



**Winnetka Environmental and Forestry Commission
Notice of Regular Meeting
July 10, 2019**

The Winnetka Environmental and Forestry Commission will convene on Wednesday, July 10, 2019 in the **Council Room at the Village Hall, 510 Green Bay, Winnetka, Illinois**, at 7:00 p.m.

Agenda

Call to Order

- | | |
|--|-------------------|
| 1) Introduction & Chair's Remarks | Presenter Dowding |
| 2) Public Comment | |
| 3) Review and Summary of Minutes | |
| a. Adoption of June 12, 2019 Regular Meeting Minutes | Presenter Dowding |
| b. Amended May 8, 2019 Regular Meeting Minutes | Presenter Dowding |
| 4) New Business, Old Business/Updates | |
| a. Comprehensive Planning Discussion | Presenter Foley |
| b. EFC Website Revisions | Presenter Havlik |
| 5) Communications | |
| a. Approval of August Communications Items | Presenter Havlik |
| b. Discussion of September Communication Items | Presenter Havlik |
| 6) Committee/Staff Reports | |
| 7) Open Forum | |
| 8) Adjournment | |

Posted Time and Date

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
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) 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.
- 3) 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 or 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.
- 4) 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.
- 5) 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.
- 6) Open Forum:
- 7) Public Comment: 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.

**WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION
REGULAR MEETING
MINUTES
May 8, 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, May 8, 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, David Varca, Rosann Park-Jones, Liz Kunkle, Chris Foley and Mike Nielsen. Voting Members absent: Barry Sylvester. A quorum of presently appointed members was present. Ex-officio Members present: None. Village Council Representative Absent: Andrew Cripe. 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) Review and Summary of Minutes:
 - a) Adoption of the April 10, 2019 Regular Meeting Minutes: Chairperson Dowding asked for a motion to approve the April 10, 2019 minutes which was moved by Commissioner Varca and seconded by Commissioner Nielsen.
 - b) March 13, 2019 Regular Meeting Minutes (As Amended): Chairperson Dowding stated that the amended March 13, 2019 meeting minutes are included in the packet for reference. Chairperson Dowding asked for a motion to approve the March 13, 2019 amended minutes which was moved by Commissioner Varca and seconded by Commissioner Nielsen.
- 3) New Business, Old Business/Updates:
 - a) Greenest Region Compact 2 Presentation Recap: Chairperson Dowding asked Commissioner Kunkle if she would provide the Commission with a summary of the GRC2 presentation on April 16th. Commissioner Kunkle stated that it was a long meeting and that two New Trier students presented about composting as part of a research assignment they are doing. Commissioner Kunkle noted that the meeting was longer than usual because of the consideration and discussion of a new proposed wedding venue in Hubbard Woods which went until about 9:20 PM.

~~Overall, the Village Council seemed interested in the topics of the presentation but it was obvious that everyone was tired by that point in the night.~~ Commissioner Kunkle said that the presentation recommended three big picture priorities, being waste, water and energy, for the Village Council to acknowledge and adopt. At the end of the presentation and discussion, the Village Council directed the Commission to come back at a later time ~~with~~ to suggest more specific items for consideration, such as recommendations of top 10 items that the EFC came up with.

~~Commissioner Kunkle said that the trustees seemed slightly confused by the objective of the presentation as Trustee Myers asked is the Village Council will be reviewing all items that night.~~ Commissioner Kunkle stated that she made sure to focus on and explain the big-picture aspects and priorities. Commissioner Kunkle stated that Trustee Wedner wanted to know about associated costs for implementing some of the EFC's recommendations. ~~Also, Commissioner Kunkle told the Commission that Trustee Cripe was acting President that night and did a great job with keeping the Village Council focused on the big picture.~~

~~Commissioner Kunkle stated that while creating the presentation, she and Chairperson Dowding struggled to decide what the recommendation and asking points should be. With the help of Steve Saunders, she believed the proposed work plan and asking points were communicated precisely.~~

Commissioner Kunkle also said that Trustee Lanphier expressed that the "energy" section seemed like the most difficult. The Village Council spoke about how energy is a big item as well as a big opportunity for the Village. Trustee Lanphier said that energy may not seem urgent now, but will be in the future and that communities need to start planning now. Commissioner Kunkle said that she told the Village Council that other communities are making plans and commitments for energy reduction with future target dates such as 2030 and 2050.

Commissioner Kunkle told the Commission that at the end of the presentation and discussion, that all of the Trustees accepted and acknowledged all recommendations. Commissioner Kunkle also thanked Trustee Cripe for being there and facilitating the discussion. Commissioner Kunkle stated that the Village Council seemed to be on-board with the GRC2 plan, but ~~hesitant~~ careful with its commitments on what the Village is committing to. Commissioner Kunkle told the Commission that the Village Council voted to move forward with all of the EFC's recommendations.

Commissioner Kunkle also added that a handful of residents were there to provide public comments related to composting. Commissioner Kunkle stated that Trustee Myers is

going to be working with the two New Trier students on implementing a food scrap composting program at the Music Fest this year.

Commissioner Kunkle informed the Commission that she attended the April 25th refuse discussion meeting. Commissioner Kunkle noted that the main topics of conversation included commercial refuse pick-up, residential back door vs. curbside pick-up and food scrap composting. Commissioner Kunkle told the Commission that at the end of the meeting, Village Council directed staff to explore food scrap composting options and to look at third party contractors, such as Collective Resource, who provide a bucket service. Commissioner Kunkle also added that there was no discussion about outsourcing refuse collection. Commissioner Kunkle said that Village staff is working on identifying food scrap composters and implementing a Village-wide program. Matt Havlik added that staff is in the process of meeting with potential vendors and working on how to make composting more accessible and available to all residents.

