



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE AGENDA

September 30, 2024 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

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## PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/85731711721>

## TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Administration:

[CEC@ci.wilsonville.or.us](mailto:CEC@ci.wilsonville.or.us)

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Administration - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

## CALL TO ORDER

1. Roll Call
2. Chair and Vice Chair Selection

## CONSENT AGENDA

3. [3/19/2024 Metro-CEC Minutes](#)
4. [2/27/2024 Metro-CEC Minutes](#)

## PROGRAM UPDATES & DISCUSSION

5. [2025 Community Enhancement Program Packet](#)

## ADJOURN

## NEXT MEETING

Tuesday, October 22, 2024 at 6:30 pm

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48*

**Wilsonville – Metro Community Enhancement Committee**

*hours prior to the meeting by contacting the Assistant to the City Manager at 503-570-1503 or [CEC@ci.wilsonville.or.us](mailto:CEC@ci.wilsonville.or.us); assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1503.*



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

March 19, 2024 at 6:30 PM

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

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## CALL TO ORDER

Roll Call – Meeting was called to order at 6:31 pm.

## PRESENT

Amy Day, Chair  
Caroline Berry  
Devon Thorson  
Joann Linville  
Maripat Hensel (remote)  
Nik McGee  
Gerritt Rosenthal, Metro Council Liaison

## STAFF

Zoe Mombert

## CONSENT AGENDA

No minutes for review.

## GRANT APPLICATION REVIEW

Staff reminded the committee that it is a reimbursement program and we only reimburse for the allocated amount and for items or work associated with their approved project request. Applicants cannot spend grant money on items/ programs which were not proposed as a part of the grant request.

After robust conversation, the committee determined that they would fund all of the projects although during the discussion period, Chair Day expressed concerns about Friends of Trees’ Tranquil Park project. Devon Thorson shared the concerns expressed by the chair and noted that he had concerns about the actual ecological impact.

Staff read the project list and amounts aloud for the committee before voting and they are listed in the chart below.

CEP Project Nominations 2024		
	<i>Project Title</i>	<i>Project Cost</i>
1	Heart of the City Client Services Accessibility	\$ 13,260.00
2	Tranquil Park Stewardship & Restoration	\$ 19,929.00
3	Hearts Public Art Project	\$ 29,000.00
4	Murase Music Garden	\$ 17,000.00
5	Wilsonville Field Guide	\$ 19,500.00
6	Art and Stories from Behind the Walls	\$ 11,187.00
	Total	\$ 109,876.00

Chair Day made a motion to recommend funding all of the applications at their requested amount. Rosenthal seconded the motion and it passed unanimously.

**ADMINISTRATIVE BUSINESS**

Chair Amy Day informed the committee that this would be her last meeting as she is not seeking reappointment.

Staff reminded the committee that the planned April meeting would be cancelled and the committee would meet next in the fall.

Metro Councilor Rosenthal informed the committee that there will likely be changes to the program in the near future. Metro is evaluating the rate structure which could change or remove the community enhancement fee (which funds the program). This could be effective as early as July 2024.

**ADJOURN** – Meeting adjourned at 7:39 pm

**NEXT MEETING** - Tuesday, April 16, 2024 **CANCELLED**  
 Tuesday, April 23, 2024 **CANCELLED**



# WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

February 27, 2024 at 6:30 PM

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

## 1. Roll Call

### In Attendance:

- Amy Day
- Devon Thorson
- Maripat Hensel
- Nik McGee
- Councilor Berry
- Councilor Linville (remote)
- Metro Councilor Gerritt Rosenthal

### Staff

- Erika Valentine
- Kerry Rappold
- Tommy Reeder
- Zoe Mombert

## CONSENT AGENDA

- 2. **CEC Minutes** – September 14, 2023 – Maripat Hensel made a motion to approve September 14, 2023 Minutes. Gerritt Rosenthal seconded the motion. Motion passed.

## PROGRAM UPDATES & DISCUSSION

### 3. Metro-CEC Memo

Staff reviewed the objectives of the program before providing an update on current projects and the program budget. There is adequate funding available from the community enhancement and community investment fees to support the requests. The committee is not required to allocate any funds.

