



A place where families and businesses thrive.

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

THURSDAY, FEBRUARY 22, 2018 – 6:00 P.M.

Dale Feik, Chair
Brian Schimmel
Tabitha Merten
Robin Lindsley
Hope Kramer

Elena Uhing, Council Liaison

Amber Nieves, Vice Chair
Jacob Rose
Deke Gundersen
Kenneth Cobleigh

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: Chair Feik called the meeting to order at 6:00 PM.

Sustainability Commission Present: Chair Dale Feik, Vice Chair Amber Nieves, Robin Lindsley, Brian Schimmel, Tabitha Merten, Jacob Rose, Kenneth Cobleigh, Hope Kramer

Council Present: Councilor Uhing

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

Guests: Amy Staats, Forest Grove Community School

1. COMMUNITY COMMUNICATIONS:

None presented.

2. CONSENT AGENDA:

The following corrections were requested by Ms. Lindsley:

- Change the date of January minutes from 2017 to 2018
- Guests from School District were from Oak Grove Academy
- Item 10: Reference to commission members to check with Science teachers should be changed from Ms. Nieves to Ms. Lindsley

Ms. Lindsley moved to accept minutes for January 2018 with corrections. Seconded by Ms. Nieves. No discussion. Motion passed unanimously.

3. ADDITIONS/DELETIONS:

None

4. COUNCIL LIAISON REPORT:

Councilor Uhing provided a report from Council:

- Important dates:
 - March 3: City Council retreat, if members of the commission have input, please email but not in group email in order to retain public meeting laws.
 - March 19th and April 9th are the two available dates for B&C members to attend ethics training, which will be held at 5:30 p.m. in the Community Auditorium.
 - March 13th: 9 a.m.-4:30 p.m. there will be a tiny houses symposium in Albany; the cost is \$120 for commission members. The Affordable Housing Task Force had included tiny houses as a possible point of assistance in the area. Forest Grove is currently not coded or zoned for tiny homes.
 - April 10th: Meet the Candidates Forum for Washington County Chair. This will be held at the Library.
- Other items:
 - Commercial waste recycling has been put on hold. The economics have not been worked out; they are looking to mitigate the cost. Group 1 will not be ready for implementation until March 2020.
 - In the midst of the budget process, Councilor Uhing encouraged commissioners to come to a meeting to gain fundamental knowledge of the process.
 - There is a lot of construction currently happening within Forest Grove. We had been to less than 1% capacity and now at 33%. The majority of the construction with housing and retail will gain taxes, which in turn gains more revenue for services provided by the city.
 - WCVA provided a Studio Grant which will assist with rural bike tourism support.
 - The City was awarded a grant for Bicycle Repair Stations from Cycle Oregon.
 - There had been a Community Development Block Grant awarded to the Senior Center for the kitchen renovation. This will be beneficial to the community because classes are given, the kitchen is used by small businesses that do not have kitchens and help the local economy. Due to this being a federal grant, there are federal rules that have to be followed and it has to go back out to bid.
 - Engineering Department is currently looking at the Town Center to include street trees and decorative brick.
 - The Water Master Plan is currently being updated, if you have input, please provide to Councilor Uhing.
 - Rogers Park will be closed over the summer for renovations
 - Behavioral and Incident Policies have been put in place at the library.

5. STAFF REPORT:

Brandi Keelan provided staff report -

- Sustainability Commission Work Plan was adopted by City Council, Ms. Keelan provided the Commission with the feedback provided by the City Councilors.
- Ms. Keelan provided the Commission with an update of what is happening with Partners for a Sustainable Washington County Community (PSWCC)

6. MINI GRANT APPLICANT: Amy Staats – Sunflower Garden Revitalization

Prior to hearing the presentation by Ms. Staats, Mr. Schimmel informed the Commission that the current unallocated balance of the mini-grant fund is \$2700. If this mini-grant is approved it would put unallocated funds at \$2200.00.

Ms. Staats relayed to the Commission that the Sunflower Garden Revitalization would primarily revolve around replacement of the tool shed. The current shed was damaged in a recent storm and is unsafe for students to enter on their own. Further revitalization will include beautification of the area by cleaning up some straw bales and replacing them with benches.

Mr. Rose moved to approve the mini-grant. Motion was seconded by Ms. Lindsley. Discussion: Mr. Cobleigh inquired as to the size of shed that the Community School intends to install. Ms. Staats responded that it would be approximately 4x4. Some of the current uses of the shed will be relocated to another part of the property. Motion approved unanimously by vote.

