustainability was to be measured in annual job reviews of department head staff. April being the new administrator needs to follow through with that implementable. Mary suggested that the reviews should start in management. Suzanne added that a bullet point in a job description should be stated that all activities or tasks carried out by the position should be done so in as a sustainable manner as possible (used as a disclaimer of responsibilities and expectations). Maureen asked of the committee in regards to employees, "What do employees think sustainability looks like?" Mary stated that the 25X25 Strategic Plan should assist that all existing staff should understand what the City views as acting sustainably. Suzanne stated that there still should be some sort of language stating the employees are responsible for adhering to a strategic objective concerning their actions. Mary states that this sustainable mindset for employees should be consistently thinking about how to become more sustainable year by year. Brian commented that not all employees are needing to be reviewed based on sustainable responsibilities. Anyone managing part time or seasonal staff should have the responsibility of creating an understanding in those employees that they are responsible for doing their job tasks in as sustainable a way as possible.

Brian commented that per the Annual Report, there should be a change in language regarding what was not implemented in a given year. The language should be changed to "Not targeted for 'Year' Implementation. "Will be implemented 'Year' **OR** Not planned to be implemented at this time for 'Year'". Teresa asked that if in the future that there could be a tabular way of tracking progress related to sustainability and implemented projects relating to strategies laid out in the Sustainability Plan.

2016 Implementables Reviewed: Mary – Fuel and Miles driven logging, benchmarking mileage and fuel usage. Andrew stated that any city vehicle should be having fuel use recorded so that the City knows more about it's consumption amounts and can hold staff accountable. Create a log of receipts. Mary asked of Brad that at the next GTLC meeting, could he ask representatives there if and how other communities are tracking this data. Mari stated that department heads were supposed to be planning regarding sustainable strategies related to their projects that they would be implementing in the coming year and reporting this to Brad's position. Andrew stated that at budget time could department heads, by request of administration, report what they would be doing in terms of budgeting sustainably. Mary stated that she and Brad would touch base with April (City Admin). Andrew closed with the idea of accountability to department heads is important and to record in the budget, money saved and spent regarding sustainable practices would be important in staff review and overall review of operations. Also, that the zoning code should be reviewed.

2016 Implementation Plan Items Suggested:

- Change in job descriptions to include a disclaimer of sustainable actions per the position's responsibilities.

- Fuel Use Tracking
- LED's Retrofit Grant Funding research and data aggregation
- Work with city planner to review zoning code
- Sustainable Purchasing Policy adoption and implementation
- UniverCity Alliance Sustainable Transportation Project
- Former Monona Green Map – Monona Sustainable Business Initiative
- Installation of Stormwater Treatment devices at Schluter Park
- Adopt an Inlet program, and Inlet Marking
- New Leaf Management Initiatives

6. New Business

A. Brad stated his concern of using the old method of the Monona Green Map to opening up the survey and application to Residents. Suggested keeping the program constrained only to businesses and multi-family property owners or rental companies. Monona Sustainable Business Initiative as the new title for the program was agreed upon. Was tabled for review at next month's meeting.

8:33 PM - Meeting Adjourned, first Andrew, second Pat.

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