



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof.

Meeting: **SUSTAINABILITY, ENERGY AND ENVIRONMENT COMMITTEE - AMENDED**

Members: Mary Kluz (C), Carol Lukens, Jean Abreu, Jay Coldwell, Christine Daniels, Jesse Kearns

Location: Maple Room of Wausau City Hall, 407 Grant Street.

Date/Time: **Thursday, August 8, 2024 at 5:00 p.m.**

1. Welcome and Introductions
2. Public Comment
3. Approval of the Minutes of the July 11, 2024 Meeting
4. Discussion: Committee Orientation – Responding to Citizen Requests for Information
5. Discussion and Possible Action: Sustainability Manager position description
6. Discussion and Possible Action: Committee Report to Council
7. Discussion and Possible Action: Committee Endorsement of Waterworks Solar Array
8. Update: Focus On Energy – HOMES (Home Efficiency Rebates) website
 - a. <https://focusonenergy.com/home-energy-rebates>
9. Next meeting date: September 5
10. Adjourn

It is likely that members of, and a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau will be in attendance at the abovementioned meeting to gather information. **No action will be taken by any such groups.**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261- 6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

Questions regarding this agenda may be directed to the City Planning Office @ (715) 261-6760.

This Notice was posted at City Hall and emailed to the Media on 08/06/2024

Any person wishing to offer public comment may email City Clerk Kaitlyn Bernarde at clerk@ci.wausau.wi.us with “SEEC comment” in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

Other Distribution: Media, Alderpersons, Mayor, City Departments

MINUTES

July 11, 2024

Members Present: Jay Coldwell, Jean Abreu, Mary Kluz, Jesse Kearns, Carol Lukens

Others Present: Andrew Lynch

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the Wausau Daily Herald in the proper manner.

1. Welcome and Introductions

Meeting started at 5:00 pm

2. Public Comment

n/a

3. Approval of the Minutes of the May 2 and June 6 Meeting

Lukens/Coldwell motion/second to approve. All vote in favor.

4. Discussion and Possible Action: Report to City Council

Lynch discussed the draft included in the packet of the various activities the committee has undertaken in the last year and future goals as well. Abreu suggested adding the vision of creating a Sustainability Manager position. Lukens reported that she has reached out to Council president about a presentation at Council in September or October. Kearns suggested dividing out the items in to past, current, and future categories. Kluz wants the Council to know that the committee can be a resource on these issues and help look forward long term on these issues. Lynch noted that he can pull together some of the energy data graphs to include. Coldwell and Abreu feel that a report on future temperature change would be a good opportunity for education. Kluz noted that Wausau is part of the world. Lynch also noted that the Sustainability section of the City website has been created and now available with several resources. Any suggestions would be helpful. Kluz suggested it may be a good opportunity to offer alders the opportunity for input on the committee workplan. Lynch will bring back a draft in August and aim for September presentation.

5. Discussion and Possible Action: Sustainability Manager position creation

Lynch noted that at the previous meeting the topic of a Sustainability Manager position had come up while discussing challenges. Using the WLGCC as a resource there are several position descriptions in the packet, from Racine, Sun Prairie, and Madison. Considerations on job function should be made by this committee to the HR committee. The salary and department home would be decided in either HR or Finance committees. The position may also change for example to include a split for grant writing as was suggested by the Mayor. Kearns suggested reaching out to current Sus Mgrs to elicit feedback. Lynch noted that all the position descriptions required that grant funding or cost reductions to help pay for the position. There

may be creative solutions for the future that involve housing the position at another institution but that could take some time to figure work out.

6. Discussion and Possible Action: GHG discussions with Department directors

Lynch reported that no meetings scheduled as of yet. Due to the Director of Community Development leaving, that interview will likely not happen immediately. Summer schedules have complicated finding times as well. Suggested ways to break up the Public Works group into more manageable portions is, Streets and Fleets, Engineering and Waterworks, Police and Fire, Finance, Parks. Most of the discussion across the department may be focused on the Fleet vehicles. Lynch will continue to work with the committee to schedule separate meetings or appearances at the committee meetings.

7. Update: EECBG status

The City has received notice that their application for the EECBG has been accepted. Currently waiting on a vendor to be assigned to begin working with the City in development of the Climate Action Plan.

8. Next meeting date: Aug 1 or Aug 8

The committee suggested August 8.

