

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, July 10, 2013 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, JULY 10, 2013
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: June 18, 2013

IV. Business from the Public

V. New Business

- A. Discussion of Preliminary Recycling Facility Hours Evaluation Findings & Recommended Action Plan
- B. Discussion of Commission Interest in 2013 Adopt-A-Beach Event Participation

VI. Old Business

- A. Status Report on Sustainability Plan Objectives & Implementation Plan for 2013
- B. Status Report on Possible Options for a Future City Food Scrap/Composting Program

VII. Other Business

- A. Commissioner Comments
 - 1. Status Report on the 10th Annual Great Lakes and St. Lawrence Cities Initiative Meeting
 - 2. Status Report on Illinois Green Infrastructure Grant Application Process
- B. Administrative Items

VIII. Adjournment

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

MEETING DATE: June 18, 2013

MEETING LOCATION: Pre-Session Room, Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois

CALL TO ORDER

At 6:05 p.m., Vice Chairman Matthews called the meeting to order and the Staff Liaison called the roll.

ROLL CALL

Members Present: Coyle, Hannick, Matthews, Rheinstrom, Stone, Meyer

Members Absent: Bogot, Ross, Sultan and Facchini

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

Staff Present: Staff Liaison Barbara Cates

Also Present: Citizen Advisor Mark Nolan Hill and Sustainability Coordinator Bryan Tillman

MINUTES

A. Regular Meeting of the Natural Resources Commission—May 8, 2013

Commissioner Rheinstrom moved for approval of the minutes of the regular meeting of the Natural Resources Commission held on Wednesday, May 8, 2013. Commissioner Coyle seconded the motion.

On a voice vote, Vice Chairman Matthews declared that the motion unanimously passed 4-0.

B. Special Meeting of the Natural Resources Commission—May 8, 2013

Commissioner Coyle moved for approval of the Special Meeting of the Natural Resources Commission held on Wednesday, May 8, 2013 at 5:00 p.m. Commissioner Hannick seconded the motion.

On a voice vote, Vice Chairman Matthews declared that the motion unanimously passed 4-0.

C. Special Meeting of the Natural Resources Commission—May 19, 2013

Commissioner Hannick moved for approval of the Special Meeting of the Natural Resources Commission held on Sunday, May 19, 2013. Commissioner Rheinstrom seconded the motion.

On a voice vote, Vice Chairman Matthews declared that the motion unanimously passed 4-0.

BUSINESS FROM THE PUBLIC

There was no business from the public presented for consideration.

NEW BUSINESS

A. Approval of Staff-Drafted Findings of Fact Recommending City Council Approval of a Beach Structure Permit for Regulated Activities in the Lake Michigan Protection Zone at 233 N. Deere Park Drive East

The Commission reviewed the draft Findings recommending City Council approval of a Beach Structure Permit at 233 N. Deere Park Drive East. Commissioner Rheinstrom moved to approve the Findings and forward them to the City Council for final determination. Commissioner Coyle seconded the motion.

On a voice vote, Vice Chairman Matthews declared that the motion unanimously passed 4-0.

B. Approval of Staff-Drafted Findings of Fact Recommending Zoning Board of Appeals Approval of a Steep Slope Variation to Construct a Proposed Addition to an Existing Single-Family Residence at 855 Sheridan Road

The Commission reviewed the draft Findings recommending Zoning Board of Appeals approval of a Steep Slope variation at 855 Sheridan Road. Commissioner Coyle moved to approve the Findings and forward them to the Zoning Board of Appeals for final determination. Commissioner Hannick seconded the motion.

On a voice vote, Vice Chairman Matthews declared that the motion unanimously passed 4-0.

Commissioner Rheinstrom left the meeting at 6:15 p.m.

