



## VILLAGE OF RIVER FOREST SUSTAINABILITY COMMISSION

Tuesday, January 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](mailto: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](mailto:sjansen@vrf.us) by 4:00 PM on Tuesday, January 9, 2024.

### AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Lakeshore Recycling Systems
  - a. Katie Neary – Municipal Services Manager, LRS
4. Adoption of Meeting Minutes for December 12, 2023
5. Proposed EV Charging Station Overstay Fee Ordinance
6. Communications
7. Commissioner Updates
8. Working Group Reports
9. Other Business
10. Schedule Next Meeting – February 13, 2024
11. Adjournment

**VILLAGE OF RIVER FOREST  
SUSTAINABILITY COMMISSION  
TUESDAY, DECEMBER 12, 2023**

A regular meeting of the Village of River Forest Sustainability Commission was held on Tuesday, December 12, 2023 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:03 PM. Upon roll call, the following persons were:

Present: Commissioners Charrette, Hayley, Lennon, Mezzatesta, Veazie, Drury (arriving at 7:11) and Student Commissioner Stierwalt.

Absent: Chairperson Simon

Also Present: Management Analyst Seth Jansen

**2. PUBLIC COMMENT**

None.

**3. CLIMATE ACTION PLANNING OPPORTUNITY**

Mr. Jansen introduced Professor Kazuya Kawamura from the University of Illinois Chicago Department of Urban Planning and Policy. Prof. Kawamura began outlining the graduate student project of developing a climate action plan for local communities through the Spring 2024 semester as part of the studio plan making course. He also introduced Professors Nebiyu Tilahun and David Lopez Garcia with UIC. Prof. Kawamura indicated one to two sections of students, approximately 12-13 students per section, would be working with River Forest to develop a climate action plan and outlined what the semester plan would entail. Professor Kawamura highlighted the milestone dates for the project; with the semester beginning January 8, the mid-term update coming February 27, and the final plan being presented on April 30. Commissioner Lennon inquired about the participation opportunities and expectations of the Commission. Mr. Jansen indicated he would be the primary contact with UIC but would be providing updates and sharing opportunities at monthly meetings. Mr. Jansen indicated he would share an energy plan that a previous course had developed for Forest Park. Professor Kawamura answered questions from the Commissions seeking further clarity on the scope of the project and the role of stakeholders in developing the strategies that go into the climate action plan.

Following the zoom, the Commissioners further discussed the project, noting the benefit of assisting the graduate level students as they prepare to enter the career. The Commission noted items and information that the Village can share with the class, noting the greenhouse gas emission inventories.

**4. ADOPTION OF MEETING MINUTES**

Commissioner Mezzatesta noted a couple of typos needing correction in the meeting minutes draft. Commissioner Mezzatesta made a motion, seconded by Commissioner Lennon to approve the meeting minutes as amended from November 14, 2023.

Roll Call:

Ayes: Commissioners Charrette, Drury, Hayley, Lenon, Mezzatesta, and Veazie

Absent: Chairperson Simon

Nays: None

Motion Passes.

## **5. COMMISSIONER UPDATES**

Commissioner Mezzatesta shared information on emerging green technologies she saw as part of the Earthshot Prize awards. Commissioner Drury suggested that the battery recycling drop off program at Village Hall be promoted in an upcoming newsletter and social media post. Commissioner Mezzatesta suggested an informational poster at Village Hall indicated what could and could not be recycled there. The Commission discussed ways into work with other taxing bodies in the village to have more drop off locations of a similar manner.

## **6. WORKING GROUP REPORTS**

Commissioner Mezzatesta discussed an email exchange she had with the Wednesday Journal pitching them on having a regular sustainability column in the newspaper. Commissioner Mezzatesta suggested that semi-regular One View op-eds from the Commission could reach a larger audience than the regular newsletter and social media posts. Commissioner Charrette suggested that the monthly newsletters could be taken and reformed and be used in this manner.

Commissioner Mezzatesta discussed finding a way to see which HVAC contractors have experience working with heat pumps and ways to identify which contractors work in the Village. Mr. Jansen explained that all HVAC contractors must be registered with the Village. The Commission inquired if there was a way for contractors to indicate if there is a way for contractors to indicate if they work with heat pumps when registering or renewing with the Village. Commissioner Charrette also noted this would be a way to indicate the Village's interest in having licensed contractors who can perform heat pump work.

