

PUBLIC NOTICE

In accordance with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, the next meeting of the Natural Resources Commission of the City of Highland Park is scheduled to be held at the hour of 6:30 p.m. on Wednesday, June 11, 2014 at the City of Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, during which it is anticipated there will be a discussion of the following:

CITY OF HIGHLAND PARK  
NATURAL RESOURCES COMMISSION  
WEDNESDAY, JUNE 11, 2014  
HIGHLAND PARK CITY HALL  
1707 ST. JOHNS AVENUE  
HIGHLAND PARK, ILLINOIS  
6:30 P.M.

**MEETING AGENDA**

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes:** May 14, 2014

**IV. Business from the Public**

**V. New Business**

- A. Recognition of Student Representative Renee Faccini
- B. Consideration of Amendments to Article VII “Area, Bulk and Density” of Chapter 150 of the City of Highland Park Code Regarding the Lake Michigan Protection Zone for the 2015 Commission Work Plan
- C. Consideration of Text Amendments to Article XIX of the City Code Pertaining to Steep Slope Best Management Practices

**VI. Old Business**

- A. Status Report on Taste of Highland Park Table, August 22-24, 2014
- B. Status Report on 2015 Recycling Extravaganza Events
- C. Status Report on the Sustainability Work Plan for CY2014

**VII. Other Business**

- A. Commissioner Comments
- B. Administrative Items

**VIII. Adjournment**



# Memorandum

To: Members of the Natural Resources Commission

From: Karen Berardi, Management Analyst

Date: June 6, 2014

Re: Agenda Items for the June 11<sup>th</sup> Meeting of the Natural Resources Commission

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## **NEW BUSINESS:**

### A. Recognition of Student Representative Renee Faccini

The commission will recognize the work of outgoing Student Representative Renee Faccini.

### B. Consideration of Amendments to Article VII “Area, Bulk and Density” of Chapter 150 of the City of Highland Park Code Regarding the Lake Michigan Protection Zone for the 2015 Commission Work Plan

Chairwoman Coyle will provide an overview on this item and facilitate a discussion on amendment considerations to Article VII for the 2015 Commission Work Plan.

### C. Consideration of Text Amendments to Article XIX of the City Code Pertaining to Steep Slope Best Management Practices

City Forester Joe O’Neill will be present to facilitate the discussion regarding amendments to Article XIX of the Highland Park City Code which coincide with the Best Management Practices Brochure.

## **OLD BUSINESS:**

### A. Status Report on Taste of Highland Park Table, August 22-24, 2014

Staff Liaison Karen Berardi will facilitate a discussion on next steps in hosting the table at the Taste of Highland Park. Below are a set of regulations and guidelines from the event coordinator pertaining to the table:

**PORT CLINTON ART FESTIVAL BOOTH RULES:**

- No more than two chairs are allowed per booth (to be provided by Amdur)
- All materials must be presented in a finished professional manner. If the work requires a frame, it must be framed, not mounted on foam core.
- Not for profits using tables must cover them to the ground. We strongly recommend professional table covers, not table clothes.
- All back-up supplies must be tidy and completely covered. To keep local retailers happy, sidewalks are not allowed for storage or sitting use.
- Unprofessional/amateur looking displays are not allowed. Not for profits are encouraged to take great care in the aesthetics of their booth set up. Not for profits with set ups that are unsatisfactory or unstable, will be asked to correct the situation. If no remedy occurs, they will be required to withdraw from the festival immediately.

Per the event guidelines, the table must be manned for the entire duration of the event from open to close or from 10:00 a.m. to 6:00 p.m. both Saturday and Sunday.

**B. Status Report on 2015 Recycling Extravaganza Events**

Chairwoman Coyle will facilitate a discussion on modifications to the 2015 Recycling Extravaganza Events. Attached are several documents that recap past events and also provide some background information.

