

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, September 11, 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, SEPTEMBER 11, 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:** July 10, 2013

**IV. Business from the Public**

**V. New Business**

- A. Discussion of the Selection Process for the Award for Meritorious Service to the Highland Park Environment
- B. Discussion and Approval of 2014 Commission Work Plan Goals & Budget Request
- C. Discussion of 2014 Sustainability Master Plan Work Goals & Budget Request
- D. Status Report on Electric Vehicle Charging Station & Car Sharing Initiatives

**VI. Old Business**

- A. Status Report on Recycling Facility Hours Evaluation Findings & Recommended Action Plan
- B. Status Report on Illinois Green Infrastructure Grant Application Process
- C. Status Report on Upcoming Adopt-A-Beach Event to be Held on September 21, 2013

**VII. Other Business**

- A. Commissioner Comments
- B. Administrative Items

**VIII. Adjournment**

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

**MEETING DATE:** July 10, 2013

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

**CALL TO ORDER**

At 6:30 p.m., Chairman Sultan called the meeting to order and the Staff Liaison called the roll.

**ROLL CALL**

**Members Present:** Bogot, Coyle, Hannick, Matthews, Ross, Sultan, Stone (6:40 p.m.) and Meyer

**Members Absent:** Hill, Rheinstrom, Facchini

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

**Staff Present:** Staff Liaison Barbara Cates

**Also Present:** Lake County Board Member Steve Mandel and Sustainability Coordinator Bryan Tillman

**MINUTES**

**A. Special Meeting of the Natural Resources Commission—June 18, 2013**

Vice Chair Matthews voted to approve the minutes of the special meeting of the Natural Resources Commission held on June 18, 2013, as presented. Commissioner Hannick seconded the motion.

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

Councilwoman Stone entered the meeting at 6:40 p.m.

**BUSINESS FROM THE PUBLIC**

There was no business from the public presented for consideration.

## **NEW BUSINESS**

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

Commissioner Coyle presented an overview of this Item. The Commission expressed support for quarterly Saturday recycling hours and stressed the importance of event promotion/marketing. The Commission recommended that the Public Works staff survey recycling facility visitors through August to determine the collection time preference for the facility. Commissioner Coyle and Staff Liaison Cates noted that they would work with the Public Works staff to complete the survey and determine the most appropriate times for the facility to open for collection.

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

Chairman Sultan and Commissioner Bogot volunteered to serve as Co-Captains for the Adopt-A-Beach event. Staff Liaison Cates noted that she would assist with registration, coordination with other captains in Highland Park, and advertisement in the *Highlander*, at the park kiosks and train stations, and on the Commission's Facebook page.

## **OLD BUSINESS**

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

Sustainability Coordinator Tillman presented an overview of this Item, and went over the tentative timeline for implementation of the remaining sustainability objectives in 2013. Tillman noted that the Council supported the Commission's feedback regarding sustainability priorities, and he discussed grant opportunities. Tillman reported on an RFP process for electric vehicles. Councilwoman Stone advised Tillman to implement the recommendations to improve the efficiency of the City's public buildings, per the energy audit findings.

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

Councilwoman Stone presented an overview of this Item, discussing various program options that had been considered for food scrap composting. With the exception of Commissioner Hannick, all Commission members expressed support for starting a composting program as soon as possible. Commissioner Hannick noted that she was not in favor of the immediate program because the sticker price increase translated to all Highland Park residents.

Sustainability Coordinator Tillman indicated that he would move forward to implement the program, and evaluate opportunities to subsidize increased sticker prices through the 2013 Sustainability Fund budget.

**OTHER BUSINESS**

A. Status Report on Illinois Green Infrastructure Grant Application Process

Commissioner Ross presented an overview of this Item, noting that he had recently met with Engineering and Planning staff to discuss possible projects for which to pursue Illinois Green Infrastructure Grant Application funds. Commissioner Hannick expressed an interest in getting involved. Commissioner Matthews advocated for thinking big, and noted that the project may need to incorporate some standard engineering techniques in addition to alternative techniques.

Ross noted that he would be meeting again with City staff at the end of August to discuss specific projects, and he would continue to keep the Commission informed of his progress. The applications are due in mid December.

Councilwoman Stone discussed the Southlake Mosquito Abatement District’s pesticide spraying practices. Councilwoman Stone also noted that she will be convening another meeting of the Green Alliance in the near future.

The Commission thanked outgoing Student Representative Scott Beck for his work on the Commission.