Commissioner Veazie indicated that the Renewable Energy working group is organizing the information they had requested and developing their plan. The working group discussed SolSmart designation, the Community Aggregation program, and potential future Village projects.

Commissioner Haley inquired as to what's been done so far and what has been successful. Commissioner Charrette outlined the current Village waste contract, the composting program and push for universal composting. The Commission discussed the leaf collection

program and Commissioner Charrette inquired about data for how much is collected weekly as part of the leaf collection program.

Commissioner Haley inquired about the “other” category of the Commission plan; Mr. Jansen explained this what meant to catch any additional opportunities and issues that may arise and do not fit directly within the scope of one of the three working groups. Commissioner Haley inquired provided about if there was a central repository of various programs and projects; Mr. Jansen indicated he would provide a link to the more comprehensive 2020 Strategic Plan, which outlined many existing and previous programs.

## **7. ELECTRIC VEHICLE READINESS COHORT UPDATE**

Mr. Jansen provided a quick overview of his most recent monthly memo on the EV Readiness Cohort that the Village a part of through the Metropolitan Mayors Caucus. Mr. Jansen explained that most of the items are Village operations items relating to permitting. He did indicate some of the items on new construction will come back to the Commission when needed. Mr. Jansen provided an outline of what the process will be going forward with the various zoning changes that a proposed through the EV Readiness Cohort. Mr. Jansen also indicated that the previous discussion of establishing an overstay fee at the Electric Vehicle Charging Stations at Village Hall would require an ordinance and that he intended to bring something before the Commission next month. Commissioner Lennon indicated the need to codify parking access, limiting charging stations to those currently in use for charging, and having signage indicating so. Commissioner Veazie inquired about any plan to charge for access to the EV charging stations. Commissioner Charrette indicated this overstay fee is an intermediate step to continue to encourage EV usage but not have people taking advantage of the charging spaces.

The Commission discussed the Village franchise agreement with ComEd and how the franchise tax pays for electricity at Village facilities. The Commission discussed finding out what benefits ComEd is offering to other communities and potentially utilizing the Cross Community Climate Collaborative to have the various communities in the region look to leverage benefits together.

Commissioner Mezzatesta inquired about a new state law regarding electric vehicle charging stations and new construction of multi-family residential facilities and suggested using Village communications to inform people of the new law.

## **8. COMMUNICATIONS**

Mr. Jansen outlined the planned Village weekly and monthly newsletters, using the information on induction stoves for the monthly newsletter and recycled annual posts for most weekly newsletters. Commissioner Haley volunteered to write an additional weekly post on the battery recycling program at Village Hall.

## 9. OTHER BUSINESS

Mr. Jansen solicited waste recycling and compost questions from the Commissioners in preparation for the January meeting, in which a representative from LRS would attend. The Commissioners discussed various items concerning LRS and compiled a list of various questions:

- What is LRS's future thinking in terms of increasing recyclables and composting?
- What are some further recycling opportunities for the Village?
- Where do holes or gaps exist in the current collection system?
- How does River Forest's recycling and composting rates compare to our neighboring communities?
- What can LRS and the Village do in terms of providing more signage and education for what can be recycled and composted?
- What outreach efforts is LRS undertaking and what can the Village do to assist?
- What can we as a community improve upon with regards to recycling and composting?
- How can River Forest increase its composting participation rates?
- What are the top 5 things people do wrong in terms of recyclable items not being recycled and nonrecyclable items contaminating the recycling?
- Are there opportunities for communications campaigns?
- What are simple ways for individual residents to start being more sustainable in their waste disposal practices?
- What are ways that the Village can start marketing its successes in terms of waste diversion?

## 10. SCHEDULE NEXT MEETING - JANUARY 9, 2024

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

## 11. ADJOURNMENT

Commissioner Veazie made a motion, seconded by Commissioner Lennon to adjourn the meeting at 8:35 PM.

Roll Call:

Ayes: Commissioners Charrette, Drury, Hayley, Lenon, Mezzatesta, and Veazie

Absent: Chairperson Simon

Nays: None

Motion Passes.

