City of Oregon City
Meeting Minutes
Enhancement Grant Program Committee

June 13, 2019 5:30 PM City Hall, Commission Chambers

1. **Call to Order-** Rocky Smith Jr. called the meeting to order at 5:30 pm.

   Members Present: Denyse McGriff, William Gifford, Lisa Novak, Rocky Smith Jr.

   Member Rachel Smith arrived at 5:56. Member Christine Lewis arrived at 6:00.

   Staff Present: Lori Bell, Economic Development Coordinator, Tony Konkol, City Manager, Ryan Bredehoeft, City Finance Department, Phil Lewis, Community Services Director

   Members Absent: Corri Ellis, Frank O'Donnell, Mayor Dan Holladay

2. **Approval of Minutes**

   Denyse McGriff motioned to approve the minutes of the June 21st, 2018 Metro Enhancement Committee Meeting without changes. William Gifford seconded. Denyse McGriff, William Gifford, Lisa Novak, and Rocky Smith Jr. voted aye. The motion passed.

3. **Conflict of Interest Statements**

   Rocky disclosed the following affiliations and connections:
   He was Oregon City's representative on the Clackamas Heritage Partners Board, an employee of Oregon City School District, and as a City Commissioner he was involved with proposals concerning City Parks and Public Works. His business was a member of the Downtown Association and he lived across the street from Latourette Park where many of his students participated in the Latourette Park project.

   Lisa disclosed the following affiliations and connections:
   She was resident of the Park Place Neighborhood, Secretary for the Park Place Neighborhood Association, Secretary for City of Oregon City Parks Foundation, and the Chair for Oregon City Parks and Recreation Advisory Committee (PRAC).

   William disclosed the following affiliations and connections:
   He was a member of the Oregon City Chamber of Commerce and the Oregon City Parks Foundation. At 6:41, William Gifford stated that he'd forgotten to disclose that he is a member of the Hillendale Neighborhood Association and that that organization had written a letter of support for the Hillendale lighting project.

Denyse disclosed the following affiliations and connections:
She was a member of the Oregon City Parks Foundation and McLoughlin Neighborhood Association. She was McLoughlin Neighborhood Association's liaison to the Latourette Park Core Team and participated in projects at Latourette Park. She was Oregon City's liaison to the Oregon City Downtown Association's Board and as City Commissioner had ties to Public Works.

No concerns were voiced.

At 5:56 Rachel Smith disclosed that she was an Oregon City Commissioner and had some knowledge of the Parks and Public Works but was not a member of any of the applying groups.

At 6:02 Christine Lewis disclosed that she did not have any involvements or potential conflicts.

4. **Funding Information**

Ryan explained that the Document: CEGP Summary 19-20 showed a projection of the next fiscal year with an ending balance of $180,000, assuming that $350,000 was awarded that night and all extension requests were granted. Ryan summarized that the Document: EGP 19-20 showed that there were 24 applicants with application requests totaling $727,000.

5. **Request for Extension**

Lori explained that the Document 2019-2020 Requests for Extension included three grants that were set to expire: the Latourette Park grant, the Greater Oregon City Watershed grant, and the Oregon City Parks Foundation grant for the Ermatinger house.

William Gifford made a motion to extend the three grants through 2019. Lisa Novak seconded the motion. Denyse McGriff, William Gifford, and Lisa Novak said aye. The motion passed.

6. **Review and Discuss Grants**

Lori thanked the applicants and shared that the Committee members all had preliminary rankings and notes from City Department heads about each of the applications. All of the applications had been verified as balancing funds and that percentage-match requirements had been met.

City of Oregon City Public Works

Dayna Webb, City Engineer, presented City of Oregon City's Public Works Department's request to fund the installation of decorative cross-street banner poles. There were questions about the City's process for soliciting artwork, clarification about the wording of posting policies, and clarification regarding Portland General Electric's (PGE) assessment that there was a strength issue with existing poles. Dana was open to juried art solicitation, was aware PGE had determined the existing poles insufficient for hanging cross-street banners, but did not have further specifics, and mentioned that posting was on a first book, first serve basis.

