

ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING
Wednesday, August 19, 2020 – 6:30 P.M.
REMOTE ACCESS MEETING

AGENDA

Please be advised that all of the Environmental Sustainability Committee members will be remotely attending this Committee meeting by electronic means, in compliance with Governor's Executive Order 2020-39, issued on May 29, 2020, that extended the suspension of certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present;" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the current Gubernatorial Disaster Proclamation.

The City will be providing members of the public with various opportunities to watch or attend this meeting, as well as provide public comment at the meeting. For example, members of the public can participate remotely in the meeting by following the public audience link which will provide both video and audio means to attend the meeting.

Public audience link:

<https://us02web.zoom.us/j/86127554553?pwd=U0Q3S2d0NkVWR0RlVnorUHJObFprQT09>

Or dial by phone at: 312-626-6799

Webinar ID: 861 2755 4553

Passcode: 1861

Attendees are strongly encouraged to use the public audience link to access the meeting, or if they are interested in providing public comment during the meeting.

I. CALL TO ORDER AND ROLL CALL

_____ Ald. Melanie Rummel, Chairman

_____ Ald. Jed Morris

_____ Ald. Jim Preschlack

II. ACTION ITEMS (:05-:10 per item)

a. REVIEW AND APPROVAL OF JUNE 7, 2020 MEETING MINUTES

III. DISCUSSION ITEMS (:30-:45 per item)

a. SUSTAINABILITY VALUES & DECISION-MAKING PRESENTATION –

Presented by Mike Stopka, MIST Environmental

IV. REVIEW OF FUTURE AGENDA TOPICS (:05-:10)

V. PUBLIC COMMENT (:05)

VI. NEXT MEETING DATE(S) – SEPTEMBER AND OCTOBER

VII. ADJOURNMENT

ITEM II.A:

Draft Meeting Minutes
from July 7, 2020

1 ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING
2 Tuesday, July 7, 2020 – 6:30 P.M.
3 REMOTE ACCESS MEETING

4
5 DRAFT MINUTES
6

7 ROLL CALL/CALL TO ORDER
8

9 Chairman Melanie Rummel called the meeting to order at 6:30 P.M. Aldermen
10 Jed Morris and Jim Preschlack were present.
11

12 Staff in attendance included Mike Strong, Assistant City Manager; Chuck Myers,
13 Superintendent of Parks, Forestry and Special Facilities; Robert Ells,
14 Superintendent of Engineering; Jim Shaw, Director of Innovation and Technology
15 and Layla Werner, Administrative Intern.
16

17 Also in attendance was Mike Stopka, Consultant and Crystal Egelkamp,
18 Consultant.
19

20 There were approximately 18 members of the public that attended the meeting
21 remotely.
22

23 Chairman Rummel made a statement in regards to COVID-19 and why the
24 meeting is being held remotely, in concurrence with the Open Meetings Act
25 update from the state of Illinois.
26

27 ACTION ITEMS
28

29 I. REVIEW AND APPROVAL OF JUNE 10, 2020 MEETING MINUTES
30

31 Alderman Morris moved to approve the June 10, 2020 Environmental
32 Sustainability Committee meeting minutes subject to the corrections
33 shared with Mike Strong. Alderman Preschlack seconded the motion.
34 The following voted "Aye": Chairman Rummel, Alderman Morris and
35 Preschlack. The following voted "Nay": None. 3-Ayes, 0 Nays, motion
36 carried.
37

38 II. APPROVAL TO PARTICIPATE IN THE METROPOLITAN MAYORS CAUCUS
39 CS2 COMMUNITY SOLAR CLEARINGHOUSE PROGRAM
40

41 Assistant City Manager Mike Strong gave a brief update on a
42 municipal sponsored community solar program. He gave an
43 explanation on what community solar is, and how businesses are able
44 to subscribe a portion of their ComEd bill with community solar credits.
45 He stated that the City was able to include eligible residential
46 accounts, which will be on a first come first serve basis. He further
47 stated that an eligible subscriber must be on a ComEd fixed. This allows
48 residents to receive a 20% net discount on their electricity bill.

49 Chairman Rummel asked if there were any questions on this agenda
50 item.

51
52 The Committee had discussion on comments from the City Attorney
53 and if there were any agreements that needed to be discussed
54 further. Mike Strong explained that the City is not a partner in this, and
55 there was no necessary agreements that needed to be executed.