C. Consideration and Approval of a Park District Staff-Drafted Cover Letter of Support for an Illinois Department of Natural Resources Coastal Zone Management Program Grant Application

Park District Representative Meyer reported that the Park District is working with the City of Highland Park to submit a grant application to provide financial support for lakefront environmental education. Meyer presented a draft letter of support from the Commission for consideration. The Commission discussed the matter and a consensus

expressed support for including the letter in the grant application. Staff Liaison Cates indicated that she will put the text on City letterhead and have Chairman Sultan sign it.

D. Discussion of Commission Involvement in July 4th Community Events

The Commission discussed options for involvement and decided not to participate in the 2013 events. The Commission suggested reevaluating interest in the event in 2014, and also expressed a possible interest in hosting a booth on Earth Day or at the Art Festival in 2014.

E. Discussion of Sustainability Plan Objectives and Implementation Strategy for the Remainder of 2013

Sustainability Coordinator Bryan Tillman presented an overview of this Item. After discussion, the Commission expressed support for a six-month sustainability work plan consisting of the following projects, in order of priority:

1) LED Lighting in Fort Sheridan, with an emphasis on ways to reduce light pollution; 2) Municipal Building Energy Audits, using a holistic approach, 3) Municipal Contract Review, with attention to the life cycle of product purchases; and, 4) Enhancement of City Website to aggregate electronic information on sustainability, perhaps using a “Green Resources for Residents” tab and tying in connections with the “Green Corner” section of the *Highlander*.

Citizen Advisor Hill left the meeting at 7:10 p.m.

Councilwoman Stone encouraged Tillman to start the LED grant application as soon as possible, noting that if the Smart Energy Design Assistance Center (SEDAC) did not provide assistance with the grant writing, she would like to see Mr. Tillman’s draft of the application by the City Council meeting on July 8th.

OLD BUSINESS

A. Status Report on Possible Options for a Future City Food Scrap/Composting Program

Councilwoman Stone provided an update on this Item, and discussed program options that had been evaluated for City Council consideration. Stone discussed the timeline for implementation of the program, noting that the Council is scheduled to consider the matter on June 24, 2013. Stone noted that Advanced Disposal will help to advertise the program, and she will also ask Mayor Rotering to do an e-blast to promote it.

B. Recap of the Energy Efficiency Rebate Information Session held on Thursday, May 9, 2013

Sustainability Coordinator Tillman noted that the event was a success, and that approximately 85 homes have taken advantage of the program to have their homes audited.

C. Recap on the Chicago River Day Cleanup Event held on Saturday, May 11, 2013

Commissioner Coyle noted that the Pioneer Press did a nice summary of the work day, and it had been an enjoyable, well-attended experience.

D. Recap on the Commissioner Education Ravine/Bluff Tour held on Sunday, May 19, 2013

Commissioner Hannick stated that the tour was lovely and informative, and Chairman Sultan did a great job leading it. Hannick noted that the City should consider revising the Steep Slope Code in 2014, as part of the Commission's work plan. Staff Liaison Cates noted that she will add it to the potential projects list.

OTHER BUSINESS

Councilwoman Stone circulated some educational information, including a brochure to promote the "Half the Oil" campaign. Stone asked Commissioner Coyle and Staff Liaison Cates to investigate where the City's recycling is being sent. Stone requested adding light pollution regulations to the list of the City's work plan goals for 2014. Cates indicated that she will follow up on both requests.

ADJOURNMENT

Vice Chairman Matthews adjourned the meeting at 7:50 p.m.

Respectfully Submitted,

Barbara E. Cates, Secretary

MINUTES APPROVED BY THE NATURAL RESOURCES COMMISSION ON _____

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



Memorandum

To: Members of the Natural Resources Commission

From: Barbara E. Cates, Planner II

Date: July 3, 2013

Re: Agenda Items for the July 10th Meeting of the Natural Resources Commission

NEW BUSINESS:

A. Discussion of Preliminary Recycling Facility Hours Evaluation Findings & Recommended Action Plan

As a part of the 2013 Commission Work Program, the City Council asked the Commission to evaluate recycling facility data to determine the efficacy of the program hours. Ann Coyle, serving as the Commission's appointed volunteer, recently discussed the attached information on the City's existing recycling facility hours with Public Works staff.

