



Sustainability Commission Meeting Minutes  
Tuesday, October 10, 2023 • 6:00 p.m.  
West Conference Room, Edward Schock Centre of Elgin, 100 Symphony Way, Elgin, IL 60120

**A. Call to Order**

1. Chairman Armstrong called the meeting to order at 6:02 p.m.

**B. Roll Call**

1. Members Present: Chair Tom Armstrong, Commissioners Jeff Biss, Dan Brosier, Francisco Garcia, David Jurina, Katie Gronke, and Sharene Gould Dulabaum.

CONFIRMED PRESENCE OF A QUORUM.

2. Also Present: Council Liaison Carol Rauschenberger, Staff Liaison Kristin Youngmeyer.
3. Absent: Commissioner Dekovia Livingston.

**C. Approval of Meeting Minutes**

1. July 27, 2023 Urban Resiliency Work Group Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

2. August 2, 2023 Carbon Reduction Work Group Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

3. August 8, 2023 Sustainability Commission Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

4. August 24, 2023 Urban Resiliency Work Group Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

5. September 12, 2023 Sustainability Commission Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

6. September 18, 2023 Carbon Reduction Work Group Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

7. October 4, 2023 Carbon Reduction Work Group Meeting

*A motion was made by Commissioner Jurina to approve the minutes as submitted. The motion was seconded by Commissioner Biss. The motion passed unanimously.*

ROLL CALL VOTE:

Aye: Armstrong, Biss, Brosier, Garcia, Gould Dulabaum, Gronke, and Jurina.

Nays: None.

MOTION ADOPTED

**D. Public Comment**

No comments were submitted in advance of the meeting and no citizens offered comments in person.

**E. Unfinished Business Items**

1. Pumpkin Smash Compost Event

Staff liaison provided quotes of potential items to giveaway at the event, and the commission decided to use funds purchase zero waste kits.

As of 10/10/2023 meeting, the following commissioners were planning to be at the event, at the following sites:

- Plan to be at event: Commissioners Brosier, Garcia
- Status as a maybe: Commissioners Biss, and Juriana, and Council Liaison Rauschenberger
- Status unknown: Commissioners Livingston, Gould Dulabaum, and Gronke
- Cannot be at the event: Commissioner Armstrong (Chair)

Marketing will use hard copy flyers and posters, and electronic announcements. Commissioner Garcia communicated he can help distribute posters and flyers around the downtown area. Commissioners thought to start marking mid-October. Liaison Youngmeyer will work to connect with Commissioner Garcia to give him updated marketing material.

Event time and location, will be from 9:00a to 12:00p at the following two locations:

- the Old Library parking lot (250 N. Grove Ave), and
- the Elgin Sports Complex (709 Sports Way).

Staff liaison Youngmeyer said she will work with Superintendent of Parks and Rec, Greg Hulke, and Waste Management on set up at the event sites. Elgin's event is registered with SCARCE and Kane County. Marketing materials are in the process of being updated. Outreach had been made to volunteers including Izaak Walton League.

There was discussion on developing education on composting for the upcoming event, and developing more in depth education related to at home composting that could be used at future Sustainability Commission events and programming.

## 2. Sustainability Prioritization for 2024

The purpose of this exercise was for Sustainability Commissioners to identify priority activities to work on in 2024. For September's meeting, the commission brainstormed a shared vision. At the October meeting, commissioners discussed and identified priorities to potentially take on in 2024, which fit with the shared vision. A summary of the vision and priorities brainstorm can be found in Exhibit A to the minutes.

## F. Chair and Work Group Reports

### 1. Chair Report

Chair Armstrong shared the following recommendation regarding Work Group Meetings:

The current format anticipates participation by the full commission and attendance by a quorum of commissioners to take action on agenda items, and meeting four times a month can be a heavy lift. He proposed the recommendation that a commissioner propose a project or program to the full commission. If the full commission supports moving forward with the project/program, then that commissioner and up to one other commissioner can research and development the program/project and bring it back to the commission for action. The commissioner(s) should engage city staff members and other community members, organizations and experts to research best practices, identify successful programs, and develop a recommendation regarding the program/ project. Recommendations should be drafted in the format of City Council Committee of the Whole memos, and Chair Armstrong shared an example.

## 2. Carbon Reduction Work Group

The Climate Action Plan RFP draft is ready for review. Commissioners were asked to review the draft document and provide any comments no later than November 1st. The draft RFP is modeled after the RFP distributed by the Village of Oak Park, IL.

Active Mobility Plan RFP is ready for review. The draft Active Mobility Plan RFP is in a BOX folder. Commissioners were asked to review the draft document and provide any comments no later than November 1st. The draft RFP is modeled after the RFP distributed by Fort Collins, CO. Additional materials to educate the commission regarding active mobility can be found in BOX as well.

## G. Staff Report

Liaison Youngmeyer reported the following updates:

- **Waste, Recycling, and Organics Survey**

A summary of the Waste, Recycling, and Organics Survey results will be a focal point of discussion during the October 11, 2023 City Council Committee of the Whole meeting. Ted Redmund, representing consulting firm paleBLUEdot, will present the survey findings.

Furthermore, staff have scheduled a community listening session for the evening of Thursday, November 2nd, in the Heritage Ballroom of the Rec Center. Details are still getting firmed up, and staff will work on communicating this with the public.

The Commission will receive a copy of the Executive Summary of survey results and can provide their feedback during their November meeting.

