



A place where families and businesses thrive.

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

THURSDAY, NOVEMBER 16, 2017 – 6:00 P.M.

Mitch Taylor, Chair	Mayor Pete Truax	Jacob Rose, Vice Chair
Brian Schimmel		Tabitha Merten
Deke Gundersen		Amber Nieves
Robin Lindsley		Melanie Estrada
Dale Feik		Hope Kramer
(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.

CALL TO ORDER: Mr. Taylor called the meeting to order at 6:01 PM.

Sustainability Commission Present: Chair Mitch Taylor, Vice Chair Jacob Rose, Robin Lindsley, Brian Schimmel, Amber Nieves, Tabitha Merten, Deke Gundersen

Council Present: Mayor Truax

Staff Present: Paul Downey, Administrative Services Director; Brandi Walstead, Program Coordinator

Guests: Suhao Li and Matt Comfort, Students at Pacific University; Cecelia Warner

1. COMMUNITY COMMUNICATIONS:

Cecilia Warner provided an update of the Shake-N-Fold project. Ms. Warner shared that she had been contacted by two gentlemen in Germany concerning growing the campaign there; the content has been translated to German and they now have a website up.

2. CONSENT AGENDA:

Ms. Lindsley requested amendments to section 6 and 8, correcting the title of the book mentioned and corrected terminology in the motion addressed. Mayor Truax requested a correction to the date that polling closed for the Local Option Levy from October 31st to November 7th.

Ms. Lindsley moved to approve the October minutes with corrections, Mr. Schimmel seconded. No further discussion. Motion passed unanimously.

3. ADDITIONS/DELETIONS:

Devon Downey-Smith from CCI will be present later in the meeting to discuss the Latino Summit Planning.

4. COUNCIL LIAISON REPORT:

Mayor Truax provided a report of City Council –

- Val Valfre Jr was selected as our new Councilor. He will be in term for the remaining three years of the seat term until 2020. He works with the Washington County Housing Authority and has resided in Forest Grove for 10-12 years.
- Our Japan delegation was in town and as always, enjoyed Halloween.
- The Local Option Levy passed for renewal at \$1.60 per \$1,000 with a 80/20 margin.
- TriMet is moving to increase service to the west side with Line 57 extending to 24 hour lines. There is an effort to improve Grove Link, however, that requires federal funding so no decision at this time.
- The tree lighting will be on November 24th followed by the Light Parade on December 2nd.
- The Transient Lodging Tax first reading will be on November 13th and will be open to public comment, the second reading and resolution will be at the following meeting on November 27th.

5. STAFF REPORT:

Ms. Walstead provided the staff report.

- There are several terms that will be expiring in December; those who intend to reapply need to do so by November 30th.
- Provided an update of work being conducted with Partners for a Sustainable Washington County Community. An offer was made for individuals to attend the presentation portion of the next meeting on January 4th at 10:10 a.m.

6. MINI-GRANT PROPOSAL-REUSABLE TUMBLERS FOR FARMERS MARKET:

Cecelia Warner presented a mini-grant request for funding for reusable stainless steel tumblers that would be available at the Farmers Market for a donation. There would initially be 210 cups purchased with hopes that the donations would allow for additional purchases. There were questions by Commission members concerning sanitation of the cups coming from individuals homes for refills with further discussion of washing the cups for reuse as the other dishes used by the Farmers Market. Ms. Warner explained that the agreement for washing the dishes was with the previous owner of Kings Head and that agreement had not been passed to the new owner during the change of ownership. Ms. Warner feels it may be too much to ask them to add more dishes on top of what is already being done.

Ms. Warner discussed a previously awarded mini-grant in the 2016-17 cycle which has a remaining \$150 with an extension period to the end of December and the possibility of transferring those funds to this project as well.

Mr. Schimmel moved to re-work the previously awarded grant so that the remaining funds may also be spent towards reusable tumblers. Ms. Lindsley seconded the motion. No further discussion. Motion passed unanimously.

Mr. Schimmel moved to approve the currently applied for mini-grant, including the amount above \$500 for a total of \$802. Ms. Lindsley seconded the motion. No further discussion. Motion passed unanimously.

7. ANNUAL WORK PLAN REVIEW

The Commission reviewed the annual work plan from last year, determined which projects had been completed, which projects were still in progress and which projects should be removed. Chair Taylor will update the list based on the conversations and email it out early next week. The Commission will then review the list at the December meeting and take action.

During this process, Ms. Lindsley mentioned a “food basket” list of available food resources in the community and agreed to send a copy to Ms. Nieves.

Ms. Lindsley asked if it is possible to discuss “mixed seating” with Ms. Ruggles while planning for the B&C Dinner, Ms. Walstead agreed to discuss it with Ms. Ruggles. Further, Ms. Merten asked if it is possible to discuss the possibility of having a B&C Open House where members are present to meet with residents of Forest Grove to discuss the work being done and receive feedback or questions. Ms. Walstead will also discuss this with Ms. Ruggles.

8. CURRENT PROJECT PLANNING: KNOWLEDGE PUB

The Commission discussed the next Knowledge Pub with Stacey Metzger from the Fire Department as desired speaker. Ms. Walstead reminded the Commission that they had previously moved and voted to have Ms. Merten as the next speaker.

Chair Taylor moved to withdraw Ms. Merten as the next Knowledge Pub speaker, Vice Chair Rose seconded. No discussion. Motion passed unanimously.

The Commission decided upon January 24, 2018 as the primary date for the Knowledge Pub with January 17th as secondary.

To Do List:

- Ms. Lindsley will speak with Ms. Metzger concerning date availability and Mr. Gundersen will speak with the owner of Forest Theater concerning venue availability.
- Ms. Walstead will speak with Bev Maughan concerning space in the utility bill insert and will create an ad for such if there is room. In order to complete this speaker and venue information will be needed by November 20th at the latest.

9. CURRENT PROJECT PLANNING: Sustainability Article for the News Times

Mr. Rose presented his article for any further recommendations; he will submit to the News Times Friday. Ms. Nieves will write the article for December publication.

10. COMMISSIONER RESPONSIBILITIES

Chair Taylor reviewed the commissions by-laws with the group and discussed with them attendance needs in order to efficiently conduct business.

11. COMMISSIONER COMMUNICATIONS:

None presented.

12. FUTURE AGENDA TOPICS:

- Possible mini-grant from Mr. Gundersen
- Project Planning – Knowledge Pub
- Project Planning – Sustainability Article
- Current Action Plan Reviewed for Submittal to City Council

13. ADJOURNMENT: The meeting was adjourned by consensus at 8:06 p.m.

Respectfully Submitted,
Brandi Walstead, Program Coordinator
City of Forest Grove

Approved by the Forest Grove Sustainability Commission:

Date: **December 14, 2017**