Due to an increase in volume of recycled materials collected (i.e., #6 foam, fluorescent bulbs, and batteries in addition to electronics) Public Works received Council authorization to add a second Part-Time Recycling Worker. The City's Sustainability Fund pays for Recycling operations. The revenues attributed to Sustainability Fund come primarily from Advanced Disposal franchise agreement fees, SWALCO recycling payments, and the community-wide recycling tonnage credit fees.

The facility is currently open on Tuesdays and Fridays from 7:00 a.m. until 1:00 p.m., and the City has hosted an annual "Recycling Extravaganza" event on a Saturday in early January of each year in an effort to capture large recycling deposits. The recycling facility is open to all Lake County residents. Outside of Public Works normal business hours, the gates to the facility are closed; the Public Works Department has noted that this practice will not change in order to keep the property secure and protected. To prevent fly dumping, the Public Works Department is evaluating the possibility of installing a "No Dumping" sign on the gate.

Although Saturday collections hours are typically more popular than weekday hours, it is not feasible to have regular Saturday hours due to the manpower required for weekend collection volumes (for Extravaganza events, no less than 10 attendants manned the event vs. 2

attendants during weekday collection hours). However, the Public Works Department has suggested a two month pilot program, during which the first Friday collection of the month would be replaced by a collection on the first Saturday of the month between 8:00 a.m. to 12:00 p.m. This would allow the Public Works Department to evaluate long-term costs and operational challenges that may arise if the Friday collection day would occasionally be replaced by a Saturday collection day. At this point, it seems feasible that this switch could be made 3 to 4 times per year, ideally to coincide with points in the year during which recycling numbers peak (i.e. in January after the holidays, in May during spring cleaning and City-wide “junk” collection, in September when school begins).

At the upcoming meeting, Commissioner Coyle will present this information and seek support for a pilot program approach. If the Commission expresses a consensus of support, a memorandum will be sent to the City Manager for review and, if well received, the pilot program will be implemented as soon as possible thereafter. Due to the large volume of recyclables collected during the January Recycling Extravaganzas, the staff anticipates an increased participation (approximately 300 cars) among Highland Park residents to take advantage of the Saturday recycling pilot days. The Public Works Department had 8 additional personnel manning the January Recycling Extravaganzas. For the two Saturday pilot program recycling days, Public Works recommends having 3 additional personnel in addition to the two Part-Time Recycling Workers. All costs associated with the personnel will be paid out of Sustainability Fund as these were not budgeted as part of FY 13 approval process.

B. Discussion of Commission Interest in 2013 Adopt-A-Beach Event Participation

The annual Adopt-A-Beach event is scheduled to be held on September 21, 2013. I will provide information on the event at the upcoming meeting to see if the Commission is interested in participating again this year. For additional information on Adopt-A-Beach in advance of the meeting, please visit:

<http://www.greatlakes.org/adoptabeach>

OLD BUSINESS:

A. Status Report on Sustainability Plan Objectives & Implementation Plan for 2013

At the last Commission meeting, the Commission expressed support for a six-month sustainability work plan consisting of the following projects, in order of priority:

- 1) LED Lighting in Fort Sheridan, with an emphasis on ways to reduce light pollution;
- 2) Municipal Building Energy Audits, using a holistic approach,
- 3) Municipal Contract Review, with attention to the life cycle of product purchases; and,

4) Enhancement of City Website to aggregate electronic information on sustainability, perhaps using a “Green Resources for Residents” tab and tying in connections with the “Green Corner” section of the *Highlander*.

At the upcoming Commission meeting, Sustainability Coordinator Tillman will provide a status report on his work thus far.

B. Status Report on Possible Options for a Future City Food Scrap/Composting Program

Sustainability Coordinator Tillman will provide an overview of this agenda item.

