



A place where families and businesses thrive.

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

THURSDAY, FEBRUARY 27, 2020 – 6:00 P.M.

MEETING MINUTES Approved by Commission on 2/25/2021.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:04 PM.

Sustainability Commission Present:

Amber Nieves

Lilly Meek

Tabitha Merten

Johanna Peeters Weem

Robin Lindsley

Kenneth Cobleigh

Fallon Harris

Absent, Excused: None

Council Liaison: Elena Uhing

Staff: Elizabeth Stover, Program Coordinator

Guests: None

1. COMMUNITY COMMUNICATIONS: None.

2. COMMISSIONER COMMUNICATIONS: Merten, on behalf of Cecelia Warner, reported the Waste Less Workshop will be on March 7, at the Forest Grove Library, 2-4pm. Lindsley reminded the group that the Seed Swap will take place at St. Bede on February 29, from 10am-3pm.

Nieves followed up on:

- The Solar Array letter to Council; Uhing responded that it will not be on the docket until later in the spring.
- Garbage receptacles at all bus stops; Uhing brought it before Council and is asking staff to work with Trimet.
- Highway 47 clean up; Uhing reported the Mayor's team will connect to see if they need volunteers to help with the clean-up and where the garbage can be disposed.
- Social media for commissions; Uhing stated that staff is working with a consultant on the Communication Plan and it is in draft. The first work session before Council will be in April.

3. CONSENT AGENDA: Change "Latinx Summit" to "Community Civic Engagement". Add bullet to this category: How to participate with local government as a community member. Nieves moved to approve, Merten second. Unanimous.

4. ADDITIONS/DELETIONS: None.

5. MINI-GRANT – WYNTER KAISER, FOREST GROVE COMMUNITY SCHOOL: The Forest Grove Community School (FGCS) is working toward 100% no waste lunches. This has been achieved on-campus; however, out and about/field trip lunches are not zero waste. On-

campus, children pack their trash back home. For outings, the school would like to purchase 26-37 reusable lunch bags and tags. A third party would provide the lunches in bulk to the school, and the kitchen staff would repack the food into the reusable bags. FGCS has secured discounts from various vendors for bamboo flatware and the lunch bags. Lindsley would like to see a video component added to mini-grant projects. Participants would produce a video of the mini-grant project to be used as an educational tool for other community members. Uhing advised that it would require the no waste lunch application to be rewritten, resubmitted, and presented. Uhing reminded Kaiser that the funds will need to be used by June 1, 2020. Cobleigh moved to approve for \$500, Harris second; unanimous vote.

6. CEP UPDATE: Cobleigh updated the Commission on the current mini-grant funds:

- Forest Grove School District – Milk Dispensers: \$700
- Foodways at Nana Cardoon – Noodles and Movie: \$0
- Emily Miller – Ghost Net: \$750
- Forest Grove United Church of Christ & Old Town Church – Run/Walk for Shelter: \$1000
- Sustainability Commission – Earth Day Litter Pick Up Event: \$500
- Forest Grove Community School – No Waste Lunch: \$500

Commission was awarded \$4250 and spent \$3450, leaving \$800. Harris mentioned Tess O'Day had inquired about any remaining mini-grant funds; she is interested in purchasing materials for the school gardens.

7. “DID YOU KNOW...” ARTICLES: Cobleigh is on a garbage pick-up schedule of every six weeks resulting in a \$6.75 garbage bill. Nieves suggested this information could become a “Did You Know...” article to inform residents who may not generate as much garbage.

Peeters Weem and Meek designed an infographic in lieu of an article; Uhing requested the addition of Keith Hormann's phone number for Light & Power and send to staff.

Merten wrote a one-page document as a foundation for articles.

Cobleigh to email the Commission members the details of how to get on a \$6.75 garbage and recycling plan, or to create an infographic. No due date on articles; it is an ongoing project.

8. WORK PLAN 2020: Changes requested by the Commission and are reflected in the document.

Harris commented that the Environment Category was about recycling and that seemed too shallow in scope; she would like to see more opportunities to engage with the community in other realms beyond just recycling. Council would like the Commission to add CO₂ reduction to the Work Plan, as partly informed by the Brookline, MA bylaws presentation to Council from Chris Genly, a community member. Uhing offered tours of different departments within the City for Commission members.

9. MINI-GRANT RUBRIC: Merten drafted a rubric based on the current mini-grant guidelines with additional questions at the end of the document. Harris and Nieves agreed with the

addition. Main considerations on the rubric is number of people impacted by a project and the duration of the impact, what percent of the mini-grant request will be funded, and if the group and/or project had been funded in the past. Uhing asked how the Commission would provide information about the impact to underserved groups as required by Metro. Harris suggested capturing that information under the question of “Social Equity”. Nieves suggested adding sustainability from an economic, social, and environmental perspective as a possible separate question. Merten will also add that the Commission may choose to deliberate on mini-grants as opposed to approving or denying applicants on the spot.

10. EARTH DAY FAIR & LITTER CLEAN UP: Nieves summarized minutes:

- March 5 is the next subcommittee meeting.
- Letters to vendors, follow up email on what to expect.
- Meek to create infographic to promote event.
- Utility insert promotion of the event completed.
- Forest Grove gnome purchased as a scavenger hunt activity for participants.
 - Add gnome’s name as a name tag.
 - Interactive map will be available for photo opportunities.
- Community member wanted to include a tree planting, but that cannot be added to the event. Person was directed to the Forestry Commission.

11. COMMUNITY CIVIC ENGAGEMENT: Council Retreat was a different format this year and professionally facilitated. Council is updating vision statement and adding a values statement based on diversity, equity, and inclusion (DEI). A DEI consultant will work with Council and staff on education and training. Uhing suggested the Commission move forward on civic engagement and put DEI Summit on hold until decisions about DEI are made by Council.

12. COUNCIL LIAISON REPORT:

- CEP process is evolving.
 - Council members voted for a community involvement grant: the grant is awarded over three years at \$40,000 per year for transformative innovation that makes a larger impact on the community.
 - Council is discussing what will happen with CEP mini-grants. If the current CEP mini-grant program changes, Uhing would like the Commission to decide what funds they would need as a commission to complete programs (e.g., Earth Day Fair & Litter Pick Up).
- DEI Advisory Team formed with staff: they created an inventory of efforts, will work on education for staff and Council, and will work toward a definition of DEI.
- Communication Plan has been drafted and will come to Council in an upcoming work session.
- The 2021 budget is in process.
- Labor negotiations are underway with the National Brotherhood of Electrical Workers.
- Community Development and the URA is working on an inventory of land owned by Washington County to see if any remnant land would be suitable for affordable housing.
- Tourism consultant presented to Council on 2/24. Council had questions, and the consultant will provide answers at an upcoming meeting.

- The City and Adelante are working together to identify barriers to Latinos starting businesses in Forest Grove. The study will be presented to Economic Development and the Council. The guide to starting a business in Forest Grove will be translated into Spanish.
- Developer purchased the Albertson's site and will build 220+ walk-up apartments with possibly commercial property below. This does not fall under the category of affordable housing.
- Council Creek Trail will be a multi-modal transit way between Hillsboro and Forest Grove.
- Anna & Abby's Yard project at Rogers Park is out to bid. Bids are due March 5.

13. STAFF REPORT:

- Does the Commission want a table at the National Night Out on August 4, 4pm-8pm? Add to the next agenda.
- Food waste buckets from a previous Sustainability Commission project are being stored at Light & Power. Commission will coordinate with staff to take possession of the buckets.
- Bylaws: Commission needs to make minor changes as requested by the City Recorder. Nieves to make changes and submit for Commission approval at the March meeting.

14. FUTURE AGENDA TOPICS:

- Rubric – Merten lead, group review and vote.
- Brian Schimmel meeting notes – Harris to review.
- Council Creek Trail – Presentation by Councilor Rippe.
- Work Plan – Nieves lead, group to review and vote.
- Food Fix – Lindsley to update, group to listen.
- National Night Out – Nieves to lead, group to discuss and vote.
- Annual Report – Nieves to lead, group to discuss and decide.
- Bylaws – Nieves to lead, group to vote.

15. ADJOURNMENT: Nieves adjourned the meeting at 8:07 pm.

Respectfully Submitted,

Elizabeth Stover, Program Coordinator

City of Forest Grove

Approved by the Forest Grove Sustainability Commission. Date: 2/25/2021