7. CURRENT PROJECT PLANNING: Knowledge Pub

A sub-committee consisting of Mr. Gundersen, Ms. Lindsley, Mr. Rose and Ms. Merten met a couple of weeks ago in order to conduct planning for the pub. The group communicated that they need assistance from the rest of the commission with informational material about the commission that can be passed out to attendees. The idea of playing the commissions video at the pub was mentioned, Mr. Rose will look at the possibility. The intent is for the next speaker to be lined up with the date and location prior to the pub so that it can be announced there. It was discussed that Ridgewalker Brewing has partnered with Forest Theater; Ms. Merten will contact them concerning any marketing opportunities.

8. CURRENT PROJECT PLANNING: Sustainability Articles for the News Times

Chair Feik submitted a topical article for the month of February; Ms. Lindsley will submit her article for March; at this time, there will be no article in April; Mr. Schimmel will write an article for May.

9. CURRENT PROJECT PLANNING: Good Neighbor Agreements

Chair Feik stated that he would like to have a special committee formed to research Good Neighbor agreements per the approved motion made in December. **Ms. Kramer moved to begin a special committee for research. The motion was seconded by Ms. Lindsley.** Discussion: The commission felt that it would be a good opportunity to see what goes into a GNA. Ms. Keelan provided a summary of what was found when city staff looked into it. Councilor Uhing informed the Commission that the City is not at liberty to emplace further standards beyond current laws or regulations. She informed the Commission that they can look at the research, make a recommendation if they choose to City Council which would then be reviewed by the City Attorney and then a decision would be made and reported back to the Commission. **Motion passes unanimously by vote. The committee will consist of**

Chair Feik, Ms. Nieves, Ms. Lindsley, and Ms. Kramer. The group will check their calendars for meeting time and provide the information to Ms. Keelan to be posted on the city calendar.

10. HOMELESS OBJECTIVES:

Mr. Schimmel presented the commission with a recommendation to submit to City Council in relation to objectives toward homelessness. **Mr. Schimmel moved to have Councilor Uhing present it to the City Council. The motion was seconded by Ms. Merten. Discussion: Councilor Uhing stated that there was a task force to look at affordable housing, from that was the realization that a separate task force needed to be considered for homelessness. That is the next step. Motion passed by consensus.**

11. GREENHOUSE GAS INVENTORY:

Chair Feik raised the issue of the Greenhouse Gas Inventory that was conducted previously by a Pacific University student. Mr. Feik contacted the intern whom had conducted the study, Kiersten Iwai. Ms. Iwai recommended that the study be updated every three years. Ms. Keelan recommended that the Commission hold off on requesting the city pursue this as it is not in the Annual Work Plan approved by the City Council. Ms. Keelan also presented that the Partners for a Sustainable Washington County Community does have on their work plan to take a look at a Greenhouse Gas Inventory, county wide. Ms. Keelan will keep the commission updated as that task is pursued. The agenda item was tabled.

12. HOUSING CO-OPS:

Agenda item was tabled for future discussion.

13. FOOD RELATED BUSINESS GROWTH:

Ms. Lindsley discussed Tualatin Plain Grains and the small CEP grant that they received last year. Ms. Lindsley stated she feels that there has not been an outlet for food producers to meet, grow, and provide support. Ms. Keelan informed Ms. Lindsley that there is a group of food producers that meet as a sub-group from the EDC. If Ms. Lindsley sends a contact list to Ms. Keelan, she will ensure that group is included in future meetings.

14. COMMISSIONER COMMUNICATIONS:

Mr. Cobleigh discussed commission members putting together a one page bio to share with the rest of the Commission. The commission discussed amongst themselves with guidance from Councilor Uhing the ability to meet on a social level in order to get to know one another.

Mr. Rose shared with the commission the intent to write a CEP grant to help fund an intern for the Center for a Sustainable Society. Mr. Rose envisions the intern working on projects at the college as well as long term actions items from the commission. Mr. Rose will put together the CEP grant and will bring it back to the commission for a letter of support to include in the packet for submittal. This grant would be through the Center for a Sustainable Society, not the commission.

15. FUTURE AGENDA TOPICS:

Ms. Keelan reminded the commission that the CEP process will begin soon; because applications are due by April 6th, any commission members who have an idea for a CEP grant application to be presented by the commission should have the application ready for review at the next meeting on March 22nd. Mr. Schimmel polled the commission for interest in continuing with applying for the Collaborative Sustainable Community (mini-grant); there was consensus the commission should continue with this. Mr. Schimmel will put together the application and present it to the commission.

Mr. Schimmel: Kaely Summers from the Farmers Market will be applying for a mini-grant and requested to have her on the agenda on March 22nd.

Mr. Feik: would like for the Parks Department to come to a meeting to share the types of pesticides/herbicides used.

Ms. Lindsley: would like to discuss how to finance good ideas in Forest Grove.

16. ADJOURNMENT: The meeting was adjourned by consensus at 8:04 p.m.

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

Approved by the Forest Grove Sustainability Commission:

Date: March 22, 2018