

Draft

Oregon City – Metro Enhancement Committee Minutes for June 11, 2015

Mayor Dan Holladay called the meeting to order at 5:32 p.m.

Attendance

Present: Phoebe O’Leary, Renate Mengelberg Carlotta Collette Brian Shaw, Phoebe O’Leary, , Carol Pauli, , and Dan Holladay. A quorum was established.

Absent: Lesley Woods, Rae Gordon, and Rocky Smith

In Attendance: 21 others

Approval of Minutes

- a. Carlotta Collette moved to approve the May 29, 2014 minutes.
- b. Seconded by Carol Pauli
- c. Approved 6-0.

Comments from the Mayor

The Mayor began with an explanation of the process that the Metro Enhancement committee does to review the grant applications each year.

The committee announced any possible conflict of interest: receives compensation; or an individual sits on a board with interest. Declared conflicts of interest was disclosed as follows:

- a. Carlotta Collette— Partner of Willamette Falls Legacy Project (WFLP)
- b. Carol Pauli – Vice President of Main Street Oregon City board, partner of WFLP, member Oregon City Chamber
- c. Brian Shaw – Member of Oregon City Chamber through Oregon City Optimist Club

Letter Submitted by Marketplace Oregon City

Dan Holladay read a submitted by Marketplace Oregon City earlier in the day retracting their application for a 2015-16 Metro Enhancement grant. This request was for \$25,000, which reduces the total funding requests to \$148,159.00.

Grant Funding Report

Wyatt Parno, Finance Director, stated that there is funding to meet the requests with the letter of retraction submitted by Marketplace Oregon City. There is a carryover of about \$114,000 from last year and revenue for this year was budgeted at \$210,000. The budgeted amount was

conservative knowing that Metro was going through a comprehensive review of the Enhancement Grant program and increasing the tipping fee from \$.50 per ton to \$1.00. Therefore, there will be enough funding to cover the requests should they meet the Committee's requirements.

Requests for Extension

Two projects submitted requests for extension: Main Street Oregon City and OCHS Construction. OCHS Construction's request resulted because they have been finishing the End of the Oregon Trail park stage, which was funded in 2013-14; therefore they were unable to start the Atkinson Park project funded last year for 2014-15. Jonathan Stone from Main Street Oregon City (MSOC) explained that due to a change in funding based on the EID, the cash match was not available to support this project. With the resolution of the funding MSOC can now go forward completing the project but at a reduced amount. MSOC is reducing the original grant request of \$25,000 down to \$13,000; meaning an additional \$12,000 is available to the grant program. A motion was made by Carol Pauli and seconded by Brain Shaw to approve two grant extensions for one year. Motion passed 6-0.

Discuss and Review Grants

The Clackamas Community College Foundation was reviewed because it was received after the posted deadline. The application was submitted electronically and documentation was provided that showed it was sent at 4:48 p.m. on April 29, 2015 but was not received by staff until 10:09 a.m. on April 30, 2015. Discussion by Committee members included that in the business world an RFP/RFQ must be received by the deadline or it is not accepted. Meanwhile, it was noted that there was documentation supporting the submission prior to the deadline and that in this electronic world there are issues. Greg Fitzgerald from CCC Foundation confirmed that this is a match for this large project and confirmed a deadline of December 31, 2015. The committee agreed that this grant be approved, following an opinion of the City attorney. If the City attorney sees no legal reason to deny the application, it will be approved.

Dan Holladay reminded applicants that this program is for seed money for two or three year and not be an ongoing source of income for operational funding for a program.

Next, the following grant applicants made a short presentation of their grant project and answered questions from the committee.

- Clackamas Community College Foundation—Greg Fitzgerald
- Clackamas County Historical Society—Karin Morey
- Clackamas County Juvenile Department—Mark McDonald and Ethan (youth participant)
- Depave—Chelsea White and Suz Maus
- Main Street Oregon City—Jonathan Stone
- Oregon City Chamber of Commerce—Amber Holveck and Sandi Burns
- Oregon City Farmers Market—Jackie Hammond-Williams
- Rivers of Life Center—Jerry Herrmann, Linda Van Haverbeke and student members of the Youth Corps

- Willamette Falls Media Center—Melody Ashford and Shelly Ostrowski

Grant Award Allocations Determined

A motion was made by Renate Mengelberg and seconded by Carlotta Collette. Motion passed 6-0 to approve at \$148,159.00.

Discussion and Future Agenda Items

1. Review of plaque designs—consensus was to move forward with concept #2 which lists both the project name and sponsoring organization.
2. The committee received a copy of the new Intergovernmental Agreement (IGA) with Metro that will take affect July 1, 2015.
3. No future agenda items were added.

Next Meeting Date

The next grant award meeting date is to be determined for May 2016.

Adjourn

Meeting adjourned at 7:05 p.m.

Respectfully Submitted by Michele Beneville
Meeting Video can be seen at: http://oregon-city.granicus.com/MediaPlayer.php?view_id=2&clip_id=1480

Addendum to Minutes

As noted in the meeting minutes the Clackamas Community College Foundation grant application was to be reviewed by the City attorney, William Kabeiseman. He rendered the following opinion:

“Unlike the procurement process, there are no laws or rules that require strict compliance with these types of deadlines – they are more for administrative convenience than to prevent unfair advantage. I believe it is within the committee’s ability to find that the late submission is a minor procedural informality that may be waived.”

Therefore, the grant application for the CCC Foundation was approved.