9. Adjourn

Motion/Second by Abreu/Coldwell. Approved unanimously. Adjourned at 6:28 pm

1 SEEC – Use this as a template to add or subtract for the position description. This was pulled from
2 both the Oshkosh and Sun Prairie examples.

3

4 City of Wausau

5 Sustainability Coordinator – Position Description Template

6

7 **POSITION PURPOSE:**

8 The Sustainability Coordinator develops, coordinates, and promotes sustainability programs and
9 policies to advance Wausau’s sustainability and clean energy goals. This position will advocate for
10 and promote sustainability throughout the organization and in the community. The Sustainability
11 Coordinator will develop metrics and targets for municipal and community sustainability and
12 energy, determine environmental impact footprints, and identify lowest life-cycle cost solution in
13 operations, services, and infrastructure. This position will serve in a purchasing capacity with a
14 dedicated focus to increasing purchasing potential and supporting all departments to realize life-
15 cycle cost savings and reductions from a fiscal and sustainable perspective. Additionally, the
16 Sustainability Coordinator will work closely with departments (Public Works, Community
17 Development, Finance, etc.) as a project facilitator supporting operational projects planning and
18 implementation. Incumbent will have experience in community engagement and in developing
19 community-wide public education/outreach programs.

20 **ESSENTIAL JOB FUNCTIONS:**

21 Provide vision and leadership in the development of sustainability and resiliency plans and
22 programs for the City; serve as project manager for City sustainability initiatives.

23 Implement sustainability goals and actions as outlined in various city-wide plans; track, analyze,
24 and report on progress through annual reporting and/or regular updates.

25 Research, and apply for, applicable grants to further develop and improve sustainable City
26 initiatives.

27 Administers and manages grants if received to improve City sustainability efforts or conservation
28 efforts

29 Develops criteria, policies, and procedures for sustainable programs. Administers training and
30 outreach to City personnel for the development, adoption and implementation of sustainable
31 practices in City operations.

32 Assists departments in identifying and implementing best practices in sustainable operations by
33 acting as a resource to and directing staff activities with the public, City departments and other
34 organizations on programs and policies related to the Sustainability and Conservation as directed
35 by the Mayor, and/or supervisor, specifically in the areas of conservation, transportation, pollution
36 prevention and climate action.

37 Provide staff recommendations to departments and various governmental bodies and educate
38 members on relevant initiatives related to water, waste, energy, fleet, transportation, food, and land
39 use.

40 Collaborate with departments to develop supply chain operations and initiatives to ensure
41 sustainability and social responsibility program development; serve as a catalyst to further
42 integrate sustainability values into how the City conducts business.

43 Assist departments with purchasing needs, identifying cooperative purchasing and bulk purchasing
44 opportunities to achieve sustainable operations and lowest life-cycle cost solutions.

45 Serve as staff liaison and facilitator for the Sustainability Committee; attend and present at various
46 city boards and commissions as needed.

47 Serve as Wausau's representative on regional climate and sustainability partnerships; develop and
48 maintain partnerships with partner agencies such as, DNR, WLGCC and other energy providers and
49 units of government throughout the county and state.

50 Coordinate with departments, committee members, and local media outlets to provide information
51 on public outreach to promote and increase awareness of sustainability efforts and highlight
52 accomplishments of the city's sustainability programs and goals.

53 Work with departments to actively research, apply for, and administer grants to secure funding for
54 development and implementation of energy conservation and sustainability initiatives.

55 Coordinate and perform outreach and education efforts on sustainability and renewable energy
56 initiatives to engage all community and business groups.

57 Maintains current knowledge of trends and initiatives in the field of sustainability by attending
58 relevant conferences/seminars, and/or by networking with counterparts at other organizations.

59 Conducts research studies and surveys and produces reports recommending appropriate courses
60 of action for solutions to environmental/sustainability problems.

61 Directs the preparation of reports, documents and correspondence and makes public
62 presentations;

63 Performs other duties as required.

64

65 **QUALIFICATIONS:**

66 Bachelor's degree from an accredited college or university in natural or environmental science or
67 studies, sustainability studies, public policy, or a substantially similar area and three (3) or more
68 years of work experience in sustainability policy and program development, research and analysis,
69 and project management. Combination of experience & education will be considered.

