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Community Enhancement Program Committee
6:00 PM, Virtual ZOOM
Tuesday, April 13, 2021

CEP Committee Meeting Minutes

Minutes approved by the CEP Committee on May 10, 2021.

1. CALLED TO ORDER:

Peter Truax, Co-Chair, called the meeting to order at 6 p.m.

ROLL CALL: Malynda Wenzl, Donna Gustafson, Kristi Kottkey, Timothy Rippe, Elena Uhing, Mariana Valenzuela, Co-Chair Juan Carlos Gonzalez (arrived at 6:14 pm), Co-Chair Peter Truax.

ABSENT: NONE

STAFF PRESENT: Paul Downey, Administrative Services Director; Jesse VanderZanden, City Manager; Beverly Maughan, Executive Assistant to City Mgr.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- a) Approve CEPC Meeting Minutes of February 8, 2021.

MOTION: Wenzl moved, seconded by Valenzuela, to approve the Consent Agenda as presented. MOTION CARRIED 7-0.

4. ADDITIONS/DELETIONS: None.

5. DISCLOSURE OF POTENTIAL CONFLICTS and/or RELATIONSHIPS WITH APPLICANTS:

Truax noted he was a member of the FG United Church of Christ and was on the Board of Directors for Valley Art Association; Wenzl noted the presenter for AT Smith House was her mother-in-law; and Rippe noted he was on the FG Senior & Community Center Board of Directors. All stated they were able to consider allocations of funds without any bias or conflict.

6. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2021-22:

The following organizations presented their projects to be considered for CEP funds:

<u>PROJECT</u>	<u>SPONSOR</u>
Student and Veteran Food Box Program	FG Elks #2440, Alice Custodio
Forest Grove Farmers Market Support	Adelante Mujeres, Maribel De Leon
Blessing Box Upgrade	FG United Church of Christ, Branden Curran

FGSCC Ceiling Fans	FG Senior & Community Center, Adam Kolb
Annual Sidewalk Chalk Art Festival	Valley Art Association, Roylene Read
Preservation Grant Program	Historic Landmarks Board, Kelsey Trostle
Food Access Network Staff & Supplies	Forest Grove Foundation, Brian Schimmel and Jack Koran
#StandUpFG: Museo Ambulante	Five Oaks Museum, Israel Pastrana
Food PANTRY Garden Expansion*	Dairy Creek Community Food Web*
Growing Oats Locally	Tuality Plains Great Grains, Charlene Murdock
Local Food Security Education	Foodways at Nana Cardoon, Charlene Murdock
Farm-to-Table Dinner	FG/C Chamber of Commerce, Juanita Lint
AT Smith House South Façade	Friends of Historic Forest Grove, Mary Jo Morelli
Farm to Place Oregon Wheat Project	EdenAcres Environmental Education, Terry O'Day
Lunch and Recess in the Garden	Forest Grove School District, John O'Neill and Terry O'Day
Home Preservation Program	West Tuality Habitat for Humanity, Virginia Ohler

*Sponsor was unavailable for presentation; Committee will send any questions they may have on the application to staff.

7. **DISCUSSION OF AVAILABLE FUNDING AND ALLOCATION WORKSHEET:**
Downey reviewed the allocation worksheet and answered questions on process of allocating funds among the projects. He noted that since the City was responsible for the HVAC system at the FGSCC, project #4 FGSCC Ceiling Fans will be eliminated from the CEP process and included in the City's budgeted expenditures for repairs at the Senior Center. He will distribute a revised allocation worksheet to the Committee members. In response to inquiries from Uhing and Gustafson, Downey indicated he would get more information from the Chamber regarding the non-profit beneficiary for the Farm to Table Dinner project.
8. **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on May 10, 2021, to finalize allocation of funds and designation of CEP Project for FY 2021-22.
9. **ADJOURNMENT:** The meeting adjourned at 9:00 p.m.