

Tuesday, August 4, 2020

Ad-Hoc Committee

5:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85670811494>

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Webinar ID: 856 7081 1494

1. CALL TO ORDER.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES
 - a. Review and possible approval of the July 7, 2020 Ad-Hoc Sustainability Committee meeting minutes.
4. BUSINESS.
 - a. Discussion regarding joining Wisconsin DNR Green Tier Program
 - b. Update regarding Request for Proposals to create a Sustainability Plan for McFarland.
 - c. Discussion regarding making a recommendation to the Village Board to establish the Sustainable McFarland Standing Committee.
5. SCHEDULE NEXT MEETING DATE
 - a. Tuesday, September 1st, 2020, 6:00 p.m.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

Working Draft - MINUTES
Ad-Hoc Sustainability Committee Meeting
July 7, 2020

Members Present: Mary Robb, Amber Meyer Smith, Angela Freedman, Bruce Fischer, Judy Taber, Michael Tiboris

Members Absent:

Staff Present: Andrew Bremer, Stephanie Miller, Karen Knoll

1. CALL TO ORDER

Meeting called to order at 6:02 by Freedman.

2. PUBLIC APPEARANCES

Brad Czebotar -5211 Cook Street, Village Board President wanted to welcome those serving on the committee and reviewed the history of the Village Board's consideration of joining the Wisconsin DNR Green Tier Program, creation of a standing sustainability committee, and the duties of the Ad-Hoc Sustainability Committee.

3. APPROVAL OF MINUTES

a. Review and possible approval of the June 2, 2020 Ad-Hoc Sustainability Committee meeting.

Fischer moved to approve the June 2, 2020 minutes. Smith seconded the motion. Motion carried 6-0.

4. BUSINESS.

a. Presentation and discussion of the Wisconsin DNR Green Tier program

Laurel Sukup - Chief of Sustainability and Business Support for the Wisconsin DNR addressed the committee and explained her position, how it works, along with doing a presentation on the Green Tier program. Sukup explained what legacy communities are, along with the benefits and how to participate. Sukup reviewed the list of members in the state, including cities, towns, and counties. There are 29 total members. Initially there was a cap of just five members while the program got up and running. There is no fee to participate, you would need people to participate in meetings and webinars, and there is the cost of covering participating staff salaries. It was discussed that it would not necessarily have to be a civic employee to participate; it could be multiple who are sanctioned by the community to participate.

Members discussed the annual reports, scorecard, neighboring states involvements, how long the program has been in existence and participation in specific categories, along with how the data is shared. The scorecard was last updated in 2018, and they do make changes to the scoresheet as needed. It goes to the membership to review and vote on.

Bremer inquired on points for grants. Sukup reviewed the list and how grants are given out and how points are awarded.

Sukup summarized they want people to join because they feel it will help their community; they understand it may not be of help for all communities. Bremer advised he would get copies of the documents as presented along with the information on the July 27th webinar, and reach out to get some of the member's annual reports. Members discussed the program, which was presented, and how it relates to hiring a consultant. Members concurred to each reach out to other communities after Bremer has made contact with Sukup to compile a list of contacts, members will come up with one or two questions they would like to ask and submit them to Bremer prior to the August meeting.

b. Discussion and action to make a recommendation to the Village Board regarding a request for Proposals to create a sustainability Plan for McFarland.

Bremer discussed the draft RFP as submitted in the packet. Bremer reviewed Section 4.1 of the RFP Scope of Work. Per his report in packets, Bremer reviewed sustainability plans from other communities and found a wide array of themes or chapter topics. Section 4.1 was drafted based on those common themes or topics that were in most plans with the final General Sustainability topic a catch-all for potential plan recommendations that do not fit in the other categories. Bremer indicated he was looking for feedback from the committee as to what they felt was appropriate. Members discussed how the Green Tier program might fit within the sustainability plan. Members discussed that joining Green Tier was not a substitute for a sustainability plan but a plan supplement. Bremer noted that the evaluation of the Green Tier is something that the committee can work on over the next couple of months and then the consultant can incorporate the components of Green Tier into the final sustainability plan if the committee recommends joining the program. Members also discussed the evaluation process for applicants, who is on the evaluation team, and the selection schedule. The evaluation team will be the Village Administrator, Bremer and Freedman. Members discussed the option of adding another committee member to the evaluation team, a selected person or the chair and vice-chair.

Bremer indicated based on the committees discussion the motion would be to make a recommendation to the Village Board regarding a request for proposal (RFP) to create a sustainability Plan for McFarland with the recommendation to expand the evaluation team to include the vice-chair of the Ad-Hoc Committee, and, for the September 1st Ad-Hoc Committee be provided with copies of all of the proposals which were submitted in addition to receiving the recommendation from the evaluation team. Tiboris so moved. Robb seconded the motion. Motion carried 6-0.

c. Discussion regarding creating a Standing Sustainability Committee

Freedman moved to postpone this item until a future meeting. Tiboris seconded the motion. Motion carried 6-0.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday August 4, 6:00 pm

6. ADJOURNMENT.

Smith moved to adjourn. Fischer seconded the motion. Motion carried. Meeting adjourned at 8:10 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 4, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding joining Wisconsin DNR Green Tier Program

PREVIOUS ACTION:

July 7, 2020, presentation by Laurel Sukup, WDNR, regarding WDNR Green Tier Legacy Community program highlights

ISSUE SUMMARY:

The July 7th meeting included a presentation by Laurel Sukup regarding the WDNR Green Tier Legacy Community program. The August meeting provides an opportunity for Committee members to further discuss whether the Village should join the program. To aid that discussion, the packet includes a summary sheet highlighting the benefits of the program, pros and cons, and general comments discussed at the last meeting. The August meeting provides an opportunity for the Committee members to add input to this summary sheet upon further research and discussion about the program.

The packet also includes a copy of the GT Scoresheet. Laurel briefly reviewed this at the July meeting. The August meeting provides an opportunity to read through and discuss the Scoresheet in more detail.

At the July meeting, the Committee also discussed reviewing a few of the Annual Reports from other member communities. These annual reports are available at the following website:

<https://greentiercommunities.org/links/non-profit-annual-reports/>

The August meeting will provide an opportunity to look at a couple of these sample reports.

At the July meeting, the Committee also discussed reaching out to a few of the existing GT communities to get their perspectives on the program. This remains in progress; but staff has discussed the program with staff from four other member communities.

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for discussion.

ATTACHMENTS:

1. WDNR Green Tier Evaluation Matrix
2. LCSustainabilityStrategiesScoresheet

WDNR Green Tier Evaluation			
Point (Pro)	Additional Comments	Counter Point (Con)	Additional Comments
Free to join/voluntary	Beyond completion of the Annual Report and Scorecard there are not any other "DNR mandates" or obligations of member communities tied to completion of specific measures/actions.	Additional staff time related to participating in webinars, completing annual reports, etc.	These efforts could also be addressed with the help of committee members through adoption Resolution (designation)
Additional point consideration for select grants	Grants: Aquatic Invasive Species Control, Lake Planning, Lake Protection, River Planning & Management, Knowles-Nelson Stewardship, Recreational Trails, Targeted Runoff Management - Urban Stormwater, Clean Water Fund, Urban Forestry	# of additional points earned is limited and used only as tiebreaker points at this time. No grants are currently exclusive to GT communities	The merits of the particular project are more likely to drive whether funding is awarded.
Grant notification & opportunities for joint grant applications	Member communities receive alerts regarding grant opportunities	Grants are not exclusive to GT communities	
Peer to peer learning and resource planning	4 meetings per year (2 in-person at a member site). Opportunities to connect directly with staff from other communities, implement actions they have taken, etc.		
An assigned DNR liaison	Works with community to navigate DNR structure	Unclear how much value is gained here.	
Access to the Sustainable Strategies Webinar Series	Quarterly webinars	It appears you don't need to be a GT member to join these webinars and past webinars are available online.	
Regional collaboration opportunities	Opportunities to meet at regional offices	Appears this may have been more of a benefit for communities that may had to travel further to get to a DNR office	
Use of the Green Tier logo and statewide recognition	PR tool		
Free technical support from subject matter experts		Unclear under what circumstances a community would need to pay for technical support	
Sustainability Scoresheet provides framework (Transportation, Energy, Land Use, Water, Waste, and Health, strategies)	Last updated in 2018. Members have input/vote on scoresheet revisions. Currently under revision	Scoresheet is available for use without joining GT	
General Comments from 7.7.20 Meeting			
29 Community members as of 7/2/20, representing 15% of WI's population. Targeted to smaller communities that might not have the staff resources, but all communities can join			
Legacy Community Program started in 2010, and was initially capped at 5 communities. WDNR staff resources have increased since program creation allowing for more recruitment resources			
Biggest draws: sustainability scoresheet and networking			
Green Tier program and data is open to the public			
Looking at trying to get other state agencies (DOT, OFE, etc.) to add bonus/tie breaker points to their grant programs for Green Tier participants			
Psychological win, tied into technical expertise, helps hold the Village's feet to the fire, Village still gets to pick the items we focus on, framework with accountability and collaboration (networking) built in			
Not a replacement for a local Sustainability Plan but the plan should integrate GT, likely through addition of the scoresheet			
Additional Information			
General Information	https://greentiercommunities.org/		
Scoresheet	https://dnr.wi.gov/topic/GreenTier/Participants/CharterPages/documents/LCSustainabilityStrategiesScoresheet.pdf		
Annual Report Examples	https://greentiercommunities.org/links/non-profit-annual-reports/		
Sustainable Strategies Webinar	https://dnr.wisconsin.gov/topic/GreenTier/Participants/CharterPages/LegacyCommunitiesWebinars.html		

