

**MINUTES**  
**Sustainability Committee**  
**May 9, 2018**  
**Municipal Complex, 100 W. Woodstock Street, Crystal Lake, IL**

**I. Call to Order**

The meeting was called to order at 7:03 p.m. on May 9, 2018 at the Municipal Complex in Crystal Lake.

**II. Roll Call/Attendance**

Present were the following Committee members: Pat Dieckhoff, Terry Dieckhoff, Chair Scott Hennings, John Kavalunas, Scott Kuykendall. Also in attendance was Assistant to the City Manager Melanie Nebel.

**III. Public Comment**

None

**IV. Approval of the Minutes from April 11, 2018**

Member Kavalunas moved to approve the minutes from the April 11, 2018 meeting as amended. Member Kuykendall seconded the motion. Upon voice vote, motion passed.

**V. Bike With Your Neighbor Event**

The Committee discussed details of the Bike With Your Neighbor Event on June 10, 2018 at noon. Lucky Break Bike Shop will have a booth at the event, while Wheel Werks and Ski and Bike will remain at store locations.

Members reviewed who will be visiting local bike shops to drop off event flyers and ask for raffle prize donations. Member Terry Dieckhoff will visit Ski and Bike, Member Kavalunas will visit Wheel Werks, Chair Hennings will visit Lucky Break. Prizes will be brought to the event. Ms. Nebel will check on reusable ISHOP Crystal Lake bags to put prizes in.

The Committee reviewed points of interest along the route and clues for locations. Member Pat Dieckhoff will format clues and send to Member Pettit and Ms. Nebel for printing and including on the back of the map.

The Committee reviewed a timeline for the event:

- Noon – 2:15:                      Bike Rodeo (Park District Police)  
    Bike Registrations (Park District Police)
  
- Noon – 12:30 pm:                Event Registration & Waivers (SC Members)  
    Safety talk prior to rides (Park District Police)
  
- Noon – approx. 1:00 pm:        Lucky Break Booth
  
- 12:30 pm – 2:15 pm:            Bike Rides

- 12:30 pm – 2:30: Games at Main Beach (Bags)
- 2:15 pm – 2:30 pm: Scavenger Hunt Clues Reviewed, Raffle Tickets & Refreshment Tickets Distributed (1 ticket – short route, 2 tickets – 6 clues, 3 tickets 10 + clues), Riders put raffle chances in buckets
- 2:30 pm: Prize Drawings (SC Members)

The Committee discussed next steps:

- Members will bring prizes to event from local bike shops
- Ms. Nebel will check on pavement markings
- Committee Members to assign day of event duties
  - Member Kuykendall – Follow riders to round up stragglers
  - Member Daigle – Short Route and Refreshment Tickets
  - Members Terry Dieckhoff and Kavalunas – Scorekeepers
  - Member Pat Dieckhoff – Raffle Ticket Handout
  - Chair Hennings – Prize Drawing
  - Event Registration - ?

The Committee will meet on Wednesday, June 6, 2018 to review final event details. Ms. Nebel will invite Kim Buscemi from the Crystal Lake Park District to the meeting.

#### **VI. Open Discussion**

Chair Hennings presented a Bike Week Proclamation for the Committee to vote on bringing to the City Council. Member Pat Dieckhoff moved to adopt the motion. Member Kuykendall seconded the motion. Ms. Nebel will bring the Proclamation to the City Council.

#### **X. Next Meeting**

The next meeting will be held on Wednesday, June 6, 2018 at 7:00 p.m.

#### **XI. Adjourn**

There being no further business, Member Kuykendall moved to adjourn the meeting at 8:35 p.m. Member Kavalunas seconded the motion. On voice vote, all voted aye. Motion passed.

