



**Winnetka Environmental and Forestry Commission
Notice of Regular Meeting
August 14, 2019**

The Winnetka Environmental and Forestry Commission will convene on Wednesday, August 14, 2019 in the **Council Room at the Village Hall, 510 Green Bay, Winnetka, Illinois**, at 7:00 p.m.

Agenda

Call to Order

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| 1) Introduction & Chair's Remarks | Presenter Dowding |
| 2) Public Comment | |
| 3) Review and Summary of Minutes | |
| a. Adoption of July 10, 2019 Regular Meeting Minutes | Presenter Dowding |
| b. Amended June 12, 2019 Regular Meeting Minutes | Presenter Dowding |
| 4) New Business, Old Business/Updates | |
| a. Comprehensive Planning Discussion | Presenter Foley |
| b. EFC Website Revisions | Presenter Dowding |
| c. International Energy Conservation Code (IECC) | Presenter Kunkle |
| i. IECC Website Information: | |
| 1. https://www.iccsafe.org/products-and-services/i-codes/2018-i-codes/iecc/ | |
| 2. https://energyefficientcodes.org/wp-content/uploads/2019-03-13-Mayors-Fact-Sheet-and-Checklist-FIN.pdf | |
| 5) Communications | |
| a. Approval of September Communications Items | Presenter Bernahl |
| b. Discussion of October Communication Items | Presenter Bernahl |
| 6) Committee/Staff Reports | |
| 7) Open Forum | |
| 8) Adjournment | |

NOTICE

All agenda materials are available at villageofwinnetka.org (***Government > Council Information > Agenda Packets & Minutes***); ***the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor).***

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3543; T.D.D. 847-501-6041.

**WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION
REGULAR MEETING
MINUTES
July 10, 2019**

A record of a legally convened meeting of the Environmental and Forestry Commission of the Village of Winnetka, which was held in the Council Chambers at Village Hall, 510 Green Bay Road, Winnetka, Illinois, Wednesday, July 10, 2019, at 7:00 pm.

Call to Order: Chairperson Dowding called the meeting to order at 7:00 p.m.; voting Members present: Chuck Dowding, Chris Foley, Rosann Park-Jones, Mike Nielsen, Barry Sylvester and Liz Kunkle. Voting Members absent: David Varca. A quorum of presently appointed members was present. Ex-officio Members present: None. Village Council Representative Present: Anne Wedner. Student Representative Absent: Clark O'Bryan. Staff Representative Present: Matt Havlik, Public Works Analyst. No members of the public were present.

- 1) Introduction & Chair's Remarks: Chairperson Dowding called the meeting to order at 7:00 p.m. and welcomed all Commission members.
- 2) Public Comment: None.
- 3) Review and Summary of Minutes:
 - a) Adoption of the June 12, 2019 Regular Meeting Minutes: Chairperson Dowding asked for a motion to approve the June 12, 2019 minutes which was moved by Commissioner Kunkle and seconded by Commissioner Foley.
 - b) May 8, 2019 Regular Meeting Minutes (As Amended): Chairperson Dowding stated that the amended May 8, 2019 meeting minutes are included in the packet for reference. Chairperson Dowding asked for a motion to approve the May 8, 2019 amended minutes which was moved by Commissioner Foley and seconded by Commissioner Nielsen.
- 4) New Business, Old Business/Updates:
 - a) Comprehensive Planning Discussion: Chairperson Dowding stated that Commissioner Foley has been involved in the comprehensive planning discussion through his involvement with the Village Plan Commission. Commissioner Foley stated that he recently attended a Plan Commission meeting and told the Commission that the Village hopes to bring on a consultant by October this year.

Chairperson Dowding stated that also attended a comprehensive planning meeting recently with Village staff, Village President and Chairs from other Village

Commissions. Chairperson Dowding mentioned that staff has no plans to create an independent comprehensive planning commission and that the Village's Plan Commission will play a key role in the process. In terms of the overall process, Chairperson Dowding stated that it is the job of the EFC to provide the Plan Commission with information and then the Plan Commission will communicate this information to the Village Council.

