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**CITY OF FOREST GROVE
SUSTAINABILITY COMMISSION
ZOOM WEBINAR & COMMUNITY AUDITORIUM
THURSDAY, JUNE 24, 2021 – 6:00 P.M.**

MEETING MINUTES Approved by Commission.

CALL TO ORDER: Co-Chair Harris called the meeting to order at 6:05 PM.

Sustainability Commission Present:

Elena Uhing
Tonya Johnson
Fallon Harris

Johanna Peeters Weem
Greg Arrigotti

Robin Lindsley
Steven Barnard

Absent, Unexcused: Ed Uecker

Absent, Excused: Amber Nieves, Paul Downey

Staff: Elizabeth Stover

Guests: Michelle Larkins

1. **Community Communications:** None.
2. **Commissioner Communications:** Co-Chair Harris read the Sustainability Commission mission statement.
3. **Consent Agenda:** No changes. Harris moved to approve, Johnson seconded. Unanimous approval.
4. **Agenda Additions/Deletions:** None.
5. **Free Food Resources:** Michelle Larkins from Pacific University presented to the Commission the background and current status of the Food Taxi project. Pacific University has possession of the hard drive with the code, and, once live, the website will be hosted by Food Taxi and embedded into the Boxer page. Harris asked how the Commission could support the project, and Larkins replied that it would be helpful to have beta testers. It is unknown when the project will be resumed. Arrigotti and Larkins to connect regarding the project coding.
6. **Community Enhancement Program (CEP) Mini-Grant Application Update:** Commission members discussed the language for the application. Johnson recommended making the language less intimidating for applicants. Uhing stated that organizations applying for grants will know which populations they serve and suggested writing the language in general terms. Harris suggested including the Commission's definition of diversity on the application and offered to support Arrigotti in the rewriting process.
7. **CEP Mini-Grant Mural & Adopt-a-Garden:** Barnard stated that the group involved in the project at Pacific University will be meeting with him on June 25. Uhing suggested Barnard speak with Bryan Pohl, Community Development Director at the City of Forest Grove, to discuss sign code. Adopt-a-Garden has not submitted a mini-grant application; Harris updated that the project is on hold during a transition period.
8. **Work Plan 2021:** Uhing thought the Work Plan has too many items on it, and the Commission may wish to consider reevaluating the priorities. The Burn Plan will take up considerable time and resources, so other projects on the Work Plan may need to be postponed to later years. Uhing also informed the group that there is a subcommittee working with staff of developing

programs with the American Rescue Plan grant funds, and she will update the Commission regularly regarding any progress made.

9. **Burn Plan Discussion:** Uhing informed the group that the Council is expecting the Commission to develop a Burn Plan recommendation based on education, research, and outreach. The Council will not tell the Commission whether or not there should be a Burn Plan; the Commission should recommend to the Council if they feel a Burn Plan is appropriate and why. Uhing suggested the Commission speak to the Forest Grove Fire Department staff to determine if they wish to separate rural from city. Harris summarized: the Commission should self-educate on the topic, create a plan to inform and engage the public, and write a suggestion of action for the City Council.
10. **Diversity, Equity, and Inclusion (DEI) Update:** Stover updated the Commission on the City's DEI efforts: MIG will conduct an anonymous staff survey regarding DEI at the City. This will inform the upcoming staff listening session. From there, DEI training, additional community outreach, and the DEI Plan draft will follow. Uhing asked who from the Commission participated in the focus group. Johnson spoke briefly about her experience on the focus group.
11. **Community Civic Engagement:** Harris suggested the Commission might postpone this work to focus on the Burn Plan, since the Burn Plan will consume a great deal of the Commission's time and energy.
12. **Council Liaison Report:** Uhing's vision for the Legacy Guide was more than just a one-page introduction. She would like to see it become more in-depth and serve as a "Governance 101" type of document, more like the Historic Landmarks Board guide. Uhing will speak with Councilor Rippe regarding an Economic Development Commission and Sustainability Commission collaboration. Regarding the Tourism Strategy and comments that it was unknown to the Commission that the City was working on a tourism program, Uhing stated that it is up to the Commission members to educate themselves on what is happening at the City instead of waiting for information to be pushed to the group by staff or Council liaisons.
13. **Staff Report:** Stover reported the City will be opening cooling shelters over the weekend for residents to utilize. Staff is working on an emergency plan regarding extreme heat and cold conditions, as the climate continues to change. Summer o' Fun will be starting soon with free activities for participants to enjoy.
14. **Future Agenda Topics:** For the July meeting:
 - Mural Project Mini-Grant
 - CEP Mini-Grant Application (vote on DEI inclusion language)
 - Legacy Guide (discuss structure and subcommittee)
 - Burn Plan
 - Work Plan (prioritizing items on it, rename to Work Plan 2021-22)
 - Agenda (discuss size and pace; Uhing feels the agenda is too packed each month)
 - Lindsley would like to discuss a retirement celebration for Bev Maughan
15. **Adjournment:** Harris adjourned the meeting at 8:00pm.

Respectfully Submitted,
Elizabeth Stover, Program Coordinator
City of Forest Grove

Approved by the Forest Grove Sustainability Commission: Date: 7/22/21