Max. Score	 Sustainability Strategies Scoresheet					     				
	This Sustainability Strategies Scoresheet is provided for members to track sustainability management strategies in transportation, energy, land use, water, waste, and health. This scoresheet is intended to be dynamic and flexible and will provide structure for annual reporting. In the spirit of continuous improvement toward superior environmental performance, suggested revisions to this scoresheet are always encouraged. (Approved May 2018)									
(Insert Community Name) Scores						2019	2020	2021	2022	2023
TRANSPORTATION DEMAND MANAGEMENT: Transportation demand management strategies aim to reduce GHG emissions and VMT by influencing change in individual behavior. These strategies encourage walking, bicycling, and transit as modes of transportation within a community and seek to curb the number and length of trips by vehicle.										
<u>Bicycle and Pedestrian Programs/Projects</u>										
2	Require bike parking for all new non-residential and multifamily uses.					0	0	0	0	0
1	Set standards for placement and number (as function of intensity of use) for bike parking spaces.					0	0	0	0	0
3	Commuter bike routes identified and cleared.					0	0	0	0	0
10	League of American Bicyclists certification. (Bronze 5, Silver 7, Platinum 10)					0	0	0	0	0
3	Funded and operating SRTS program (or functional equivalent) covering at least 10 percent of students.					0	0	0	0	0
1	Conduct annual survey of students' mode of transport to school.					0	0	0	0	0
<u>Employer-Based Programs</u>										
5	Require large employers seeking rezoning to set a price signal (cash-out or charge).					0	0	0	0	0
5	Require large employers seeking rezoning to provide subsidized transit.					0	0	0	0	0
5	Require large employers seeking rezoning to provide a TDM plan that would reduce trips by 20 percent over business as usual.					0	0	0	0	0
<u>Traffic Volume</u>										
3	Track VMT or traffic counts and report on efforts at reduction (including those on this list).					0	0	0	0	0
3	Eliminate parking minimums from non-residential districts.					0	0	0	0	0
5	Set parking maximums at X per square feet for office and retail uses.					0	0	0	0	0
5	Scheduled transit service at basic level (hour peak service within half-mile of 50 percent of addresses).					0	0	0	0	0
10	Scheduled transit service at enhanced level (half-hour peak service within 75 percent of addresses).					0	0	0	0	0
TRANSPORTATION SYSTEM MANAGEMENT										

Max. Score	 Sustainability Strategies Scoresheet	     				
	Transportation system management strategies aim to reduce GHG emissions and VMT by improving the overall performance of a transportation system. These strategies improve existing infrastructure, introduce new technology, and plan for the future of the system.					
	<u>Preservation and Improvement</u>					
3	Develop and fully fund comprehensive maintenance program for existing roads.	0	0	0	0	0
5	Charge impact fees for new roads.	0	0	0	0	0
5	Calculate lane-miles per capita for arterials and collectors, and show reductions	0	0	0	0	0
5	Prepare a plan identifying disconnections in bike and pedestrian networks, prioritizing fixes and identifying potential funding sources for the most important projects.	0	0	0	0	0
5	Any proposal to add lanes to a two-lane roadway shall be evaluated for a center turn lane, the preferred option over an expansion to four lanes.	0	0	0	0	0
3	Identify four-lane roadways with fewer than 20,000 vehicles per day (AADT) and evaluate them for "road diets" with bike lanes or on-street parking	0	0	0	0	0
	<u>Electric Vehicles</u>					
10	Electric vehicles in gov't fleets - 2% of fleet=5 points. 5% of fleet=10 points.	0	0	0	0	0
2	Allow NEVs on appropriate roadways.	0	0	0	0	0
2	Provide public charging stations	0	0	0	0	0
	<u>Vehicle Idling</u>					
5	Ban idling (more than 5 minutes) with local government vehicles.	0	0	0	0	0
5	Ban idling (more than 5 minutes) community-wide.	0	0	0	0	0
	<u>ZONING AND DEVELOPMENT</u> Zoning and development strategies work toward improving the overall environmental, economic, and social health of a community by promoting mixed-use and infill development, walkable neighborhoods, and an overall sustainable lifestyle.					
	<u>Infill Development</u>					
5	Identify priority areas for infill development, including those eligible for brownfields funding.	0	0	0	0	0
10	Create land bank to acquire and assemble priority infill sites	0	0	0	0	0
10	Develop an inventory of known contaminated properties for reuse planning, with possible GIS application	0	0	0	0	0
	<u>Walkscore</u>					

Max. Score	 Sustainability Strategies Scoresheet	     				
5	Measure Walkscore at 10 random residential addresses per Census tract, compute average, and improve upon overall score	0	0	0	0	0
	<u>Zoning</u>					
5	Adopt traditional neighborhood design ordinance (If population is less than 12,500)	0	0	0	0	0
5	Zoning for office and retail districts permits floor-area ratio > 1, on average.	0	0	0	0	0
5	Zoning for office and retail districts requires floor-area ratio > 1, on average.	0	0	0	0	0
5	Zoning code includes mixed use districts	0	0	0	0	0
5	Mixed-use language from Smart Code TBA.	0	0	0	0	0
	NATURAL RESOURCE MANAGEMENT Natural resource management strategies seek to conserve, preserve, protect and promote a community's greenspace, wildlife, wetlands and waterways for this and future generations by promoting pervious surfaces and adequate setbacks.					
	<u>Canopy</u>					
3	Adopt tree preservation ordinance per GTLC standards	0	0	0	0	0
3	Set a tree canopy goal and develop a management plan to achieve it	0	0	0	0	0
4	Have a Master Naturalist; ISA Certified Arborist or WDNR Community Tree Management Institute (CTMI) graduate on staff	0	0	0	0	0
2	Have community tree canopy mapped - https://pg-cloud.com/Wisconsin/	0	0	0	0	0
2	Require trees to be planted in all new developments	0	0	0	0	0
2	Certification as Tree City USA	0	0	0	0	0
2	Certification as Bird City Wisconsin Community	0	0	0	0	0
	<u>Vegetation Management</u>					
10	Public properties and rights of way mown or cleared only for safe sightlines and/or to remove invasive species.	0	0	0	0	0
10	Create community policy and BMP guidelines on minimizing chemical use during vegetation management of public and private properties	0	0	0	0	0
	<u>Water Protection</u>					
6	Establish 75-foot natural vegetation zone by surface water.	0	0	0	0	0
6	Inventory wetlands and ensure no net annual loss.	0	0	0	0	0
	<u>Community Energy Use</u> Community energy use strategies encourage energy efficiency and the use of renewable fuels to reduce total energy consumption throughout the community					

