



## **WILSONVILLE – METRO COMMUNITY ENHANCEMENT COMMITTEE AGENDA**

**October 25, 2022 at 6:30 PM**

**City Council Chambers at City Hall & Zoom (<https://us02web.zoom.us/j/87339122142>)**

---

### **PARTICIPANTS MAY ATTEND THE MEETING AT:**

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

Zoom: (<https://us02web.zoom.us/j/87339122142>)

### **TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Zoe Mombert:

[Mombert@ci.wilsonville.or.us](mailto:Mombert@ci.wilsonville.or.us) or 503-570-1503

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:

Zoe Mombert - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

### **CALL TO ORDER**

1. Roll Call

### **CONSENT AGENDA**

2. Approve March 29, 2022 Minutes
3. Community Input

### **NEW BUSINESS**

4. Select Committee Chair and Vice Chair

### **PROGRAM UPDATES & DISCUSSION**

5. Program Update
6. Review 2023 Program Materials and Timeline

### **ADJOURN**

### **NEXT MEETING**

Monday, May 22, 2023 at 6:30pm

Tuesday, May 30, 2023 at 6:30pm (if needed)

**Wilsonville – Metro Community Enhancement Committee**

**October 25, 2022**

*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 hours prior to the meeting by contacting Zoe Mombert, Assistant to the City Manager at 503-570-1503 or [Mombert@ci.wilsonville.or.us](mailto:Mombert@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   int  rpretes 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 29, 2022 at 6:00 PM

Zoom: <https://us02web.zoom.us/j/81764967316>

---

## CALL TO ORDER, WELCOME & OVERVIEW OF THE MEETING

Chair Amy Day called the meeting to order at 6:07 pm

### In attendance:

Chair Amy Day  
Natasha Hancock  
Vice-Chair Jordan Herron  
Councilor Joanne Linville  
Sageera Oravil Abdulla Koya  
Gerritt Rosenthal  
Councilor Ben West  
Zoe Mombert (Staff)

### Guests:

Mark Ottenad  
Edwardo Ramos  
Kerry Rappold  
Susan Schenk  
Dustin Schull

## Consent Agenda

Vice-Chair Jordan Herron made a motion and Councilor Linville seconded to approve the September 30, 2021 Meeting Minutes. Motion carried.

## Wilsonville-Metro Community Enhancement Program Update

### 2020 Projects:

- SMART Flower Baskets – Not started
- Higher Education in Prison – Underway
- Historical Society Photo Archive – Nearly complete
- Nature Playground – Complete
- Make the Quake – Not started
- Boeckman Creek Primary Watershed Management – Underway
- Compost Buckets – Underway
- Bee Friendly Garden – Complete

### 2021 Projects:

- Historical Society Oral History – Underway
- Little League Bleachers – Complete
- Friends of Trees – Underway
- City Stump Grinding – Complete
- Arbor Villebois Clean-Up – Complete
- Al Kader Shiner – Not started
- Rivergreen Homeowners Association – Complete

## **Project Application Presentation**

### **Community Wildlife Connection:**

- Discussed a database and how will the information will be made available.
- Discussed a connection to the schools to possibly integrate with their curriculum. Connection with CREST.
- Discussed benefits to animals and understanding wildlife in our community. Help provide a safety net for the community.
- Questions were raised about how a future sponsorship program could work.
- Budget and funding. Not possible without a consultant. Concerned about the cost and may not be able to fund this cycle. Not fully flushed out but like the project.

### **Hard Surface Trail:**

- Without funding we cannot move forward.
- A question was raised as to how many trees will be brought down and how will we remove the dead trees.
- This has the greatest potential to help the largest number of people in our community with regards to enhancement, mobility, accessible playground.
- Discussed public land location.
- Discussed the cost of asphalt. Staff will look up the cost of asphalt. Hot asphalt is up but not as much as other options. Better price may be available in Spring.
- Cost sharing – not just this grant fund. Less concerned about inflation.
- Metro's goal to connect to open space.

### **Hazardous Waste:**

- Discussed a 4-hour event and an 8 hours event for staff.
- Gerritt Rosenthal noted Metro cannot assist this year.
- Republic Services Underwrites certain events; however, not this type of event.
- Public Works has had a fee for similar events.
- Metro has not shared participation data in the past.
- Had to predict the actual cost so this is a "worst case scenario".
- 4-5 requests to the City Manager's office for this service.
- A question was asked if the event be coming back in the future.
- Concerned with cost – other resources. Cost sharing is preferred. Gerritt Rosenthal will bring this up to future budget discussion

### **Wilsonville Boones Ferry Historical Society Project:**

- How are the materials presented? Vignette, story, digitized? There is a lot that can be done. Bind some stories into books. Graphic artist/writer to tell the story and make the information as accessible as possible.
- Time sensitive/tapes don't last forever.
- Concerned about equity of the projects. Stipulation to complete outstanding projects in order to fund next cycle.
- Camera coverage - feasibility of project and sustainability. Suggest nature and neighborhood Metro grant project. Operational cost from the grant is not a good idea. No long term materials.

Following the presentation, the Committee discussed the projects. There was interest in advancing the Hard Surface Trail Project and some interest in the Wilsonville Boones Ferry Historical Society Project, as they were both timely projects.

The Committee took a vote to continue to discuss the **Community Wildlife Connection Project**.

***0 aye; 6 nay; 1 abstain, Motion failed***

Another vote was made to determine if they should continue to discuss the **Hazardous Waste Project**.

***0 aye; 6 nay; 1 abstain, Motion failed***

Before making a recommendation to City Council, the Committee chose to vote on the projects separately.

A motion was made to recommend the City Council fund the **Hard Surface Trial Project** (\$40,000).

