



LEWELLING

NEIGHBORHOOD DISTRICT ASSOCIATION (NDA)

Wednesday, January 8th, 2025 (6:30 - 8 PM)

City Meeting Calendar: <https://www.milwaukieoregon.gov/meetings>

IN-PERSON MEETING: Kairos-Milwaukie UCC 4790 SE Logus Road Milwaukie, Oregon 97222 (Circle Room)

Join Zoom Meeting <https://us02web.zoom.us/j/86316038476?pwd=VUd3RXpaLzVrciRERiJvWIBDNnZxQT09>

Meeting ID: 863 1603 8476 Passcode: 220958

AGENDA

- 6:30 – 6:35** **Welcome and Introductions**
- 6:35 – 6:35** **Review of Agenda, Review/Approval of Previous Month’s Minutes**
 - Minutes from December 2024
- 6:35 – 6:45** **Milwaukie Police Department, Public Safety Report**
- 6:45 – 7:05** **Committee/Officer Updates**
 - Public Safety Advisory Committee (Stephan)
 - Treasurers Update (Howie)
 - Transportation Committee Report (Nick & Philip)
 - Land Use Report (Maitri)
 - Parks Report (Lisa)
- 7:05 – 7:15** **Grant Request Votes**
 - Milwaukie Museum
 - Milwaukie High School Grad Party
- 7:15 – 7:20** **Winter Solstice Discussion**
- 7:20** **Announcements**
Adjourn

<p>Lewelling NDA www.milwaukieoregon.gov/citymanager/lewelling-nd City Calendar (Meetings, events, and other opportunities!) www.milwaukieoregon.gov/calendar</p>	<p>Chair – Camden McKone LewellingNDACHair@gmail.com 425-591-6954 Facebook Page: https://www.facebook.com/LewellingNDA</p>
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Current and past Lewelling NDA meeting agendas and minutes can be found online at www.milwaukieoregon.gov/meetings Just search by neighborhood and click “APPLY”



**Milwaukie Neighborhood Enhancement Program (MNEP)
Community Connection Grant Application**

ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

A NOTE ABOUT APPROVED GRANT REQUESTS - Please keep in mind that NDAs cannot provide payment of funds to individuals either by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization.

When there isn't a non-profit or organization involved, the applicant must identify a vendor that the NDA can provide direct payment to. For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service. If you are not able to receive the funding in this manner, then you may not be eligible to request MNEP funds. Questions about payment of approved grants should also be directed to the email and telephone number listed above. When in doubt, please reach out!

I. Applicant Information

Project Name: Milwaukie High School/Milwaukie Academy of the Arts Grad Party 2025

Organization/s (If any): MHS/MAA

Project Contact Person: Karyl Cranor

Phone: (503) 730-4896 Email: gradpartymhsmaa@gmail.com

Website Address (if any): instagram.com/milwaukiehigh

Mailing Address: 2301 SE Willard Street

City/State/Zip Code: Milwaukie, OR 97222

Amount Being Requested (**Cannot exceed \$500**): \$ 500 Date: 10/16/24



II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: All

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

Enjoy an evening filled with fun activities, games, music, and delicious food as we honor our graduates in a safe and supportive environment. Lets help them create lasting memories together as we celebrate this important milestone!

Project Narrative: Please describe the project in detail.

The 2025 Substance-Free Graduation Party aims to provide a safe and enjoyable celebration for graduating students. Scheduled for 6/11/2025, this all-night event will be held at Firstenburg Community Center or other like kind venue, fostering a supportive environment where graduates can celebrate their achievements without the influence of substances. This Graduation Party will be a night to remember, celebrating the hard work and accomplishments of our graduates while prioritizing their safety and well-being. Through engaging activities and a supportive environment, we aim to create lasting memories for our students as they embark on the next chapter of their lives.

Objectives:

Safety and Support: Create a secure, supervised atmosphere for students to enjoy their graduation night.

Community Building: Foster connections among graduates, families, and staff, promoting a sense of belonging and celebration.

Engaging Activities: Offer a variety of fun, substance-free activities, including games, music, and themed entertainment, to keep participants engaged throughout the night.

Activities:

The event will feature a range of activities designed to appeal to diverse interests:

- Live music and a DJ for dancing
- Interactive games and contests
- Photo booths to capture memories
- Food stations with a variety of snacks and non-alcoholic beverages
- Relaxation zones with comfortable seating and ambiance

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

The goal is to provide an all night, chaperoned, substance free grad party for the class of 2025 in a safe, controlled environment. We want seniors to celebrate with us instead of having their own party. We hope to encourage them to attend based on the activities offered and the prizes they could win.

Who is involved? Please list all community partners that are connected to the project.

We are a group of parents organizing this event. While this is a small group, we have more volunteers than last year and are seeking donations from local businesses as well as hosting fundraisers in person and online.



Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

Donations will be used to pay for the venue, outside vendors such as photo booth, bounce house, etc., provide food, and offer prizes for all attendees. To give you an idea, last year our total cost was roughly \$15,000. This covered all the mentioned fees but also allowed every student to leave with \$30 in prizes and the opportunity to win more. Prices have significantly gone up this year and after taking a poll, the students love this party and we are anticipating even more students in attendance this year and an overall cost of \$18,000.

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

We are a small group but we want the students to be involved with the community and to know that we appreciate your donations. If you have a need, we will try our best to help you get some student volunteers. We are also offering students who cannot afford a grad party ticket an opportunity to volunteer to earn their ticket. If you have any need for volunteers, please let us know.

Project Time Frame: Beginning Date 10/16/24 End Date 6/1/25

III. Proposal Criteria

Project meets at least one of the following applicability criteria. Check the appropriate boxes:

(1) Neighborhood Capacity Building Initiatives

Activities, services, and materials that create, diversify, and increase participation in the NDA and support and educate leadership toward the NDA’s development and continued operation.

- **Allowable expenses:** Administrative expenses (Paper, writing instruments, printing, copying, etc.), equipment or services to hold in-person meetings with a virtual option (laptop computers, speakers, microphones, cameras, etc.), marketing and outreach costs (Mailers, fliers, posters, NDA maintained websites, etc.), food and refreshments for meetings to encourage participation, and facility use fees for meetings. Other expenses are allowed in this category, but NDAs should check-in with the City Manager’s Office prior to making purchases or approving grants to other community groups.

(2) Neighborhood Cultural, Social and Recreational Initiatives

Activities, services and materials that bring people together, build community, and promote diversity, equity and inclusion within the neighborhood.



- **Examples of past projects:** Concerts in parks, movies in parks, neighborhood picnics, intersection paintings as approved by the city, little free libraries, litter cleanup volunteer events, and others.

(3) Neighborhood Physical Improvements

Materials and services to be used toward minor physical improvements approved by the city (or other appropriate public entity) on publicly owned land.

- **Examples of past projects:** Neighborhood entrance/welcome signs, playground improvements, outdoor benches, community garden improvements, and similar projects.

(4) Neighborhood Sustainability, Resilience, and Safety

Activities, materials and services that support the neighborhood’s ecological health and vitality and/or ability to prevent, withstand and recover from the harmful impacts of natural hazards.

- **Examples of past projects:** Cleanup and beautification events, tree planting events and projects, community garden improvements, seed sharing initiatives to encourage people to grow their own food, support of Milwaukie Community Emergency Response Team (CERT) events and activities, and others.

To the best of my knowledge, the proposed project complies with the **Milwaukie Neighborhood Enhancement Program Administrative Policy**.

To the best of my knowledge, the proposed project complies with all city, county and state codes.

Signed by:

Karyl Cranor

Applicant's Signature: _____

D11443A8603945A

Title (if any): 2025 Grad Party Chair (parent volunteer)

Date: 10/16/24

IV. Next Steps

1. Applicant submits this completed application to the NDA that the applicant is seeking funding from. Contact information for each NDA is available at www.milwaukieoregon.gov/citymanager/all-neighborhood-association-meetings-contact-information.
2. The NDA that funding is being requested from will schedule the applicant to attend an upcoming regular NDA meeting for the applicant to discuss their proposal.
3. The applicant will attend the agreed to NDA meeting and present the proposed idea at the meeting. Attending the meeting in person is preferred, but online options may be available if



the NDA is able to accommodate it. NDA officers and visitors to the NDA meeting may ask any clarifying questions of the applicant at that time.

4. The **NDA discusses the proposal at the next regular NDA meeting and takes a formal vote** to approve, approve with conditions, or deny the proposal. The NDA may choose to fund the proposal in its entirety, reduce the amount requested, or increase the amount requested.
5. The NDA contacts the applicant to let them know what the result of the discussion and vote was. At that time arrangements can be made for the NDA to get the funding to the applicant if the grant request was approved.
 - Should the grant request be approved, **please keep in mind that NDAs cannot provide payment to individuals by check or other payment methods. Direct payment must be provided to the sponsoring non-profit or community organization. When there isn't a non-profit or community organization involved, the applicant must identify a vendor that the NDA can provide direct payment to.** For example, a request to support an event could have an NDA support the event by helping to pay for a good or service that is needed such as portable toilets, entertainment, rental of tents, etc. Direct payment, either by check or other payment methods, would then be provided directly to the vendor providing the good or service.
6. Non-profits and community groups receiving funding are asked to help cross promote the NDA providing the funding and encourage participation in the NDA. This includes adding NDA logos to promotional material, statements where possible explaining that the NDA helped to fund the project, and other opportunities as they are identified.
7. **All applicants that receive funding must provide a final report to the NDA** that granted the funding using the **Reporting Form available at www.milwaukieoregon.gov/MNEP**. The report includes an overall description of how it benefitted the neighborhood, an itemized list of how the funding was spent, and additional materials that illustrate how it benefitted the neighborhood including photos.
 - **NOTE: Grant recipients are not eligible for future grants until they have closed the loop with the NDA and provided the attached final report to the NDA.**



For NDA Use Only

NDA that has approved this proposal shall have the chair or their designee sign and date below.

