



VILLAGE OF RIVER FOREST SUSTAINABILITY COMMISSION

Tuesday, April 9, 2024 – 7:00 PM
Village Hall – 400 Park Ave., River Forest, IL

You may submit your written public comments via email in advance of the meeting to: sjansen@vrf.us
You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 816 4491 8569 or by clicking [here](#). If you would like to speak during public comment, please email sjansen@vrf.us by 4:00 PM on Tuesday, April 9, 2024.

AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Adoption of Meeting Minutes for March 12, 2024
4. Commissioner Updates
5. Working Group Reports
6. Communications
7. Other Business
 - a. Village EV Charging Ordinance Analysis
 - b. UIC Planning Project Update
 - c. Electric Vehicle Readiness Cohort Update
 - d. Village Hall LED Lighting Project
8. Schedule Next Meeting – May 14, 2024
9. Adjournment

**VILLAGE OF RIVER FOREST
SUSTAINABILITY COMMISSION
TUESDAY, MARCH 12, 2024**

A regular meeting of the Village of River Forest Sustainability Commission was held on Tuesday, March 12, 2024, at 7:00 p.m. in the 2nd Floor Conference Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:02 PM. Upon roll call, the following persons were:

Present: Chairperson Simon, Commissioners Charrette, Lennon, and Mezzatesta, Student Commissioner Stierwalt and Student Commissioner Avalos.
Absent: Commissioners Drury, Hayley, and Veazie
Also Present: Management Analyst Seth Jansen

Commissioner Mezzatesta made a motion, seconded by Commissioner Charrette, to allow Commissioner Veazie to participate remotely pursuant to Section 7 of the Open Meetings Act (5 ILCS 120/7).

Roll Call:
Ayes: Chairperson Simon, Commissioners Charrette, Lennon, and Mezzatesta
Absent: Commissioners Drury, Hayley, and Veazie
Nays: None
Motion Passes.

Commissioner Veazie added to the roll.

2. PUBLIC COMMENT

None

3. ADOPTION OF MEETING MINUTES

Commissioner Charrette indicated one typo in the minutes that needs to be corrected. Commissioner Lennon made a motion, seconded by Commissioner Mezzatesta to approve the meeting minutes from February 13, 2024 with edits.

Roll Call:
Ayes: Chairperson Simon, Commissioners Charrette, Lennon, Mezzatesta, and Veazie
Absent: Commissioners Drury and Hayley
Nays: None
Motion Passes.

4. ELECTRIC VEHICLE READINESS COHORT – ZONING ORDINANCE CONSIDERATION

Mr. Jansen provided a brief summarized the zoning ordinance process and sought input from the Commission for any recommendations to the Village Board and the Zoning Board for what an electric vehicle charging station provisions in the Zoning Code. Chairperson Simon inquired if any items would be contentious or controversial. Mr. Jansen explained that the MMC standards give communities broad leeway to establish their own standards with regards to items such as aesthetics. Commissioner Lennon suggested that any charging in the public right-of-way be limited to commercial areas and not residential areas that have striped street parking. The Commission discussed this provision. Mr. Jansen raised the potential issue of parking minimums being changed to accommodate EV charging. The Commission discussed the issue and to how best accommodate parking minimums when space allows. Chairperson Simon raised the issue of impact on historic preservation and need to work with the Historic Preservation Commission with regards to any potential EVCS impacts. The Commission suggested that residential charging stations not be visible from the street to resolve any historic preservation aesthetic issues and applying it universally to all single family residential charging issues.

Mr. Jansen outlined the proposed changes concerning new construction and what is required by state law for single-family and multi-family residential new construction. Because there is no such requirement for state law for commercial new construction, the proposed changes offer a potential requirement for commercial new construction for parking spaces to be EV Ready. The Commission discussed communicating and enforcing the state law for residential new construction. Commissioner Lennon stated that any regulations should have clear guidelines as to what constitutes new construction, specifically with regard to significant reconstruction projects. The Commission discussed potential percentages or counts of parking spots that would need to be EV Ready for commercial new construction. The Commission suggested a minimum of the lower of 6 total charging spaces or 20% of all available parking spots. Mr. Jansen reviewed the feedback from the Commission and outlined the process moving forward.

Chairperson Simon made a motion, seconded by Commissioner Lennon to recommend to the Village Board of Trustees to proceed with a text amendment relating to electric vehicle charging station.

Roll Call:

Ayes: Chairperson Simon, Commissioners Charrette, Lennon, Mezzatesta, and Veazie

Absent: Commissioners Drury and Hayley

Nays: None

Motion Passes.

5. COMMISSIONER UPDATES

Commissioner Mezzatesta shared that she was contacted to join a group of condominium residents to share how to improve sustainability amongst condo residents. She attended a

meeting via zoom in which the group discussed community solar. She stated the group hopes to meet quarterly and has condo residents from both Oak Park and River Forest.

Student Commissioner Avalos shared information for the OPRFHS Environmental Club Thrift Store on April 27th and 28th, with clothes being donated between April 17th and April 24th. Commissioner Charrette had inquired about the donation of any leftover clothes after the Thrift Store is held.

Students from the UIC Planning Course were in attendance and provided quick updates of both of their student sections' progress. Both student sections are breaking into smaller groups to develop specific action items.

Mr. Jansen shared that the Village is working on a contract to add the paid electricity accounts, the pump station and street lights, to a community solar program, and the Village is planning to install a solar installation at the pump station. Mr. Jansen outlined the plan for yard signs with recycling following the primary election day. Mr. Jansen also stated that the last round of opt-out notices for the electric aggregation program will be going out in the coming weeks.

