

**MINUTES
JOINT MEETING OF
THE CULTURAL & SOCIAL AWARENESS COMMISSION
AND ENVIRONMENTAL COMMISSION**

October 6, 2016
City Council Chambers

The Special Joint Meeting of the City of Woodstock Cultural & Social Awareness Commission and Environmental Commission was called to order at 6:04 PM on Thursday, October 6, 2016 in the Council Chambers at City Hall.

I. CALL TO ORDER AND ROLL CALL:

COMMISSION MEMBERS PRESENT: E. Ellinghausen, S. Wenzel, L. Kacmar, I. Sagrado, J. Hudson, W. Donato.

COMMISSION MEMBERS ABSENT: J. Krandel, J. Rivera (late arrival), Chair E. Poremba, and Chair L. Crain.

STAFF PRESENT: Assistant Public Works Director Tom Migatz, Human Resources Director Debbie Schober, Economic Development Director Garrett Anderson and Chief Deputy City Clerk Jane Howie.

OTHERS PRESENT: None

II. ACCEPTANCE OF MINUTES:

Motion by I. Sagrado, second by S. Wenzel, to accept the Minutes from the September 1, 2016 Joint Meeting of the Cultural & Social Awareness Commission and Environmental Commission. Ayes: E. Ellinghausen, S. Wenzel, L. Kacmar, I. Sagrado, J. Hudson, W. Donato. Nays: None. Absentees: J. Krandel, J. Rivera, Chair E. Poremba and Chair L. Crain. Abstentions: None.

III. PUBLIC COMMENT: None

IV. DISCUSSION ITEMS:

a) Bag Sample

D. Schober displayed the sample of the bag that was received. Commission members seemed very pleased with the product.

b) Reports back from any BIG 7 visits (W. Donato, J. Krandel)

S. Wenzel contacted The Land Conservancy to tell them about the reusable bag initiative and ask about sponsorship; they have sponsored this initiative for \$200. This is the first confirmed sponsor so far.

G. Anderson said their group has contacted the Big 7. Many of the local Managers asked that their main offices be contacted for sponsorships. Several of their company websites highlight environmental stewardship, levels of sponsorship, education and such, so there could definitely be some interest.

G. Anderson believes that \$4,000 is a lot of money for a local manager to commit to. W. Donato said he believes some companies would give the \$4,000, but there is a large

education piece involved. G. Anderson is unsure if this group has what's needed to accept these types of donations. Perhaps the Environmental Defenders of McHenry County could partner with this Commission moving forward. E. Ellinghausen believes the Defenders have a board meeting in about 10 days. He'll contact them to ask if they can partner with this initiative and act on the City's behalf.

If the City obtains Home Rule status in the next month or so, the fee can be set. The cost can be split with the retailer and the City. Wal-Mart was very interested in this piece of the initiative.

6:08 PM – Jose Rivera arrived.

c) “Our Story” content development for website and program brochure

D. Schober said everything we've got so far is now on the website; however it seems a bit bare. We're still waiting to gather information from the other artist. She suggested developing a sub-committee that compiles an explanation of this initiative and gathers more information for the website. W. Donato said perhaps an educational piece would be a good addition.

D. Schober said it's extremely important to share “Our Story”; why it's important. Inform & educate the public on sustainability and the environmental aspect. E. Ellinghausen will gather some information at his meeting with Cynthia (Defenders) tomorrow. E. Ellinghausen asked if talking points could be printed out and shared with Commission members, as this would be very helpful. Upon receipt of such developed information from the Commissioners, staff will see to it that this is done.

d) Formalize logistics of receipt of bags, stuffing of items in bags and delivery of bags

D. Schober said if the bags are delivered 10 weeks from placing the order, they will arrive around December 2. There will be 12-15 pallets of bags delivered. A delivery location needs to be decided on in the near future.

1. Eagle Scout Project?

G. Anderson said this would be a great project for the boyscouts. There are two types of volunteers: those volunteering for a project or those getting involved in the project. This allows for different types of badges. Eagle Scout project allows the kids to demonstrate their leadership skills: they have 100 hours of volunteer work that they need to coordinate. The idea is to allow the scout to organize the project and to instruct the volunteers. Scouts along with other volunteer groups might be a good fit. G. Anderson asked what the anticipated timeline is. D. Schober said the bags are expected to arrive approximately 10-12 weeks after they were ordered.

G. Anderson added that there are 3 steps in the project approval process. First, the scout meets with the organization and compiles the plan. Then, he shares this information with his leadership for approval. From here, the project goes before the district for approval. The district meets once a month with the next meeting occurring in early November.

D. Schober said the Commission needs to form a sub-committee so that decisions can be made to expedite the process. If there isn't a scout that can take on this project, perhaps the scouts can volunteer.