Max. Score	 Sustainability Strategies Scoresheet GREEN TIER	     				
	<u>Community Energy Use Policies</u>					
10	Adopt PACE ordinance/jpa	0	0	0	0	0
10	Use PACE financing	0	0	0	0	0
5	Watt meters available to the public	0	0	0	0	0
5	Offer residents and businesses a mechanism to purchase shares of the electricity generated through a local renewable energy project. (Ex. a community solar program)	0	0	0	0	0
5	Facilitate a group-buy program through which residents receive discounted, volume-based pricing on energy efficiency or renewable energy projects based on aggregated demand.	0	0	0	0	0
3	Commit to achieving a science-based, community-wide GHG reduction goal.	0	0	0	0	0
3	Adopt Residential Energy Conservation Ordinance (time-of-sale certification and upgrades).	0	0	0	0	0
	<u>Measuring Community Energy Use</u>					
6	Work with local utilities to calculate total electricity and natural gas consumption annually, beginning with the fifth year before entering the program.	0	0	0	0	0
5	Achieve milestone reductions in GHG emissions, as specified in the community's science-based GHG reduction goals.	0	0	0	0	0
5	State of Wisconsin Energy Independent (EI) Community designation.	0	0	0	0	0
	<u>MUNICIPAL ENERGY USE</u> Municipal energy use strategies encourage municipal employees to conserve energy, preserve the environment, and decrease greenhouse gas emissions from municipal facilities, services, and vehicle fleets.					
	<u>Government Energy Use Policies</u>					
5	Include transportation energy/emissions as criterion in RFPs for purchases of goods over \$10,000.	0	0	0	0	0
2	Develop list of lighting, HVAC and shell improvements to raise Energy Star Portfolio Manager or LEED EBO&M score	0	0	0	0	0
10	Reduce motor fuels use for non-transit activities --	0	0	0	0	0
6	Provide transit passes at 50 percent or more off the regular price and/or provide parking cash-out options for local government employees.	0	0	0	0	0
6	Streetlights operate at 75 lumens/Watt or higher	0	0	0	0	0
4	Stoplights are LED or functional equivalent	0	0	0	0	0
2	Establish a policy requiring that all major remodeling projects on municipal buildings result in the building receiving an ENERGY STAR score that is five points higher than the building's pre-remodel score.	0	0	0	0	0

Max. Score	 Sustainability Strategies Scoresheet	     				
6	Commit to achieving a science-based GHG reduction goal for emissions resulting from all municipal operations.	0	0	0	0	0
3	Incorporate energy use intensity (EUI) targets into the contracting process for all significant municipal construction projects	0	0	0	0	0
5	Establish policies requiring that all new municipal buildings achieve an ENERGY STAR score of 75 or higher.	0	0	0	0	0
2	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.	0	0	0	0	0
Measuring Government Energy Use						
2	Work with Energy Task Force OEI to track municipal facilities - Complete EPA Energy Star Portfolio Manager spreadsheet for government energy use. Or score existing buildings with LEED EBO&M.	0	0	0	0	0
3	Achieve milestone reductions in GHG emissions, as specified in the municipality's science-based GHG reduction goal.	0	0	0	0	0
4	Calculate annual government fleet use of motor fuels, in gallons of petroleum and biofuels, beginning with the fifth year before entering the program.	0	0	0	0	0
10	All new and renovated municipal buildings must meet LEED Silver or greater.	0	0	0	0	0
WATER USE CONSERVATION						
Water Conservation strategy options set baselines and goals for water and energy performance in municipalities. They measure progress and promote water conservation by the government, business, and the community at-large.						
Water Conservation						
5	Track water and sewer use annually, beginning with fifth year before entering program, and develop plan for reductions.	0	0	0	0	0
1	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	0	0	0	0	0
2	Join EPA's WaterSense Program for water utilities or the Groundwater Guardian Green Sites program and promote them to local business.	0	0	0	0	0
6	Use block rates and flat rates to encourage water conservation among residential, commercial, and industrial users.	0	0	0	0	0
3	Infiltration and inflow reduction by 10%	0	0	0	0	0
3	Plan for replacing all toilets using > 1.6 gpf and annual progress sufficient to reach 90 percent replacement in 10 years.	0	0	0	0	0
Local Government Use						
2	Install waterless urinals in men's restrooms at municipal facilities (city hall, parks, etc.)	0	0	0	0	0
2	All outdoor watering by local government, excluding parks and golf courses, from rain collection.	0	0	0	0	0
2	Develop a water efficiency and conservation plan for municipal buildings	0	0	0	0	0

Max. Score	 Sustainability Strategies Scoresheet	     				
	WATER AND WASTEWATER INFRASTRUCTURE MANAGEMENT Setting goals for the sustainable management of water and wastewater infrastructure reduces costs; saves energy; and ensures the protection of public health and the environment.					
5	Develop and implement asset management plans that set targets for the sustainable maintenance, operation and renewal of water and wastewater infrastructure.	0	0	0	0	0
5	Wastewater biogas captured and used in operations.	0	0	0	0	0
6	Conduct an energy assessment for municipal water and wastewater facilities and develop a plan to increase energy	0	0	0	0	0
3	Financial assistance for sewer lateral replacements.	0	0	0	0	0
4	Set goals for increasing the recovery of resources from wastewater for energy generation (heat or electricity) and fertilizer.	0	0	0	0	0
4	Explore partnership options with high-strength waste.	0	0	0	0	0
4	Upgrade water and wastewater utility equipment (e.g., variable frequency drive motors) to achieve energy efficiency based on total life cycle, triple bottom line costs (e.g. maintenance and replacement strategies in asset management plans).	0	0	0	0	0
	STORMWATER MANAGEMENT Stormwater Management strategy options encourage the use of best management practices to achieve a reduction in the amount of harmful pollutants introduced to our streams, rivers, and lakes.					
3	Develop a regular street sweeping program to reduce total suspended solids	0	0	0	0	0
4	Stormwater utility fees offer credits for best management practices such as rain barrels, rain gardens, and pervious paving	0	0	0	0	0
3	Inventory all paved surfaces (e.g., by GIS mapping), and develop a plan for reduction	0	0	0	0	0
5	Work with commercial or light industrial businesses to develop stormwater pollution plans	0	0	0	0	0
	WATER AND DEVELOPMENT Water and Development strategy options link water conservation and the preservation of land, wetlands, and wildlife habitat while promoting compact development, restoration and rehabilitation efforts, and long-term planning.					
	<u>Land Development</u>					
3	Identify key green infrastructure areas during plan development and/or implement a plan to acquire and protect key green infrastructure areas	0	0	0	0	0
	<u>Waters, Wetlands, and Wildlife</u>					
3	Replace concrete channels with re-meandered and naturalized creeks, wetlands, or swales	0	0	0	0	0
4	Develop a system for identifying culverts that obstruct fish migration and install fish friendly culverts where needed	0	0	0	0	0

Max. Score	 Sustainability Strategies Scoresheet	     				
4	Provide incentives for protection of green infrastructure, sensitive areas, important wildlife habitat, or for the restoration or rehabilitation of wetlands or other degraded habitats such as credit towards open space or set-aside requirements	0	0	0	0	0
	WASTE MANAGEMENT AND REDUCTION Waste Management and Reduction strategy options encourage municipalities and their citizens to divert organics and recyclables from landfills and properly dispose of hazardous materials in an effort to reduce waste in a community.					
8	Community waste stream monitored at least annually . Waste reduction plan prepared and updated annually	0	0	0	0	0
8	Waste and materials management plan based on "zero-waste" principles, with specific goals, prepared and updated	0	0	0	0	0
3	Construction/deconstruction waste recycling ordinance	0	0	0	0	0
5	Mandatory residential curbside recycling pickup that covers paper, metal cans, glass and plastic bottles	0	0	0	0	0
5	Develop a municipal collection program that encourages the diversion of food discards, yard materials, and other organics from landfills to composting or anaerobic digestion with energy recovery	0	0	0	0	0
6	Develop and promote programs that dispose of household hazardous, medical, and electronic waste	0	0	0	0	0
7	Use anaerobic digesters to process organic waste and produce energy	0	0	0	0	0
5	Implement municipal ordinances requiring manufacturer takeback for fluorescent bulbs, thermostats and other mercury-containing devices	0	0	0	0	0
4	Ordinances in place to reduce the usage of phone books as well as single-use shopping bags, styrofoam food containers	0	0	0	0	0
4	Pay-as-you-throw system implemented by municipality or required of private waste haulers	0	0	0	0	0
3	Use public education and outreach to promote recycling, backyard composting, product re-use and waste reduction	0	0	0	0	0
	HEALTHY COMMUNITY PLANNING Policies and projects related to incorporating health living into community design- whether by built form, programs, education, etc. in an effort to reduce trends in poor nutrition, inactive lifestyles, chronic diseases, such as obesity and heart disease, and other negative health risk factors.					
	<u>Policies Affecting Multiple Program Areas</u>					
7	Adopt a resolution that promotes Health in All Policies at the community level (e.g., HEAL Resolution). Include that educational campaigns supporting a program covered by the resolution are appropriately targeted to all of the populations addressed by the program	0	0	0	0	0
8	Establish a Health Impact Assessments policy, including when an assessment is required and its scope	0	0	0	0	0
	<u>Planning</u>					

