



AGENDA OF THE SUSTAINABILITY COMMISSION

WEDNESDAY, JULY 19, 2023, 5:00 PM

In person at City Hall, Room 310.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/82236285137?pwd=bzBScDVVRysrQlpSZEZpK2FMSnd4Zz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 822 3628 5137

Passcode: 769016

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

- I. Chair- Seth Hoffmeister; Vice Chair-Ned Dorff; Amy Kox; Kaurie Mihm-PRF; Julia Noordyk; Christa Kananen; Mark Walter. Excused: John Arendt, Alder Mark Steuer.

C. Approval of the Agenda.

- I. Approval of the Sustainability Commission meeting agenda for July 19, 2023.

D. Approval of Minutes.

- I. Approval of minutes from June 21, 2023.

E. Announcements

- I. There will be no August meeting. The next Sustainability Commission meeting is September 20, 2023.
2. *Clean Energy Green Bay Plan* open house is July 25, 4-7 pm at the Green Bay Water Utility.

F. Regular Business.

- I. To receive and place on file a progress report of the citywide Clean Energy Green Bay plan.

G. Informational.

- I. Marketing & Communications work group update
 - a. In July, the Sustainability Commission is promoting *Open a Door* with the Conservation Corps.
The Sustainability Commission hosted a table at the Levitt Amp event at Leicht Park on July 16th

H. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Sustainability Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

July 19, 2023

PREPARED BY

Melissa Schmitz

AGENDA ITEM # E.2

Clean Energy Green Bay Plan open house is July 25, 4-7 pm at the Green Bay Water Utility.

BACKGROUND

The City of Green Bay, GB Water Utility, and Metro Transit is making a plan to meet its climate goal of 100% clean energy and carbon neutrality by 2050. Join us at an Open House to learn more about our progress to date, and share your feedback. Date: July 25, 2023; Time: 4pm to 7pm; Venue: Green Bay Water Utility, 631 S Adams St.

Children's activities, light refreshments and Spanish & Hmong interpreters are available.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Clean Energy Open House Poster Outreach Final

Clean Energy Green Bay

Your Feedback is Important!

The City of Green Bay is making a plan to meet its climate goal of 100% clean energy and carbon neutrality by 2050.

Join us at an Open House to learn more and share your feedback.

Date: July 25, 2023

Time: 4pm to 7pm

Venue: Green Bay Water Utility, 631 S Adams St.

Children's activities, light refreshments, and Spanish and Hmong interpreters available.

An online feedback form for those who cannot attend the Open House is here:

<https://greenbaywi.gov/1233/Energy-Planning>



Energía Limpia Green Bay

¡Sus comentarios son importantes!

La ciudad de Green Bay está elaborando un plan para cumplir su objetivo climático de 100 % de energía limpia y carbono neutral para 2050.

Únase a nosotros en una jornada de puertas abiertas para obtener más información y compartir sus comentarios.

Fecha: 25 de julio de 2023

Hora: De 4 p.m. a 7 p.m.

Ubicación: Green Bay Water Utility, 631 S Adams St.

Actividades para niños, refrigerios ligeros e intérprete de español disponible.

Este es un formulario de comentarios en línea para aquellos que no puedan asistir a la jornada de puertas abiertas:

<https://greenbaywi.gov/1233/Energy-Planning>





Report to the Sustainability Commission of the City of Green Bay

MEETING DATE

July 19, 2023

PREPARED BY

Melissa Schmitz

AGENDA ITEM # F.I

To receive and place on file a progress report of the citywide Clean Energy Green Bay plan.

BACKGROUND

The planning project to create a comprehensive energy plan for the City is 70% complete. Based on survey results, the plan is called *Clean Energy Green Bay*. A summary of the work completed to date is as follows: The project team completed the community baseline data analysis with data from WPS, transportation emissions data, and waste data. We also gathered data from Focus on Energy on previous participation for City of Green Bay residents and businesses.

The fleet and solar analysis is complete for City, Water Utility, and Metro Transit buildings and vehicles and we have been sharing results with the Water Utility, Metro Transit, and other City departments. The team also has been working on results for energy efficiency recommendations in City buildings and will have those completed in the next month or so.

Baseline data spreadsheets for each of the partners have been created and will be shared with partners to make sure the spreadsheet is usable after the project ends.

Lastly, the project team is hosting a Community Open House on July 25 from 4-7 pm at the GB Water Utility to share draft recommendations. We have drafted recommendations to cover buildings, transportation, renewable energy, education for the community, and advocacy at the state-level. The recommendations have been designed on posters and will be translated into Spanish and Hmong as well. We will also have interpreters on-site for the event.

Slipstream has started writing the final reports with the goal of having draft reports completed in September and a final report in October.

RECOMMENDATION

To receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Progress report_Comprehensive Energy Plan

Energy Innovation Grant Program Report Template

Select the Grant Program Year (Docket #) associated with your grant award:

☐ 2018 (Docket #: 9709-FG-2018) ☐ 2020 (Docket #: 9709-FG-2020)

☒ 2021 (Docket #: 9709-FG-2021)

☒ Quarterly Progress Report or ☐ Final Report & Request for Reimbursement

Please see the [Progress Report Guidance](#) for more information and to select metrics for #11.

