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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
ZOOM WEBINAR & COMMUNITY AUDITORIUM
THURSDAY, MARCH 25, 2021 – 6:00 P.M.**

MEETING MINUTES Approved by Commission on April 22, 2021.

CALL TO ORDER: Chair Nieves called the meeting to order at 6:03 PM.

Sustainability Commission Present:

Amber Nieves
Tonya Johnson
Ed Uecker

Johanna Peeters Weem
Steven Barnard
Greg Arrigotti

Robin Lindsley

Absent, Unexcused: Fallon Harris

Council Liaison: Elena Uhing

Staff: Paul Downey, Elizabeth Stover

Guests: Councilor Tim Rippe

- 1. Community Communications:** None.
- 2. Commissioner Communications:** Nieves inquired with Councilor Uhing regarding the Oregon Department of Transportation's response to clean up. Lindsley updated the group regarding the Free Food Resources project. Lindsley to forward Michelle Larkins' contact information to Uhing.
- 3. Consent Agenda:** Lindsley requested to change "CEP Grant" to "Mini-grant" and "transition training" to "orientation training". Nieves moved to approve, Peeters Weem seconded. Unanimous.
- 4. Additions/Deletions:** None.
- 5. Economic Development Commission (EDC) Partnership Potential:** Councilor Tim Rippe presented to the commission regarding EDC activities and overview. Lindsley acknowledged similar issues with the non-profit sector. Nieves asked how the Sustainability Commission and EDC can collaborate. Possibilities included: Festival Street, backyard burn ban/plan, and a "how to" guide related to city services in starting a business. Rippe to send the EDC chair's contact information to Nieves.
- 6. Mini-Grant Application Rubric:** Uhing had concerns that the current rubric does not address equity metrics with enough depth to understand and measure the impact of mini-grant projects. Nieves agreed and suggested adding questions to the mini-grant applications that would alert the applicant to measure their equity impact. Lindsley and Arrigotti to help revise the rubric. Uhing to send Arrigotti Metro's literature regarding the Community Enhancement Program (CEP).
- 7. Community Enhancement Program Grant New Administrator:** Arrigotti volunteered to assume CEP responsibilities. Staff to assist Arrigotti with the responsibilities. Commission has \$3,200 they can utilize until June 30, 2022. Nieves to write a letter or email asking for an extension of funds. Nieves moved to utilize funds with unanimous approval.
- 8. Work Plan 2021:** Nieves reviewed part of the work plan with the commission. Discussion regarding the backyard burn ban/plan as a shorter term goal, and possibly discuss natural gas

ban as a longer-term goal. Nieves to send revisions of the plan to the commission for the next meeting.

9. **Legacy Guide:** Uhing suggested at least one new commission member to volunteer to work on a guide for the commission. Nieves suggested a one-page outline, and Uhing suggested to include Robert's Rules of Order. Johnson, Lindsley, and Uecker volunteered to form a subcommittee to work on the guide.
10. **Equity Presentation:** Stover provided information regarding the status of the City's Diversity, Equity, and Inclusion (DEI) Team efforts: Interviews are complete, focus groups are being scheduled, and staff will be polled. MIG will meet with the internal DEI Team to review information and determine next steps.
11. **Community Civic Engagement:** Moved to April agenda.
12. **Council Liaison Report:** Uhing and the City Manager will contact Dr. Jim Moore from Pacific University to discuss civic engagement. The City Recorder will pull previous applications to fill the two vacant spots on the commission.
13. **Staff Report:** Downey discussed the upcoming informal budget meeting on April 20. Waste Management drafted the composting coupon that will be distributed soon.
14. **Future Agenda Topics:** Work Plan revisions from Nieves, rubric/mini-grant application equity tracking metrics, community civic engagement opportunities (dependent on the timing of conversations between the City and Pacific University).
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: 4/22/21