6. WORKING GROUP REPORTS

Commissioner Veazie did not have any update for the Energy Working Group but indicated receiving recent information for the working group and that he intended to meet with Commissioner Lennon soon. Mr. Jansen had noted that the previous meeting included a discussion on metrics and wanted to note that for the agenda even if no one had metrics ready for further discussion. Commissioner Charrette raised an issue with the screen/monitor limit for the electronic waste collection event and whether tablets and laptops count as screens like TVs and computer monitors. Commissioner Charrette shared an upcoming Forest Preserve disposal and recycling collection event the first weekend of April. Chairperson Simon shared an informational website from a nearby community on where to recycle hard-to-recycle community. Chairperson Simon also shared how he had used Earth Paint, a non-profit in Wooddale that accepts old latex paint for recycling and turns it into new paint programs.

7. COMMUNICATIONS

Commissioner Mezzatesta inquired about her inquiry to submit regular letters to the editor on behalf of the Sustainability Commission. Commissioner Charrette had suggested framing it as being a Commissioner but not writing in on behalf of the Commission.

Mr. Jansen briefly outlined plans for upcoming newsletter items including a composting newsletter and the forthcoming car seat recycling, Styrofoam recycling, and bicycle exchange events. Mr. Jansen also indicated he would add the OPRFHS Thrift Shop event to the newsletter and provide info on Earth Day and Arbor Day.

Commissioner Mezzatesta outlined her plan for revising the Guide to Sustainable Living webpage. Commissioner Mezzatesta suggested a link on the front page of the Village website and to have the Commission and Guide being cross-linked to each other. Commissioner Mezzatesta also suggested that both the Commission and Guide pages should directly link to the Sustainability Commission document outlining the mission and organization of the Sustainability Commission. Commissioner further provided suggestions to improve navigation and readability of the sustainability pages, including reformatting links to subpages to include popup windows. The Commission discussed the limits of the website capabilities and standards for revisions to the website. Mr. Jansen stated he would make some of the simple text changes shortly then look into what else is capable with the website limitations. The Commission further discussed having events on the community calendar and sharing information via a social media account. Commissioner Mezzatesta indicated she would share her proposed changes with the other commissioners for any feedback they may have for website changes.

8. OTHER BUSINESS

Mr. Jansen stated that he and Commissioner Lennon had attended the UIC Planning course's midterm presentations and that the final presentations will be Tuesday April 30th. The students in attendance offered brief updates and expressed appreciation for the feedback they have received thus far.

9. SCHEDULE NEXT MEETING – APRIL 9, 2024

The Commission reached a consensus to hold its next meeting Tuesday, April 9, 2024.

10. ADJOURNMENT

Commissioner Mezzatesta made a motion, seconded by Chairperson Simon, to adjourn the meeting at 8:33 PM.

Roll Call:

Ayes: Chairperson Simon, Commissioners Charrette, Lennon, Mezzatesta, and Veazie

Absent: Commissioners Drury and Hayley

Nays: None

Motion Passes.

Seth Jansen, Secretary

VILLAGE OF RIVER FOREST



Collection Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL	AVG/MTH
Active Customers	2,890	2,890											5,780	2890
Compost Subscribers	525	530											1,055	528
Recycling Tons	90.92	63.75											154.67	77.34
Recycling lbs	181840	127500											309340	154670
2024 Recy lbs/Cust	62.92	44.12	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	53.41
Organics Tons	26.33	8.56											34.89	17.45
Organics lbs	52660	17,120.00											69,780.00	34890
2024 Organics lbs/Cust	18.22	5.92	NA	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	12.06
2024 Recycle & Organics Diversion %	36.33%	29.96%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	33.60%	33.14%
Trash Tons	205.49	169.08											374.57	187.285
Trash lbs	410980	338160											749140	374570
2024 Trash lbs/Cust	142.21	117.01	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	258.65	129.33
Total Tons	322.74	241.39											564.13	282.07
Total lbs	645480	482,780											1,128,260	564130
2024 Total lbs/Cust	223.35	167.05	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	194.80
2024 White Goods Count	0	0											0	0
2024 Stickers Sold	0	0											0	0
2024 E-WASTE Event Tons	0	0											0	0
2024 E-Waste Participation	0	0											0	0
2024 HHW Event Tons	0	0											0	0
2024 HHW Event Participation	0	0											0	0

Yard Waste Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153)
Recycling Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153), LRS HEARTLAND
RECYCLING PURCHASED BY	RESOURCED TO VARIOUS DOMESTIC BUYERS
Trash Facility	LRS MAYWOOD TRANSFER STATION (1201 Greenwood Ave, Maywood, IL 60153)



