



CITY OF OREGON CITY ENHANCEMENT GRANT PROGRAM COMMITTEE AGENDA

City Hall Commission Chambers, 625 Center St., Oregon City, OR 97045
Wednesday, March 12, 2025 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

- Register to provide electronic testimony (email agriffin@orc.city.org or call 503-974-5517 by 3:00 PM on the day of the meeting to register)
 - Email agriffin@orc.city.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- Approve the Minutes from June 17, 2024

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. PRESENTATIONS

- Program Financial Status (Matt Zook)

5. DISCUSSION ITEMS

- Review of Scoring Procedures
- Policy Review and Recommendations

6. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

**Enhancement Grant Program Committee
June 17, 2024**

I. CALL TO ORDER

Present: Mayor Denyse McGriff, Commissioner Adam Marl, Commissioner Rocky Smith, Commissioner Mike Mitchell, Metro Councilor Christine Lewis, Marie Andrews, Judy Schaffer, Eric Bruckbauer

Absent: Commissioner Frank O'Donnell

Staff: James Graham, Ann Griffin, Matt Zook

II. PUBLIC COMMENT

There were no public comments.

III. APPROVAL OF THE MINUTES

Christine Lewis (“Christine”) moved to approve the meeting minutes of the March 18, 2024, meeting. Commissioner Mike Mitchell (“Mike”) seconded the motion. The minutes were approved by unanimous decision.

PRESENTATION

IV. Requests for Extensions of Existing Enhancement Grants

Ann Griffin (“Ann”) presented the two requests for extensions of enhancement grant recipients from the 2023-2024 cycle.

1) Stephen Greenwood, Museum of the Oregon Territory – Willamette River Exhibit

Originally submitted \$25,200 to Community Enhancement Grant with the hopes of also getting other grants from additional sources. He received verbal confirmation of a \$100,000 grant award in June 2023 and hoped to combine their grant money to build an interactive exhibit. That funding was delayed. Stephen Greenwood (“Stephen”) requested a 6-month extension.

Commissioner Adam Marl (“Adam”) asked how they plan to communicate the existence of the new exhibit to the public.

Stephen responded that they have been working with Mercy Corps to develop a stakeholder strategy that includes improving messaging systems.

Mayor Denyse McGriff (“Denyse”) was curious on how they plan to track the number of Oregon City residents that this exhibit will impact.

Stephen answered that the museum plans to solicit voluntary visitor reports that track demographic information once the exhibit opens. They will have a specific strategy for how to gain more Oregon City residents.

Commissioner Mike Mitchell (“Mike”) brought up the point that the request is for 6 months, but the committee will not meet for a year, and wondered if they should make the extension a full year instead. Marie Andrews (“Marie”) believed that they could have a special meeting in 6 months if necessary. Eric Bruckbauer (“Eric”) agreed that leaving it at 6 months would work. Judy Schaffer (“Judy”) was okay with that approach, taking up to a year if necessary. Commissioner Rocky Smith (“Rocky”) and Adam both felt either choice would work.

James Graham (“James”) noted that they hadn’t had issues in the past and suggested that the committee leave it up to staff to check in with the grant recipient and ensure that the 6 months that were requested are what is used. He suggested that, if necessary, a special meeting could be held after those 6 months.

Rocky motioned to approve the extension and Mike seconded. It was unanimously approved.

2) Trieste Andrews and Josh Planton - Oregon City Arts Commission

The project to develop a new statue was delayed due to including the McLoughlin Neighborhood in the process more heavily. They requested a 3–6-month extension.

Adam moved to approve the staff recommended extension. Rocky seconded the motion. It was unanimously approved.

V. New Proposals, 2025-2026 Enhancement Grants

1) Dennis Anderson, Canemah Historic Cemetery

Requested grant funds to preserve, restore and maintain the cemetery. Mike asked about the steel cargo box being added to the cemetery for storage as steel building is not allowed inside city limits. It would need to be subject to the City’s land use requirements.

Denyse asked the general audience to consider who is benefiting and how the community will be engaged.

2) Diane Alves, Clackamas County Arts Alliance

Requested grant funds to hold gatherings for artists more often to increase community bonds. A majority of the requested \$50,000 will go towards finding spaces to host these monthly events.

Denyse felt that their application lacked a specific focus on Oregon City.

3) Amanda Wall, Clackamas Workforce Partnership (CWP)

Requested funds to continue their work on Clean Slate Clackamas, a CWP program that supports people with misdemeanor offenses on their permanent record to receive expungement services

and legal support. Expungement is a critical step toward finding employment and accessing housing.

Denyse requested that CWP report more directly on the number of Oregon City residents participating.

4) Tom Gaskill and Kira Smith, Greater Oregon City Watershed Council

Requested funds to create and promote signage to better share their work with the Oregon City community.

