

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, February 17, 2009

6:30 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD
(five (5) minute time limit for each person)
- D. MINUTES TO APPROVE
 - 1. [Sustainability Board Minutes, 1/20/09](#)
- E. COMMUNICATIONS
- F. DISCUSSION ITEMS
 - 1. City Department TNS Presentations/Sustainability Policy
 - 2. Pool Baseline Study
 - 3. Demonstration projects - Stormwater/Water quality, natural landscaping
 - 4. Walking & Bike Audit
 - 5. Neighborhood Electric Vehicle Ordinance
 - 6. Sub-committee formation
 - 7. Green Scene Art Show
 - 8. [Menasha's Farm Fresh Market](#)
- G. ACTION ITEMS
 - 1. Set next meeting date
- H. REPORT OF COMMISSIONERS
 - 1. Report on ECOS-FV meeting (Roger Kanitz)
 - 2. Report on Natural Step Study Circle (Mike Dillon)
 - 3. Report on Wild Ones Conference
 - 4. WADA Conference
 - 5. Valley Transit Update
- I. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA
SUSTAINABILITY BOARD
Common Council Chambers
140 Main Street, Menasha**

Tuesday, January 20, 2009

Minutes

A. CALL TO ORDER

Meeting called to order at 6:35 p.m. by Linda Stoll

B. ROLL CALL/EXCUSED ABSENCES

Members Present: Roger Kanitz, Becky Bauer, Linda Stoll, Mike Dillon

Excused: Trevor Frank

Also Present: Sadie Schroeder

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

(five (5) minute time limit for each person)

D. MINUTES TO APPROVE

Moved by Becky Bauer, seconded by Roger Kanitz to approve Sustainability Board Minutes, 12/16/08 with changes to E. 7.

Motion Carried

E. COMMUNICATIONS

1. A brochure listing UW-Extension, 2009 Local land Use Planning and Zoning WisLine Teleconferences was distributed. The teleconferences are held at the Martenson and Eisele offices on Midway Road.
2. Energy Independent Communities Newsletter
Linda Stoll discussed OEI 2525 grant application. The joint application submitted by the City of Menasha, City of Neenah and Town of Menasha was not funded. Linda Stoll will follow up on grant criteria and selection process. CDD Keil was asked to send the 2525 resolution to Ingrid Kelly.

F. DISCUSSION ITEMS

1. Report on Lt. Governor's Climate Change conference
Linda Stoll reported that the conference presentations are available on-line at www.wi.climatechangesummit.com. The conference was attended by 77 communities and over 275 people. The Lt. Governor will be sponsoring sessions at various professional associations in 2009.
CDD Keil was asked to send the 2525 resolution to Ingrid Kelly.
2. City Department TNS Presentations/Sustainability Policy
Mike Dillon reported on the January Department Head Meeting. The 4 step process was discussed. He is currently waiting for direction and leadership. CDD Keil suggested developing a monthly program for Department Heads. Linda Stoll recommended using the booklet "Towards a Sustainable Community" as a template. Becky Bauer suggested using the city budget as the endpoint for discussion. Linda Stoll commented that successful communities put together a "Green Team" to propel sustainability efforts. Responsibility for implementing "Green Team" concept is to be determined. Focus should be on the first four categories (energy, buildings, transportation/mobility and procurement) before budgeting begins. Mike Dillon suggested a project list be revisited at each meeting of the Sustainability Board as well and a report should then be made to the Common Council.

Moved by Mike Dillon, seconded by Becky Bauer to recommend that the city implement a monthly sustainability training session using the "Towards a Sustainable Community" publication as a template.

Motion carried.

3. Pool Baseline Study- Key Sustainability Principles and Sustainability Assessment
Roger Kanitz reviewed the pool assessment and discussed key sustainability principles.

CDD Keil will follow-up with Brian Tungate to explore the next steps and potential involvement of the Sustainability Board.