**B. Status Report on the Sustainability Work Plan for CY2014**

Attached is the latest usage report on the Electric Vehicle Charging Station located in Port Clinton Garage, as requested by the commission at the May meeting. Phase II of the Sustainability Work Plan will commence following a Council vote on June 9, 2014 at the City Council Meeting to extend the sustainability contract through 2014.

**ATTACHMENTS:**

- Electric Vehicle Charging Station Usage Report
- Recycling Extravaganza
  - Highland Park's Electronics and Foam Recycling Program Information
  - 2013 Recap
  - 2014 Recap

# Electric Vehicle Charging Station Usage Report



**MINUTES OF A REGULAR MEETING OF  
THE NATURAL RESOURCES COMMISSION OF THE CITY OF HIGHLAND  
PARK, ILLINOIS**

**MEETING DATE:** May 14, 2014

**MEETING LOCATION:** Presession Conference Room, Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois

**CALL TO ORDER**

At 6:34 p.m., Chairwoman Coyle called the meeting to order and the Staff Liaison called the roll.

**ROLL CALL**

**Members Present:** Coyle, Matthews, Hannick, Wagenius, Sultan, Rheinstrom, Stone, and Stumpf

**Members Absent:** Ross, Lewittes and Faccini

The Staff Liaison declared that there was a quorum of the Commission present.

**Staff Present:** Staff Liaison Karen Berardi, City Forester Joe O'Neill

**MINUTES**

**A. Regular Meeting of the Natural Resources Commission—April 9, 2014**

Commissioner Sultan moved to approve the minutes of a regular meeting held on April 9, 2014 as presented. Vice Chair Matthews seconded the motion.

On a voice vote, Chairwoman Coyle declared that the motion passed unanimously (6-0).

**BUSINESS FROM THE PUBLIC**

Joel Cahn, 26 Lakeview Terrace, objected to the minutes as approved for the regular meeting held on April 9, 2014 and requested that a commission member move to amend the minutes. Mr. Cahn read his comments on the minutes into the record. Councilwoman Stone commented that the minutes are not a complete document and are only a summary of issues presented. The Commission declined to take action to amend the minutes of the April meeting based on Mr. Cahn's comments.

**NEW BUSINESS**

**A. Consideration and Approval of the Creation of a Steep Slope Best Management Practices Brochure, Conducted in Partnership with the Park District of Highland Park and Funded Through the Coastal Zone Management Program Grant**

City Forester Joe O'Neill led a discussion regarding the final draft of the brochure. The brochure has not yet been printed. O'Neill opened the discussion for final comments from the commission.

Commissioner Hannick suggested that on page 4, the bottom sentence regarding fallen leaves should be bold or otherwise changed to stand out more. Commissioner Sultan suggested that a picture of a failed slope be included next to the good one.

Vice-Chair Matthews commented that the introduction should include more assertive language about residents being more proactive to restore and maintain the ravines. Matthews also suggested that ongoing maintenance be added to the schedule and that the picture under "Additional Resources" be changed out. Councilwoman Stone added that the replaced picture could be of a healthy slope to which Commissioner Hannick agreed and suggested possibly the west slope at Millard Park.

Commissioners were invited to submit additional comments to City Forester O'Neill via email.

Forester O'Neill moved the discussion to recommended code amendments to Chapter 150, Article 19. The code amendments are suggested in order to bring the code in alignment with the best practices in the brochure. Definitions will need to be clarified as well as other permitting issues such as removal of invasive species and replacement of tree removal. No fee is required to remove an invasive species, per the recommended code. O'Neill commented that a definition of maintenance may need to be included in the amendments.

Chairwoman Coyle suggested that the word "undesirable" be changed to "invasive" throughout the entire document.

O'Neill confirmed that there would not be a removal fee for invasive species provided that the 40% canopy tree cover was maintained. There would be replacement required if the 40% canopy coverage was not reached.

