

**MINUTES  
CITY OF ST. CHARLES  
NATURAL RESOURCES COMMISSION MEETING  
LOREN NAGY, CHAIRMAN  
MARCH 14, 2024**

**1. Call to Order & Pledge of Allegiance**

The meeting was convened by Comm. Churchill at 7:01 p.m. [Chair. Nagy was in remote attendance].

**2. Roll Call**

**Commissioners Present:** Joey Cannizzaro [remote], Angela Churchill, Tom Galante, Heather Goudreau, Lee Haggas, Laura Miller Hill, Suzi Myers, Loren Nagy [remote], Pam Otto, Meagan Provencher; Student Member: Deetya Solanki.

**Absent:** Jeff Mengler.

**City Staff Present:** AJ Reineking.

**3. Minutes Review and Approval.**

Motion to approve and place into the public record the minutes of the February 8, 2024 Natural Resources Commission [NRC] meeting. Motion by Comm. Galante, second by Comm. Haggas to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:03 p.m.

**4. New Business.**

**A. Expiring Commission Terms.**

The terms of Comms. Churchill, Galante, Miller Hill and Provencher will expire on April 30, 2024. Comm. Miller Hill noted she will not renew her commission term. Commissioners Churchill, Galante and Provencher will inform city staff or Mayor Vitek of their decision regarding term renewal.

**B. Rain Barrel Sale.**

Comm. Miller Hill reported the Conservation Foundation contacted her regarding the NRC's participation in a rain barrel sale this year. Pre-orders are entered online via a link which connects the orders to the NRC. More than 20 rain barrels and accessories were sold during the NRC's 2023 sale. Rain barrels will be delivered to Public Works for pick up by residents who have placed pre-orders. The designated pick up date will be Saturday, April 27th from 10:00 a.m. until 12:00 p.m. Comms. Miller Hill and Goudreau will work together on this project.

**C. Social Media Agreement.**

Comm. Provencher will now handle social media for the NRC. Comm. Goudreau had been the NRC's Facebook administrator. Mr. Reineking circulated a copy of the updated *City of St. Charles [City] Social Media Agreement for St. Charles Boards and Commissions Social Media Accounts [Agreement]* and asked all Commissioners to review the Agreement to make ensure everyone was aware of the parameters. Comm. Provencher must adhere to when posting information on behalf of the NRC.

Information should be neutral and in the best interest of the City and the NRC. A copy of the Agreement is attached to and made a part of these minutes.

**5. Old Business.**

**A. Arbor Day.**

Planning continued for the Arbor Day celebration and tree planting on Friday, April 26th.

- Davis School was selected as the location for the tree planting ceremony and Arbor Day celebration
- City staff will coordinate with St. Charles School District 303 staff and the principal of Davis School to confirm the time of the event and planting site for the tree
- Allison Thomas, a teacher at Davis School, was selected as the recipient of the NRC's stewardship award
- Comm. Provencher will contact Ms. Thomas
- Comm. Otto will make the concluding remarks at the event.

**6. Committee Reports.**

**A. Education and Outreach.**

**i. Bird City Update.**

Comm. Myers reported the City will become a recognized Bird City upon completion of a Resolution signed by Mayor Vitek and approval by City Council. On May 8th representatives from Bird City will attend the monthly Kane County Audubon Society meeting to present St. Charles with an award and recognize the NRC for promoting protection and conservation of bird populations and their habitats. Comm. Myers invited all members of the NRC to attend, and noted there are only ten cities in Illinois that have received Bird City designation.

**ii. Articles for The Den.**

Comm. Myers requested participation by all members of the NRC in writing articles for The Den. Graphics and brief wording can also be articles.

**B. Engagement.**

None.

**C. Advisory.**

None.

**7. Communications – Public Services Division Tree Activity Reports**

Motion to approve and place on file the Public Services Division tree activity reports for February 2024. Motion by Comm. Myers, second by Comm. Otto to approve the reports. Voice vote: unanimous; nays – none. Motion carried at 7:32 p.m.

**8. Public Comment.**

None.

**9. Additional Items**

**A. Commissioners**

**Acknowledgement of former Comm. Jon Duerr.**

Comm. Myers acknowledged former Comm. Jon Duerr and his contributions to the City, the Tree Commission and the Natural Resources Commission. Comm. Myers noted his gift of observation and appreciation of trees and the natural world. Comm. Otto noted there will be a public memorial in May at Jon J. Duerr Forest Preserve, 35W003 State Route 31, South Elgin.

**B. City Staff**

None.

**10. Adjournment**

Motion to adjourn the meeting. Motion by Comm. Myers, second by Comm. Provencher to adjourn the meeting. Voice vote: unanimous; nays – none. Motion carried at 7:34 p.m.



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## City of St. Charles Social Media Agreement for St. Charles Boards and Commissions Social Media Accounts

### Introduction

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Recognizing that social media can be a powerful tool for encouraging communication and engagement, the City of St. Charles reviews requests by its Boards or Commissions looking to establish a social media presence if that Board or Commission has direct contact with City of St. Charles residents through community-wide events or initiatives. All content, strategies, and interactions must support the mission of the Board or Commission as specified in the City of St. Charles Municipal Code, follow the guidelines outlined in the Boards and Commissions Manual, and represent the City in a positive manner. Public commenting will be disabled on Board or Commission social media accounts. Residents may interact with the Board or Commission social media accounts through direct messaging.

### Roles and Responsibilities

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#### **Board or Commission**

Member(s) of the Board or Commission may serve as page contributors. Contributors have the ability to post content, including photos, graphics, video, audio, and links, as well as monitor engagement, including responding to messages and tracking mentions.

The Board or Commission Chair shall appoint no more than two members to serve as contributors. Student members are not eligible to serve as contributors. The Chair is responsible for ensuring all content and interactions support the mission of that Board or Commission as specified in the City of St. Charles Municipal Code, follow the guidelines outlined in the Boards and Commissions Manual, and represent the City in a positive manner. The Chair may revoke the role of a contributor or discontinue the social media page if the above criteria for content and engagement are not met.

#### **City of St. Charles**

The City of St. Charles Communications Division Manager shall be the primary administrator of the Board or Commission social media page. An administrator may add or remove contributors, posts, comments, photos, graphics, video, audio, or links, as requested.

### Content Guidelines

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Content shared must:

- Be engaging, relevant, and clearly advance the mission of the Board or Commission as specified in the City of St. Charles Municipal Code, follow the guidelines outlined in the Boards and Commissions Manual, and represent the City in a positive manner.
- Be accurate, truthful, and respectful.
- Not disclose confidential information or engage in activities that may conflict with City interests.
- Not engage in political discussions or take sides on controversial topics.
- Respect copyrights, trademarks, and privacy rights.
- Not make offensive, defamatory, or discriminatory comments.

Term

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This policy shall remain in place for the duration of the social media account.

Signatures

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Name of Board or Commission

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Board or Commission Chair

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Date

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Board or Commission Social Media Contributor

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Date

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City of St. Charles Department Director

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Date

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City Administrator

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Date