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

THURSDAY, FEBRUARY 28, 2019 – 6:00 P.M.

MEETING MINUTES Approved by Commission on March 28, 2019.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:00 PM.

Sustainability Commission Present:

Amber Nieves	Johanna Peeters Weem
Lilly Meek	Fallon Harris
Tabitha Merten	Kenneth Cobleigh
Robin Lindsley	Jacob Rose

Absent, Unexcused: Tammy Banek-Rydman

Council Liaison: Elena Uhing

Staff: Paul Downey, Director of Administrative Services; Elizabeth Stover, Program Coordinator

Guests: Troy Vennewitz, Forest Grove School District; Terry O’Day, Pacific University; Charlene Murdock, Nana Cardoon; Amy Staats, Forest Grove Community School

- 1. ELECT OFFICERS:** Harris nominated Nieves as Chair, Merten seconded. Nieves nominated Harris and Vice Chair, Rose seconded. Unanimous approval for both.
- 2. COMMUNITY COMMUNICATIONS:** None.
- 3. CONSENT AGENDA:** Nieves moved to approve minutes of December 20, 2018, meeting as presented. With no opposition, minutes were approved as presented.
- 4. ADDITIONS/DELETIONS:** No additions or deletions.
- 5. MINI-GRANT PROGRAM REVISION:** Cobleigh discussed raising the grant award from \$500 to \$1000. It was felt that some applications appear to have more impact on the community, and perhaps the Commission can award more grant money to those programs. Having the discretion to increase funding would make the CEP spend more efficient. Commission determined flexibility is already present, but it was decided that the increase will not take place until the next fiscal year.
- 6. MINI-GRANT REQUEST:** Troy Vennewitz, Nutrition Services Director for Forest Grove School District, 1728 Main Street. Vennewitz presented on milk dispensers for schools. Councilor Uhing asked if the bags and cups are plastic. Response: yes, and the bags are recyclable and the cups are washable/reusable.
- 7. MINI-GRANT REQUEST:** Terry O’Day, Pacific University, 2762 Willamina Avenue, Forest Grove. O’Day is seeking a grant to fund building covered bike shelters at Pacific

University. Talent and services have already been secured, as local artisans are donating their skills in the construction of the shelters.

8. **MINI-GRANT REQUEST:** Charlene Murdock (sitting in for Charlie Graham), Nana Cardoon, 2542 NW Willamina Avenue, Forest Grove. Murdock is seeking funds for three visits this spring for their “Exploring Sustainable Food and Our Community” program. Children will have access to bilingual instructors, and will be able to prepare and eat food during these visits.
9. **MINI-GRANT REQUEST:** Amy Staats, Experiential Education Teacher at Forest Grove Community School, 1914 Pacific Avenue. Staats is seeking a grant to purchase a high-efficiency refrigerator and freezer to properly store food for their program.

Commission voted on mini-grants:

- Troy Vennewitz – Nieves moved to accept for \$500, Harris seconded, unanimous approval.
- Terry O’Day – Nieves moved to accept for \$500, Cobleigh seconded, unanimous approval.
- Charlene Murdock – Harris recused, Nieves moved to accept for \$500, Lindsley seconded, unanimous approval.
- Amy Staats – Meek moved to accept for \$500, Harris seconded, unanimous approval.

10. **EARTH DAY EVENT UPDATE:** Update from Peeters Weem – Earth Day Litter Pickup will be April 20, at Lincoln Park. Looking for food sponsors, discussing events and prizes, Program Coordinator to work with City departments on logistics, Commission formed a subcommittee (Nieves, Harris, Merten, Peeters Weem) to discuss details next Thursday, March 8, 2019.

11. **CONTINUE DISCUSSION ON BOARDS & COMMISSIONS REVISIONS DISCUSSION:** Councilor Uhing updated Commission regarding the Council’s Goals & Objectives Retreat. Uhing encouraged the Commission members to tour the watershed due to the impact the Commission will have on that Council objective. No vote yet on Boards & Commissions member size and requirements. Approved to remove the Ed position from the Commission. Commission to move forward on current work plan, but it may change in May when Goals & Objectives are finalized.

12. **REVIEW PROCESS FOR AD HOC SUBCOMMITTEES:** Downey and Uhing updated Commission on Council process, discussion, and current/proposed changes to bylaws. Uhing encouraged members to attend Council meetings. Uhing stated preference for individual Boards & Commissions to discuss goals at regularly scheduled Council meetings versus all B/Cs to present at one dinner. Commission members discussed presentations and consensus appeared to be for a Council presentation and a presentation at B/C dinner with time limit enforced.

13. **COUNCIL LIAISON REPORT:** Budget process begins April 4. Forest Grove Library will be celebrating diversity with *Dia de los Ninos* on April 27. Several Councilors will be out for the National League of Cities in Washington, D.C. starting March 10.

14. STAFF REPORT: Downey updated that the budget process starts April 4 with staff review, and a budget informational meeting on April 11. Regularly scheduled budget meetings are May 2, 9, and 16. City will start working on the business food waste and recycling program in late March or early April, and get it through Council by June. Commission will need to review. CEP grant application opened February 29 and closes early April; application needs to be written and reviewed by next Commission meeting, March 28. If Commission needs to contact City staff, please go through the Program Coordinator as the staff liaison. Staff working with a consultant on a solar array project that will likely be located at one of the City's substations.

15. FUTURE AGENDA TOPICS:

- CEP Grant Application, Cobleigh, 7 min.
- Earth Day Litter Pickup, Peeters Weem, 15 min.
- School Garden Report, Harris. Will have a set date for ground-breaking ceremony at Cornelius, 15 min.
- Agenda Work Plan Discussion, Nieves, 15 min. Educate community on Metro's commercial food recycling program.

16. ADJOURNMENT: The meeting was adjourned by consensus at 7:52 p.m.

Respectfully Submitted,
Elizabeth Stover, Program Coordinator
City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: March 28, 2019