



CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
COMMUNITY AUDITORIUM

THURSDAY, JULY 27, 2017 – 6:00 P.M.

Hope Kramer	Mayor Pete Truax	Mitch Taylor, Chair
Brian Schimmel		Jacob Rose, Vice Chair
Deke Gundersen		John Hayes
Robin Lindsley		Melanie Estrada Lopez
Dale Feik		

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:

Sustainability Commission Present: Chair Mitch Taylor, Vice Chair Jacob Rose, Robin Lindsley, Melanie Estrada, Deke Gundersen, Dale Feik,

Council Present: NA

Staff Present: Jon Holan, Community Development Director; Kari Kent, Administrative Specialist

Guests: Tabitha Merten

1. COMMUNITY COMMUNICATIONS: Introduced Kari Kent as new Administrative Specialist for the City of Forest Grove.

2. CONSENT AGENDA:

Chair Taylor asked for any changes or corrections to the June meeting minutes.

Ms. Lindsley requested a correction to agenda item six, in the third paragraph, Insert “**next**” before speaker in the last sentence of the paragraph. The last sentence in the topic of composting, paragraph needs changed from “**affect**” to “**effect**”.

Mr. Gundersen made a motion to approve the minutes with the corrections, Mr. Rose seconded. Motion passed unanimously.

3. ADDITIONS/DELETIONS:

- **Mr. Taylor:** One addition; Bike CEP Grant
- **Ms. Lindsley:** Two additions; Mini Grant called Stop Killing Bees. Would like a motion to discuss solar energy in Forest Grove

4. COUNCIL LIAISON REPORT: None

5. STAFF REPORT:

Mr. Holan: Need to be aware that anything that is sent out with the City logo printed on it is seen by a wide variety of people with different perspectives. Several department heads made several comments about the announcement, particularly the use of the beer mug and not identifying the commission on the announcement. There is a possibility that Sustainability Commission may have violated state law in regards to email conversations regarding this item. Based on recent training, the state, in the courts, is getting particular about email related correspondence. Be careful about anything that you send via email. You have to have a posted meeting to conduct commission business. This is State Law. In regards to that there will be training provided on this law for all boards and commissions. That way it can be heard from the City of Forest Grove attorneys.

Mr. Taylor: The Sustainability Commission is a volunteer organization. Not a lot will be able to get done without email. Can we have clarification about this by our next commission meeting? The commission wants to make sure they are as productive as possible without having to wait for a meeting each time so do they need to get clarification from the city manager or recorder about what they can or cannot do? What did they question?

Mr. Holan: Several commissions have made similar requests. Due to costs of bringing the City Attorney to individual city commissions there will be training provided, sometime between November and January, for all boards and commissions.

Mr. Gundersen: Can a subcommittee discuss among ourselves ways to carry out assigned duties via email?

Mr. Holan: Checking on an answer for that and reserving comment.

Mr. Taylor: We are one of eleven commissions. This is where we can strongly request input from the city, if they are expressing concern about what we do, all eleven commissions need to know what they can or cannot do?

Mr. Holan: That is the reason for the training.

Ms. Lindsley: If there's communication to one member of commission shouldn't it be to all? The alcohol issue it met with hesitance by many in the community. I do know that there is a strong feeling in this town about alcohol or not. This should be clarified also.

Mr. Taylor: The only thing that was mentioned in regards to alcohol was the City of Forest Grove logo in reference to the beer.

Mr. Taylor: The Sustainability Commission will do our best to follow state laws.

Mr. Holan: On another matter, the City Council, at their next meeting, will consider taking acceptance of affordable housing strategies. This will lead to analysis of each recommendation they have. Also, the Tokola mixed-use development project has a tentative completion date for spring 2018.

6. CURRENT PROJECT PLANNING: SUST PUB

Mr. Rose – Successful Knowledge Pub

There were 28 people in attendance. Deke was able to call together a lot of logistics. It was held at the Forest Theatre. There was a slide show and projection. The room was comfortable. Attendees were mostly us and the people we brought. We had Lexicon of Sustainability presented and also a sandwich board. Flyers were handed out at farmers market. Mailed notice out to the Food Web. The flyers were quarter sheets matching the poster. Put an advertisement in the News Times.

Mr. Feik - Mr. Gundersen gave a very informational presentation. Managers at the theatre seemed surprised about the Lexicon Boards.

Ms. Lindsley – Informed management and even showed them samples of the boards. Phalon worked really hard to set up the boards and they worked.