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Seth Jansen, Secretary

**VILLAGE OF RIVER FOREST**  
**Monthly Reporting**



**SERVICES**

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	
# COMPOST SUBSCRIBERS	490	494	495	509	513	520	524	524	527	527	527		
# OF STICKERS SOLD	0	1,500	500	1,000	5,000	4,500	2000	3500	0	4000	2000		

**COLLECTION STATS**

	Jan-23*	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD totals
Waste Tons	187.97	150.05	145.06	133.06	213.04	161.76	172.02	156.76	170.06	213.75	196.05		1899.58
Recycling Tons	102.1	71.95	73.35	68.45	87.11	65.37	79.19	91.95	88.42	39.77	60.09		827.75
YW and Compost Tons	12	12.54	8.25	29.64	46.7	29.18	36.57	53.82	27.02	29.67	24.15		309.54
E-waste Event Tons	NA	NA	2.19	NA	NA	NA	NA	NA	1.80	NA	NA	NA	
Total E-waste Participants	NA	NA	34	NA	NA	NA	NA	NA	40.00	NA	NA	NA	
HHW Event Tons	NA	NA	NA	NA	NA	2.07	NA	NA	NA	0.31	NA	NA	
Total HHW Participants	NA	NA	NA	NA	NA	152.00	NA	NA	NA	120.00	NA	NA	
<b>Total Tons</b>	<b>302.07</b>	<b>234.54</b>	<b>226.66</b>	<b>231.15</b>	<b>346.85</b>	<b>256.31</b>	<b>287.78</b>	<b>302.53</b>	<b>285.5</b>	<b>283.19</b>	<b>280.29</b>	<b>0</b>	<b>3036.87</b>

Processing Facilities	Name & Location
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
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 - November 2023

