MEETING MINUTES
Evanston Environment Board
Thursday, November 14, 2019
6:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge, Room #2404

Members Present:  Cherie Leblanc-Fisher, Wendy Pollock, Jerri Garl, Tom Klitzkie, Michelle Redfield, Caroline Peyer, Christopher Kucharczyk, Ben Kaplan

Members Absent:  Sarah Liddell

Staff Present:  Kumar Jensen, Leslie Perez, Brittanie Giroux

Guests:  Michael Berman, Jonathan Niewsma, Jillian Gilbourne, Sue Laue

Presiding Member:  Wendy Pollock

1. Declaration of Quorum
   W. Pollock called meeting to order at 6:32 p.m. and a quorum was established.

2. Public Comment
   Mr and Mrs Laue, representing the Democratic Party of Evanston and Indivisible Evanston, expressed their organization’s support for climate action and interest in becoming better informed about CARP implementation efforts.

   J. Gilbourne from Northwestern University also expressed support for CARP and interest in identifying ways in which the university might lend resources to implementation efforts.

3. Approval of Meeting Minutes from October
   J. Garl motioned to accept minutes, B. Kaplan seconded, all approved.

4. Announcements
   A. Utilities Commission Update
      J. Nieuwsma, Chair of the Utilities Commission provided a brief overview of the Commission’s role and an update about activities relevant to CARP implementation. These include:
      - Benchmarking. Monitor reports.
      - Electricity procurement (including aggregation). Contract is up for renewal in 2020
- Net zero energy for city buildings. Developing resolution in the first quarter 2020. The resolution would cover existing as well as new buildings. This may serve as a template for future expansion to other buildings.
- Stormwater Management. Monitoring hydraulic/hydrologic study. There will be some overlap with the Environment Board’s focus on resilience.
- Allowing solar permits in the historic district of the City. Will assign members to short-term task force to help clarify policy guidelines, to include representatives of Preservation Commission and Environment Board.

5. 2019 Goal: Implement Climate Action and Resilience Plan (CARP)

Staff Reports/Updates
A. Solar Permitting and Preservation
K. Jensen asked for two volunteers from EEB to join a short-term task force to help clarify policy guidelines for solar in historic districts. T. Klitzkie and C. Peyer volunteered; C. Kucharczyk agreed to serve as alternate.

B. Bylaws Discussion & Meeting Schedule
K. Jensen presented updated bylaws, which largely reflect duties assigned to EEB by City Code, and also clarify rules governing subcommittees. Subcommittees may include both voting members (who must be members of EEB) and nonvoting members.

C. Waste Policy Package Engagement Feedback
Results of an opinion survey on current and proposed waste policies and practices, administered by staff in a variety of settings, are presented in the meeting packet (broken into responses from residents and from business representatives). Staff noted the importance of reaching a representative sample of residents in outreach efforts of this kind as they apply an equity lens to all CARP implementation efforts; they continue to look for additional venues and opportunities to broaden representation.

D. Waste Policy Package Peer City Review
Relevant policies from other cities are summarized in a staff memo that begins on p. 62 of the meeting packet. Among the lessons highlighted: the need for public consultation and sensitivity to potential impact on vulnerable populations; the importance of public education; and the value of a phased-in approach.

These two reports provide background for the EEB Waste Working Group, which is tasked with developing recommended policy directions on the following:
- Update and revise plastic bag ban
- Eliminate petroleum-based single-use products through phasing out single-use plastics by 2025
- Require recycling at all properties
- Implement a plastic straw and stirrer-free policy
- Ban balloon release (request from Ald. Rue-Simmons during Human Services)
Target date for returning to the Board with recommendations is December 12. Additional feedback will then be solicited from the community, with the aim of having ordinances ready for City Council by March/April.

**Member Reports/Updates**

**A. Subcommittees/Task Forces**

- **Waste Performance Metrics**
- **CARP Implementation Task Force**
  
  Purpose: to advance implementation of CARP Zero Waste goals assigned to the Board, including drafting code and policy recommendations

  B. Kaplan provided a memo that includes questions and recommendations from the group’s initial meeting, some of them answered during discussion of tonight’s staff report. K. Jensen provided a visual of the waste hierarchy used in staff presentations as additional background for the group. The group requested guidance from staff about how to engage with the process of hiring a new commercial waste hauler; they were advised to send a memo directly to the Director of Public Works with their recommendations and offer of assistance. They also have suggestions about how to use a waste characterization study to raise public awareness and understanding.

**B. Transportation and Parking Committee**

B. Kaplan has observed several meetings, as EEB liaison. C. LeBlanc-Fisher suggested that as we visit with other boards and commissions, we think of ourselves as “positive ambassadors for CARP.” Other members suggested that B Kaplan also consider networking with Go Evanston, which works on transportation issues, including ways to make the city more bicycle friendly.