56
57 The Committee had additional discussion on the potential cost savings
58 for City buildings that are subscribed to this program. Mr. Strong
59 explained that the value of subscription offers a higher benefit for
60 residents for potential savings, and stated that this is more about
61 promoting renewable energy, not focusing only on cost savings.
62 Additionally, Committee members inquired on how residents knew
63 they were eligible for this program. Mr. Strong stated that official letters
64 would sent out by the metropolitan mayor's caucus to all eligible
65 customers, pending approval of this agreement from City Council.

66
67 Alderman Rummel asked if there were any questions or comments
68 from the public.

69
70 Emily Watts offered her comments on Crystal Point being able to
71 participate in community solar.

72
73 Alderman Preschlack moved to recommend approval to City Council
74 to participate in the Metropolitan Mayor Caucus CS2 Community Solar
75 Clearinghouse Program subject to City Attorney review of the
76 Resolution, seconded by Alderman Morris. The following voted "Aye":
77 Chairman Rummel, Alderman Morris and Preschlack. The following
78 voted "Nay": None. 3-Ayes, 0 Nays, motion carried.

79
80 Seeing no additional comments Chairman Rummel moved to the next
81 agenda item

82
83 **DISCUSSION ITEMS**

84
85 **I. SUSTAINABILITY ASSESSMENT PRESENTATION – MIKE STOPKA**

86
87 Assistant City Manager Mike Strong introduced Consultant Mike
88 Stopka, representing MIST Environment. He gave a brief presentation
89 about the sustainability initiatives that Lake Forest has conducted, and
90 how MIST is helping the City achieve additional goals. He summarized
91 the project scope and the three phases that are included in their
92 strategic planning process. He discussed the stakeholder meetings
93 they facilitated, as well as the survey results that were collected and
94 analyzed. After this information was collected, MIST conducted a peer
95 assessment including Highland Park and Winnetka. Mr. Stopka offered

96 his recommendations to the committee on how to successfully
97 accomplish strategic goals related to sustainability.

98
99 Chairman Rummel asked if there were any questions on this agenda
100 item.

101
102 The Committee thanked MIST environment for the work they have
103 done in helping the City.

104
105 The Committee had additional discussion on how the peer
106 assessments were conducted, and how the communities were
107 chosen. Mike Stopka provided comments on how Staff and the
108 consulting firm came to these decisions.

109
110 Mr. Stopka stated that the City is excelling in specific areas in the
111 assessment that was conducted, and offered additional
112 recommendations for the City to accomplish sustainability goals.

113
114 Chairman Rummel asked if there were any additional comments from
115 the Committee, seeing none she asked if there were any questions or
116 comments from the public.

117
118 Mary Beth Nawor offered her comments to the Committee about
119 measuring greenhouse gases and the usage of water from the water
120 plant.

121
122 **REVIEW OF FUTURE AGENDA TOPICS**

123
124 Chairman Rummel asked if any members of the Committee had any suggestions
125 on items they wanted to discuss at future meetings.

126
127 **PUBLIC COMMENT**

128
129 Chairman Rummel asked if there were any public comments on any non-
130 agenda items.

131
132 Seeing none, she moved to the next agenda item.

133
134 **NEXT MEETING DATE(S) – AUGUST AND SEPTEMBER**

135
136 There was concurrence among the Committee members to meet in the month
137 of August. Assistant City Manager, Mike Strong, stated that he would send out a
138 poll to gauge the availability of the Committee members prior to setting the
139 August meeting date.

140
141 **ADJOURNMENT**

142

July, 7 2020

143 Alderman Morris moved to adjourn the meeting of the Environmental
144 Sustainability Committee at 7:54 P.M. seconded by Alderman Preschlack. The
145 motion carried unanimously by voice vote.

146

147

Respectfully Submitted,

148

149

Layla Werner

150

Administrative Intern

151

152

153

Reviewed by,

154

155

Mike Strong

156

Assistant City Manager

ITEM III.A:

Sustainability Values and
Decision-Making Criteria

Information Needed for ESC to Evaluate Project Idea / Request

The information document's MIST's recommendations related to criteria the ESC should consider when evaluating potential projects, policies or initiatives brought before them. It was generated based on the recent values / priorities survey responded to by the ESC, staff and local stakeholder groups. Items 1-8 are presented in order of priority with weighting indicated on a 1-10 scale (10 highest importance, 1 lowest importance).