Commissioner Hannick commented that maintenance could be defined by establishing a square footage requirement for planting. Commissioner Sultan commented that maintenance should not require a permit for some invasive species.

Chairwoman Coyle asked that a subcommittee be formed to address the code amendments and that they meet separately with Forester O'Neill to bring back a more refined document. Commissioners Hannick, Sultan and Wagenius volunteered. A special meeting will be called if necessary and will include a member of the Park District staff as well.

## B. Discussion on the Creation of Additional or Modified Recycling Extravaganza Events

Staff Liaison Berardi provided an overview of the City's current event planning for the Recycling Extravaganza as well as the work done in fall 2013 to analyze the hours of the Recycling Center on Half Day Road. Public Works has expressed willingness to host two extravaganzas in 2015, with one around the time of the Spring Clean-up and another in late summer or early fall. There is an additional cost to hosting the extravaganzas which

can be taken out of the Sustainability Fund.

Councilwoman Stone suggested that the January event remain because the event follows the holidays when residents may need to recycle their old electronics. Councilwoman Stone commented that an additional event could be scheduled just before the Spring Clean-up or the first Saturday of the Spring Clean-ups.

Commissioner Rheinstrom noted that it should be published in the *Highlander* that electronics are brought to the Recycling Center.

Chairwoman Coyle commented that the City previously explored hosting three to four events annually with the January date being important and then following dates to be added around Spring Clean-up and early September so that they are all evenly spaced out. Coyle volunteered to work with a staff team including Public Works to expand recycling extravaganza opportunities.

Vice Chair Matthews suggested looking into an unmanned option.

## **OLD BUSINESS**

### A. Status Report on Chicago River Day Clean-up on May 10, 2014

Chairwoman Coyle reported on the event which had a great turnout at both locations with about 30-50 volunteers out cleaning up the river. Coyle also encouraged the commission to attend commission-sponsored events. Councilwoman Stone noted there is an opportunity to partner with the North Shore Sanitary District on an event next year.

### C. Discussion on Taste of Highland Park Table, August 22-24, 2014

Staff Liaison Berardi noted that a request to use the table at the Taste of Highland Park has been submitted, but not confirmed. Berardi will update the commission at the June meeting.

### Status Report on the 2014 Environmental Movie Series Screenings at the Highland Park Library

Councilwoman Stone discussed two date options to co-sponsor the film screening of *The City Dark* with the Park District. The commission agreed that November 14 at 6:00 p.m. works best. Staff Liaison Berardi will follow-up with the Park District to lock in the date and time.

### B. Status Report on the Sustainability Master Plan for CY2014

Staff Liaison Berardi provided an update on the City's sustainability work plan currently underway in Phase I. Berardi discussed several key initiatives such as landscaper education, the Green Alliance, commercial recycling and eco-purchasing. Berardi noted that Phase I ends May 31 and then the sustainability consultant will enter into Phase II of implementation.

Commissioner Sultan suggested that businesses receive incentives for installing electric vehicle charging stations. Mark Nolan Hill asked what the usage is like in the Highland Park parking garage. Staff Liaison Berardi will provide an update on the usage at the June meeting.

**OTHER BUSINESS**

Commissioner Rheinstrom noted he will not be at the June meeting.

Commissioner Wagenius discussed the need to recognize residents for being proactive in maintaining steep slopes and suggested that an award be added to the commission’s annual awards. Vice Chair Matthews added that there could be an award for government entities as well. Chairwoman Coyle noted that a new award or a new category of award could be created.

Councilwoman Stone provided an update on SWALCO and the upcoming franchise agreement to be negotiated with Advanced Disposal.

**ADJOURNMENT**

Chairwoman Coyle adjourned the meeting at 7:58 p.m.