- **2023 Pavement Marking Program - Bike Lane Pavement Marking Program Trial**

There is a two block section of N. Edison Ave/Wing Park Blvd between Larkin Ave and Lawrence Ave that contains on street bike lane facilities. These bike lanes will be painted solid green as pilot program.

These pilot will:

1. Seek feedback from users,
2. Test pavement marking materials, and
3. Be used as a foundation for possible additional applications moving forward.

These two blocks of on street markings transition into an off street shared use path on the west side of Wing Park Blvd between Lawrence Ave and Wing Street which lead to the entrance of Wing Park. This application location was chosen due to its proximity to the shared use path and our west side regional park. Lanes are scheduled to be painted by the end of October, weather permitting.

- **Zero Emission Yard Equipment Rebate**

The pilot rebate program went live on Tuesday, October 10, 2023. A news release was sent to Elgin's news subscribers, City Council and media list. Social media posts were scheduled as well.

## H. Commissioner Announcements

Commissioner Gould Dulabaum noted the Salt Smart program (<https://saltsmart.org/residents/>) may provide resources and education that could be shared with the community, along with information on City salting practices.

## I. 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.

Exhibit A

**9/12/2023 Elgin Sustainability Commission Meeting**  
**Priority Exercise: Brainstorm a Vision of What a Sustainable Elgin Looks Like**

Values	Examples of Images
Transformative change	New construction is carbon neutral Retrofit buildings New development avoids sprawl Community values walking/biking over driving Climate Action Plan – adoption, adaptation & mitigation of unmanageable actions See Elgin embrace historical roots while maintaining urban feel
Equity	More options for alternative transportation People can get what they need
Sharing knowledge	Community members are advocates Coordinating with regional and national efforts
Reduce humanload (ex: composting, people eat leftovers, less/no waste)	More composting (at home, local businesses/ agencies)
Enable Wildlife, “Living and let live”, to provide for sustainable ecosystems	Tree canopy is growing Residents value trees & work to maintain them No/fewer pesticides are used More native plants across community City adopt the 12 principles of permaculture More green space
Influencing behavior change	With education, incentives, and policy Reduce reliance on fossil fuels Reduced/ Eliminated waste (get rid of plastic)
Leadership	Community looks to Elgin Sustainability Commission City Council relies on Elgin Sustainability Commission for recommendations

Summary of Priority Exercise & Vote 10.10.2023

<b>Top Priorities (based on number of votes received)</b>		<b>Votes</b>
(1) Climate Action Planning - Help staff with development & engagement of community members (local & regional)		<b>9</b>
(2) Development of communication:		<b>7</b>
- Integrate work with City staff work (build connection with staff) – <i>at 11/ 14 meeting, discuss what this looks like</i>		<b>1</b>
- Community education (on current programs and services, sustainability topics) – <i>at 11/ 14 meeting, discuss what this looks like</i>		
(3) Plan Events & Programs		<b>5</b>
<u><b>Identify reoccurring, new and developing programs to either pursue, table/pause, or discontinue</b></u>		
- Reoccurring (Ex: Sustainability Elgin Grant Program, Earth Summit, Rain Barrel/Compost Bin Sale, Native Garden Demo, Native Roots Program, Pumpkin Smash)		
- Ideas that are new & need development (developing recommendations for policy/ programming/ procedures/etc., rebates, programming at libraries/ schools/ local agencies, youth involvement & engagement)		

<b>Other Priorities Identified (Recommend to table and review in late 2024)</b>		<b>Votes</b>
Coordinate & collaborate with other city commissions		0
Develop a newsletter		0
Develop recommendations for ordinances (ex: Fossil Fuel Free Buildings, EV Bike Ordinance)		1
Help with Communication and Education (on current programs and services, general 101 on sustainability topics)		1
Increase youth involvement		1
Internal Review of Commission policy and procedures		1
Rebate Programs to encourage behavior change (ex: for zero emissions yard equipment, EV at home charging stations)		1
Review and make recommendations for RFPs (ex: Climate Action Plan, Active Mobility Plan)		0
Tree Planting Program (suggestion to look to see if there’s opportunity expand to offer to other local agencies)		0
Understand communication with City Council		0

<b>Challenges &amp; Limitations to Consider</b>
- Getting recommendations implemented
- Commission term limits (in being able to see longer term projects through)



Raw data / Comments from brainstorm

Priority	Votes
Develop of Climate Action Plan & helping engaging community members (local & regional)	9
Integrate with city staff work	7
Plan Events (Ex: Earth Summit, Rain Barrel Sale, Pumpkin Smash)	5
Develop recommendations for ordinances (ex: Fossil Fuel Free Buildings, EV Bike Ordinance, etc.,)	1
Help with Communication and Education (on current programs and services, general 101 on sustainability topics))	1
Increase Youth Involvement	1
Internal Review of Commission policy and procedures	1
Rebate Programs to encourage behavior change (ex: for zero emissions yard equipment, EV at home charging stations)	1
Coordinate with other city commissions	0
Developing Communication Plan (ex: develop 1 page newsletter)	0
Develop content for communications	0
Microforest education	0
Native Roots Program	0
Permaculture education	0
Review and make recommendations for RFPs (ex: Climate Action Plan, Active Mobility Plan)	0
Sustainability Grants	0
Term limits of commissioners	0
Tree planting program (help program, expand & see if there is opportunity to offer to other local agencies)	0
Turf Reduction / No Mow education and promotion	0
Understand communication with City Council	0
Work with/ Develop programming with library	0