**C. Blower Ban Update and Next Steps**

T. Klitzkie reported on the American Green Zone Alliance workshop, held earlier in the day. The City of Evanston co-sponsored the workshop as part of a response to CARP goals and other concerns about gas-powered blowers that have come before the Board in recent months. The purpose of the workshop was to inform landscape professionals about electric alternatives to gas-powered equipment. Many of the approximately 50 participants were municipal employees. T. Klitzkie and W. Pollock also provided a draft memo, prepared before the workshop took place, that provides background on blower bans in other cities as well as on licensing of landscape and related professionals in nearby municipalities. Suggested next steps: continue outreach and education; require licensing of landscape and related companies; adopt a phased-in ban. They will come back to the next meeting with a proposal focused on licensing.

**D. CARP Coordination Meeting Report Out**

Purpose: to support and track overall CARP implementation on behalf of the Board and serve as a liaison with the upcoming CARP Coordination Group in order track implementation actions and identify gaps and needed updates. The group will include ex-officio members from Citizens Greener Evanston and the Utilities Commission.
6. Items for Future Meetings  
   A. Simple Recycling Contract  
   B. Environmental Justice Evanston – Environmental Justice Resolution  

7. Adjournment  
   M. Redfield moved to adjourn the meeting, C. Kucharczyk seconded. W. Pollock adjourned at 9:07 pm.  

Next Meeting – Thursday, December 12, 2019
Evanston Environment Board 2020 Meeting Schedule

Proposed Meeting Schedule

Meetings will be held on the second Thursday of each month, unless otherwise indicated, beginning on Thursday, January 9, 2020. The agreed upon meeting start time is 6:30 PM. Below is a list of the scheduled meetings, all meetings will take place on the date indicated unless the Environment Board determines otherwise. Any meeting changes must be made in accordance with the Open Meetings Act.

- Thursday, January 9, 2020
- Thursday, February 13, 2020
- Thursday, March 12, 2020
- Thursday, April 9, 2020
- Thursday, May 14, 2020
- Thursday, June 11, 2020
- Thursday, July 9, 2020
- Thursday, August 13, 2020
- Thursday, September 10, 2020
- Thursday, October 8, 2020
- Thursday, November 12, 2020
- Thursday, December 10, 2020
BY-LAWS

EVANSTON ENVIRONMENT BOARD

ARTICLE I

Name and Authority

Section 1. The name of this organization shall be the Evanston Environment Board, referred to herein as “the Board.”

Section 2. The Board exists under the provisions of the Evanston City Code, Title 2, Chapter 13.

Section 3. The business of the Board is conducted in accordance with Evanston City Code, Title 2, Chapter 13 and the Ethics Ordinance 54-O-04 (Title 1, Chapter 10), and these By-laws.

ARTICLE II

Mission

Section 1. To support Evanston’s environmental goals of reducing and mitigating climate change impacts, increasing resource efficiency and protecting and restoring natural systems by investigating issues and developing recommendations for City Council, other Boards, Committees and Commissions and City Departments to meet Evanston's goals. (36-O-71) (23-O-93) (78-O-16)

Section 2. The Board shall support the implementation of the environmental components of the City of Evanston’s guiding documents (including, but not limited to, Strategic Plan, Climate Action Plan, Multi-Modal Transportation Plan, Bicycle Plan) through research, policy recommendations, and coordination with other groups’ efforts.

ARTICLE III
Membership and Duties

Section 1. Members

A. Number of Members: The Board shall consist of eleven (11) members appointed by the Mayor of Evanston with the consent of the Evanston City Council. The members must include the following:

1. Seven (7) members who have training and/or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.

2. Two (2) members who have training, knowledge, past experience or some combination related to the Ladd Arboretum or other natural habitat areas in Evanston.

3. Two (2) members must be designated as “at-large” community representatives that need to have an interest but are not required to have training or experience in areas addressing climate change issues or natural systems such as: environmental science, law, education, ecology, pollution control, engineering, or public health.

B. Term

Board members are appointed to three (3) year terms by the Mayor with the advice and consent of the City Council. Board members may serve no more than two (2) consecutive terms and can be considered for reappointment after remaining off the board for at least 3 years.

C. Vacancies and Removal

1. If a Board member fails to attend three (3) consecutive regular Board meetings, or misses four (4) meetings in one calendar year, without a reasonable cause, or otherwise neglects his or her duties as a Board member, the Chairperson, with the assent of the Board, may recommend to the Mayor that the seat be declared vacant.

