

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

Call to Order

Director of Development and Planning Services Michaela Kohlstedt called the CAPT meeting to order at 6:02 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, Robyn Kole, Becky Mathison, Clare Poupard, Len Rago, Aaron Stash, Patti Vile, Melissa Hirsch, Derrik Chen, Nell Badgley, Joan Scovic, and Sandy Weiss.

Members absent: Pat Lederer, Kim Ptak, and Scott Robson.

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

Also Present: paleBLUe dot consultant Ted Redmond and Greenest Region Corps Member Tessa Murray.
Members of the public: Yakov Simkin, Sandra Dold, and Doug Gerleman.

Public Comments

Yakov Simkin inquired on the transparency of the CAPT process in regards to regulatory decisions made to achieve emissions reductions. Director Kohlstedt responded that the preliminary drafted reports will be available for review with a targeted date in early May. After, the Village will promote the opportunity for public comments on the drafted Climate Action Plan. Residents may request to be notified of the public comments period by emailing tessa.murray@northbrook.il.us. Next, Yakov Simkin asked about the jurisdiction of the CAP, to which Trustee Israel answered that it is to be applied within incorporated Northbrook.

Sandra Dold introduced herself as a sustainable architect on the Board of Directors for the Illinois Green Alliance that has its own strategic plan she would like shared with CAPT members.

Doug Gerleman said he is attending to keep fellow interested Northbrook Garden Club members up to date with the CAPT process, and spoke on mitigating greenhouse gas emissions through planting long-rooted prairie plants to absorb atmospheric carbon.

Welcome and Meeting Goal Overview

Mr. Redmond thanked the CAPT members for completing the homework task of “saving” potential and new actions using the ActionFinder tool for each subteam category. He explained that backup copies of each subteam’s spreadsheet are saved, and the teams will now be working in shortened versions of the original files. The goal for today’s meeting is for each subgroup to establish its process of refining actions through ranking items by the screening criteria. The screening criteria are as follows: support, impact of implementation, potential for success, affordability, and overall cost to benefit.

Mr. Redmond explained that each subgroup should decide on their own how they will complete the rankings: either by attending an additional meeting, assigning some members to the task, or dividing up the actions by individuals evenly. Member Rago asked for clarification that this task will not involve eliminating any actions immediately before ranking, and Mr. Redmond responded that this can occur if the group is in agreement on the deleted actions. There is

also the option to create a secondary list of actions that are not considered a priority now, but will be saved to circle back to at a later time. Director Kohlstedt reminded the public that they are not assigned to breakout rooms, and the summary and Youtube recording of this meeting should be on the CAPT webpage of the Village website by Friday, February 12.

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

On behalf of the Local Food subteam, Director Kohlstedt reported the group successfully ranked half of the shortened list and decided to plan a secondary Zoom call to finish these rankings. Member Kole spoke for the Transportation and Land Use group that decided to divide the remaining actions evenly among members for individual review. Member Weiss said the Waste subteam made the same decision after separating the list into subcategories. Member Elisco mentioned that the Transportation and Land Use spreadsheet still has 90 actions and Mr. Redmond offered to condense the document further for the group. Mr. Redmond reiterated groups can “strike off” actions the group does not find relevant or rephrase the language within actions to better suit Northbrook’s goals.

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

The Buildings and Energy group explained how they divided assignments for ranking actions by adding two columns to the left of the screening criteria’s columns. The first is marked “Assigned” and will be filled in by Tessa Murray with names of subteam members divided evenly among actions. The column added next to this one is designated for “Comments” to be made by other members who may dispute or discuss the ranking. Director Kohlstedt reported that the Climate Health and Safety subteam also divided remaining action items and that all rankings should be completed by March 1.

Mr. Redmond explained that at the meeting on March 8, members will review actions as they have been rated and prioritized. The group will decide on a numerical threshold for selecting rated actions and evaluate how many can reasonably be accomplished in 10 years that align with the greenhouse gas reduction goal. Member Elisco inquired on how many actions are expected for the final CAP, to which Mr. Redmond estimated 3-5 actions per strategic goal, with the largest subcategories (like Buildings/Energy) totaling around 40-60 action items. Also at the March 8 meeting, members will discuss which entities in Northbrook are best suited for implementing action items (Village Hall, Public Works, Northbrook Public Library, etc.). To save time during this meeting, potential partners could be added adjacent to actions in a new column while filling out rankings before then.

At this point, Member Rago expressed that he sees benefit in collaboration for ranking action items and the group decided to add another meeting before March 8 to go over what was ranked by individual members. March 1 is the agreed upon date for this additional meeting, and Member Stash reiterated that everyone should still do their “homework” of ranking their assigned items before March 1.

Breakout Round 3: Greenspace/ Tree Canopy, Water/ Wastewater, Climate Economy

When the whole group reconvened after the last breakout session, Trustee Israel reminded members that each group is responsible for their own assigned actions as well as double-checking and discussing other members’ scorings in the “Comments” section. Initial ideas for partners relevant to each action should be filled in when possible. Member Kole asked if businesses can be potential advocates and Director Kohlstedt confirmed that they may be considered partners for applicable action items.

Next Steps

Mr. Redmond clarified that each team has established ranking reviews in slightly different ways and if any member is unclear they should contact Village staff members designated to their subteam. On March 1, the CAPT will hold a Zoom meeting from 5-6:30 p.m. for subteams to collaborate in breakout sessions. Members should complete their homework tasks before this time. Mr. Redmond told members to expect two emails from him: one with the Zoom link and invitation to the newly added March 1 meeting, and another to recap this workshop session. Tessa Murray also mentioned she will send an email to the subteams that asked her to assign names to action items when she has

completed this. Member Albrecht asked if the March 1 meeting is open to the public and Trustee Israel clarified that all meetings are public, but on March 1 there will be no time for discussion beyond the task at hand.

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 9:16 p.m.

Respectfully submitted,
/s/ Tessa Murray
Recorder