**ADJOURNMENT**

Chairman Sultan adjourned the meeting at 8:55 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: September 4, 2013

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

---

## **NEW BUSINESS:**

### A. Discussion of the Selection Process for the Award for Meritorious Service to the Highland Park Environment

Each year, the Commission has solicited nominations to recognize a Highland Park resident that has demonstrated noteworthy service to the community's environment. Typically, the Commission initiates this process in September/October and then reviews the nominations during the November meeting, at which point a recommendation is made to the Mayor for recognition at the December City Council meeting.

→ The Commission is being asked to discuss this process to determine if it would like to continue with the award this year. Additional information on this agenda item will be presented at the meeting for consideration so that next steps can be taken as necessary.

### B. Discussion and Approval of 2014 Commission Work Plan Goals & Budget Request

This year, the City Council has requested that budget requests are reduced by 2% from the 2013 budget. In light of this request, I have drafted the following 2014 budget request:

SERVICE/ACTION	CY13 Request	Proposed CY14 Request
<b>EDUCATION</b> - Kiosk Displays and Environmental Educational Events Including: Arbor Day, 4th of July, Highland Park Art Festival, Earth Day, beach and river cleanups and movie screenings	\$2,000	\$2,000
<b>SUPPLIES</b> – Books and Periodicals	<b>\$100</b>	<b>\$0</b>
<b>BUSINESS EXPENSE</b> – Commission Dinners	<b>\$1,500</b>	<b>\$1,500</b>

The Commission’s yearly work plan is tied to the budget request, and it gives the City Council and staff an understanding of the year’s deliverables and work load. In past years, the Commission has successfully used an excel spreadsheet format, which is made a topic of discussion at each January meeting to determine which Commissioner will volunteer for each item. Through this year, I have kept a record of the topics that have come up during meeting conversations, and I have inserted them into the attached draft work plan for the Commission’s consideration.

→ The Commission is being asked to consider the 2014 draft budget request and work plan and vote to approve them for City Council consideration. Please note that this item must be acted upon at the upcoming meeting in order to meet budget drafting deadlines.

C. Discussion of 2014 Sustainability Master Plan Work Goals & Budget Request

Bryan Tillman worked to put together the following draft budget to advance several of the Sustainability Master Plan initiatives in 2014. The items listed below only include the projects that will require an investment; Bryan has noted that there are also several projects that will be completed that do not require financial support. In an effort to provide additional insight into the proposed projects details regarding the grant/rebate opportunities have been provided. Additionally, the expected reduction in energy usage and “avoided costs” associated has been listed within the charts below. At the upcoming meeting, Bryan will present an overview of these items and ask for Commission feedback.

**Investment:**

Item #	Service Action	Proposed CY14 Request
1	Energy Efficiency for Parking Structures - Perform energy efficiency upgrades for three City facilities (parking garage and two decks). Obtain grant funds associated with these upgrades – valued at \$35,000.	\$80,000
2	Energy Efficiency for Street Lights – Perform energy efficiency upgrades for Fort Sheridan street lights. Obtain grant funds associated with the street lighting opportunities valued at \$10,000.	\$50,000
3	Native Landscaping - Transition one portion of City property to native landscaping.	\$15,000
4	Total	<b>\$145,000</b>

**Rebates and Grants:**

Item #	Service Action	Grants/Rebates
1	Energy Efficiency for Parking Structures	\$35,000
2	Energy Efficiency for Street Lights.	\$10,000
3	Total	<b>\$45,000</b>

**Cost Avoidance:**

Item #	Item Name	Savings
1	Energy Efficiency for Parking Structures	\$15,000
2	Energy Efficiency for Street Lights.	\$2,000
3	Total	<b>\$17,000</b>

**D. Status Report on Electric Vehicle Charging Station & Car Sharing Initiatives**

Councilwoman Stone will present an overview of this agenda item.

**OLD BUSINESS:**

**A. Status Report on 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, worked with staff to survey residents who dropped off recyclables at the facility through the month of July, per the Commission's direction. The results of the survey are attached for review.

Commissioner Coyle evaluated the findings with staff and it was determined that the facility should remain open on Tuesdays and Fridays, and the City should look to open the facility on Saturdays 3- 4 days per year. It was determined that staff should reach out to SWALCO to determine if the agency can help coordinate volunteer hours from other municipalities in Lake County on these Saturdays in order to offset the City's personnel costs. Staff is scheduled to discuss options with SWALCO this week, and a status report of that conversation and recommended next steps will be provided at the upcoming meeting.

**B. Status Report on Illinois Green Infrastructure Grant Application Process**

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. Commissioner Brent Ross, serving as the group's appointed volunteer, and I recently met with Engineering Division staff again to discuss possible projects for which to apply for Illinois Green Infrastructure Grant (IGIG) funds.

