



**CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
WEDNESDAY, JANUARY 20, 2021 - 5:30 P.M.**

Council Liaison: Kristy Kottkey, present
Members Present: Mark Nakajima, Chair; Michael Howell, Vice Chair; Bruce Countryman; David Hunter, Jen Warren
Members Absent: Lance Schamberger
Student Liaison: Declan Lynch, present
Staff Liaison: Dan Riordan, present

Call to Order and Role: Chair Nakajima, noting a quorum present, called the meeting to order at 5:34 pm. The meeting was held virtually via Webex due to the COVID-19 situation.

Citizen Communication: None.

Minutes Approval: David moved, and Michael seconded a motion to approve the November 18, 2020 minutes. The motion was approved unanimously.

Action Items / Discussion

1. **Election of Officers for 2021:** Bruce moved, and Declan seconded a motion to re-elect Mark Nakajima as Commission Chair and Michael Howell as Commission Vice-Chair. The motion passed unanimously.
2. **Adopt 2021 Meeting Calendar:** The Commission considered options for meeting during 2021 including meeting monthly, meeting every other month, or meeting quarterly. The Commission discussed the merits of the options and reached consensus to meet monthly except during the summer (July and August). The Commission also discussed changing the standing meeting day from the third Wednesday from the month at 5:30 pm to the second Wednesday of the month at 5:30 pm. Michael moved and David second a motion to change the Commission's standing meeting date to the second Wednesday of the month at 5:30 pm to better accommodate individual Commission members. The motion passed unanimously.
3. **Arbor Day 2021 Celebration Planning:** The Commission continued discussions for an Arbor Day celebration during 2021. Chair Nakajima opened discussion for ideas from Commission members. Jen suggested placing links to videos about tree topics produced by the other organizations on the City's website. The videos could be resources to help property owners. Councilor Kottkey noted she has been asked

questions about trees and property owner responsibilities. Councilor Kottkey suggested producing short videos to answer tree related questions that could be posted to social media, the City's website and possibly YouTube. Declan offered to help with the videos. Jen also agreed to help refine the idea for discussion at the next Commission meeting.

Member Updates: Chair Nakajima noted an ongoing concern about overplanting adjacent to the B Street trail causing potential safety problems. Chair Nakajima inquired about the reason for the planting and responsibility for ongoing maintenance and asked if anything could be done about the situation. David noted the property is owned by Metro. There was consensus among Commission members that the situation should be addressed.

Announce Next Meeting and Adjourn: The meeting was adjourned at approximately 6:30 pm. The next meeting is tentatively scheduled to occur on February 10th at 5:30 pm.

Respectfully submitted,
Dan Riordan, CFC Staff Liaison