



WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE AGENDA

September 03, 2026 at 5:30 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

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

Zoom: <https://us02web.zoom.us/j/84523872970>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Administration:

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

CONSENT AGENDA

2. [April 30, 2026 Minutes](#)

PROGRAM UPDATES & DISCUSSION

3. Program Overview
4. [2027 Grant Application Materials Review](#)

ADJOURN

NEXT MEETING

To Be Determined

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

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hours prior to the meeting by contacting Zoe Mombert, Assistant to the City Manager at 503-570-1503 or CEC@wilsonvilleoregon.gov: 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.

Com niquese al 503-570-1503.



WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE MINUTES

April 30, 2026 at 6:00 PM

Wilsonville City Hall & Remote via Zoom

CALL TO ORDER – The meeting was called to order at 6:00 PM.

1. Roll Call

IN ATTENDANCE

Maripat Hensel

Devon Thorson

Scot Siegel

Council President Berry

Councilor Shevlin

Metro Councilor Gerritt Rosenthal

ABSENT

Albert (Nik) McGee

STAFF

Zoe Mombert

GUEST

None

2. Community Input & Announcements - No members of the public offered public comment.

CONSENT AGENDA

3. March 31, 2026 Minutes – Councilor Shevlin made a motion to approve the March 31, 2026, minutes. Council President Berry seconded the motion. Motion passed (6-0-0).

ALL THOSE IN FAVOR

Maripat Hensel

Devon Thorson

Scot Siegel

Council President Berry

Councilor Shevlin

Metro Councilor Rosenthal

ALL OPPOSED

None

ALL THOSE ABSTAINING

None

PROGRAM UPDATES & DISCUSSION

Wilsonville – Metro Community Enhancement Committee

April 30, 2026

4. Grant Application Review & Recommendation

The committee was informed that six grant applications had been received for review. Staff noted that an intergovernmental agreement (IGA) with Metro, extending the Community Enhancement Program from 2026 through 2030 and including the Community Investment Fee, had been received since the last meeting and was anticipated to go before City Council on May 4. Republic Services continues to participate in the Community Investment Fee component, though that participation remains optional.

Staff summarized the program's financial position: approximately \$36,000 remained unallocated from fiscal year 2025, and an additional \$129,000 was anticipated for fiscal year 2026, yielding an estimated available balance of \$165,000. Staff recommended a conservative budget of \$120,000 for the current grant cycle. The committee was also reminded that, per the Metro agreement, it is not required to fund any projects and may go up to three years without doing so.

The aggregate of all requests received, with adjustments discussed during the meeting, totaled \$98,304.

5. French Prairie Road Median Renewal Project

The Charbonneau Community Foundation presented the Oak Tree Preservation Project, a renewal of the median landscape along 2.2 miles of French Prairie Road, which is home to approximately 900 red oak trees. The presenter explained the need for the project.

During questions, committee members explored the drone assessment used to evaluate tree health, the risk of invasive pests such as the oak borer, coordination with planned city stormwater projects to avoid redundant work, and the arborist's ongoing tree monitoring. The presenter confirmed that approximately nine trees are currently marked for removal and replacement this year, and that the contractor had recently reaffirmed the project budget. In response to a question about whether additional funding could be put to use, the presenter stated that any funds above \$30,000 — the original reduced ask — would go toward tree nutrition programs, which represent the most critical and expensive component of long-term tree health.

Committee members asked questions about the project scope and anticipated coordination with the city.

Metro Councilor Rosenthal disclosed that he is a resident of Charbonneau and had previously served on the Charbonneau Country Club board but confirmed with legal counsel that he is eligible to participate in the decision. No member of the committee requested his recusal.

The committee discussed whether to fund the project at the originally reduced amount of \$30,000 or at the full application amount of \$37,500. It was noted that the additional \$7,500 would directly support the nutritional program for stressed trees, and that failure to adequately support the trees would undermine the entire investment. The committee expressed consensus in support of funding the full \$37,500.

6. 2026 Dia de los Muertos Festival

The applicant, the Wilsonville High School ASB represented by art teacher Ansenette Escobar, was unable to attend due to personal circumstances. Staff summarized the application on the committee's behalf. The project proposes to expand an existing, community-open Día de los Muertos celebration hosted by the high school — an event that drew an estimated 1,200 participants in 2024 — into a more formal community event. The grant request is for \$12,000. Identified community benefits include multicultural education for youth, combating senior isolation, and serving marginalized and low-income populations. The event is free of charge and includes an ofrenda honoring those who have passed.