Max. Score	 Sustainability Strategies Scoresheet	     				
7	Add health policies in 1 or more of the community's plans, including the comprehensive plan, long-range transportation plan, bicycle/pedestrian plan and open spaces recreation plan (embedded or stand-alone chapter) or develop a comprehensive, community wide wellness plan.	0	0	0	0	0
6	Site schools in the Comprehensive Plan for accessibility with existing or new bicycle and pedestrian infrastructure	0	0	0	0	0
8	Encourage the formation and/or support of Neighborhood Improvement Districts (NIDs), Neighborhood Development Corporations, or other similar types of neighborhood reinvestment and enhancement strategies in plans or policies.	0	0	0	0	0
Healthy Food Access						
7	Implement strategies (urban agriculture, community gardens on public land, diversified farmer's markets, expanded traditional retail food options, ordinances to allow urban chickens and beekeeping and vegetable gardening in rights of way) that help increase fresh food access in the community, in particular in areas with food insecurity (e.g., "food deserts" and "food swamps"), including access by EBT and WIC participants.	0	0	0	0	0
6	Create a Food Systems Plan that addresses the production, distribution, value-added, marketing, end-market, and disposal of food, and charge a new or existing governmental body to oversee the plan's implementation.	0	0	0	0	0
Physical Activity and Access						
5	Provide an on-street and/or off-street trail network connecting recreational areas in the community (e.g. safe routes to parks) and other trip generators, such as shopping malls, ensuring all neighborhoods are included in planning and implementation.	0	0	0	0	0
4	Encourage pedestrian and bicycle site connections from front door of businesses or apartments to a public sidewalk and/or bike lane ensuring connections to all neighborhoods.	0	0	0	0	0
4	Provide education and establish programming to encourage physical activity, especially by youth.	0	0	0	0	0
7	Establish an expanded public transit that serves commuters from all neighborhoods and major parks and recreation facilities, and has racks on vehicles for carrying bicycles.	0	0	0	0	0
5	Require sidewalks in new residential areas and establish a policy for adding sidewalks, as appropriate, in areas built out without sidewalks.	0	0	0	0	0
2	Implement a Complete Streets policy.	0	0	0	0	0
5	Provide recreation programs for youth, adults, senior citizens and disabled persons.	0	0	0	0	0
5	Establish a pedestrian safety task force.	0	0	0	0	0
Housing						
6	Adopt ordinances and programs to maintain a healthy housing stock (code enforcement, landlord licenses, volunteer program, truth-in housing disclosure before sale, etc.).	0	0	0	0	0

Max. Score	 Sustainability Strategies Scoresheet	     				
5	Allow life cycle or adaptable housing options, such as "aging in place", accessory dwelling units, Universal or Inclusive Design, Dementia Friendly Communities, Age-Friendly Communities, etc.	0	0	0	0	0
8	Establish a program to make housing more affordable.	0	0	0	0	0
5	Establish a program to address chronic homelessness, such as "permanent housing".	0	0	0	0	0
<u>Crime Prevention and Other Harm Reduction</u>						
4	Use by policy, ordinance or practice, Crime Prevention Through Environmental Design and active threat planning to make public spaces, such as recreational space, crime free.	0	0	0	0	0
5	Establish and implement Harm Reduction strategies for alcohol outlet density and sexual oriented establishments (e.g. zoning limitations)	0	0	0	0	0
5	Adopt an ordinance or policy that requires tobacco-free and e-cigarette free apartments or places limitations on such structures.	0	0	0	0	0
6	Adopt an ordinance or policy that promotes tobacco-free and e-cigarette free parks and/or public events on local government-owned property.	0	0	0	0	0
<u>Climate Change</u>						
5	Create and implement a climate change action plan that includes a carbon footprint study, and health related components on reducing air pollution from combustion of fossil fuels and responding to heat episodes and flooding, focusing in particular on most vulnerable populations.	0	0	0	0	0
<u>Noise</u>						
5	Adopt an ordinance, including conditional use permits, on noise abatement for various zoning districts.	0	0	0	0	0
<u>Employee Health</u>						
5	Implement a wellness program for employees of the local jurisdiction.	0	0	0	0	0
5	Encourage or partner with others, such as the Chamber of Commerce, etc., to advance workplace wellness programs within the community.	0	0	0	0	0
<u>Placemaking</u>						
5	Support placemaking at varying scale (neighborhood to major city facility) and permanence (temporary to permanent) through programming, financial support and removal of regulatory barriers to promote healthy living and social capital in the community.	0	0	0	0	0
5	Adopt form-based codes or similar type design guidelines for healthy active living environments.	0	0	0	0	0
<u>Waste Pharmaceuticals</u>						



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 4, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Update regarding Request for Proposals to create a Sustainability Plan for McFarland.

PREVIOUS ACTION:

July 7, 2020 Sustainability Committee RFP recommendation to Village Board.

ISSUE SUMMARY:

The Village Board authorized release of the Request for Proposals for the Sustainability Plan at their July 13th meeting. The RFP has been posted to the Village's website, the Wisconsin League of Municipalities web site, the American Planning Association website, and the Wisconsin Chapter of the American Planning Association website. Proposals are due August 14th. Per the RFP schedule, the Evaluation Team (Village Administrator, Community & Economic Development Director, Chair and Vice Chair of the Sustainability Committee) will meet the week of August 17th to review received proposals. The Evaluation Team's recommendation and all received proposals will be reviewed by the Sustainability Committee at their September 1st meeting to provide a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is presented as a short update to the Sustainability Committee.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, August 4, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Discussion regarding making a recommendation to the Village Board to establish the Sustainable McFarland Standing Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

One of the tasks assigned by the Village Board to the Sustainable McFarland Ad-Hoc Committee is to make a recommendation to the Village Board as to whether or not this Committee should be formatted as a Standing Committee or not. This agenda item is meant to provide some background on Committees as well as a general feel for how some Community's within the area address this.

We will go over the General Procedures for all boards, commissions, and committees (Article III) as background as well as review the differences between Standing Committees (Article V) and Special Committees (Article VI). All three of these codes are included in your packet for review.

Additionally, I have also provided three examples from other Dane County municipalities on how they have established these groups. By comparison it appears Middleton and Monona have created what we would consider a Standing Committee and Cottage Grove is similar to us in the creation of an Ad-Hoc Committee. Staff did a very cursory review of DeForest, Fitchburg, Stoughton, Sun Prairie, Verona, and Waunakee, and was not able to find a sustainability committee of either variety by reviewing their websites. We'll review this information also and get a feel for how other Community's have set themselves up.

Again, this is mainly background to introduce the issue and start to chart out next steps on how the Committee can formulate its recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:



ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Article III - General Procedures
2. Article V - Standing Committees
3. Article VI - Special Committees
4. Middleton
5. Monona
6. Cottage Grove

ARTICLE III. - GENERAL PROCEDURES APPLYING TO STATUTORILY AUTHORIZED VILLAGE AUTHORITIES, BOARDS, COMMITTEES, COMMISSIONS, AND STANDING COMMITTEES

Sec. 2-182. - Application.