1. Positive environmental impact – Weight 10

- a. Does the project measurably reduce LF's environmental footprint in the areas of the LF Sustainability Plan?
 - i. Quantified major improvement, including metric(s)
 - ii. Unverified or qualitative improvement
 - iii. Little to no environmental improvement

2. Ongoing Cost – Weight 9

- a. Does project create annual operations savings or reduce ongoing city staff time required?
 - i. Savings 20% or greater than capital expenditure.
 - ii. Savings >10% and <20% of capital expenditure.
 - iii. Savings less than 10% of capital expenditure.
 - iv. No

3. Initial Cost – Weight 9

- a. What Lake Forest Capital Funds are required?
 - i. High cost
 - ii. Low
 - iii. Medium

4. External Funding Source – Weight 8

- a. Is outside/grant funding secured to finance or does project support an existing revenue stream?
 - i. 100%-50% grant funded?
 - ii. <50% grant funded or supports revenue stream?
 - iii. No outside funds

5. Does the project address an existing or near future deferred maintenance need? – Weight 7

- a. Addresses a major need
- b. Addresses a minor need
- c. No

6. Does the project improve Resident or Local Business Experience and there is Community Support? – Weight 7

- a. Major improvement and community support
- b. Minor improvement and / or mixed support
- c. No

7. Aligns with Lake Forest strategic priorities – Weight 6

- a. Does the initiative / project clearly align with an objective in LF's strategic plans?
 - i. Strong alignment with multiple strategic initiatives
 - ii. Limited alignment with one strategic initiative
 - iii. No

8. Marketability, PR, Comparison to Peers – Weight 4

- a. Does project offer opportunities to promote LF's achievements, leading to stronger standing as compared to peer communities
 - i. Yes
 - ii. No

BACKGROUND MATERIALS:

Lake Forest Sustainability Strategy Initiative
(Phase 1 Assessment Presentation)

LAKE FOREST SUSTAINABILITY STRATEGY INITIATIVE

July 7, 2020

MIST



Project Objectives

MIST supports the Environmental Sustainability Committee (ESC) on:

- Committee Charter documents
- Assessing sustainability goals
- Sustainability commitments and partnerships
- Decide upon a guiding framework for the next 3-5 years

Project timeline is approx. June - September



Project Scope

1. **Assessment:** survey current LF sustainability plans, strategy, websites, hold discussions with key stakeholders

Deliverables: Summary brief or presentation documenting LF's current sustainability assessment: level of performance, peer comparison, recommendations, current gaps and future opportunities with the greatest impact.

June

2. **Strategy Framework:** work w/ LF sustainability committee to define guiding sustainability vision and priorities

Deliverables: Summary brief or presentation outlining LF's sustainability vision, strategy and decision-making framework to be used to assess potential sustainability policies and projects.

