



A place where families and businesses thrive.

CEPC Meeting Minutes

Thursday, April 19, 2018
6:00 PM, Community Auditorium

Minutes approved by CEPC on May 14, 2018.

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, Elena Uhing, Adolph "Val" Valfre, Jr., Malynda Wenzl and Co-Chair Peter Truax. **ABSENT:** Ronald Thompson, excused. **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 DECEMBER 11, 2017**

Wenzl moved, seconded by Valfre, 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 and is a member of the Elks; Elena Uhing disclosed that she is currently employed by Habitat for Humanity; Val Valfre disclosed he is chair of the Washington County Community Housing Fund that oversees predevelopment loans for Habitat for Humanity projects; Malynda Wenzl disclosed that she is related to a Holiday Lights team member; and Truax disclosed he is a member of FG United Church of Christ, Valley Art Association, is on the Board of Directors for Community Action Organization and a member of Adelante Mujeres' Capital Campaign, and his wife is a member of Public Arts Commission. All Committee members did not foresee having a conflict of interest when considering their allocations for funds.

5. **DISCUSSION ON AVAILABLE FUNDING:** Downey reviewed the allocation worksheet and answered questions on process of allocating funds among the projects. He noted an electronic worksheet will be sent to the Committee members to utilize in their allocations.

6. **PRESENTATION OF COMMUNITY ENHANCEMENT PROGRAM PROJECT APPLICATIONS FOR FY 2018-19:**

The following organizations presented their projects, except for FG Gleaning Program by DCCFW who was not available for the meeting, and all will be considered for CEP funds:

<u>PROJECT</u>	<u>SPONSOR</u>
Annual Sidewalk Chalk Art Festival	Valley Art Association
SIGNS-III (Systematically Install Great New Signs)	Parks & Recreation Commission
Preservation Grant Program	Historic Landmarks Board
Forest Grove Farmers Market	Adelante Mujeres
Cultural Service Center	Adelante Mujeres
Historic Preservation Brochure	Friends of Historic Forest Grove
Tualatin Plains Great Grains	Foodways at Nana Cardoon
Downtown Street Tree Assessment	Community Forestry Commission
WESTCO	Community Action Organization
Collaborative Sustainable Community	Sustainability Commission
FG Gleaning Program	Dairy Creek Community Food Web
Weekend Backpack Program	Forest Grove Elks 2440
Veteran's Independence Project	Forest Grove Elks 2440
AT Smith House Exterior Renovation	Friends of Historic Forest Grove
Temporary Emergency Shelter	FG United Church of Christ
Wood Stove Exchange Program	Washington County
Mobile Pantry Organization Carts	FG Senior & Community Center
Lovelight Forest Grove	Old Town Forest Grove Church
Temporary Emergency Shelter	Old Town Forest Grove Church
Junior Achievement Program	Economic Development Commission
Building the Future Capital Campaign	Forest Grove ReStore
Infrastructure for Kidd Court House #14	West Tuality Habitat for Humanity
Keep It Clean!	Valley Art Association
Downtown Winter Lighting Expansion	Chamber Holiday Display Team
Growing Garden Classrooms in FGSD	Eden Acres/DCCFW
Stand Up Paddle Boarding Program	Adventures Without Limits
Community Arts	Public Arts Commission

Leadership Through Design for CALC	Eden Acres Environmental Education
Bridging the Gap Internship w/Sustainability	Center for a Sustainable Society
Small Business/Tourism/Recreation Statewide Marketing	Chamber of Commerce

7. COMMITTEE DISCUSSION ON PROJECTS:

Downey noted that the last project from the Chamber of Commerce would qualify for Transient Lodging Tax (TLT) funds during FY 2018-19. There was consensus to remove this project from the CEP process and inform the applicant that it will be funded with TLT funds.

Co-Chair Truax reminded Committee members that the requests totaled \$214,161 and there are only \$128,709 funds available for distribution. Each member can fund \$16,089 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 Rippe's inquiry, Downey confirmed there was no minimum dollar amount required for a project to meet a majority, just support from at least five members.

Funding worksheets are due back to staff by Friday, May 4. Next meeting will be May 14, 2018, at 6:00 pm to discuss allocation of funds and designate CEP projects for FY 2018-19.

8. ADJOURNMENT: Meeting was adjourned at 8:50 pm.

Respectfully Submitted by

Beverly Maughan, Executive Assistant