Respectfully Submitted,

Karen Berardi, Secretary

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MINUTES APPROVED BY THE NATURAL RESOURCES COMMISSION ON \_\_\_\_\_

- WITH NO CORRECTIONS \_\_\_\_\_
- WITH CORRECTIONS \_\_\_\_\_  
(SEE MINUTES OF [ \_\_\_\_\_ ] MEETING FOR CORRECTIONS)



**DEPARTMENT OF PUBLIC WORKS**  
 1150 HALF DAY ROAD  
 HIGHLAND PARK, ILLINOIS 60035  
 (847) 432-0807 • FAX (847) 432-9907



**M E M O R A N D U M**

To: Karen Berardi, Management Analyst

From: Annette Cardiff, Assistant to Director of Public Works

Date: June 9, 2014

Re: Highland Park's Electronics and Foam Recycling Program Information

January Extravaganza:

Year	Workers	Cost	Vehicles	% HP Residents
2012	10 (+4 SWALCO workers)	\$3,020	429	46
2013	9	\$3,700	350	68
2014	8	\$1,700	250	73

Points to note:

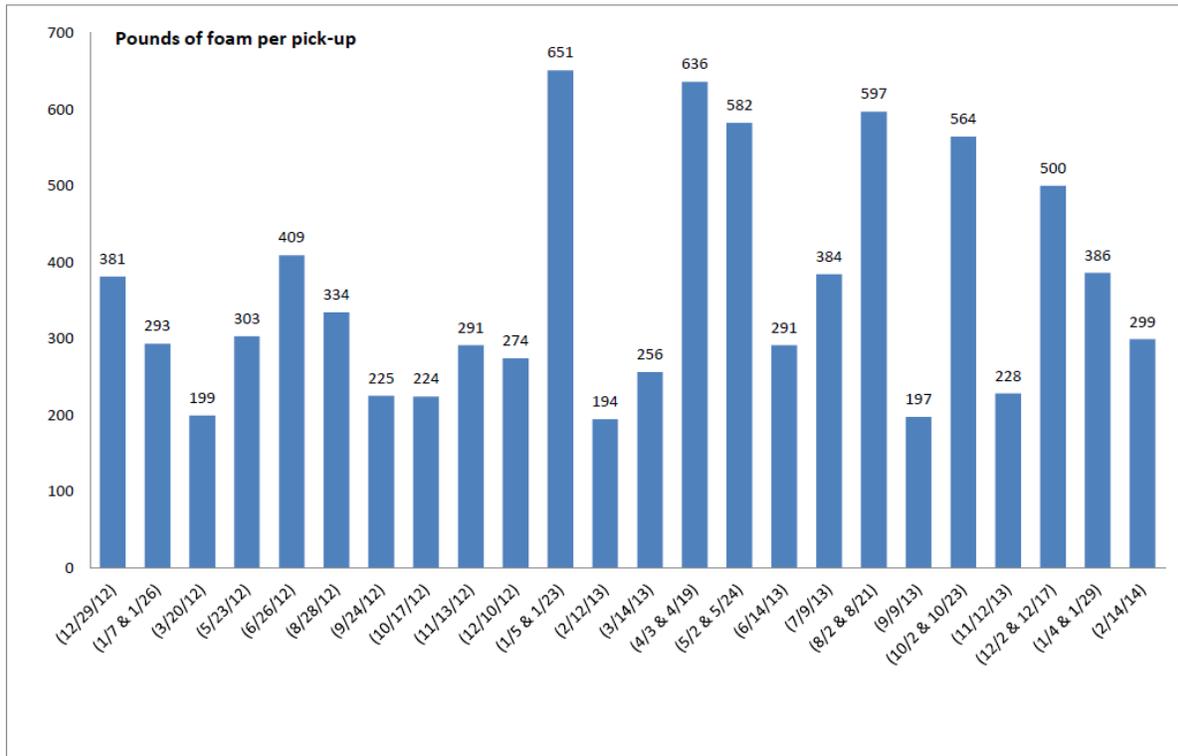
- All events open from 8am to noon
- 2012 event experienced some back-ups due to the volume of participants
- In 2013, saw large volume (+100 vehicles) on the Friday prior to the Extravaganza
- The 2014 event added shoes and textiles to the Extravaganza
- The 2014 event was during a very cold/snowy week. Of the 8 employees, 4 were part-time or seasonal workers (resulted in lower costs).
- Average expected labor costs for an Extravaganza is \$3,000