OTHER BUSINESS:

1. Status Report on the 10th Annual Great Lakes and St. Lawrence Cities Initiative Meeting

Citizen Advisor Mark Hill recently attended the 10th annual Great Lakes and St. Lawrence Cities Initiative (GLSLCI) meeting in Marquette, Michigan. Dr. Hill noted that Highland Park and Chicago were the only Illinois cities represented at the event, and he will provide a summary of the conference highlights at the upcoming Commission meeting.



Dr. Hill with Former Chicago Mayor Daley

For additional information on the GLSLCI in advance of the meeting, please visit:

<http://www.glslcities.org/annual-meetings/2013.cfm>

2. Status Report on Illinois Green Infrastructure Grant Application Process

Brent Ross, serving as the Commission’s appointed volunteer, and I recently met with Engineering Division staff to discuss background on the City’s ravine and bluff ecosystem as a precursor to the preparation of a Illinois Green Infrastructure Grant (IGIG) application. As a reminder, the City Council asked the Commission to assist staff with the preparation of an IGIG application as part of its 2013 Work Plan. The submittal deadline for the IGIG grant is December 13, 2013. Within the next few months, staff will be identifying several projects that may be grant eligible, and working with Commissioner Ross to complete the application. The Commission will continue to be briefed as this process continues.

ATTACHMENTS:

- Recycling Facility Data Memorandum

MEMORANDUM



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.

