



**TWO  
RIVERS**  
WISCONSIN

# ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, July 18, 2023, at 5:30 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## MINUTES

1. **CALL TO ORDER:** Director Heckenlaible called the meeting to order at 5:30 pm
2. **ROLL CALL**  
**Board Members:**  
Present: Tracey Koach, Jake Glaeser, Jay Orvis, Douglas Brandt, Shannon Derby, Corinne Weis  
Present via phone: Darla LeClair  
Absent: Donald DeBruyn  
**Staff:** Matt Heckenlaible, Scott Ahl  
**Public:** Nancy Orvis
3. **REVIEW AND APPROVAL OF MINUTES**  
Minutes from the May 16, 2023, Environmental Advisory Board Meeting – Jake Glaeser made a motion to approve the May 16, 2023, meeting minutes, seconded by Jay Orvis. Motion passed.
4. **PUBLIC INPUT** - None
5. **COMMITTEE BUSINESS: MEMBER UPDATES**  
New member - Corinne Weis introduced herself to the other members of the board followed by introductions of the other the board members. Welcome to EAB.
6. **ITEMS FOR DISCUSSION AND ACTION**
  - A. **Review & modify EAB mission statement and objectives - Tracey Koach to lead discussion**  
Tracey Koach lead a discussion on proposed modifications of the EAB mission statement stating that to retain excitement of individuals, especially younger people including high school students, of which Koach stated that she may have a few individuals interested. By including “sustainability” into our mission statement may also help with grant opportunities. Koach reviewed the existing mission statement and suggested adding language pertaining to sustainability and the inclusion of four bullet point ‘primary objectives,’ which are shown below. After some additional discussion by the Board, Tracey Koach made a motion to present the attached mission statement along with changing the name of the Board to “Environmental Advisory and Sustainability Board” to the City Council for formal approval, motion seconded by Darla LeClair. Motion passed.

*Existing Mission Statement:*

### **Environmental Advisory Board**

*The Two Rivers Environmental Advisory Board provides feedback and advice to the Public Works Committee on policies, ordinances and administrative procedures regarding environmental protection and the conservation of energy and natural resources.*

*Members of the Two Rivers Environmental Advisory Board are appointed by the City Manager and confirmed by the City Council to serve a two-year term, expiring on May 1st. City Council Representatives are elected annually. Meetings are on the third Tuesday of each month at 5:30 PM.*

*Proposed Mission Statement and Board Name:*

### **Environmental Advisory and Sustainability Board**

*The Two Rivers Environmental Advisory and Sustainability Board (EASB) provides support to the Public Works Committee on policies, programs and administrative procedures promoting environmental protection, sustainability and conservation of energy and natural resources, and public education.*

*Primary objectives include, but are not limited to:*

- *Help develop environmental sustainability initiatives that align with the City's strategic plans.*
- *Assist in developing external funding and partnerships to support City sustainability goals.*
- *Help provide technical assistance on strategies to achieve cost savings through resource conservation and efficiency.*
- *Develop and implement community education, outreach, and forums.*

*Members of the Two Rivers Environmental Advisory and Sustainability Board are appointed by the City Manager and confirmed by the City Council to serve a two-year term, expiring on May 1st. City Council Representatives are elected annually. Meetings are on the third Tuesday of each month.*

### **C. Status of Northeast Lakeshore TMDL**

Per the WDNR TMDL website, there is nothing new to report which hopefully means that it has been submitted to EPA for review and comment. Public Works has been notified that we will be getting an Urban Planning Grant through the WDNR to update our City-wide stormwater management plan. This grant will help us determine where we stand today with sediment and phosphorus reduction goals and what extra measures we as a City will need to take to achieve the newer proposed requirements within the TMDL. Darla LeClair asked if there is a mechanism out there to allow municipalities to discuss what projects or practices, they are implementing to achieve stormwater management requirements. Director Heckenlaible responded that Two Rivers, along with many other municipalities, belong to a group called the Northeast Wisconsin Stormwater Consortium (NEWSC) to do just that. NEWSC has been around since 2006.

## 7. ON-GOING PROJECTS

### A. Grant Opportunities

1. Watch for opportunities for green infrastructure
2. Note that grant applications need to be considered two years prior to a project
3. Explore development of green infrastructure opportunities near water plant where it would be visible from Memorial Drive and/or from the trails in the area
4. Partner with Woodland Dunes as a residential native plant pollinator
5. Examine the possibility of the City promoting planting only native trees rather than non-native, invasive trees. Public Works staff to check status of tree inventory with Parks and Recreation and if update of tree planting guideline has been done. Roll up with pollinator initiative above?

