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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
Community Auditorium**

THURSDAY, JANUARY 25, 2018 – 6:00 P.M.

Jacob Rose, Vice Chair
Hope Kramer
Brian Schimmel
Robin Lindsley

Mayor Pete Truax

Deke Gundersen
Dale Feik
Tabitha Merten
Amber Nieves

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
New Commission Member Introduction 1. Introduction/Background. Time: 6:00 / 5 minutes Purpose: Listen Leader: Mayor Truax/Paul Downey	None	<ul style="list-style-type: none"> Mayor Truax/Paul Downey will introduce new commission member. New member will provide further information.
<u>CHAIR/VICE CHAIR NOMINATION/VOTE</u> 2. Nominations for positions? Time: 6:05 / 10 minutes Purpose: Decision Leader: Current Vice Chair Jacob Rose	Consider nominees for positions	<ul style="list-style-type: none"> Present nominees Vote on each position
<u>COMMUNITY COMMUNICATIONS</u> 3. Anyone wishing to speak on an issue not on the agenda? Time: 6:15 / 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> 4. Any objection, or edits, to accept meeting minutes? Time: 6:20 / 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.

<p><u>ADDITIONS/DELETIONS</u></p> <p>5. What changes, if any, should we make to the agenda? Time: 6:25 / 5 minutes Purpose: Input Leader: Chair</p>	None	Chair polls the team.
<p><u>COUNCIL LIAISON REPORT</u></p> <p>6. Is there relevant information from the City Council to share? Time: 6:30/ 10 minutes Purpose: Listen Leader: Mayor Truax</p>	None	Liaison informs the Commission on actions and plans by the City Council those are pertinent.
<p><u>STAFF REPORT</u></p> <p>7. Are there actions required by this body regarding City initiatives? Time: 6:40 / 5 minutes Purpose: Listen, Decision Leader: Paul Downey</p>	<ul style="list-style-type: none"> • Annual Work Plan • Vacant position update 	Paul informs on the status of initiatives that intersect the City Council or external agencies.
<p>8. <u>MINI GRANT APPLICATION: Oak Grove Academy School Garden & Landscaping</u> Should the Commission award CEP mini-grant funds to this project? Time: 6:45 / 10 minutes Purpose: Decision Leader: Brian Schimmel</p>	<p>*Jennifer Parrow</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 min-grant request. • Decision to award CEP funds.
<p>9. <u>MINI-GRANT APPLICATION: NAMS Garden & Outdoor Program</u> Should the Commission award CEP mini-grant funds to this project? Time: 6:55 / 10 minutes Purpose: Decision Leader: Brian Schimmel</p>	<p>*Colin Hawkins</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 min-grant request. • Decision to award CEP funds.
<p>10. <u>COMMISSION VOTE ON GOOD NEIGHBOR AGREEMENT</u> Discussion of vote Time: 7:05 / 10 minutes Purpose: Decision Leader: Mayor Truax</p>	Mayor Truax provides feedback on the vote taken at previous meeting	<ul style="list-style-type: none"> • <u>Discussion/Questions</u>
<p>11. <u>CURRENT PROJECT PLANNING: KNOWLEDGE PUB</u> Focused planning for current projects. Time: 7:15 / 20 minutes Purpose: Decision Leader: Deke Gundersen</p>	<p>Debrief</p> <p>Update</p> <p>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.

12. <u>CURRENT PROJECT PLANNING:</u> <u>Sustainability Article for the News Times</u> Focused planning for current projects. Time: 7:35/ 10 minutes Purpose: Listen/Discuss Leader: Tabitha/Robin	Review article	Provide feedback
<u>COMMISSIONER COMMUNICATIONS</u> 13. Is there information relevant to Commissioners? Time: 7:45/ 10 minutes Purpose: Listen Leader: ALL	Identify relevant information	Chair polls the team. Chair may suspend; share information post-adjournment.
<u>FUTURE AGENDA TOPICS</u> 14. 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> 15. 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).