70 Must possess a valid driver's license.

71 Knowledge, skills, and abilities in the following areas:

- 72 Considerable knowledge of issues, laws and regulations related to all areas of sustainability
73 including resource conservation, transportation, pollution prevention and public health protection,
74 and community and economic development.
- 75 Ability to communicate effectively both orally and in writing; including making presentations to a
76 variety of audiences throughout the City and community.
- 77 Ability to research new initiatives and implement in a seamless fashion.
- 78 Ability to identify, analyze and problem solve, assisting departments in incorporating sustainable
79 practices into the organization.
- 80 Ability to develop, implement and evaluate projects and programs.
- 81 Ability to provide effective project management oversight.
- 82 Ability to interact effectively with City staff, the public, and City boards and commissions.

DRAFT



COMMITTEE REPORT

To: Common Council
From: Sustainability, Energy, and Environment Committee
Date: July ##, 2024

Report to Council

SEEC Membership

Mary Kluz – Chair
Carol Lukens
Jean Abreu

Jay Coldwell
Christine Daniels
Jesse Kearns

MC 2.60.290 (a) Purpose. Created to act as an advisory body to the Common Council in the development of policies, programs, and decisions that affect the relationship between the City and the environment. (Ord. 61-5789 §2, 2018)

Current Initiatives

Environmental Justice data

In April of 2024 all Alders were provided a report regarding EJ data for their district as required by the EJ resolution. This information was obtained through the EPA's EJ Screen tool. Staff is available to answer further questions about that information as needed.

Membership in DNR Green Tier Legacy Community program

The City has been a member of the DNR GTLC since 2018. Recently the GTLC has created and asked communities to complete a spreadsheet of data that lists multiple inputs across all areas of sustainability. This has been a challenging task to compile all of this information across multiple departments but the hope is that each subsequent year is easier.

Membership in Wisconsin Local Government Climate Coalition

The City has maintained membership in the WLGCC since Jan 2023. Staff has attended monthly Zoom meetings composed of the sustainability staff from municipalities of all sizes statewide. This is a helpful group and they have provided information such as best practices, examples, and experiences.

Slow Your Mow

In 2023 the committee committed to examining the viability of No Mow May. The committee chose to move to a **Slow Your Mow** campaign that takes many of the No Mow elements and extends them through spring, summer, and fall. Grass is suggested to be kept between 2-6" with occasional mulching. Native plants that are pollinator friendly are encouraged. There is no longer a suspension of the grass height ordinance during May. An interested Wausau resident created the graphic informational sheet for the committee and further promotion of the effort is ongoing.

Greenhouse Gas resolution

In March of 2023, Council passed a GHG resolution that has specific directives.

- *Determine the level of energy use and greenhouse gas emissions in City government operations*
 - Staff acquired data from WPS and city departments, however it may not be complete. Interpretation of that data has been a challenge.
- *Develop a municipal energy plan with the goal of moving City government operations to a more secure, and 100% clean energy by 2050*
 - City was awarded the Energy Efficiency and Conservation Block Grant from the Dept of Energy. This will provide approximately \$72,000 in the form of a voucher to use on professional services for the creation of an Energy Plan. While the timeline is not set, we expect to start work with the consultant in the remaining half of 2024.
- *Provide resources and information to residents and businesses to support them in the transition to a cleaner energy future.*
 - There is now a Sustainability section of the City website. It includes information regarding the current initiatives as well as links to information on Tax credits or programs for individuals or businesses.
- *Create cost savings through efficiency upgrades and clean energy technologies that will reduce the burden of City government operations on the tax levy.*
 - Committee is considering a letter of support for the Solar Array project.

Directors Meetings

The Sustainability Committee will meet with Department Directors and staff to better understand the needs of each department and to begin working on applicable action items. The committee wants to keep moving forward and find ways to support each department in the transition to a clean energy environment.

