



WILSONVILLE - METRO COMMUNITY ENHANCEMENT COMMITTEE - AMENDED AGENDA

March 29, 2022 at 6:00 PM

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

CALL TO ORDER, WELCOME & OVERVIEW OF THE MEETING

1. Roll Call

Consent Agenda

2. [September 30, 2021 Meeting Summary](#)

Wilsonville-Metro Community Enhancement Program Update

3. [Wilsonville-Metro Community Enhancement Program Update](#)

Project Application Presentation

4. [Community Wildlife Connection](#)
5. [Hard Surface Trail](#)
6. [Hazardous Waste Collection Event](#)
7. [Wilsonville Boones Ferry Historical Society](#)

Group Discussion & Process Direction

8. Group Discussion & Recommendation to City Council

Adjourn

Next Meeting: *Possibly Wednesday, March 30th (Depending on Committee Direction)*

April's Meeting is set for Tuesday, April 7, 2022

To submit public comments, email mombert@ci.wilsonville.or.us by 12:00 PM on the day before the meeting date or mail comments to Wilsonville – Metro Community Enhancement Committee, C/O Zoe Mombert, Wilsonville City Hall 29799 SW Town Center Loop East, Wilsonville, OR 97070

*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 **mombert@ci.wilsonville.or.us** or 503-570-1503: assistive listening devices (ALD), sign language interpreter, 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

DRAFT MEETING SUMMARY Thursday, September 30, 2021 Zoom Virtual Meeting

1. Call to Order; Welcome & Overview of the Meeting

Amy Day, Chair welcomed everyone and called the meeting to order at 6:00pm.

Chair Day asked staff to call the roll.

City Councilor Joann Linville, Amy Day, Jordan Snyder, Sageera Oravil Abdulla Koya, Natasha Hancock and Metro Councilor Gerritt Rosenthal were present. (Councilor Ben West and Natasha Hancock were absent.)

2. Consent Agenda

Joann Linville made a motion to approve the consent agenda including the minutes from July 14, 2021. The motion was seconded by Jordan Snyder. The motion passed unanimously.

3. Conflict of Interest

Staff walked the committee through conflict of interest training, which is required by the latest Intergovernmental Agreement with Metro to participate in the Community Enhancement program. The committee makes a recommendation to the City Council for funding opportunities so it is important to disclose and conflicts of interest (perceived or actual). A conflict of interest would generally be related to any potential personal financial gain. Committee members should disclose any conflicts before a discussion begins. When there is a conflict, the committee member should recuse themselves from the conversation and vote. Staff is available to discuss any conflicts prior to any committee meeting.

4. Wilsonville-Metro Community Enhancement Program Update

Staff provided a progress update on all of the projects that were allocated funds from 2019- 2021.

2019 Projects:

Willamette Way/Graham Oaks --- COMPLETE

BFP Stormwater Education ---- Extension Granted (12/31/21)

Historical Society- Digital Archive --- COMPLETE

Street Tree Infill --- COMPLETE

SMART Flower Baskets --- COMPLETE

2020 Projects:

SMART Flower Baskets -- Not started

Higher Education in Prison – Underway

Historical Society Photo Archive --- Not started/ Underway
(Extension granted 12/31/22)

Nature Play Playground – Nearly Complete

Make the Quake – Not Started

BCP Watershed Management – Not Stated

Compost Buckets -- Underway

Bee Friendly Garden --- Nearly Complete

2021 Projects:

Historical Society Oral History – Not started

Little League Bleachers – Not started

Friends of Trees -- Underway

City Stump Grinding -- Underway

Arbor Villebois Clean Up– Not started

Al Kader Shriner – Not Started

Rivergreen HOA -- COMPLETE

Staff expects the program to continue to receive about \$80,000 annually.

5. Community Enhancement Process Proposal

Staff discussed the proposed timeline for the 2022 project cycle and discussed the proposed program updates for the committee's consideration. Staff outlined the proposed changes including:

1. *Project grant requests shall not exceed \$20,000*

2. *Preference will be given to projects which:*

- *Meet more than one goal*
- *Provide a 10% financial match*
- *Benefit people of diverse backgrounds*

The committee discuss these ideas and generally liked the concept of meeting more than one goal. The Committee did not want to exclude projects over \$20,000 so they made it a preference. They also were open to projects with a matching being preferred but preferred the clarity of any financial or in-kind match. The committee wanted the final preference "*Benefit people of diverse backgrounds*" to be rewritten as they did not think it was clear. After thoughtful discussion, the committee revised the language to say "*Benefit diverse or traditionally underserved populations*". The committee also requested that two additional questions be added to the application:

1. How does the project serve diverse or traditionally underserved populations.
2. Does this project serve a specific cultural or ethnic group in Wilsonville? If so, please specify.

