



**DATE:** Tuesday, April 01, 2025  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
  - [1. March 3, 2025 Minutes](#)
- C. Public Input**
- D. Presentations**
  - 1. Geothermal Presentation
- E. Unfinished Business**
- F. New Business**
  - [1. Discussion of the Sustainability Advisory Commission's Role](#)
- G. Adjournment**

## PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

### Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanaillinois.us](mailto:citycouncil@urbanaillinois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://www.urbanail.gov/executive-department/page/urbana-public-television>.

emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanaininois.us](mailto:CityClerk@urbanaininois.us)



**DATE:** Tuesday, March 04, 2025  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

## MINUTES

### A. Call to Order and Roll Call

1. Chair Westawker called the meeting to order; a roll was called; and a quorum was present.
2. Commissioners present: Luke Westawker, Jessica Lemkuhl, Morgan White, Gabriel Doussard, Andrew Stumpf
3. Commissioners joined by phone:
4. Commissioners absent:

### B. Approval of Minutes of Previous Meeting

1. Approval of Minutes February 4, 2025 moved by White, seconded by Lemkuhl, all in favor.

### C. Public Input

### D. Presentations

1. Staff Report – Scott Tess provided updates on street trees and geothermal bulk purchase.

### E. Unfinished Business

1. An amended resolution titled A RESOLUTION RECOMMENDING THE CITY OF URBANA PRIORITIZE THE FOLLOWING CLIMATE ACTION GOALS was moved by Lemkuhl, seconded by Doussard, all in favor.

### F. New Business

### G. Adjournment

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## City of Urbana

### Sustainability Advisory Commission

#### By-Laws

#### Background

On May 5, 2008, Ordinance No. 2008-04-030 Establishing a Sustainability Advisory Commission for the City of Urbana was passed by City Council. The Mayor introduced the ordinance to create a means to involve Urbana citizens in working on the issue of sustainability.

#### 1. Definitions of Terms

- “Sustainability” means progress that meet the needs of the present generation without risking the ability of future generations to meet their needs. In a practical sense, this means supporting environmental, social, and economic wellbeing.
- “SAC” means the City of Urbana Sustainability Advisory Commission.
- “Commission” means a public body assigned certain duties.
- “Ordinance” means a law defined by a city government.
- “Natural Resources” means resources that exist without any actions of humankind including but not limited to energy and water.
- “Ecosystem Services” means the vital resources and services provided by healthy ecosystems, include healthy soil, clean water, quality food, clean air, temperature regulation, and more.
- “JEDI” means Justice, Equity, Diversity, and Inclusion
- “Quorum” shall mean the minimum number of SAC members who must be present in order for the SAC to legally meet for the purpose of discussing public business and voting on agenda items in accordance with the Illinois Open Meetings Act.

#### 2. Purpose of By-Laws

The purpose of the by-laws is to maintain a written list of procedures that the SAC can refer to when performing its duties.

#### 3. Responsibilities and Goals of the SAC

“The purpose of the Commission is to assist the Mayor and City Council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources – water and energy in particular – and shall recommend to the Mayor and City Council goals to achieve and workable means to reach goals.” (Urbana Ordinance No. 2008-04-030)

Other duties of the SAC may include:

- a) Provide a space for public engagement where input can be given and feedback heard and considered regarding sustainability-related issues.

- b) Review and make recommendations about sustainability issues that impact City operations and plans.
  - c) Seek relationships and partnerships within the community on common sustainability efforts.
  - d) Develop and host educational and public outreach events and programs to improve the public's understanding of sustainability and encourage sustainable practices.
  - e) Support the City in seeking internal and external resources (e.g. grants and incentive opportunities) to support the implementation of the City's sustainability goals.
4. Commitment to support JEDI in Urbana's mission of sustainability.
1. The SAC is committed to growing and encouraging a culture of JEDI. We value and celebrate the differences that make our community unique and vibrant. Our diversity makes the City of Urbana strong and more sustainable for all inhabitants. At all times, the SAC will work towards equity in all we do.
  2. The SAC considers JEDI valuable to environmental work; and JEDI are also valuable in advancing the City's goal for achieving long-term environmental sustainability that reflects and serves the needs of Urbana's diverse population.
  3. To advance JEDI, the SAC will strive to:
    - Promote diversity and diverse input among its members.
    - Build long-term relationships and partnerships with underrepresented communities to listen and address their needs, as identified by the communities.
    - Integrate JEDI into setting the priorities of the SAC and guiding its operation.
    - Set goals for JEDI that are actionable and measurable.
    - Allocate sufficient time for SAC to report on and evaluate SAC projects and to develop and carry out education and outreach efforts.
    - Promote inclusivity and accessibility with the public, by alleviating barriers due to language, transportation, cost, social exclusion, or any other barrier to access and inclusion within the SAC and the City of Urbana.

