

City of Newberg Sustainability Committee Meeting Notes

Date:	Tuesday, 10/6/09
Time:	2:00 pm
Location:	Engineering Conference Room
Participants:	Sonja Johnson, Jessica , Howard Hamilton, Michele McManus, David Beam, Paul Chu, Jan Annette de Paz, K'Lyn Hann, Denise Bacon

o Participation-

The group felt that we would only take on the tasks that we could handle and that we were all adult enough to know when to say no.

O Park(ing) Day (Jan Wolfe)

Jan explained the basic idea and asked the group if they would be interested in participating. The idea is that parking spots become a park for a day. (for more information go to www.parkingday.org) Discussion was tabled until April since the event isn't until the third Friday in September.

O Sustainability Page-

For the time being we will use the *Friday Update* as a method of communicating to all city staff. Persons in the committee who wish to contribute will send information to Sonja, who will then send it to the committee for approval. Information will then be sent on to Howard/Mariann for final approval and submission.

o Bike Rack(David Beam)

David looked at several locations at City Hall for bike rack placement. He offered some suggestions. A bike rack could be installed on the concrete slap (moving picnic table under trees) or under the stairwell (concerns were discussed- Safety of people carrying bikes up and down stairs, safety committee had already moved planters from the area). Funding? Discussion was tabled until January.

o Mission Statement Clarification (David Beam)

Committee felt that it was necessary to have a clear vision on where the committee's focus would be. The *Sustainability Committee* wants to include both staff and citizens by leading by example.

Update on Projects:

Annette dePaz- Department heads will promote the practice of double-sided printing.

David Beam and Michele McManus- Working on getting the word out (Water bill, *Mayor's Musing* and internal information).

Jessica Nunley- Commuter Challenge is underway

Current City sustainability practices:

Library- K'Lyn – See end of this document

Howard- Public Works- See attachment

Michele- 2nd Floor- See attachment

Dan- 3rd Floor- N/A (absent from meeting)

Next Meeting:

Date: Tuesday, November 3rd, 2009

Time: 2pm

Location: Engineering Conference Room

Library:

We recycle paper, cardboard, newspaper and magazines. The newspaper, cardboard and magazines are collected by a volunteer b/c FISH gets paid by the pound for them. (FISH covers the cost of their utilities with their recycling proceeds.)

Many of us recycle cans, bottles, etc.

We recycle cartridges through a place that pays us for them, not much, but a little bit for each. We've heard, although not confirmed, that if you send cartridges back to HP via their free return pouches, they throw them away rather than refill them so you have to buy new. We also sometimes give our empty cartridges to the refill place in MacMinnville, if we can't recycle them for profit.

Most of us on staff re-use any single-sided discard paper, at least we save it. It gets cut by volunteers for scratch paper at our public computers and library catalog computers as well as at staff desks.

Rea calls/e-mails any company that sends us multiple catalogs. She requests one copy only, no name, just "Newberg Library." Problem is companies buy "lists" that are ages out of date, and you get dups again. Many more companies are trying to cut out the unnecessary catalogs all the time so you get a much better response than even a couple of years ago. You used to get really miffed company reps if you asked them to send only one, no name. If anyone who orders requests that they NOT be sent a catalog that helps. Also using a common order code/id code/account # for the whole department helps.

For years we recycled magnetic tape (cassettes/vhs) but no one does that anymore.

We try to let other departments know what stuff we have laying around. Mary Newell, Jill Dorrell and Rea Andrew have been around a long time and have always asked each other before purchasing new stuff. Sharing info on purchasing is a biggy too. i.e. where you get the best deal on purchasing or printing etc. If you find a great deal let everyone else know about it.

Of course then there are the books which we recycle several ways depending on their condition.

Rechargeable batteries haven't been so successful b/c they often need to be removed to equipment to maintain their charge, and that just doesn't

happen. If they make it to the battery charger, they tend to get left which is a potential liability.

Some of us try to use manual options like pencil sharpeners, staplers etc. (This is an issue because there is only the once a year option to recycle batteries in Newberg - at the annual hazardous waste collection day. Perhaps the committee could look into an option for the city to establish and maintain a battery and fluorescent tube collection drop site - maybe in collaboration with the Newberg Garbage.) The "automatic" choices like the towel dispensers in our restrooms and the auto-faucets or now the automatic hand sanitizer dispensers use electricity or batteries which raise their own issues of what kind of sustainability. Refills for automatic things tend to be pre-packaged and much more costly.

We save excess supplies like the cut off pieces of the Kapco material which we use to reinforce and protect paperback books to make bookmarks or cover smaller items. There are also the obvious things like using the back side of posterboard, don't print in color or don't print unless you need too - that kind of thing. Again, if staff don't think in a re-use fashion, it's hard to make this approach really effective.