July

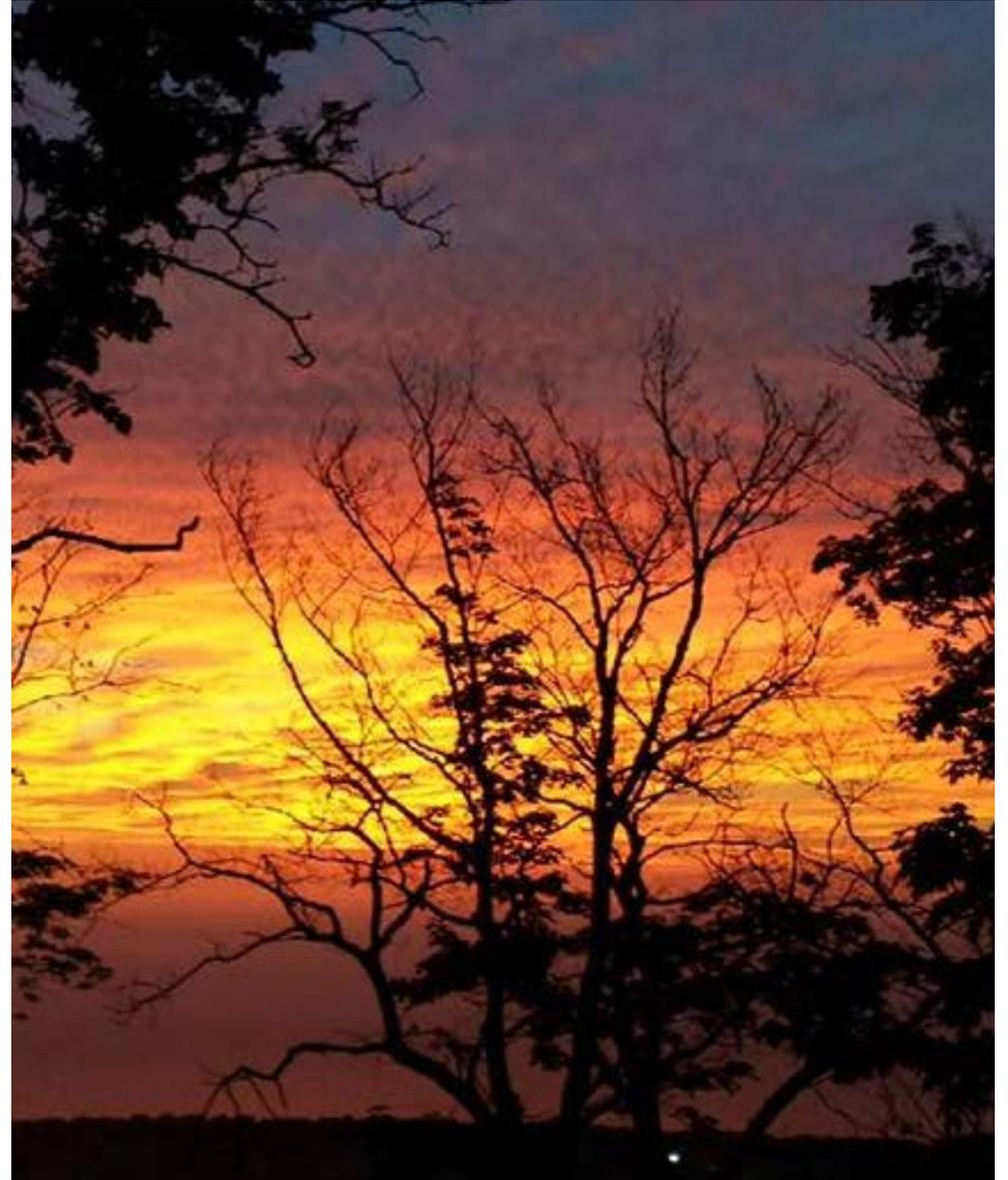
3. **Prioritized Project List:** rank potential sustainability policies and projects using the Strategy Framework.

Deliverables: A prioritized list of up to ten sustainability short and long-term projects, assessed via the criteria outlined in the Strategy Framework. The assessment will include quantitative and qualitative information.

August - September

Phase 1: Assessment Methods

- Survey stakeholders
- Peer review two cities
- Assess Lake Forest's current level of sustainable performance
- Identify gaps and future opportunities



PHASE 1 – STAKEHOLDER DISCUSSIONS

Phase 1: Public Survey

Surveyed residents through online questionnaire:

1. Are you aware that the City of Lake Forest has adopted a Sustainability Plan and/or Sustainability initiatives?
2. Which initiatives are you familiar with?
3. How are you aware of these initiatives?
4. Which current initiatives should Lake Forest improve?
5. Are there new sustainability initiatives you would like to see the City implement in the future?
6. How do you feel Lake Forest's sustainability initiatives are going overall?



LAKE FOREST SUSTAINABILITY PLAN

Phase 1: Public Survey

- Total of 139 residents responded to the survey
 - 98% of respondents were residents; 95% were over 40 with the majority (53%) 60+
- Are you aware that the City of Lake Forest has adopted a Sustainability Plan and/or Sustainability initiatives?
 - 63% of respondents are **aware** of LF Sustainability Plan
 - 69% of respondents are **aware** of specific LF Sustainability Initiatives
- Which sustainability initiatives are you familiar with? (multiple answers allowed)

Sustainability Initiative	% of Respondents
Waste Management	37%
Stormwater Management & Water Usage	24%
Ecosystem Vitality & Ravine Conservation	22%
Energy Efficiency & Renewable Energy	9%
Transportation & Air Quality	7%

Phase 1: Public Survey

- How do you feel Lake Forest's sustainability initiatives are going overall?
 - Most respondents had no opinion (32%)
- Which current initiatives should Lake Forest improve? (ranked highest to lowest)
 1. Stormwater Management
 2. Ecosystem Conservation
 3. Waste Management
 4. Energy Efficiency
 5. Transportation

How are you aware of these initiatives?