1. Grant Recipient: City of Green Bay
2. Grant Recipient Primary Contact/Report Contact: Melissa Schmitz
3. Grant Performance Period: 8/15/2022 – 12/31/2023
4. Reporting Period: 4/1/2023 – 6/30/2023
5. Percent of work complete. Completion date if known.

Percent completed (%): 70%

6. Summary of work completed to date and status of each of the deliverables described in the Scope of Work (Agreement Attachment A).

Summary:

The team completed the community baseline data analysis with data from WPS, transportation emissions data, and waste data. We also gathered data from Focus on Energy on previous participation for City of Green Bay residents and businesses.

The fleet and solar analysis is complete for City, Water Utility, and Metro Transit buildings and vehicles and we have been sharing results with the Water Utility, Metro Transit, and City departments. We also have been working on results for energy efficiency recommendations at City buildings and will have those completed in the next month or so.

We have created baseline spreadsheets for each of the partners with all the baseline data we collected. We have a draft completed and will be sharing with partners to make sure the spreadsheet is usable after the project ends.

Lastly, we are preparing to host a Community Open House in Green Bay on July 25 to share draft recommendations. We have drafted recommendations to cover buildings, transportation, renewable energy, education for the community, and advocacy at the state-level. The recommendations have been designed on posters and will be translated to Spanish and Hmong as well. We will also have interpreters on-site for the event.

Slipstream has started writing the final reports with the goal of having draft reports complete in September and a final report in October.

Please convert this template and the appropriate attachments into a single PDF and upload to the Electronic Records Filing System (ERF) at <http://apps.psc.wi.gov> using docket number 9709-FG-2020. See the Final Report & Request for Reimbursement box for additional instructions on submitting to OEI@wisconsin.gov.

When uploading to ERF, Select "Report" as the Document Type. Use the following naming convention for the File Name and Description field: [Grant Recipient]_EIGP2020_MMYYYY_ProgressReport

Energy Innovation Grant Program Report Template

Status of Deliverables:

- **Survey.** Communitywide survey has been deployed. Outreach and collection is complete.
 - **Building audits.** Building audits complete at 9 buildings.
 - **Communitywide baseline.** Complete
 - **Internal strategies.** Identified preliminary recommendations for solar and fleet.
 - **Policies.** Identified a set of policies for the city to consider.
7. Project planned and unexpected costs. N/A
8. Copies of materials produced and press related to the project (please attach). Project update presentation attached.
9. Lessons learned and continuous improvement efforts.
- Decision-making across the city about facilities is located across departments and not in a central location. This requires more thought about how to address stakeholder buy-in in the city.
 - It requires significant time to successfully plan and deploy communitywide surveys and open house opportunities.
10. Equipment purchased to date (copy and paste as needed)

Description: NA

Serial #:

Date purchased (MM/DD/YYYY):

Total cost (\$):

Grant Funded Portion (\$):

11. Metrics (copy and paste as needed)

Project Activity	Metric	Amount Completed
Facility Audits	Number of audits performed (in separate buildings)	9 high level building walkthroughs completed

Progress Report Attachments and Acknowledgements

- ☒ Budget Tracking Spreadsheet (please attach for Progress Report)
- ☐ Davis Bacon Certified Payroll Sheets from the first three weeks of contract labor on the project were sent via email to OEI@wisconsin.gov on: (date)
- ☐ Check here to indicate that you are ready to schedule a site visit. ☐

Please convert this template and the appropriate attachments into a single PDF and upload to the Electronic Records Filing System (ERF) at <http://apps.psc.wi.gov> using docket number 9709-FG-2020. See the Final Report & Request for Reimbursement box for additional instructions on submitting to OEI@wisconsin.gov.

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Wisconsin Office of Energy Innovation

Energy Innovation Grant Program Report Template

Final Report & Request for Reimbursement

Send the following items as email attachments to OEI@wisconsin.gov using subject line: “[Grant Recipient] EIGP Request for Reimbursement & Final Report Attachments.” (Do not upload personally identifiable information or sensitive financial data to the Electronic Records Filing system.)

- ☐ Budget Tracking Spreadsheet with all supporting documentation as outlined in Article 26 of the Grant Agreement Terms and Conditions
- ☐ Davis Bacon Certified Payroll Sheets from the duration of the project
- ☐ Buy American Documentation
- ☐ Site Visit Completed on: (date)

Signature

Date

Please convert this template and the appropriate attachments into a single PDF and upload to the Electronic Records Filing System (ERF) at <http://apps.psc.wi.gov> using docket number 9709-FG-2020. See the Final Report & Request for Reimbursement box for additional instructions on submitting to OEI@wisconsin.gov.

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MEETING DATE

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AGENDA ITEM # G.I

Marketing & Communications work group update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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MEETING DATE

July 19, 2023

AGENDA ITEM # G.I.a

In July, the Sustainability Commission is promoting *Open a Door* with the Conservation Corps. The Sustainability Commission hosted a table at the Levitt Amp event at Leicht Park on July 16th

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None