Clackamas Community College
Amy Cannata, Grants Administrator and Kyle Thomas, Student Support Career Coordinator, represented Clackamas Community College in the matter of a grant to increase the outreach to Oregon City employers in order to better connect employees and local businesses. Questions were asked concerning collaboration with Clackamas WorkSource, if the requested funds were to create an additional position, and the logistics of connecting students and employers. Kyle stated there was not collaboration with Clackamas WorkSource. Amy stated that the grant would add .5 FTE to an existing position, and Kyle stated that networking and connecting employers to recruitment events and possibly other marketing strategies would connect students and employers.

Clackamas County Arts Alliance Theatre for Change
No representatives were present.

Clackamas County Historical Society- Ground Improvements
Matt Riegg, Youth Coordinator for Rivers of Life Center, presented Bill Daniels' grant request for funds to seed and redo the irrigation in areas surrounding and near the Clackamas County Historical Society building and increase a wildflower area. Several volunteers were present but did not speak. There was question about the ownership of the land and it was determined that it was Clackamas County's land.

Clackamas Country Historical Society (CCHS)- Window Replacements
Bruce Hanson, President of CCHS, presented the Society's request for window replacement to prevent the elements from damaging and/or destroying the facility and/or artifacts. There was a question regarding the single bid and prospects for additional matched funds. Bruce explained that the product was locally produced, high quality, and only one bid had been requested due to the price and that of all the requests for funds that had been made, the amount listed on the proposal was the only match received.

Clackamas Heritage Partners
Gail Yazzolino, End of the Oregon Trail Interpretive Center, and Dr. Stephen Beckham, Professor Emeritus at Lewis and Clark College, presented Clackamas Heritage Partners' request to fund a film to teach a comprehensive history of the Oregon Trail. Dan Fowler, Board Chair of Clackamas Heritage Partners, and Jon George, Secretary of the

Confederated Tribes of Grand Ronde Tribal Council, were also mentioned to be in attendance, but did not speak.

Clackamas Workforce Partnership
Brent Balog, Outreach Coordinator, presented Clackamas Workforce Partnership's fund request for the creation of a youth service provider network. Clarification was requested on deliverables. Brent offered the number of employers and educators contacted as well as job placement numbers as future deliverables and acknowledged the difficulty with having to wait for results.

Downtown Oregon City Association- Clean Streets
Liz Hannum, executive Director For Downtown Oregon City Association (DOCA), and Carrie Crook, Operations and Visitor Service Manager, presented DOCA's request for funds to hire an additional Clean Team associate. Questions were asked regarding patterns, the physical area, what would happen without Clean Team, and if there was a partnership Metro's RID program. According to Carrie, the patterns are variable, the absence of Clean Team would likely shift maintenance duties to shopkeepers and/or the City. Clean Team usually is in contact with Public Works, but has reached out to Metro's RID program on at least one occasion. Rachel expressed the view that this seemed like a maintenance task the City should be performing.

Downtown Oregon City Association- Placemaking
Liz Hannum and Carrie Crook presented DOCA's request for a grant to allow more planned activities Downtown, particularly in Liberty Plaza. Questions about the longevity of this grant were raised and Liz stated the hope was to use this year as proof-of-concept to make this a self-sustaining program, with some help from the County.

Ecology in the Classroom - ECO
Sarah Woods, Interim Executive Director of ECO, presented the grant request to enable 180 children to remove invasive from Newell Creek on land adjacent to the Mountain View Cemetery. William asked if it was Metro's land, but it was determined to be Oregon City's land.

Ecumenical Ministries
Jenny Prett, Director of Second Home Program, and Adam Jenkins, Regional Coordinator of Second Home, presented Ecumenical Ministries' request for funds to address the needs of unaccompanied high school students in Oregon City. Adam read a statement on behalf of Mary Ellen Winterhalter, Homeless Liaison at Oregon City School District, expressing a need for the grant money. William asked if funding from the County had been applied for. Jenny replied that the current funding, $46,000, comes from Clackamas County, but it is ending and though they have reapplied, there is no guarantee that they will be reissued a grant from County. In response to questions about levels of unaccompanied youth in Clackamas County, Adam responded that

Oregon City has the highest number of unaccompanied high school students in Clackamas County.