***7 aye; Motion passed unanimously***

A motion was made to recommend the City Council fund the **Wilsonville Boones Ferry Historical Society's Oral History Project** (\$8,250) and WBFH must complete all projects before future applications.

***5 ya; 1 nay; 1 abstain***

**Meeting Adjourned: 8:17 pm**

**Next Meeting:** September 15, 2022 at 6:30 pm

October 2022

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, **which do not have previous community enhancement program grants that are active.** We encourage you to let us know your ideas and plans for enhancing the community. The City will offer a hybrid (in person and virtual) application workshop for potential applicants at 12:00pm and 6:00pm November 30 to help applicants understand the application, criteria, and review process. The open house will be held at Wilsonville City Hall and on zoom (<https://us02web.zoom.us/j/84024271276>). 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.

Preference will be given to projects which:

- Grant requests that do not exceed \$20,000
- Meet more than one goal
- Projects including a financial or in kind match
- Benefit diverse or traditionally underserved populations

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 1, 2022 – December 30, 2022. 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 13, 2023 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

Item 3.

2022 Community Enhancement Program Schedule:

## **2022**

- Nov. 1 Applications for project proposals available. ([www.ci.wilsonville.or.us/CEP](http://www.ci.wilsonville.or.us/CEP) )
- Nov. 1 Required Pre-application meetings begin. (Required pre-application meeting should be scheduled with the project manager between November 1 – December 30.)
- Nov. 30 Application workshop – optional - at 12:00pm and 6:00pm via zoom and in person  
<https://us02web.zoom.us/j/84024271276> and Wilsonville City Hall (29799 SW Town Center Loop E)

## **2023**

- Jan. 13 Applications must be completed and submitted online by 5:00pm.
- Feb. Staff application review.
- Spring Community Enhancement Committee meeting to review projects. Each qualifying application representative will provide a presentation to the committee and answer questions. (*The meeting date will be provided as soon as it is available.*)
- Spring Community Enhancement Committee meeting to discuss projects and make a recommendation to City Council.
- May/June 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.*

## **2024**

- 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 application. All previous projects must be closed out and no longer seeking program reimbursements.

- 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 question does not apply to your proposed project, indicate such in the appropriate space.

Item 3.

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**

- Project Title, Amount Requested. Sponsor should identify the date the project will begin and when the project will be completed.
- Goals: Checkmark all goals the project meets and explain how. Priority given to projects that best meet these goals. Please be clear and concise.
- Project Description: This should be a short description for the proposed program or project **including how the CEP funds will be used.**
- 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.
- 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 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.
- 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, 2023, 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.
- D. If project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

**Evaluation Process:** Following presentation of the proposals, each 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) Result 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.

Preference will be given to projects which:

- Grant requests that do not exceed \$20,000
- Meet more than one goal
- Projects including a financial or in kind match
- Benefit diverse or traditionally underserved populations

### **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 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 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, 2023. 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, 2024. 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 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 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 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, 2024) may be extended upon

mutual agreement by the City and the Sponsor. Such extension shall be approved in writing.

- E. If Sponsor fails to execute and return contract to City by August 31, 2023, the funds will be forfeited.

Signed this        day of \_\_\_\_\_, 2023.

City of Wilsonville

«SPONSOR»

By \_\_\_\_\_

By \_\_\_\_\_

City Manager

Authorized Person to Execute Contract





# 2023 Project Nomination Form— Community Enhancement Program

This form is for use by the general public to nominate a project for the Wilsonville-Metro Community Enhancement Program. Please complete the form to the best of your ability. If you have any questions about the program or project nomination contact Zoe Mombert, Assistant to the City Manager, 503-570-1503; [mombert@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us) by January 14, 2023.

## Applicant Information

Sponsor: \*

Tax ID#

N/A for City Board of Commission

Contact Person: \*

Daytime Phone: \*

Email Address: \*

Address: \*

City: \*

State: \*

Zip code: \*

Type of Organization: \*

- ☐ A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status
- ☐ A school or institution of higher learning
- ☐ A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

## Project Information

Project Title:

Amount Requested: \*\$

Mark all of the goals below which your project meets and explain how in the boxes below: \*

- ☐ Improve the appearance or environmental quality of the community
- ☐ Reduce the amount or toxicity of waste
- ☐ Increase reuse and recycling opportunities
- ☐ 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
- ☐ 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
- ☐ Result in improvement to, or an increase in, recreational areas and programs
- ☐ Result in improvement in safety
- ☐ Benefit youth, seniors, low income persons and/or underserved populations

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates: \*

Where would the project be located and who owns the property if applicable? \*

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted. \*

What impact might the project have on nearby homes and businesses? \*

What kind of on-going maintenance needs and costs might be required by the project? \*

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded. \*

How does the project serve diverse or traditionally underserved populations? \*

Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify. \*

Project Budget

Upload project budget sheet available at [www.ci.wilsonville.or.us/cep](http://www.ci.wilsonville.or.us/cep)

Upload Budget: \*

Files must be less than 2 MB.

Allowed file types: gif jpg jpeg png pdf doc docx xls xlsx.

How were these costs estimated (quotes, catalog, previous projects, etc.)? \*

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding? \*

Will the project be completed with the proposed funding or will future funding be necessary? \*

Funds are available for projects after July 1, 2023. Is this project compatible with that timing? How and when might this project be implemented? \*

### Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task: \*

Describe prior experience managing similar projects. Include prior Community Enhancement Projects: \*

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. \*

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: \*

Project Certifications: \*

- ☐ This project will not promote or inhibit religion in any way.
- ☐ This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature: \*

Date Signed: Mon 8/22/22

**Electronic signature agreement.** By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons

who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: \*

☐ Yes

Submit