The following general procedures shall apply to all statutorily authorized Village authorities, boards, committees, commissions, and standing committees except where a different procedure is specified by ordinance.

Sec. 2-183. - Composition.

- (a) The composition of each statutorily authorized Village authority, board, committee and commission shall be as set forth in Article IV.
- (b) The composition of each standing committee shall be no less than five members and shall include one Village Trustee to serve as chairperson and one Village Trustee to serve as vice-chairperson and not less than three citizen members, the only exception being the Public Utilities Committee which shall have five citizen members.

Sec. 2-184. - Residency required for service on statutorily authorized authorities, boards, committees, commissions, and standing committees.

No person not a resident of and not residing in the Village shall be appointed in a voting capacity to any statutorily authorized Village authority, board, committee, commission, and standing committee except the Emergency Management Committee and the Library Board. Any member of a statutorily authorized authority, board, committee, commission, and standing committee who moves from the Village shall be removed from such statutorily authorized authority, board, committee, commission, and standing committee, but may be appointed to serve in an ex officio capacity.

Sec. 2-185. - Appointments.

- (a) All regularly occurring vacancies on each statutorily authorized authority, board, committee, commission, and standing committee shall be filled by appointment of the Village President, subject to confirmation by the Village Board, except where a different procedure is specified by ordinance, including but not limited to:
 - (1) Article IV, Division 8 of this Chapter—Library Board; and
 - (2) Article IV, Division 9 of this Chapter—Plan Commission.
- (b) Appointments to each statutorily authorized authority, board, committee, commission, and standing committee shall be made at the annual meeting of the Village Board in April, or as soon thereafter as possible, and at such other times as vacancies may occur.
- (c) The chairperson of each standing committee shall promptly submit to the Village President a list of persons proposed to fill any citizen member vacancies or reappointments and the Village President shall generally make appointments or re-appointments from that list, subject to confirmation by the Village Board.

Sec. 2-186. - President to designate chairpersons.

The Village President shall appoint the chairperson of the statutorily authorized authorities, boards, committees, commissions, and standing committees in accordance with the procedures set forth in the appropriate ordinances and statutes, except that the members of the Board of Review, Community Development Authority, Ethics Board, Library Board, and Police and Fire Commission shall select their own chairperson and such other officers as deemed necessary.

Sec. 2-187. - Committee membership.

- (a) All Village Trustees shall serve on at least one standing committee.
- (b) The Village President and Village Administrator shall be ex officio members of each standing committee.
- (c) The Village President may be appointed to serve as chairperson or as a member of a specific committee.

Sec. 2-188. - Attendance.

The chairperson of each statutorily authorized authority, board, committee, commission, and standing committee shall maintain a record of the attendance of the members at meetings. Any member who must miss a meeting shall give prior notice of the absence to the chairperson. Failure to attend regularly scheduled meetings four times in any year, commencing from the annual organizational meeting, shall be deemed to be an event by which the member or chairperson vacates the position to which the member or chairperson was appointed. The Village Clerk-Treasurer shall notify the chairperson of any vacancies created by absences, and confirm the vacancy in writing to the former member, chairperson, and the Village President.

(Ord. No. 2017-12, § 19, 6-26-2017)

Sec. 2-189. - Powers and duties.

- (a) Statutorily authorized authorities, boards, committees and commissions shall have the powers and duties assigned by ordinance or statute as described or prescribed in Article IV of this Chapter.
- (b) Standing committees shall review such matters as may be referred to them by the Village Board and shall submit advisory recommendations within their jurisdiction for Village Board action. All standing committees as described in Article V of this Chapter are subunits of the Village Board and perform no executive or administrative Village function other than as specifically authorized by ordinance or policy adopted by the Village Board.
- (c) No statutorily authorized authority, board, committee, commission, and standing committee shall assume responsibility for the administration of any Village department except for the Library Board.
- (d) In case of ambiguity or apparent conflict between the preceding definition of standing committee authority and a definition of the authority of a Village officer, employee, board, or association, the latter shall prevail.

Sec. 2-190. - Quorum.

A quorum exists whenever one more than half of the number of members of a statutorily authorized authority, board, committee, commission, and standing committee meeting are present. Any meeting will adjourn ten minutes after the noticed starting time if no quorum is present.

Sec. 2-191. - Meetings and public notice.

- (a) *Compliance with open meetings law.* Any meeting of a statutorily authorized authority, board, committee, commission, and standing committee shall be conducted in compliance with the Wisconsin Open Meetings Law. All meetings shall be open to the public unless falling within a lawful exception pursuant to Wis. Stats. § 19.81.
- (b) *Public notice.* For every regular meeting of a statutorily authorized authority, board, committee, commission, and standing committee the Village Clerk-Treasurer or designee, shall:
 - (1) Schedule a date, time and place for its meetings;
 - (2) Post an agenda of the matters to be taken up at such meeting and notify the official Village newspaper in advance of each such regular meeting of the date, time, subject matter and place thereof;
 - (3) Place the agenda on the official Village website;
 - (4) When necessary, publish notice in the official Village newspaper in compliance with state law;
- (c) *Special meetings.* Nothing in Subsection (a) of this Section shall preclude the calling of a special meeting or dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Wis. Stats. §§ 19.81 and 19.89.

(Ord. No. 2017-12, § 20, 6-26-2017)

Sec. 2-192. - Minutes and Reports.

- (a) The recorder of each statutorily authorized authority, board, committee, commission, and standing committee shall file a copy of the meeting minutes of such statutorily authorized authority, board, committee, commission, and standing committee with the Village Clerk-Treasurer prior to the next regularly scheduled meeting of such statutorily authorized authority, board, committee, commission, and standing committee. The meeting minutes shall include the date, time, and place of the meeting and the members attending; report on all agenda items; and provide all necessary historical background to familiarize the Village Board with the issue. Approved minutes are deemed to be the product of the entire statutorily authorized authority, board, committee, commission, and standing committee, whether any item therein is approved unanimously or not.
- (b) If a Village Trustee member on a particular statutorily authorized authority, board, committee, commission, and standing committee disagrees with the position taken by that body on an issue, such member may address the Village Board with the minority position only if the member notifies the statutorily authorized authority, board, committee, commission, and standing committee, either at the meeting or by written notice after the meeting, that such member intends to support the minority position before the Village Board. Upon such notification, the Village Board shall permit one statutorily authorized authority, board, committee, commission, and standing committee member supporting the majority position equal time to address the Village Board on such issue.

(Ord. No. 2017-12, § 21, 6-26-2017)

Sec. 2-193. - Cooperation of Village officers.

All Village officers shall, upon request of the chairperson of any statutorily authorized authority, board, committee, commission, and standing committee, confer with that body and supply, within a reasonable time, such information as that body may request upon any pending matter. Information requests requiring considerable staff time or financial resources require prior approval of the Village Board.

Secs. 2-194—2-204. - Reserved.

ARTICLE V. - STANDING COMMITTEES

DIVISION 1. - GENERALLY

Sec. 2-347. - Established.

The following is a list of standing committees of the Village:

- (1) Communications and Technology Committee.
- (2) Finance Committee.
- (3) Natural Resources Committee.
- (4) Parks and Recreation Committee.
- (5) Personnel Committee.
- (6) Public Safety Committee.
- (7) Public Utilities Committee.
- (8) Public Works Committee.
- (9) Senior Outreach Services Committee.
- (10) Volunteer Committee.

(Ord. No. 2013-08, § 1, 9-9-2013)

Secs. 2-348—2-357. - Reserved.

DIVISION 2. - COMMUNICATIONS AND TECHNOLOGY COMMITTEE

Sec. 2-358. - Jurisdiction.

The Communications and Technology Committee sets policies and oversees the administration, operations, and programming of the Village's cable channel. The Communications and Technology Committee also oversees the operation of the Village's website and major purchases of computer hardware and software.

Sec. 2-359. - General Provisions.

The provisions of Wis. Stats. § 66.0420 are hereby incorporated as though fully set forth herein. The additional provisions of this Chapter supplement those provisions of the state statutes and constitute an expression of the Village's home rule authority. Any person who owns, leases, operates, controls, constructs or maintains a video service or cable television service shall comply at all times with the provisions herein when constructing, operating or maintaining a video service or cable television service in the Village.