SWALCO website indicates that the following Saturday events are currently scheduled for this summer:

<b>Special Event Drop Off Locations</b>	
Vernon Hills Park District: Recycle-O-Rama	Saturday, June 14th: 9:00 a.m. - 12:00 p.m.
Deerfield: Public Works Facility	Saturday, June 14th: 9:00 a.m. - 12:00 p.m.
Lindenhurst: Village Hall	Saturday, July 19th: 9:00 a.m. - 12:30 p.m.
<b>Year-Round Drop Off Locations</b>	
Grayslake: Public Works Facility, Recycling Center	Saturday: 8:00 a.m. - 12:00 p.m.
Lake Barrington: Prairieland Disposal & Recycling Services	Saturday: 7:30 a.m. - 12:00 p.m.
Wauconda Township: Road District Facility	1st Saturday of the month: 9:00 a.m. - 12:00 p.m.
Zion: Public Works Facility	1st & 3rd Saturday monthly: 9:00 a.m. - 12:00 p.m.

Latest data pertaining to the City's Foam Collection:

Highland Park #6 Foam Collection



# MEMORANDUM

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Date: 11JAN2013  
To: Ghida S. Neukirch, Deputy City Manager  
From: Bryan Tillman, Sustainability Director  
Subject: Overview of the Recycling "Extravaganza", 05JAN2013

This is an overview of the Recycling "Extravaganza" which occurred on Saturday, 05JAN2013. Below are highlights and key findings from the "Extravaganza". This information is being provided to identify and implement event improvements and highlight successes for future years. If you have any questions regarding the information contained in this memorandum, please let Kymanox know.

