



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

**September 18, 2025 at 6:00 PM**

**Wilsonville City Hall & Zoom Remote Video Conferencing  
(<https://us02web.zoom.us/j/84144628147>)**

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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/84144628147>

## **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 17, 2025 Minutes](#)

## **PROGRAM UPDATES & DISCUSSION**

3. [Elect a Chair and Vice Chair](#)
4. Program Overview
5. [Review Application for 2026](#)
6. [Review 2026 Grant Materials](#)

## **ADJOURN**

## **NEXT MEETING**

Thursday, October 30, 2025 6:00 PM

**Wilsonville – Metro Community Enhancement Committee**

**September 18, 2025**

*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 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   int  rpretes 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 17, 2025 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

### CALL TO ORDER

1. Roll Call

#### IN ATTENDANCE

Maripat Hensel  
Devon Thorson  
Scot Siegel  
Council President Berry  
Councilor Shevlin

#### ABSENT

Albert (Nik) McGee

#### GUEST

Metro Councilor Gerritt Rosenthal

#### STAFF

Zoe Mombert

### CONSENT AGENDA

2. Community Enhancement Committee Minutes 9/30/2024 – Scott Siegel made a motion to approve the September 30, 2024 minutes. Anne Shevlin seconded the motion. Motion passed (5-0-0).

#### ALL THOSE IN FAVOR

Maripat Hensel  
Devon Thorson  
Scot Siegel  
Council President Berry  
Councilor Shevlin

#### ALL OPPOSED

#### ALL THOSE ABSTAINING

### PROJECT APPLICATION DISCUSSION & RECOMMENDATION

3. Community Enhancement Program Update
  - Staff provided an update of funds available and past projects.
4. Charbonneau Community Foundation Grant Request
  - Dave Mark provided a presentation regarding their request and answered questions about their proposal for beautification and nature plantings.
5. City of Wilsonville - Community Wildlife Connection Grant Request

- Kerry Rappold provided a presentation and answered questions. There is possible funding for the future, but they still need funding for current needs.
- 6. City of Wilsonville - Parks Department Grant Request
  - Zach Morse gave a background of the idea and need for trail markers. The updated ask is for \$27,745.
  - It was suggested that there be a community process to name the trails.
- 7. Heart of the City Grant Request
  - Sandi Williams from Heart of the City presented.
  - A review of the tress that will need to be removed were discussed and the need for lights and camera to capture activity for safety.
- 8. Wilsonville Community Sharing Grant Request
  - Leigh Crosby discussed the project proposal and answered committee questions.
- 9. Grant Application Review & Allocation Recommendation
  - Anne Shevlin stated that she is a member of the Charbonneau board which is not affiliated with the Charbonneau Foundation.
  - Council President Berry thanked the applicants.
  - Maripat Hensel is working to seek partnerships.

Scot Siegel made a motion to recommend community enhancement funding be awarded to

- Charbonneau Community Foundation French Prairie Road Project in the amount of \$10,000.
- Natural Resources Community Wildlife Connections Project in the amount of \$8,650.
- Parks Department Memorial Park Wayfinding Project in the amount of \$27,745.
- Heart of the City, through Grace Chapel, Security Improvement Project in the amount of \$41,905.
- Wilsonville Community Sharing Relocation Project in the amount of \$11,350.

For a total allocation of \$99,650. Anne Shevlin seconded the motion. Motion passed (5-0-0).

**ALL THOSE IN FAVOR**

Maripat Hensel

Devon Thorson

Scot Siegel

Council President Berry

Councilor Shevlin

**ALL OPPOSED**

**ALL THOSE ABSTAINING**

**ADJOURN** – The meeting was adjourned at 7:15 PM.

**NEXT MEETING** - April 24, 2024 6:00 PM (CANCELLED)

**Date:** September 18, 2025

**From:** Zoe Mombert, Assistant to the City Manager

**Subject:** Chair and Vice Chair Selection

**Recommended Action:**

Select a Wilsonville – Metro Community Enhancement Committee Chair and a Vice Chair for fiscal year 2025-26.

*Sample Motion:*

“I move to appoint \_\_\_\_\_ as the Chair and \_\_\_\_\_ as the Vice Chair of the Wilsonville – Metro Community Enhancement Committee for fiscal year 2025-26.”

**Background:**

The Wilsonville – Metro Community Enhancement Committee Bylaws, adopted in April 2016, require the committee to select a chair and vice chair annually:

**Article 6 — Organization and Structure**

At the first meeting of the committee in each fiscal year, the committee will elect a Chair who is a citizen/community member. Simultaneously, the committee will elect a Vice-Chair, who may be either a citizen/community member or member of the City Council. The Chair shall preside at all meetings of the committee, oversee the development and distribution a written agenda in sufficient time prior to any regular meeting; call special meetings of the committee as may be needed; and to see that all actions of the committee are properly taken. The Vice Chair may act in the absence of the Chair.