4. Demonstration projects - Stormwater/Water quality, natural landscaping
No Report.
5. Walking & Bike Audit
Linda Stoll proposed conduction a bike/pedestrian audit using ASHTO standards. Recommended changes to outcome safety hazards, etc. Linda Stoll will email the criteria to CDD Keil to begin mapping the process. The relationship to Activate Fox Cities should be explored. Roger Kanitz mentioned the existence of the Kimberly Clark bike to work group.
6. Neighborhood Electric Vehicle Ordinance Status Report
CDD Keil reported that connectivity between communities was being explored with the East Central Regional Planning Commission.
7. Sub-committee formation
Possible focus areas include community gardens, Green Scene theme, water resources and management, education/outreach and local foods. CDD Keil will prepare a newsletter article requesting persons interested in sustainability to contact City Hall. Mike Dillon will ask if people are interested in becoming involved with the Sustainability Board at his Natural Step book study at the library on Jan. 29th at 6:30. This book study is scheduled for the next 8 weeks.
8. Roger Kanitz- Roger stated that Valley Transit is interested in meeting with city representatives concerning potential route changes, etc.
9. 2025 Grant Application Status Report
CDD Keil reported that there were 43 applicants representing over 70 communities and 10 communities were funded. The City of Menasha, City of Neenah, Town of Menasha application was not selected.

G. ACTION ITEMS

1. Set next meeting date
The next meeting will be held on February 17, 2009 at 6:30 p.m. in the Council Chambers.
2. Agenda items for the next meeting should include: Green Scene Art Show, Wild Ones conference, WADA Conference, Menasha Farm Fresh Market, C2055 cultural – Hmong, Hispanic.

H. REPORT OF COMMISSIONERS

1. Report on ECOS-FV meeting (Roger Kanitz)

I. ADJOURNMENT

Moved by Becky Bauer, seconded by Roger Kanitz to adjourn at 8:40 p.m.

Motion carried.

Respectfully submitted,
CDD Greg Keil



Memorandum

To: Sustainability Board
From: Deputy Clerk Kristin Sewall
Date: 2/16/2009
Re: Menasha's Farm Fresh Market

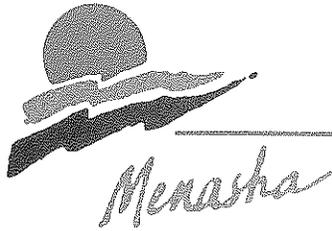
Just a quick update as to where we are in the planning process for this year's farm market. The market will start on June 11 and run through October 29 from 2:30 p.m. to 6:30 p.m. The location will remain the same, on the Main St. terrace in front of the Marina.

The five solid vendors from last season are pretty committed to this full season. I hope to have this packet of information in the mail by the first week of March. If you know of any potential vendors, please let me know and I will send them a packet.

I spoke with Melanie Schroeder from Future Neenah about joint marketing possibilities for the markets. Unfortunately, this is not a good year for them to consider this. They are in a state of transition as Karen Harkness leaves and Bob Buckingham takes over. They are extremely interested in joint marketing opportunities for 2010 and we plan to get together in November 2009 to explore possibilities.

I've attached a very simplistic "budget" to this memo. It's more of an advertising ideas budget than anything, with the estimated costs associated with each idea. I've taken advantage of many free marketing opportunities from farm markets websites to get our market name/dates/times out there. They include: www.anythingwisconsin.com, www.farmersmarketonline.com, www.SavorWisconsin.com, www.wiscoline.com, www.gardens.com and the 2009 Farm Fresh Atlas of Eastern Wisconsin. There will also be an article and an advertisement in Menasha's newsletter, *The Horizon*. Similar to last year, there will be a flyer handed out to local businesses, and a poster in the kiosk at Curtis Reed Square.

There are other things to consider with the farm market, such as, finding a sponsor to help offset advertising costs and the possibility of music and other "fun" events involving our vendors that would attract more people. We have discussed reserving a stall for non-profit organizations or Menasha's businesses to take turns utilizing each week.



March 2, 2009

Dear Market Enthusiast:

Spring is finally just around the corner! As we welcome warmer weather, we look forward to the first full season of Menasha's Farm Fresh Market.

Although last year was only half a season for our market, we were very pleased with the community's response to this new event held every Thursday afternoon. It was also wonderful to have our regular vendors who didn't let a little rain stop them from setting up!

The market starts on Thursday, June 11 and runs through Thursday October 29 from 2:30 pm to 6:30 pm. The location will remain the same, on the Main Street terrace in front of the marina. Convenient on street parking allows for easy shopping access.

I am confident and excited that we will have a very successful season, with our farm market details already listed on several websites and other advertising in the works.

As this is our first full season, we will require payment for a vendor stall in advance. The cost per week will remain at \$10/stall. There will be a 15% discount for signing up 2 or more weeks at a time, and a 30% discount for the whole season.

I hope that you'll join us this season. I've included a vendor application, rules and regulations, and a map of the stalls with this letter. Stalls will be assigned on a first come first serve basis. If you would like to be part of our market, please send the application and payment to:

City of Menasha
Farm Market App.
140 Main St.
Menasha WI 54952

If you have any questions please call the City of Menasha at 920-967-3600.