As the committee discussed the preferences, it was clarified that these are preferences for applications, and the committee can still select projects that meet the program goals but may not meet any out the new preferences.

Motion: Amy Day made a motion to update the community enhancement program by adding that 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, and/or benefit diverse or traditionally underserved populations. The motion was seconded by Gerritt Rosenthal and passed unanimously.

There was also interest in updating the letter to identify that it is a reimbursement program as well as make it clearer that a pre-application meeting with staff is required.

7. Adjourn

Chair Day adjourned the meeting at 7:14pm.

Next Meeting: TBD

Respectfully submitted by Zoe Mombert on November 8, 2021.



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Mombert, Assistant to the City Manager

Date: March 23, 2022

RE: Project Proposals 2022

Overall Program

In 2022, there are four Community Enhancement Applications totaling \$ 129,084. It is anticipated that there will be about \$100,000 available in 2022 based on revenue projections (\$1 for every one ton or wet waste processed at Republic Services and remaining funds that were not spent on previously awarded grant projects). Staff recommends allocating up to \$75,000 as revenues can vary and allow grant funds to be available for future projects as well. The committee is not required to fund any projects. The committee will notice that the majority of the projects are near or over \$20,000. The committee is encourage to review each application request and only fund projects that clearly do not have another funding source, project managers have the capacity to complete the project, the project is achievable within one year, and the project has a clear scope with reasonable budget. The committee has a copy of each application, staff review/ questions and some responses from applicants. The committee will also be able to ask questions of the applicants at your March 29 meeting. The projects are all very different and meet various program goals. This memo outlines the requests and items to consider with each project.

Community Wildlife Connection

Project Overview:

Purchase cameras to install in local parks or on school district property (pending approval). The cameras are intended to capture pictures of wildlife similar to existing cameras near Boeckman Road. The images will help the community learn about wildlife in the area. Community members would be able to help identify species. Staff was able to fund a pilot project last year and is seeking to build on the project. The project requests funding for two-years but there is not ongoing funding or maintenance plan established yet. Project staff is interested in seeking camera sponsors similar to the “little free library” program.

Community Impacts/ Benefits and support:

The information collected will be available to interested community member. The project is intended to educate community members through the school district (high school class – to be identified), information on the website and articles in the Boones Ferry Messenger.

Project Management/ Scope:

Project staff has experience with community enhancement programs and has operated a pilot project for the last year. Project staff has two existing community enhancements projects which were both delayed due to Covid-19 including Boones Ferry Primary Stormwater Project (nearly complete – less than \$2,000 remaining) and Boeckman Creek Primary Watershed Management Project (\$12,000).

Requested Amount:

\$18,834

Preferences Met:

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

Hard Surface Trail**Project Overview:**

This project request will fund the Boones Ferry Park ADA trail. The proposed hard surface trail will connect the Old Town neighborhood to Boones Ferry Park. The proposed asphalt trail is identified in the Boones Ferry Park Master Plan. Staff has requested \$35,000 in capital improvement funds for the project match.

Community Impacts/ Benefits and support:

The project is identified in the Boones Ferry Master Plan (adopted by City Council). The project will provide an off-street ADA connection in Old Town. Ongoing maintenance would be required by the Parks team.

Project Management/ Scope:

The Parks Team has managed Community Enhancement projects including the Stump Grinding and Nature Play Projects (both complete).

Requested Amount:

\$40,000

Preferences Met:

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

Hazardous Waste Collection Event**Project Overview:**

This is a one-day hazardous waste collection event for the community, similar to a bulky waste day or leaf pick up day for waste that cannot be disposed of in regular trash such as paint, antifreeze, pesticides, batteries, etc. It is intended to be would be a 6- hour-long event open to all Wilsonville residents. This type of service was previously available through Metro regional government but it has not been offered during COVID 19. The program cost is based on items that could be disposed of therefore; it is hard to accurately identify the project cost.

Community Impacts/ Benefits and support:

Provides an opportunity for residents' to properly dispose of hazardous waste which could otherwise negatively impact the environment.

Project Management/ Scope:

The Administration Department staff has managed Community Enhancement projects in the past including the Compost Bucket Giveaway and Arts, Culture and Heritage Strategy (complete projects).

Requested Amount:

\$62,000

Preferences Met:

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

WBFHS Oral History Preservation

Project Overview:

The Wilsonville Boones Ferry Historical Society (WBFHS) will convert and preserve existing oral histories to a digital format from VHS cassettes and Hi8 video cassettes. The oral histories include stories from many of Wilsonville's historical families. The digital stories will be available to researchers and community members. The WBFHS intends to broadcast them on local cable as well.

Community Impacts/ Benefits and support:

This project will help preserve the Wilsonville's history.

Project Management/ Scope:

The WBFHS has managed many community enhancement grant projects relating to historical preservation projects. They currently have two active grants for a photo archiving project (\$16,000) which was delayed due to Covid 19 and oral history preservation project (\$10,200 remaining) to capture the stories from the pandemic.

Requested Amount:

\$8,250

Preferences Met:

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

Project Assessment by City Staff

Project Title Community Wildlife Connection

Reviewed By Delora, Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

☒ **Eligible:** Meets both eligibility criteria and program goals; ☐ **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

☒ **Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

☐ **Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) ☒* The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - ☐ A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - ☐ A school or institution of higher learning; or
 - ☒ A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) ☐* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) ☒* The project must not promote or inhibit religion.
- (e) ☒* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) ☐ For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) ☒ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) ☐ Result in improvement to, or an increase in, recreational areas and programs.
- (g) ☐ Result in improvement in safety.

- (h) ☒ Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Available to any interested community members. Educate community members through the school district and share info on web/ BFM. Will work with a high school class/ program*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *\$18,834*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Two sites on school district property – maintenance for SD.*

Two sites in the parks – staff will maintain with existing contracts or business sponsorship.

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *School district connection*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

Previous budget for pilot. Not available as an ongoing program.

Timing requires one-year program CEP with one year extension.

Meets two goals, under \$20,000

Questions for the applicant:

Funding?

Camera maint. And image preservation/ Camera install/ camera – bulk of the budget

Work with existing partners for education

Location? Will this be an issue/ be of interest to community members to take?

Location selection will be near wildlife

What will the ongoing annual costs be to continue the programming? How will this be paid?

Subscriptions – city will teach them how to use and then the teachers will continue programs

Ongoing staff support.

Suggestion:

Use little free library example to seek business sponsorship.



Search

Submission #5

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Submission information

Form: **2022 Public Project Nomination Form–Community Enhancement Program**
Submitted by Visitor (not verified)
Fri, 01/28/2022 - 4:36pm
143.244.98.165

Applicant Information

Sponsor:
City of Wilsonville

Tax ID#

Contact Person:

Kerry Rappold

Daytime Phone:

503-570-1570

Email Address:

rappold@ci.wilsonville.or.us

Address:

29799 SW Town Center Loop E

City:

Wilsonville

State:

Oregon

Zip code:

97070

Type of Organization:

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:

Community Wildlife Connection

Amount Requested:

\$ 18,834

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

- 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
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets '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' (be clear & specific)

The project will raise the public's awareness of local wildlife, including their abundance and distribution within Wilsonville.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The project will be available to any member of the community, including youth, seniors, and underserved populations. Due to the involvement of the School District, we will be able to engage a wide variety of students in the project.

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

The project will monitor wildlife year-round using a network of city owned and managed motion detect cameras.

Community members, including students, will learn about the diversity and abundance of Wilsonville's wildlife through media content and access to the wildlife monitoring data.

A consultant, Samara Group, will install and maintain the cameras located on city-owned and School District property. In addition, the consultant will collect, review, and organize the photos, and then make the monitoring data available through media content and a distribution plan.

To document the progress of the project, the consultant will provide an annual summary of wildlife data collected. These updates will be designed to be public facing and engaging to a wide range of audiences. The consultant will also work with the city to ensure the updates are useful in the various outreach methods (newsletter, city website, social media etc).

For more than a decade, in cooperation with Portland State University and Samara Group, the City has documented through wildlife monitoring the extensive use and effectiveness of the Boeckman Road and Kinsman Road wildlife passages. This project will extend the network of wildlife monitoring, including cameras recently installed within the Boeckman Creek corridor, and provide community members with a unique opportunity to learn about Wilsonville's

wildlife.

