

LINDENHURST ENVIRONMENTAL COMMISSION

Agenda February 10, 2016 Lindenhurst Village Hall

1. Roll Call & Introductions
2. November Meeting Minutes
3. St Patrick's Day Parade
 - a. Order candy
 - b. Bags - we only have about 80 left. Should we just pass out candy? Suggestions.
4. Community Garden
 - a. Survey response.
 - b. Layouts discussed and potential layout agreed upon.
 - c. Contract - suggest a one page agreement that references our "rules".
 - d. See attached outline planning ideas.
5. Earth Day
 - a. Vendor status.
 - b. See attached check list and discuss.
 - c. Theme for next event - "Reuse-Repurpose-Recycle-Rescue"
 - d. Potential Displays:
 - i. Rain barrels - Commission to purchase a rain barrel.
 - ii. Easy fixes to install at home, ie: faucets. Mbr Forsberg to speak with Tom of Lakes Commission for potential donor name.
 - iii. Keurig waste.
 - iv. Community Garden - suggestions for display.
 - v. Volunteers/Members - suggestions for display.
 - e. Will try to do another shoe contest. Last years troop not attending Earth Day. Should we contact last years winner?
 - f. Tree dedication suggestions. Potentially Jack McKeever. Confirm with other members.
 - g. Only have about 80 reuseable bags left at this point.
 - h. Flyer. Ask Park District to put together again, or Michael White?
 - i. Flyer - can Sandy work on this...same as last year?
6. Solicitation for recyclable bags. Any suggestions from Chamber?
7. Website revamp. To be done after Earth Day.
8. Upcoming dates-to-remember:
 - a. March 12th. St Patrick's Day Parade
 - b. April 23rd. Earth Day Event
 - c. May 21st. Spring Plant Exchange
 - d. August ?? Lindenfest
 - e. September 17th. Fall Plant Exchange
9. New business

COMMUNITY GARDEN - PLANNING PHASE

1. Concept
 - a. Available size - 106'x125'
 - b. Based on drawing for future plots, that would be 70-10'x10' plots and 3'-3½" wide walkways, with a shade structure. To start with, we should plan on doing utilizing a shade cloth to conserve cost. Future goal would be to have a 20'x20' structure perhaps with a concrete flooring.
 - c. July 1st - stop online survey and determine how much property we cultivate....how many plots. Thinking approximately 22 plots to start.
 - d. We will have space for compost bins. Perhaps even make this an educational session...how to compost. Make the bins to incorporate the same look as the fence we choose.
 - e. Maybe to a pergola to grow grapes or vertical garden.
 - f. Commission to do raised beds in order to see how much interest we receive.
 - g. Fence - split rail.
 - h. Point of contact to be determined later. This person will be responsible for reporting to another commission member if unable to attend a meeting.
 - i. Plot fee - used for mulch and water.
 - j. Open to:
 - i. Lindenhurst residents
 - ii. Township residents
 - iii. Non-residents
 - k. To rototill or not to rototill
 - i. Section A designated yes
 - ii. Section B designated no
 - iii. The gardener will decide what they'd prefer.
 - l. Not a designated organic garden, but no use of chemicals allowed. For organic gardeners who do not use chemicals in their garden. Can use corn gluten for weeds.
2. Grounding Breaking
 - a. Who will be doing the work?
 - i. Work to be completed:
 - (1) Need a soil test..... Commission
 - (2) Breaking Ground..... Park District
 - (3) Maintaining Plots..... Gardener
 - (4) Communal Pathways..... Gardeners adjacent to pathways
 - (5) Maintaining common area, shade structure, and sheds area..... Commission
 - (6) Building of shade structure and shed area - approved by Park District. We need to coordinate with park district. Look for donor with name displayed.
 - (7) Fencing - approval by Park District. And maintained by Park District. Look for donor with name displayed.
 - g. Water:
 - (a) Who's running to site?
 - (b) Will require two locations onsite.

- (c) Who's going to pay for the water?
- (d) What is it going to cost per unit of water?
- (e) Perhaps have an automatic sprinkler system on a timer. It could be done from 8-9pm everyday. Will have to zone it. Timer located in our shed. Plus spigot that is accessible for others. Maybe tie in water initiative.