News Method	% of Respondents
Dialogue Newsletter	30%
Community Groups	18%
Website	18%
Public meetings/forums	16%
Neighbors/friends	10%
Not applicable/aware	8%

Phase 1: Public Survey Key Takeaways

- Respondents are likely biased and “pro” sustainability
- Respondents show an interest in sustainability, but don’t feel they have the knowledge to empower actions they could do to support
- Recent communication initiatives around waste are raising awareness
- The Dialogue newsletter seems to be an effective information sharing strategy
- Nature and outdoor conservation are greatly prioritized over building and infrastructure sustainability

Phase 1: Stakeholder Discussion Methods

Held Zoom discussions to survey opinions on sustainability from:

- Lake Forest Environmental Committee Members
- Staff: Public Works, Community Development, Engineering, Parks & Forestry, City Manager's Office
- LF Collaborative for Environmental Leadership
- Green Minds
- Open Lands
- Elawa Farm
- League of Women Voters

Phase 1: Stakeholder Discussion Takeaways

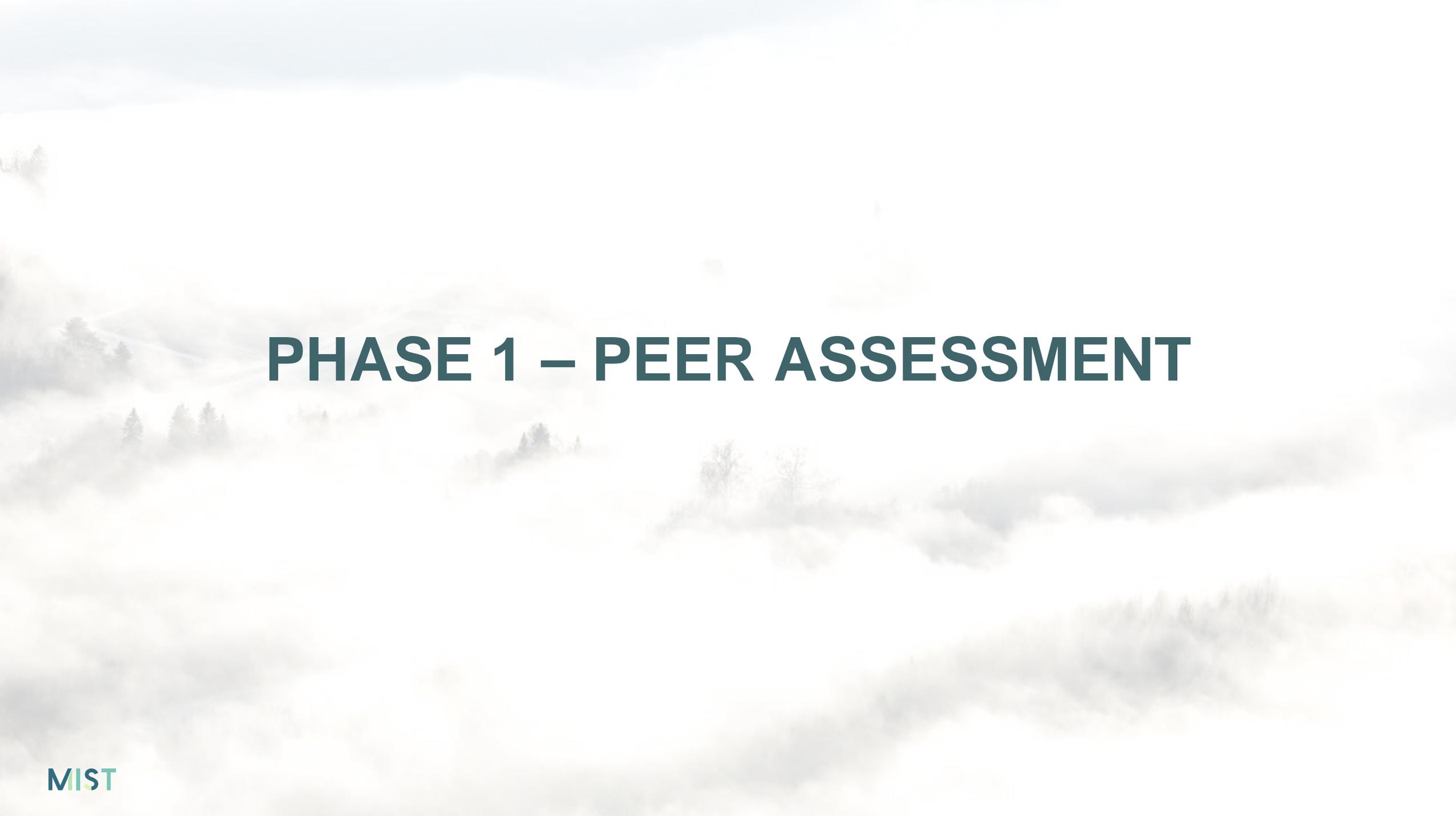


1. Lake Forest should model leadership in order to motivate residents to make meaningful sustainable changes
2. Lake Forest needs a strong vision and municipal framework that allows decisions to be more easily made regarding environmental initiatives
3. Lake Forest should consider broadening its sustainability focus to include other areas such as equity and inclusion, health and wellness, air and light pollution, and recognition
4. Environmental impact, not just cost benefit, should be taken into account when deciding which projects are allocated funding

Phase 1: Stakeholder Discussion Takeaways

5. Lake Forest should communicate and engage with residents and local community groups on environmental actions and provide positive incentives for residents to participate
6. Lake Forest is home to unique natural resources that residents take great pride in and that can also help the city become more resilient to climate change
7. Thoughtfully consider language and how environmental and social sustainability initiatives are framed when communicating to residents and other communities.





PHASE 1 – PEER ASSESSMENT

Peer Assessment Methods

- Researched neighboring cities that are similar to LF and share comparable issues with publicly available info
- Cities chosen: **Highland Park & Winnetka**
- Reviewed additional materials provided to MIST:
 - Sustainability plans, policies, ordinances, educational materials
- This is NOT an exhaustive review



Peer Assessment: Highland Park

Topic	Initiative	Score
Strategy & Governance	Budget & Funding	Yellow
	Inclusive Approaches	Yellow
	Municipal Governance Structure	Green
	Sustainable Business Development	Green
Natural & Built Environment	Climate and Resilience	Green
	Energy Efficiency & Renewable Energy	Green
	Waste Infrastructure and Management	Green
	Stormwater Management & Water Usage	Green
	Transportation and Mobility	Green
	Ecosystem Vitality & Ravine Conservation	Green
	Health & Wellness	Green
Education & Engagement	Communications & Public Engagement	Green
	Credibility & Recognition	Green
	Local & Community Partnerships	Green
	Transparency & Reporting	Yellow

- Highland Park has strong environmental goals and initiatives and tracks their progress well
 - Endorses GRC & tracks yearly GHG emissions
- Highland Park does an excellent job at informing residents and businesses about opportunities to advance environmental priorities in a collaborative way
 - Green infrastructure or stormwater management materials to help residents with implementation
- Rewards businesses and residents through recognition of sustainable efforts
 - Environmental Award and Sustainable Projects map

Peer Assessment: Winnetka

Topic	Initiative	Score
Strategy & Governance	Budget & Funding	Yellow
	Inclusive Approaches	Red
	Municipal Governance Structure	Green
	Sustainable Business Development	Red
Natural & Built Environment	Climate and Resilience	Red
	Energy Efficiency & Renewable Energy	Green
	Waste Infrastructure and Management	Yellow
	Stormwater Management & Water Usage	Green
	Transportation and Mobility	Green
	Ecosystem Vitality & Ravine Conservation	Yellow
	Health & Wellness	Green
Education & Engagement	Communications & Public Engagement	Yellow
	Credibility & Recognition	Yellow
	Local & Community Partnerships	Yellow
	Transparency & Reporting	Yellow

- Winnetka is in the process of a a community-wide planning project that will end with an updated Comprehensive plan called 'Winnetka 2040 Plan'
 - Will have an increased focus on sustainability and climate change
- Winnetka provides decent educational resources for residents on many initiatives
- Needs to increase efforts more around diversity and inclusion, sustainable business development, and climate change
 - Has set goals via GRC but no actions found