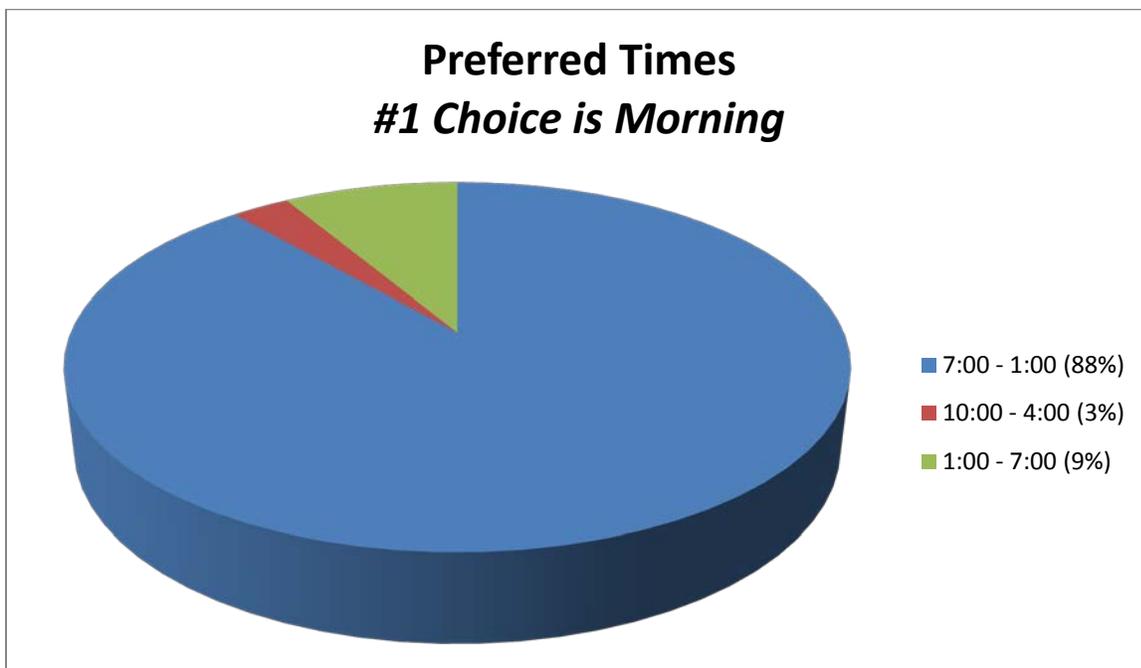
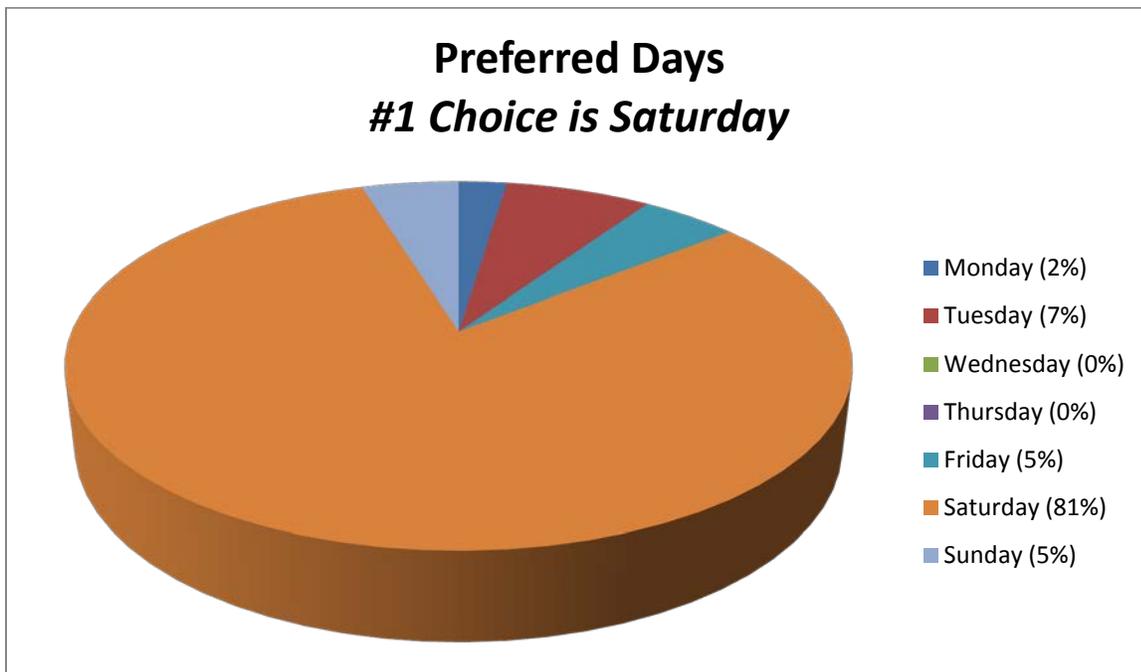
## Participation:

The number of participants was in-line with expectations. Many participants came on Friday to avoid the delays that occurred in 2012. Once the participants entered the facility there were few delays with just a minimal backup occurring between 10:30 and 11:45. The City was able to attract four volunteers who helped survey participants and hand out literature on recycling, composting, and energy efficiency rebates.