3. Miscellaneous

- a. Talk to Ken about getting a Park District rep to attend meetings specific to community garden. Non commission member so there is no conflict of interest.
- b. We will ask for sponsors for specific projects related to the new garden. To start, we are looking for:
 - i. Shade cloth/structure
 - ii. Poles
 - iii. Raised bed supplies
 - iv. Flower donations
- c. Opening/Closing
 - i. Spring - 1st Saturday of May
 - ii. Fall - 1st Saturday of October
 - iii. Anything left behind will be gleaned for Open Arms Mission.
 - iv. Plant exchange. Let residents know we are accepting donations of garden tools for community garden.

4. Future items:

- a. Informational board.
- b. Permanent shade structure.
- c. Hold plant exchange at community garden.
- d. Tool sheds; one for commission and one for gardeners.

Earth-Arbor Day Activities 2016

Saturday, April 23 10:00AM-1:00PM

January		
1.		Establish Earth/Arbor Day date, time, and budget.
2.		Arrange first formal meeting.
Early February		
1.	X	Conduct first formal meeting.
2.	X	Go over tips from last years (suggestions).
3.		Divide up potential exhibitors and call for availability (Advise everyone that certificate of insurance must list Village of Lindenhurst as additional named insured or Hold Harmless Agreements are required as determined.)
4.		Contact Lindenhurst Queens
Late February		
1.		Meet and discuss results of calls to exhibitors.
2.		Discuss activities for kids.
3.		Contact scouts and police explorers.
4.		Discuss 50/50 and raffles (times and sellers).
5.		Make arrangements to have dates changed on wooden panel signs (Rob Garcia).
6.		Set up Plant tour and contact...
March		
1.		Meet with Village and discuss "to do list" (see attached).
2.		Contact Press for event publicity.
3.		Contact Stacy about publicity on Village website and Channel 17.
4.		Print up flyers.
5.		Order trees.
6.		Order food from GFS.
7.		Prizes purchased.

8.		Contact all exhibitors to confirm, and have them provide certificate of insurance or a hold harmless agreement.
Two weeks before Event		
1.		Deliver flyers to area schools.
2.		Title posters for each exhibitor table.
Week of Event		
1.		Email reminder to exhibitors.
Friday before Event		
1.		Pick up any remaining supplies.
2.		Set up 3 rd grade pictures for display.
3.		Evaluate and assist in exhibitor set up/support.
Village (Matt Formica 847-356-8252) 40 tables, 100 chairs		
1.		Arrange for pick up of 20 cases of pop.
2.		Set up routes and staging for cleanup volunteers.
3.		Cash box with \$50.00 in small change.
4.		Channel 17 information.
5.		Explorers for traffic control.
6.		Contact Rob about plant tours.
7.		Contact Milburn, BJ Hooper, and Pleviak schools for tables and chairs.
8.		Print bathroom signs, and tour signs, and Police Department open house signs.
9.		Get banner and give to front desk for Rob Garcia to have date changed.
10.		Arrange to have an office staff member to help with making copies for paperwork.
11.		Confirm certificates of insurance and/or hold harmless agreements for exhibitors.
Public Works		
1.		Pick up wood signs and drop off at Rob Garcia to change date (late February).
2.		Contact Groot to arrange for compost and wood chips.
3.		Arrange for trash and recycling bins through Groot.

4.		Hang Earth Day banner on building 2-3 weeks prior to event.
5.		Pick up and install Earth Day signs 2 weeks prior to the event.
6.		Pick up extension cords and power strips.
7.		Bring coolers from tower and clean out.
8.		Pick up tables and chairs.
9.		Pick up table cloths.
10.		Arrange for orange trash bags for volunteers.
11.		Gather orange safety vest for volunteers.
12.		Pick up pop.
13.		Pick up sound system with portable microphone and set up.
14.		Clean and set up 1-ton trucks for trash pick-up.
15.		Clear and clean both garages.
16.		Hang tarps in garage areas.
17.		Pick up ice and place in coolers with pop the night before the event.
18.		Set out traffic control devices for park district run/walk event.
19.		Collect garbage that volunteers have filled.
20.		Pick up traffic control devices following the conclusion of run/walk event.
21.		Set up tables and chairs with table cloths and exhibitor signs.
22.		Place covers over drains in garage.
23.		Hang up bathroom signs, tour signs, and police open house signs.

