MINUTES
SUSTAINABILITY COMMITTEE
Special Meeting
September 15, 2026
Crystal Lake City Hall, 100 W Woodstock Street, Crystal Lake, IL

1. Call to Order

Amy Olson called the meeting to order on 6:36 p.m. Tuesday, September 15, 2026 at Crystal Lake City Hall.

2. Roll Call/Attendance

Present were the following Committee members: Amy Olson, Steve Platt, Jennifer Oliver, Dean Farr, and Emilie Hoffman. Members of the public in attendance: Community Development Analyst Victoria Wojcik and Sarah Stevens-Hoot.

3. Public Comment

Ms. Stevens-Hoot, the chosen artist for the live artist painting display at Johnny Appleseed Festival, shared that she is looking forward to the upcoming community event. She showed the Committee the two butterflies she picked as options for the live painting display.

4. Approval of Minutes from the August 19, 2026 Meeting

Emilie Hoffman made a motion to approve the minutes of the August 19, 2026 Sustainability Committee meeting. Jennifer Oliver seconded the motion. Upon voice vote, motion passed.

5. Upcoming Events

A. Johnny Appleseed – September 26, 2026

Ms. Wojcik confirmed the volunteer schedule and the supplies needed for the Sustainability Committee Johnny Appleseed booths. This includes the tables, chairs, tents, activities, and resources for the event. Ms. Hoffman suggested that two tables would suffice for the Sustainability booth, as one table would be for the coloring activity, and the other would be for the resources. The Committee unanimously agreed. Ms. Olson and Mr. Platt coordinated with each other how to pick up the supplies from City Hall and bring them to the event the morning of. Ms. Hoffman asked if Ms. Stevens-Hoot can break the painting display up by three separate times instead of all at once. This way, crowds can visit the live painting at different times of the event. The Committee agreed to move forward with this plan.

B. Three Oaks Recreation Area Seed Propagation Event

Ms. Oliver discussed what equipment the group can bring. Ms. Olson stated that since the seeds do not need to be dug deep, the seeds can be scattered after raking the soil instead of digging.

Ms. Oliver made a motion to vote for Tuesday, September 29 at noon to be the Three Oaks Recreation Area Seed Propagation Event date. Ms. Hoffman seconded the motion. At the vote of 4-1, the vote passed.

6. Litter Clean Up Initiatives

A. Adopt-A-Highway Event

Ms. Hoffman confirmed that the next Adopt-A-Highway event will be before the next regular scheduled Sustainability Committee meeting on October 21st. Ms. Wojcik stated that the group will meet at the regular meeting room at City Hall before the event to gather supplies and sign the Hold Harmless Agreement forms.

B. Local Event Updates

Ms. Wojcik encouraged the Committee members to notify her of community litter cleanup or recycling events that she can send to the litter initiative email recipients.

Ms. Wojcik also announced that the newest garbage receptacle is installed at the Crystal Lake Public Library. With the collaboration of the Library, a receptacle was placed at the corner of McHenry Avenue and Paddock Street close to Hussman Elementary School. The Crystal Lake Public Library chose the sign in behind the can. Ms. Wojcik also proposed for Committee members to keep other potential Crystal Lake garbage receptacle locations in mind for next year.

7. Mayor's Monarch Pledge

A. McCormick Garden Maintenance Schedule

Ms. Wojcik stated that the schedule for garden maintenance is a continuation of the previous schedule.

B. Action Item Progress

Ms. Hoffman proposed the letter draft that would be sent to Homeowners Associations promoting native planting. She asked the Committee if any edits need to be made. Ms. Oliver stated that more community events can be listed, which would encourage the public to attend events about native habitat. She said that she would share the list of events with the group via email. Mr. Platt stated that he heard of a Homeowners Association near Fetzner Creek in Crystal Lake that has vacant land, and it can be an opportunity to plant native species there. Ms. Hoffman also stated that this letter can be dated for the fall of 2026, so that these letters can potentially be sent seasonally. The group agreed to gather Homeowners Association contacts to send out to once the letter is finalized.

8. Next Meeting: October 21, 2026 at 6:30 p.m.

9. Adjourn

There being no further business, Ms. Olson moved to adjourn the meeting at 8:03 p.m. Ms. Oliver seconded the motion. Upon voice vote, all voted aye. Meeting adjourned.