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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION**

Different Location



Light and Power Conference Room

THURSDAY, November 17, 2016 – 6:00 P.M.

Councilor Victoria Lowe

Brian Schimmel, Chair
Karin Pfeiffer-Robinson
Deke Gundersen
Hope Kramer
Jacob Rose (Kayleigh DeBruyne)

Mitch Taylor, Vice Chair
Dale Feik
John Hayes
Robin Lindsley
Edgar Sanchez-Fausto

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
<u>COMMUNITY COMMUNICATIONS</u> 1. Anyone wishing to speak on an issue not on the agenda? Time: 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> 2. Any objection, or edits, to accept meeting minutes? Time: 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.
<u>ADDITIONS/DELETIONS</u> 3. What changes, if any, should we make to the agenda? Time: 2 minutes Purpose: Input Leader: Chair	None	Chair polls the team.

<p><u>PLUS/DELTA</u></p> <p>4. What observations from the previous meeting will we focus on this meeting? Time: 5 minutes Purpose: Input Leader: Chair</p>	<p>Review applicable details from previous meeting minutes.</p>	<p>Review areas of improvement that we agree to focus on during this meeting</p>
<p><u>COUNCIL LIAISON REPORT</u></p> <p>5. Is there relevant information from the City Council to share? Time: 10 minutes Purpose: Listen Leader: Councilor Lowe</p>	<p>None</p>	<p>Councilor Lowe informs the Commission on actions and plans by the City Council those are pertinent.</p>
<p><u>STAFF REPORT</u></p> <p>6. Are there actions required by this body regarding City initiatives? Time: 10 minutes Purpose: Listen, Decision Leader: Jon Holan, Brandi Walstead</p>	<p>Read the staff memo on the recommended change to the bi-laws. Consider other changes to the composition of this Commission</p>	<p>Jon and Brandi inform on the status of initiatives that intersect the City Council or external agencies. Ex.: December meeting date; affordable housing; work session date and time; Boards and Commission event; change to bi-laws regarding membership (CWS); update to the Parks Plan; plastic bag ban ordinance update; County Sustainability Committee update</p>
<p><u>TOPIC AREA: Sustainable Resilience Conference Update</u></p> <p>7. What suggestions or support is required by this body? Time: 10 minutes Purpose: Input Leader: Robin Lindsley</p>	<p>Be prepared to ask questions and share your suggestions and your reasoning.</p>	<ul style="list-style-type: none"> • Chair polls the team.
<p><u>TOPIC AREA: Work Plan Priorities</u></p> <p>8. What are the work plan priorities to formally adopt? Time: 40 minutes Purpose: Decision Leader: Mitch Taylor</p>	<p>Identify relevant information, resources, and assumptions that should guide us. Be prepared to claim champion or support role.</p>	<ul style="list-style-type: none"> • Chair polls the team. Identify champions.
<p><u>TOPIC AREA: Pacific U. Pipeline</u></p> <p>9. What are the projects to utilize Pacific U. student resources? Time: 20 minutes Purpose: Input Leader: Chair, Nick Levesque</p>	<p>Be prepared to share input and your reasoning.</p>	<ul style="list-style-type: none"> • Chair polls the team. • Nick to share characteristics of a project description

<p><u>TOPIC AREA: Council Work</u> <u>Session prep</u> 10. What are the key messages and collateral to share with the City Council? Time: 15 minutes Purpose: Input Leader: Chair, Nick Levesque</p>	<p>Be prepared to share your suggestions and your reasoning.</p>	<ul style="list-style-type: none"> • Chair polls the team.
<p><u>COMMISSIONER COMMUNICATIONS</u> 11. Is there information relevant to Commissioners? Time: 10 minutes Purpose: Listen Leader: ALL</p>	<p>Identify relevant information -</p>	<p>Chair polls the team. Chair may suspend; share information post-adjournment.</p>
<p><u>FUTURE AGENDA TOPICS</u> 12. What topics are necessary for the next meeting? Time: 5 minutes Purpose: Input Leader: Chair</p>	<p>Identify relevant topics for the following meeting</p>	<p>Chair polls the team.</p>
<p><u>PLUS/DELTA</u> 13. What did we do well for this meeting? What should we do differently for the next meeting? Time: 5 minutes Purpose: Decision Leader: Chair</p>	<p>None</p>	<ul style="list-style-type: none"> • Members identify pluses and deltas. • Team agrees on deltas to work on for next meeting.
<p><u>ADJOURNMENT</u> 14. Is there any objection to adjourn the meeting? Time: NA Purpose: Decision Leader: Chair</p>	<p>None</p>	<p>Chair adjourns the meeting if no objection.</p>

Please call Jon Holan at (503) 992-3224 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).