

**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 3<sup>rd</sup> 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](mailto:bbruun@ci.monona.wi.us) – Thank you.*