

# **Oregon City Civic Improvement Trust**

## **Minutes for March 31, 2014**

Mayor Doug Neeley, Chair of the OCCIT called the meeting to order at 5:31 pm. Introductions were made, roll was called and a quorum was established.

### **Attendance:**

Present: Kurt Sommer, Jan Croeni, Commissioner Carol Pauli, Commissioner Rocky Smith, William Gifford, Mayor Doug Neeley, Anthony Moore, Commissioner Betty Mumm, and Commissioner Kathy Roth

Staff: Michele Beneville, Wyatt Parno

Others: 21

### **Approval of Minutes:**

The minutes from April 2, 2013 were presented for approval. A motion was made by Commissioner Mumm and seconded by William Gifford. The motion passed unanimously.

### **Conflicts of Interest:**

The mayor explained two kinds of conflict of interest: a) receives compensation; b) an individual sits on a board with interest. Trustees declared any direct or indirect conflicts of interest:

- Doug Neeley—member on Clackamas County Historical Society; on the board of the McLoughlin Memorial Association; business member of the Oregon City Chamber of Commerce.
- William Gifford—member of Oregon City Chamber of Commerce.
- Rocky Smith—member of the OC Heritage Coordinating committee; teacher at Oregon City High School.
- Carol Pauli—member of the Oregon City Chamber of Commerce; on the board of Main Street Oregon City.
- Betty Mumm—member of the Clackamas County Historical Society.

### **Grant Funding:**

Wyatt Parno (Finance Director) gave the following information. Two components, the budgeted amount of \$60,000, which is available to grant and second there, is \$7,800 in carry over from prior years as a result of revenues exceeding awards. Funding for this program comes from the transient lodging taxes paid by the Rivershore and the Clackamette Park RV Park, and these payments are remitted to the City monthly. With this program the revenues are estimated and ultimately won't be realized for about 6 months. Mr. Parno safely recommended that the committee could use an additional \$5000, over and above the \$60,000 budgeted, should they choose.

Additionally, next year the committee will see a more simplified spreadsheet showing revenues and approved grants for each fiscal year, which will make it easier to see carryover for each fiscal year.

### **Discuss and Review Grants:**

All committee members have individually ranked prior to the meeting and after the questions/answer period committee members may change their ranking. Ranks are done from 1 to 10, with number 1 being the top/highest ranking. Applicants for each of the ten grant applications came forward to provide a summary of their projects and answer any questions from the committee. There is \$95,124 in grant requests and only \$60,000 available to fund projects. Representatives were as follows:

- Clackamas County Historical Society – Roxandra Pennington
  - A concern was expressed about using grant funds for utilities to support the additional day the museum is open.
  - Grant request is higher than matching funds.
  - Concerns about using grant funds for staffing and the precedence of doing that.
- Clackamas Cove Triathlon – Patrick Bolen
  - It was pointed out that this applicant is a business and not a non-profit applicant, but the profits go to non-profits organizations.
  - It was determined that this application was deemed ineligible because it is a business applicant but since it was staff recommended it should be forwarded to the City Manager.
- McLoughlin Memorial Association – Denyse McGriff
  - Expanded request to open the house on Fridays, however reoccurring grants cannot ask for an increased amount.
- Main Street Oregon City (Website) – Jonathan Stone
  - Question - if MSOC is subject to the State and City requirements for requiring three bids.
  - Concern over City funding support allocated to MSOC each year.
- Main Street Oregon City (First City Celebration) – Jonathan Stone
  - Same funding amount as last year but the project is a larger scope.
  - Concern that downtown businesses benefit on the day of the event and are they participating in the success of the sponsorships so the event becomes self-supporting.
- Oregon City Chamber of Commerce – Karin Morey and Vicky Smith, Board Chair
  - A concern was brought up about the fact that the funding for the Antique Fair last year was for the fair to be on Main Street but was moved to the End of the Oregon Trail. Roadblocks came up after last year's grant was approved.
- Oregon City Heritage Coordinating Committee – Rolla and Marge Harding
  - Used as a promotional tool in place of the absence of a City Tourism person.
  - Not a 501(c) 3 but a volunteer organization with a board, and not a business.