LINDENHURST ENVIRONMENTAL COMMISSION

Meeting Minutes - *No Quorum*

December 9, 2015

Lindenhurst Village Hall

1. Community Garden
 - a. Still working on getting survey up and running on Village website.
 - b. Sandy working on potential layout.
 - c. Need to determine focus in which to be able to write contract/agreement.
 - d. Earth Day:
 - i. Introduction of the new garden.
 - ii. Need to garner community involvement for running of the program.
 - iii. Prepare space early fall of next year.
2. Village Newsletter - will have Earth Day save-the-date in next issue.
3. Earth Day
 - a. Vendor letter to be sent out 12/5/15.
 - b. Theme for next event - "Reuse-Repurpose-Recycle-Rescue"
 - c. Potential Displays:
 - i. Rain barrels
 - ii. Easy fixes to install at home, ie: faucets, use water sense as a guide.
 - iii. Keurig waste.
 - d. No new vendor suggestions at this time.
4. Lake Villa Community Guide information submitted.
5. Solicitation for recyclable bags.
 - a. Tracy contacted RJB with no response.
6. Upcoming dates-to-remember:
 - a. March 12th or 19th St Patrick's Day Parade
 - b. April 23rd Earth Day Event
 - c. May 21st Spring Plant Exchange
 - d. August ?? Lindenfest
 - e. September 17th Fall Plant Exchange
7. No new business

LINDENHURST ENVIRONMENTAL COMMISSION

Meeting Minutes - *No Quorum*

January 13, 2016

Lindenhurst Village Hall

1. Attendees - Joyce, Sandy, Dawn, Tracy, Daylan, Melissa
2. Community Garden
 - a. Survey is no on Village website.
 - b. Layouts discussed and potential layout agreed upon.
 - c. Contract to be revamped and made our own.
 - d. Ken's suggestions - Items to Determine:
 - i. Concept
 - (1) Determine overall size of garden.
 - (2) Type of border (fencing, bushes, etc).
 - (3) Size(s) of planting beds.
 - (4) Number of planting beds.
 - (5) Discuss and draw up rules and regulations and fees.
 - (6) Who will manage it?
 - ii. Ground Breaking
 - (1) Who will be doing the work (Village, Millburn Tree Farm, etc).
 - (2) When would be like to break ground (determine latest date).
 - (3) How will ground be broken (kill off grass and disc, sod cutting, digging).
 - iii. Water
 - (1) One central location?
 - (2) Who will pay to hook up?
 - (3) Meter?
 - (4) Will we allow hoses to be run to garden?
 - iv. Sponsors
 - (1) Do we ask for sponsorship (Millburn Tree Farm, Menards, Excazu, etc)?
 - (2) Sponsor board/rules board and it's location.
 - v. Opening/Closing
 - (1) Set goal date for opening (spring).
 - (2) Set goal date for closing (fall).
 - e. Earth Day:
 - i. Introduction of the new garden.
 - ii. Need to garner community involvement for running of the program.
 - iii. Prepare space early fall of next year.
3. Village Newsletter - will have Earth Day save-the-date in next issue.
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 - b. Theme for next event - "Reuse-Repurpose-Recycle-Rescue"
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- i. Rain barrels - Commission to purchase a rain barrel.
 - ii. Easy fixes to install at home, ie: faucets. Mbr Forsberg to speak with Tom of Lakes Commission for potential donor name.
 - iii. Keurig waste.
 - d. Not much Vendor response as of yet.
 - e. Will try to do another shoe contest.
 - f. Tree dedication suggestions. Potentially Jack McKeever. Confirm with other members.
5. Solicitation for recyclable bags. Not much done at this time.
6. Website revamp. To be done after Earth Day.
7. Upcoming dates-to-remember:
- a. March 12th St Patrick's Day Parade
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 - d. August ?? Lindenfest
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8. New business
- a. Tuesday, January 26th. Village will be hosting an Electronics Collection from 8am until noon.