Assure Station Metrics Monthly Reporting

Village of River Forest IL - Monthly Report - February 2024

Company Id
153681

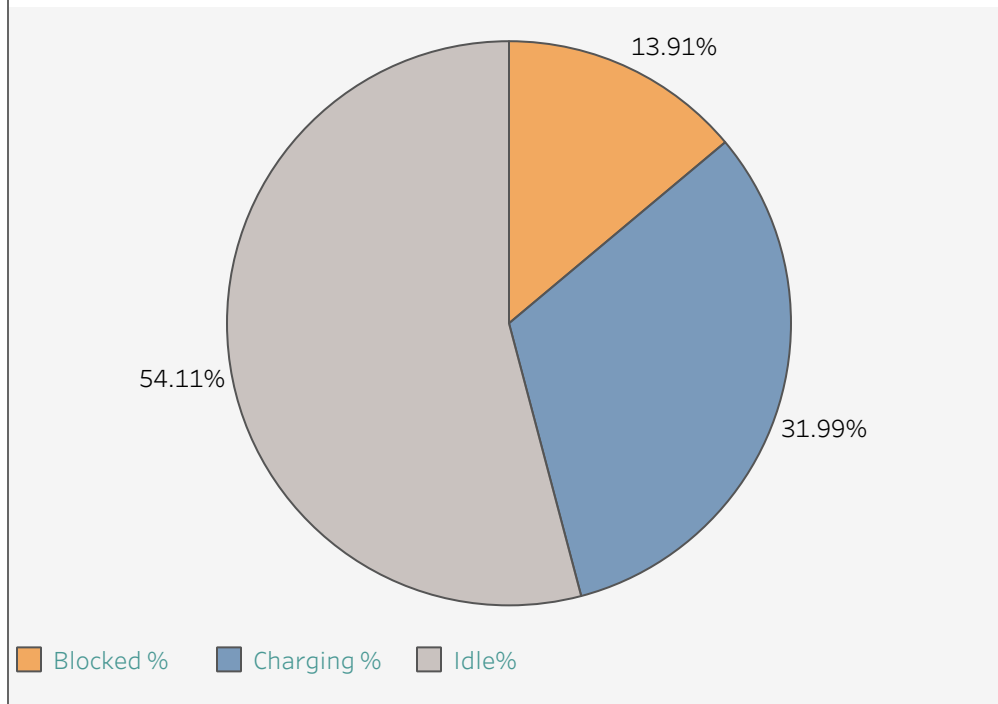
Port Level
All

Organization Name
All

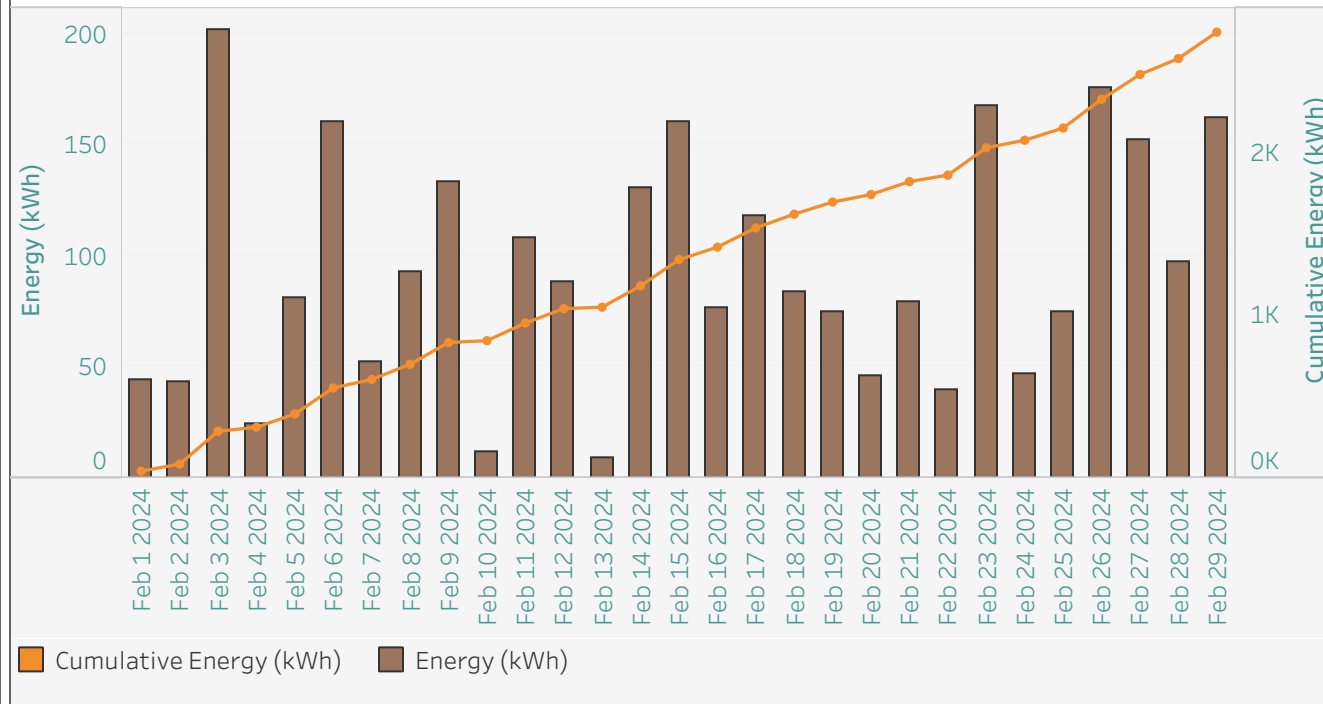
Month End Date
2/29/2024

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	1	0	2,732	1,147	343	24	122

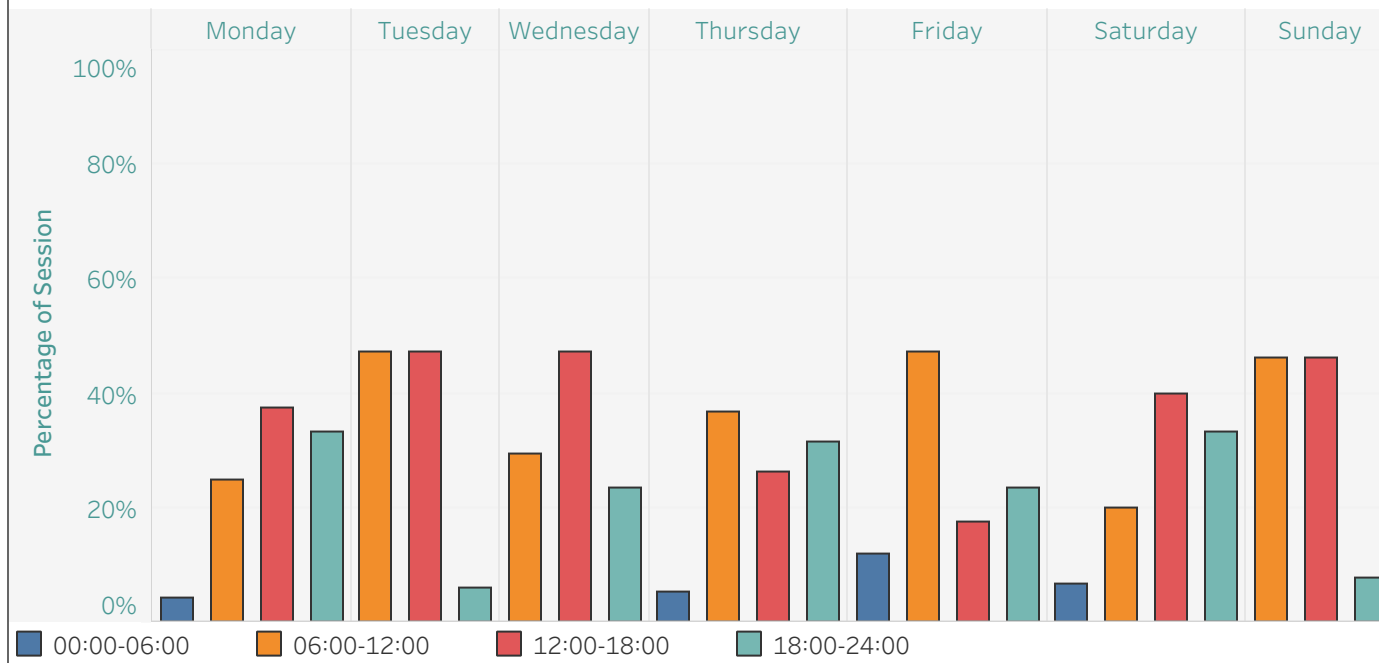
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	5.24
Average Session Charge Time (Hours)	3.65
Average Session Energy (kWh)	22.39
Average Session Revenue (\$)	0.00
Occupied Hours	638.8
Charging Hours	445.3



Assure Station Metrics Reporting Appendix

Port Utilization Chart: This is a view of station utilization during common business hours.

You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

Session Start Distribution Chart: This is a view (by day) of what times drivers start sessions.

You can use this information to fine tune time of day pricing policy rules.

Station / Port Count: In order to be counted, a station must have the "Assure" entitlement applied.

This is the number of stations / ports that currently have the "Assure" entitlement.

Total Revenue: This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).

This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

Energy (kWh): All energy dispensed through your "Assure" stations.

This data point can be useful in reconciling station energy against energy bills.

GHG Savings (kg): All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Unique Drivers: The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).

An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

Gasoline (Gal) Saved: All the gasoline that would have been burned had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Uptime: Percentage of time that your ports were capable of dispensing power.

ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

Sessions: Total session count.

An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

Average Session Duration: Average amount of time drivers occupy your stations.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Charging Time: Average amount of time per session energy is flowing.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Session Energy: Average amount of energy dispensed.

This data point can be useful in fine tuning price per kW pricing policy rules.

Average Session Revenue: Average session fee - 10%.

This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

Total Hours Occupied: Sum of all session durations.

This is used in part to determine utilization.

Total Hours Charging: Sum of all session charging durations.

This is used in part to determine utilization.



Village of River Forest
Public Works and Development Services
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 9, 2024

To: Sustainability Commission

From: Seth Jansen, Management Analyst

Subj: Village Hall Electric Vehicle Charging Station Fee Ordinance Impact

Acting on the recommendation of the Sustainability Commission, the Village Board of Trustees adopted an ordinance at their February 25th meeting establishing a fee at the Village Hall EV Charging Stations. The purpose of this ordinance was to disincentivize individuals from remaining parked at the station after they have completed a charge. The fee went into effect on March 11th. In the 3 weeks prior to the fee going into effect, from February 19th through March 10th, there were 108 total charging sessions. In the three weeks following, March 11th through April 1st, there were 94 total charging sessions. This decrease will continue to be monitored over longer periods of time.