Committee members expressed enthusiasm for the project's multicultural and intergenerational character. One member raised a concern about sustainability — specifically, whether funding could be secured in future years to maintain the event's momentum after the grant period. The committee discussed that the project could be encouraged to explore additional funding mechanisms, including donor outreach at the event itself, and that the committee could consider a future application if the event proves successful. The committee expressed consensus in support of funding the full \$12,000.

7. Wilsonville Biking Infrastructure

Brian Stevenson, Parks and Recreation Program Manager, presented on behalf of the Wilsonville Tourism Promotion Committee. The project proposes the purchase and installation of two bike repair stations — one at Murase Plaza (west side) and one at Tivoli Park along the Ice Age Tonkin Trail (east side) — to improve biking amenities and connectivity citywide. Each station includes secured, cabled tools and an air pump. The total grant request is \$5,944, which covers the cost of both units including shipping, as well as explore Wilsonville tourism branding (vinyl wraps) and a QR code linking to a city bike map currently under development.

8. Growing up in Wilsonville Book Reprint

Susan Shank, representing the Wilsonville Historical Society, presented a request to reprint 100 copies of “Growing Up in Wilsonville”, a children's-perspective historical narrative of the community based on digitized photo archives and oral histories. The original printing was produced at the Society's own expense.

The committee reached consensus to recommend funding at \$3,000, sufficient for approximately 200 copies.

9. Study Pods

Kathryn Whittaker, President of the Wilsonville Public Library Foundation, and Shasta Sasser, Director of the Wilsonville Public Library, presented a request to purchase two study pods for installation at the library — one standard single-occupancy unit and one ADA-accessible unit.

Identified use cases include telehealth appointments, job interviews, financial and legal consultations, test-taking, remote work, podcasting, and sensory decompression. Each pod includes soundproofing and transparent panels for staff visibility. The pods are self-contained and include integrated fire suppression systems. The committee was informed that the original grant request of \$20,000 needed to be revised upward to \$24,810 to account for fire suppression requirements (~\$2,000 per unit) and a city building permit (~\$1,300) that were not anticipated at the time of application. The Foundation committed to contributing approximately \$16,170 (39% of total project cost).

Committee members strongly supported the project, emphasizing its equity dimensions — providing private space for sensitive appointments and interactions to community members who may lack alternatives, as well as those experiencing sensory overload. The committee expressed consensus to recommend funding the revised amount of \$24,810.

10. Utility Box Public Art Project

Erika Valentine, the City's Arts and Culture Program Coordinator, presented a proposal from the Arts, Culture and Heritage Commission to launch a pilot utility box public art program. The city owns approximately 20 traffic signal utility boxes; the pilot would wrap 7 of them with artist-designed vinyl graphics under the theme "Celebrating the Arts." Artists would submit digital image files for review by the Arts, Culture and Heritage Commission, following the same juried process used for prior projects such as the Hearts of Wilsonville and the Memorial Park skate park mural. A third-party contractor would handle production and installation of the graffiti-resistant vinyl wraps, which carry an estimated lifespan of five or more years. Artists would receive a stipend and the ability to include their signature in the artwork.

The grant request totals \$15,050: \$12,600 for contractor production and installation, and \$2,450 in artist stipends for seven boxes. Staff noted that the city's public works department and engineering division had been consulted to ensure compliance with city code and to avoid boxes slated for future road projects.

The committee expressed enthusiastic support. The committee expressed consensus to fund the full \$15,050.

Devon Thorson moved to recommend approval of the following Wilsonville – Metro Community Enhancement projects for Fiscal Year 2026–2027:

- Charbonneau Community Foundation – French Prairie Road Median Renewal Project: **\$37,500**

Wilsonville – Metro Community Enhancement Committee

- Wilsonville High School ASB – 2026 Día de los Muertos Festival at WHS: **\$12,000**
- Tourism Promotion Committee – Enhancing Wilsonville's Biking Infrastructure: **\$5,944**
- Wilsonville Public Library Foundation – Study Pods: **\$24,810**
- Wilsonville Historical Society – Growing Up in Wilsonville Book Reprint: **\$3,000**
- Arts, Culture and Heritage Committee – Utility Box Public Art Project, Celebrating the Arts: **\$15,050**

Total Recommended: \$98,304

Scot Siegel seconded the motion. Motion passed (6-0-0).

ALL THOSE IN FAVOR

Maripat Hensel

Devon Thorson

Scot Siegel

Council President Berry

Councilor Shevlin

Metro Councilor Rosenthal

ALL OPPOSED

None

ALL THOSE ABSTAINING

None

ADJOURN – The meeting was adjourned at 7:44 PM.