Chairperson Dowding asked if the EFC is waiting on further direction from Village Council. Commissioner Kunkle responded by saying that there is no reason the Commission cannot get started now, mentioning that one of the asking points was for regular reports to Village Council.

Chairperson Dowding directed the Commission's attention to the EFC webpage revisions. Matt Havlik explained that in the past, the Commission has requested to revise the EFC webpage to include pages associated with the ten categories of the GRC2 framework. Matt Havlik suggested to the Commission to rename/reorganize the current six "buttons" on the EFC webpage, to avoid a costly design change by American Eagle. The Commission discussed renaming the six heading buttons to contain the new category names. Matt Havlik said he will coordinate this change with the Village Manager's Office.

Commissioner Kunkle stated that it would be best for the Commission to report back to Village Council every six months on progress of various GRC2 items. Commissioner Varca added that this might be a good time for the Commission to start familiarizing itself with the Village's comprehensive plan. Chairperson Foley said this is a good idea as the Village Council is planning on beginning revisions to the comprehensive plan in the near future and that the Plan Commission is leading this large undertaking.

Commissioner Kunkle added that in the short term, the Commission can start brainstorming and incorporating updated initiatives into the EFC's strategic plan and that the Village Council is open to having ideas to pursue related to the GRC2.

Chairperson Dowding asked what else the Commission can begin working on. Matt Havlik stated that Village staff is currently working on follow up items from the refuse discussion including food scrap composting, commercial collection, and curbside vs. backdoor pick-up options. Commissioner Kunkle suggested that EFC members should come to the June meeting with ideas for action items.

Commissioner Varca added that the GRC2 presentation was very well put together and was short, concise and to the point. Overall, it was an effective presentation.

- b) 2019 Green Awards (May 21 Village Council Meeting): Matt Havlik told the Commission that the Green Awards presentation has been moved to the May 21st Village Council Meeting. Matt Havlik stated that he notified both award recipients and has the plaques ready for the ceremony.

4) Communications:

- a) Approval of June Communications Items: The Commission discussed the draft articles for the month of June 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 Foley and seconded by Commissioner Park-Jones. Matt Havlik agreed to send this information to the Village Manager's Office.
- b) Discussion of July Communications Items: The Commission looked ahead to the July communication items and agreed upon who will draft articles for each topic.

5) Committee/Staff Report:

- a) SolSmart: Matt Havlik told the Commission he was officially notified by The Solar Foundation that the Village has achieved bronze level designation as a SolSmart community. Matt Havlik stated that Trustee Cripe and he will be attending the designation ceremony at Argonne National Laboratory tomorrow on May 9th.
- 6) Open Forum: Commissioner Kunkle expressed to the Commission that she attended the Village Council meeting last night and thanked Trustee Meyers as it was his last meeting. Commissioner Kunkle stated that she addressed the Village Council during the public comment period and mentioned that the Village should consider repainting the refuse bins from green to black in the commercial district to help distinguish between the garbage and recycling. Commissioner Kunkle also added that the Park District is starting to do the same thing.

Commissioner Kunkle told the Commissioner that she thinks the Village should organize a future earth day/week event in the future, similar to Evanston's.

Commissioner Foley asked the Commission if moving the public comment period to the front of future agendas would be beneficial. The Commission agreed this would be more convenient for the public at future meetings. Matt Havlik stated he will move the public comment item on the agenda to the beginning for future meetings.

- 7) Public Comment: None.
- 8) Adjournment: There being no further business, Chairperson Dowding asked for a motion to adjourn which was moved by Commissioner Varca and seconded by Commissioner Kunkle. Having the motion passed, the meeting adjourned at 8:51 p.m.

August 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.

2. Recycling Tip – Paper Napkins, Towels, and Tissue Recycling

E-Winnetka Newsletter

Used paper-based goods such as paper napkins, towels and tissues should not be placed into your recycling bin. These types of items have potentially already been recycled numerous times and are at the end of their life cycle. Also, these types of paper are normally contaminated with food waste and are not recyclable. Items containing food waste can contaminate other recyclable items and should be composted or landfilled instead.

3. Pumpkin Composting Event

Winnetka Report

In a continuing effort to expand environmental initiatives, the Village of Winnetka is hosting a one-day pumpkin collection. Residents are encouraged to bring in pumpkins for the Village to properly dispose of, limiting the amount brought to landfills. The Public Work Department will provide a designated drop off location at the Municipal Yards Facility at 1390 Willow Road from 9:00 AM to 1:00 PM on Wednesday, November 6th, 2019. Please remove any solid waste (candles, bags, etc.). Collection of garbage, food scraps or other landscape waste will not be accepted. Please contact the Public Works Department at 847-716-3568 with any questions.

4. Curbside Leaf Collection

Winnetka Report

The Village's annual curbside leaf collection program will run from Monday, October 14 until Monday, November 25. Under this program, residents may rake their leaves to the parkway just inside the edge of the curb for collection by the Village. Leaves collected are then hauled to Antioch, IL for composting which the Village then receives back in early spring for

residents to use as compost material. For more information, please contact the Public Works Department at 847-716-3568.

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