

Sustainability notes 10/23/23

6:07

Rachel and Heath absent, Rachel might be back, Scott to arrive late

Sharon Lezberg present

### Communications

Airtable - open to questions

Should we go back to 1 meeting per month?

Mayor Swadley - not likely we have the Choose renewable for city power. Checking with Jill

Lisa - Ben and Lisa have 250k written down as ARPA funding earmark, Dave may have less

Confusion about what we have currently budgeted for funding

### Sept 25 minutes

Ben motion to approve Adrienne second

unanimous approval, Lisa abstains

### Discuss P2 Actions recommendations

Donelle appreciates how the report breaks down by groups

Further break them down?

Donelle shows solid waste jamboard as example

Governance section for sustainability plan - Donelle and Lisa to work on it to make sure there is accountability/structure for actions

Adrienne finalizing sorting process for airtable

Adrienne writing introduction/big picture

By the next time we meet there should be a lot more clarity for understanding and feedback

Appreciation for Sharon's creation of focus group report and organizing actions

### Conversation with Sharon - presenting Plan to public in 2024

Sharon engaging everybody with questions about our process

Adrienne - Date for draft to committee is Nov. 20

Scott - Preliminary draft should go to city staff, then focus group members and people whose contact info we've collected

Ben - Do we want involved public to read plan and give comment?

Ben - possibly get them involved at release of plan, can give their opinions to council

Donelle - build enthusiasm with public, what are you excited about helping make happen?

Adrienne - how to handle feedback at that point? Quick turnaround for comments?

Timeline - Sustainability coordinator is what we want staff to respond to - Target early January to send to staff

Sienna - council should be part of the process roughly when we send to staff

Ben - What do we want council to do with it?

endorsement, pick next steps from the plan, next steps for the committee  
ARPA money allocation

What do we want from the public when it's released? Donelle - making commitments and connections

Katelyn - how let public know about this?

City website, newspaper, launch event?

Present summary

Bring in people already engaged in sustainability - ask them to verbalize what they're committing to

Mayor/council members stand up and endorse plan

How does committee celebrate accomplishment?

Launch commitments with a community volunteer event? Tree planting?

Mechanism for continuous feedback? - probably feedback on implementation

### proposal from sustainability consultant

Katrina Becker - requested consulting proposal  
expected by end of this week

Motion: Lisa /Scott 2nd

Committee to approve spending up to amount in public engagement budget to hire consultant to help accelerate the writing process

Next meeting 11/27

Adjourn 7:37

November 14, 2023

Tim Swadley, Mayor  
City of Stoughton  
207 S. Forrest St.  
Stoughton, WI 53589  
cc: Donelle Scaffidi, Chair and Adrienne Nienow, Vice-Chair  
Stoughton Sustainability Committee

Re: Contract for Consulting Services: Stoughton Sustainability Plan

Becker Professional Services (Consultant) is pleased to offer this contract to provide consulting services to the City of Stoughton Sustainability Committee (Client) to support the preparation of the City's Sustainability Plan.

### Project Understanding

The Stoughton Sustainability Committee is in the process of developing a Sustainability Plan to guide the policies and efforts of city departments, committees and commissions. Over the last year, the Committee has gathered, summarized, and sorted considerable community input regarding sustainability in Stoughton and has generated a list of approximately 200 actions. The Committee is now seeking a consultant to assist in the prioritization of the sustainability goals and actions for which the City of Stoughton will most likely be responsible. The Committee would also like the Consultant to write these recommendations into the Sustainability Plan and to assist in preparing the final report to submit to the Stoughton City Council.

### Scope of Services:

1. Consultant will facilitate a kick-off meeting with Client that will result in the criteria and metrics to be used to prioritize the list of sustainability goals and actions. This will include gaining a better understanding of Client's goals with regards to sustainability in the City of Stoughton and their preference for using various metrics/measures to determine the priority actions, such as ROI, impact, and feasibility.
2. Using the identified criteria, Consultant will develop a "scorecard" that will be used to assess and prioritize the sustainability goals and actions.
3. Consultant will complete an initial assessment and prioritization of 160\* actions, resulting in a list of 50\*\* medium to high priority sustainability action recommendations for the City of Stoughton, categorized by priority level (medium or high) and recommended year of implementation (2024 – 2028).

4. Consultant will facilitate a second meeting with Client, presenting the draft list of 50\*\* priority actions and soliciting feedback.
5. Consultant will adjust the list of 50\*\* actions based on Client feedback and will incorporate (write) these actions into the appropriate sections of the Sustainability Plan, including justification for the prioritization, ideas for implementation, and ideas for potential funding strategies, at Consultant's discretion.
6. Consultant will assist with writing and finalizing the Governance section of the Sustainability Plan.
7. Consultant will assist with any additional review, writing, and presentation of the Sustainability Plan as requested by Client and agreed upon by Consultant to be within the budget and time constraints set forth in this contract.

\* We identified 160 actions from the list in Airtable that are likely relevant to the City. This number may change after the kick-off call.

\*\* This is an estimated target number of priority actions but may change over the course of the project.

