



Agenda
Village of Glen Ellyn
Environmental Commission Meeting
Tuesday, December 7, 2021
7:00 PM
Glen Ellyn Civic Center, Room 306

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. Individuals wishing to address the Commission shall exercise proper decorum and respect for the proceedings and the business of the Community Relations Commission, and shall refrain from abusive demeanor and language. Commissioners are not obligated to respond to questions.

Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, in advance of the next scheduled meeting.

Due to the current statewide mandate, those in attendance at Village Board & Commission meetings are required to wear a mask. Masks are available at all meeting locations.

A. Call to Order

B. Public Participation

C. Minute Approval

- 1) October 19, 2021

D. Announcements/Upcoming Events

- 1) November - Decorating the Library Tree
- 2) January - Green Gathering at the Library
- 3) February - Environmental Scorecard
- 4) TBD - Regional Environmental Commission Luncheon

E. New Business

- 1) Open Meetings Act (OMA) Training

F. Old Business

- 1) Sustainable Communities/Arts & Mobility
 - COD Arts Committee
 - Utilities Beautification Program
 - EBDRT: Connecting IL Prairie Path & Great Western Trail
- 2) Economic Development/Green Business
 - Business Recognition Program
 - Green Guidelines for New Development
- 3) Land Use/Greenscaping
 - Streetscape Plan and Native Gardens
 - Landmark Tree Recognition Program
- 4) Waste/Recycling & Composting
 - Recommendation to Offer Aluminum/Glass Recycling at Village Events

- Recycling Composting Tips on Village Website
- Plastics Reductions in Takeout
- Promoting Curbside Composting
- Recycling Extravagnza 2022

G. Commission Liaison Reports

- 1) Trustee Liaison
- 2) Park District Liaison
- 3) Staff Liaison

H. Next Meeting Date & Adjournment

- 1) January 18, 2022

ENVIRONMENTAL COMMISSION

MINUTES

October 19, 2021

Board or Commission: Environmental
Meeting: Regular
Quorum: Yes

Date: October 19, 2021
Called to Order: 7:07 p.m.
Adjourned: 10:02 p.m.

MEMBER ATTENDANCE:

Christie Truitt	Chairman	Present
Jeff D. Abeln	Commissioner	Absent
Jacquelyn Casazza	Commissioner	Present
Karin Daly	Commissioner	Present
Barbara Kwiatkowski	Commissioner	Present
Steve Swanson	Commissioner	Present
Jennifer E. Umlauf	Commissioner	Present

Also Present:

Emily Rodman	Assistant Village Manager	
Katie Hardesty	Glenbard West Student Eco Club Intern	
Kelly Christiansen	Trustee Liaison	
PUBLIC		
Penn French	Chairman of the Historic Preservation Commission	

I. CALL TO ORDER

The **October 19, 2021** regular meeting of the Environmental Commission was called to order by Chairman Truitt at **7:07 PM** at the Glen Ellyn Civic Center.

II. PUBLIC PARTICIPATION – Chairman Truitt introduces Penn French to the EC. He is the Chairman of the Historic Preservation Commission and is interested in having the HPC collaborate with the EC on common initiatives.

III. APPROVAL OF MINUTES FROM SEPTEMBER 21, 2021 MEETING –

1. Commissioner Kwiatkowski motions and Commissioner Swanson seconds the motion to approve the minutes from September 21, 2021.

