

**SUMMARY OF THE
CLIMATE ACTION PLANNING TEAM MEETING
VILLAGE OF NORTHBROOK
March 8, 2021**

Call to Order

Director of Development and Planning Services Michaela Kohlstedt called the CAPT meeting to order at 6:00 p.m. in a remote meeting through Zoom virtual meeting platform. Ms. Kohlstedt was present in the Village Hall, but there were no members of the public in attendance in the building.

Roll Call

The following Members were in attendance: Trustee Israel, Trustee Ross, John Albrecht, Frank Bleeker, Steven Elisco, Jill Franklin, Pat Lederer, Clare Poupard, Len Rago, Aaron Stash, Patti Vile, Sandy Weiss, Joan Scovic, Becky Mathison, Melissa Hirsch, Nell Badgley, and Derrik Chen.

Members absent: Kim Ptak, Corey Friedman, Robyn Kole

The following Village Staff were in attendance: Michaela Kohlstedt, Madeline Farrell, Erik Jensen, Matt Morrison, Kelly Hamill, Chan Yu, and Swati Pandey.

Also Present: paleBLUEdot consultant Ted Redmond, Greenest Region Corps Member Tessa Murray.

Public Comments Regarding Items Not on the Agenda

No members of the public were present at the meeting.

Preparation for Subteam Breakouts

The intent of this meeting is to assign primary responsibility and potential advocates for each given action in the ActionFinder online spreadsheet. Mr. Redmond specified that the primary responsibility-holder may be one specific Village Department, Commission, staff member, Board of Trustees, etc. in Northbrook.

In the adjacent column, multiple potential partners may be added. These supporting actors may include Northbrook Public Library, Park District, school districts, Cook County, non-profit organizations, or private businesses relevant to the associated action. The list of partners serves as an opportunity for CAPT members to provide input on useful resources for each action, but does not necessitate a commitment from parties outside the Village.

At this time, Member Weiss spoke as a representative of the Environmental Quality Commission and explained that they discussed their participation in the CAP roll-out plan during their most recent meeting in February.

Commissioners agreed they can provide best support to the CAP in regards to community communications and education initiatives with their Village staff liaison.

Mr. Redmond explained that since every action is ranked, paleBLUEdot worked through each sector's spreadsheet to establish a threshold number for selection. Any action scored below the threshold is now highlighted in red and can be included in the backup document, provided to the Village as standby actions to be revisited. Green items are actions falling below the threshold number based on the subteam's rankings that Mr. Redmond believes members should revisit to include in the final document.

Between this CAP meeting and the next (April 12), paleBLUEdot will draft the Climate Action Plan using the detailed actions as recommended by the team. This document will include predictive models of greenhouse gas emissions reductions, potential community-wide cost savings, examples of language for municipal code changes, and data from the baseline assessments as associated with the chosen actions. Mr. Redmond stated this serves as the public-facing element of the CAP, while Village staff will receive an implementation matrix for use internally. The implementation matrix is an editable, searchable excel spreadsheet including helpful team comments to guide Village staff. It includes a rough schedule, arranging actions into priority levels of short to long-term goals. Mr. Redmond separated the team into breakout groups and said each subteam session will last 30 minutes.

Breakout Round 1: Transportation/Land Use, Waste Management, Local Food

When the CAPT returned from breakout sessions, Member Stash explained the Transportation/ Land Use team assigned primary actors to more than one group when the Board and Village should collaborate to accomplish an action. Potential partners listed include the Chamber of Commerce (COC), Bicycle Task Force, and local businesses.

For Waste Management, Trustee Israel reported the team assigned partners to all but 4 actions. In this sector, the Village shares the majority of responsibility with secondary partners including the Environmental Quality Commission, Industrial and Commercial Development Commission, and Advanced Disposal / Waste Management. Trustee Israel also mentioned the team is unclear on how to structure waste collection for units not included in the Village's contractual pickup services.

Trustee Ross reported that Local Food completed assignments, largely shared between the Village Departments of Development and Planning Services (DPS), Public Works (DPW), and Board of Trustees. Frequent potential partners listed include the EQC, COC, Community Gardens, Farmers Market, Northfield Township Food Pantry, and the Organic Gardener.

Breakout Round 2: Buildings and Energy, Climate Health and Safety

Upon return from breakout groups, Trustee Israel reported the Buildings and Energy finished assigning all actions to Village DPS, Public Works, and the Board of Trustees. Member Elisco mentioned that the team agreed to modify language in some actions.

Ms. Kohlstedt said the Climate Health and Safety team did not finish but made a plan to complete assignments. Member Poupard reported that primary responsibility-holders include Village Communications staff and potential partners such as the Police and Fire Department.

Breakout Round 3: Water and Waste Water, Greenspace/Tree, Climate Economy

Member Weiss represented the Climate Economy team that mainly listed responsibility-holders such as the Village DPS, Board of Trustees, Plan Commission, and COC.

Trustee Israel stated the Water team's actions frequently listed Village DPS, Public Works, Communications staff, and EQC as responsible parties. Member Rago mentioned that some actions Mr. Redmond asked the team to revisit were removed again.

Member Stash explained that beyond Village staff, main supporting actors list included Northbrook Park District, Forest Preserve District of Cook County, and local businesses to collaborate on Greenspace/Tree Canopy goals.

Next Steps

The next CAPT meeting will be held on April 12 at 6:00 p.m. Mr. Redmond clarified that paleBLUEdot will create two items for the CAPT to review at April 12's meeting: the public-facing document of the CAP and the implementation matrix. All agreed upon actions are included in both, with emission reduction targets separated by sectors and goals. Short-term goals will be considered "priority 1", to be completed within 1-3 years of adopting the plan. Mr. Redmond thanked the team for their hard work and participation in the CAP workshops.

Adjourn

At this time, Ms. Kohlstedt told members any questions can be directed to her or Tessa Murray via phone or email. She adjourned the meeting at 8:15 p.m.

Respectfully submitted,

/s/ Tessa Murray

Recorder