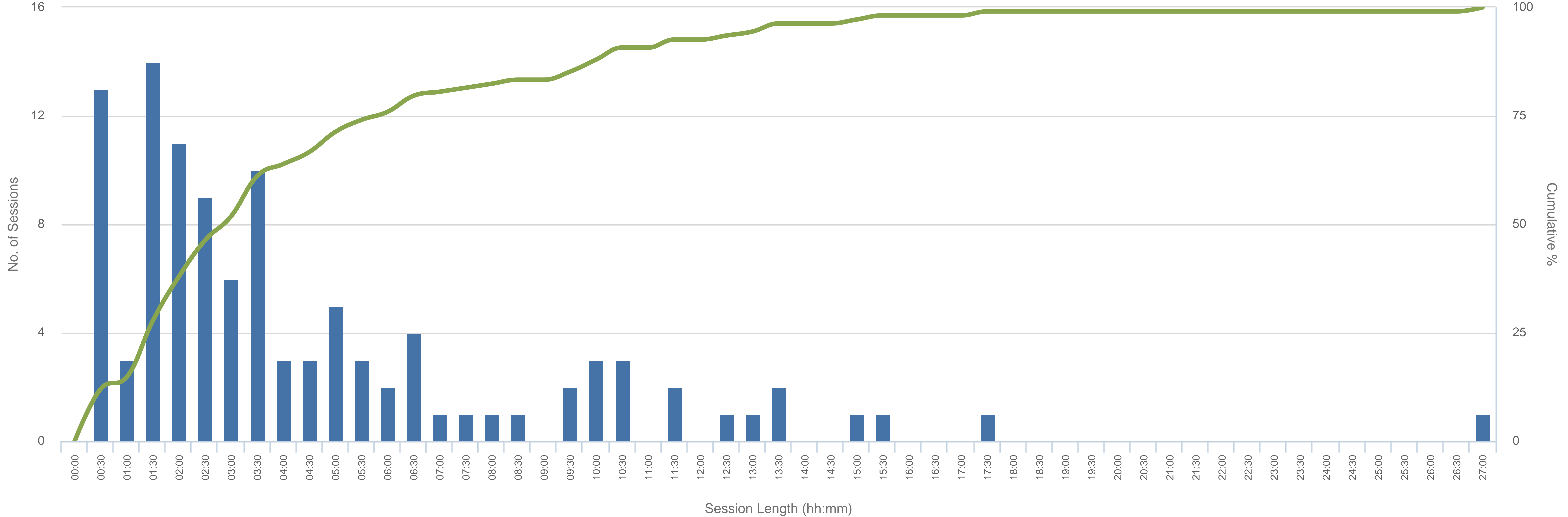
In the 2/19 through 3/10 timeframe, the average session time was 4 hours and 18 minutes. 36 of the 108 charging sessions exceeded 5 hours, of those 20 sessions exceeded 8 hours. The longest session during this time involved a car blocking one of the ports for 27 total hours.

In the 3-week timeframe following the implementation of the fee, the average session time was 2 hours and 15 seconds. Only 5 of the 94 sessions exceeded 4 hours, with the longest being 11 hours. Only 15 other sessions exceeded the 2 allotted hours of free charging.

Attachment: Charging Session Length Graphs

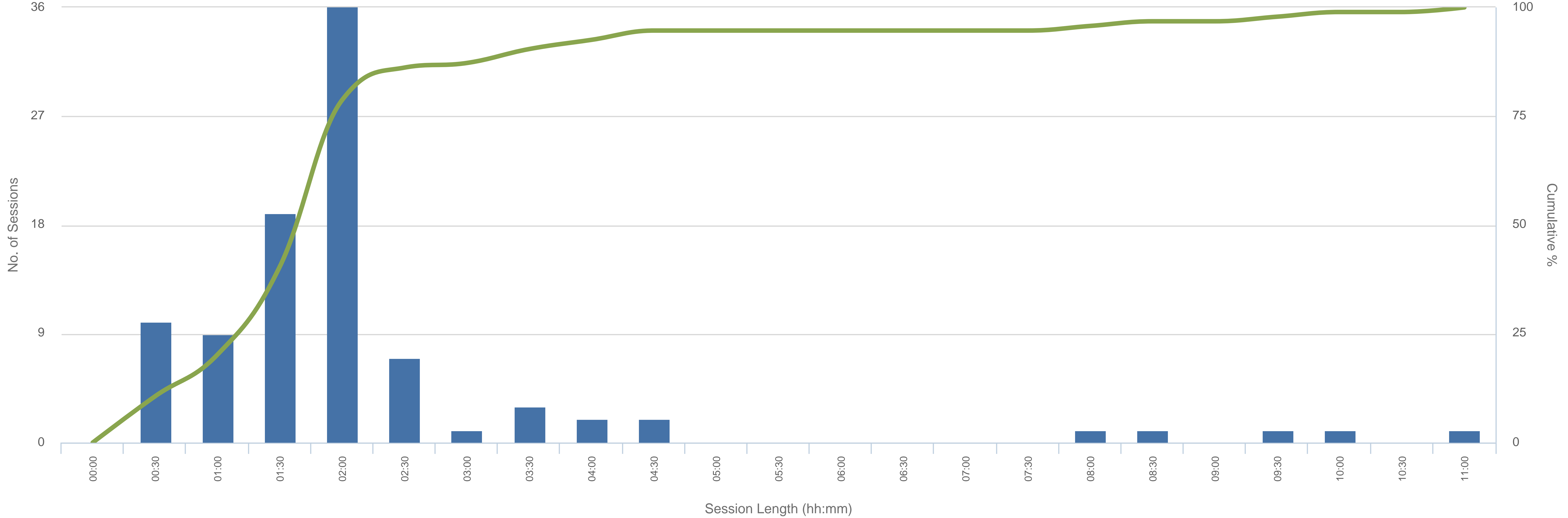
Session Length Histogram Custom

No. of Sessions
Cumulative %



Session Length Histogram Custom

No. of Sessions
Cumulative %





Village of River Forest
Public Works and Development Services

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 9, 2024

To: Sustainability Commission

From: Seth Jansen, Management Analyst

Subj: Electric Vehicle Readiness Cohort – Updates on Various Action Items

The Village of River Forest is continuing its participation in the Metropolitan Mayors Caucus' (MMC) Electric Vehicle ("EV") Readiness Program in order to prepare to meet the growing demand for EVs and EV charging infrastructure. The purpose of this memorandum is to provide the Commission with a general update of action items being undertaken and what to expect in the coming months. The cohort is expected to conclude in June, with designations being awarded that same month.