January 4 <sup>th</sup>	100 participants (electronics and Styrofoam)
January 5 <sup>th</sup>	350 Electronics participants
January 5 <sup>th</sup>	83 Participants with Styrofoam (many also brought in electronics)
<b>Total</b>	<b>450 Participants</b>

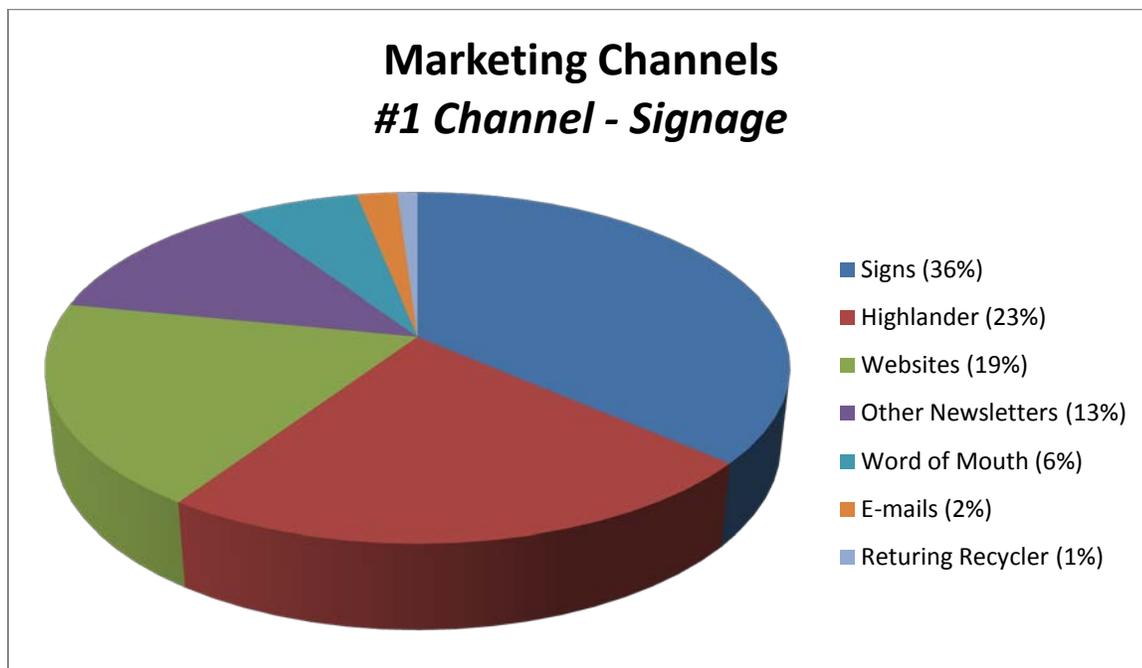
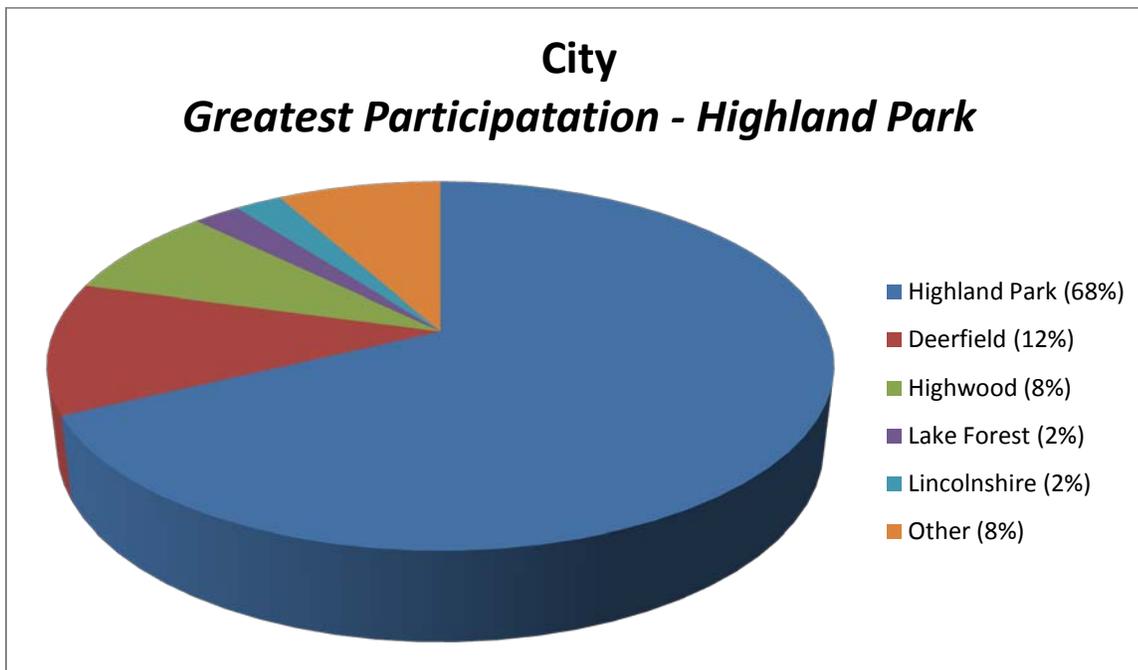
## Survey Results:

The surveyors received an overwhelming preference for the City's electronics recycling drop off spot to be open on Saturday mornings. Over 80% of survey participants preferred Saturday morning availability, and roughly 88% of survey participants preferred that the center be open in the morning (7:00 am – 1:00 pm). It should be noted that this event occurred on a Saturday morning and many respondents mentioned that they work during the week. A survey conducted on other days would likely have very different findings (e.g. participants surveyed on Tuesday would be expected to specify Tuesday as their preferred collection day).



## Marketing and Participants:

Nearly 68% of the participants came from the City of Highland Park. The most effective form of communication was proper signage (primarily on route 22 but also on the theater marquee). 36% of participants learned about the event via these signs - next year adding one additional sign on the south part of town (perhaps on Lake Cook Road) would be beneficial. The Highlander Newsletter and websites which advertised the event (in particular the SWALCO website) proved to be very effective in getting the word out. Deerfield was the most effective neighbor in spreading the word as many participants learned of the event via their newsletter.



## Key Findings and Recommendations for Next Year:

- Signs promoting the “extravaganza” were the most effective marketing channel. Add one additional sign on the south end of town – a sign on Lake Cook Road would provide event exposure to the south side of the City.
- Try to get other neighboring Cities to add information on the event in their local newsletter.
- Much of the electronics weight (tonnage) was derived from old, large televisions. These are being replaced with smaller flat screens and may affect collection weights in future years. Additionally, a greater number of manufacturers are offering electronics “take back” programs possibly having an effect on this collection site.
- Consider providing access to the recycling drop off point on Saturdays. This could be either adding one additional recycling event in the late summer (around when school starts) or adding multiple Saturday events over the year.
- Add one additional staff member on the Friday before the “Extravaganza”. The number of participants more than doubled on that Friday while just one individual worked the drop off point.
- Include refreshments (warm beverages and bagels) and a place to sit down and warm up for the volunteers as well as the workers. A good location could be the Firearms Training Facility.
- Keep interactions as short as possible with participants. Hand out packet, thank participant, either ask a few short questions or provide a link to a survey on the handout. Print on 100% recycled paper and add a “blurb” referencing this on the handout.

# Contact Information



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**2014 RECYCLING EXTRAVAGANZA RECAP**

The City's annual Recycling Extravaganza was held from 8:00 a.m. to 12:00 p.m. on Saturday, January 4, 2014 at 1180 Half Day Road. Approximately 250 vehicles came to recycle their electronics, Styrofoam, CFL bulbs, and, as a new addition to the event this year, shoes and textiles. Of the 250 attendees, approximately 73% were Highland Park residents with the remaining coming from neighboring communities. During the event, City Staff, along with the assistance of Councilman Knobel, greeted participants, gathered information to improve future marketing of the event, and collected email addresses to add to the City's Newsflash distribution list.

Staff would especially like to thank the Public Works Department who staffed the collection site amidst the bitter cold and an overwhelming demand for snow removal over the weekend. For more information, please contact T. Luke Banaszak, Administrative Intern, at (847) 926-1030.