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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM**

THURSDAY, August 25, 2016 – 6:00 P.M.

Councilor 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>INTRODUCTIONS</u> Kayleigh DeBruyne – Pacific U. alternate (Jacob away till Jan'17) Nick Levesque - Pacific U. project pipeline, Center for a Sustainable Society	None	<ul style="list-style-type: none"> Jacob or Chair to make introductions
<u>COMMUNITY COMMUNICATIONS</u> 1. Anyone wishing to speak on an issue not on the agenda? Time: 5 minutes Purpose: Listen Leader: Chair	None	<ul style="list-style-type: none"> State name and address for the record. Limit comments to three minutes or less.
<u>CONSENT AGENDA</u> 2. Any objection, or edits, to accept meeting minutes? 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"> Chair polls the team for edits. Accepts the minutes, with edits, if no objection.
<u>ADDITIONS/DELETIONS</u> 3. What changes, if any, should we	None	Chair polls the team.

<p>make to the agenda? Time: 2 minutes Purpose: Input Leader: Chair</p>		
<p><u>PLUS/DELTA</u> 4. What observations from the previous meeting will we focus on this meeting? Time: 2 minutes Purpose: Input Leader: Chair</p>	<p>Review applicable details from previous meeting minutes.</p>	<p>Review areas of improvement that we agree to focus on during this meeting</p>
<p><u>COUNCIL LIAISON REPORT</u> 5. Is there relevant information from the City Council to share? Time: 5 minutes Purpose: Listen Leader: Councilor Lowe</p>	<p>None</p>	<p>Councilor Lowe informs the Commission on actions and plans by the City Council those are pertinent. Follow up: City Council’s response letter and Youth 21 letter</p>
<p><u>STAFF REPORT</u> 6. Are there actions required by this body regarding City initiatives? Time: 10 minutes Purpose: Listen Leader: Jon Holan, Brandi Walstead</p>	<p>None</p>	<p>Jon and Brandi inform on the status of initiatives that intersect the City Council or external agencies. Ex.: affordable housing; Latino services inventory;</p>
<p><u>PRESENTATION: Mini-Grant App</u> 7. Should the Commission award CEP funds to the 5K Run benefiting the homeless shelter? Time: 10 minutes Purpose: Decision Leader: Elena Parker</p>	<p>Read the application. Be prepared to ask questions and share your initial preference and your reasoning.</p>	<ul style="list-style-type: none"> • Questions and additional information regarding the application. • Decision to award CEP funds.
<p><u>PRESENTATION: Mini-Grant App</u> 8. Should the Commission award CEP funds to the “One Less” Recycling Workshop? Time: 10 minutes Purpose: Decision Leader: Brian Schimmel</p>	<p>Read the application (separate file) and workshop outline in the attachment file. Be prepared to ask questions and share your initial preference and your reasoning.</p>	<ul style="list-style-type: none"> • Questions and additional information regarding the application. • Decision to award CEP funds.
<p><u>TOPIC AREA: Reusable Bag delivery</u> 9. How do we get the reusable bags distributed to multifamily units? Time: 5 minutes Purpose: Input Leader: John Hayes</p>	<p>Be prepared to offer alternatives for delivering reusable bags to multifamily units, such as local clubs.</p>	<p>John polls the team on ideas.</p>

<p><u>TOPIC AREA: Sustainability Symposium</u></p> <p>10. What suggestions or support is required by this body? Time: 10 minutes Purpose: Input Leader: LeslieLanzar</p>	<p>Read the outline of the Sustainability Symposium in the attachment. Be prepared to ask questions and share your suggestions and your reasoning.</p>	<p>Chair polls the team on questions and additional information regarding the Sustainability Symposium.</p>
<p><u>TOPIC AREA: Solar Energy</u></p> <p>11. What actions should this body take toward solar energy use? Time: 10 minutes Purpose: Listen, Decision Leader: Robin Lindsley</p>	<p>Read the background in the attachment. Be prepared to ask questions and share your suggestions and your reasoning.</p>	<p>Chair polls the team on questions and additional information regarding the Sustainability Symposium.</p>
<p><u>TOPIC AREA: Work Plan</u></p> <p>12. What are our questions for the Council regarding their letter? Time: 10 minutes Purpose: Input Leader: Chair</p>	<p>Read the Council response letter and proposed questions in the attachment file. Identify pertinent questions to enhance our understanding of the Council's position.</p>	<ul style="list-style-type: none"> • Questions and additional information regarding the Council response letter.
<p><u>TOPIC AREA: Work Plan</u></p> <p>13. Is there value in prioritizing work plan actions? Time: 10 minutes Purpose: Input Leader: Mitch Taylor</p>	<p>Read the approved work plan in the attachment file. Identify relevant information, resources, and assumptions that should guide us.</p>	<ul style="list-style-type: none"> • Vice Chair polls the team.
<p><u>TOPIC AREA: Pacific U. Pipeline</u></p> <p>14. Are there immediate project opportunities to utilize Pacific U. student resources? Time: 5 minutes Purpose: Input Leader: Chair, Nick Levesque</p>	<p>Read the recap of the Pacific U. Project Pipeline in the attachment file.</p>	<ul style="list-style-type: none"> • Questions and additional information regarding the Project Pipeline. • Input on opportunities to leverage a student resource for a project(s).
<p><u>TOPIC AREA: Work Plan</u></p> <p>15. Are there additional actions prescribed in the Climate Change municipality recorded sessions? Time: 10 minutes Purpose: Input Leader: Chair</p>	<p>View the Climate Change municipality recorded sessions. Identify relevant information, resources or views on actions to add to our work plan.</p>	<ul style="list-style-type: none"> • Chair polls the team.
<p><u>COMMISSIONER COMMUNICATIONS</u></p> <p>16. Is there information relevant to Commissioners? Time: 10 minutes Purpose: Listen Leader: ALL</p>	<p>Identify relevant information</p>	<p>Chair polls the team.</p> <p>Chair may suspend; share information post-adjournment.</p>

<p><u>FUTURE AGENDA TOPICS</u> 17. What topics are necessary for the next meeting? Time: 5 minutes Purpose: Input Leader: Chair</p>	<p>Identify relevant topics for the following meeting</p>	<p>Chair polls the team.</p>
<p><u>PLUS/DELTA</u> 18. What did we do well for this meeting? What should we do differently for the next meeting? Time: 5 minutes Purpose: Decision Leader: Chair</p>	<p>None</p>	<ul style="list-style-type: none"> • Members identify pluses and deltas. • Team agrees on deltas to work on for next meeting.
<p><u>ADJOURNMENT</u> 19. Is there any objection to adjourn the meeting? Time: NA Purpose: Decision Leader: Chair</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).