

VILLAGE OF HOFFMAN ESTATES
SUSTAINABILITY COMMISSION MINUTES

Tuesday, May 19, 2026 @ 6:00pm
Alexa Room – Village Hall

1. CALL TO ORDER

This meeting was called to order at 6:00PM.

Members Present: Amy Hartsough, Chairperson; Sheila Schwartz, Hannelore Conley, Amy Decker, Lorraine Leisenberg, Deepak Bhojwani

Members Absent: George Tuhowski; Sana Zafer; Anna Newell, Trustee; Gayle Vandenberg; Alina Dekermenjian

Others in Attendance: Mikala Sage, Schaumburg Township Library District – Hoffman Estates branch; Natalia Taseff (6:09PM), resident; Aaron Howe, Staff Liaison

2. PUBLIC COMMENT

Mikala Sage provided an update regarding the Commission's collaborative summer event with the Schaumburg Township District Library – Hoffman Estates Branch, scheduled for June 27, 2026, from 2:00 p.m. to 4:00 p.m. She reported that marketing for the event has been released and that the Library's guidebook includes the Sustainability Commission logo.

Ms. Sage stated that the Library is also making efforts to collect bottles for attendees who may not bring or have access to the materials needed for the event. Attendees will learn how to construct the craft during the event, rather than in advance.

Ms. Sage also reported that the Library District is beginning a Sustainability Task Force.

3. APPROVAL OF MINUTES

a. April 21, 2026

MOTION by Commissioner Conley; SECOND by Commissioner Bhojwani; 6 – 0 AYE

4. STAFF LIAISON REPORT

Mr. Howe provided an update regarding a pending change in Staff Liaison responsibilities and noted that this would be his final meeting serving as Staff Liaison to the Sustainability Commission.

a. Northwest Fourth Fest and Village Green Recycling Update

Mr. Howe reported that he contacted the Village's Groot representative to discuss possible recycling options for large-scale community events. The inquiry focused on whether other

Groot-serviced communities provide recycling during large-scale events and whether Groot has appropriate recycling receptacles that restrict the type of materials that may be deposited.

Mr. Howe noted that several logistical considerations would need to be evaluated before recycling could be added at Northwest Fourth Fest or similar Village Green events. These considerations include the location of recycling receptacles, whether receptacles should be placed near high-use areas such as the beer garden, how frequently Public Works staff would need to empty the receptacles, and whether a separate collection truck, roll-off dumpster, or other collection method would be required to keep recyclable materials properly separated.

5. OLD BUSINESS

a. Sustainability Expo Planning

i. Date Selection/Confirmation

The Commission discussed the proposed Sustainability Expo event date. Mr. Howe reported that approval had been received for **Saturday, September 18, 2027**, to serve as the event date.

ii. Subcommittee Report

Commissioner Conley discussed the Sustainability Expo planning materials prepared by the subcommittee and provided to the Village Manager's office, including the two-page marketing plan outlining the purpose of the event, event information, and related planning considerations. Commissioners discussed whether the final materials had been provided to the Village Manager's Office and noted that the planning materials should continue to be refined as the event develops volunteer efforts starting September to recruit exhibitors. .

The Commission discussed preliminary plans to use Village Hall's large event room and hallway from 10 am to 2 pm for the event's exhibitors. Commissioners noted that the event will have a limited budget, and that sponsorships may be pursued to help offset costs. Tote bags with the Commission logo are already available to hand out at the event.

Commissioner Schwartz thanked Commissioners Vandenburg and Conley for their work preparing the Expo documentation for review by the Village Manager.

b. Green Business Program Revival

i. Subcommittee Report

Commissioner Bhojwani provided an update on his continued research into regional Green Business Programs. He reported that he had contacted representatives from Niles, Skokie, Oak Park, and Lake County. He had not

initially received responses, but reported that a response was received earlier that day.

Commissioner Bhojwani also reported contact from Senior Sustainability Specialist of the Metropolitan Mayors Caucus, Cheryl Scott, and Kate Carney, Sustainability Coordinator for the Village of Northbrook. Commissioners discussed whether the Illinois Green Business Association should also be contacted as part of the research effort.

The Commission discussed the importance of understanding how successful Green Business Programs are staffed, administered, and sustained. Commissioner Bhojwani will continue researching comparable programs, including the Oak Park program, and prepare recommendations for how the Hoffman Estates program may be revived and improved.

Commissioners also discussed whether additional Commission membership could assist with future program development and workload needs.

c. Green Aggregation Fund

i. Project Proposals

Mr. Howe reported that potential Green Aggregation Fund project ideas had been shared for internal review. These included creation of a Green Business Program incentive, revolving loan program, or similar funding mechanism, as well as hiring a consultant to assist with updating the Village's Sustainability Plan.

Mr. Howe reported that these options are currently being reviewed by Assistant Village Manager Jon Pape, who will provide additional guidance regarding feasibility and next steps.

ii. Oak Park Aggregation Program Details

Mr. Howe reported that he will forward to the Commissioners the email from Commissioner Dekirmenjian regarding Oak Park's Community Choice Aggregation program.

Mr. Howe explained that Community Choice Aggregation is authorized by State statute and allows municipalities to seek alternate electricity suppliers to obtain competitive rates for residents and qualifying businesses using less than 15,000 kWh per month. Aggregation does not change the delivery of electricity, which continues to be provided by ComEd.

Mr. Howe reported that Oak Park adopted its Community Choice Aggregation program following voter approval in April 2011. Oak Park has extended its electricity aggregation contract with Chicago-based MC Squared Energy Services,

LLC through 2028. The contract provides that aggregation participants will not pay more than customers whose electricity is supplied by ComEd.

Mr. Howe also reported that the contract provides monthly revenue for Oak Park's Community Choice Aggregation Fund, which supports renewable energy and energy efficiency projects identified in Climate Ready Oak Park, the community's sustainability, climate action, and resiliency plan.

Mr. Howe summarized several goals identified in Climate Ready Oak Park, including decreasing community-wide greenhouse gas emissions by 30% by 2030, achieving community-wide net zero greenhouse gas emissions by 2050, meeting Village facility energy needs with 100% renewable electricity by 2030, establishing 30% of Oak Park's land as green infrastructure or enhanced park management, directing 40% of public climate and sustainability dollars to the most vulnerable, and partnering with impacted groups to create climate and sustainability policies and programs.

The Commission discussed Resident Taseff's question about how the aggregation program would interact with residents who already have solar and are receiving credits for extra energy they produce and how it's placed back into the system. The Citizens Utility Board was recommended for obtaining a precise answer.

iii. Aggregation Program Status

Mr. Howe reported that additional guidance from Assistant Village Manager Pape is pending regarding the status of potential aggregation-related funding uses and organizational concerns.

d. Collaboration with Hoffman Estates Branch Library

This item was addressed during Public Comment.

e. FY27 Commission Budget

Mr. Howe reviewed the draft FY27 Commission budget with commissioners, to be provided to village management by July. The proposed budget includes continued support for Commission outreach and educational activities, including event materials, giveaways, and if any, costs associated with upcoming Sustainability Expo. Commissioners discussed the need to ensure adequate funding is available for future outreach and event participation.

f. Northwest Fourth Fest Parade Participation

Commissioners discussed participation in the Northwest Fourth Fest parade. Commissioner Schwartz expressed interest in developing something identifiable or noticeable for the parade to draw attention to the Commission. Commissioners discussed

the possibility of wearing Commission shirts, adding decorations, and using a vehicle for the parade.

Commissioners also discussed whether the parade application had been submitted and whether any additional planning was needed. Ideas discussed included distributing candy, providing simple informational materials, using SWANCC-related information, and developing clear, simple messaging to introduce residents to the Commission and its sustainability efforts.

6. NEW BUSINESS
7. OTHER
8. ADJOURNMENT (7:00 PM)

This meeting adjourned at 7:14PM.

APPENDIX A: MINUTES IN-BRIEF

VILLAGE OF HOFFMAN ESTATES SUSTAINABILITY COMMISSION MINUTES

Tuesday, May 19, 2026 @ 6:00pm
Alexa Room – Village Hall

CALL TO ORDER

This meeting was called to order at 6:00PM.

Members Present: Amy Hartsough, Chairperson; Sheila Schwartz; Hannelore Conley; Amy Decker; Lorraine Leisenberg; Deepak Bhojwani

Minutes from the April 21, 2026 meeting of the commission were approved unanimously.

KEY UPDATES

Library Collaboration

The Commission's collaborative Library event is scheduled for June 27, 2026, from 2:00 p.m. to 4:00 p.m. Marketing has been released and includes the Commission logo. The Library District is beginning a Sustainability Task Force.

Staff Liaison Update

Mr. Howe noted a pending change in Staff Liaison responsibilities and that this would be his final meeting serving as liaison.

Event Recycling

Staff contacted Groot regarding recycling options for large-scale events. Key issues include receptacle type, placement, collection frequency, staffing, and whether separate collection equipment would be needed.

Sustainability Expo

The proposed Expo date of Saturday, September 18, 2027, has been approved. Planning continues for a Village Hall-based event with vendors and presenters. Sponsorships may be pursued to offset costs. Commissioners discussed event bags, marketing materials, and Google Drive access for planning documents.

Green Business Program

Commissioner Bhojwani continues researching comparable regional programs. Contacts include Niles, Skokie, Oak Park, Lake County, the Northwest Municipal Conference, and Northbrook. Commissioners discussed contacting the Illinois Green Business Association and reviewing how successful programs are staffed.

Green Aggregation Fund

Potential project ideas include Green Business Program incentives, a revolving loan or similar program, and consulting support for a Sustainability Plan update. These options are under internal review. Staff summarized Oak Park's Community Choice Aggregation program and related sustainability funding model.

FY27 Budget

Commissioners reviewed a draft FY27 Commission budget. The budget is expected to include funding for outreach, giveaways, events, and Sustainability Expo planning.

Northwest Fourth Fest Parade

Commissioners discussed parade participation, including shirts, decorations, candy, simple informational materials, and sustainability messaging. Commissioners remain interested in participating in the parade and attending the Library event the weekend before.

ADJOURNMENT

This meeting adjourned at 7:14 PM.