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

THURSDAY, SEPTEMBER 27, 2018 – 6:00 P.M.

MEETING MINUTES APPROVED OCTOBER 25, 2018

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

Sustainability Commission Present:

Robin Lindsley	Fallon Harris
Brian Schimmel	Kenneth Cobleigh
Tabitha Merten	Tammy Banek-Rydman
Amber Nieves	Jacob Rose
Kate Grandusky	

Absences: Hope Kramer, unexcused

Council Present: Elena Uhing

Staff Present: Paul Downey, Director of Administrative Services

Guests: Michelle Larkin, Pacific University

1. COMMUNITY COMMUNICATIONS:

Michelle Larkins from University commented that Pacific University is already compliant with the upcoming Metro commercial food waste recycling requirement through Aramark.

2. CONSENT AGENDA:

No changes were made to the minutes. Motion to approve minutes passed unanimously.

3. ADDITIONS/DELETIONS:

No additions or deletions.

4. COUNCIL LIAISON:

Councilor Uhing briefly discussed the Coalitions of Color presentation.

5. STAFF REPORT:

Mr. Downey discussed the upcoming Metro commercial food waste requirements, Metro regional solid waste plan, and the recruitment efforts for the Program Coordinator.

6. MINI-GRANT APPLICATION:

Elena Parker made presentation for a mini-grant application for the Run-Walk Event for the Temporary Emergency Shelters. Mini-grant was approved unanimously.

7. GUEST SPEAKER - MICHELLE LARKINS

Michelle Larkins from Pacific University said that Pacific University hired an intern for the liaison position with the Sustainability Commission. She discussed Pacific's Sustainable

Learning Outcomes indicating students have to take a sustainability class before they graduate. A student group from Pacific University was in attendance.

8. CURRENT PROJECT PLANNING - HOMELESSNESS:

Subcommittee memo went out with the agenda. Brain Schimmel mentioned the City Council would issue the proclamation at an October meeting and there would be an op-ed in the News-Times in November if it is published. Staff indicated the proclamation is scheduled for the October 22, 2018, meeting. Brain discussed homeless shelter activities.

9. CURRENT PROJECT PLANNING – SCHOOL GARDENS:

Subcommittee met twice and further divided into two sections: 1) Cornelius Elementary Garden Classroom; and 2) research Farm-to-School Program. Subcommittee is looking at what funding and grants exist, and producing a map for FGSD on how to implement a program. Discussed need for increased funding for School Garden Program Coordinator and that another \$5,000 in funding would double the funding to \$10,000. Kate Grandusky suggested that there may be FGSD funding available and she will coordinate with Fallon on this topic.

10. COUNCIL AGENDA/WORK SESSION FOR PROJECT PROCESSES

Elena discussed that Council is reviewing the structure for Boards and Commissions and that the bylaws for this commission will need to be reviewed as process moves along. Elena indicated that she wants to meet with each member individually. Discussed the date for the work plan presentation to the City Council and that the presentation can be delayed.

Had brief discussion on SWOT analysis from the previous meeting. Most discussion was on the weaknesses. The commission has had many new members and an orientation package would be good. Talked about make-up of commission and that the commission is lacking a member focused on economic aspects. There was consensus to ask Council to vacate the position held by Hope Kramer based on attendance. The work plan is very detailed and needs to be revamped.

Discussed meeting format for future meetings and the desire to have work sessions to have more detailed discussions about specific topics. Work sessions could be up to 45 minutes. Discussed what was needed to change the format of the meetings to accommodate work sessions. Staff indicated that the commission just needed to include work sessions as future agenda items and then staff would draft the meeting agenda accordingly.

FUTURE AGENDA TOPICS:

Next meeting agenda would include review of bylaws and begin a review of the Sustainability Commission's Work Plan.

11. ADJOURNMENT: The meeting was adjourned by consensus at 8:00 p.m.

Respectfully Submitted,

Paul Downey, Director of Administrative Services

City of Forest Grove

Approved as corrected by the Forest Grove Sustainability Commission: Date: October 25, 2018