



Minutes • Tuesday, April 10, 2018 • 6:00 p.m.
Robert Gilliam Municipal Complex, City Hall
Second Floor South Conference Room
150 Dexter Court, Elgin, IL 60120

A. Call to order (chairperson)

B. Roll Call (staff liaison)

Chairperson Agesen and Commissioners Anderson, Miko, Segel, and Waden present.

C. Approval of previous meetings' minutes

February meeting minutes approved. March special meeting minutes approved. March regular meeting minutes approved.

D. Communications – Sustainability Honor Roll presentation

Mayor Kaptain presented Fire Station #7 with the Sustainability Honor Roll, in recognition of the community gardens built there to offer nearby residents a place to grow food. Assistant Fire Chief Bryan McMahan accepted the award on behalf of the station.

E. Other persons present

Robin Migalla of Elgin Green Groups 350 shared a spreadsheet she had created of different recycling brigades that are free through Terracycle. Subaru in Elgin allows you to bring any brand of disposable cups, lids, candy, snack wrappers and snack bags as well as coffee tea or tea capsules. Individuals can sign up on the Terracycle website for each brigade. Migalla will answer questions related to zero waste at the Earth Day event. Migalla will send the spreadsheet to the liaison, which can then be added to the commission's shared folder.

F. Working Groups and Task-Related updates

Discuss goals related to Individual Commissioner Engagement Plan

Chairperson Agesen has a ComEd energy audit scheduled at the end of June, and she will update the group following the audit. Commissioner Anderson found that Energy Impact Illinois gives free audits if you agree to host a party but he has not heard back from them yet. He noted that while some things are on the Internet, it could be difficult to get a response sometimes when trying to make contact. This in turn makes it difficult to get data on how many options are actually available. If the commission goes through and defines criteria for why it would vet certain companies, there less grey area in promoting businesses. There is nothing holding back individuals from personally promoting ideas and businesses if they not representing the City or Commission.

Liaison will reach out to Cooks Ice Cream to see if she has the capacity to use any compostable cups for the Earth Day event. If not perhaps the commission can help in that regard.

Individual Commissioner Engagement Plan will be added to next agenda for a more thorough discussion. Liaison will create an Individual Engagement Plan folder in Box where commissioners can send liaison their plan and she will add it prior to next meeting for all to review.

Commissioner Anderson reminded all that the plan is not for group accountability, but rather it's an individual tool so it can be as detailed or broad as you want. It's meant to keep each commissioner personally focused on what they want and help align with future agendas for updates.

Commissioner Miko will have his contact with Farm to Solar come and present about the trends in solar farms. Commissioner Anderson has a contact with Cenergy that can present as well.

G. Discussion Items

1. Budget Discussion

Discuss funding for sustainable initiatives, staff and commission roles related to the budget, the process for developing and allocating commission budget, and identification of non-financial assets to support plan implementation.

Assistant City Manager Aaron Cosentino attended the meeting to provide historical context to the budget discussion. The group reviewed spreadsheets of funded projects and initiatives historically, which part of the Riverboat Fund prior to the General Fund. Cosentino clarified some vendor names. EDAW, for example is AECOM, the initial consultant to create the sustainability plan. DLA Architects is a firm that helped the City complete an assessment of 51 S. Grove. Carbon Day Automotive was for the charging station at the parking deck. After bottom of 3rd page on spreadsheets, there's no account numbers. This indicates where we switched reporting sources to show the Neighborhood Improvement grants that were given out (amounts granted, not spent). Elgin Community Network's (ECN) new program has money saved from their previous purchase of service agreement (PSA) with the City for various initiatives. There is no influx of cash. The last PSA with ECN was probably 2014-2015. Not many commissions have dedicated funding. The \$24,000 the Sustainability Commission has is one of the largest, but that doesn't mean it's all the funding initiatives will ever receive. One example is when the City received a grant for permeable pavers and rain gardens. The City's match was \$163,000. Riverboat and utility funds were needed. The \$24,000 budget is an ongoing annual amount. If something special comes up, the commission can always ask City Council to consider a larger spending. Typically that comes with a new budget, so planning ahead and giving recommendations before budget season is important. Once in budget year, you are limited to the amount allocated. All unspent money at the end of the year goes to the City's reserves. The only way to roll money over is if that money is earmarked or reserved for a specific vendor. For example, BPAC's ease of use map. Any base budget additions would need to be considered by July/August if there are more programs the commission wants to support. A decision package is for a one-time project that can be considered when going into a new budget year too. That can be built into the Riverboat or funded with sales tax money. June and July budget discussions annually would be ideal for the commission. The liaison needs to put Friends of the Fox funding allocation into a PO with an agreement signed, in order for money to be saved for the next calendar year. Commissioner Miko suggested we look at creating a policy/process and name someone the commissioner treasurer to help develop the budget. City Purchasing policy must be followed, which requires three written quotes for any purchases over \$5000, and two verbal quotes for any purchases over \$1000. Regarding staff making purchases with commission funds, Commissioner Anderson suggested he is OK with this action but does not want to be asked about it after the decision, and will vote "no" if such a situation occurs. Commissioner Segel suggested progress reports would be helpful. Commissioner Miko motioned liaison clean up data and resend it. Liaison will add documents to a new budget folder. Anderson asked that May meeting we have a budget development process on the agenda.

2. Form Review

Review draft forms for "Agenda Discussion Item Request and "Funding Request."

Chair and liaison have governance over what ends up on agenda. When someone submits an agenda discussion item, they will have a conversation. Liaison will forward links to both forms and feedback must be submitted to liaison by the end of the week (4/13/18).

H. Old Business

1. Ordinance Changes

Discuss other community ordinances and commission wish list.

This item remains tabled until the commission receives clarity on any potential merge with the bicycle committee and the commissioners have reviewed and benchmarked other community ordinances.

2. Sustainability Survey

Review draft survey and discuss distribution and length of time available.

Commissioners provided feedback on the draft survey, suggesting fewer words, and brief explanations of the Greenest Region Compact 2's categories. Liaison will have a revised version by the end of the week.

3. Energy Sage

Update from Liaison regarding communities contacted.

Liaison would email responses from participating communities for review.

4. Earth Day 2018 Sponsorship

Determine which commissioners will attend and volunteer at the commission table.

Chairperson Aagesen and Commissioner Segel will be at the event.

I. Commissioner comments/announcements

J. Adjourn

— The City of Elgin is subject to the requirements of the Americans with Disabilities Act (ADA) of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact ADA coordinator, at (847) 931-6076, or TTY/TDD (847) 931-5616 promptly to allow the City of Elgin to make reasonable accommodations for those persons. —