Commissioner Foley stated that at the last Plan Commission meeting, the Commission reviewed the draft RFP document and discussed aspects of what should be addressed as part of the process. Commissioner Foley mentioned that the Plan Commission created a list of potential documents to provide the future consultant related to the comprehensive plan. Commissioner Foley made sure to include the GRC2 framework document.

Commissioner Foley said that Village staff are planning on issuing the RFP on Friday, July 26th and hope to select a consultant by October 15th. Commissioner Foley stated that the consultant will be tasked with creating the 2040 comprehensive plan for the Village. Commissioner Foley also mentioned that the Plan Commission will base the new comprehensive plan off of past comprehensive plans. Commissioner Foley said the Village will be focusing on public engagement and communication throughout the development of the plan and that Village staff will be creating a dedicated website, hosting open houses and encouraging community presence. Commissioner Foley stated that after proposals are received, staff, trustees and Plan Commission will evaluate and interview consultants.

Chairperson Dowding stated that the EFC has an opportunity to incorporate sustainability and environmental initiatives into the Village-wide comprehensive plan and that the Commission should research other communities, green teams, park district, garden clubs and schools.

Trustee Wedner stated that the recent Downtown Master Plan lacked environmental initiatives. Specifically, Trustee Wedner mentioned she would have liked to see an electric vehicle charging station included. Trustee Wedner also mentioned that adding bike racks in downtown areas is another good idea.

Commissioner Foley stated that the Plan Commission expects the duration of the development of the new comprehensive plan to take 12-18 months. The Plan Commission made it clear that public engagement is one of the most important aspects of the process. Trustee Wedner asked the Commission to encourage their neighbors and friends to attend meetings and voice their opinions and ideas. Chairperson Dowding

added that the Commission should encourage other environmental groups to attend meetings.

Commissioner Kunkle said that she recently met with staff from the Village of Northfield about the process for the development of their comprehensive plan and how they incorporated sustainability initiatives. Northfield is in the process of finalizing their comprehensive plan and it will be released in December of this year. Commissioner Kunkle added that she doesn't know of any of Winnetka's neighboring communities that are incorporating sustainability into their comprehensive plans right now.

Chairperson Dowding stated that the next EFC meeting is scheduled for August 14th and that the aim of this meeting should be to put a plan together of what the Commission needs to accomplish in the coming months.

Commissioner Kunkle stated that there are two upcoming workshops in Highland Park and Grayslake focusing on using sustainability planning through the GRC2 framework. Matt Havlik said he will forward the registration information to all Commission members.

- b) EFC Website Revisions: Matt Havlik provided an overview of the EFC website revisions. The Commission discussed the changes and Chairperson Dowding explained his desired changes. Matt Havlik noted that he will work with the Village's communication team on making revisions for the next meeting.

5) Communications:

- a) Approval of August Communications Items: The Commission discussed the draft articles for the month of August and agreed that they can be sent to the Village Manager's office for posting. Chairperson Dowding asked for a motion to approve the August communications items which were moved by Commissioner Foley and seconded by Commissioner Nielsen. Matt Havlik agreed to send this information to the Village Manager's Office.
 - b) Discussion of September Communications Items: The Commission looked ahead to the September communication items and agreed upon who will draft articles for each topic.
- 6) Committee/Staff Report: Matt Havlik announced that his last day with the Village will be August 2nd as he recently accepted a new position with the Village of Lisle as Assistant to the Village Manager. The Commission thanked Mr. Havlik for his service over the last 4 years.

7) Open Forum:

Commissioner Kunkle reported that close to 200 gallons of food waste was diverted from the garbage at the Winnetka Music Festival and that the program was a success for the first year of being implemented. Commissioner Kunkle added that she plans to build upon the program for next year.

Commissioner Kunkle also added that Go Green Winnetka's Yards That Work Tour is scheduled for July 14th.

Commissioner Park-Jones inquired about the status of the refuse discussions at the Village Council level. Matt Havlik explained that this item was discussed at the Village Council meeting the night prior and that the discussion included composting, pay-as-you-throw programs and commercial collection.

8) Adjournment: There being no further business, Chairperson Dowding asked for a motion to adjourn which was moved by Commissioner Foley and seconded by Commissioner Sylvester. Having the motion passed, the meeting adjourned at 8:50 p.m.

**WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION
REGULAR MEETING
MINUTES
June 12, 2019**

A record of a legally convened meeting of the Environmental and Forestry Commission of the Village of Winnetka, which was held in the Council Chambers at Village Hall, 510 Green Bay Road, Winnetka, Illinois, Wednesday, June 12, 2019, at 7:00 pm.

Call to Order: Chairperson Dowding called the meeting to order at 7:00 p.m.; voting Members present: Chuck Dowding, Chris Foley, Rosann Park-Jones and Liz Kunkle. Voting Members absent: David Varca, Mike Nielsen and Barry Sylvester. A quorum of presently appointed members was present. Ex-officio Members present: None. Village Council Representative Absent: Anne Wedner. Student Representative Absent: Clark O'Bryan. Staff Representative Present: Matt Havlik, Public Works Analyst. Others Present: Jim Stier, Village Forester, Andrew Lueck, Assistant Village Forester. No members of the public were present.

- 1) Introduction & Chair's Remarks: Chairperson Dowding called the meeting to order at 7:00 p.m. and welcomed all Commission members.
- 2) Public Comment: None.
- 3) Review and Summary of Minutes:
 - a) Adoption of the May 8, 2019 Regular Meeting Minutes: Chairperson Dowding asked for a motion to approve the May 8, 2019 minutes which was moved by Commissioner Foley and seconded by Commissioner Kunkle.
 - b) April 10, 2019 Regular Meeting Minutes (As Amended): Chairperson Dowding stated that the amended April 10, 2019 meeting minutes are included in the packet for reference. Chairperson Dowding asked for a motion to approve the April 10, 2019 amended minutes which was moved by Commissioner Kunkle and seconded by Commissioner Foley.
- 4) New Business, Old Business/Updates:
 - a) Forestry Update: Jim Stier, Village Forester, stated that he was happy to be at the meeting tonight and introduced Andrew Lueck, Assistant Village Forester. Jim Stier directed the Commission's attention to Andrew Lueck who began his presentation about current forestry operations within the Village. Andrew Lueck announced that he has been working on updating the Village's tree inventory and that there are approximately 12,000 trees in the public right-of-way in Winnetka. The top three species of parkway trees are

maple, oak and elm. Andrew Lueck also mentioned that the Village is currently working on diversifying its tree inventory.

The Village completes annual pruning of approximately 2,000 parkway trees each year. This year, efforts have been focused in the northwest corner of town. The Village uses both Advanced Tree Care and Nels Johnson for trimming work. Regarding tree removals, the Village aims to replace trees one-for-one. In 2018, 187 trees were removed via required tree removal permits which are for tree over 8+ inches in diameter. For all trees that are not dead, dying or diseased, residents are required to pay a security deposit for removal of trees and receive the deposit back once they replace trees, inch for inch.

Andrew Lueck also explained that the Village is currently treating Ash trees infected with Emerald Ash Borer. There are approximately 400 parkway Ash trees remaining. Dutch Elm Disease has also become a concern and the Village is taking all precautions necessary to reduce infections. Regarding the Village's Parkway Tree Planting program, 128 parkway trees were planted in 2018. Andrew Lueck mentioned that any residents who want a parkway tree can complete a parkway tree planting application and submit it to the Village's Forestry staff for review.

- b) 2019 Green Award Recipients: Matt Havlik told the Commission that he attended the May 21st Village Council meeting where he presented the green awards to the two recipients. Overall, the program ceremony was well-received.
- c) Comprehensive Planning Discussion: Commissioner Foley explained that he is the EFC representative for the Village's Plan Commission. Commissioner Foley stated that the Village is in the processes of planning to re-create its comprehensive plan, with the help of a consultant. Commissioner Foley added that incorporating elements from the GRC2 would be a good idea for future discussions about the comprehensive plan. Chairperson Dowding stated that representatives from all of the Village's boards and commissions are meeting tomorrow to discuss processes for developing a new Village-wide comprehensive plan. Chairperson Dowding said there will be a survey and public comment period to collect data. Chairperson Dowding told the Commission that it would be a good idea to reach out to other communities in the area who have done similar sustainability-related revisions to their comprehensive plans.