The project will commence on July 1, 2022 and run for two years. It's anticipated the project will continue in subsequent years. Future funding and support may include the City, School District, grant programs, and/or sponsorships (e.g., local businesses).

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

The motion detect cameras will be installed on city-owned and School District property, including Memorial Park, Boones Ferry Park, Boones Ferry Primary School, and Boeckman Creek Primary School. Working with City and School District staff, the consultant will determine the best locations for the four cameras, taking into consideration viewshed, wildlife activity, and potential for theft/vandalism. Once locations are approved, the consultant will securely install the cameras.

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.

The project will include School District property. Written permission will be obtained from the School District before the installation of the cameras.

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

There will be no impact to nearby homes and businesses.

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

The consultant will maintain the motion detect cameras. These costs are included in the consultant's proposal.

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

The project will benefit the entire community because it offers an opportunity to learn about Wilsonville's wildlife and participate in the project.

How does the project serve diverse or traditionally underserved populations?

It doesn't specifically target these populations, but they will certainly benefit through participation in the project.

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

No.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[project_budget_worksheet_-_2022_cwc.xlsx](#)

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

Based on project proposal provided by consultant.

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?

The project is sponsored by the City of Wilsonville.

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

The project will be completed with the proposed funding, but future funding sources will be explored to continue the project.

Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?

Yes, the project will start on July 1, 2022.

Project Management

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

Fee Estimate

Scope Item Cost (\$80/hr)

Coordination and Planning Meetings \$2,600

Community Member Engagement \$3,600

Installation of Cameras \$640

Camera Maintenance & Photo Data Management \$5,850

Documented Engagement & Monitoring Process \$2,000

Reporting (Annual Reports x2) \$1,600

Cameras, Equipment & Accessories:

Cameras x4 (\$459.99 each): \$1840, Memory cards x8 (\$30 each): \$240, Rechargeable Batteries x64 AAs (16perpack/\$41 each): \$164, Security housings x4: \$200, Combo/python locks x4 each: \$100 \$2,544 (flat fee)

Total: 18,834

All items will be completed within the two year funding period.

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

As previously noted, the City has worked with Samara Group on wildlife monitoring for more than a decade. In addition, Kerry Rappold has successfully managed previous Community Enhancement projects, which have included partnering with the School District.

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

City staff has coordinated with School District staff on the installation of the cameras at the school sites chosen for the project.

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:

NA

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:

Kerry Rappold

Date Signed: Fri 1/28/22

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[Previous submission](#) [Next submission](#)

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TOP REQUESTS

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Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	16,290			
Supplies				
Capital	2,544			
Materials				
Other (please explain)				
Total	18,834	0	0	0

Total Estimated Cost **18,834**
 % of Total Budget provided by
 Sponsor \$

Project Assessment by City Staff

Project Title ADA Trail Connection from Old Town to Boones Ferry Park

Reviewed By Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel
Date 2/15/22

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

☒ **Eligible:** Meets both eligibility criteria and program goals; ☐ **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

☒ **Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

☐ **Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) ☐* The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
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 - ☐ A school or institution of higher learning; or
 - ☒ A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) ☐* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) ☒* The project must not promote or inhibit religion.
- (e) ☒* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) ☐ For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) ☒ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) ☒ Result in improvement to, or an increase in, recreational areas and programs.
- (g) ☒ Result in improvement in safety.
- (h) ☐ Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, increased safety and accessibility to Old Town and Boones Ferry Park.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *\$40,000*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *The trail would be included in the City's infrastructure maintenance plan.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *Increased accessibility in Old Town and to Boones Ferry Park. (Will not improve the entire pathway connection.)*

Issue 5 Does the project appear to have community support?

Response *Boones Ferry Master Plan*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *Included in the Boones Ferry Park master plan.*

Meets more than two goals, financial match (Master plan CIP, invasive removal, native planting/ old growth forest)

Questions for the applicant:

Gravel portion of Fir Ave. – impacts?

The current plan will connect to the existing gravel area at this time.

Is the quote recent? Yes, recent. ¾ base with asphalt (ADA compliant). No stormwater concerns.

Existing Trail?

Created by individuals walking in the area – not currently improved.

Should this be multi-use path?

Pedestrian access only, funding restraints and existing bike paths available. Boones Ferry Master Plan identifies a pedestrian path(“walking trail in natural area”), does not identify a multi – use path.

Does this connect to the archeological project at Boones Ferry? This project area likely low impact and will take place after the study.

Suggestion:



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Submission #4

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Submission information

Form: **2022 Public Project Nomination Form–Community Enhancement Program**
Submitted by Visitor (not verified)
Fri, 01/28/2022 - 3:55pm
143.244.98.165

Applicant Information

Sponsor:
City of Wilsonville - Parks and Recreation

Tax ID#

Contact Person:

Dustin Schull

Daytime Phone:

503-570-1544

Email Address:

dschull@ci.wilsonville.or.us

Address:

29600 SW Park Place

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

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:

Boones Ferry Park ADA Trail Connectivity Project

Amount Requested:

\$ 40,000

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
- 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

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest currently has a significant population of noxious and undesirable plants including blackberries and holly. The Parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project.

How project meets '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' (be clear & specific)

The proposed trail will also provide access and trail connectivity to the existing Boones Ferry Park Trail system and old growth forest. This trail system provides access from Boones Ferry Park under I-5 to Memorial Park, connecting two parks along the Willamette River.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park which has many amenities. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel.

How project meets 'Result in improvement in safety' (be clear & specific)

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel. Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users.

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

The Boones Ferry Park ADA Trail Connectivity Project will connect the Old Town Neighborhood to Boones Ferry Park through a hard surface trail in a mature old growth forest. The hard surface trail is identified in The Boones Ferry Park Master Plan. The funding request for this project is \$40,000. This \$40,000 would elevate this project from soft surface ADA compatible trail to an Asphalt/Hard surface ADA Trail.

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest also has a significant population of noxious and undesirable plants including blackberries and holly. The parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project. The team estimates the material cost and in-kind contribution of this work to be \$9,000.

Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users. This work would be done by a contractor and the parks team estimates that work to cost \$10,000.

The asphalt trail work will be completed by an outside contractor. The quote received for that work is \$56,000. The parks team will utilize general fund dollars to pay the remaining \$16,000 to ensure we bring forward a meaningful match for this project.

The estimated match for this project from the parks team is \$35,000 or roughly 47% of the total projected project cost. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

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

The project would take place in Boones Ferry Park, which is owned by the City of Wilsonville.

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.

This project is located on public land owned by the City of Wilsonville.

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

The impact on nearby homes and businesses would be very limited, and would primarily consist of noise from machinery while the hazardous trees are being removed and the asphalt trail is being installed. Noise would only occur during approved construction work hours.

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

As a part of this project standard trail maintenance and upkeep would be applicable. The Parks team currently manages over 17 acres of trail and this would fit well into that portfolio.

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

This project would provide a connection corridor for citizens in neighborhoods on both sides of I-5. Additionally, Boones Ferry Park is a regional park, so expanding accessibility and connectivity in this park would benefit the wider community who might use this regional park.

How does the project serve diverse or traditionally underserved populations?

This project serves not only those with mobility issues and those citizens in the Old Town neighborhood, but it also provides a connection corridor for citizens in neighborhoods on both sides of I-5.

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

N/A

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[cep_boones_ferry_ada_trail_project_budget_worksheet.xlsx](#)

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

The asphalt and tree work estimates are based on contractor quotes. The team time estimate is based on past projects.

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?

Funds provided by the Sponsor organization will come out of the general fund and Parks operating budget.

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

The project will be completed with the proposed funding. No additional funding will be necessary.

Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?

Yes, the project is compatible with fund availability. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

Project Management

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

The Boones Ferry Park ADA Trail Connectivity Project will connect the Old Town Neighborhood to Boones Ferry Park through a hard surface trail in a mature old growth forest. The hard surface trail is identified in The Boones Ferry Park Master Plan. The funding request for this project is \$40,000. This \$40,000 would elevate this project from soft surface ADA compatible trail to an Asphalt/Hard surface ADA Trail.

The roughly eight hundred foot, hard surface ADA accessible, linear trail system will give citizens a safe, ADA route to access Boones Ferry Park, which has many amenities. The hard surface goes above and beyond the minimum ADA trail guidelines to make the trail accessible to wheelchairs, walkers, strollers and any other assistance mechanism requiring a hard surface for safe travel. The trail access to Boones Ferry Park will feature a new inclusive playground in 2022/2023. It also has limited river access, sweeping natural views, a rentable building, a restroom facility, a basketball court and open green spaces.