5) Jason Hood and Scottie Gilles, Hannah Grace Family

Requested funds to continue the Ascend Music Program which helps children in the Oregon City area participate in learning how to play instruments at no cost.

Denyse asked how many of the students were Oregon City residents. Jason Hood responded that 85% were.

Ann added that they can include numbers in the quarterly reports related to the amount of Oregon City residents impacted by the applying programs.

Requested to report more directly on the number of Oregon City residents participating.

6) Anne Haynes and Heidi Blackwell, OC Together

Requested funds to continue their work on substance abuse prevention and working towards a drug-free community. They are in partnership with the Oregon City Police Department and have plans to reach out to both students and parents/community members through social media, emails and signage.

OC Together applied in partnership with the OC School District, which is OC Together's fiscal agent.

7) Trieste Andrews and Josh Planton, Oregon City Arts Commission

Requested funds to enhance murals and arts in the city.

James stated that City staff felt it was a conflict of interest for the Arts Commission to apply for a grant to create a mural, given that the Arts Commission is also the regulatory body that approves the creation of new murals.

Denyse stated that she did not believe that there was a conflict of interest.

Christine requested that they seek guidance from the Ethics Commission. The City's attorney was to be contacted regarding the matter.

8) Jessica Land, Oregon City Farmers Market

Requested funds to continue providing SNAP benefits. They can match up to \$10 in SNAP funds which has increased buying power. More customers also benefits the small farms in the area.

The EGPC requested that the Farmers Market report more directly on the number of Oregon City residents participating.

9) Melissa Sebastian, Oregon City Parks and Recreation

Requested funds to purchase equipment for the Movies in the Park summer series. Many people attending are Oregon City residents due to being located at different city parks.

Rocky noted that this could be something that the City considers budgeting for and paying for rather than having it be accomplished through the grant program.

James noted that up to 20% of the total budget for the Enhancement Grant Program can be spent on City managed activities.

10) Amanda Dexter and Cal Murphy, Porchfest

Requested funds to put on Porchfest for a second year and increase promotion while providing a stipend to those that are putting together the event and to the performers. Performers are outside in community spaces and help bring attention to not just the musicians but also the historic homes and buildings.

11) Jackie Hammond-Williams, Park Place Neighborhood Association

Requested funds to add an additional 800 feet of trails and add interpretive signage to help people learn about the historic area.

Brogan Ables spoke as well, a crew leader for the Rivers of Life Foundation. Rivers of Life will assist with the creation of the signage and guaranteeing the accuracy of plant identification.

It was requested that they ensure that the project meets all Parks and Recreation and City Planning requirements.

12) Carol Dummond and Mark Pearlman, Willamette Falls Symphony Orchestra

Requested funds to continue the Orchestra and give musicians places to play and community members local symphonies to see. Willamette Falls Symphony is the only full orchestra based in Oregon City.

Again, the committee requested that the applicant report more directly on the number of Oregon City residents participating/ watching the shows.

13) Catherine Koch and Alex Gonzalez, Clackamas Women's Services

Requested funds to continue the Youth Advocacy program in the Oregon City School District. They also wanted to fund a full-time youth advocate at Oregon City High School.

VI. Final Scoring , Matt Zook, City of Oregon City Finance Director

Mike brought up the point that two applicants were graded almost exactly the same (Willamette Falls Symphony Orchestra and Clackamas County Arts Alliance), yet the first round of scoring would give one grant money and the other none. This did not seem fair.

Mike also mentioned that he agreed with Rocky that they should reconsider accepting the Oregon City Parks and Recreation application, as he felt their grant application is something that the city should budget and pay for rather than this grant.

Mike added his belief that he more highly ranks projects that have a physical and lasting impact, than he ranks year-long projects. He feels that single event and short-term projects, like Porch Fest should be considered last. Porchfest, for example, requested \$38,000, and is for one weekend.

Denyse agreed with Mike's statement that physical improvements to the city should be prioritized.

Matt Zook presented to the group the summary of proposal scores as ranked by the Enhancement Grant Program Committee members. He stated that the proposals could all be funded with the amount of available funds, except for the last two.

Judy agreed with Mike that the cutoff between the symphony orchestra and the Clackamas County Arts Alliance felt unfair and wondered if there was a way that they could give a portion of money to each.

Denyse responded that this is not a program where everyone is guaranteed money, so it is okay if people do not receive funding.

Adam stated that he felt the Parks and Recreation application should be treated similarly to the Arts Commission application as they are both connected to the city. He thought that in the future the City could look at putting money directly into budgets to start the requested projects that were from city-connected bodies.

Rocky disagreed with Adam and stated that he felt that the Arts Commission was slightly different and should be viewed differently than Parks and Recreation. He felt it was fairer to accept the Arts Commission application than it was to accept the Parks and Recreation application since one was tied more directly to the city due to its being a physical department.