MOVE TO APPROVE THE MINUTES FROM 9/21/2021

RESULT: Motion unanimously carried

MOVER: Commissioner Kwiatkowski

SECONDER: Commissioner Swanson

- IV. ANNOUNCEMENTS:** Chairman Truitt announces applications are being accepted for the 2 open commissioner positions. We have received more than 20 applications. If you know of anyone who might be interested, please encourage them to submit an application.
- V. TRUSTEE LIAISON REPORT** – Trustee Christiansen reports at the village board meeting there was another construction variance request that was tabled. There was also discussion regarding the McKee House. In 2017 the village entered into an agreement with DuPage County Forest Preserve. The village agreed to restore it or tear it down. We currently are working on ways to restore the McKee house. There is interest from the Midwest Soaring Foundation. We are looking to turn the McKee House into the Native American Environmental Center at Churchill Woods. We are looking for \$4 million in funding over the next 4 years. Part of the agreement is we have to maintain the structure. The exterior would not change, it would be restored. There is a lot of moving parts to this project. I will send some literature to Emily Rodman and Chairman Truitt to distribute to the commission. The village board will be starting budgets soon.
- VI. STAFF LIAISON REPORT** – Assistant Manager Rodman reports that Staff Intern Beborra has accepted a full-time position with the Village of River Forest. Communications Coordinator Megan Pham's last day will be next Thursday. We are working through what the transition for her position will be. The Village Board did adopt a new remote meeting ordinance. This allows for commissioners to participate in meetings remotely if it is for one of the following reasons: work travel, family emergency or illness. Those participating remotely would be able to call in to the meeting only if there is an in-person quorum. We are looking to transition the EC Staff Liaison position to John Hubsy. The next few meetings John will join me and in January he will take over the Staff Liaison position.
- VII. PARK DISTRICT LIAISON'S REPORT** – No report
- VIII. NEW BUSINESS**
1. Discuss Tree Corridor Cultivation in Glen Ellyn Historic District- Chairman Truitt reports that one of the biggest threats is the cultivation of the urban forest. Our oak forest corridors fall within historic districts. We could target education and information around Glen Ellyn regarding the care of trees. Penn has done some research. He adds we can identify some of the older trees in GE. Some of them are on private property. If we put together an education piece and resources to help residents identify those trees and how to preserve them that could bring awareness to preservation. Chairman Truitt adds we could partner with the HPC on education events. The Park District, Rotary Club and Jeff Gahris are interested in helping with this initiative. Chairman Truitt asks the EC if anyone is interested in supporting this initiative. Commissioners Umlauf and Daly volunteer for this initiative. Chairman Truitt adds we will keep this as an agenda item. Trustee Christiansen adds if a tree survey is something you want to do, you may consider putting that as a budget request.

2. Review Development Plans for the U.S. Bank Site – Assistant Village Manager Rodman presents the Avere on Forest plans (see attached presentation). She reports Reva Development Partners have provided a concept design for a 4-story multi-family development, which includes a site plan, floor plans, building sections, detailed elevations and renderings (see attached). In addition, 2 potential building material palettes have been provided, and several conceptual sketches for the amenity areas and park have been included. The project features a unique residential rental product with a combination of townhome units (floors 1-2 along the Duane Street frontage) and apartments. Some of the building features include: 2 residential terraces (for outdoor amenity space concepts, on-site storage, a fitness room, a club room, a pet wash station, a package room, and enclosed parking. The project would be predominately residential; the developers would like to incorporate a space adjacent to Prairie Path Park, where a small local vendor might sell ice cream/Italian Ice, coffee/donuts, beer/wine, etc. At this time, the developers have not had discussions with specific operators. The proposed “park amenity” is designated on the northwest part of the site plan and is approximately 1,150 square feet. The Village Board has asked the EC to provide feedback to these proposed plans. Chairman Truitt asks the EC to review the redevelopment packet and submit your list of recommendations to Emily by Monday Oct 25th. Emily will compile the list and send it back out to the commission. Once the EC approves the list, it will be reviewed at the November EC meeting.

3. Glen Ellyn’s GRC2 Scorecard – Chairman Truitt distributes the scorecard to the EC. She & Assistant Village Manager Rodman reviewed the scorecard that Finance Director Coyle marked up as to what the Village was already doing. This list a consolidated list of Glen Ellyn’s progress. These are items the village has either accomplished or is in progress. Truitt adds we could use this list to celebrate our accomplishments. In many of the categories, we are accomplishing several objectives. Perhaps within the category there are merit badges we can earn (i.e. bike friendly city, playful city, walk friendly city). Chairman Truitt asks if anyone is interested in doing some research to gain these recognitions. She asks the EC to review the packet and if they have any questions bring them to the next meeting.

4. Update from the Chicago Region Climate Action Plan – Chairman Truitt reports in our region as climate changes, the biggest threats are flooding, heat and drought. Chicago is working on their urban forest to help with flooding. We can look to preserve oak trees (drought), Native landscaping (education) and Stormwater redesign (flooding).

5. Comprehensive Plan Proposed Additions – Commissioner Casazza presents proposed language changes to the Comprehensive plan (see attached). She states the previous plan was completed in 2001. This plan is to take us to 2030. Many of the goals and objectives are repeated from the previous plan. The objectives are too vague when it comes to environmental changes. I recommend that the commission recommend we add proposed language of what sustainability means to GE to the Comprehensive Plan. Assistant Village Manager Rodman states she forwarded this on to Kelly Purvis who is in charge of the Comprehensive Plan. Chairman Truitt and Commissioner Casazza will reach out to Kelly Purvis to discuss the proposed

additions.

IX. OLD BUSINESS

Commission Discussion and Reports

A. Sustainable Communities/Arts & Mobility:

1. Liaison to COD Arts Committee: Chairman Truitt would like a representative from the EC to take part in this committee. She asks if anyone on the EC is interested.

Commissioner Kwiatkowski volunteers to be the EC representative

2. Utilities Beautification Program – Kwiatkowski reports she spoke with her contact at AT&T and he stated this project it is a lot more complex than he thought and he is still working on it.

3. EBRT: Commissioner Daly reports she attended the steering committee meeting. They are dividing this project into 3 main parts. The Greenway Trail to the Prairie Path - the biggest issue is the railroad tracks and figuring out a safe crossing. The Prairie Path to Roosevelt Road – crossing at 53 & Roosevelt can be dangerous. The other area is Roosevelt to Butterfield. This project will take years to complete.

B. Economic Development/ Green Business:

1. *Business Recognition Program (see attached):* Commissioner Kwiatkowski reports The Green Business Recognition Program acknowledges local businesses that have made efforts in implementing environmentally sustainable practices. The application that was developed includes 10 criteria, one for restaurants and one for all other businesses. If they answer yes to 5 of the 10 criteria they are eligible for a nomination. This application is free and provides businesses with an easy checklist to help determine eligibility and submit nominations. The awards would be are given out annually in April around Earth Day. Nominations should be submitted no later than February, so that they can be reviewed by the EC in March and awarded in April. The business would receive a certificate that can be displayed inside the business, and a decal that can be displayed on the door or window. Commissioner Casazza will bring this application to the Chamber for their feedback and will report back to the EC. Chairman Truitt states we want to make sure the village board approves this.

C. Waste:

1. *Recycling and Composting Tips on the Village Website:* Commissioner Casazza reports she and Student Commissioner Hardesty had a call with Megan to add more detail to the website regarding recycling and composting and it is now on the website.

X. UPCOMING EVENTS – November – Decorating the Library Tree, January – Green Gathering Healthy Habits/Healthy Planet, February – Environmental Scorecard, TBD – Regional Environmental Commission Luncheon

XI. Next Meeting & Adjournment

A. The next EC meeting will be held on November 16, 2021.

- B. Commissioner Umlauf motions and Commissioner Casazza seconds the motion to adjourn the meeting. The meeting was adjourned at 10:02 pm.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Staff Liaison, Rodman



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1678)

DOC ID: 2021-1678

Open Meetings Act (OMA) Training

Statement of the Issue:

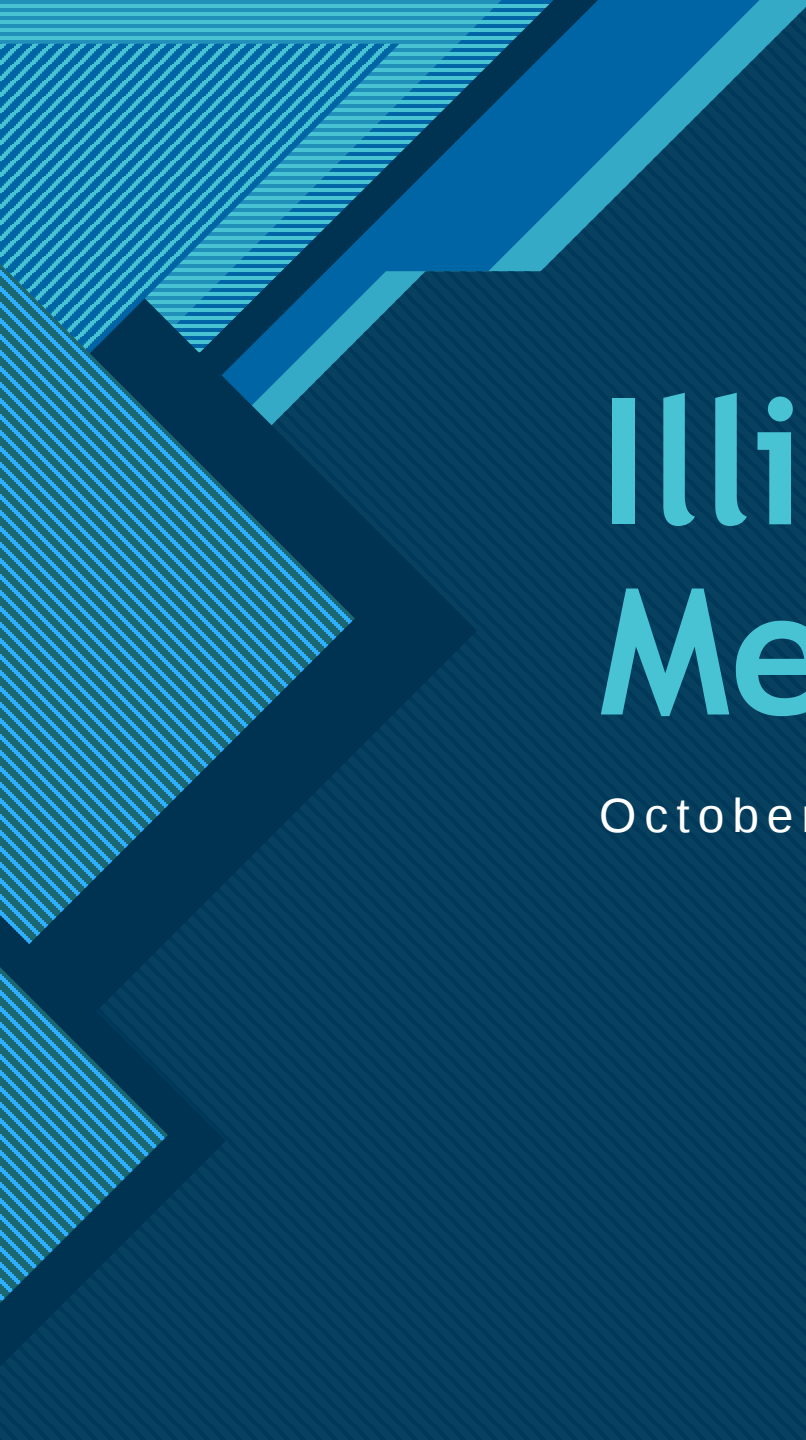
Analysis:

Budget Impact:

Action Requested:

Attachments:

1. IL OMA_ER November 2021_EC



Illinois Open Meetings Act

October 2021

Training Requirement

- Each elected or appointed member of a public body subject to OMA must complete the electronic training curriculum developed and administered by the Public Access Counselor.
- OMA **designees** must complete the training annually.
- OMA **members** must complete the training once during term of office (not annually).
- Member must file a copy of the certificate of completion with the public body within 90 days of taking office.

Commissioners are considered members and must only take the OMA training once during their term of office.

Intent of OMA

- Public bodies exist to aid in the conduct of the people's business.
- The people have the right to be informed as to their conduct of their business.
- The people are to be given advanced notice of the right to attend meetings at which any business of a public body is discussed.

The intent of the Act is to ensure that actions of public bodies be taken openly and that their deliberations be conducted openly.

5 ILCS 120/1

Openness Required

All meetings of public bodies shall be open to the public unless:

- Explicitly excepted under the Act – subsection (c)
- Closed in accordance with the Act – section 2a.

5 ILCS 120/2(a)

What is a Public Body?



State Board &
Commissions



Counties



Municipalities



School Districts &
Park Districts



All subsidiary
bodies of the
foregoing bodies

Defining a Meeting

Any gathering of a majority of a quorum for the purposes of discussing public business.

“**Quorum**”: Minimum number of members of a public body who must be present at a meeting in order for the body to take official action.

“**Majority of a Quorum**”: Smallest number of members of a public body able to control action when a bare quorum is present.

5 ILCS 120/1.02

Quorum

For the Environmental Commission

- Total Membership: 9
- Quorum: 5
- Majority of Quorum: 3

Thus, any gathering of 3 or more members of the EC to discuss public business constitutes a meeting under the OMA and must follow all OMA requirements.

Gathering

May be in person or electronically – people may “gather” from remote locations through the use of telephones, audio and video conferencing, the internet or other means of “contemporaneous interactive communication”

A social gathering of public body members is not prohibited, but could turn into meeting if a majority of a quorum discusses public business in a deliberative fashion.

5 ILCS 120/1.02

Attendance by Public Body Members

- Except in special circumstances, a quorum must be physically present at the meeting in order for a member to attend electronically. 5 ILCS 120/7(a)
- Before allowing a member to attend electronically, a public body must adopt a rule or regulation permitting electronic attendance. 5 ILCS 120/7(c)

Remote Attendance

- If a quorum is physically present, a majority of the public body may allow other members to attend by other means if s/he is prevented from physically doing so because of:
 - Personal illness or disability
 - Employment purposes or the business of the public body
 - A family or other emergency

5 ILCS 120/7(a)

Village Board recently extended this rule to all Village Commissions

Remote Meetings

- Public Act 101-0640
 - Amends OMA to allow meetings of public body without a physical quorum under certain circumstances