Consensus –

- Need more time to prepare and promote. Commissioners unanimously agreed to hold Knowledge Pubs quarterly. Set up date for next pub by next meeting.
- Need more specifics for newspaper announcement. Need photo, guest speaker, and date and time of next knowledge pub.
- Need more ideas for topics and possible guest speakers. Commissioner Gundersen provided the ID 155 Essential Human Knowledge list of suggestions for topics and ideas. Use a topic that doesn't say Sustainability.
- Need to delegate responsibilities to share duties. Devise timeline with outline and deadlines.
- Lexicon Posters – They are a good resource. Visuals are an important way to educate people.
- Feedback Sheets – A specific box or place for return of feedback sheets and method to assess and include the information in the next pub.
- Pick a venue and make sure that venues are compensated for their willingness to participate.
- Promoting – Utility Flyer, Jennifer Nash with City of Hillsboro Sustainability – Facebook (Social Media) – Newspaper – Word of mouth – Flyers (Farmers Market) – Community Poster Boards (Exe. Library)

Topic Suggestions – Keep topics less complex and aimed at local needs: Bike Share, Air Quality, and Solar Power.

Mr. Rose – Volunteered to put together a proposal for next ideas and topics. Will be meeting with Mr. Taylor to discuss this further. Next possible for a date for knowledge pub on the 3rd or 4th Wednesday of October. Date decided at next commission meeting.

Miss Merten – Proposal to be guest speaker at next knowledge pub. Miss Merten would be one of three people speaking on the topic of Air Quality. Speakers would include: Susan McLane a State Rep for our area. Miss Merten will be presenting recent air quality test results in our area. She would like to have an Oregon Environmental Council member there to do Q&A.

Motion to accept topic of *Air Quality* and speaker *Tabitha Merten* for next *Knowledge Pub* made by **Mr. Rose**. Motion second by **Ms. Lindsley**. Motion passed unanimously.

7. BACKYARD BURN BAN: Not presented at this time

8. COMMISSIONER COMMUNICATIONS:

- **Vice Chair Rose – CCI:** Gathering a group of people with a goal to organize the next Lantinex Summit. Next meeting will be August 3rd at 5:30 in the Community Auditorium, conference room.
- **Commissioner Lindsley:** Lexicon of Sustainability: Two large sets of posters that provide visual definitions of sustainability terms. Best used in large spaces. Each set includes 25, 2x3 poster boards. Very valuable tools for educating people. Need to figure out how and where to use them. One set is specific to the West Coast. Need to be thinking about how to use them.
- **Commissioner Lindsley:** The Bee Lady from Farmers Market. She is not part of any non-profit. How can she apply for the Mini Grant? She would like to start a petition to get local retailers to stop selling foods that have been sprayed with CPF. CPF kills bees and has many harmful effects on people. Mrs. Lindsley and the Bee Lady are meeting with TVBA to see if they could gain support.
Petitioner has to be within the City limits.
Mr. Holan suggested contacting Paul Downey with City of Forest Grove Administrative Services about the requirements for the CEP grants.
- **Commissioner Lindsley:** Would consider a motion to promote the development and installation of a solar array in the City of Forest Grove.
Mr. Taylor suggested talking to Forest Grove Light and Power and seeing if the City of Forest Grove has any plans for solar power. Request Keith Herman to meet with a sustainability subcommittee group to discuss the City of Forest Grove's position on this topic.
Mr. Taylor proposed to take anyone from the Sustainability Commission who would like to go meet with Keith Herman and discuss solar power.
- **Chair Taylor:** Only got \$4,000 of the \$10,000 Mini Grant for the Bike Share program. That is not enough to implement the entire project. Need to fundraise to get the other \$6,000. \$250 of the city monies will be going towards a membership with the Westside Transportation Alliance. This will get there cooperation and advice on how to raise more funds. Talks with EDC about Lodging Tax and may be willing to using a certain amount of that money for promoting cycling in Forest Grove. Will be going to businesses that will benefit from having a Bike Share in the community and looking for promoters. Brainstorming ideas for ways to do the Bike Share with fewer funds. Using examples from other cities. Finding people who interested in helping move the idea forward.

COMMISSIONER COMMUNICATIONS (continued):

Zagster is a company that provides everything you need, from start to finish, for \$1,100 per bike, per year. Forest Grove would need about 25 to 50 bikes. Total cost would be upwards of \$55,000. The Bike Share is a pilot program for the City of Forest Grove to see if this is viable option to reduce traffic and ease transportation. Mr. Taylor is planning to be at the David Hill Road Grand Opening event advertising his orange bikes and asking for support for the Bike Share program.

9. FUTURE AGENDA TOPICS:

- Work out the mechanics of producing a successful Knowledge Pub.

10. ANNOUNCEMENT OF NEXT MEETING:

The next Sustainability Commission meeting will be Thursday, 8/24/2017 at 6 p.m.

11. ADJOURNMENT:

The meeting was adjourned by consensus at 8:07 p.m.

Respectfully Submitted,
Kari Kent, Administrative Specialist
City of Forest Grove

Approved by the Forest Grove Sustainability Commission:

Date: 10/26/2017