- Ardenwald-Johnson Creek _____ Date _____
- Hector Campbell _____ Date _____
- Historic Milwaukie _____ Date _____
- Island Station _____ Date _____
- Lake Road _____ Date _____
- Lewelling _____ Date _____
- Linwood _____ Date _____

As mentioned in Next Steps (#7), the applicant is required to complete the reporting form at the conclusion of the project and submit it to the NDA/s that provided the funding. Please use this form to record when the report was received with any additional notes for future applications that might be received from the applicant.

Date final report provided to the NDA _____.

Additional notes:

Milwaukie Neighborhood Enhancement Program (MNEP)
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ATTENTION! Before you complete this application for MNEP funding, please closely review the MNEP Administrative Policy at www.milwaukieoregon.gov/MNEP. If you determine that your project proposal satisfies the policy requirements, then please fill out this application and proceed. If you aren't sure if your proposal meets the policy requirements, please reach out to the City Manager's Office at engage@milwaukieoregon.gov or call 503-786-7568 so that we can discuss your project idea and determine if it meets the policy. Thanks for taking the time to review the policy before proceeding!

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I. Applicant Information

Project Name: Annual Historical Society Business Membership
Organization/s (If any): Milwaukie Historic Society
Project Contact Person: Milo Denham, Treasurer
Phone: (503) 702-2829 Email: milwaukiemuseumtreasurer@gmail.com
Website Address (if any): milwaukiemusuem.org
Mailing Address: 3737 SE Adams Street
City/State/Zip Code: Milwaukie, OR 97222
Amount Being Requested (Cannot exceed \$500): \$ 100 Date: 9/25/24

II. Project Details (Please attach additional sheets if needed.)

Note: Please attach additional pages as necessary to fully describe the proposed project.

Name of NDA that funds are being requested from: Leuelling

Briefly describe the project. Please introduce the project here with a key point or two to make a connection with the NDA. This is your chance to provide the reviewer with your “elevator pitch.”

The Milwaukie Historical Society (MHS) was established in 1936 and owns and operates the Milwaukie Museum, the world's largest museum dedicated to preserving the history of Milwaukie, Oregon and its environs.

Business membership costs \$100 annually, and after you join or renew, we will use your NDA logo in our communications for the next year.

Project Narrative: Please describe the project in detail.

The Milwaukie Museum houses many artifacts and documents that represent the history of Milwaukie and its environs, which includes your neighborhood.

Our membership income is used to pay for the operating expenses for the museum, such as utilities: electricity, natural gas, and an alarm system (city pays for water and yard debris pickup); and for MHS operations, such as business license fees, office supplies, postage, brochures, etc.

Membership fees allow us to continue to offer our outreach programs such as walking tours that are coupled with on-line information on history, nature, and public art; public lectures at the Ledding Library; and entertainment for children in the backyard.

Annual membership income also allows us to provide free admission to the museum for all visitors.

Please describe the goal of your proposed project and the need that it fulfills. Include how the project directly benefits the neighborhood that the funding is being requested from.

The goal of seeking membership fees from individuals and businesses is to allow anyone to visit the museum for free.

Membership fees also allow us to continue to offer walking tours that are coupled with on-line information on history, nature, and public art; public lectures at the Ledding Library; and entertainment for children in the backyard – all with free admission.

Who is involved? Please list all community partners that are connected to the project.

We have many partners involved in funding our operations, including several NDAs. The names include: Island Station NDA, Linnwood NDA, Barbur & Laskey, Hemer's Helping Hands, Milwaukie Garden Club, Urban Village Designs, Networks PDX, Hold Fast Construction, Johnny Bravo, Zana Construction, Two Sister's Play Cafe, Nerds to Go, Western Infrared, Mutual Materials, General Tree Service, David Parker Consulting, ChaChaCha!, Rotary, Stehn Family Chapels, Celebrate Milwaukie, Urban Village Designs, Dieringer's Properties, Inc., American Legion, Mutual Materials, and the City of Milwaukie, to name a few.

Can we add you to this list?

Please describe how the grant money, if approved, would be used (Please be as specific as possible, including specific materials or services that the funding will be used for.).

The grant funds you provide will be used to fund the ongoing operations of the museum building (such as utilities) and Milwaukie Historical Society (such as business license fees, postage, office supplies, brochures, etc.).

We can provide a report at the end of your fiscal year (July 31, 2025).

Please provide any additional comments and information that you would like to share with the NDA about this proposal.

Your grant will help us to keep the museum open to the public with free admission to all.

Project Time Frame: Beginning Date 7/1/24 End Date 6/30/25

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To the best of my knowledge, the proposed project complies with all city, county and state codes.

Applicant's Signature: Milo Denham

Title (if any): Milwaukie Historical Society Treasurer

Date: 9/22/24

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