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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
Community Auditorium
THURSDAY, NOVEMBER 16, 2017 – 6:00 P.M.**

Mayor Pete Truax

Mitch Taylor, Chair
Jacob Rose, Vice Chair
Brian Schimmel
Robin Lindsley
Melanie Estrada Lopez
Hope Kramer

Deke Gundersen
Dale Feik
Tabitha Merten
Amber Nieves
(Kayleigh DeBruyne)

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> 1. Anyone wishing to speak on an issue not on the agenda? Time: 6:00 / 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: 6:05 / 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 make to the agenda? Time: 6:10 / 5 minutes Purpose: Input Leader: Chair	None	Chair polls the team.
<u>COUNCIL LIAISON REPORT</u> 4. Is there relevant information from	None	Liaison informs the Commission on actions and plans by the City Council

<p>the City Council to share? Time: 6:15 / 10 minutes Purpose: Listen Leader: Mayor Truax</p>		<p>those are pertinent.</p>
<p><u>STAFF REPORT</u> 5. Are there actions required by this body regarding City initiatives? Time: 6:25 / 10 minutes Purpose: Listen, Decision Leader: Brandi Walstead</p>		<p>Brandi informs on the status of initiatives that intersect the City Council or external agencies.</p>
<p>6. <u>Mini-Grant Proposal – Waste Center</u> Should the Commission award CEP mini-grant funds to this project? Time: 6:35 / 10 minutes Purpose: Decision Leader: Brian Schimmel/Cecelia Warner</p>	<p>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 mini-grant request. • Decision to award CEP funds.
<p><u>ANNUAL WORKPLAN REVIEW</u> 7. What does the Commission want to focus on for the year and present to Council? Time: 6:45 / 30 minutes Purpose: Decision Leader: Mitch Taylor</p>	<p>Be prepared to share your suggestions and your reasoning on how to accomplish the annual work plan.</p>	<ul style="list-style-type: none"> • Chair polls the team.
<p>8. <u>CURRENT PROJECT PLANNING:</u> <u>KNOWLEDGE PUB</u> Focused planning for current projects. Time: 7:15 / 10 minutes Purpose: Decision Leader: Deke Gundersen</p>	<p>Update Be prepared with relevant information or resources</p>	<ul style="list-style-type: none"> • Discuss any further advertising • Discuss roles of Commissioners at the pub, if any.
<p>9. <u>CURRENT PROJECT PLANNING:</u> <u>Sustainability Article for the News Times</u> Focused planning for current projects. Time: 7:25/ 10 minutes Purpose: Decision Leader: Jacob Rose</p>	<p>Review article</p>	<p>Provide feedback</p>
<p>10. <u>COMMISSIONER RESPONSIBILITIES</u> Review of City Commissioner responsibilities Time: 7:35 / 10 minutes Purpose: Listen, Discuss Leader: Mitch Taylor</p>		<p>Mr. Taylor will review the City policy on roles and responsibilities of Boards and Commissions. This refers in particular to attendance.</p>
<p><u>COMMISSIONER COMMUNICATIONS</u> 11. Is there information relevant to Commissioners?</p>	<p>Identify relevant information</p>	<p>Chair polls the team. Chair may suspend; share information</p>

Time: 7:45/ 10 minutes Purpose: Listen Leader: ALL	Commercial food donation for homeless shelters- Brian Schimmel	post-adjournment.
<u>FUTURE AGENDA TOPICS</u> 12. What topics are necessary for the next meeting? Time: 7:55 / 5 minutes Purpose: Input Leader: Chair	Identify relevant topics for the following meeting	Chair polls the team.
<u>ADJOURNMENT</u> 13. Is there any objection to adjourn the meeting? Time: NA Purpose: Decision Leader: Chair	None	Chair adjourns the meeting if no objection.

Please call Brandi Walstead at (503) 992.3298 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).