

DRAFT

Minutes for October 10, 2012 Joint Work Session OC-Metro Enhancement Committee and OC Civic Improvement Trust

1. Call to Order and Roll Call:

Meeting called to order by Mayor Doug Neeley @ 5:30 pm

Present:

1. Wendell Baskins, OCCIT
2. William Gifford, OCCIT
3. Jamie McKenzie, OCCIT
4. Phoebe O'Leary, OCMEC
5. Lesley Woods, OCMEC
6. Anthony Moore, OCCIT & OCMEC
7. Mayor Doug Neeley, OCCIT & OCMEC
8. Comm. Carol Pauli, OCCIT & OCMEC
9. Comm. Rocky Smith, OCCIT & OCMEC
10. Comm. Kathy Roth, OCCIT & OCMEC
11. Metro Councilor Carlotta Collette, OCMEC – arrived at 5:42 pm.
12. Wyatt Parno, Finance Director

2. Approval of Minutes:

- **12-152 – Approval of OCCIT Minutes:** Motion to approve the April 2, 2012 minutes by Carol Pauli, seconded by Wendell Baskins. Motion approved 10-0.
- **12-156 – Approval of OCMEC Minutes:** Motion to approve the May 29, 2012 minutes by Kathy Roth Collette, seconded by Anthony Moore. Motion approved 10-0
- **Metro Councilor Collette arrives**

3. Grant Timeline Information:

- **12-157 – Grant Timeline:** A timeline for the 2013-14 grant cycle for both programs was presented. Further clarification on funding projections will be sent out via memo by Mr. Parno. In addition to press releases, grant information will be made available to the CIC and neighborhood associations. Exit reports are submitted once a project is complete and

included in grant packets each year with the fiscal year noted next to each.

4. Grant Funding Criteria Discussion:

- 12-158 – OCCIT
- 12-159 – Metro

✓ Funding criteria for both programs were still applicable with the following procedural concern:

1. **Repeat applicants who apply for funding over consecutive years.** Included in packet is a history of grant funding for over the years. There was discussion about phasing out funding for repeat applicants. Consensus was reached that at the next meeting state that projects that reoccur year after year risk a reduction in funding by the committee. However, groups can return for funding requests with a new project each year.

5. Grant Ranking Discussion:

- 12-160 – OCCIT
- 12-161 – Metro

✓ The following items were part of the ranking discussion for both programs:

1. **The project doesn't meet all the criteria but scores high.** While there is a ranking system in place, committee members will have subjective opinions on meeting criteria. In order to review projects applicants should provide specifics to their projects on the applications. Members would use the existing criteria to rank each project and then apply their interpretation of the applicant's ability to meet the criteria.
2. **Ranking:** for both grant programs the rankings would be based on the number of projects submitted. Members would review applications using program criteria and place them in order from 1 through the total number of applications. The highest ranked project would receive a score of 1, and on down the list. There can only be whole numbers and no ties for rankings. There could be a re-ranking after applicants have been questioned about the project, but there could not be any discussion amongst committee members during the re-ranking. Once all rankings are entered on the ranking spreadsheet, the spreadsheet would be sorted and the project receiving the lowest score would be the highest (or first) ranked project. Once ranking order is determined then grant amounts can be addressed.

6. Additional OCCIT Discussion:

- Coordinating efforts between the OCCIT and the Oregon City Tourism Council for funding tourism projects. Rocky & Michele to talk to David Frasher.

7. Additional Metro Discussion:

- Trees uprooting sidewalks. Could it be possible in hardship cases that the City could earmark a portion of the Metro monies to take care of the problem? Alternative – Mayor Neeley suggested that the City have a loan program for this program, an item for Goal Setting.
- Metro Enhancement Tipping Fees: Metro is looking at raising the tipping fee. There are 2 sets of funding – one in Metro’s Charter used to fund enhancement programs; also a State enhancement fee charge of up to \$1.00 that the local jurisdiction can impose. OC could impose the additional \$1.00 but funds must be used for enhancement at the site and within the general area of the transfer station. If we did this the City’s trash collection fees would go up. Commissioner Collette commented that this was a general discussion yesterday at a Metro work session and no action was taken. More detailed discussion would occur in the future at Metro.

8. Additional Grant Discussion:

- **Applicants:** Emphasize that applicants need to be at the grant review meeting to answer questions. If not, projects may not be eligible for funding.
- **City Projects:** Department documentation is needed for projects on City property or that may utilize City resources. This would be done in place of a support/recommendation letter from the City.

9. To Do List:

- Michele will update all forms: application, applicant letter, ranking form and agreements for both programs but reflect specifics of each grant program. These will be emailed out for each committee member to review and comment on by a certain date.
- The applications and applicant information letters for both grant programs are to be available online by January 31, 2013.
- Michele will establish and communicate 2013 Meeting dates to committee members in January.

Meeting adjourned at 7:16 p.m.

Respectfully Submitted by Michele Beneville

Video of this Meeting can be seen at:

http://oregon-city.granicus.com/MediaPlayer.php?view_id=6&clip_id=963