### Schedule and Deliverables:

The schedule for the above-described scope of services is expected to be from November 14, 2023 to March 26, 2024.

- **11/27/23** – Consultant will facilitate a 1-hour kick-off meeting with the Committee to determine the criteria that will be used to prioritize the actions.
- **12/3/23** – Consultant will send the scorecard to Client for feedback.
- **12/11/23** – Consultant will send the draft list of 50\*\* priority actions and the draft Governance section to Client to include in the 12/18 meeting packet.
- **12/18/23** – Consultant will facilitate a discussion to solicit Client's feedback on the draft list of priority actions.
- **1/15/24** – Consultant will send final list of priority actions written into the plan to Client for inclusion in the 1/22 meeting packet.
- **1/22/24** – Consultant will be available at this Committee meeting to present the final list of actions and answer any questions from Client, so that the Client may approve the Sustainability Plan to send to Council.
- **2/5/24** – Client sends Sustainability Plan to Council for discussion at their 2/13 meeting.
- **3/26/24** – Council approves/adopts Sustainability Plan.

Deliverables include the facilitation of two meetings with Client/the Sustainability Committee, development of a “scorecard” based on Client’s desired criteria to assess and prioritize the City of Stoughton’s Sustainability Actions, a prioritized list of 50 sustainability action recommendations for the City of Stoughton from 2024-2028, the incorporation of these recommendations written cohesively into the appropriate sections of the Sustainability Plan, support in writing the Governance section of the Plan, and review of and feedback on the Sustainability Plan as a whole.

### Designation of Responsible Parties:

The designated responsible parties representing the Client and Consultant, respectively, shall have authority to transmit instructions, receive information, and render decisions relative to the scope of services on behalf of each respective party.

Overall coordination and project supervision for Consultant is the responsibility of Katrina Becker, Vice President. Please direct all communications that have a substantive impact on the project to Katrina. Hannah Jenkins, Consultant, will also have a major role in providing the services described. Gary Becker, President, may serve as an advisor on the project as well.

The Client designates Donelle Scaffidi, Chair, as its representative. Consultant will direct all communications that have a substantive impact on the project to Donelle, and that Donelle’s responses shall be binding on the Client.

Each party shall make the other aware of material changes in circumstances that may impact on this scope of service. Each party may terminate this contract for any reason with 30-day notice to the other. In the event of termination Consultant shall be due the pro rata shares of this contract’s fee to the day of termination (30 days following notice of termination). Client is due from consultant the results of work performed to the day of termination, delivered no later than the day of termination.

### Fees:

Fees will be billed on a fixed-fee basis at \$5,500 for the scope of services specified above. This fee will be divided into two equal invoices with invoice 1 due December 15th, 2023 and invoice 2 due January 31<sup>st</sup>, 2024.



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Community Economic Development

If the terms of this contract are acceptable, please indicate approval by signature below.

CONSULTANT

CLIENT

A handwritten signature in black ink that reads "Katrina Becker". The signature is written in a cursive style with a large initial 'K'.

A handwritten signature in black ink that reads "Donelle Scaffidi". The signature is written in a cursive style with a large initial 'D'.

Katrina Becker, President  
Becker Professional Services, LLC

Donelle Scaffidi, Chair  
City of Stoughton Sustainability Committee

DATE:  
11/14/2023

DATE:

Pre-work for Stoughton Sustainability Committee 11/27 Meeting  
Prioritization of Sustainability Plan Actions

This committee has done excellent work seeking out community input to compile a list of over 200 actions to be considered for the Sustainability Plan. Becker Professional Services (BPS) has been contracted by the City to assist this committee in prioritizing these actions into a list of ~50 for inclusion in the plan\*.

During the 11/27 meeting, we will discuss and select the criteria that will be used to develop a scorecard. BPS will then use the scorecard to prioritize the full list of actions into a refined list of 50 priority actions that will be presented to the committee for feedback during the 12/18 meeting.

Given the tight timeline to prioritize these actions, and ultimately present a draft plan to City Council, it is essential for this committee to come to a consensus on the criteria for prioritization during this meeting. To prepare for this task, we're asking committee members to complete the following pre-work:

- 1) Review sustainability actions at the [Airtable link](#). This doesn't need to be a thorough review of each action, but please take the time to refresh your memory on the actions your committee and the community have come up with. Doing so will help you to think about the criteria for prioritization that is important to you.
- 2) Consider criteria for prioritization. There are many ways we could prioritize these actions. During our meeting we will identify these options, rank our preferences, and come to a consensus on those criteria that will be used. Some examples include:
  - a) Community identified priorities (as expressed in survey)
  - b) Ease of implementation
  - c) Potential to reduce greenhouse gas emissions
  - d) Cost of implementation
  - e) Feasibility
  - f) Equity

Please come to the meeting having considered which of these criteria, as well as any others that come to mind, should be used to prioritize actions for the plan.

\*A longer list of sustainability actions will be included in the final plan, perhaps as an appendix, but there will be 50 actions that are identified as top priority and described in greater detail.