Sec. 2-360. - Definitions.

The terms used in this Chapter shall have the same meaning as those terms are defined in Wis. Stats. § 66.0420(2), which is incorporated as though fully set forth herein.

Sec. 2-361. - Video service provider fee and PEG channel monetary support.

- (a) *Video service provider fee.* Video service providers and cable operators shall pay, in addition to the PEG support fee set forth in Subsection (b) of this Section, a video service provider fee to the Village in an amount equal to five percent of the provider's gross receipts.
- (b) *Public, educational and government (PEG) channel monetary support.* Video service providers and cable operators shall pay, in addition to the video service provider fee set forth in Subsection (a) of this Section, a monthly fee of \$0.25 per subscriber, which payment shall be used to fund PEG access related external costs. The allocation of the PEG channel monetary support fee between public access and government access activities/channels shall be at the sole discretion of the Village and which allocation the Village may alter at any time and without notice.
- (c) *Supporting documentation.* Payment of the fees set forth in Subsections (a) and (b) of this Section shall be accompanied by documentation verified by an agent or officer with the authority to legally bind the provider that is sufficient for the City to verify the accuracy of the fees being paid by the provider. The failure to provide such documentation shall subject the provider to a forfeiture of not less than \$100.00 nor more than \$5,000.00 per day until such time the documentation is provided to the Village.

Sec. 2-362. - Peg channel requirements.

- (a) *Number of PEG channels.* Video service providers and cable operators shall provide capacity for three PEG channels. These channels shall be allocated as follows: one specifically designated for the McFarland Cable Channel for the operation by the Village of a governmental access channel; one channel dedicated for use by WYOU, which is operated as a public access channel by WYOU Community Television Inc., and one channel dedicated for use as an educational access channel by the McFarland School District.
- (b) *Location of PEG channels.* PEG channels must be carried on any service tier that is viewed by more than 50 percent of the video service provider's or cable operator's customers. Video service providers or cable operators may not charge an extra fee nor require the rental of special equipment in order for their customers to view such PEG channels if such fees or equipment are not required to view any of the non-PEG channels on such service tiers.
- (c) *Quality of PEG channels.* Video service providers and cable operators shall not carry a PEG television signal in a lesser format or lower resolution than that afforded to a nonbroadcast digital programmer carried on the video or cable system. The signal quality of PEG channels shall be indistinguishable or better than the signal of other non-PEG channels carried by the video service provider or cable operator.
- (d) *Drops/origination points.* Video service providers and cable operators shall apply and maintain upstream capacity from all current origination points (a/k/a "live drops") and shall provide sufficient capacity for carriage of a television signal from each of these origination points at all times. These origination points are all located in the Village as follows:
 - (1) McFarland Municipal Center; 5920 Milwaukee Street;
 - (2) E.D. Locke Public Library; 5920 Milwaukee Street;

- (3) McFarland High School; 5101 Farwell Street;
 - (4) Indian Mound Middle School; 6330 Exchange Street;
 - (5) Madison Curling Club; 4802 Marsh Road.
- (e) *Substantial utilization of PEG channels and PEG programming.*
- (1) *Procedures for disconnection due to failure to substantially utilize PEG channel.*
 - a. *Written notice of objection to program as not locally produced.* A video service provider or cable operator must provide written notice to the PEG channel director within ten days of the first or original airing of any program that the video service provider or cable operator is objecting to the program as having not been locally produced. Such notice shall describe with particularity the program being objected to, the date and time the program was first aired and the factual basis supporting the objection. Failure to timely provide this notice waives the objection and, therefore, such program will be counted towards the determination of whether said PEG channel is being substantially utilized.
 - b. *Written notification of failure to substantially utilize channel.* A video service provider or cable operator must provide written notification to any PEG channel director within ten days following any week in which the video service provider or cable operator objects that the PEG channel has not been substantially utilized. Such notice shall describe with particularity the time period being objected to, the dates and times during the week in which qualifying programming was not aired and the factual basis supporting the objection. Failure to timely provide this notice waives the objection and, therefore, such programming period will be counted towards the determination of whether said PEG channel is being substantially utilized.
 - c. *Written notification of intention to disconnect, reprogram or drop PEG channel.* A video service provider or cable operator must provide 120 days' advance written notification to any PEG channel director that the video service provider or cable operator intends to disconnect, reprogram or drop. A video service provider or cable operator may not disconnect, reprogram or drop any PEG channel that it has not timely provided with such written notice. Furthermore, should any PEG channel director provide the video service provider or cable operator with a written response that the PEG channel was substantially utilized by the municipality, the video service provider or cable operator shall not disconnect, reprogram or drop the PEG channel.
 - d. *Penalty for failing to provide notice.* If any video service provider or cable operator disconnects, reprograms or drops any PEG channel without providing the notice as required in Subsections (e)(1)a through c of this Section the video service provider or cable operator shall be subject to the following:
 - 1. Immediate reinstatement of the PEG channel to its location in the channel line-up prior to the disconnection, reprogramming or dropping of the channel.
 - 2. The issuance of a citation demanding a forfeiture of not less than \$1,000.00 nor more than \$10,000.00 for each day that the PEG channel is disconnected, reprogrammed or dropped.
 - (2) *Locally produced programming.* Locally produced programming shall include all programming produced by any PEG channel and shall include all programming that has not been commercially aired. "Locally produced programming" includes any program that was in part produced for original

airing in the broadcast market in which it was produced either in part or in whole. The term "locally produced" shall not require that the programming was created, filmed or produced in the McFarland or Dane County area. PEG stations may share and exchange programming content in order to meet the substantial utilization requirements of Wis. Stats. § 66.0420(5)(b).

- (f) *Underwriting of Programming.* PEG channels may transmit noncommercial programming to subscribers generally or specific recipients of video service providers or cable operators. Nothing herein shall in any way prohibit or prevent PEG channels from accepting grants or sponsorships in support of such programming nor shall PEG channels be prohibited from acknowledging such grants or sponsorships before, during or immediately after such PEG programming has been broadcast in a manner that is similar to the manner in which the Public Broadcasting System (PBS) acknowledges the substantially similar support of its programming content. Such acknowledgements shall comply with the requirements of 47 USC 399b as though the PEG channel was a public broadcast station.
- (g) *Notice of intention to move PEG channel locations/designations.* Any video service provider or cable operator who intends to move any PEG channel from the channel designations may only make such a change after providing 60 days' advance written notice to the affected PEG channel. Additionally, such video service provider or cable operator shall engage in a public education program of such intensity and duration as to reasonably inform the general public of the proposed PEG channel designations.

Sec. 2-363. - Police powers, design/construction standards and rights-of-way.

- (a) *Subject to police powers.* Video service providers and cable operators are subject to the police power of the Village to adopt and enforce general ordinances necessary to the safety, health and welfare of the public. The grant of a statewide video or cable franchise does not render or to any extent lose, waive, impair or lessen the lawful powers and rights, now or hereafter vested in the Village under the Constitution and statutes of the state to regulate the use of streets and public ways or to regulate any matter affecting the safety, health and welfare of the public. The Village shall make the video service provider's and cable operator's history of compliance with such codes and ordinances available to the Department of Financial Institutions so that the Department of Financial Institutions may determine the provider or operator's legal, financial and technical qualifications to provide video services.
- (b) *Design, permits, construction and excavation.* Video service providers and cable operators shall comply with all applicable Village codes and ordinances including, without limitation by expression herein, Section 53-122, and shall be subject to any forfeitures so specified for any violations thereof. The Village shall make the person's history of compliance with such codes and ordinances available to the Department of Financial Institutions so that the Department of Financial Institutions may determine the provider's or operator's legal, financial and technical qualifications to provide video services.

Secs. 2-364—2-373. - Reserved.

DIVISION 3. - FINANCE COMMITTEE

Sec. 2-374. - Jurisdiction.

The Finance Committee advises the Village Board on annual operating and capital budgets, municipal borrowing, fiscal policies, investment policies, and purchasing procedures.

Secs. 2-375—2-384. - Reserved.

