

VILLAGE OF HOFFMAN ESTATES
SUSTAINABILITY COMMISSION MINUTES

Tuesday, April 21, 2026 @ 6:00pm
Alexa Room – Village Hall

1. CALL TO ORDER

This meeting was called to order at 6:02 PM.

Members Present: Amy Hartsough, Trustee; Amy Decker, Sheila Schwartz, Gayle Vandenburg, Hannelore Conley, Deepak Bhojwani

Members Absent: George Tuhowski, Sana Zafer, Lorry, Anna Newell, Trustee, Alina Dekirmenjian

Others in Attendance: Natalia Taseff, resident; Aaron Howe, staff liaison; Mikala Sage, Schaumburg Township Library Hoffman Estates Branch

2. PUBLIC COMMENT

No public comment was made at this time.

3. APPROVAL OF MINUTES (6:05 PM)

a. March 16, 2026

MOTION by Commissioner Vandenburg;

SECOND by Commissioner Schwartz;

6 – 0 AYE

4. STAFF LIAISON REPORT

a. Earth Month Hoffman Estates Tip of the Day

Chairperson Hartsough encouraged commissioners to visit the Village of Hoffman Estates government Facebook page and engage with these posts. New and/or updated content includes paint collection, yard waste program changes, branch pickup information, and community garden information.

b. Social Media Content: Yard/Food Waste Collection/Community Gardens/etc.

This item was discussed during item a.

c. Website Updates

The updated Citizens Utility Board solar incentives video has replaced the previous version. Green Business Program language has been removed from additional site locations.

Commissioner Conley reported that Collective Resource has been acquired by Urban Canopy, necessitating an update to the information on the Village website.

d. iPass Transponder Delivery Update

Mr. Howe informed commissioners that Com2, the Village's electronics recycling vendor, is an approved collector for the proper disposal of iPass transponders. Staff will transfer transponders to the weekly collection team on Mondays whenever there are sizable quantities in the collection bin.

Mr. Howe confirmed that Staff continue to discuss updates to the battery recycling program.

5. OLD BUSINESS

a. Sustainability Expo Planning

i. Subcommittee Report

Commissioners Vandenburg, Conley, and Schwartz continue to meet regularly and have completed a proposed marketing plan, which has been shared with Village Manager Palm, who has been receptive to the plan overall.

The commission has identified Saturday, September 18, 2027 as the placeholder date, pending Village approval. The event would run from 10:00 AM to 2:00 PM with the goal of having 50 to 60 vendors, which may include 501c3 nonprofits, the Village Youth Commission or other commissions, and other known community groups and regional Green businesses.

Commissioner Decker proposed contacting the YMCA as well.

Commissioner Conley reported that the McHenry event hosted 95 vendors and the Cook County Commissioner provided a list of 30 agencies with contact information. Commissioners are continuing to build out the list of possible vendors and sponsors.

Commissioner Conley informed the group that it is likely not viable to host food trucks at the inaugural event because of required minimums and uncertainty about attendance. Offering food at this event is a possibility for future iterations, if warranted.

Resident Taseff engaged commissioners on the planned event as compared to the McHenry event.

While commissioners have not attended the McHenry event, the Expo planning group has contacted McHenry event organizers, and their list of sponsors and vendors is extensive. Vendors can also sponsor prizes, giveaways, or other items.

Commissioners briefly discussed the possibility of sponsored food trucks, anticipated event attendance, and the event budget.

Commissioner Vandenburg will share the marketing plan with commissioners at the May meeting.

ii. Liaison Report

Mr. Howe provided details from an event planning roadmap document drafted to assist in justification for the Expo event and explain the Commission's credentials related to planning and hosting events. This content should be incorporated into the marketing plan.

b. Green Business Program Revival

i. Subcommittee Report

Commissioner Bhojwani distributed a memorandum to commissioners to detail his findings concerning existing regional programs, national programs that are successful, and various benchmark measures. Mr. Bhojwani intends to speak with the high-performing programs to identify improvements that may be made to the Hoffman Estates program.

Commissioner Bhojwani requested commissioners with knowledge on other regional programs, or with feedback on the initial research document, to pass information along through Mr. Howe.

c. Green Aggregation Fund Recommendations

Chairperson Hartsough proposed using some of the available funds for previously identified programs including a Green Business Program incentives or revolving loan program, hiring a consultant to assist in revision of the Village Sustainability Plan, or hiring a temporary full-time or long-term staff person assigned to Sustainability initiatives.