Sincerely,

Donald Merkes
Mayor

2009 VENDOR APPLICATION
MENASHA'S FARM FRESH MARKET

City of Menasha
 140 Main St.

Menasha, WI 54952

Phone: 920-967-3600 E-mail: ksewall@ci.menasha.wi.us

BUSINESS NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE # : _____

E-MAIL : _____

ADMINISTRATIVE USE ONLY:

No. of weeks requested:

Total Paid:

Date Recv'd:

Stall No:

Received by:

Please provide complete information requested below for all items that you intend to sell at the market. All items sold at the market should be listed.

FRUITS AND VEGETABLES

<input type="checkbox"/> Apples	<input type="checkbox"/> Chard	<input type="checkbox"/> Green top root veg.	<input type="checkbox"/> Onions (all other)	<input type="checkbox"/> Radishes (w/ tops)
<input type="checkbox"/> Artichokes	<input type="checkbox"/> Cherries	<input type="checkbox"/> greens	<input type="checkbox"/> Oranges	<input type="checkbox"/> Radishes (w/o top)
<input type="checkbox"/> Asparagus	<input type="checkbox"/> Choke Cherries	<input type="checkbox"/> Kale	<input type="checkbox"/> Papayas	<input type="checkbox"/> Rutabagas
<input type="checkbox"/> Avocados	<input type="checkbox"/> Corn on the cob	<input type="checkbox"/> Kiwanos	<input type="checkbox"/> Parsley	<input type="checkbox"/> Spinach
<input type="checkbox"/> Bananas	<input type="checkbox"/> Coconut	<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Peaches / Pears	<input type="checkbox"/> Squash
<input type="checkbox"/> Beans-green/wax	<input type="checkbox"/> Cucumbers	<input type="checkbox"/> Leeks	<input type="checkbox"/> Peas	<input type="checkbox"/> Tangerines
<input type="checkbox"/> Beets w/ tops	<input type="checkbox"/> Currants	<input type="checkbox"/> Lemons	<input type="checkbox"/> Peppers (All)	<input type="checkbox"/> Tomatoes
<input type="checkbox"/> Beets w/o tops	<input type="checkbox"/> Dill	<input type="checkbox"/> Lettuce (head)	<input type="checkbox"/> Persian Limes	<input type="checkbox"/> Tomatoes (Cherry or plum)
<input type="checkbox"/> Berries (all)	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Lettuce leaves	<input type="checkbox"/> Persimmons	<input type="checkbox"/> Thyme
<input type="checkbox"/> Broccoli	<input type="checkbox"/> Endive	<input type="checkbox"/> Limes	<input type="checkbox"/> Pineapples	<input type="checkbox"/> Watercress
<input type="checkbox"/> Brussel sprouts	<input type="checkbox"/> Escarole	<input type="checkbox"/> Loquats	<input type="checkbox"/> Plums	<input type="checkbox"/> Zucchini
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Fruit Citrus	<input type="checkbox"/> Mangoes	<input type="checkbox"/> Potatoes	
<input type="checkbox"/> Carrots w/ tops	<input type="checkbox"/> Garlic	<input type="checkbox"/> Melons (whole)	<input type="checkbox"/> Pomegranates	
<input type="checkbox"/> Carrots w/o tops	<input type="checkbox"/> Grapes (Concord)	<input type="checkbox"/> Mixed Fruits	<input type="checkbox"/> Prickly Pear	
<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Grapes (all other)	<input type="checkbox"/> Nectarines	<input type="checkbox"/> Pumpkins	
<input type="checkbox"/> Celery	<input type="checkbox"/> Grapefruit	<input type="checkbox"/> Onions (green top)	<input type="checkbox"/> Quince	

* Please refer to Wisconsin Department of Agriculture, Trade and Consumer Protection list (attached) for appropriate method of sale for produce being sold.

OTHER PRODUCE ITEMS (NOT LISTED ABOVE):

CUT AND/OR DRIED FLOWERS OR PLANTS (list types): _____

PREPARED FOOD OR REFRIGERATED ITEMS A state license may be required for the sale of processed foods such as dairy, eggs, meat products, bakery, etc. Please contact Todd Drew, RS – Menasha Health Department (920) 967-3522 for more information.