Company Id  
153681

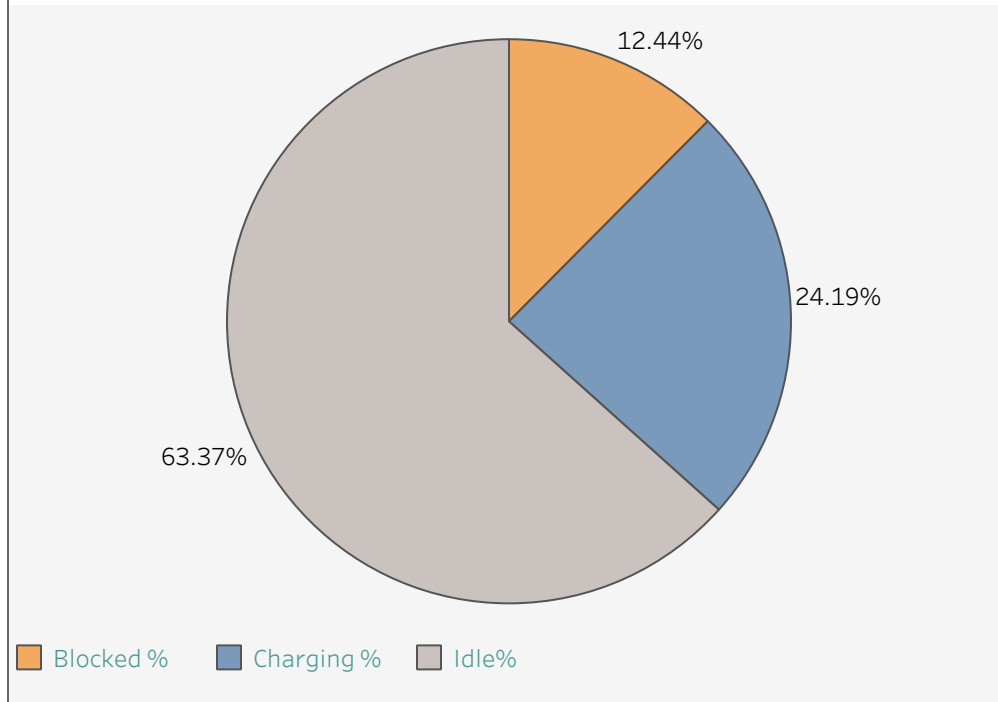
Port Level  
All

Organization Name  
All

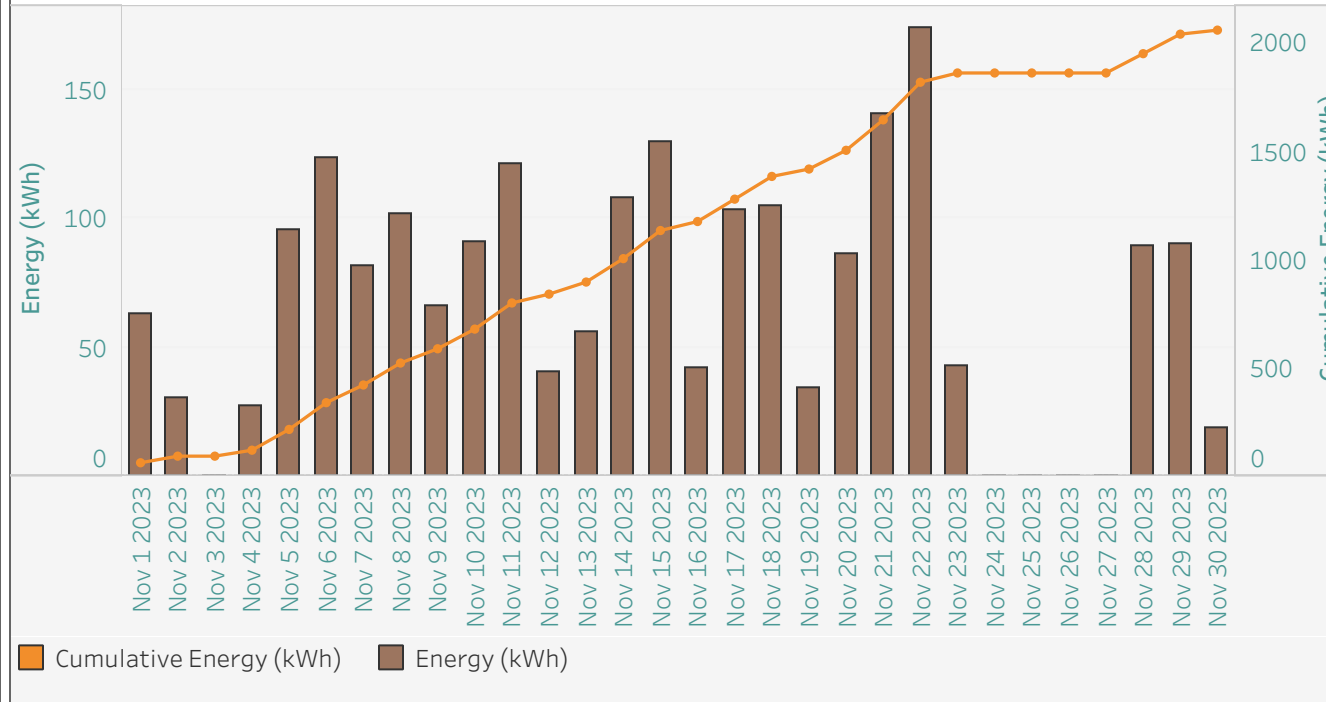
Month End Date  
11/30/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	1	0	2,059	865	258	24	110