DIVISION 4. - PARKS, RECREATION AND NATURAL RESOURCES COMMITTEE

Footnotes:

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Editor's note— Section 1 of Ord. No. 2014-09, adopted May 27, 2014, repealed former Div. 4 in its entirety, and enacted new provisions to read as herein set out. Former Div. 4, § 2-385 pertained to the Natural Resources Committee.

Sec. 2-385. - Jurisdiction.

The Parks, Recreation and Natural Resources Committee advises the Village Board on the acquisition, management, enhancement, and public use of natural and conservancy areas, policies and practices directed at maintenance of a healthy and diverse urban forest, the planning, acquisition and development of parks and park facilities and the nature and structure of recreation programs.

(Ord. No. 2014-09, § 1, 5-27-2014)

Secs. 2-386—2-395. - Reserved.

DIVISION 5. - RESERVED

Footnotes:

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Editor's note— Section 2 of Ord. No. 2014-09, adopted May 27, 2014, repealed former Div. 5, § 2-396, which pertained to the Parks and Recreation Committee. See Div. 4.

Secs. 2-396—2-406. - Reserved.

DIVISION 6. - PERSONNEL COMMITTEE

Sec. 2-407. - Jurisdiction.

The Personnel Committee advises the Village Board on personnel policies, changes in organization structure and classification and compensation plans.

Secs. 2-408—2-417. - Reserved.

DIVISION 7. - PUBLIC SAFETY COMMITTEE

Sec. 2-418. - Jurisdiction.

The Public Safety Committee advises the Village Board on policy issues relating to the operations of the Police Department, and the Fire and Emergency Medical Services Department, matters involving licensing and regulation, ordinances controlling public offenses and nuisances, and matters of public health.

(Ord. No. 2013-14, § 1, 11-11-2013)

Secs. 2-419—2-428. - Reserved.

DIVISION 8. - PUBLIC UTILITIES COMMITTEE

Sec. 2-429. - Composition.

The Public Utilities Committee shall consist of seven voting members, two of whom shall be Village Trustees. In addition, the Director of Public Works shall be an ex officio member of the Public Utilities Committee, without voting rights. The five citizen members shall be persons of recognized experience and qualifications.

Sec. 2-430. - Appointment.

- (a) *Village Trustee members.* The Village Trustee members of the Public Utilities Committee shall be appointed annually by the Village President subject to the approval of the Village Board at the organizational meeting of the Village Board.
- (b) *Citizen members.* The citizen members shall be appointed by the Village President, subject to Village Board approval, at the organizational meeting. The term of each citizen member shall be for a staggered term of five years, and the Village President shall annually, subject to the approval of the Village Board at its organizational meeting on the third Tuesday of April, appoint one member of the Public Utilities Committee for a term of five years. In case of vacancy, the Village President may, subject to the approval of the Village Board, at any regular or special meeting, appoint a member for the unexpired term.
- (c) *Officers.* The Village President, subject to the confirmation of the Village Board, shall select from among the Village Trustee members of the Public Utilities Committee a chairperson and vice-chairperson.

Sec. 2-431. - Meetings.

The Public Utilities Committee may make rules for its own proceedings and for the governing of the utilities. It shall keep books of account in the manner and form prescribed by the Wisconsin Public Service Commission, which shall be open to the public. The Public Utilities Committee shall have the general management and supervision of the Village water, sewer and stormwater utilities, and all matters connected therewith, and shall have the general power and authority to make rules and regulations for the management of said utilities as it shall from time to time find necessary for the safe, economical and efficient management and protection of said utilities.

Sec. 2-432. - Powers and duties.

- (a) *Finances.* The Public Utilities Committee will be responsible for preparing and recommending an annual budget to the Village Board reflecting needed expenditures and anticipated revenues, as well as preparing and modifying stormwater rates and filing water rate modification requests with the Wisconsin Public Service Commission when sound business practices deem it appropriate.
- (b) *Long-range planning.* The Public Utilities Committee shall prepare, adopt and, as necessary, amend a long-range plan projecting the needs for the Village utilities in the future, in areas of fiscal responsibility, personnel, new construction and scheduled maintenance practices.

Sec. 2-433. - Auditing expenditures.

The Village Treasurer shall provide a monthly statement to the Public Utilities Committee of the expenditures, revenues and fund balances relating to utility operations.

Sec. 2-434. - Construction.

The Public Utilities Committee shall receive reports from the Director of Public Works, who shall supervise and superintend the installation of all new machinery, wells, reservoirs, mains, transmission, collection and distribution and service pipes, as well as any repairs or reconstructions of the same or any part thereof. All work of this nature shall be let by contract under supervision of the Director of Public Works.

Sec. 2-435. - Maps and records.

The Village Engineer shall prepare maps showing the locations of all mains and service pipes ordered to be laid, with reference to the property lines of the street, court or alley in which the same are to be laid, and also with reference to the established grade of said street, court or alley. After sewer, stormwater or water mains and service pipes shall have been laid, the Village Engineer shall see to it that maps indicate the exact location of said sewer, stormwater and water mains and service pipes as actually laid. The Director of Public Works or designee shall cause a record of the exact location of said sewer, stormwater and water pipes and mains to be transcribed in record books, electronic maps or records kept on file for that purpose in the Village offices.

Sec. 2-436. - Overall responsibility.

In fulfillment of its duties, the Public Utilities Committee shall forward its recommendations relating thereto to the Village Board for final action. The Village Board may accept, reject or re-refer the recommendations of the Public Utilities Committee back to the Public Utilities Committee for further action.

Sec. 2-437. - Management, operation and control.

- (a) *Management.* The management, operation, and control of the public water system, sewer system, and storm water system for the Village shall be vested in the Village Board. All records, minutes and all written proceedings thereof shall be kept by the Village Clerk-Treasurer. The Village Clerk-Treasurer or designee shall keep all the financial records thereof.
- (b) *Construction authority.* Subject to the approval of the Village Board, the Public Utilities Committee shall have the power to construct water and sewer lines for public use, and shall have the power to lay water, stormwater and sewer pipes in and through the public alleys, streets, and public grounds located within

the Village; and generally, to do all such work as may be found necessary or convenient in the management of the water, stormwater and sewer systems. The Public Utilities Committee shall have power by itself, its officers, agents and servants, to enter upon any land in the Village for the purpose of making examination or supervise in the performance of their duties under this Section, without liability therefor; and the Public Utilities Committee shall have the power to purchase and acquire for the Village subject to the approval of the Village Board all real and personal property which may be necessary for construction of the water, stormwater and sewer system, or for any repair, remodeling, or additions thereto.

(Ord. No. 2017-12, § 26, 6-26-2017)

Secs. 2-438—2-447. - Reserved.

DIVISION 9. - PUBLIC WORKS COMMITTEE

Sec. 2-448. - Jurisdiction.

The Public Works Committee advises the Village Board on policies and programs involving the maintenance and construction of Village facilities, streets and sidewalks, solid waste management and recycling, and the maintenance and acquisition of public works vehicles and equipment.

Secs. 2-449—2-458. - Reserved.

DIVISION 10. - SENIOR OUTREACH SERVICES COMMITTEE

Sec. 2-459. - Jurisdiction.

The Senior Outreach Services Committee advises the Senior Outreach Services Department on the services that it provides to residents over the age of 60 and to disabled adults. These services include outreach, case management, congregate and home delivered meal programs, foot care clinics, and education/entertainment programming.

Sec. 2-460. - Reserved.

DIVISION 11. - VOLUNTEER COMMITTEE

Sec. 2-461. - Jurisdiction.

The Volunteer Committee advises the Village Board on policies relating to a formal program to encourage volunteer participation in activities for the benefit of the Village and its residents.

(Ord. No. 2013-08, § 2, 9-9-2013)

Sec. 2-462. - Powers and duties.

- (a) The Volunteer Committee shall be persons with interest in volunteer programs for the Village and the ability to help implement and manage the Village volunteer programs.
- (b) The Volunteer Committee shall provide general oversight concerning the administration, operations and programming of the Village's volunteer program.
- (c) The Volunteer Committee shall nominate a volunteer coordinator subject to the Village Board's approval, who shall supervise and monitor volunteer work, training, leadership in volunteer activities and recognition for outstanding volunteer service to the Village.
- (d) The Volunteer Committee shall recommend to the Village Board policies that will expand the variety of significant community service choices for volunteers and oversee recruiting of volunteers to fulfill these needs.