## PROJECT APPLICATION PRESENTATION

### 4. Art Stories CCFF (Coffee Creek Correctional Facility)

- Deb Arthur, Founder of Higher Education Program, gave a presentation of the grant request and answered committee members’ questions
- Work with students as a part of the class
- Multimedia art – college (augmented reality) QR code as a part of the project
- CCCF at PSU program provides college classes – reduced curriculum to work towards a bachelor’s degree
- Classes funded (grant)/no funds from PSU

**Wilsonville – Metro Community Enhancement Committee**

- PSU program at CCCF - 5 classes/125 students
- Full class (multimedia) served by this grant request - 20 students cap (a space issue)
- Students will use materials gleaned from towns
- \$1,200 (technology expense) – public art/imaging technology
- Enhance art and share the voices of students
- The art would be on display at the Wilsonville Public Library

##### **5. Client Services Accessibility Project Heart of the City (HOC)**

Lyn and Sandi from Heart of the City provided a presentation regarding their request for smart mailboxes, computers, ipads, printer and couch for their facility to enhance and increase client support services at HOC. A summary of the presentation and committee questions are outlined below:

- Smart Mailbox will allow clients to access checks when HOC is closed
- IPads will allow clients to access fillable forms, print or copy of paperwork which delays the process and increases the need for technology
- Computers are needed to increase the support volunteers and staff can provide to clients
- Cost of items were discussed as they seemed high
- Grace Chapel, organization that supports HOC, uses MAC and tech support is more likely to be able to assist with any problems.
- Mac and IPads are also easier for clients to use
- Help identify needs
- Spanish and English forms will be accessible from the technology
- Does not need to be high-end model. Want to make sure it has the capacity for the future.
- Specific items selected for security
- Grace Chapel will help with program (client services) expenses
- HOC works with school district. Need has grown over 30% and there are not enough resources

##### **6. Many Cultures, One Heart - Hearts Public Art Project City of Wilsonville (COW)**

Erika Valentine, Arts, Culture and Heritage Coordinator presented a request for fiberglass hearts to procure, painted and installed around the city. Here is a summary of information provided and responses to committee questions.

- Public art is a cultural asset
- Fiberglass heart 52" x 52"
- Different artists for each heart
- 5 – 10 hearts at city facilities or 10 city parks
- Map online (image, learn about each artist)
- Auction of hearts after their useful life – free up for a new project
- The painted hearts will be covered with anti-graffiti coating
- Is there a local artist to supply the hearts? Most programs use the same 2 to 3 companies on the east-coast.
- Base to install the art is included in the cost
- 5 vs. 10 preferences
- 10 more impact but still benefit the community

- General statement about inclusivity will be noted in the request for proposal.
- Arts, Culture and Heritage Committee would select the artist and there would likely be input from the Diversity, Equity and Inclusion Committee also.
- Anyone could apply and/or submit ideas within 50 miles including students.

#### **7. Music at Murase City of Wilsonville**

Tommy Reeder, Parks staff presented the proposal to purchase three musical pieces to be installed at Murase Park. A summary of the information provided and master plan information is available below:

- Previous grant projects successes were discussed
- Project was identified in master plan but it is not on a list to be funded
- Ranked as amenity of interest
- Location – Murase Show Garden with rehabbed landscape (south of the water feature)
- Adequate distance from homes, but near the restroom to be accessible for users
- Permanent amenity with would harmonize and be available year round
- Parks staff will be provide a match by pouring the concrete pad and installation of the musical features.

#### **8. Tranquil Park Stewardship & Community Engagement**

Michelle from Friends of Trees (FOT) presented their request and answered committee questions, which are summarized below:

- FOT – work with city restrictions
- Overgrown invasive species on the site (1 acre)
- Interest in restoring more in the future
- Invasive management without FOT contract
- Proposal includes two volunteer events and will include community engagement
- Benefits – environmental and belonging
- Project will benefit local wildlife and watershed
- Park is located near local residences.
- Replant to keep invasive spies from re-growing
- Incidentals are included (snacks, coffee, first-aid supplies, etc.)
- Maintenance will be needed to keep removing invasive species
- Personnel services (included in the grant request)– time for FOT staff and City staff to put on the event
- Resilient native species will be planted
- Volunteer – 40-120 people depending on recruitment

#### **9. Wilsonville Field Guide City of Wilsonville (COW)**

Kerry Rappold from the Natural Resources Department presented the application and answered the committee questions; a summary is below:

- This project will glean on past community enhancement projects
- Specific field guide will be created
- Showcase ecosystem, conservation, geology, cultural history
- Contributors for project already identified

- Would be available for print
- Available at community locations
- The field guide is intended to be 100 page (9 chapters)
- Need to explore e-book expense
- City website (on web, school website, Boones Ferry Messenger and the Wilsonville Spokesman will be used to advertise the project
- Concern about cost – maybe too low
- Most of the content is already available and just needs to be compatible
- Metro did a guide but unclear about other jurisdictions
- Initial project paid for by grant will be free
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#### **PROJECT APPLICATION DISCUSSION & RECOMMENDATION**

Some of the committee members were interested in making a decision. Some members expressed a desire to discuss the requested project amounts in more detail at a later meeting.