Peer Assessment: Lake Forest



- Reviewed Lake Forest’s website for any relevant information on sustainability initiatives
- Reviewed materials that were publicly provided:
 - Sustainability plans, policies, ordinances, educational materials

Assessment: Lake Forest

Topic	Initiative	Score
Strategy & Governance	Budget & Funding	Yellow
	Inclusive Approaches	Red
	Municipal Governance Structure	Green
	Sustainable Business Development	Red
Natural & Built Environment	Climate and Resilience	Yellow
	Energy Efficiency & Renewable Energy	Green
	Waste Infrastructure and Management	Yellow
	Stormwater Management & Water Usage	Green
	Transportation and Mobility	Yellow
	Ecosystem Vitality & Ravine Conservation	Green
	Health & Wellness	Green
Education & Engagement	Communications & Public Engagement	Yellow
	Credibility & Recognition	Light Green
	Local & Community Partnerships	Light Green
	Transparency & Reporting	Yellow

- Reds are just gaps that can be improved, it doesn't mean they should be
- The natural environment is well addressed
- Communications efforts like Bart the Cart are key to boosting broader awareness and participation
- Strategy and Governance is the biggest opportunity for improvement and is critical to long-term success

Peer Assessment: All cities

Topic	Initiative	Highland Park	Winnetka	Lake Forest
Strategy & Governance	Budget & Funding	Yellow	Yellow	Yellow
	Inclusive Approaches	Yellow	Red	Red
	Municipal Governance Structure	Green	Green	Green
	Sustainable Business Development	Green	Red	Red
Natural & Built Environment	Climate and Resilience	Green	Red	Yellow
	Energy Efficiency & Renewable Energy	Green	Green	Green
	Waste Infrastructure and Management	Green	Yellow	Yellow
	Stormwater Management & Water Usage	Green	Green	Green
	Transportation and Mobility	Green	Green	Yellow
	Ecosystem Vitality & Ravine Conservation	Green	Yellow	Green
	Health & Wellness	Green	Green	Green
Education & Engagement	Communications & Public Engagement	Green	Yellow	Yellow
	Credibility & Recognition	Green	Yellow	Green
	Local & Community Partnerships	Green	Yellow	Green
	Transparency & Reporting	Yellow	Yellow	Yellow

Peer Assessment Key Takeaways

1. All three communities include sustainability in their decisions, however successful implementation is the difference between a “red” and a “green”
2. All three cities are grappling with similar environmental issues: flooding, ecosystem restoration, waste, and climate change
3. Involving and collaborating with residents helps engage them with sustainability initiatives, driving awareness and participation, but it takes resources to do so

PHASE 1 – SUMMARY OBSERVATIONS

Summary Observations

1. Many residents are supportive, but are unclear about specific and actionable steps they should be taking. Communications are key.
2. Lake Forest stakeholders want both a greater focus to achieve deeper impact on environmental initiatives and also a broader set of initiatives to be covered. Limited resources do not allow both.
3. Lake Forest is on-par to slightly above average compared to peers.
4. Lake Forest should find opportunities to focus more resources on the Strategy & Governance items to better implement sustainability in the long-term.

A misty mountain landscape with the text "NEXT STEPS" overlaid in the center. The scene is a soft-focus view of a mountain range with dense evergreen trees, partially obscured by a thick layer of white mist or fog. The lighting is diffused, creating a serene and atmospheric mood. The text is centered horizontally and vertically, rendered in a bold, dark teal font.

NEXT STEPS

Next Steps: Phase 2

2. **Strategy Framework:** work w/ LF sustainability committee to define guiding sustainability vision and priorities

Deliverables: Summary brief or presentation outlining LF's sustainability vision, strategy and decision-making framework to be used to assess potential sustainability policies and projects.

Being clear and consistent in decision-making. What is valued?

- Environmental Impact?
- Cost Benefit?
- Health & Well-being?
- Quality of Life?
- Comparison to Peers?

ESC Mission Statement – June 10

The Environmental Sustainability Committee exists to encourage stewardship of our community's natural environment and provide sustainability policy leadership for the City Council on projects and community initiatives. Stewardship of our natural environment may include activities related to:

- *Solid waste reduction*
- *Energy conservation*
- *Storm water management*
- *Air and water quality enhancement*