It was determined that we should pursue a grant for improvements at the public parking lot at Hazel Avenue. Commissioner Ross and I are in the process of advancing this application, and we'll continue to provide the Commission with status reports on this item as it advances.

C. Status Report on Upcoming Adopt-A-Beach Event to be Held on September 21, 2013

The annual Adopt-A-Beach event is scheduled to be held on **September 21, 2013 from 9:00 a.m. to 12:00 p.m.** Under the leadership of the Commission's Co-Captains Bill Bogot and Tom Sultan, the Commission is hosting the cleanup at *Moraine Beach*. There are three other cleanup areas, as follows:

- Rosewood Beach –hosted by the Park District Natural Areas Program
- Millard Park/Ravine Drive Beach –hosted by resident Marjie Ettlinger
- Central Park Beach —hosted by resident Peggy Malecki

This information has been publicized, and Commissioners are being asked to attend the cleanup if possible. For additional information on Adopt-A-Beach, please visit:

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

**ATTACHMENTS:**

- Draft 2014 Commission Work Plan
- Recycling Facility Survey Findings

**NATURAL RESOURCES COMMISSION ACTION PLAN 2014**

Action #	ACTION ITEM	TASK	RESPONSIBLE PARTY	First Quarter 2014	Second Quarter 2014	Third Quarter 2014	Fourth Quarter 2014
<b>2014 WORK PLAN PROPOSED FOR CITY COUNCIL CONSIDERATION</b>							
1	Determine if Residential Light Pollution Standards Are Necessary	Evaluate Neighboring Community Ordinances & Make Recommendations As Necessary					
2	Host a Booth at the Taste of HP Event	Reserve Booth & Put Together Educational Materials					
3	Help Publicize the LMWEP Ravine Standards Guide	Determine if any Steep Slope Code Amendments are Necessary					
		Work with the Alliance for the Great Lakes to Promote Guidelines					
4	Continue to Outreach on Plastic Bag Recycling Receptacle Requirements	Continue to Work with Business Owners to Track Data and Ensure Compliance	Staff				
5	Grant Award for Meritorious Service to the Highland Park Environment	Accept & Consider Nominations and Grant Award					
6	Seasonally Update the Educational Displays in the Kiosks at Rosewood and Millard Parks	Work with the Park District to Create & Display Spring Posters					
		Work with the Park District to Create & Display Summer Posters					
		Work with the Park District to Create & Display Fall Posters					
7	Participate in Beach, River & Ravine Cleanup Events	Look into Sponsorship Opportunities for the Alliance for the Great Lakes Adopt-a-Beach Event					
		Look into Sponsorship Opportunities for the Friends of the Chicago River Cleanup Event					
		Secure Dumpster for Collection	Staff				
		Promote & Assist the Park District with Cleanup Events					
8	Draft Articles for the <i>Highlander</i>	"Green Corner" TOPIC TO BE DETERMINED					
		"Green Corner" TOPIC TO BE DETERMINED					
		"Green Corner" TOPIC TO BE DETERMINED					
		"Green Corner" TOPIC TO BE DETERMINED					
9	Organize & Host Environmental Movie Series	Contact Library to Establish Event Dates					
		Acquire License to Screen Film					
		Promote Film Screenings					
10	Participate in Project Citizen	Assist Students with Project & Keep Commission Updated on Efforts	Mark Hill	ONGOING BASIS			
11	Participate in North Shore Environmental Commissioners Group	Attend Meetings & Give Input	Commission Chair	ONGOING BASIS			
12	Assist in the Accomplishment of Sustainability Plan Initiatives	Establish Implementation Plan	Entire Commission & Staff	ONGOING BASIS			
13	Review & Recommend on Variations and Beach Structure Permit Applications	Forward Findings of Fact to ZBA & City Council	Entire Commission & Staff	ONGOING BASIS			
Pink Highlighted Cell = Task Accomplished							

<b>Results</b>									
<u>Date</u>	<u>Day</u>	<u>Total Responses</u>	<u># of HP residents</u>	<u>Preferred Day</u>					
				Mon	Tues	Wed	Thurs	Fri	Sat
7/16/2013	Tuesday	79	61	0	72	0	0	69	7
7/19/2013	Friday	43	28	0	37	0	0	38	4
7/23/2013	Tuesday	78	58	0	76	0	0	75	5
7/26/2013	Friday	40	32	0	38	0	0	39	1
7/30/2013	Tuesday	50	35	0	46	0	0	48	3
8/2/2013	Friday	43	35	0	35	0	0	33	2