NEXT MEETING

Wednesday, May 13, 2026 at 12:00 PM (Cancelled)



October 8, 2026

Interested Applicants:

The Wilsonville – Metro Community Enhancement Grant 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 and/or City of Wilsonville departments and advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

A pre-application meeting is required before submitting an application. Potential applicants will have the opportunity to discuss the grant requirements, process, idea(s) and determine what information is needed to proceed. Meeting times are flexible and available between November 16 – December 31, 2026. Please contact Zoe Mombert, mombert@wilsonvilleoregon.gov to schedule a pre-application meeting.

To apply fill out the online application between November 16, 2026 - January 11, 2027, at 5:00 p.m. and we look forward to reviewing your proposal. If you need assistance with the application or need a printed copy of the application, please contact staff.

Sincerely,

Zoe Mombert
Assistant to the City Manager
503-570-1503
mombert@wilsonvilleoregon.gov

Wilsonville – Metro Community Enhancement Grant Project Application Instructions

2027 Community Enhancement Grant Schedule

2026

- Nov. 16 Applications for project proposals available at www.wilsonvilleoregon.gov/CEP
- Nov. 12 Required pre-application meetings begin.
(Required pre-application meeting should be scheduled with project staff between November 16 – December 31, 2026).

2027

- Jan. 11 Application must be completed and submitted online by 5:00 pm.
- February Staff application review.
- Mar. TBD Community Enhancement Committee meeting to review projects. Each qualifying application representative will provide a presentation to the committee and answer questions.
- Spring Community Enhancement Committee meeting to discuss projects and make a recommendation to City Council.
- Spring Allocation 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.

2028

- June 30 Projects must be completed 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 501(c)(3), service organizations, schools or City of Wilsonville departments or 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.) All projects should be complete within the agreed upon project completion date of June 30, 2028.
- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation.
- Each project must meet one of nine goals listed on the application.
 1. Improve the appearance or environmental quality of the community.
 2. Reduce the amount or toxicity of waste.
 3. Increase reuse and recycling opportunities.
 4. 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.
 5. 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.
 6. Result in improvement to, or an increase in, recreational areas and programs.
 7. Result in improvement to safety and community emergency preparedness.
 8. Benefit youth, seniors, low-income persons and/or underserved populations.
 9. Foster and enhance community enrichment through educational programming, arts and cultural projects.
- 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. Letters of support, supporting materials, and images can be submitted to staff before the application deadline. (Subject line: Community Enhancement Grant Application Additional Information). If a question does not apply to your proposed project, indicate such in the appropriate space.
- Applicants will also have an opportunity to answer committee members' questions and provide additional information during the presentation of the proposed project. Every question should have a response.

Application packets are available on the website at www.wilsonvilleoregon.gov/CEP. (Printed applications are available upon request.) Any questions regarding the application should be directed to Zoe Mombert, Assistant to the City Manager, at mombert@wilsonvilleoregon.gov or 503-570-1503.

Eligible Applicant Information

Name of non-profit group, service organizations, organization, city department or city 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 the goals the project meets and explain how they will be met. Please be clear and concise.
- C. **Project Description:** This should be a brief description for the proposed program or project, ***including its location and how the Wilsonville – Metro Community Enhancement Grant funds will be used.***
- D. **Estimate how many Wilsonville residents will benefit:** Be specific. Who will benefit if the project is funded. 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 the 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, if available or applicable. *Reimbursement of project costs incurred prior to July 1, 2026, are not allowed.*
- G. List any on-going operations and/or maintenance costs** associated with the project and indicate how these will be funded.
- H. Identify if the project is included in an adopted Master Plan or Strategic Plan.** (City of Wilsonville, school district, non-profit, etc.)

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe the project manager and/or project team's prior experience managing similar project(s). Provide a description of the project, the dollar amount of the 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.
- D. 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.

Wilsonville – Metro Community Enhancement Grant Project Evaluation

Evaluation Process:

Following the presentation of the proposals, each Wilsonville – Metro Community Enhancement Committee (WMCEC) member will evaluate the project. Based on funding requests and money available, the WMCEC 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.

- (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) Result in improvement to safety or community emergency preparedness.
- (h) Benefit youth, seniors, low-income persons and/or underserved populations.
- (i) Foster and enhance community enrichment through educational programming, arts and cultural projects.

