FOREST GROVE OREGON

A place where families and businesses thrive.

CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
Community Auditorium
THURSDAY, March 23, 2017 – 5:30 P.M.

Mayor Pete Truax

Mitch Taylor, Chair	Jacob Rose, Vice Chair
Dale Feik	Deke Gundersen
John Hayes	Hope Kramer
Robin Lindsley	Brian Schimmel
Melanie Estrada Lopez	(Kayleigh DeBruyne)

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
CEP GRANT PROCESS & DECISION **1. What one or two projects should we apply for & who will be the Project Manager?** **Time: 30 minutes** **Purpose: Listen** **Leader: Chair**	Prepare your idea with project scope and desired outcome.	• Review each grant proposal • Vote on final projects • Decide who will be Project Manager and who will write the grant30
COMMUNITY COMMUNICATIONS **2. Anyone wishing to speak on an issue not on the agenda?** **Time: 5 minutes** **Purpose: Listen** **Leader: Chair**	None	• State name and address for the record. • Limit comments to three minutes or less.
CONSENT AGENDA **3. 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.	• Chair polls the team for edits. • Accepts the minutes, with edits, if no objection.
ADDITIONS/DELETIONS **4. What changes, if any, should we**	None	Chair polls the team.

make to the agenda? **Time: 1 minute** **Purpose: Input** **Leader: Chair**		
COUNCIL LIAISON REPORT **5. Is there relevant information from the City Council to share?** **Time: 10 minutes** **Purpose: Listen** **Leader: Mayor Truax**	None	Liaison informs the Commission on actions and plans by the City Council those are pertinent.
STAFF REPORT **6. Are there actions required by this body regarding City initiatives?** **Time: 15 minutes** **Purpose: Listen, Decision** **Leader: Jon Holan, Brandi Walstead**		Jon and Brandi inform on the status of initiatives that intersect the City Council or external agencies.
Mini-Grant Proposal-Roots & Shoots **7. Should the Commission award CEP mini-grant funds to the Roots & Shoots project?** **Time: 10 minutes** **Purpose: Input** **Leader: Charlie Graham**	Read the application. Be prepared to ask questions and share your initial preference and your reasoning.	• Questions and additional information regarding the min-grant request. • Decision to award CEP funds.
Mini-Grant Proposal-Eden Acres **8. Should the Commission award CEP mini-grant funds to Right Tools project?** **Time: 10 minutes** **Purpose: Input** **Leader: Terry O'Day**	Read the application. Be prepared to ask questions and share your initial preference and your reasoning.	• Questions and additional information regarding the min-grant request. • Decision to award CEP funds.
ANNUAL WORKPLAN REVIEW **9. What does each champion hope to accomplish in their area?** **Time: 45 minutes** **Purpose: Decision** **Leader: Topic Champions**	Be prepared to share your suggestions and your reasoning on how to accomplish your area of the annual work plan.	• Chair polls the team.
COMMISSIONER COMMUNICATIONS **10. Is there information relevant to Commissioners?** **Time: 10 minutes** **Purpose: Listen** **Leader: ALL**	Identify relevant information	Chair polls the team. Chair may suspend; share information post-adjournment.
FUTURE AGENDA TOPICS **11. What topics are necessary for the next meeting?** **Time: 5 minutes** **Purpose: Input**	Identify relevant topics for the following meeting	Chair polls the team.

Leader: Chair		
<u>**PLUS/DELTA**</u> **12. What did we do well for this meeting? What should we do differently for the next meeting?** **Time: 5 minutes** **Purpose: Decision** **Leader: Chair**	None	• Members identify pluses and deltas. • Team agrees on deltas to work on for next meeting.
<u>**ADJOURNMENT**</u> **13. Is there any objection to adjourn the meeting?** **Time: NA** **Purpose: Decision** **Leader: Chair**	None	Chair adjourns the meeting if no objection.

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).