The Commission also needs to decide where the workspace will be located. And, will the bags need to be stuffed with the flyers. Also, what will the delivery process be? Decisions need to be made on all logistics of the delivery. D. Schober mentioned that D. Graf-Ponstein said it would be a good idea for someone to contact the US Postal Service in Woodstock and find out their mail routes. I. Sagrado said she thinks the postal routes are a good idea. If they won't share their mail routes, perhaps we could use Public Works' snow plow routes. In addition, the City's Sewer & Water Department could print out a list of vacant houses so that these properties are skipped. Each volunteer group will need a leader. The Commission also needs to decide if the bags will be hung on front doors or delivered in person. Commission members all agreed to hanging the bag on front doors.

G. Anderson asked what the expectation of the group is. It sounds as though there will be an assortment of volunteers. The Commission needs to decide what volunteers will say to the resident if questions arise. S. Wenzel said he believed that volunteers would hang the bag on the doorknob, ring the doorbell and then depart the residence – not stick around to communicate about the bag or the initiative. Commission members think this is the best course. W. Donato asked if the City could provide a list and have residents pick up the bag. G. Anderson said this practice isn't typically successful. W. Donato asked if any Commission members would be willing to work on a sub-committee to get this started.

The old Farm & Fleet location has plans for re-development, so it is not available to store the bags when they arrive. And, the parking lot at the old Harley-Davidson site is being used by Bull Valley Ford to park vehicles during remodeling.

G. Anderson said Christmas Clearing House does the organizing during the week and the delivery on Saturday. He added that it would be great if we could get all the bags out in one day.

S. Wenzel asked if the old Armanetti's building would work and be available. Staff is not sure about that. W. Donato said it could be really cold when they are scheduled to deliver bags. Would it be possible to wait until March to deliver? D. Schober said they began discussing this initiative in December 2015. It's important to stay on track and get the bags delivered as soon as they are available.

D. Schober again indicated that she recommends we set up a sub-committee and figure out all the logistics. If the bags need to be stuffed, where will this take place? When the bags are available, where will they be delivered / stored? It's a matter of coordinating the delivery, the routes, and the volunteers.

J. Hudson asked if City employees could deliver the bags. D. Schober answered that City staff are not appropriate to use for the delivery of the bags for a number of reasons.

D. Schober said she'll contact the local USPS to see if they'll share their mail routes. If available, we can then cross reference the list with the vacant homes list and take those addresses off the delivery list. Snow route maps were mentioned; however those maps only provide streets, not home addresses.

T. Migatz said if we gather routes from the post office we could send several people out on each route; such as 4 people for a typical 8-hour delivery day. W. Donato said he'll volunteer to be on the sub-committee; J. Rivera will be on the sub-committee as well. S. Wenzel will join their sub-committee. E. Ellinghausen will help when he's in town.

2. Community Organizations

W. Donato said he has contacted many high school groups, such as Student Council, Key Club, NHS, Environmental Science, Kiwanis, Jaycees, and the Green Club. He added that many neighborhoods are easy to deliver to; however, there are some areas that we'd have to drive to. We'll need adult volunteers for those areas; perhaps the Environmental Science students at McHenry County College would volunteer for bag delivery.

3. Girls Scouts

4. D200 students – both for volunteer hours and other reasons

W. Donato has already contacted the school district for volunteers. He'll contact the Defenders, McHenry County College, and the Woodstock Rotary. E. Ellinghausen asked if Woodstock Police Department or Woodstock Fire / Rescue District could provide any information on routes. And, could they provide volunteers to assist with delivery? D. Schober will look into this and find out if they can assist in this effort.

J. Hudson left at 6:55 PM.

e) Sponsorship Action Plan – formalize efforts around obtaining sponsorships

D. Schober said this is formalizing and scheduling the “Big 7” visits, asking for sponsorships and ensuring that each of the “Big 7” retailers are made aware of the direction of this initiative once the City attains home rule status by laying the proper groundwork. G. Anderson said we need to create a presentation, know our talking points, be familiar with each company's processes and move forward. W. Donato said J. Krandel has been talking to a lot of people and asking for sponsorships. S. Wenzel said he has reached out to board members.

f) Schedule next meeting – both special meeting for items in bags approval and next regular join meeting.

It was decided that the next meeting of the Joint Commissions will be on Thursday, November 3, 2016 at 6:00 PM, immediately following the Environmental Commission meeting on that date.

V. ADJOURN

Motion by I. Sagrado, second by L. Kacmar, to adjourn this Special Meeting of the Cultural & Social Awareness Commission and Environmental Commission. Ayes: E. Ellinghausen, S. Wenzel, L. Kacmar, J. Rivera, I. Sagrado, W. Donato. Nays: None. Absentees: J. Hudson, J. Krandel, Chair L. Crain and Chair E. Poremba. Abstentions: None. Motion carried. Meeting adjourned at 7:06 PM.

Respectfully submitted,

Jane Howie
Chief Deputy City Clerk