



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