Next Steps:

Staff will review all applications in the winter of 2027 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 the spring of 2027 (the date will be provided as soon as possible). After the committee reviews all the application materials and information

provided, they will make a recommendation to City Council. The City Council must approve the project funding allocation. All project applicants will be notified of the status of their project (funded or unfunded 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 one year as described in the 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 Grant funds.
4. Provide all receipts, documents, or contracts showing use of the allocated funds in Wilsonville – Metro Community Enhancement grant 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 City Council upon completion of the project.
7. Hold the City harmless and indemnify the 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, 2027. 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, 2028. Projects requiring a one-year extension must request an extension in writing from the Wilsonville - Metro Community Enhancement Grant staff. 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. All projects must be completed within two years per metro requirements.

A written report describing the activities completed, project outcomes, and how the Wilsonville – Metro Community Enhancement Grant funds have been spent will be required within two (2) 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 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 Grant funds. This is intended to inform the community about the Wilsonville – Metro Community Enhancement Grant funds and how the funds have been used in the community.

Grant Agreement for Wilsonville – Metro Community Enhancement Grants

This Grant Agreement ("Agreement") is made and entered into on _____ ("Effective Date") by and between the **City of Wilsonville** ("City") and _____, a(n) _____ *[individual/corporation/LLC]* ("Grantee") for the _____ ("Project"). The grant to [name of ("Grantee")] from City of Wilsonville is for the explicit purposes described in Grantee's request and budget and subject to Grantee's acceptance of the terms described herein.

In consideration of the mutual covenants and promises of the parties, the parties agree as follows:

- A. The City agrees to grant the Grantee «Funding Approved» Wilsonville – Metro Community Enhancement money, to be paid in installments according to the following schedule:

Grantee may submit reimbursement invoices and documentation quarterly or submit one invoice with documentation upon completion of the project.

Grantee will be reimbursed within thirty (30) days of receipt of an itemized invoice and documentation, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with the Grantee as promptly as is reasonably possible.

- B. The Grantee agrees to:

1. Complete all improvements and activities within the specified time as described in Grantee's application.
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 a presentation to City Council upon completion of the project. Projects receiving \$2,500 or less may choose not to present. City Council generally meets on the first and third Monday of each month at 7:00 pm.
5. Hold the City harmless, defend, and indemnify City from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim to the extent directly or indirectly caused by Grantee's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Grantee's failure to perform its responsibilities as set forth in this Agreement.

- C. Grantee will provide the Wilsonville – Metro Community Enhancement review board with a final report within two months of Project completion. The report will contain:
1. All receipts, documents, or contracts in an itemized report showing use of the \$«Funding Approved» in Wilsonville – Metro Community Enhancement program money.
 2. A description of work conducted by Grantee during the period in pursuit of the general objectives set forth in the grant proposal.
 3. An evaluation of the impact and results of work undertaken and an assessment of progress that has been made in meeting stated goals. Grantee is encouraged to report not only the positive results of its activities, but also any problems that have arisen along with a description of measures that were or should have been used to resolve them.
 4. A description and explanation of any changes in the nature, methodology, and/or objectives of the project as presented in the initial funding proposal.
- D. The funds provided may be spent only in accordance with the provisions of Grantees' funding request and budget, as approved. The program and budget are subject to modification only with the City's prior written approval, which may be provided in the City's sole and absolute discretion. Questions that may arise about the Wilsonville – Metro Community Enhancement program's responsibilities, goals, expected results, and workplan are resolved by reference to these documents. Wilsonville – Metro Community Enhancement Grant Manager reserves the right to exercise oversight; in whatever manner it deems suitable with respect to Grantees' use of these funds.
- E. If the Grantee fails to comply with any of the provisions in this Agreement within the designated time, the Grantee shall remit back to the City the full \$«Funding Approved» of Wilsonville – Metro Community Enhancement money. The deadline of June 30, 2028, for completing the approved Wilsonville – Metro Community Enhancement project may be extended upon mutual agreement by the City and the Grantee. Such an extension shall be approved in writing.
- F. If the Grantee fails to execute and return the agreement to the City by August 31, 2027, the funds will be forfeited.
- G. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws.
- H. Jurisdiction. Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

- I. Entire Agreement. This Agreement, all documents attached to this Agreement, and laws and regulations incorporated by reference herein represent the entire agreement between the parties.
- J. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

For Grantee:

For Wilsonville – Metro Community
Enhancement Grant

(Signature of Authorized Representative)

(Signature of City Manager)

(Name and Title)

(Name and Title)

(Date)

(Date)