The EV Readiness cohort follows a pathway toward EV Ready Bronze, Silver, or Gold by completing various actions presented in the EV Readiness Checklist. These designations each require the completion of specific action items to be completed. Respectively, the Bronze, Silver, and Gold designations require completion of 100, 200, and 300 total points from various action items, including the required items and bonus item. The village has already achieved a sufficient number of bonus points for each level, so no further action in this category will be required. Outlined below is the current status of the various action items required for each designation. The focus over the next few months will be to complete the remaining action items required for Bronze and Silver.

In order to receive Bronze designation, 16 required action items must be completed. Of these items, 11 actions have been completed and verified by the MMC. The remaining 5 items include 2 zoning items discussed last month and are going through the zoning amendment process. The last 3 items are related to permitting and require the Village to develop standard permitting and inspection processes for both single family, multi-family, and commercial permits for installation of Electric Vehicle Charging Stations (EVCS) and to post an EVCS permitting checklist, form, and approval requirements online. The Village is currently working with our permitting software vendor to develop a permit application specific to electric vehicle charging stations, but for the immediate future, resources will be provided online for how to submit an application for an electrical permit in order to install a charging station. Once these items have been compiled, reviewed, and finalized, the information will be shared on the EV Readiness landing page on the Village website. The Village is confident that, at minimum, Bronze designation will be achieved by the conclusion of the cohort.

In order to receive Silver designation, an additional 24 required action items must be completed. Of these, 4 completed items have been verified by MMC and an additional 3 have been completed by the Village and are awaiting MMC verification. Of the other 19, 6 are zoning items discussed at last month's meeting and are currently going through the zoning process. One outstanding item relating to new construction requires the Village to communicate and enforce provisions of the Illinois Electric Vehicle Charging Act; this provision will be achieved at the same time the EV Readiness landing page is updated with relevant permitting items.

5 outstanding action items relate to permitting and inspections. The Village will need to provide a list of applicable local, state, and federal laws, codes and regulations and provide access to a list of EVCS installers who are certified by the Illinois Commerce Commission. These will be completed at the same time as the Bronze level permitting items are shared on the Village's EV Readiness landing page. The Village will also need to approve permits within 10 business days of application and complete inspections within 5 business days of request. Both of these items conform with existing practice. Information will be shared on the website to provide this information to the public, and documentation will be submitted for verification from the MMC. Lastly, the Village must advise multi-family and commercial EVCS permit applicants that they may be required to submit a utility Modification & Relocation Service Application for substantial increase in new load. The MMC requires this to be achieved by including an acknowledgement checkbox on the permit application. The Village will also share a link to this ComEd form on the landing page.

The remaining 5 items required for Silver designation are relating to municipal fleet assessment and preparing for the transition to Electric Vehicles. These items include: assessing municipal fleet and to identify suitable applications for EVs, identifying EVs to suit fleet needs, compiling information on vehicle requirements and operating and capital costs, assessing fleet charging needs, including energy requirements, and engaging with the utility in the process, forecasting a return on investment, and estimating and reporting the environmental and community benefits from the electric fleet, including greenhouse gas and pollution reduction. The MMC has provided a sample spreadsheet workbook to assist in completing all of these action items. These items have not yet been undertaken and will be discussed in further detail at next month's meeting.

In order to receive Gold designation, an additional 18 action items must be completed. Of these items, 4 have been completed by the Village and verified by the MMC. While the Village still intends to pursue gold designation, the required action items include items, such as procurement of electric fleet vehicles, which cannot be achieved in the remaining timeframe. The village will work to complete any items that are prudent to complete at the same time as the required Bronze and Silver action items.

It was announced recently that the MMC will be partnering with the Interstate Renewable Energy Council to serve as a pilot for Charging Smart, which will become a nationwide program similar to SolSmart. The Village will continue to monitor any changes required to maintain or advance designation in the future.

SUMMARY

Net Project Cost

\$0.00

Simple Payback

0.0 Years

Annual Savings

\$3,311.22

Total Savings Over 20 Years

\$88,063.38

Annualized ROI

0.0%

RETURN ON INVESTMENT (ROI)

Total Return on Investment (ROI)
0.0%
Annualized ROI (over 20 years)
0.0%
Simple Payback
0.0 Years

PROJECT INVESTMENT

Replacement Fixtures/Bulbs	\$21,223.57
Labor	\$8,937.50
Lift Rental	\$483.29
Project Cost	\$30,644.36
Total Project Cost	\$30,644.36
Rebates	-\$30,644.36
Net Project Cost	\$0.00

COST SAVINGS

Annual Energy Savings	\$2,794.51
Annual HVAC Savings	\$384.21
Annual Maintenance Savings	\$132.50
Total Annual Savings	\$3,311.22
Total Savings Over 20 Years	\$88,063.38

ENERGY SAVINGS

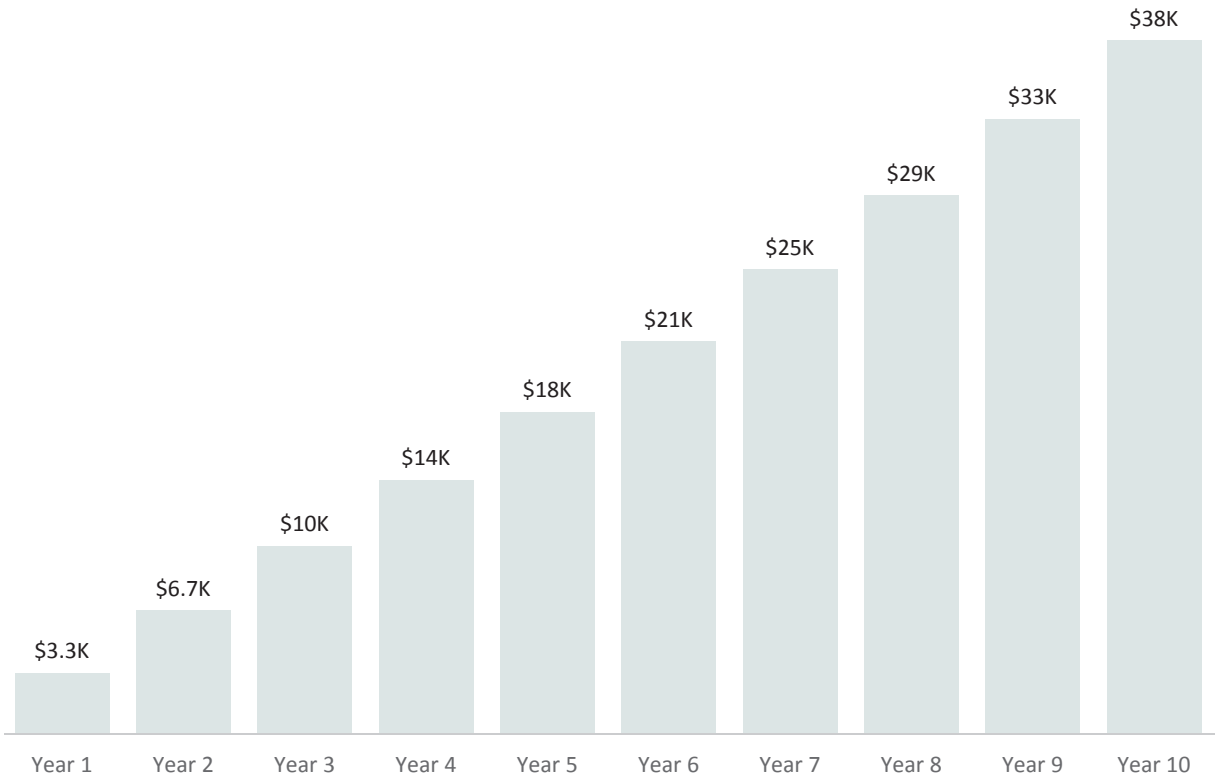
Existing Energy Usage	54,554 kWh
Proposed Energy Usage	12,212 kWh
Energy Savings	42,342 kWh
Energy Reduction	78%

CASH FLOW ANALYSIS

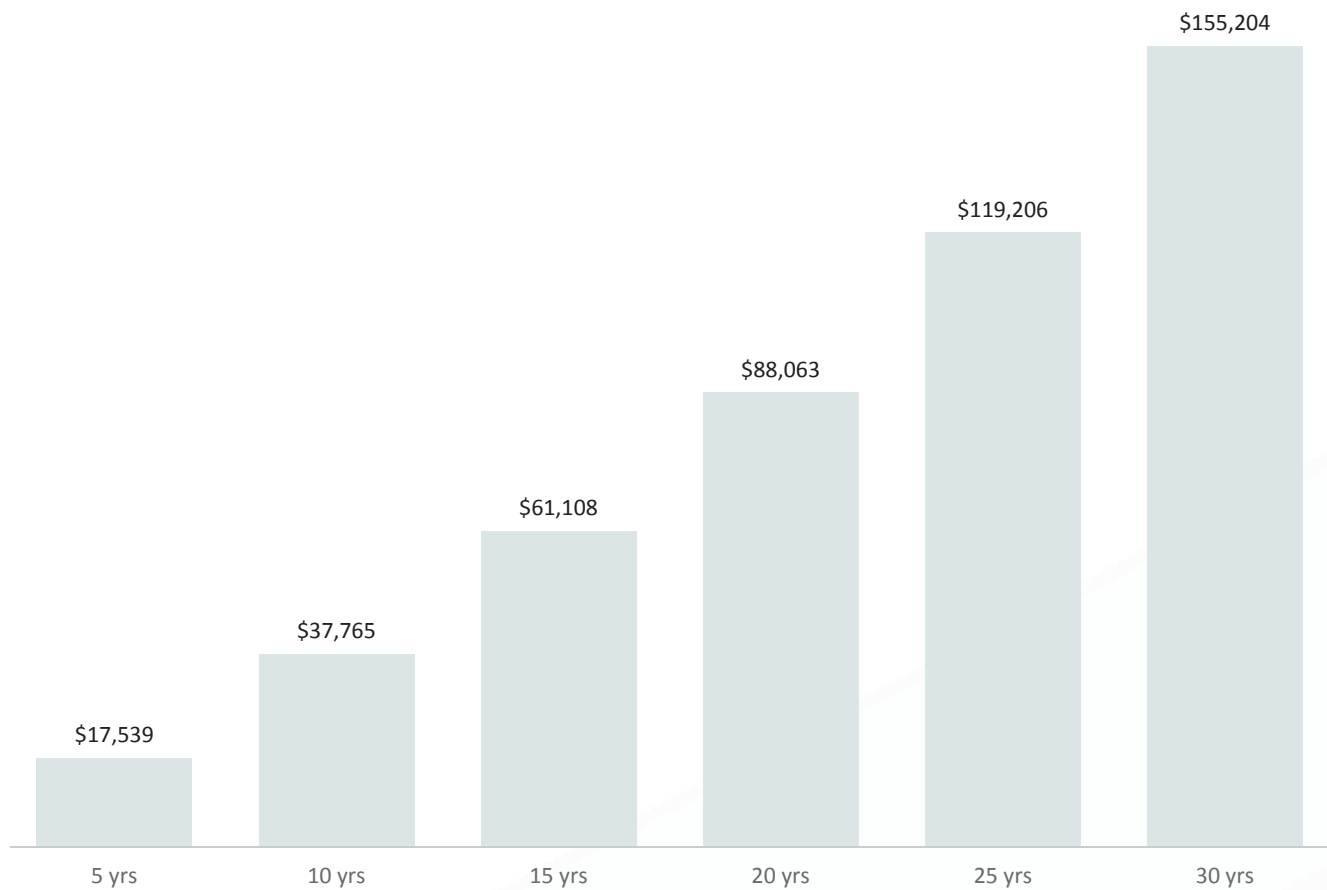
10 Year Cash Flow - Assumes annual utility escalation rate of 3%