Public Notice

- Advance notice of meetings is part of OMA's policy that public business is to be conducted openly
- At the beginning of each calendar or fiscal year, notice must be provided of the schedule of regular meetings:
 - Dates
 - Times
 - Locations

Advance Notice

- Notice and agenda to be posted:
 - Regular/Special meetings – 48 hours in advance
 - Emergency meetings – as soon as possible

5 ILCS 120/2.02(a)

Location of Notice

- Must be posted at principal office of the body holding the meeting
- Must be posted on the website (if full-time staff maintain the website)

5 ILCS 120/2.02(b)

Continuous Posting Requirement

- Notice and agenda for meeting must be continuously available for public review during entire 48 hour period preceding the meeting (website posting counts)

5 ILCS 120/2.02(c)

Minutes

- All public bodies shall keep *written minutes of all their meetings* (open or closed) and verbatim record of all closed meetings in the form of an audio or video recording.

5 ILCS 120/2.06 (a)

Minutes

- Minutes shall include:
 - Date, time, place of meetings
 - Names of all members present and absent
 - Summary of discussion on all matters proposed, deliberated or decided
 - Record of any votes taken

5 ILCS 120/2.06(a)

Approval & Posting of Minutes

- Public body must approve minutes of its open meeting:
 - Within 30 days after that meeting or
 - At the second subsequent regular meeting, whichever is later.
- Minutes must be available for public inspection within 10 days after approval

Right to Record Meetings

- Any person may record proceedings at meetings required to be open by tape, film or other means.
- Public body shall prescribe reasonable rules to govern the right to make such recordings.

5 ILCS 120/2.05

Public Right to Speak

- “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

5 ILCS 120/2.06 (g)

Public Comment

- Public body must establish rules governing public comment, which may include:
 - Amount of time a citizen may speak
 - Other matters related to decorum and procedure
- Public body may not restrict public comment to agenda items
- Public body may not require speakers state their home address prior to speaking – ability to speak is not contingent upon where a citizen resides.

Final Action

- Final action shall be preceded by:
 - Public recital of the nature of the matter being considered; and
 - Other information that will inform the public business being conducted
- Final action must be open

Other Components of OMA



Public Access
Counselor

15 ILCS 205(7)



Violations of OMA

5 ILCS 120/3

5 ILCS 120/3.5



Destruction of
Minutes &
Recordings



Closed Sessions

5 ILCS 120/2(c)



Meeting Locations

5 ILCS 120/2.01

Conditions for Meeting via Audio or Video Conferencing (COVID-19 Pandemic)

- Governor or IDPH *declares a disaster* in all or part of the jurisdiction covered by the public body; and
- The head of the public body determines that an *in person meeting is not practical* or prudent because of the disaster; and
- At least *one member* of the public body, chief legal counsel or chief administrative officer *is physically present* at the meeting; and
- Notice is provided to *the public* as to how they *can access and participate in the meeting*.

Conditions for Meeting via Audio or Video Conferencing (*cont'd.*)

- If all conditions are satisfied then:
 - All participating members must verify that they can hear on another and the discussion
 - All votes must be conducted by roll call, so each member's vote on each issue can be identified and recorded
 - Each member present by audio or video is considered present
 - The public body must record (verbatim) any open session conducted by audio or video and the verbatim recording shall be made available to the public.



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1674)

DOC ID: 2021-1674

Sustainable Communities/Arts & Mobility

- COD Arts Committee**
- Utilities Beautification Program**
- EBDRT: Connecting IL Prairie Path & Great Western Trail**

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1675)

DOC ID: 2021-1675

Economic Development/Green Business
- Business Recognition Program
- Green Guidelines for New Development

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1676)

DOC ID: 2021-1676

Land Use/Greenscaping
- Streetscape Plan and Native Gardens
- Landmark Tree Recognition Program

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



Glen Ellyn Environmental
Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1677)

DOC ID: 2021-1677

Waste/Recycling & Composting

- Recommendation to Offer Aluminum/Glass Recycling at Village Events**
- Recycling Composting Tips on Village Website**
- Plastics Reductions in Takeout**
- Promoting Curbside Composting**
- Recycling Extravagnza 2022**

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1670)

DOC ID: 2021-1670

Trustee Liaison

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1671)

DOC ID: 2021-1671

Park District Liaison

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments:



**Glen Ellyn Environmental
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/7/2021 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By:

AGENDA ITEM (ID # 2021-1672)

DOC ID: 2021-1672

Staff Liaison

Statement of the Issue:

Analysis:

Budget Impact:

Action Requested:

Attachments: