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CEPC Meeting Minutes

**Tuesday, April 18, 2017
6:00 PM, Community Auditorium**

Minutes approved by CEPC on May 22, 2017.

1. ROLL CALL

Co-Chair Peter Truax called the meeting of the Community Enhancement Program Committee (CEPC) to order at 6:00 pm. **ROLL CALL:** Co-Chair Kathryn Harrington, Thomas Johnston, Timothy Rippe, Ronald Thompson, Elena Uhing, Matt Vandehey, Malynda Wenzl and Co-Chair Peter Truax. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Brandi Walstead, Project Coordinator; and Beverly Maughan, Executive Assistant to City Manager.

2. CITIZEN COMMUNICATIONS: None.

3. APPROVE MINUTES FROM MEETING ON JANUARY 23, 2017

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

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

Co-Chair Truax asked for disclosures of conflicts of interests or relationships by the Committee members prior to the project presentations. Tom Johnston disclosed that he is related to the Director of the FG Senior & Community Center, is the Chamber Liaison and is a member of St. Anthony's Church; Elena Uhing disclosed that she is currently employed by Habitat for Humanity and has previously been employed by Community Action Organization; Malynda Wenzl disclosed that she is an employee of the FG School District and is related to the applicant for Winter Lights project; Matt Vandehey disclosed his wife was a previous employee of Community Action Organization; Harrington disclosed she is a Chamber member; and Truax disclosed he is a member of FG United Church of Christ, Valley Art Association and on the Board of Directors for Community Action Organization, and his wife is a member of Public Arts Commission. All Committee members did not foresee having a conflict of interest when considering their application for funds.

5. PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2017-18:

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

<u>PROJECT</u>	<u>SPONSOR</u>
Signage, Tools, Hoses, Seeds	Ellen Hastay, FG Community Garden

FG Youth Climbing Club	Larz Stewart, Adventures Without Limits
FG Outdoor Film Festival	Larz Stewart, Adventures Without Limits
Renovation Grant Program	Holly Tsur, Historic Landmarks Board
FGUCC Temporary Emergency Shelter	Jennifer Yocum, FG United Church of Christ
Sonrise Temporary Emergency Shelter	Brian Schimmel, Sonrise Church Forest Grove
Critical Repair Program	No One Presented: Rebuilding Together WA County
Collaborative Sustainable Community	Brian Schimmel, Sustainability Commission
LED Solar Exterior Path & Yard Lights	Raeann Johnston, FG Senior & Community Center
Restaurant Gas Range with Griddle	Raeann Johnston, FG Senior & Community Center
Weekend Backpack Program	Alice Custodio, FG Elks 2440
Sidewalk Chalk Art Festival	Roylene Read/Philip Thias, Valley Art Association
Community Equity Leadership Development	Brian Schimmel/Ricardo Palazuelos, FG School District
Nutrition Incentives & Market Advocates	Mayra Hernandez/Andrea Chunga Celis, FG Farmers Market/Adelante Mujeres
Birch Street Playground Enhancements	Laura Thompson-Aue/Liz Swenson, FG United Methodist Church
WESTCO	Susan Salisbury, Community Action Organization
Infrastructure for 22 nd Place Project	Richard Kidd, West Tuality Habitat for Humanity
Design Assistance for Downtown Storefront Improvement	James Draznin, Economic Development Commission
English Language Training for Latino Workers in Food Processing Industry	Chris Carlson, Economic Development Commission
FG Pilot Bike Share Program	Mitch Taylor, Sustainability Commission
Expanding/Enhancing School Nutrition Garden Classrooms	Robin Lindsley/Fallon Harris, DCCFW and Eden Acres
FGS&CC Empresas Project	Andrea Chunga Celis, Adelante Mujeres
FG Vin d'Elegance Wine Competition	Juanita Lint, FG/C Chamber of Commerce
SIGNS-II (Systematically Install Great New Signs)	Paul Waterstreet, Parks & Rec Commission
Promoting/Expanding Others Through the Arts	Kathleen Leatham/Dana Zurcher, Public Arts Comm
Enriching/Promoting PAC in the Community	Kathleen Leatham/Dana Zurcher, Public Arts Comm
19th Avenue Wall Project	Leslie Dawes, Theatre in the Grove
TITG Innovative Facelift	Leslie Dawes, Theatre in the Grove

Downtown Winter Light Enhancement	Mary Jo Morelli, Chamber Holiday Display Team
Exterior Painting	Dale/Diane Wiley, FG Habitat ReStore
Tualatin Plains Grain Culture Project	Charlene Murdock, Foodways at Nana Cardoon
Leadership by Design	Fallon Harris/Terry O'Day, Eden Acres

6. COMMITTEE DISCUSSION ON PROJECTS:

Co-Chair Truax reminded Committee members that the requests totaled \$248,608 and there are only \$131,600 funds available for distribution. Each member can fund \$16,450 in projects and can allocate only one-eighth of the request per project. A project must receive support from a majority to be designated as a project so a project must receive funding from at least five committee members.

In response to Vandehey's inquiry, Wenzl noted that one of the program goals was to benefit underserved populations and, therefore, projects focused on a particular population would not be discriminating.

In response to Vandehey's request for process clarification, Co-Chair Harrington explained one strategy was to prioritize projects based on the criteria and to give higher projects full funding rather than spread allocations between all the projects while another strategy was to split the \$16,450 among as many projects as possible.

In response to Rippe's inquiry, Co-Chair Truax confirmed the process allowed deliberation at the next meeting and if a project did not receive majority support, the allocations to that project could be reallocated or left unspent.

Funding worksheets are due back to staff by Friday, May 5. Next meeting will be May 22, 2017, at 5:30 pm to discuss allocation of funds and designate CEP projects for FY 2017-18.

7. ADJOURNMENT: Meeting was adjourned at 9:11 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant