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CEPC Meeting Minutes

Monday, February 8, 2021
5:30 PM, Zoom Virtual

Minutes approved by CEPC on April 13, 2021.

1. **ROLL CALL**

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 5:30 pm. **ROLL CALL:** Donna Gustafson, Kristy Kottkey, Timothy Rippe, Elena Uhing, Mariana Valenzuela, Malynda Wenzl and Co-Chairs Juan Carlos Gonzalez and Peter Truax. **ABSENT:** None. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; and Beverly Maughan, Executive Assistant to City Manager.

2. **CITIZEN COMMUNICATIONS:** None.

3. **APPROVE MINUTES FROM MEETING ON APRIL 27, 2020:**

Wenzl moved, seconded by Rippe, to approve the minutes as presented. With all those present voting in favor, motion passed unanimously.

4. **ADDITIONS/DELETIONS:** None.

5. **APPROVE 2021-22 CEP PROGRAM CRITERIA & TIMELINE:**

Downey reviewed the purpose of the meeting and gave an overview of the CEP program and funding available for FY 2021-22. In response to his inquiry if there were any program changes the committee wanted to consider, Uhing noted she would like tighter DEI language included in the instructions and application form; Wenzl noted that advertising for Boards and Commission mini-grants needs to be accessible to all so there is more equity in those who apply for mini-grants; Rippe suggested that Boards and Commissions look for alternatives for fundraising in the future and suggested following the Library's example of having a foundation and/or friends group who handle fundraising efforts.

MOTION: Wenzl moved, seconded by Valenzuela, to lower the grant limit to \$7,500 and to approve the CEP process and timeline for 2021-22 as presented.

DISCUSSION: Gonzalez supported the motion concurring with right-sizing the grants to the available funding and noted the work by Metro staff to revamp the CEP criteria and process to parallel the Regional Waste Plan has been delayed due to COVID but indicated changes to the CEP program will be addressed in a couple of years. Truax requested the requirements of DEI data be highlighted in the program cover letter so applicants are aware of the additional information they will need to collect. Committee members concurred with enhancing the cover letter with DEI requirements.

With all those present voting in favor, motion passed unanimously.

6. **ADJOURNMENT**: Meeting was adjourned at 6:04 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant