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**CITY OF FOREST GROVE  
SUSTAINABILITY COMMISSION  
COMMUNITY AUDITORIUM  
THURSDAY, July 28, 2016 – 6:00 to 8:00 P.M.**

Councillor Victoria Lowe

Brian Schimmel, Chair  
Elaine Cole  
Deke Gundersen  
Hope Kramer  
Robin Lindsley  
Diane Taniguchi-Dennis  
Jacob Rose

Mitch Taylor, Vice Chair  
Dale Feik  
John Hayes  
Leslie Applegate Lanzar  
Karin Pfeiffer-Hoyt  
Edgar Sanchez-Fausto

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

➔ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

**AGENDA**

TOPIC	PREPARATION	PROCESS
<u>COMMUNITY COMMUNICATIONS</u> <b>1. Anyone wishing to speak on an issue not on the agenda?</b> Time: 5 minutes Purpose: Listen Leader: Chair	None	<ul style="list-style-type: none"> <li>State name and address for the record.</li> <li>Limit comments to three minutes or less.</li> </ul>
<u>CONSENT AGENDA</u> <b>2. Any objection, or edits, to accept meeting minutes?</b> Time: 5 minutes Purpose: Decision Leader: Chair	Read previous meeting minutes and subcommittee minutes (attachments). Be prepared to offer edits.	<ul style="list-style-type: none"> <li>Chair polls the team for edits.</li> <li>Accepts the minutes, with edits, if no objection.</li> </ul>
<u>ADDITIONS/DELETIONS</u> <b>3. What changes, if any, should we make to the agenda?</b> Time: 5 minutes Purpose: Decision Leader: Chair	None	Chair polls the team.
<u>PLUS/DELTA</u> <b>4. What details from the previous</b>	Review applicable details from previous meeting minutes.	Brandi reviews areas of improvement that we agreed to focus on during this

<p>meeting will we focus on this meeting?  <b>Time: 5 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Brandi Walstead</b></p>		meeting
<p><b><u>COUNCIL LIAISON REPORT</u></b>  <b>5. Is there relevant information from the City Council to share?</b>  <b>Time: 5 minutes</b>  <b>Purpose: Listen</b>  <b>Leader: Councilor Lowe</b></p>	None	Councilor Lowe informs the Commission on actions and plans by the City Council those are pertinent.
<p><b><u>STAFF REPORT</u></b>  <b>6. Are there relevant updates regarding City initiatives?</b>  <b>Time: 10 minutes</b>  <b>Purpose: Listen</b>  <b>Leader: Jon Holan, Brandi Walstead</b></p>	None	Jon and Brandi inform on the status of initiatives that intersect the City Council or external agencies. Ex.: food recycling program, plastic bag ban, Latino services inventory, Commission role and upcoming election season.
<p><b><u>PRESENTATION</u></b>  <b>7. Should the Commission award CEP mini-grant funds to the Shake &amp; Fold project?</b>  <b>Time: 10 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Cecilia Warner</b></p>	Read the application and view the Ted Talk video. Be prepared to ask questions and share your initial preference and your reasoning.	<ul style="list-style-type: none"> <li>• Questions and additional information regarding the Shake &amp; Fold campaign to reduce waste in our landfill.</li> <li>• Decision to award CEP funds.</li> </ul>
<p><b><u>TOPIC AREA</u></b>  <b>8. Should the City Council adopt a resolution in support of 21 Youth?</b>  <b>Time: 10 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Dale Feke</b></p>	Read the proposed resolution in the attachment. Be prepared to ask questions and share your preference and your reasoning.	<ul style="list-style-type: none"> <li>• Questions and additional information regarding 21 Youth resolution.</li> <li>• How will resolution be used?</li> <li>• Decision to adopt a recommendation to the City Council.</li> </ul>
<p><b><u>TOPIC AREA</u></b>  <b>9. What action we take regarding revisions to the Bottle Bill?</b>  <b>Time: 5 minutes</b>  <b>Purpose: Listen</b>  <b>Leader: Elaine Cole</b></p>	Read the memo in the attachment about revisions to the Bottle Bill and Deposit Center. Be prepared to ask questions.	<ul style="list-style-type: none"> <li>• Questions and additional information regarding the revisions to the Bottle Bill.</li> </ul>
<p><b><u>TOPIC AREA</u></b>  <b>10. What action to take in response to the City Council's letter?</b>  <b>Time: 10 minutes</b>  <b>Purpose: Discussion</b>  <b>Leader: Chair</b></p>	Read the City Council's letter in the attachment. Be prepared to ask questions and share your preference and your reasoning.	<ul style="list-style-type: none"> <li>• Questions and additional information regarding the City Council's letter in response to the Commission's letter. (input is added to the FY2016-17 Work Plan)</li> </ul>
<p><b><u>TOPIC AREA</u></b>  <b>11. What are the priorities, guiding principles and tactics for our</b></p>	Read the proposed work plan in the attachment. Identify relevant information, resources, criteria,	<ul style="list-style-type: none"> <li>• Questions and additional information regarding priorities.</li> <li>• Decision to adopt the 2016 Work Plan.</li> </ul>

<p><b>FY2016-17 Work Plan?</b>  <b>Time: 30 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Chair</b></p>	<p>and assumptions that you believe should guide our decision.</p>	
<p><u>PLUS/DELTA</u>  <b>12. What did we do well for this meeting? What should we do differently for the next meeting?</b>  <b>Time: 5 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Chair</b></p>	<p>None</p>	<ul style="list-style-type: none"> <li>• Members identify pluses and deltas.</li> <li>• Team agrees on deltas to work on for next meeting.</li> </ul>
<p><u>COMMISSIONER COMMUNICATIONS</u>  <b>13. Is there information relevant to Commissioners?</b>  <b>Time: 5 minutes</b>  <b>Purpose: Listen</b>  <b>Leader: ALL</b></p>	<p>Identify relevant information</p>	<p>Chair polls the team.   Chair can suspend post-adjourment.</p>
<p><u>FUTURE AGENDA TOPICS</u>  <b>14. What topics are necessary for the next meeting?</b>  <b>Time: 5 minutes</b>  <b>Purpose: Decision</b>  <b>Leader: Chair</b></p>	<p>Identify relevant topics for the following meeting</p>	<p>Chair polls the team.</p>
<p><u>ADJOURNMENT</u>  <b>15. Is there any objection to adjourn the meeting?</b>  <b>Time: NA</b>  <b>Purpose: Decision</b>  <b>Leader: Chair</b></p>	<p>None</p>	<p>Chair adjourns the meeting if no objection.</p>

**Please call Jon Holan at (503) 992-3224 if you cannot attend.**

\* Items under Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Commission members who wish to remove item(s) from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).