



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 4th and closes on March 18th



- As close to the final version of the plan as possible
 - Also in-person comment at the EAB meeting on March 23rd
- 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