



*A place where families and businesses thrive.*

**CITY OF FOREST GROVE  
SUSTAINABILITY COMMISSION  
COMMUNITY AUDITORIUM  
THURSDAY, AUGUST 23, 2018 – 5:30 P.M.**

Amber Nieves, Chair	Council Liaison, Elena Uhing	Fallon Harris, Vice Chair
Brian Schimmel		Jacob Rose
Tabitha Merten		Robin Lindsley
Tammy Banek-Rydman		Kenneth Cobleigh
Hope Kramer		L. Kate Grandusky

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 Nieves called the meeting to order at 5:32 PM.**

**Sustainability Commission Present:**

Robin Lindsley	Fallon Harris
Brian Schimmel	Kenneth Cobleigh (5:52)
Tabitha Merten (6:18)	Tammy Banek-Rydman
Amber Nieves	Kate Grandusky

**Excused Absences:** Jacob Rose

**Council Present:** Elena Uhing

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

**Guests:** Tom Beck, Planning Commission

**1. COMMUNITY COMMUNICATIONS:** None

**2. CONSENT AGENDA:**

**Ms. Harris addressed some corrections to the minutes from the report given by Colleen Walker regarding School Gardens. Mr. Schimmel moved to accept minutes for July, with the revisions given by Ms. Harris. Ms. Harris seconded. Discussion: None. Motion passed unanimously.**

### **3. SWOT Analysis:**

Mr. Beck began with an explanation of what a SWOT analysis is and the process of completing it. He provided the purpose of this particular SWOT.

Mr. Beck summarized the factual aspects of the Sustainability Commission:

- 13 members allowed
- 10 areas represented by members
- Work Plan to be submitted annually – a basic function
- Council can assign projects
- Makes recommendations to Council on how to implement the Action Plan
- Provides public forums

Strengths noted by the Commission, of the Commission:

- Commission provides more people with ideas to make the City “work”
- Unification towards goal/completion of projects
- Diversity of thought
- Passion
- Relieves pressures on City Council – they don’t have to be the experts, they are able to consult their experts
- Broadens perspectives to learn from others

Weakness noted by the Commission, of the Commission:

- Lot of new members
- No cohesion
- Not yet knowing the process to act (expectations)
- Lack of knowledge of what has been done (history)
- Orientation
- Small size (positions not filled)
- Process vs Mission
- Calendar needed

Opportunities noted by the Commission, for the Commission

- Recommend change to By-Laws for reporting, from October to January or unspecified outside of annually (allows reporting with the rest of B&C’s)
- Submittal of ideas/recommendations to City Council prior to February Council retreat
- Finalize Work Plan for Council Approval by March
- Focus on passions to create the work plan annually
- Create an achievable annual work plan

Threats noted by the Commission, of the Commission

- Work plan too large to be achievable currently

Strengths noted by the Commission, of Forest Grove

- Small enough to make things happen for the community
- Natural resources surround us
  - Watershed
  - Utility

- Wetland
- Growing food (gardens)
- Water
- Environmentally conscious
- Ethnically/culturally diverse
- Great education
- Community Events (market, etc.)
- Good leadership
- Libraries
- Good Business owners
- Citizen input (B&C)
- Metro

#### Weaknesses noted by the Commission, of Forest Grove

- Lack of affordable housing
- Plastic recycling/recycling in general limited
- Metro
- Lack of state support
- Bedroom community
- Poor
- Lack of recreational opportunities
- Transportation
- Location
- Lack of tourism

#### Opportunities noted by the Commission, of Forest Grove

- Local market – expand
- Cooperation
- University
- Civic engagement
- Promotion of food markets
- Partnerships
- Education in the natural resources available around Forest Grove (as previously noted)
- Affordable
- City Expansion
- Work Sessions with City Council
- Technology/Communication

The commission discussed the process of beginning their calendar, relying on their sub-committees for mission oriented meetings, relying on the full Sustainability Commission meetings for process oriented meetings.

#### **4. FUTURE AGENDA TOPICS:**

Mr. Schimmel requested time on the agenda for a mini-grant application review; Run for Shelter.

Ms. Larkins will present for 15 minutes at the September meeting with information on Pacific University Sustainability.

Both the School Garden and Homelessness sub-committees will provide updates to the full commission in September.

Councilor Uhing and Mr. Downey will discuss processes for taking topics to City Council, which will allow the commission to begin narrowing their calendar for the next year in September.

Mrs. Downeysmith will present in October on Clean Energy Jobs update.

In October, the commission will begin work on their ideas for their annual work plan in order to present ideas for the Council Retreat held in February.

The commission will begin work on gathering needed information for their annual report.

**Mrs. Walstead Keelan will send the agenda for September and the August meeting minutes out within the week.**

**5. ADJOURNMENT:** The meeting was adjourned by consensus at 8:08 p.m.

Respectfully Submitted,

Brandi Walstead Keelan, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission:   Date:   September 27, 2018