ARTS AND CRAFTS ITEMS: _____

AFFIDAVIT

I agree to sell at the Menasha Main Street Farm Fresh Market only such items as those listed above. I acknowledge full responsibility for all my activities in the Market (and those assisting me, i.e. family members, partners, etc.) throughout the term of this season. I also understand that I am responsible for my own personal and product liability insurance.

SIGNATURE _____

DATE _____

Spaces: approximately 10' x 10' on Menasha Marina terrace along Main Street sidewalk (see attached map)

COST PER WEEK PER STALL: \$10.00
OR

Take 15% off total cost for 2 or more weeks at a time,
Take 30% off total cost for whole season at a time.

Please circle the dates you plan to attend (21 Thursdays):

June 11	July 2	August 6	September 3	October 1
June 18	July 9	August 13	September 10	October 8
June 25	July 16	August 20	September 17	October 15
	July 23	August 27	September 24	October 22
	July 30			October 29

Please indicate your stall preference (refer to attached map):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Signing up for all Thursdays in the season right away is a \$63 savings!

NUMBER OF DATES ATTENDING _____ x 10 = _____ (Don't forget to subtract 15% or 30%)

TOTAL FEE \$ _____ (If signing up for all Thursdays the total with discount is \$147)

Upon receipt of this form, you will be contacted by the City of Menasha to confirm your dates requested and your space location.

Thank you!



VENDOR INFORMATION

City of Menasha

140 Main Street, Menasha, WI 54952

Phone: (920) 967-3600 E-mail: ksewall@ci.menasha.wi.us

WHEN AND WHERE

Every Thursday evening, June 11 through October 29, 2009 from 2:30 - 6:30 p.m.

Located on Menasha Marina terrace along the Main Street sidewalk.

APPLICATION

Please complete the attached application form enclosed and return to:

City of Menasha, 140 Main St., Menasha WI, 54952. Forms are also available on line at

www.ci.menasha.wi.us. Click on the permits and applications link.

APPROVED ITEMS

Produce, fresh fruits and vegetables, plants, baked goods, frozen meats, eggs, fresh and dried flowers, spices, maple syrup, honey and bee products, canned fruits and vegetables, fruit juices and preserves and quality arts and crafts.

UNACCEPTABLE ITEMS

Any goods not grown or produced by the seller, the sale of goods that have been traded or bartered for, rummage/household goods/used clothing, live animals, mass produced products or pyramid items.

RULES APPLICABLE TO VENDORS

Vendors are responsible for complying with state and local health regulations. Vendors must provide their own tent/wagon/trailer and tables used in setting up their space. These items must be clean and in good working order. Vendor is responsible for removing garbage and debris at the end of the market. Vendor to vendor harassment will not be tolerated.

FEES AND PROCEEDS

A vendor Fee is charged to help cover the cost of administration and supervision, but mainly advertising. Menasha's Farm Fresh Market is advertised on 6 major websites, in the Menasha Horizon newsletter (reaching over 1700 people), at all of our local businesses and in the Curtis Reed Square kiosk. There will also be signage at either end of Main St. on the day of the market and a large sign on Racine St.

All proceeds of product sales go directly to the vendors. Vendors selling items subject to sales tax are responsible for the collection of the tax and the reporting to the state.

PARKING

All vendors must have their vehicles off of Main St. by 2:30 p.m. unless they have prior permission for special parking. Vendors are encouraged to park in the public parking ramp adjacent to the marina terrace.

CERTIFIED SCALE REQUIRED

Please contact City Sanitarian Todd Drew at the Health Dept, 312 Racine St. 920-967-3522 to verify scale requirements. If the scale you are currently using is NOT a certified scale, you must contact Todd Drew at least 5 days prior to the market to have this taken care of. If your scale IS already certified, please let him know. You will also find in this packet the WI Dept. of Agriculture, Trade and Consumer Protection "required methods of sale for retail sales of produce" to use as a reference.

STALL DESIGNATION

Stalls will be assigned based on receipt of application. Full-season vendors will be given priority, followed by timely applications received with payment. If a vendor is not in their requested stall by 2:30 p.m. on the day of the market, their stall is subject to other interested vendors.

ONE WEEK VENDORS

The one-week permit can be applied for with the market manager on-site or in advance by filling out the the application. These vendors will have their choice of remaining stalls. The ten dollar vendor fee will be required prior to the start of the market.

FOR MORE INFORMATION

Please call (920) 967-3600 or stop by the City of Menasha, Mayor's Office at 140 Main St., Menasha.