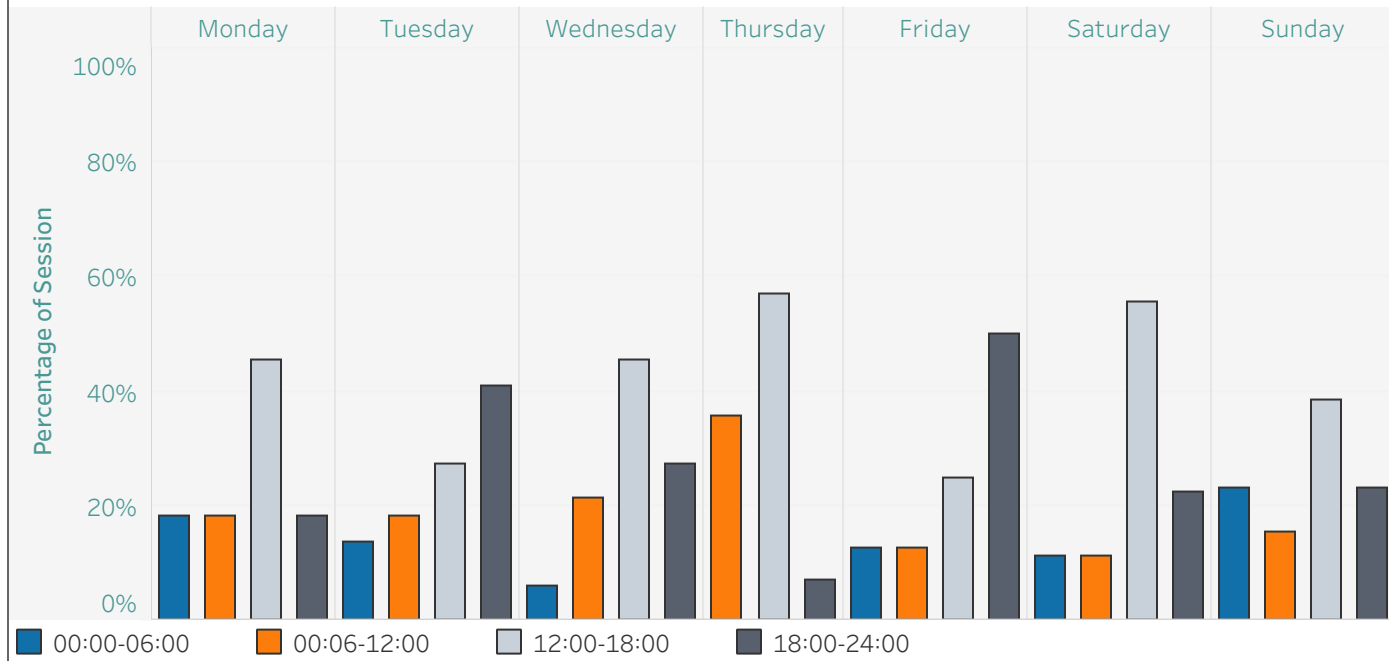
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	4.80
Average Session Charge Time (Hours)	3.17
Average Session Energy (kWh)	18.72
Average Session Revenue (\$)	0.00
Occupied Hours	527.5
Charging Hours	348.3