(Ord. No. 2013-08, § 2, 9-9-2013)

Secs. 2-463—2-480. - Reserved.

ARTICLE VI. - SPECIAL COMMITTEES

Sec. 2-481. - Definitions.

The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

- (a) *Ad hoc committee*. A special committee created for a limited duration to study a narrowly defined issue and make an advisory recommendation to the Village Board.
- (b) *Subcommittee*. A special working committee created to advise an authority, board, commission, or standing committee on a narrow issue or range of issues.

Sec. 2-482. - Purpose.

The purpose of the policy regarding the establishment of and appointment of members to ad hoc committees and subcommittees is to ensure that the Village Board understands and agrees with the rationale for the establishment of ad hoc committees or subcommittees and reviews the recommended appointments of committee members to provide an appropriate representation of the community.

Sec. 2-483. - Policy.

The proposed creation of any ad hoc committee or subcommittee shall be subject to the approval of the Village Board. In approving the establishment of such a committee the Village Board shall identify the charge, duration and scope of authority of the committee; determine the number of committee members and designate any particular segments of the community to be represented on the committee. The appointment of members to the newly established committee shall be subject to confirmation by a majority vote of the Village Board. The existence of an ad hoc committee or subcommittee may be terminated at any time by majority vote of the Village Board.

Sec. 2-484. - Responsibility and authority.

Any member of the Village Board may recommend the establishment of an ad hoc committee or subcommittee. If the creation of the new committee is approved by the Village Board, the Village President shall recommend the appointment of a chair subject to confirmation by the Village Board. The appointed chair shall then recommend, subject to confirmation by the Village President, the appointment of individual members to the ad hoc committee or subcommittee.

Secs. 2-485—2-507. - Reserved.

(2) How Constituted

The Committee shall consist of nine (9) voting members and one (1) advisory member as follows:

- (a) Eight (8) citizen members. Citizen members should, but are not required, to have a degree or professional background in art, architecture, real estate development, fundraising, or engineering. Citizen members are not required to be resident electors of the City if they possess one of the foregoing degrees or professional backgrounds. Otherwise citizen members shall be resident electors of the City. A majority of the Committee may not reside within a single aldermanic district. *O1478, 11/6/18*
- (b) One (1) Alderperson.
- (c) One (1) City staff member. The staff member shall act in an advisory capacity only and shall not have a vote.

(3) Appointed

Each member shall be appointed bi-annually by the Mayor and confirmed by the Common Council on the third Tuesday of April for two year terms commencing May 1 of the year of appointment. At the initial appointment only, two (2) citizen members shall be appointed for three (3) year terms for the purpose of staggering the appointment of citizen members.

2.30 SUSTAINABILITY COMMITTEE

(1) How Constituted

The Committee shall consist of ten members as follows:

- (a) Eight (8) citizen members.
- (b) One (1) Alderperson.
- (c) One high school age student, who shall be a non-voting member.

At least three of the citizen members shall possess expertise in one or more areas of sustainability.

(2) Appointment

Each member shall be appointed bi-annually by the Mayor and confirmed by the Common Council on the third Tuesday of April for two year terms commencing May 1 of the year of appointment, except that the alderperson and student members shall be appointed annually. At the initial appointment only, four citizen members shall be appointed for three year terms for the purpose of staggering the appointment of citizen members.

(3) Powers and Duties

The Sustainability Committee is hereby charged with researching and developing recommendations, guidelines and policies for consideration and approval of the Common Council to take advantage of sustainability opportunities for the City of Middleton. The Committee is further tasked to identify and/or offer educational opportunities and community events which further City of Middleton residents' knowledge and practice of sustainable actions. For these purposes, sustainability is defined as the use and development of the resources of the City of Middleton to meet community needs and aspirations and best optimize the unique nature of the community without compromising the well-being of future generations.

2.31 PEDESTRIAN, BICYCLE AND TRANSIT COMMITTEE

(1) How Constituted

The Pedestrian, Bicycle and Transit Committee shall consist of seven members.

- (a) One member shall be a City Alderperson.
- (b) One member shall be the Plan Commission Chairperson or other Plan Commission member designated by the Plan Commission.

Chapter 18. Boards, Commissions and Committees

Article II. Committees

§ 18-17. Committee on Sustainability.

[Added 09-20-2010 by Ord. No. 8-10-616]

- A. Composition. The Committee on Sustainability shall consist of two Council members and six citizen members. The Mayor and City Administrator or their designees shall be ex officio nonvoting members of the Committee.

[Amended 9-19-2016 by Ord. No. 9-16-682; 11-20-2017 by Ord. No. 11-17-692]

- B. Appointments.

[Amended 9-19-2016 by Ord. No. 9-16-682; 10-16-2017 by Ord. No. 9-17-689]

- (1) Council members. The Council members of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The Council members shall serve for a one-year term commencing the third Tuesday of April of each year or until their successors are appointed and confirmed by the Council. One of the Council members shall be designated by the Mayor to serve as Chairperson of the Committee.

- (2) Citizen members. The six citizen members of the Committee shall be appointed by the Mayor, subject to confirmation by the Council. The terms of the citizen members shall be three years beginning the third Tuesday of April and shall be staggered so that not more than three such appointments are made annually.

[Amended 11-20-2017 by Ord. No. 11-17-692]

- C. Duties and responsibilities. The Committee shall have the following duties and responsibilities, which shall be advisory except as otherwise provided:

- (1) To review and recommend to the Council policies and programs relating to sustainability.
- (2) To review and recommend to the Finance and Personnel Committee all budgetary, revenue and expenditure proposals relating to such policies and programs.
- (3) To perform such duties and have such responsibilities as the Council shall from time to time, by ordinance, resolution or by law, direct.

Ad Hoc Sustainability Committee

Agendas & Minutes

Agendas are available prior to meetings. Minutes are available following approval.

[Most Recent Agendas and Minutes](#)

Members

- [John Williams](#)
- [Heidi Murphy](#)
- Catie Malcheski
- Jenny Rogers
- Nicholas Hess

If residents are interested in helping Cottage Grove become more sustainable, please contact Nick Hess at njhess7@gmail.com.

Vision Statement:

Inspire to develop Cottage Grove as a forward thinking, sustainable and ecologically mindful community for residents to enjoy tomorrow and beyond.

Mission Statement:

To educate and enhance the Village of Cottage Grove for a future sustainable community.

Current Sustainability Projects:

- Cottage Grove recently installed LED lighting throughout Village Hall and the Municipal Building by contracting with Energy Performance and Lighting based here in Cottage Grove.
<https://energyperformancelighting.com/tools-info/case-studies/government-office-buildings/>
- We are in the middle of a Village-wide tree inventory to assess the health and disease risk of our Village canopy and increase the diversity of native flora in the Village.

Informational Links:

- **Why Should We Focus On Renewable Energy:** Renewable energy is an economically and environmentally friendly approach to reduce our impact on the environment, save on utility costs and prevent additional climate change from impacting our fragile ecosystem. Follow this link to learn more about renewable energy here in Dane County. <https://daneclimateaction.org/climate-action-plan>
- **Wisconsin's Focus On Energy Marketplace:** Receive free LED lights and other energy-saving items every year! <https://www.alliantenergy.com/WaysToSave/SavingsTipsandPrograms/FocusOnEnergyMarketplace>
- **Alliant Energy's Second Nature Renewable Energy Program:** Ensures that the energy you use comes from renewable energy sources. Contribute at 25, 50 or 100% of your energy usage. A standard home using 500kWh of energy/month at 100% contribution only raises your energy bill \$5! Determine your contribution level today!
<https://www.alliantenergy.com/InnovativeEnergySolutions/SustainableEnergyChoices/SecondNature>

Show Us How Your Being Sustainable: Post yourself/neighbors picking up garbage, installing LED lights or planting a tree to our Facebook page or tweet at hashtag **#sustainableCG** and will highlight them on this webpage!