Sustainability Awards

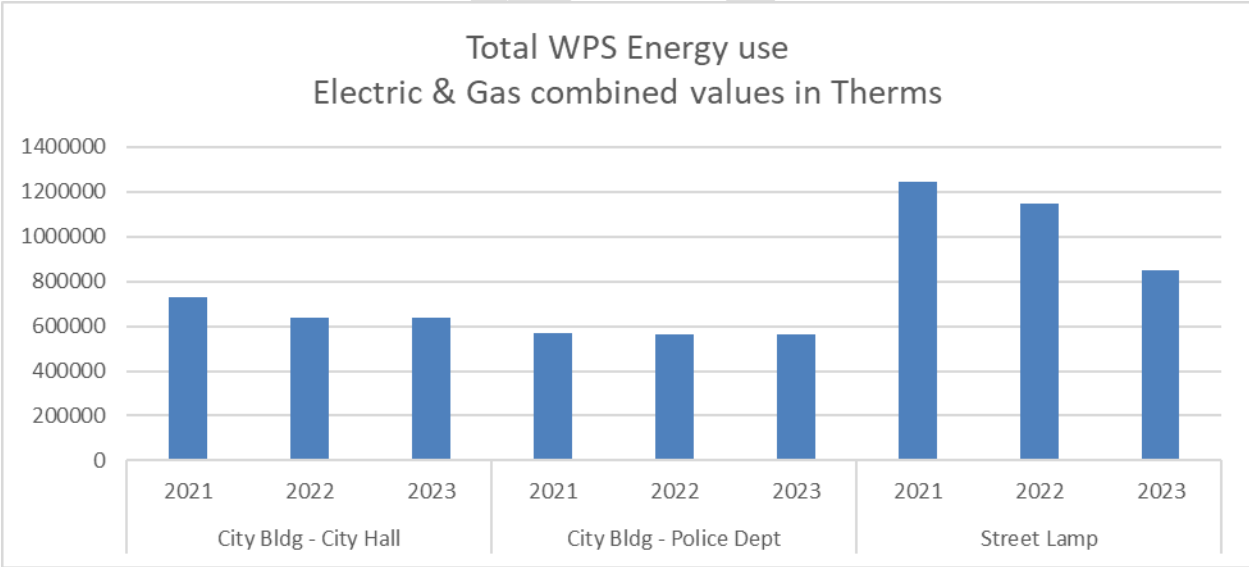
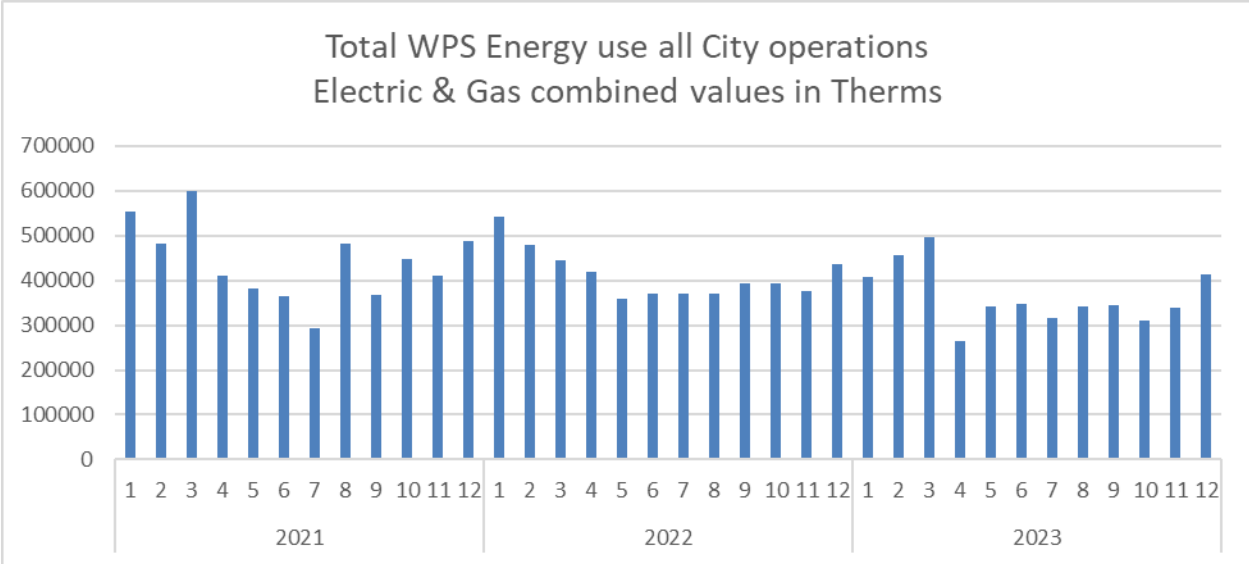
The Good News Project was presented a Certificate of Recognition for their sustainability efforts in May of 2023. Their E-Cycling program facilitates the reuse of valuable limited resources and keeps toxins out of our landfills, air, and water supplies. They are the only comprehensive e-CYCLING center serving Marathon County that accepts nearly all electronics from households, businesses, schools, and other sources.

Challenges

Collecting data across several departments and from providers has been time-consuming. Hopefully it will become easier with each year.

Sustainability touches every department and aspect of City operations. Planning staff are pressed for enough time to pursue and administer grants, implement new programs, and work across departments so as not to miss any opportunities.