2. Any vacancy shall be filled by the Mayor as soon as possible.
3. A member of the Board may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Duties of the Board

The Board has the following powers and duties:

A. The Board shall report to the Human Services Committee of the City Council, and shall periodically meet with the Human Services Committee to discuss the Board's activities, goals and objectives;

B. To research, study and hold public hearings on environmental issues raised by the City Council, the Board, the City Manager, City departments, other governmental agencies or the public;

C. To develop public awareness on environmental issues through hearings, meetings, newsletters, news media releases and cooperation with environmental education organizations;

D. To serve as an advocate for Evanston residents who are interested in issues and solutions to address climate change, resource efficiency and natural systems;

E. To develop policy recommendations which are relevant to climate change, resource efficiency and natural systems for submission to the City Council, which advance the vision of the City’s goals and guiding documents. Policy recommendations should aim to support implementation of the City’s guiding documents, including, but not limited to: suggestions regarding implementation of policy. Policy recommendations should aim to support implementation of Evanston’s guiding documents, including but not limited to: City’s Strategic Plan, Climate Action Plan, Ladd Arboretum Master Plan, Lakefront Plan, Multi-Modal Transportation Plan, Bicycle Plan, Water Conservation and Efficiency Plan, Municipal Separate Storm Sewer System (“MS4”) Permit, Complete and Green Streets Policy and Environmental Justice Initiative;

F. To serve as a resource for the City Council, Council committees, boards or commissions, the City Manager and City departments in addressing
environmental issues, providing advice, research or technical assistance, as requested;

G. To keep itself informed about the activities of other City boards and commissions so far as these relate to environmental matters. The Environment Board may work jointly with the Energy Commission and other Evanston boards and commissions in addressing environmental issues which are of mutual concern, including, but not limited to, the development of a City energy policy.

H. To serve as a liaison with other municipalities’ boards or commissions to learn how they deal with matters of interest to the Environment Board and to share information pertaining to those matters;

I. To assist City staff in developing and improving programs and services with address climate change, resource efficiency and natural system protection and restoration;

J. To assist City staff in evaluating and tracking performance measures related to climate change and natural systems including the annual report for Evanston’s Climate Action Plan and participation in the STAR Community Rating System (“STAR”);

K. To raise funds and seek gifts for the development and maintenance of the Ladd Arboretum and approve disbursements of funds raised by the Committee for Ladd Arboretum; and

L. To create subcommittees, as necessary, in furtherance of the Board’s purpose.

ARTICLE IV

Officers

Section 1. Elected Officers

The elected officers of the Board shall consist of two Co-chairs.

Section 2. Election of Officers
Board members shall elect officers by majority vote at the December meeting of odd years.

Section 3. Terms of Office

The Co-chairpersons shall be elected for two-year terms from January 1 to December 31. No member shall serve more than three consecutive two-year terms as an officer.

Section 4. Vacancies

A vacancy in any office shall be filled by a vote of the Board at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

Section 5. Duties of Officers

A. The Co-chairpersons shall assure that the policies, programs and orders of the Board are carried out.

B. One Co-chairperson, or their designee, shall preside at all meetings of the Board.

C. The Co-chairpersons shall be responsible for calling meetings of the Board pursuant to the Open Meetings Act and for assuring an agenda for each meeting.

D. The Co-chairperson may appoint committees to consist of two or more members for specific tasks.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

A. Regular meetings shall be held at such times and places as decided by the Board and shall be held at least quarterly.
B. Special meetings shall be held upon the request of the members of the Board.

C. Notice of all regular and special meetings of the Board shall be communicated to the members at least one week before the meeting by action at a previous meeting, or by e-mail, mail, or telephone.

D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Board shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

F. Closed executive sessions may be held to consider matters relating to personnel, pending litigation, or property acquisition, or any applicable exemption pursuant to the Open Meetings Act.

Section 2. Quorum

A majority of the members of the Board constitutes a quorum for the transaction of business.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Co-chairpersons are voting members of the Board and may vote on any issue.

Section 4. Parliamentary Procedure

Unless inconsistent with these By-laws or otherwise decided by the Board, all meetings shall be conducted in accordance with Robert’s Rules of Order.

ARTICLE VI

Staff of the Environment Board

Section 1. The City shall employ staff who shall be responsible for the administrative direction and execution of the Board’s policies, goals
and objectives, and the administrative direction and execution of the policies of the City. The Board may evaluate the performance of the staff so assigned annually and report same to the City Manager.

Section 2. The staff of the Board shall be responsible for taking and distributing the minutes of each meeting, pursuant to the Open Meetings Act.

Section 3. The staff of the Board shall be subject to the terms and conditions of employment for City of Evanston management staff, as established by the City Manager and City Council. Board members shall transmit any concerns or comments about the performance of the staff of the Board to the City Manager.