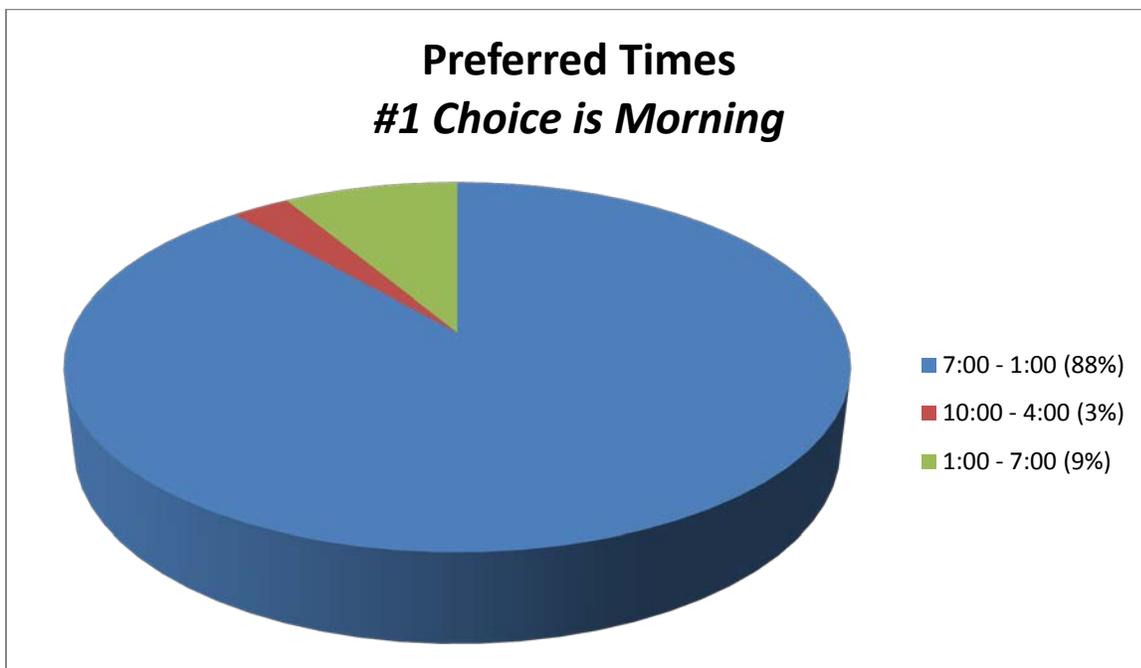
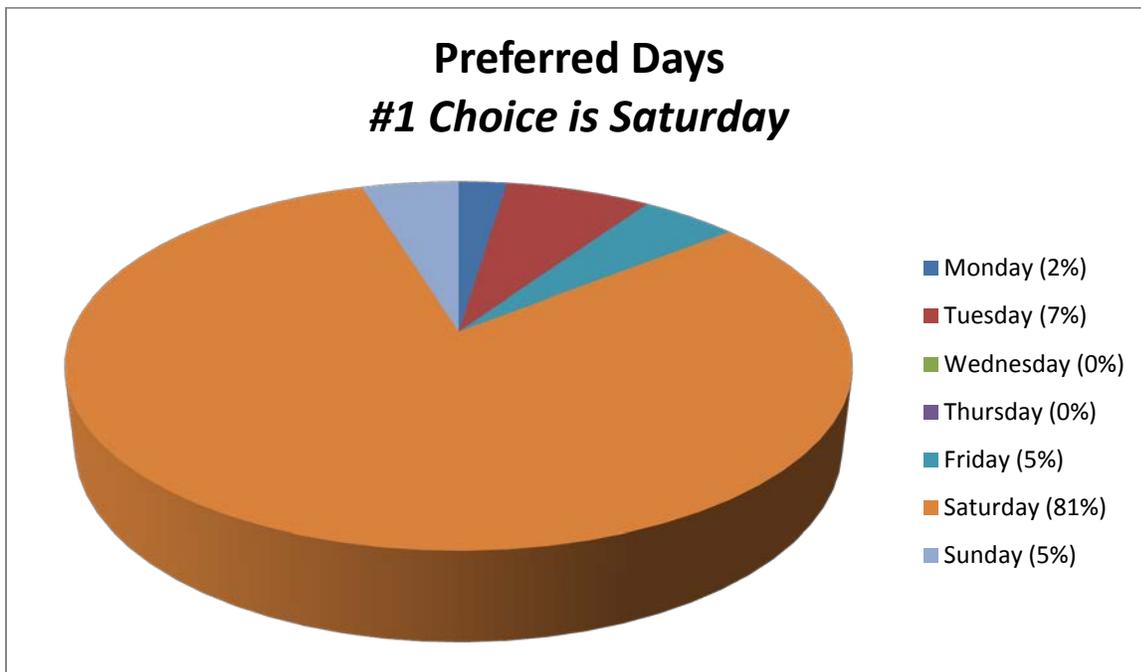
Participation:

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 th	100 participants (electronics and Styrofoam)
January 5 th	350 Electronics participants
January 5 th	83 Participants with Styrofoam (many also brought in electronics)
Total	450 Participants

