



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

**APPROVED - Task Force Meeting Minutes**

**Zoom- remote meeting – February 25, 2022**

**3:30-5:00pm**

- Welcome/Call to Order at 3:35 PM
- Roll Call- name and location
  - Woody Gontina - Royal Oak
  - Amanda Herzog - Royal Oak
  - Julie Lyons Bricker - Royal Oak
  - Paul Vial - Royal Oak
  - Also in attendance: Rachel Bush – Royal Oak
  - Absent: Andrew Sarpolis, Ann Bueche
- Approve Previous Minutes
  - Motion by Paul Vial
  - 2nd by Amanda Herzog
  - Approved unanimously
- Approve Agenda
  - Motion by Amanda Herzog
  - 2nd by Woody Gontina
  - Letter C – resolution language if time allows
  - Approved unanimously
- Public Comment Period on S-CAP
  - Survey Monkey survey with logic will be divided into chunks. Focus topics will have their own radio button and logic. Built-in logic will encourage survey takers to read the plan.
    - Location of survey takers, age group
    - Just waiting to finalize page numbers
    - Links to separate portions of the plan
    - Reporting features will be used to analyze responses
    - Looking into print copies of the S-CAP and how to collect print responses to the survey
    - How are people going to know that it's available?
      - Flyers, Royal Oak Review, weekly eblasts (March 4 and 11), EAB Facebook blast, City Hall Facebook blast
      - Response period opens on March 4<sup>th</sup> and closes on March 18<sup>th</sup>



- Also in-person comment at the EAB meeting on March 23<sup>rd</sup>
- As close to the final version of the plan as possible
- Discuss plan development:
  - SmithGroup staff will be back in full force next week
  - Received the InDesign file from SmithGroup so RO staff can make changes and edits in lieu of the consultants
  - PDF of the most current version is available for viewing in S-CAP Google Drive > DRAFT PLAN – Report > 2022-0221 Royal Oak Draft\_RB
    - Rachel will add a Google doc for comments/edits by page number starting with Ann's suggestions (sent via email)
  - Aaron Filipski, Holly Donoghue, Tim Thwing, Todd Fenton, all reviewed to approve the estimated initial costs of actions, programs, CIP, etc.
    - Example: Omission of capital required, staff time, etc. on the Bronze designation from American League of Bicyclists
  - Metrics tables
    - Nothing related to non-motorized transportation – EV metrics, etc.
    - Miles of bike lanes? Increase that number could be a metric
    - We're missing percentage increases – setting targets, is it too difficult?
    - It was difficult to choose targets in the work groups – we will be measuring movement from the baseline and then establish more aggressive targets in an update in 3 years
      - This needs to be an item in Section 5 – next steps
      - A timetable will be included in the Master Plan and the Resolution
  - Acknowledgement to the EAB per Amanda – she will draft
    - Below the City Commission section
  - Confirm the Glossary will be added to the appendix
  - Question marks in Section 4 tables – most of those have been addressed
- Discuss the Resolution



- There's more time to review and revise this – will hold off
- There will be lots cut out because the Climate Emergency Resolution was used as the base for this resolution and not all of the previous information is relevant
- Next steps
  - Wrap up and Confirm Next Meeting
    - Zoom meeting Thursday, March 10 at 6:30 PM
- The meeting adjourned at 4:34 PM