Committee will recommend the creation of a Sustainability Manager staff position.





August 8, 2024

Re: Wausau Waterworks Solar Array Project

To: Wausau City Council

The Sustainability, Energy, and Environment Committee of the City of Wausau is in full support of the Wausau Waterworks Solar Array Project as recommended by the Solar Array Task Force.

The City of Wausau has a long history of support for energy independence as evidenced by the passing of an energy independence resolution in 2008. In January of 2023, the Council adopted the Greenhouse Gas Resolution with the goal of a clean energy profile for municipal operations by 2050.

The solar array project is an important step to reaching that goal. Of particular note in the Greenhouse Gas Resolution was an acknowledgement of the volatility of fossil fuel prices due to circumstances beyond the control of the City. It was also resolved to *'Create cost savings through efficiency upgrades and clean energy technologies that will reduce the burden of City government operations on the tax levy.'*

The Sustainability Committee recommends this Solar Array project because it is an important step to securing a predictable and clean energy source to help stabilize the cost of municipal operations.

Sincerely,

Mary Kluz, Chair

Sustainability, Energy, and Environment Committee

Department of Energy

Biden-Harris Administration Announces Wisconsin Launch of Federal Home Energy Rebates Program Helping Lower Families' Utility Bills

AUGUST 2, 2024

[Energy.gov](#) »

Biden-Harris Administration Announces Wisconsin Launch of Federal Home Energy Rebates Program Helping Lower Families' Utility Bills

Supported by the Investing in America Agenda, Nearly Half of States Have Submitted Applications to Start Delivering Home Energy Savings and Increasing Local Workforce Opportunities

MILWAUKEE, WISC. – As part of President Biden's Investing in America [agenda](#), the U.S. Department of Energy (DOE) announced today that Wisconsin has launched its first Home Energy Rebates program, supported by the Inflation Reduction Act. Even more, Wisconsin is the first state in the nation to launch the Home Efficiency (HOMES) portion of the rebate program – enabling households at all income levels, with an emphasis on lower-income households, to save on energy efficiency improvements such as insulation, air sealing, and heat pumps that reduce whole-home energy consumption.

Wisconsin's launch is part of the Biden-Harris Administration's nationwide initiative to provide \$8.8 billion in Federal funding for states, territories, and Tribes to lower energy costs and increase efficiency in American homes by making it cheaper to install cost-saving measures such as heat pumps, electrical panels, and insulation. These energy-saving measures will save American households up to \$1 billion annually in energy costs and support an estimated 50,000 U.S. jobs in residential construction, manufacturing, and other sectors. These investments also advance the President's [Justice40 Initiative](#), which sets a goal that 40% of the overall benefits of certain federal climate, clean energy, affordable and sustainable housing, and other investments flow to disadvantaged communities that are marginalized by underinvestment and overburdened by pollution.

"The Biden-Harris administration is helping families save energy and save money, and we're not slowing down," said **U.S. Secretary of Energy Jennifer M. Granholm**. "Wisconsin is leading the pack of states building up their local workforce and keeping money in the pockets of their residents, all thanks to the Investing in America agenda."

"Home energy rebates for clean and energy-efficient appliances and upgrades are good for the planet because they help cut pollution. But more importantly, they are good for Wisconsin families because they will save money by lowering energy bills," said **John Podesta, Senior Advisor to the President for International Climate Policy**. "Congratulations to Wisconsin for being the second state in the nation to make these game-changing Inflation Reduction Act incentives available to their residents."

"President Biden and Vice President Harris's leadership is helping turbocharge efforts across the country to expand access to cost-saving clean energy upgrades and cut the pollution that hurts our environment and public health," said **White House National Climate Advisor Ali Zaidi**. "Home energy rebates will help both reduce emissions and lower energy costs for Wisconsin families using tried-and-true insulation, heat pumps, and efficient appliances and lighting. As climate-fueled extreme heat also continues to impact communities, better insulation and heat pumps will keep families safer and more comfortable. This \$149 million infusion will help Governor Evers' HOMES and HEAR program reach tens of thousands more folks. It strengthens the partnership between the Biden-Harris and Evers administrations to deliver more utility bill savings for more Wisconsin families. This Biden-Harris investment will make a difference at the kitchen-table level from Green Bay to Eau Claire, Madison to Milwaukee – literally all across the state – and that's why it's a big deal."