*A motion was made by Maripat Hensel to approve all projects and all amounts. Councilor Linville seconded the motion. 3 ayes; 3 no; 1 abstain. Motion did not pass.*

*Motion was made by Councilor Berry to continue the discussion at the March 19 meeting. Nik McGee seconded the motion. 6 ayes; 1 no. Motion passed.*

**ADJOURN** – Meeting adjourned at 8:53 pm

**NEXT MEETING** - Wednesday, March 19, 2024 at 6:30 PM





August 14, 2024

Interested Applicants:

The Community Enhancement Program is an exciting opportunity for community members to participate in making Wilsonville a place where families and businesses thrive.

The reimbursement program is open to non-profit organizations, service organizations, schools or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community. The City will offer an in-person application workshop for potential applicants at 6:00pm on November 26 to help applicants understand the application, criteria, and review process. The open house will be held in the Rose Room at Wilsonville Library (8200 SW Wilsonville Road). Those interested in sharing and developing an idea to determine what information is required to move their potential project forward are also encouraged to attend.

All ideas are welcome, big or small, you can be sure they will be considered. All applicants are *required* to meet with City Staff for a free pre-application meeting. Meeting times are flexible and available between November 6, 2024 – December 27, 2024. Please contact Zoe Mombert, Project Coordinator, to schedule a pre-application meeting at 503-570-1503 or [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us). Fill out the online application by January 10, 2025 at 5:00pm and we look forward to reviewing your proposal.

Sincerely,

Zoe Mombert  
Project Coordinator/Assistant to the City Manager  
503-570-1503  
[mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)

## COMMUNITY ENHANCEMENT PROJECT APPLICATION INSTRUCTIONS

### 2025 Community Enhancement Program Schedule:

#### 2024

- Nov. 6 Applications for project proposals available. ([www.ci.wilsonville.or.us/CEP](http://www.ci.wilsonville.or.us/CEP) )
- Nov. 6 Required Pre-application meetings begin. (Required pre-application meeting should be scheduled with the project coordinator between November 6 – December 27.)
- Nov. 26 Application workshop – optional - 6:00pm Wilsonville Library - Rose Room  
(8200 SW Wilsonville Road)

#### 2025

- Jan. 10 Applications must be completed and submitted online by 5:00pm.
- Feb. Staff application review.
- Feb. TBD Community Enhancement Committee meeting to review projects. Each qualifying application representative will provide a presentation to the committee and answer questions.
- Mar. TBD Community Enhancement Committee meeting to discuss projects and make a recommendation to City Council.
- Spring Allocations of funds recommended to and approved by City Council
- July 1 Awarded projects can begin once they have signed agreements.
- Aug. 31 *The offer of funding will be withdrawn if agreements are not signed and returned to the City of Wilsonville by this date.*

#### 2026

- June 30 Projects must be complete or have an approved extension.

#### General Instructions

- All projects must be within the City limits to be eligible for funding.
- Applicants must be from non-profit organizations, service organizations, schools or City Advisory Committees to be eligible for a grant.
- Applicants may not have any previous Community Enhancement program grants that are active at the time of the Community Enhancement Committee application review meeting; however, exceptions may be made based on a project performance update and

anticipated project completion schedule. (Project proposals seeking an exception should be prepared to provide the committee with this information at the Community Enhancement Committee meeting.) Generally, all projects should be complete within the agreed upon project completion date of June 30, 2026.

- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation.
- Each project must meet one of eight Metro-approved goals listed on the application. Priority will be given to projects that best meet these goals.
- Each project is evaluated by staff before being forwarded to the Community Enhancement Committee. The Community Enhancement Committee will review the projects to determine funding.
- Responses are limited to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If the question does not apply to your proposed project, indicate such in the appropriate space.

Application packets are available on the website at [www.ci.wilsonville.or.us /CEP](http://www.ci.wilsonville.or.us /CEP). Any questions regarding the application should be directed to Zoe Mombert, Project Coordinator/ Assistant to the City Manager, at [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us) or 503-570-1503.

### **Applicant Information**

Name of non-profit group, service organizations, organization, or committee should be listed in Sponsor Information. Contact person, phone, email address, and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

### **Project Information**

- A. Project Title, Amount Requested. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Goals: Checkmark all goals the project meets and explain how. Priority given to projects that best meet these goals. Please be clear and concise.
- C. Project Description: This should be a short description for the proposed program or project **including how the Community Enhancement Program funds will be used.**
- D. Estimate how many Wilsonville residents will benefit and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement funds in past years.
- E. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete a project or program. Examples include postage and paper products. Capital would include major expenditures

greater than \$500. This would include major tools, equipment or furnishings. Please define any costs listed under "Other". Compute percent of total budget provided by the sponsor.