Year	1	2	3	4	5	6	7	8	9	10
Project Cost		-	-	-	-	-	-	-	-	-
Energy Savings	\$2,795	\$2,878	\$2,965	\$3,054	\$3,145	\$3,240	\$3,337	\$3,437	\$3,540	\$3,646
HVAC Savings	\$384	\$396	\$408	\$420	\$432	\$445	\$459	\$473	\$487	\$501
Maint Savings	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133
Net Cash Flow	\$3,311	\$3,407	\$3,505	\$3,606	\$3,710	\$3,818	\$3,928	\$4,042	\$4,159	\$4,280
Cum Cash Flow	\$3,311	\$6,718	\$10,223	\$13,829	\$17,539	\$21,356	\$25,284	\$29,326	\$33,485	\$37,765

Cumulative Cash Flow Chart



COST OF WAITING



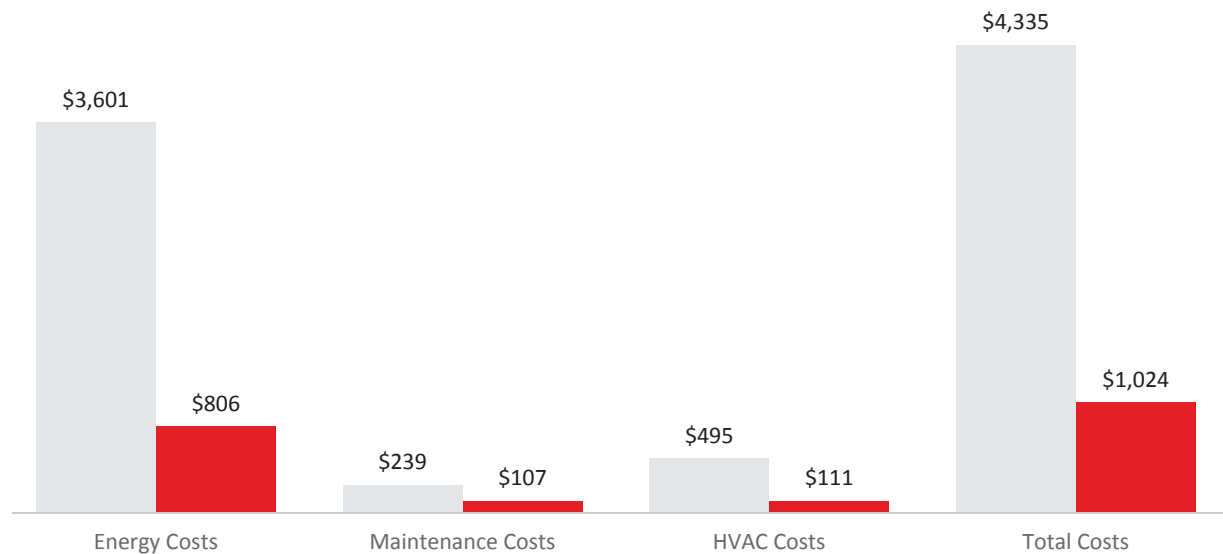
Many companies hold out on investing in energy efficient improvements because they are worried about the initial spend. The question is...does it cost to wait? The upfront investment is a small price to pay when you look at how much it will cost you if you don't upgrade. Plus, in many cases the initial investment is recouped in just a few years while you enjoy the savings over the next 20-30 years.

SAVINGS ANALYSIS

\$3,311
Annual Savings

76%
Cost Savings

-  Current Costs
-  Costs After Upgrades



You'll save more than just energy when you upgrade to LEDs. They use significantly less energy than older light sources and last up to 5 times longer. They also produce very little heat, which means you'll save on cooling costs too.

ENVIRONMENTAL IMPACT



**TREES
PLANTED**



**CARBON
REDUCTION**



**CARS
REMOVED**

DOING YOUR PART

LED lamps and tubes not only consume a fraction of the energy consumed by older lighting technologies like incandescent lamps, they can last almost five times as long. LEDs also contain no mercury. By doing nothing more than investing in this lighting upgrade, you've done your part to help future generations enjoy our planet.