## 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: January 9, 2024

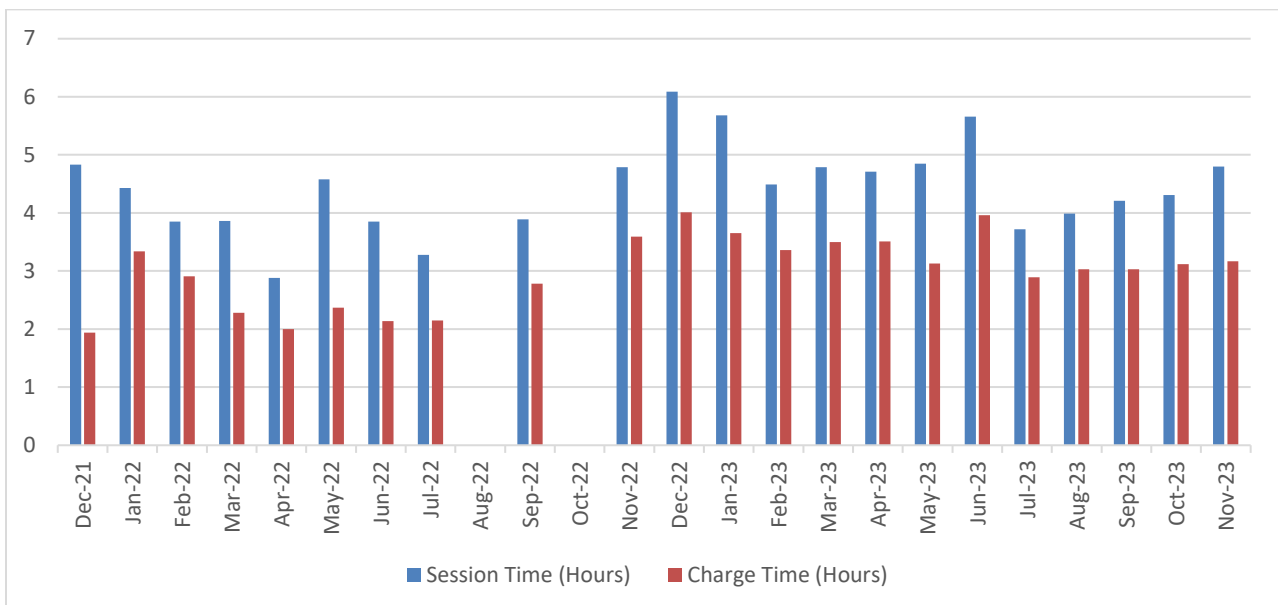
To: Sustainability Commission

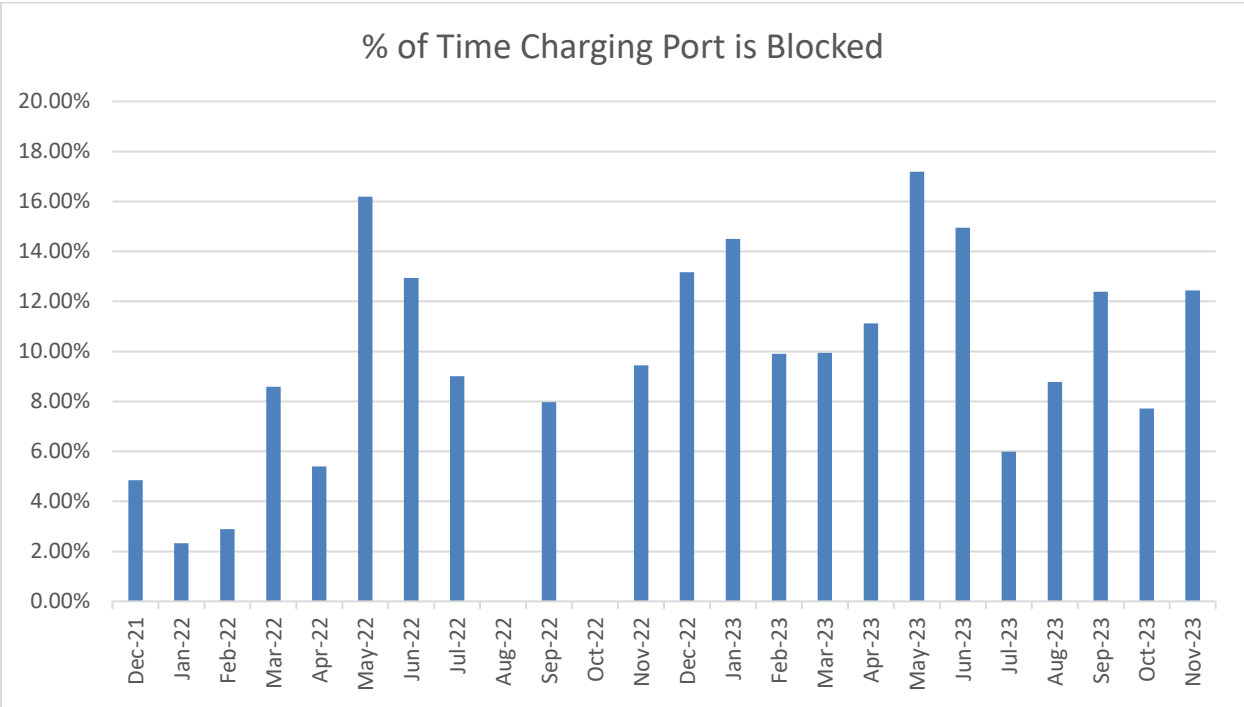
From: Seth Jansen, Management Analyst

Subj: Village Hall Electric Vehicle Charging Station Overstay Fee

The Village of River Forest currently has one dual-port Electric Vehicle (“EV”) Charging Station located at Village Hall. This charging station is free for public use, meaning any individual with an EV can use the charging station at no cost.

For months where data was available (all months between December 2021 and November 2023, excluding August and October of 2022), the average charging time was approximately 3 hours. During this same timeframe, the average session time, in which an EV was utilizing a port, was approximately 4 hours and 26 minutes, leaving the ports to be blocked for an additional hour and 26 minutes after the vehicle has finished charging. Since installation, the ports have been blocked by a fully charged vehicle 9.9% of the time; in calendar year 2023, this increased to 11.4% of the time.





The charging station manufacturer, ChargePoint, allows station owners to establish various types of fees through station owner dashboard on their website. While the Village still intends to allow the public to charge their vehicles at no charge, fee structures are available to allow for the Village to be assessing charges either after a specific amount of time utilizing the charging station or after the vehicle has stopped charging or is fully charged. The latter option also allows for a grace period to be established after the vehicle stops charging or is fully charged and before the fee begins to be assessed. Because all ChargePoint users are required to have the ChargePoint mobile app in order to utilize the charging station, they will be notified of the potential fee upon usage and upon completion of charging. Such a fee can be assessed as a flat fee, an hourly fee, or a by-the-minute fee; minimum and maximum fee amounts can also be established.

To assess such a fee, the Village of River Forest, as a non-home rule community, must adopt an ordinance specifying the type of fee, the timing of the charging length or grace period, and the fee rate.

**Recommendation:** Motion to recommend to the Village Board of Trustees to approve an ordinance establishing an overstay fee for the Village’s Electric Vehicle Charging Stations.

**Attachment:** Metropolitan Mayors Caucus Public Charging Station Fee Table

**Level 2 Charging Station Fees  
Municipal and County Chargers**

<u>Name of location</u>	<u>Address</u>	<u>Cost</u>	<u>Charger</u>
Countryside City Hall	803 Joliet Rd., Countryside	Free	ChargePoint
Evanston: Maple Avenue Garage (City-owned)	1810 Maple Ave., Evanston	Free charging up to 3 hours; parking free for 1 hr and free on Sunday	ChargePoint, Tesla
Evanston: Sherman Plaza Parking Garage (City-owned)	821 Davis St., Evanston	Free charging, 3-hr limit; parking costs \$1 for 1 hr, \$3 for 2-3 hrs	ChargePoint
Franklin Park Village Hall	9500 Belmont Ave., Franklin Park	Free	ChargePoint
Glencoe Village Court Parking Lot	675 Vernon Ave., Glencoe	\$0.15/kWh (2-hr limit b/t 7am-9pm), overnight parking allowed	ChargePoint
Hoffman Estates Village Hall	1900 Hassell Rd., Hoffman Estates	First hr: free, thereafter: \$1/hr	ChargePoint
Joliet: Will County Health Department	1106 Neal Ave., Joliet	Free	ChargePoint
Kane County Courthouse	100 S. 3rd St., Geneva	\$0.15/kWh	ChargePoint
Kane County Government Center	719 S. Batavia Ave., Geneva	\$0.15/kWh	ChargePoint
Lockport City Hall	222 E. 9th St., Lockport	Free, but four-hour session limit and no overnight parking	ChargePoint
Mount Prospect Village Hall	50 S. Emerson, Mount Prospect	\$1/hr (minimum \$1, max is \$10 per session)	ChargePoint
Mount Prospect: Maple St Parking Deck (Village-owned)	304 S. Maple St., Mount Prospect	\$1/hr to charge EV (parking itself is free in garage)	ChargePoint
Oak Park Village Hall	123 Madison St., Oak Park	Free	ChargePoint
Park Forest Village Hall	367 Artists Walk, Park Forest	Free	ChargePoint
River Forest Village Hall	400 Park Ave., River Forest	Free	ChargePoint
Skokie Village Hall	5127 Oakton St., Skokie	Free for first 2 hrs, \$1/hr thereafter	ChargePoint
Western Springs: Grand/Burlington, along tracks (Village-owned)	1013 Burlington Ave., Western Spring	Free for 3 hrs, then \$20/hr	ChargePoint
Wilmette Village Hall	1200 Wilmette Ave., Wilmette	Free	Not listed on PlugShare
Winnetka: Municipal parking lot at Chestnut and Elm	820 Elm St., Winnetka	\$0.08/kWh	ChargePoint
Winnetka: Municipal lot at 588 Lincoln Ave.	588 Lincoln Ave., Winnetka	\$0.08/kWh	ChargePoint

Primary Source of Information: PlugShare

**Level 2 Charging Station Fees  
Other Public Entities**

<u>Name of location</u>	<u>Address</u>	<u>Cost</u>	<u>Charger</u>
Bensenville Community Public Library	200 S. Church Rd., Bensenville	Free	ClipperCreek
Bridgeview Courthouse	10116-10200 S. 76th Ave., Bridgeview	\$0.15/kWh for first 2 hrs; thereafter: \$2/hr	ChargePoint
Brookfield: Riverside-Brookfield High School	3411 Hollywood Ave., Brookfield	\$3/hr	ChargePoint
DeKalb: Kishwaukee Water Reclamation Dist	1301 Sycamore Rd., DeKalb	Free	ChargePoint
Des Plaines Metra	678 Lee St., Des Plaines	\$0.50/hr (Min: \$0.50)	ChargePoint
Des Plaines: Oakton Community College	1600 E. Golf Rd., Des Plaines	Free	ChargePoint
Franklin Park Metra Lot	3148 Rose St., Franklin Park	Free	ChargePoint
Markham Courthouse	16501 Kedzie Ave., Markham	\$0.15/kWh; parking free for first 2 hrs, \$2 thereafter, \$8 max to park	ChargePoint
Rolling Meadows High School	2901 Central Rd., Rolling Meadows	\$0.50/hr (which is a max of \$12 for every 24 hrs)	ChargePoint
Wilmette Park District	3000 Glenview Rd., Wilmette	Free	ClipperCreek

Source: PlugShare

**Level 2 Charging Station Fees**  
**Commercial, Private Universities, etc.**

<u>Name of location</u>	<u>Address</u>	<u>Cost</u>	<u>Charger</u>
Bloomingtondale: Walgreens	180 E. Lake St., Bloomingtondale	Free, but two-hour limit on the two Volta stations	Volta
Bolingbrook: Walgreens	1295 Lily Cache Ln, Bolingbrook	Free	Volta
Chicago Ridge Mall	9700 Ridgeland Ave., Chicago Ridge	Free for 2 hrs	Volta
Crete: Kohl's	23755 Volbrecht Rd., Crete	\$1.25/hr	ChargePoint
Elk Grove Village: Best Western Hotel	100 Busse Rd., Elk Grove Village	Free	ClipperCreek, Tesla
Evanston: Northwestern University - North Garage	2311 N. Campus Dr., Evanston	First three hours: free, thereafter: \$3.25/hr; parking costs \$8 from 8 a.m. to 4 p.m. weekdays for visitors, free during other hours	
Evanston: Northwestern University - South Campus Garage	1841 Sheridan Rd., Evanston	First three hours: free, thereafter: \$3.25/hr; parking costs \$8 from 8 a.m.	Some are ChargePoint
Frankfort: Kohl's	11055 W. Lincoln Hwy, Frankfort	Free, 2-hr limit	Volta
Harvey: Ingalls Memorial Hospital	1 Ingalls Drive, Harvey	\$0.14/hr, \$20 max; parking also requires payment	ChargePoint
Hazel Crest: Advocate South Suburban Hospital	17800 Kedzie Ave., Hazel Crest	\$0.15/kWh	ChargePoint
Itasca Country Club	400 E. Orchard St., Itasca	Free	ClipperCreek
Itasca: Eaglewood Resort & Spa	1401 Nordic Rd., Itasca	Free	ClipperCreek, Tesla
Itasca: The RDI Group (Production Equipment & Machinery)	1025 W. Thorndale Ave., Itasca	\$0.39 per kWh for Blink members, \$0.49 per kWh for Blink guests	Blink
Itasca: Mortenson Company (Construction Company)	300 Park Blvd., Itasca	First four hours: \$0.10/hr, thereafter: \$5/hr	ChargePoint
Joliet: North Ridge Mall	1498 North Larkin Ave., Joliet	\$2 min, \$2/hr for up to 24 hrs	ChargePoint
Lemont: Kohl's	13440 Archer Ave., Lemont	\$1.25/hr	ChargePoint
Morton Grove: Amazon Fresh	6939 Dempster St., Morton Grove	Free	Volta
Oak Brook Center	Various addresses in different parts of	Free	Volta
Oak Lawn: Amazon Fresh	4031 W. 95th St., Oak Lawn	Free	Volta
Oak Lawn: Advocate Christ Medical Center	9439 S. Kostner Ave., Oak Lawn	\$0.15/kWh	ChargePoint
Park Ridge: Advocate Lutheran General Hospital	1701-1799 Vernon Ave., Park Ridge	\$0.15/kWh	ChargePoint
Prospect Heights: Union Ale House	1211 S. Wolf Rd., Prospect Heights	\$4/hr	Not listed on PlugShare
Rolling Meadows: Meijer	1301 Meijer Dr., Rolling Meadows	First hour: free, thereafter: \$2/hr	ChargePoint Level 2 chargers
Romeoville: Lewis University	333 University Dr W, Romeoville	\$0.25/kWh	ChargePoint
Schaumburg: IKEA	1800 McConnor Pkwy, Schaumburg	\$0.19/kWh	ChargePoint
Schaumburg Corners Shopping Center	16 E. Golf Rd., Schaumburg	Free, but two-hour limit	Volta
Skokie: Westfield Old Orchard Parking Garage	4989 Old Orchard Ctr, Skokie	Free	Volta
South Barrington: The Arboretum (shopping, restaurant area)	100 W. Higgins Rd., South Barrington	Free	Volta
South Elgin: Jewel	353 S. Randall Rd., South Elgin	Free	Volta

Source: PlugShare