Hillendale Pickleball Club
Robert Small, President of Hillendale Pickleball Club and Ambassador of the United States Pickleball Association, and Tim West presented the Hillendale Pickleball Club's request for grant money to increase lighting in the Park in order to increase safety and promote increased use of the facility. Questions were asked regarding the timing of lights and other sources of funding. Denyse asked the City Manager why this project was not funded by System Development Charges (SDCs), and he explained that there was an SDC match in place, but the overall allocation of SDC funds was allocated for the acquisition of new parks. Denyse expressed the opinion that this project should be 100% City-funded with SDCs.

Home Orchard Society
Tonia Lordy, Manager, and Scot Martin, Vice President and beekeeper, presented the Home Orchard Society's request to fund Phase 2 of the Community Orchard Initiative, which would allow for various site upgrades and equipment acquisition in order to increase community workshops offered. There were questions regarding workshop cost and audience. The workshops are open to the public and charged on a sliding scale or work-trade.

Latourette Park Core Team
Karen Buehrig, Cheryl Rizzo and Heidi McKay presented the request for funds to construct nature play elements and natural features at Latourette Park. There were questions concerning the reason for the amount requested and the amount expended on the project thus far. Karen stated that the requested amount of $50,000 would get the project closer to completion.

Lower Columbia Estuary Partnership
Chris Hathaway, Community Programs Director, presented the request for funds to allow for large canoe trips on the Willamette River in order to connect students, seniors, and members of underserved communities with the river.

Northwest Center for Alternatives to Pesticides
Sharon Selvaggio, Health and Wildlife Improvement Director, presented the request for funds to conduct resident outreach via paperwork regarding pesticide-free pest management and lawncare, educational workshops, and providing instruction about stormwater facilities, installation and design in Spanish. There was a question as to whether the requested personnel amount would fund a full-time employee. Sharon answered that it would fund a portion of one position.

Oregon City Chamber of Commerce

Michael Brand, Executive Director, presented the request to fund the Entrepreneur Mindset Academy to encourage entrepreneurship in invention and social issues. Questions were asked about target participant numbers and Michael stated 200 was the minimum number of expected participants.

Oregon City School District
Rich Larson presented Oregon City School District's request for funds to remove the chainlink fence from Barclay School and replace it with a steel fence, in compliance with historic code standards. Rich also mentioned that after receiving the first bid, the grant application amount should be reduced. There were questions about the future use of the Barclay School and of plans to bring the ADA ramp into historic code compliance. Rich said the upper levels were being used as offices, and the lower level is housing students.

Oregon City Together
Brian Shaw, Board Member, and Pam Wilson, Administrator, presented the request for funds to provide education to adults about marijuana's effects on children and to provide lockboxes for drugs and medications to the community in order to reduce teen and child drug usage and increase community safety. There was a question about how the request met a goal on the application about serving particular populations. Clarification was given to make the lockboxes accessible to people of low socioeconomic status.

Oregon City Youth Sports
George Lee, President, presented the request for funds to install artificial turf at Wesley Lynn Park for player safety and maintenance reasons. There were questions about the construction costs and future involvement with replacement of the turf at the end of its life. It was determined that Oregon City Youth Sports was prepared to do all of the installation prep, but the installation would have to be contracted out due to the special machine needed to set the turf, and OCYS would have continued buy-in for the replacement of this turf in 10-15 years.

Park Place Neighborhood Association
Bob LaSalle, Park Place Neighborhood Association member, presented the request for the replacement of the destroyed play structure at Park Place as there are no other close play structures in the area and there is an anticipated growth of dwelling units.

Redemption Oregon City
Dan Paxton, Pastor, and Adrian McLucas, Eagle Scout candidate, presented the request for enhancements to the front side of the church to better accommodate those who use the space. There was a question about the groups that use the space and Dan shared that -4H and Boy Scouts and Narcotics Anonymous all use the space.

Rivers of Life Center

Jerry Herrmann and Major Doug Thomas, instructor for Oregon City High School JROTC, represented the request for funds to remove invasive plants from Clackamette Cove and Clackamette Park and to move rocks from the channel to promote water quality.

Village at the Falls
Anne Batey, presented the request for funds in order to accelerate the launch of Village at the Falls by reducing the time spent fundraising. There were questions regarding whether partnerships existed with other service providers, specifically Clackamas County Council on Aging and Pioneer House. Anne said they had met with both, although there was no official partnership with Pioneer House yet.

Rocky brought up the historical debate about bringing City projects to compete with public applications instead of putting them in the City Budget. Lori shared that the Intergovermental Agreement that Oregon City has with Metro does have limitations on the amount of applications City of Oregon City can submit. Rocky stated that he would like this to be reviewed after this application round. Lori was in support of a future meeting to discuss this.

7. Determine Grant Award Allocations
William stated that Mayor Holladay and Committee Member O'Donnell did not submit individual preliminary rankings for the allocation of funds but Corri Ellis did. William put forward the possibility that Corri might have changed rankings based on the presentations. There was general discussion about the role of the individual rankings in the decision-making process and the pros and cons of including and excluding rankings of members not present.

William Gifford moved to strike the rankings of Corri Ellis from the ranking document. Denyse McGriff seconded for the purpose of discussion. In the discussion, Rachel expressed concern at the appearance of calculating the vote both ways before deciding to include or strike the ranking as it held the appearance of seeing the outcome of removing another member's vote in order to alter the ranking order in a preferential way and ignored the wishes of and the work the member took the time to do. Lisa asked if there was a precedent. Lori was unaware of one. Denyse McGriff voted aye. William Gifford voted aye. Lisa Novak voted nay. Rocky Smith Jr. voted nay. Christine Lewis voted aye. Rachel Smith voted nay. The motion failed.

Lori thanked the applicants for their interest, encouraged those who were not awarded funding to connect to discuss other grant opportunities.

A spreadsheet was projected which displayed the rank order of the applications with a line delineating where the original funding amount of $350,000 ended. Items in lines 4-14 were reported as being within the $350,000 allotment.

William asked about past sessions where applicants were asked if they would accept partial funding. Lori replied that although that had happened in the past, current best practice was to fully fund due to the difficulties of realizing deliverables with less than total awards.

Rocky asked an audience member to not speak from the audience and wait for public comment before coming to the podium to share.

It was noted that some organizations had more than one application that received funding and that might require review for future rules. There was discussion about pulling smaller amount grants being funded. Rocky disagreed with funding items out of order. There was also discussion about taking into account alternate sources of funding and if past grants had been awarded.

Denyse McGriff made a motion that for the next round of Metro Enhancement Grants, the committee be constituted to meet 1-2 times to talk about process and procedures prior to the next funding cycle applications going out, with an amendment to notify all applicants from the last two years. William Gifford seconded. Denyse McGriff, William Gifford, Lisa Novak, Rocky Smith Jr., Christine Lewis, Rachel Smith all voted aye. The motion carried.

There was general discussion between the committee and staff as to the feasibility and possible impact of reducing the balance below the $180,000 level originally suggested by Finance as a solid stopping point. Ryan explained that this was a good governance process to provide some financial cushion. The ending fund balance goal was added to the items to discuss at the future process and procedures meeting.

Doug Neeley made a public comment offering a suggestion for figuring out funding proposed items by reducing by percentage.

Denyse McGriff made a motion to accept lines 4-14 for full funding. Lisa Novak seconded. Denyse McGriff, William Gifford, Lisa Novak, Rocky Smith Jr., Christine Lewis, and Rachel Smith all voted aye. The motion carried.

Further discussion yielded sentiment that a few more projects could be funded.

William Gifford made a motion to fully fund lines 15-17. Rachel Smith seconded. Denyse McGriff abstained. William Gifford, Lisa Novak, Rocky Smith Jr, Christine Lewis, and Rachel Smith all voted aye. The motion carried.

8. Supporting Documents

These documents are there for reference.

9. Exit Reports

Lori shared that these are not due until the end of the month and that staff recommended that they be accepted.

10. Adjournment- Meeting was adjourned at 8:21 pm.