City of Menasha Health Department
Weights and Measures
MENASHA FARM MARKET SCALE RULES
August 2008

Scales required for sale of fresh produce items by weight shall be of a commercial type meeting NIST Handbook 44 requirements. Those newer than 1986 shall be marked NIST Class III; those newer than 1/1/97 also must be NTEP approved:

- Have a scale capacity of 30 lbs or less, and a maximum scale division size of ½ ounce or .02 lbs
- Any scale used must be pre-approved by the City of Menasha Sanitarian / Sealer of Weights and Measures prior to the vendor's first sale of each year. Scales which have been sealed by another jurisdiction (State DATCP or Municipal Weights and Measures Sealer) will be accepted provided the seal is intact and tested within the last 12 months.

Questions or for certification call Weights and Measures (920) 967-3522

WISCONSIN DEPARTMENT OF AGRICULTURE,
 TRADE, AND CONSUMER PROTECTION
 P.O. BOX 8911 MADISON, WI 53708

REQUIRED METHODS OF SALE FOR RETAIL SALES OF PRODUCE
SECTION ATCP 91.03 WI ADMINISTRATIVE CODE 04/01/02

COMMODITY	METHOD OF SALE
Apples	Count, Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Apples Coated with Taffy or Caramel	Count or Net Weight
Artichokes	Count or Net Weight
Asparagus	Net Weight Only
Avocados	Count or Net Weight
Bananas	Net Weight Only
Beans, Green and Wax	Net Weight Only
Beets (with tops)	Bunch or Net Weight
Beets (without tops)	Net Weight Only
Berries, Strawberries and Blueberries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Broccoli	Net Weight Only
Brussel Sprouts	Net Weight Only
Cabbage	Net Weight Only
Carrots (with tops)	Bunch or Net Weight
Carrots (without tops)	Net Weight Only
Cauliflower	Count or Net Weight
Celery	Count or Net Weight
Chard	Bunch or Net Weight
Cherries	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Choke Cherries	Dry Measures of Quart, Pint, ½ Pint, or Net Weight
Corn on the Cob	Count or Net Weight
Coconut	Count or Net Weight
Cucumbers	Count or Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Currants	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Dill	Bunch or Net Weight
Eggplant	Count or Net Weight
Endive	Bunch or Net Weight
Escarole	Bunch or Net Weight
Fruit, Citrus, Kiwi, Star, Ugli	Count or Net Weight
Garlic	Count or Net Weight
Grapes (Concord)	Dry Measures of Quart, Pint, ½ Pint or Net Weight

COMMODITY	METHOD OF SALE
Tomatoes	Dry Measures of Bushel, ½ Bushel, Peck or Net Weight
Tomatoes (cherry or plum)	Dry Measures of Quart, Pint, ½ Pint or Net Weight
Thyme	Bunch or Net Weight
Watercress	Bunch or Net Weight
Zucchini	Count or Net Weight

*Items not listed above should be sold by net weight. Packages of cut up pieces of produce should be sold by weight.

Farm Market Budget

City of Menasha

2009

Revenue	Potential Funds	Actual Funds	Difference (\$)
Vendor Fees collected 2008	\$ 173	\$ 173	\$ -
Potential Vendor Fees 2009 (6 at \$147)	847		(847)
Arts and Crafts Vendors (2 at \$147)	294		
Media Sponsor			
Potential Sponsorship	500		(500)
Total Revenue	Potential Funds	Actual	Difference (\$)
	\$ 1,814	\$ 173	\$ (1,641)
Marketing/Advertising-Ideas	Potential Expense	Actual Expense	Difference (\$)
Welcome sign at Hwy 441/Racine St.- 2ft x 16 ft sign	\$ 275		\$ (275)
Coroplast Sandwich boards- 2ft x 3ft side is \$48. We need 4 sides	192		(192)
Banner on Racine St. (by post office)- 2 sided, outdoor use(15 ft at \$10/sq.ft.)approximate	200		(200)
Newspaper ad- probably a 2"x3" bi-weekly	700		(700)
			-
			-
Other expenditures	Potential Expense	Actual Expense	Difference (\$)
Music and Entertainment			-
			-
			-
Total Expenses	Potential Expense	Actual Expense	Difference (\$)
	\$ 1,367	\$ -	\$ (1,367)
Potentials	Potential Revenue	Potential Expense	Difference (\$)
Potential Balance	\$ 1,814	\$ 1,367	\$ 447
Actuals	Actual Revenue	Actual Expense	Difference (\$)
Actual Balance	\$ 173	\$ -	173