#### 5. Membership of the SAC

The SAC shall consist of seven (7) voting members. The Mayor will appoint members, with approval of City Council. Voting members shall include City of Urbana residents who have experience, expertise, or interest in the areas of sustainability and environmental management of natural resources. From time to time, the Mayor may appoint and City Council may approve the appointment of one (1) resident of the City of Urbana to the SAC who has passed the age of 14 but who has not reached the age of 18. This Youth member will not have the authority to vote on any matter considered by the SAC which may bind the SAC, the City or any of its departments but may vote on motions to make recommendations to the Mayor or City Council

that are non-binding. This member shall have a one (1) year term renewable by Mayoral appointment and which will end upon the member's 18<sup>th</sup> birthday.

The SAC leadership shall consist of a Chair and a Vice-Chair selected by the Mayor among the members of the SAC. The Chair shall preside over all meetings and deliberations of the SAC and may vote on all matters before the SAC. The Vice-Chair shall perform all duties of the Chair if the Chair is absent or unable to act in their position for any other reason.

#### 5.1 Terms of Office

Voting members shall serve three (3) year terms and may be reappointed for additional terms. Vacancies occurring for reasons other than expiration of terms shall be filled by the Mayor as they occur for the period of time of the unexpired term.

#### 5.2 Removal of Members

A member of the SAC may be removed by the Mayor for good cause.

#### 5.3 Regular Meetings

Meetings will be held at 7:00 p.m. on the first Tuesday of the month in City Council Chambers, or an alternate day in the month, at a different time or location decided upon by the majority of the voting members. All meetings shall be conducted according to Roberts Rules of Order and shall be subject to the Illinois Open Meetings Act. Notice of meetings shall be given as required by the law.

#### 5.4 Quorum and Voting

All actions shall be decided by a majority vote of the voting members in attendance, a quorum being present. Four (4) voting members shall constitute a quorum.

#### 5.5 Attendance

It is expected that members appointed to the SAC will regularly attend its meetings. A member who will be unable to attend a regular meeting shall contact the Chair or Public Works staff as soon as possible before the scheduled meeting and indicate the general reason for being absent. The SAC will be notified of the absence and reason at the beginning of the meeting. Any appointed member of the SAC who is absent from three (3) consecutive meetings may be replaced by the mayor for the remainder of that term. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or partaking in the business of another public body; or

(3) a family or other emergency.

If a member requests to attend the meeting by video or telephone conference, he or she must notify the staff to the SAC before the meeting, unless advance notice is impractical.

A member attending a meeting by video or telephone where a quorum of the members of the SAC is physically present, may cast votes.

#### 6. Public Input

Public input at the SAC will follow City of Urbana Code on public input.

**COPY**ORDINANCE NO. 2008-04-030**AN ORDINANCE ESTABLISHING A SUSTAINABILITY ADVISORY COMMISSION  
FOR THE CITY OF URBANA, ILLINOIS**

WHEREAS, managing our natural resources -water and energy in particular-in a sustainable manner is essential for the health and well-being of all people and of future generations; and

WHEREAS, the Mayor and City Council of Urbana, Illinois recognize the need for broad public involvement in beginning the discussion of how to achieve sustainable management of our natural resources; and

WHEREAS, the citizens of Urbana have demonstrated a growing awareness and concern about how to approach this issue; and

WHEREAS, the Mayor and City Council would like to engage the citizens of Urbana in an on-going discussion of how best to deal with the issue of sustainability by establishing a Sustainability Advisory Commission.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of Urbana, Illinois, as follows:

The City Council hereby establishes a Sustainability Advisory Commission.

The purpose of the Commission shall be to assist the Mayor and City Council in identifying the highest priorities for city government and citizens to achieve sustainable management of natural resources -water and energy in particular-and shall recommend to the Mayor and City Council goals to achieve and workable means to reach such goals.

The Sustainability Advisory Commission shall consist of seven (7) members appointed by the Mayor, and approved by the City Council, from Urbana residents who have experience, expertise, or interest in the areas of sustainable environmental management.

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Members shall serve for a three (3) year term. However at the inception of the Board, two (2) members shall be appointed for a one (1) year term, two (2) members for a two (2) year term and three (3) members for a three (3) year term, so that terms are staggered.

The Mayor shall designate the Chair and a Vice Chair of the Board.

A majority of the sitting members of the Board shall constitute a quorum.

Members shall serve until their successors are appointed and confirmed, unless removed by the Mayor for good cause.

PASSED by the City Council this 5th day of May, 2008.

AYES: Barnes, Bowersox, Chynoweth, Lewis, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:



*Phyllis E. Clark*  
Phyllis E. Clark, City Clerk

*[Signature]*  
Deputy Clerk

APPROVED by the Mayor this 5th day of May,

2008.

*Laurel Lunt Prussing*  
Laurel Lunt Prussing, Mayor