

**Minutes**

**2013 Neighborhood Project Funds Committee meeting**

**Jack Reidy Conference Room**

**140 W Pine**

**Tuesday, August 7, 2012, 6:30 pm**

1. Introductions—Members present: Caitlin Copple, Jim Meagher, Dave Chrismon, Bill Flannery, Jeff Stevens, Jane Kelly (ex officio). Absent: Jesse Neidigh (alternate)
2. Public Comment on non-agenda items—none
3. Review and approve application form—items changed/added by consensus:
  - Added—*Is the project on private property? \_\_\_yes \_\_\_no If Yes, will the public be granted permanent access? \_\_\_yes \_\_\_no \_\_\_n/a If yes, how will this be accomplished?*
  - Added—to the extent practical, purchase contracts for supplies, materials, services, vehicles, machinery, equipment, appliances, apparatus construction, repair and maintenance in excess of \$1,000 require at least three quotations, by telephone or in writing (preferred) which must be noted and retained as documentation for at least two (2) years by the respective department or office making such purchases (Office of Neighborhoods). Such purchases will be awarded to the responsible vendor offering the lowest and best quotation
  - Changed—the value of a volunteer’s hour was updated to \$15.28.
  - Changed—grant applications that further a project that is already a City Council and/or Park Board priority project are encouraged. especially if the project is current. (in the case of parks related grants)
4. Review and approve application form—items changed/added by vote (note, Caitlin Copple left the meeting):
  - Jeff Stevens made a motion to change the weighted factor on Level 2 ranking from a 1 to a 2. Dave Chrismon seconded the motion. After discussion a vote was taken and the item passed unanimously. (Meagher, Chrismon, Flannery, Stevens voting aye)

	<b>Raw Score (0-3)</b>	<b>Weight Factor</b>	<b>Total Score</b>
<b>Project Schedule and Budget</b>		<b>1</b>	

**Raw Score:**

**0—did not meet criteria/left blank, 1—poor, 2—average, 3—outstanding**

5. Public comment/questions--none
6. Review timeline—It was agreed to add “Oct. 10—committee will give any questions to Jane Kelly for departments and/or grant applicants to answer.
7. Public comment/questions--none
8. Adjourn—8:20 pm