ARTICLE VII

Amendments

Section 1. These By-laws may be amended at any meeting of the Board by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

Section 2. Any proposed amendment(s) to the By-laws shall be included in the call to the meeting at which they will be voted upon.

Section 3. The City Manager shall be advised of any changes in these By-laws.

Section 4. The Board shall review its By-laws at least every two years.

Adopted on December 10, 2009
Amended on January 14, 2010
Amended on February 9, 2012
Amended on December 12, 2019
Recommendation: License companies that use gasoline-powered equipment

The Environment Board recommends that the City of Evanston modify the City Code to require licensing of businesses that may use gasoline-powered equipment, including but not limited to landscapers and other companies that perform seasonal maintenance work such as snow removal, pesticide application, and pavement sealing.

In implementing the new requirement, the Board recommends that the City link clearly to relevant ordinances (such as seasonal restrictions on use of blowers) on the application page; collect information about the company’s use of electric equipment and other sustainable practices; and list licensed companies on the City website. Highland Park and Lake Forest provide good models.

Rationale

- The Climate Action & Resilience Plan calls for a phase-out of gasoline- and propane-powered leaf blowers, lawnmowers, and construction equipment (CARP, p.19)
- “Emissions from the two-stroke leaf-blower engines are terrible sources of pollutants. 30 percent of leaf-blower fuel goes unburned and as a result, carcinogenic hydrocarbons, such as benzene, are emitted at high concentrations. Just 30 minutes of gas leaf-blower generates more pollution than driving a Ford F150 pickup truck across the country (LA to New York) … and then to Orlando Florida.”
- Gasoline-powered blowers (and other equipment) are commonly used by businesses for landscape maintenance, gutter cleaning, road work, and other purposes. Rules now on the books* limit the dates and times when gasoline-powered leaf blowers may be used. But compliance is uneven, even with seasonal limits, judging by 311 and anecdotal reports.
- Licensing companies will enable the City of Evanston to communicate with them directly about ordinances, both current and future. It also will make it possible for the City to identify companies that use electric equipment and other sustainable practices.
- Licensing landscape and related companies is common among nearby communities, including Wilmette, Glencoe, River Forest, Highland Park, and Lake Forest.

Next steps

Adopting and implementing a licensing requirement will lay the groundwork for these additional steps:

- **Enact a ban**—Models are available from several similar communities, including Berkeley, Washington, D.C., and Newton, Massachusetts. D.C.’s legislation includes a three-year phase-in.
- **Align City of Evanston practice**—Convert to electric equipment used by City employees and contractors by the end of three years.
- **Support companies in complying**—Group purchase agreements are one possibility.
- **Educate landscapers**—A first step was taken on November 14, after staff acted quickly on the Environment Board’s recommendation that Evanston support an American Green Zone Alliance workshop about electric equipment for landscape professionals. Continued efforts will be needed to educate both professionals and the public. Among the possibilities to consider: create “green zones” in city parks to demonstrate alternatives; assure that educational materials and programs are bilingual (English/Spanish).
In considering possible recommendations, the Environment Board is considering these questions:

- Should we modify dates and times when any kind of blower may be used? (Electric blowers also produce noise.)
- Should we limit the number of blowers that can be used on any one property at the same time?
- What will be the effect on businesses of a ban on gasoline-powered equipment? Will they be able to operate as efficiently with equipment that needs re-charging? Will smaller companies find it prohibitively expensive to replace equipment and be at a competitive disadvantage?
- Should we ban sale of gasoline-powered equipment as well as use? or require posting of warning that use is illegal if they are sold in Evanston? Should we include propane blowers?
- How will the City enforce new rules? It appears that current rules are not rigorously enforced, and companies may not even be aware of them. How can this be improved?
- How will the City educate businesses—including small businesses—about alternative technologies?

Current City of Evanston ordinance

*Regulation of leaf blowers is in 5.9.5.20 of the City of Evanston Municipal Code, Noises Prohibited.

3. Blowers: The operation within the City of any noise creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device to deaden such noise.

4. Leaf Blowers:

A person may use any backpack mounted or handheld gasoline-powered leaf blower type of machine only during the following days of each year:
March 30 to May 15; and
September 30 to the first Thursday of December.

A person may use any backpack mounted or handheld gasoline-powered leaf blower type of machine on those days only during the following times:
Monday through Friday, 7:00 a.m. to 9:00 p.m.
Weekends or holidays, 9:00 a.m. to 5:00 p.m.

Any person who uses a leaf blower or any person who permits the private or commercial use of a leaf blower on their property during restricted days or times, shall be fined one hundred dollars ($100.00).

City of Evanston flyer: [When is it ok to use a leaf blower?](#)

Note: In 2019, the Interim City Manager extended the deadline to December 13 because early arrival of snow had delayed fall clean-up work.