



CITY OF OREGON CITY COMMUNITY ENHANCEMENT GRANT PROGRAM COMMITTEE

MINUTES

Virtual Meeting

April 11, 2022

VIRTUAL MEETING

This meeting will be held online via Zoom; please contact mweintraub@orccity.org to register to participate.

The public is strongly encouraged to relay comments to the Committee in one of three ways:

- *Email comments up until the day before the meeting to agriffin@orccity.org.*
- *Phone call (Monday – Friday, 8 am – 5 pm) to 971-930-7613, all messages will be relayed and/or register for over-the-phone testimony.*
- *Mail to City of Oregon City, Attn: Economic Development Manager, P.O. Box 3040, Oregon City, OR 97045*

CALL TO ORDER

Chair Smith called the meeting to order at 6:00 PM

Present: Mayor Lyle Smith, Commissioner Frank O'Donnell, Commissioner Rocky Smith, Commissioner Denyse McGriff, Corri Ellis, Laurie Wilson and William Gifford. Metro Commissioner Christine Lewis.

Staff: 3 - James Graham, Ann Griffin, Matt Zook, Ramona Perrault from Christine Lewis' office.

Absent - Commissioner Adam Marl

DECLARATION OF A QUORUM

PUBLIC COMMENTS

There were no public comments

GENERAL BUSINESS

Review of Minutes from June 10, 2021

Laurie Wilson asked that the spelling of her name be corrected ("Laurie" not "Lori"). Lyle Smith asked that incomplete sentence at the top of page 3 be corrected (sentence starting "Zook

replied...” Denyse also adds that she thinks people’s full name should be included instead of just their last name. Ann Griffin will revise the minutes.

Mayor Smith recognized William Gifford in attendance. His terms on the Committee has expired and he has re-applied for membership. He is participating as a member of the public until he is formally re-appointed.

Financial Status of the Program – Matt Zook shared his screen. The beginning fund balance of July 1, 2021 was \$413,194. The City received two quarterly payments from Metro Dumping fees: Q1 (July-Sept.) of \$94,102 and Q2 (Oct.-Dec.) of \$82,966. With the pay out of grant awards and program expenditures, the current cash position of the program as of \$4/7/22) is a balance of \$482,972. He further noted that there is a remaining \$230,417 of grant encumbrances that has yet to be spent.

Matt Zook reminded the group that the City is now using a cash basis to track for the program balance.

Laurie Wilson asked why the balance from previous awards has not been spent (an amount shown of \$37,416). James Graham reminded the group that staff works with grant applicants to assist them with any issues that prevents them from spending all dollars as planned. Awardees are able to request payments on a quarterly basis but they are not required to do so.

Program Administration – James Graham asked Matt Zook to show committee members the scoring sheet that will be used. Matt Zook walked the group through the scoring sheet for 2021 scoring process. The electronic scoring sheet shows each applicant, the score provided by each member and preliminary scores.

Program Recommendations – Ann Griffin reviewed recommendations that the CEGP Committee made at their meeting in June 2021. The Program Recommendations listed on the agenda to review: Letters of Support, Exclusion of Capital Projects, Pre-Application and Project Extensions.

Letters of Support – Ann Griffin stated that city staff would remind future grant applicants to include letters of support from relevant neighborhood associations, city departments that would be impacted by a given project and other property owners who might be impacted.

Mayor Lyle Smith asks if every project needs to have a letter of support, aware that not every neighborhood association meets regularly. Committee doesn’t want to make the requirement for a letter a barrier. Laurie Wilson seconded that concern, suggested that a support letter be a suggestion rather than a requirement. Denyse McGriff disagreed, said she thought outreach to a neighborhood association is a good idea, able to reach the CIC or a Steering Committee of a Neighborhood Assoc. Commissioner Smith stated a neighborhood association letter isn’t necessarily needed but the groups involved and the property owners involved definitely need to be involved.

Capital Projects – Ann Griffin called out capital improvement projects as something that doesn’t necessarily qualify for the Enhancement Grant. Laurie Wilson asked about historic preservation projects. Ann Griffin replied that historic preservation is an important category. One way to

consider a potential project is to review the 10 criteria established by Metro – if a nonprofit is making improvements to its property that is one eligible criterion. Also, is a project going to be accessible to and of benefit to the general public.

Pre-Application Process – Ann Griffin said that the City decided not to move forward with a pre-application process. Two reasons for this: limited staff bandwidth and the ability to do an improved job in screening applications, after the experience of this year. process in place to do a better screening

Laurie Wilson asked if the Committee will receive a list of applications that applied and that were considered ineligible. Ann replied that she would share such a list with the group. Christine Lewis said she would like to receive a staff report that shared the information of why certain applications were not accepted as eligible (such as a for-profit applying when the program requirements state that applicant organizations need to non-profit organizations).

Schedule - Ann Griffin reviewed the schedule. The grant application period opened on March 28 and applications are due on June 1st. She stated that staff would get the proposals to the Committee two weeks before the Committee meets to review them.

Project Extensions – Organizations that require an extension need to make a request by May 27th. The Committee will review Extension Requests at the same time that they review the new applications received.

June 21st hybrid meeting to be held at the Public Safety building.

ADJOURNMENT

Mayor Lyle Smith adjourned the meeting at 8:02 pm.