I have also purchased or re-used dishes for my teen programs. Spoons are next on my list.

I have the staff turn the computers off at night. Although they still pull energy while plugged in, it is less, especially for those who have changed their power settings to not hibernate or go to stand-by. I'd like to get to the point of having all equipment, that can be, unplugged when we're closed for 3 days in a row.



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Sustainability - City Hall - Second Floor Survey [Edit Title](#)

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Response Summary

Total Started Survey: 6
Total Completed Survey: 6 (100%)

Page: Default Section

cardboard
Dishes Upstairs for Lunch

1. Do you recycle paper at work?

[Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	100.0%	6
No	0.0%	0
<i>answered question</i>		6
<i>skipped question</i>		0

2. Do you recycle pop cans at work?

[Create Chart](#) [Download](#)

	Response Percent	Response Count
Yes	100.0%	6
No	0.0%	0
<i>answered question</i>		6
<i>skipped question</i>		0

3. Do you recycle batteries at work?		Create Chart	Download
		Response Percent	Response Count
Yes		100.0%	6
No		0.0%	0
answered question			6
skipped question			0

4. Do you have other sustainable practices that you are doing at work? Please list.		Create Chart	Download
		Response Percent	Response Count
Yes		66.7%	4
No		33.3%	2
Hide replies Please List			4
1. Carpool to work.	Mon, Sep 14, 2009 2:51 PM	Find...	
2. e-mail, using website to transmit info.	Mon, Sep 14, 2009 10:57 AM	Find...	
3. Pre-packaged lunches often come in recyclable bowls, which I take home to recycle. It would be nice if I could recycle those at work.	Fri, Sep 11, 2009 1:20 PM	Find...	
4. recyle printer/copier ink	Thu, Sep 10, 2009 11:19 AM	Find...	
answered question			6
skipped question			0

5. What would you like to see the City do toward sustainable practices? Please list.

[Download](#)

**Response
Count**

 Hide replies

6

- | | | |
|--|----------------------------|---|
| 1. detirmine how this affects the financial future of our nation and how many people it puts out of a job. | Wed, Sep 16, 2009 8:54 AM |  Find... |
| 2. Improve HVAC system - often too cold in the summer (hot outside but inside people wear sweaters and use space heaters). | Mon, Sep 14, 2009 2:51 PM |  Find... |
| 3. More fuel efficient vehicles, better heating/cooling systems | Mon, Sep 14, 2009 10:57 AM |  Find... |
| 4. nothing | Fri, Sep 11, 2009 1:20 PM |  Find... |
| 5. Green cleaning supplies | Thu, Sep 10, 2009 4:04 PM |  Find... |
| 6. unknown | Thu, Sep 10, 2009 11:19 AM |  Find... |

answered question

6

skipped question

0

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My answer to #5: More printers that can do two-sided paper printing. Paperless hand dryers; hot air; like the Dyson the best. Get office suppllies from company that sells green products.

David A. Beam, AICP
City of Newberg
Development Planner

Public Works Maintenance Items Recycled

VEHICLE OIL FROM FLEET PICKED UP BY VENDOR

TIRES FROM FLEET PICKED UP BY VENDOR

CRUSHED OIL FILTERS TO SCRAP PICKED UP BY VENDOR

USED BRASS FITTINGS TO SCRAP PICKED UP BY VENDOR

RANDOM METALS/STEEL TO SCRAP PICKED UP BY VENDOR

USED ALUMINUM SIGNS TO SCRAP PICKED UP BY VENDOR

PLASTIC BOTTLES COLLECTED TAKEN TO RECYCLE

GRAVEL/COLD PATCH ASPHALT FROM STREET CUTS USED AS FILL/ROAD BED

OLD FACILITIES PAINT TAKEN TO VENDOR FOR REUSE

BRANCHES/VEGETATION/SCRAP WOOD TAKEN TO VENDOR FOR FUEL

USED PAPER PICKED UP BY VENDOR

USED CARDBOARD PICKED UP BY VENDOR

SPENT BATTERIES VEHICLE/TOOL/INSTRUMENT PICKED UP BY VENDOR

USED COMPUTER/PRINTER/ELECTRIC APPLIANCES TAKEN TO VENDOR

Public Works Operations Items Recycled

USED PAPER PICKED UP BY VENDOR

USED CARDBOARD PICKED UP BY VENDOR

OIL AND GREASE PICKED UP BY VENDOR

OLD PAINT TAKEN TO METRO FOR REUSE

OLD PRINTER CARTRIDGES RECLAIMED BY VENDOR

E-PURE WATER PURIFICATION SYSTEM CARTRIDGES MAILED TO SUPPLIER

CHEMICAL TOTES RETURNED

RANDOM METALS/STEEL TO SCRAP PICKED UP BY VENDOR

OUT OF DATE/OBSOLETE LAB CHEMICALS TO METRO