Commissioner Kunkle stated that she knew Northfield recently incorporated sustainability objectives into their new comprehensive plan. Commissioner Foley requested that the Commission keep a standing item for comprehensive plan discussions on future agendas. Commissioner Kunkle added that the Commission should include

Trustee Cripe as a resource for future discussions as he has been closely involved in the adoption of the GRC2.

- d) EFC Website Revisions: Matt Havlik told the Commission that he met with the Village's Communications Manager, Josie Clark, about the proposed EFC webpage revisions. Josie Clark recommended creating a vertical list of the 10 proposed buttons on the EFC homepage to provide for a more responsive design for mobile phone use. The Commission agreed this is a good idea and instructed Matt Havlik to work with the Village's Communication Manager on the proposed revisions.
- e) Rain-Ready Program: Commissioner Kunkle provided a brief overview of the Center for Neighborhood Technology's Rain-Ready program which provides policies and practices that help residents and entire communities plan for weather events associated with global climate change. Commissioner Kunkle stated that this program may be a good idea to pursue at some point as it related to the water section of the GRC2. Commissioner Kunkle also mentioned that the Rain-Ready program also has a grant program that Wilmette ~~has used~~ recently started implementing.

5) Communications:

- a) Approval of July Communications Items: The Commission discussed the draft articles for the month of July and agreed that they can be sent to the Village Manager's office for posting. Chairperson Dowding asked for a motion to approve the June communications items which were moved by Commissioner Park-Jones and seconded by Commissioner Kunkle. Matt Havlik agreed to send this information to the Village Manager's Office.
- b) Discussion of August Communications Items: The Commission looked ahead to the August communication items and agreed upon who will draft articles for each topic.

6) Committee/Staff Report:

- a) SolSmart Designation: Matt Havlik told the Commission Trustee Cripe and he attended the designation ceremony at Argonne National Laboratory on May 9th. Matt Havlik stated that the Village received a plaque for bronze designation, which he brought with him.
- 7) Open Forum: Commissioner Kunkle told the Commission that the Illinois Municipal Electric Agency (IMEA) has made a commitment to incorporating more wind energy into its portfolio. Specifically, IMEA has entered into a 15-year agreement to purchase 50 megawatts of wind energy output annually from the Green River Wind Farm located in Lee and

Whiteside Counties in northwestern Illinois. 32 municipalities across the state are members of IMEA.

Commissioner Kunkle also stated that 128 gallons of compostable food waste and paper products were collected last weekend at the Winnetka Children's Fair. Commissioner Kunkle explained that she helped facilitate the collection of compost through a local composting company, Collective Resource. Commissioner Kunkle also stated that there are plans for composting at the Winnetka Music Festival in a couple of weeks.

- 8) Adjournment: There being no further business, Chairperson Dowding asked for a motion to adjourn which was moved by Commissioner Foley and seconded by Commissioner Park-Jones. Having the motion passed, the meeting adjourned at 9:07 p.m.

September 2019 EFC Communications Content

1. Recycling Tip – Recycling #3 Plastics

E-Winnetka Newsletter

Plastics labeled #3 are made of polyvinyl chloride (PVC) and include items such as plastic bottles and shampoo bottles. Such items will have a #3 marked on them indicating they are recyclable. The Village's recycling provider, Lakeshore Recycling Systems, accepts plastic #3. Place #3 plastics in your recycling container for regular pick up on your normal day. To learn more about plastics recycling, visit Lakeshore Recycling System's plastic recycling webpage:

<https://www.lrsrecycles.com/so-what-exactly-do-those-recycling-numbers-mean-on-the-bottoms-of-plastic-items/>

2. Environmental and Forestry Commission Recycling Tip: *Recycling Pizza Boxes*

E-Winnetka Newsletter

Every year, estimates put annual pizza consumption at close to 3 billion in the U.S. alone, and a good portion of this pizza is being carried out or delivered in pizza boxes. But can you recycle pizza boxes? The answer is yes, IF they are clean. Pizza boxes are normally made from corrugated cardboard which is recyclable. However, most pizza boxes have food debris attached to them and a lot of grease. The grease prevents the paper fibers from binding during the recycling process and results in a poor quality paper product. This also happens when paper plates and used paper napkins are recycled. If the recyclable load becomes contaminated with the grease from pizza boxes then the whole load may be sent to landfill. The best way to recycle pizza boxes is to discard or compost any leftover food before putting the box in the recycling. Any heavily greased cardboard can be torn off and put in the trash before putting the clean cardboard in the recycling bin.