"The HOMES and forthcoming HEAR programs will go a long way in lowering costs for important energy efficiency and clean energy upgrades for households across the nation and here in Wisconsin," said **Wisconsin Governor Tony Evers**. "Together, these programs will save folks and families up to \$1 billion every year in energy costs and support roughly 50,000 jobs. This is proof that we don't have to choose between protecting the environment and economic development and creating jobs—we can and are doing both."

"Throughout this entire process, we have been glad for the tremendous partnership between PSC and Focus on Energy, as well as the leadership of President Biden and the entire Biden-Harris Administration to support

these and other important clean energy efforts," Gov. Evers continued. "Building a brighter, stronger, clean energy future starts right at home, and I look forward to seeing how these programs will work to help lighten burdensome costs for folks and families across the state."

"I am proud to join Governor Evers and Secretary Granholm to celebrate the launch of the Home Efficiency Rebate Program in Wisconsin," said **Public Service Commission of Wisconsin Chairperson Summer Strand**. "After robust public engagement and planning phases, we thoughtfully designed Wisconsin's Home Energy Rebate programs to ensure broad access without barriers and easy and effective participation through streamlined processes. The Home Energy Rebate programs are a win, win, win for Wisconsin, and we are excited to begin deployment to help households save energy, save money, and support our workforce!"

Many Americans spend a large portion of their monthly income to heat, cool and power their homes – with some of the lowest-income families spending upwards of 30% of their income on energy bills. Overall, by participating in the Home Energy Rebate programs, individual households could save up to \$14,000 for energy-efficient home upgrades and hundreds more on monthly energy bills. To advance the objective of these programs, DOE is requiring states and territories to allocate at least half of the rebates to low-income households, defined as those earning 80% or less of their area median income, which is expected to benefit many households in disadvantaged communities. States and territories must also submit Community Benefits Plans to ensure good jobs and other economic opportunities are available. To help keep consumers informed and equipped with resources, DOE recently released a **Consumer Bill of Rights framework** and is encouraging state, territorial and Tribal rebates programs to adopt it.

Wisconsin's Home Energy Rebate Programs

Wisconsin is launching the HOMES program – one of two programs making up the Federal Home Energy Rebate programs – by leveraging the program infrastructure already in place for the state's existing **Focus on Energy program**.

Residents will first complete a home energy assessment provided by a licensed energy auditor to determine the home's upgrade needs and establish the estimated energy savings each upgrade would provide. Low-income households are eligible for a rebate to help cover the cost of the home energy assessment. Rebate amounts are based on household income and the amount of estimated energy savings.

For single-family homes, rebates will range up to:

- \$10,000 for those making less than 80% of their area median income (AMI).
- \$4,000 for those making between 80% to 150% AMI.
- \$3,000 for those making at or above 150% AMI.

Multifamily properties are also eligible. Rental units with low-income tenants are eligible for up to \$10,000 in rebates, depending on estimated energy reductions.

The Inflation Reduction Act provided Wisconsin with nearly \$150 million for its Home Energy Rebate programs. Wisconsin expects to launch its Home Electrification and Appliance Rebates (HEAR) program later this year. Through the HEAR program, Wisconsinites can receive up to \$14,000 off high-efficiency electric appliances and other energy-efficient home upgrades.

For more information on Wisconsin's program, visit **Focus on Energy's Home Energy Rebates website**.

More States Get Ready for Rebate Launch

DOE has now awarded \$1.2 billion to states to implement Home Energy Rebate programs. Ten states have received full funding from DOE to launch one or both rebate programs: Arizona, California, Hawaii, Indiana, Maine, New Mexico, New York, Rhode Island, Washington and Wisconsin.

DOE continues to receive and approve funding applications for states, territories and Tribes to launch their programs. To date, 49 states and territories have applied to DOE for early administrative or full program funding.

DOE has also received full funding applications for one or both rebate programs from 22 states and territories: Arizona, California, Colorado, Connecticut, the District of Columbia, Georgia, Hawaii, Illinois, Indiana, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Mexico, New York, North Carolina, Oregon, Rhode Island, Vermont, Washington and Wisconsin.

Each state is in charge of setting up and running its own program. You can check the status of your state's program at [energy.gov/save/rebates](https://www.energy.gov/save/rebates).

Between now and September, Home Energy Rebates are expected to become available in several more states, helping more American families save energy and save money with energy-efficient home upgrades. You can track state and territorial program launches on our website.

For more information on what you can do to save energy and save money, visit www.energy.gov/save.

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