Adam concluded that his opinion was that both should be funded, while Rocky added that they should both be funded but by city funds not grant funds.

Eric believed it was better to fund 12 requests to their entirety and decline one rather than try to fund every request and leave all 13 unsatisfied.

Christine felt that the Clackamas County Arts Alliance had a strong application, though she understood the concerns that we raised by other members. She raised the question of giving them a \$10,000 grant rather than \$0 and going \$4,000 over the original budget.

James answered that the committee agreed to a cutoff at \$350,000 and the committee has already clarified that not everyone will get funded. He also brought up the concept of setting a bad precedent for people to feel they are guaranteed something just for applying.

Matt Zook (“Matt”) added that there is money still left over currently so something such as \$6,000 could be done.

Eric motioned that the committee funds 12 of the proposals and declines 1 (the Oregon City Arts Commission). Judy seconded this motion. This motion was approved by the split decision recorded below.

Yes: 5 (Eric, Christine, Adam, Judy, Denyse)

No: 3 (Marie, Mike, Rocky)

DISCUSSION ITEMS

I. New Program Application Form

Adam stated that some questions in the application form should be changed. He specifically referenced how applicant’s programs relate directly to Oregon City and having the applicant describe exactly how these dollars will be staying in the city. He additionally brought up the concept of an inter-departmental review to make sure that all applications are ready to get started after getting approved.

Mike mentioned that instructions already state that the applicant needs to make sure that their program is completely approved, but that people clearly do not read this piece of information.

Adam responded that this would be the purpose of the inter-departmental review, to make sure all parts of the programs have been approved beforehand and make sure that applicants can get connected to the people in the city that they need to talk to.

Judy suggested that to do this we move up the decline of the application.

Mike agreed with Adam and believed that to receive specific information, they need to ask more specific questions.

Denyse stated that applicants reapplying for a second year should be adding their closeout report from the previous year of the program. She found that many applicants had not indicated that they had applied for this grant previously.

Judy noted that many of her grades depended on the completion of specific questions.

Adam added that there should be a limit on the number of times someone can apply even if they are going through different entities to gain access to the grant funds.

James pointed out that by the time the money is spent, organizations may not have a close out report.

Denyse responded that they could then ask for metrics of achievement up to the date of the application. "Status Report"

Ann added that the staff currently receives quarterly updates, so the 3rd quarter metrics, if not final metrics, could be submitted.

Rocky stated that there needs to be more clarification on what money is being used on, as people putting large numbers for events into their application should have specific details on where each expense is coming from.

Marie questioned how applicants are held to their claims of having outreach plans or programs.

Denyse responded that they need to show current metrics for things such as social media campaigns so that way the committee can judge if they are likely to achieve their stated goal. She also stated that the Adobe formatting was at times difficult to read and filled with font changes and sizing changes.

Marie suggested moving the questions to a Microsoft form.

James asked if the committee would consider not funding personnel. Denyse responded that she was okay with not using Enhancement Grant funds funding only was okay with it up to a certain percentage.

James followed up by asking what that percentage or amount should be. Denyse stated that this was the reason she graded Clackamas Women's Services the way that she did.

Eric added that some grants put a limitation of 10% being spent on administrative overhead. He also stated that the general FTE should still be unlimited.

Marie noted that in Clackamas Women's Services application, they had lots of personnel costs, but this was because their program revolves around getting in-school therapists, so this money is not admin personnel.

Mike agreed with Eric that 10% of administration is reasonable and motions to make this the official number. Adam seconded the motion. This motion was approved.

Yes: 7 (Marie, Eric, Christine, Mike, Adam, Rocky, Judy)

No: 0

Abstained: 1 (Denyse)

Eric brought up the wording of some questions related to scoring. He felt that for some questions, the obvious answer was "yes," assuming they were given the funds but did not account for the critical thinking of if this program and use of funds was the best way to make the desired change or community improvement.

James asked if the committee requested inter-departmental review. As a whole, they agreed that this was something the committee wanted. Mike added specifically that this was important for physical creations or additions.

James asked if they wanted a status report added to the application if it is year 2 of an application. Denyse replied that they would like a 3rd quarter report if applicable.

James clarified that they would be adding a question specifically asking how the project affected Oregon City residents. Denyse added that she wanted specifically to know how the programs and projects would serve Oregon City residents.

Adam asked what to do about organizations going through different entities to apply for several years in a row.

Christine added that the Farmers Market is preparing to take a year off because this is their second year applying in a row.

Mike referred to a statement he made previously that some programs should not have to take a year off if it is benefiting the community so heavily.

Adam mentioned that it may be possible for the Farmers Market to apply next year through Clackamas Community College or their neighborhood association and that this is something that many programs are and have been doing meaning that this it is something discuss going forward.

MEETING ADJOURNED