The City was looking at submitting an application to a relatively new grant entity called the Daybreak Fund but did not feel our projects were a good fit and the timing to fill out the application was short. Darla LeClair stated that she spoke with Mike Mathis, Park & Recreation Director, about the status of the parks and potential projects that may include native planting to help control geese populations and defecation along with the creation of BEE Lawns.

### B. Front Yard Vegetable Garden update

1. Website interest
  - \* May 2023 - 373 views, 1.08% of City website use
  - \* June 2023 - 143 views, 0.34% of City website use
  - Approved applications: May-1, June-1, July-interest expressed but no application
2. Residents are expressing interest in next year's program to start pre-planning
3. Forms available on City website and at City Hall in the Public Works Dept.
4. Where do we go from here?
  - a. Approval for 2024 by City Council
  - b. Promote interest
  - c. Set up citizen led cooperative

Director Heckenlaible started the conversation with a review of website activity and number of permits issued in the months of May and June 2023. Corinne Weis, stated that she was one of the individuals interested in the program and was the first to receive a permit to do a front yard garden. She stated that she saw some information on it in a flyer in a window but thought finding additional information on the City's website was difficult to navigate to. She suggested that possibly adding information to a bill mailing may be beneficial. The Board informed her that it had been included in utility billing information. Darla LeClair stated that she had been on the radio twice promoting the program and that it got a late start due to all the approvals that were necessary to allow the program to proceed. LeClair also stated that she has had several individuals interested in the program that want to start planning their landscaping for the 2024 season. Tracey Koach stated that she had also received inquiries and interest for the 2024 season. Koach also stated that the total number of participants is not necessarily important, but that we achieved some participation is what is important. Upon additional discussion, the Board felt it would be good to try the Front Yard Vegetable Garden program again in 2024. Director Heckenlaible stated that to do so the program would need to go back through the Planning Commission and City Council for modification of Municipal Code allowing the program to continue through 2024.

Tracey Koach made a motion to seek Plan Commission and City Council approval for modification of Municipal Code allowing Front Yard Gardening to occur in 2024, Corinne Weis seconded the motion. Motion passed.

**D. Winter Educational Series**

1. 2023 Series Dates: October 5th, November 2nd
2. 2024 Series Dates: January 4th, February 1st, March 7th, April 4th
3. Possible subjects for Series #2
  - a. Global climate change not only caused by humans
  - b. Wisconsin Wildlife Protection Programs
  - c. The importance of sustainable development for future generations
  - d. Plants, animals, and organisms that live in our rivers and lake and their purpose and interaction
  - e. The importance of using renewable energy resources
  - f. Repurposing old materials into new, functional items
  - g. Mike Mathis: improvements in Two Rivers Park system and new initiatives
  - h. Vertical plantings
  - i. Pollinator lawns or bee lawns
  - j. Home composting
  - k. Benefits of solar power
  - l. Promoting the benefits of planting trees (repeat program subject)

The Board had a discussion as to several topics noted above and more topics to consider. It was realized that the first session is right around the corner and that a topic and speaker(s) need to be arranged shortly. The Board came to a conclusion that the first topic should be about the Benefits of Solar Power (k) coupled with the importance of using renewable energy resources (e) and the importance of sustainability (c) and ways not to waste resources (open your windows to cool your house rather than using the air conditioning). Director Heckenlaible is tasked to reach out to Brian Dellemann, Electric Utility Director to see if he can produce guest speakers for October 5, 2023, at the Lester Library. Darla LeClair, Shannon Derby, and Corinne Weis will look at the remaining dates and topics and report back to the Board at our next meeting.

**8. OTHER ITEMS THAT MAY COME BEFORE THE BOARD, WITH CONSIDERATION AND ACTION, IF NEEDED**

Director Heckenlaible spoke about the conceptual next phases of the Sandy Bay Highlands development. With lot sales increasing, the need to create additional lots out in the Sandy Bay Highlands development is necessary but the presence of wetlands makes the layout of lots, roads, and underground infrastructure a challenge. Director Heckenlaible put forth a concept of utilizing the wetlands as part of the stormwater management system and up until recently, had been waiting on WDNR conceptual by-in. That by-in was verbally granted in late June and since then, DPW's consultant has completed a wetland delineation, soil test pits for infiltration and topographic survey. The next steps would be to layout the lots and roadways and create bio-filtration pretreatment devices that would flow into the existing wetlands. Director Heckenlaible stated that he would keep the EAB informed as to progress as it pertains to the development.

**9. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT BOARD MEETING(S)**

Suggested as Tuesday, September 19, 2023, at 5:30 pm

**10. ADJOURNMENT:** Jay Orvis made a motion to adjourn the meeting, seconded by Darla LeClair. Motion passed. 6:59 pm

*Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.*

*It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other 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.*