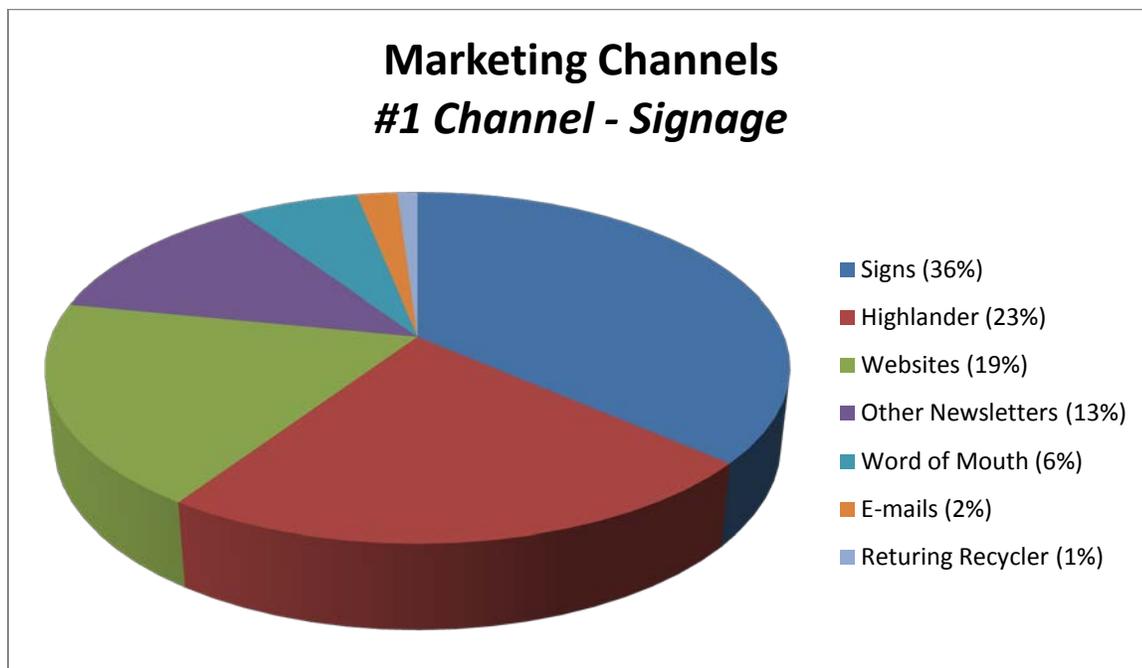
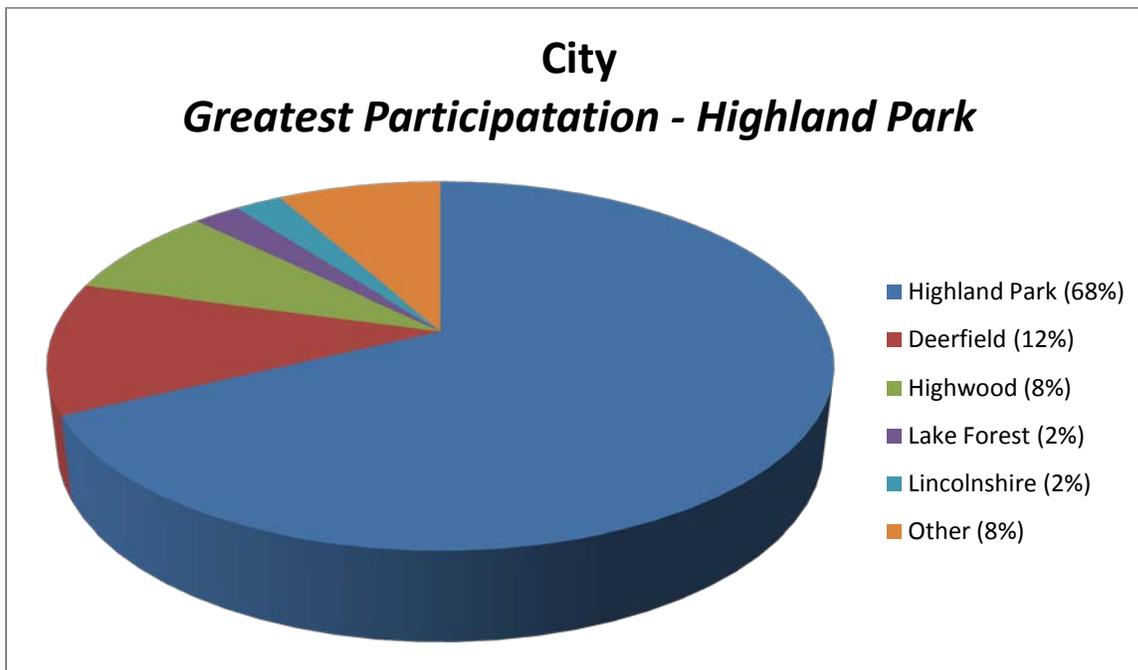
Survey Results:

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.

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Highland Park Foam Collection Data Rolling calendar

Number of Cars Visiting the Facility per Month