- Suggested that the group present to the City Commission to get a formal authorization to represent the City.
- Oregon City High School Band and Flag Team – Michelle Rizzo
  - Grant request would have to drop by \$1 to meet funding requirements.
  - Hadn't planned to apply for grant but lost three keys sponsorships.
- Rivers of Life Center – Jerry Herrmann and Dennis Corwin, GM of Portland Spirit
  - This is a partnership with Rivers of Life, Portland Spirit and Portland Trolley to bring approx. 2,000 guests via Portland. The guest tickets on the tour would include visitations at Oregon City museums.
  - Training youth for interpretation while in Oregon City
  - Grant request is more than the matching and in-kind amount. Dennis stated that this grant does not go towards any costs of Portland Spirit expenses and marketing.
  - Local partnerships will occur and discussions have occurred already. This tour would be packaged and include local partners.
  - Concern over sustainability of this project and not be reoccurring grant in the future. The first year of this project is developing the market here in OC since the type of tour has not been done before. Current budget looks like funds needed again in the future. This funding is to get the infrastructure in place and the Portland Spirit has allocated a portion of the ticket price to cover *Rivers of Life Center* organization for the future.
- Trick 'n Racy Cars – Mike Sims and Jim Estes
  - Fifth year of the car show and this funding for publicity to bring in spectators.
  - There is a poker walk that brings in business to downtown merchants. Spectators go to businesses to get cards for a poker hand.
  - Low power FM radio support new this year so downtown merchants can tune in and hear all announcements/information happening at the show.

Following the applicants' presentations Mayor Neeley called for a recess from 8:09 to 8:20 pm. At this time the grant review committee was able to re-score their rankings based the presentations, should they choose. Upon reconvening projects were ranked and presented as follows (Table 1):

*Table 1*

#	Grantee	Requests	Kurt	William	Anthony	Jan	Kathy	Rocky	Carol	Betty	Doug	Avg
2	Clackamas Cove Triathlon	\$2,351	0	0	0	0	0	0	0	0	0	0.00
10	Trick 'n Racy Car Club	\$4,000	4	2	9	4	2	2	7	1	1	3.56
9	Rivers of Life Center	\$28,000	1	8	1	2	4	6	1	5	5	3.67
4	Main Street Oregon City - First City Celebration	\$14,500	3	3	6	6	5	3	3	4	2	3.89
6	OC Chamber of Commerce	\$5,000	2	1	7	7	3	7	4	3	6	4.44
7	OC Heritage Coordinating Committee	\$9,000	7	7	5	1	8	5	2	6	4	5.00
5	McLoughlin Memorial Association	\$1,898	9	6	2	5	9	1	8	7	3	5.56
8	OCHS Band and Flag Team	\$1,500	6	5	8	3	1	8	9	2	9	5.67
1	Clackamas County Historical Society	\$16,875	8	4	3	9	7	4	6	8	7	6.22
3	Main Street Oregon City-Website	\$12,000	5	9	4	8	6	9	5	9	8	7.00
	<b>Totals</b>	<b>\$95,124</b>										
Highlighted Rows not Funded												

### **Tentative Grant Award Allocations:**

The committee then began discussion of the funding the \$60,000 available by listing full funding for each project as follows (Table 2):

*Table 2*

#	Grantee	Requests	Running Total	Tentative Award	% Allocated
2	Clackamas Cove Triathlon	\$2,351	\$0	\$0	0%
10	Trick 'n Racy Car Club	\$4,000	\$4,000	\$4,000	100%
9	Rivers of Life Center	\$28,000	\$32,000	\$28,000	100%
4	Main Street Oregon City - First City Celebration	\$14,500	\$46,499	\$14,499	100%
6	OC Chamber of Commerce	\$5,000	\$51,499	\$5,000	100%
7	OC Heritage Coordinating Committee	\$9,000	\$60,499	\$9,000	100%
5	McLoughlin Memorial Association	\$1,898	\$61,888	\$1,389	73%
8	OCHS Band and Flag Team	\$1,500	\$63,387	\$1,499	100%
1	Clackamas County Historical Society	\$16,875	\$80,262	\$16,875	100%
3	Main Street Oregon City-Website	\$12,000	\$92,262	\$12,000	100%
	<b>Totals</b>	<b>\$95,124</b>			
Highlighted Rows not Funded					

### **Final Grant Award Allocations:**

Discussion continued on granting the \$60,000. A question was raised about choosing to fund all projects with a reduced amount. The process is to base final outcomes on the ranking of projects by the committee, then look at the funding available. Mr. Parno re-confirmed that if the committee chose, there was an extra \$5,000 available, as presented earlier.

A motion was made by Betty Mumm to award \$63,387 as presented in table 2 above; Carol Pauli seconded the motion. The motion passed unanimously.

The vote was as follows:

- Betty Mumm—Yes
- Kathy Roth—Yes
- Jan Croeni—Yes
- Anthony Moore—Yes
- Kurt Sommer—Yes
- Rocky Smith—Yes
- Carol Pauli—Yes
- William Gifford—Yes
- Doug Neeley—Yes

**Next Meeting Dates:**

The next grant award meeting date will be in either the third week of March 2015 or first week of April 2015 and be set by staff. Notification will be sent to committee members via email.

Meeting was adjourned at 8:37 p.m.

Written Minutes Respectfully Submitted by Michele Beneville. Video of the meeting can be found at [http://oregon-city.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=1268](http://oregon-city.granicus.com/MediaPlayer.php?view_id=2&clip_id=1268)