



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

August 29, 2023 at 6:30 PM

Wilsonville City Hall & Zoom (<https://us02web.zoom.us/j/85731711721>)

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**CALL TO ORDER** – Meeting was called to order at 6:30 pm.

**1. Roll Call**

**ATTENDANCE**

Caroline Berry  
Amy Day  
Maripat Hensel  
Joann Linville  
Nik McGee  
Devon Thorson  
Metro Council Liaison Gerrit Rosenthal

**STAFF**

Zoe Mombert  
Ronak Sameer-Asita

After the roll call, Zoe introduced Ronak to the Committee.

**CONSENT AGENDA**

2. Metro-CEC Minutes 5/22/2023 – Joann Linville made a motion to approve the May 22, 2023 Minutes. Caroline Berry seconded the motion. Motion passed unanimously.
3. Metro-CEC Minutes 5/30/2023 - Joann Linville made a motion to approve the May 22, 2023 Minutes. Caroline Berry seconded the motion. Motion passed unanimously.

**NEW BUSINESS**

4. **Chair and Vice-Chair Selection** – The Committee selected a Chair and Vice-Chair as required by the Bylaws. Devon Thorson made a motion to appoint Amy Day as Chair. Motion was seconded by Joann Linville. Motion passed unanimously. Amy Day made a motion to appoint Maripat Hensel as Vice-Chair. Motion was seconded by Caroline Berry. Motion passed. (Aye – 6, No – 0, Abstain – Hensel)

**PROGRAM UPDATES & DISCUSSION**

Wilsonville – Metro Community Enhancement Committee

August 29, 2023

5. **Program Overview** – Staff provided an overview of the program’s grant requirements. Revenue from FY 22-23 and expected revenue for FY 23-24 for both the Community Enhancement Fee and Community Investment Fee Program.
  
6. **Application Material Review** - The Committee voted to remove the program preferences. Chair Day made a motion to remove the grant application preferences. It was seconded by Caroline Berry and the motion passed unanimously.
  
7. **Outreach Plan**  
Overall the committee is comfortable with the grant application. They provided suggestions for future outreach efforts and program modifications including:
  - Committee is interested to know if they can award grants directly rather than requiring the reimbursement process. Staff to review IGA with metro.
  - Chair is interested in having a simplified process for smaller grants. Amy will bring back suggested grant application language to the next meeting.
  - Committee is interested in using funding to provide grant writing assistance to non-profit applicants
  - Staff to evaluate grant writing resources and provide feedback on the city managing the project, if it were a grant proposal for the 2024 grant cycle.
  - Committee is interested in mentoring for grant applicants.
  - Members of the committee could nominate local non-profits to apply.
  - Committee requested that the current contact list be updated by calling the organizations, informing them of the grant and getting updated emails and addresses.
  - Suggested providing the invitation to Civics Academy participants to share the grant opportunity with their networks.
  - Add a list of projects that have been funded to the back of the grant information letter for examples of possible projects.
  - Committee suggested adding a testimonial about the grant process, possibly using video.
  - Committee suggested reaching out to the local schools/school district, OIT and CCC to share the grant opportunity.

Committee will meet on September 14<sup>th</sup> to discuss upcoming grant cycle.

**ADJOURN** – Meeting adjourned at 7:21 pm

**NEXT MEETING** - September 14, 2023 at 6:30 pm