Ms. Hartsough questioned whether these programs could be incorporated into the upcoming Comprehensive Plan. Mr. Howe will share the commission Google Drive link, where related documents are saved for review.

d. Collaboration with Hoffman Estates Branch Library

i. Library Calendar and Program Guide

Ms. Sage reminded commissioners about the upcoming publishing date for the summer events schedule; Mr. Howe will share commission logos with Ms. Sage for use in marketing or informational materials. Ms. Sage confirmed the June 27, 2026 date for the commission's collaborative event.

e. Bon Appetit Event Recap

i. Volunteer Feedback

Participating commissioners provided feedback on their experience, including opportunities to speak with vendors, distribute commission-related resources, and results from a recycling receptacle exercise/test. Overall, commissioners reported a positive experience at the event.

ii. Results: Recycling Receptacle Test

Commissioners found that event attendees were more likely to recycle when recycling bins are paired with garbage bins, so long as recycling bins have openings that limit what can be placed in them. Chairperson Hartsough, among others, is interested in recycling at the upcoming Northwest Fourth Fest. Mr. Howe will speak with the Groot representative that assists with event planning to establish the viability of doing so.

Ms. Hartsough also proposed speaking with the Village Green management staff about regular event/daily recycling expansion.

Commissioner Decker is interested in speaking with Village Green staff about a sustainable cup program as well. Mr. Howe will establish contact to assist with this conversation.

iii. Giveaway Discussion

Commissioners provided positive feedback concerning giveaways and shared interest in purchasing a second pop-up floor sign.

6. NEW BUSINESS

a. FY27 Commission Budget

Mr. Howe will prepare a budget proposal for commissioners to review prior to the May meeting. This budget will include additional funding for giveaways and other event funding, as well as funds for the Sustainability Expo event.

b. Northwest Fourth Fest Parade Participation

Commissioner Decker informed commissioners that the group can participate in the Northwest Fourth Fest parade event by completing an application. Commissioner Conley offered use of her convertible for the event.

Commissioners confirmed plans to attend the Library event the weekend before the parade and participate in the parade but not attend the festival.

7. OTHER

8. ADJOURNMENT

This meeting adjourned at 7:33PM.

APPENDIX: SUSTAINABILITY COMMISSION MINUTES IN-BRIEF

APRIL 21, 2026

Meeting Called to Order: 6:02 p.m.

- **March 16, 2026 Minutes:** Approved unanimously.
- **Public Comment:** None.

Staff Liaison Report

- Commissioners were encouraged to engage with the Village's Earth Month social media posts, including content on paint collection, yard waste changes, branch pickup, and community gardens.
- Website updates included replacement of the CUB solar incentives video and removal of outdated Green Business Program language.
- Collective Resource has been acquired by Urban Canopy; Village website references will need to be updated.
- Com2 can accept collected iPass transponders for proper disposal through the Village's electronics recycling program.
- Battery recycling program updates remain under staff review.

Old Business

- **Sustainability Expo:**
 - September 18, 2027 identified as a placeholder date, pending Village approval.
 - Proposed event time is 10:00 a.m. to 2:00 p.m.
 - Planning target is approximately 50 to 60 vendors, including nonprofits, community groups, commissions, and green businesses.
 - Subcommittee completed a proposed marketing plan and continues developing vendor and sponsor lists.
 - Food trucks are unlikely for the inaugural event but may be considered in future years.
- **Green Business Program:**
 - Commissioner Bhojwani shared initial research on regional and national benchmark programs.
 - Commissioners were asked to provide additional examples or feedback.
- **Green Aggregation Fund:**
 - Potential uses discussed included Green Business Program incentives, a revolving loan program, Sustainability Plan consulting assistance, and sustainability-related staffing support.
 - Related documents will be shared through the Commission Google Drive.
- **Library Collaboration:**
 - Collaborative library event confirmed for June 27, 2026.
 - Staff will provide Commission logos for use in promotional materials.
- **Bon Appetit Event Recap:**
 - Commissioners reported positive outreach and vendor engagement.
 - Recycling test showed attendees were more likely to recycle when recycling bins were paired with garbage bins and had restricted openings.

- Staff will explore recycling options for Northwest Fourth Fest and help connect commissioners with Village Green management regarding recycling and sustainable cup ideas.
- Commissioners expressed interest in purchasing a second pop-up floor sign.

New Business

- **FY27 Budget:** Staff will prepare a draft budget proposal for review before the May meeting, including funding for giveaways, events, and Sustainability Expo planning.
- **Northwest Fourth Fest:** Commissioners discussed participating in the parade and attending the Library event the weekend before but not staffing the festival.

Meeting Adjourned: 7:33 p.m.