- F. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2025, is not allowed.**
- G. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- H. Explain how the project enhances sustainability in the City. Sustainability is intended to have a broad definition under this program.

### **Project Management**

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe prior experience managing similar projects: Provide a description of project, the dollar amount of project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.  
  
If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

## Community Enhancement Project Evaluation

**Evaluation Process:** Following presentation of the proposals, each Community Enhancement Committee (CEC) member will evaluate the project. Based on funding requests and money available, the CEC will determine which projects will be recommended for funding. Funding may be full, partial, or none and must be approved by the City Council.

**Goals:** Projects must meet **one or more** of the following goals to be eligible for funding. If not, the application will not be considered further. Priority will be given to projects that best meet these goals.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) This results in improvement to safety.
- (h) Benefit youth, seniors, low-income persons and/or underserved populations.

**Guidelines:** Project enhances sustainability in the City, either economically, environmentally, or socially. Sustainability is intended to have a broad definition under this program.

When evaluating the projects, the committee members will use the guidelines of the Community Enhancement Program to evaluate a proposed project, and will also include the following additional factors:

- The amount of matching funds.
- The number of benefiting residents.
- Future costs associated with the project.
- The amount of public support.

### **Next Steps:**

Staff will review all applications in February and provide an evaluation of each project to the Wilsonville- Metro Community Enhancement Committee. The applications, evaluations and a presentation from the project sponsor will be presented to the committee at a meeting in March (the date will be provided as soon as possible). After the committee reviews all of the application materials and information provided, they will make a recommendation to the City Council. The City Council must approve the project funding allocation. All project applicants will be notified of the status of their project (unfunded or funded with the amount awarded).

All successful project sponsors will need to complete an agreement acknowledging that the project sponsor will do the following:

1. Complete all improvements and activities within the specified time as described in Sponsor's application with any identified revisions, due to partial funding.
2. Provide all necessary administrative support to manage the project.
3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds.
4. Provide all receipts, documents, or contracts showing use of the allocated funds in Community Enhancement Program money to be reimbursed for project expenses.
5. Provide the City with a written report within two months of project completion.
6. Provide a presentation to the City Council upon completion of the project.
7. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.

The project funds will be available July 1, 2024. Project expenses cannot be incurred before this time. Receipts and associated documentation will be required for reimbursement. All projects must be complete or receive an extension by June 30, 2026. Projects requiring a one-year extension must request an extension in writing from the Community Enhancement project coordinator. The written request must describe the need for the extension and how the project sponsor will complete the project prior to the new deadline. Project extensions will be granted in writing and mutually agreed upon by the City and the sponsor.

A written report describing the activities that were completed, project outcomes, and how the community enhancement committee funds have been spent will be required within two months of project completion. This report should identify how the objectives or scope of the project were met. The project sponsor will provide a brief presentation (project report) to the City Council to share the results with the community.

Finally, any materials (physical, digital, printed, etc.) developed by or associated with the project will identify that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds. This is intended to inform the community about the Wilsonville – Metro Community Enhancement funds and how the funds have been used in the community.

## COMMUNITY ENHANCEMENT PROJECT AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Wilsonville ("City") and «SPONSOR» ("Sponsor"). The City has designated «PROJECT» as a "Community Enhancement Project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

Upon execution of this agreement, the parties agree as follows:

- B. The City agrees to grant the Sponsor \$«Funding Approved» to assist in completing the Community Enhancement Project.
- C. The Sponsor agrees to:
1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, due to partial funding:
  2. Provide all necessary administrative support to manage the project.
  3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville- Metro Community Enhancement funds.
  4. Provide all receipts, documents, or contracts showing use of the \$«Funding Approved» in Community Enhancement Program money to be reimbursed for project expenses.
  5. Provide the City with a written report within two months of project completion. The report should include activities completed and indicate how the money has been spent. Any unspent money provided to the sponsor shall be remitted back to the City.
  6. Provide a presentation to the City Council upon completion of the project. City Council generally meets on the first and third Monday of each month at 7:00PM
  7. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- D. If the sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«Funding Approved» of Community Enhancement Program money. The deadline for completing the Community Enhancement Project (June 30, 2026) may be extended upon mutual agreement by the City and the

Sponsor. Such an extension shall be approved in writing.

- E. If the Sponsor fails to execute a return the contract to the City by August 30, 2025, the funds will be forfeited.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

City of Wilsonville

«SPONSOR»

By \_\_\_\_\_

\_\_\_\_\_

City Manager

Authorized Person to Execute Contract