The September meeting is the committee’s first this calendar year, requiring the committee to select a chair and vice chair.

## 2025 Project Nomination Form Wilsonville - Metro Community Enhancement Grant Program

This form is for nominating a project for the Wilsonville -Metro Community Enhancement Grant 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@wilsonvilleoregon.gov](mailto:mombert@wilsonvilleoregon.gov) by January 9, 2026

### Applicant Information

**Sponsor:** \*Click or tap here to enter text.

**Tax ID#**Click or tap here to enter text.  
N/A for City Departments or Advisory Boards

**Contact Person:** \*Click or tap here to enter text.

**Daytime Phone:** \*Click or tap here to enter text.

**Email Address:** \*Click or tap here to enter text.

**Address:** \*Click or tap here to enter text.

**City:** \*Click or tap here to enter text.

**State:** \*Click or tap here to enter text.

**Zip code:** \*Click or tap here to enter text.

**Type of Organization:** \*Click or tap here to enter text.

☐ 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:**Click or tap here to enter text.

**Amount Requested:** \*\$ Click or tap here to enter text.

**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
- ☐ Foster and enhance community enrichment through educational programming, arts and cultural projects.

**Brief Project Description and Explanation of how the Wilsonville - Metro Community Enhancement Grant (WMCEG) funds will be used, include project start and end dates:** \*Click or tap here to enter text.

**Where would the project be located and who owns the property if applicable?** \*Click or tap here to enter text.

**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.** \*Click or tap here to enter text.

**What impact might the project have on nearby homes and businesses?** \*Click or tap here to enter text.

**What kind of on-going maintenance needs and costs might be required by the project?** \*Click or tap here to enter text.

**Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.** \*Click or tap here to enter text.

**How does the project serve diverse or traditionally underserved populations?** \*Click or tap here to enter text.

**Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.** \*Click or tap here to enter text.

### 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.)?** \*Click or tap here to enter text.

**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?** \*Click or tap here to enter text.

**Will the project be completed with the proposed funding or will future funding be necessary?** \*Click or tap here to enter text.

**Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?** \*Click or tap here to enter text.

**Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)** \*Click or tap here to enter text.

### Project Management

**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:** \*Click or tap here to enter text.

**Describe prior experience managing similar projects. Include prior Wilsonville - Metro Community Enhancement Grant Projects:** \*Click or tap here to enter text.

**Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.** \*Click or tap here to enter text.

**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:** \*Click or tap here to enter text.

**Do you have currently have an active CEP grant? \***

Yes ☐



No ☐

**If yes, will you be seeking and exception? \***

☐ Yes, an exception is requested since we have an active grant and the project will not be complete by June 30, 2026.

☐ No, an exception is not needed or requested.

**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:** \*Click or tap here to enter text.

**Date Signed:** Click or tap to enter a date.

**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 ☐



September 12, 2025

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 12, 2025 – December 31, 2025. Please contact Zoe Mombert, [mombert@wilsonvilleoregon.gov](mailto:mombert@wilsonvilleoregon.gov) to schedule a pre-application meeting.

Please fill out the online application between November 12, 2025 - January 9, 2026, 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@ci.wilsonville.or.us](mailto:mombert@ci.wilsonville.or.us)

## Wilsonville – Metro Community Enhancement Grant Project Application Instructions

### 2026 Community Enhancement Grant Schedule

#### **2025**

- Nov. 12      Applications for project proposals available at [www.wilsonvilleoregon.gov/CEP](http://www.wilsonvilleoregon.gov/CEP)
- Nov. 12      Required pre-application meetings begin.  
(Required pre-application meeting should be scheduled with project staff between November 6 – December 31, 2025).

#### **2026**

- Jan. 9      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.

#### **2027**

- 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, 2027.
- 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.
  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](http://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](mailto: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 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.
- (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 2026 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 2026 (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 (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 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, 2026. 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, 2027. 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.

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 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.



## Wilsonville – Metro Community Enhancement Grant 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 "Wilsonville – Metro Community Enhancement Grant 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.**

- A. The City agrees to grant (reimburse) the Sponsor \$«Funding Approved» to assist in completing the Wilsonville – Metro Community Enhancement Grant project.
- B. 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 Grant funds.
  4. Provide all receipts, documents, or contracts showing use of the \$«Funding\_Approved» in Community Enhancement Grant program money to be reimbursed for approved 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 7:00 pm.
  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.
- C. 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 Wilsonville – Metro Community Enhancement Grant money. The deadline for completing the approved Wilsonville – Metro Community Enhancement Grant project (June 30, 2027) may be extended upon mutual agreement by the City and the Sponsor. Such an extension shall be approved in writing.
- D. If the sponsor fails to execute and return the agreement to the City by August 31, 2026, the funds will be forfeited.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

City of Wilsonville

Sponsor

By \_\_\_\_\_  
City Manager

\_\_\_\_\_  
Authorized Person to Execute Contract