3. Environmental and Forestry Commission Recycling Tip: *Leave Lids on Plastic Bottles and Containers*

E-Winnetka Newsletter

To remove or not to remove lids when recycling? The Village's recycling provider, Lakeshore Recycling Systems, asks residents to leave caps on plastic bottles and glass jars when recycling. This keeps residual liquids contained and the small lids from clogging the sorting machines. Most plastic bottles are categorized as plastic #2, while their caps are plastic #5.

2019 EFC Communications Plan

EFC Communication Process for Monthly Postings

1. EFC and Staff work together to draft and finalized monthly topics and supporting text.
2. Topics and supporting text are discussed and approved by the EFC at monthly meetings.
3. Topics and supporting text are sent to Village Manager's Office each month to be published in the appropriate communication channel (Weekly email newsletter, Winnetka Report, etc).

January

Weekly E-Newsletter:

- EFC Green Awards Application Reminder
- Reduce - Consider how to reduce energy use and costs in your home and business
- Reduce - Switch from incandescent bulbs to LED bulbs (and put incandescent into garbage/landfill and recycle LED bulbs in the lobby of the Winnetka Public Works)

February

EFC Green Awards Application Deadline – February 28

Weekly E-Newsletter:

- Reduce – Think before you buy
- Reduce - Think before you pack

March

Spring Winnetka Report Submission Deadline – March 19

Winnetka Report Articles:

- Coal Tar Sealant Reminder
- Paper Shredding Event
- Electronics Recycling Program Resuming
- Clean-Up Week

Weekly E-Newsletter:

- Electronics Recycling Program Resuming
- Reduce - Use your car less
- Reduce - No Idling
- Composting - Backyard

April

Weekly E-Newsletter:

- Compost available at Village Yards
- Paper Shredding Event
- Phosphorus Ordinance
- Earth Day – April 22nd, 2019 and Arbor Day – April 27th, 2019

May

Summer Winnetka Report Submission Deadline – May 11 (Include Recycling Guidelines Insert?)

Winnetka Report Articles:

- Green Award Recipients

Weekly E-Newsletter:

- EFC BMP Guide – Summary & link to document
- Recycling - Break down all boxes
- Recycling - Leave lids on plastic containers

June

Weekly E-Newsletter:

- Coal Tar Sealant Reminder
- Ban on Gas-Powered Leaf Blowers from June 1 through Oct. 1.
- Recycling - Make sure all containers are free of liquid and food residue
- Recycling - Plastic bags & film
- Forestry - Remove buckthorn and other invasive species

July

Weekly E-Newsletter:

- Shredding Event
- Recycling - Plastic silverware
- Recycling – Styrofoam
- Forestry - Look into landscaping solutions as stormwater solutions

August

Fall Winnetka Report Submission Deadline – August 23

Winnetka Report Articles:

- Pumpkin Composting Event
- Curbside Leaf Collection

Weekly E-Newsletter:

- Recycling - #3 plastics
- Recycling - Paper napkins, towels, and tissues

September

Weekly E-Newsletter:

- Recycling - Pizza boxes
- Recycling - Lids from glass bottles

October

Weekly E-Newsletter:

- Pumpkin Composting Event
- Recycling - Textiles
- Recycling - Look for bins in business districts
- Purchase unlimited recycling bins at Village Hall

November

Winter Winnetka Report Submission Deadline – November 2

Winnetka Report Articles:

- Holiday Lights Recycling

Weekly E-Newsletter:

- America Recycles Day (11/15)
- Composting - Leaf collection
- Battery Recycling
- Plastic bag, film and wrap recycling

December

Weekly E-Newsletter:

- Christmas Tree Pick-Up
- EFC Green Awards Application Reminder
- Holiday Lights Recycling
- Commercial District Business Lighting