



**Royal Oak Sustainability and Climate Action Plan (S-CAP)**

**APPROVED - Task Force Meeting Minutes**

**Zoom- remote meeting – February 17, 2022**

**5:30-7:00pm ENDED EARLY at 6:15pm**

- Welcome/ Call to Order at 5:42pm
- Roll Call- name and location
  - Ann Bueche-Royal Oak
  - Woody Gontina- Royal Oak
  - Amanda Herzog-Royal Oak
  - Andrew Sarpolis -Royal Oak
  - Julie Lyons Bricker-Royal Oak
  - Paul Vial-Royal Oak
- Approve Previous Minutes
  - Motion by Ann B.
  - 2nd by Woody G.
  - Approved unanimously
- Approve Agenda
  - Motion by Amanda H.
  - 2nd by Andrew S.
  - Approved unanimously
- Discuss plan development
  - Submission date adjustment- end of first quarter/beginning of second quarter
  - SmithGroup status- They have a person reviewing entering all info into the plan framework
  - Stakeholder outreach-How do we get public comment on this draft plan?
    - Julie did not have time to get this planned with Judy ahead of the meeting. Stay tuned for more info. She has a meeting with Judy next Monday to discuss survey details.
    - Deadline to release to the public: TBD- hard to tell as there are many pieces in play
    - Allow two weeks, if possible, for public comment
    - Ideas for marketing



- Make a few hard copies available at the senior center and Salter center. (Have signage that strongly requests that only people who don't have e access take the paper copies)
- Royal Oak Review coverage, if possible (Julie ask Judy for a connection)
- Flyers on bulletin boards (parking decks, library, senior center, multi-family lobbies, Leo's, Holiday Mkt., transit station, etc.) Andrew will put these up.
- Reach out to ROMPA (multi-cultural parents' assoc.) & CDBG & Judson Center, Disability Network – Julie will reach out to them
- Plan development progress
  - S-CAP Google Drive > DRAFT PLAN-Documents folder
    - Many pages are completed and have been passed to Smith Group for insertion into the draft plan.
    - Working on tables and metrics
- Next steps
  - Send draft plan to task force ahead of meeting so there is time to review.
  - Work on implementation pages
  - Reach out to staff members to share actions related to their work, etc.
  - Finish working with Judy to complete the survey framework for the draft public comment
- Wrap up and Confirm Next Meeting
  - Zoom meeting (Julie will send out) 2/25/2022 @ 3:30 pm
- Public Comment
  - None submitted
- Adjournment approx. 6:15pm
  - Motion by Ann B.
  - 2nd by Woody G.
  - Approved unanimously