The proposed trail will also provide access and trail connectivity to the existing Boones Ferry Park Trail system. This trail system provides access from the Boones Ferry Park, under I-5 and to Memorial Park, is primarily off street ADA trail.

The proposed trail would also serve as a connection for the neighborhoods around Memorial Park to the areas around Fred Meyer. The trail would reduce the on-street connection through the Old Town neighborhood which has limited or no sidewalks.

The proposed project would pass through two and a half (2 ½) acres of old growth forest. This old growth forest contains many large native trees which would be preserved during this project. The forest also has a significant population of noxious and undesirable plants including blackberries and holly. The parks team would mitigate the undesirable plants and revitalize the native understory as a part of this project. The team estimates the material cost and in-kind contribution of this work to be \$9,000

Hazard trees as well as dead trees would also be removed around the trail to ensure the safety of trail users. This work would be done by a contractor and the Parks team estimates that work to cost \$10,000.

The asphalt trail work will be completed by an outside contractor. The quote received for that work is \$56,000. The parks team will utilize general fund dollars to pay the remaining \$16,000 to ensure we bring forward a meaningful match for this project.

The estimated match for this project from the Parks team is \$35,000 or roughly 47% of the total projected project cost. This project would be scheduled from August of 2022 and July of 2023. This gives the project the best weather window for success and will help to limit additional costs.

The funds for this project are not available from other sources. The Parks team has no designated funding identified for projects in the parks system. The team utilizes the general fund, parks operations, and with other priority projects this project would remain unfunded indefinitely if we are not fortunate enough to receive the grant.

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

The Wilsonville Parks team has an outstanding track record managing prior Community Enhancement Projects. The most recent projects include Memorial Park Nature Play and the Community Pollinator Demonstrator Garden. The Parks team has a proven track record of being responsible stewards of grant funds. We are diligent to ensure that the awarded dollars are utilized in a manner to make them go the furthest.

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

The Parks team has already connected with needed contractors to ensure pricing is reflective of work to be done.

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:

This project is located on public land.

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:

Dustin J. Schull

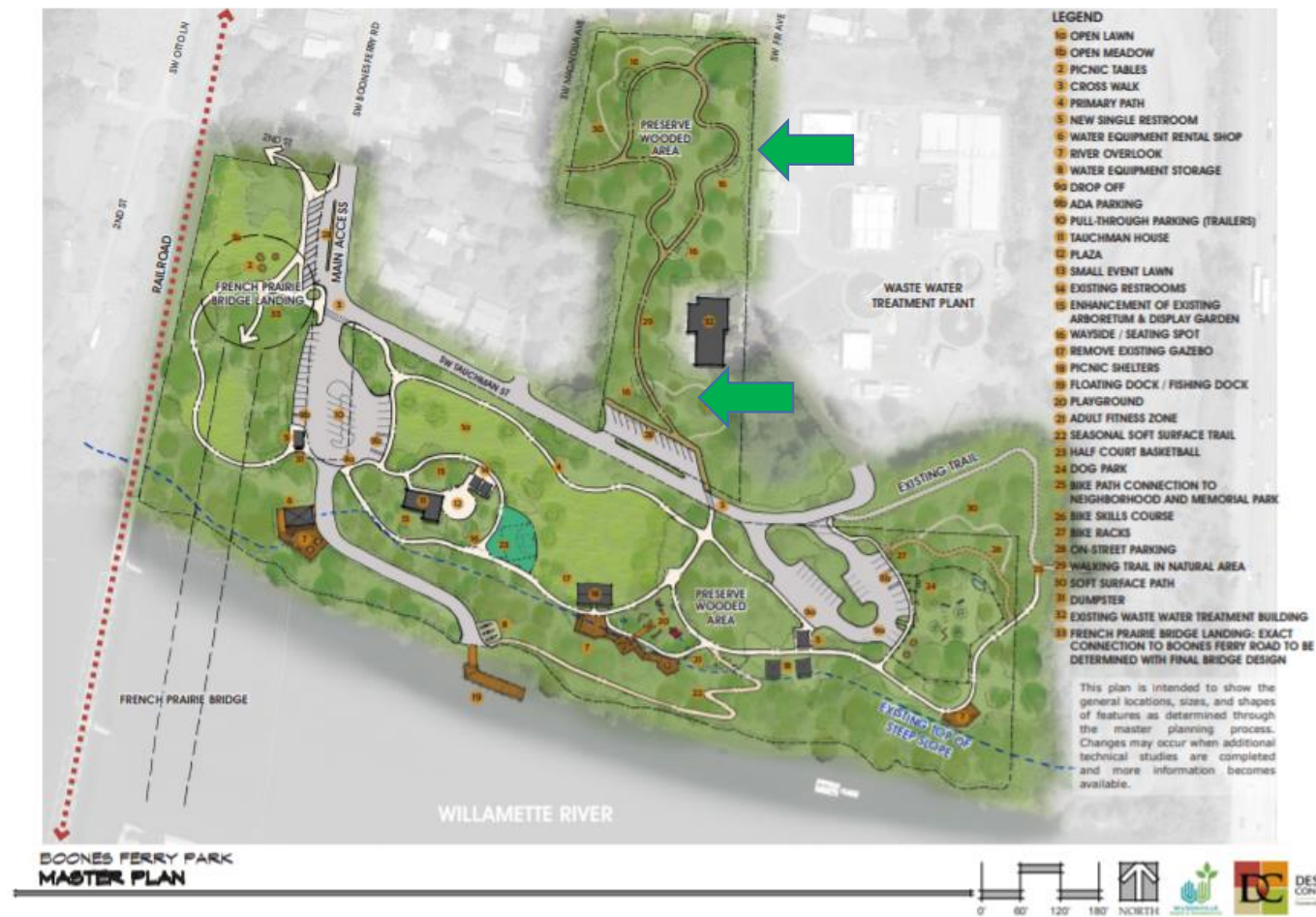
Date Signed: Fri 1/28/22

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

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Proposed Plan



BOONES FERRY PARK MASTER PLAN





To: **Wilsonville Parks**
Attn: Dustin Schull

Project: Boones Ferry Park Trail

Date: 12/2/2021

Location: Wilsonville, Oregon

We hereby submit a proposal for the specified project. The work shall be done in accordance with the specifications with the type of work quoted and or as noted in the proposal below. We shall provide all labor, equipment and materials required for the items quoted and or as noted below. We propose the following:

<u>ITEM NO.</u>		<u>TOTAL</u>
1	Build 800' x 5' trail per conversation. To include 12" of Base Rock & 3" of Asphalt. City to provide Clearing & Grubbin	\$56,000.00

Excludes: Bonds, permits, fees, surveying, testing, herbicide treatments, prime coating, seal coating, slurry sealing, lighting, pavement striping, sweeping, saw cuts, utility adjustments

Note: Bid is based on today's liquid asphalt oil price. Cost will be adjusted on liquid asphalt at time of paving, based on the ODOT published liquid AC pricing.

Bid based on signing a mutually acceptable contract agreement and schedule
Proposal to be included as part of contract agreement with items included and or excluded as stated above

PAYMENT TO BE MADE AS FOLLOWS:

1. With estimated quantities and unit prices quotes; the final billing will be based on completed quantities times the unit price for the item.
2. Terms Net 30 days.
3. Finance charge of 1.5% per month will be assessed on any unpaid balance.

NOTE: This proposal may not be valid if not accepted within 30 days.

Print date: 12/2/2021

ACCEPTANCE OF PROPOSAL:

The prices, specifications and conditions are satisfactory, and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Authorized Signature:

Date:

S-2 Contractors Inc. CCB 67253
6860 S. Anderson Rd. Aurora, Or. 97002

Phone: 503-651-4000
Fax: 503-651-4004

Project Assessment by City Staff

Project Title Hazardous Waste Program

Reviewed By Delora, Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

☒ **Eligible:** Meets both eligibility criteria and program goals; ☐ **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

☒ **Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

☐ **Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) ☐* The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - ☐ A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - ☐ A school or institution of higher learning; or
 - ☒ A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) ☒* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) ☒* The project must not promote or inhibit religion.
- (e) ☒* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) ☐ For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) ☐ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) ☐ Result in improvement to, or an increase in, recreational areas and programs.
- (g) ☐ Result in improvement in safety.

- (h) ☐ Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, provides a service to residents, which is not currently available.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *\$20,000 – may be low, still gathering information*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *None, one-time event.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *Opportunity to dispose of hazardous materials.*

Issue 5 Does the project appear to have community support?

Response

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

Questions for the applicant:

Staff participation? Traffic control

Is this service available through Metro transfer station? Yes – in Oregon City.

Are we setting a precedent? Would residents expect this? How would it be funded over time?

Why overtime?

Likely items to be accepted?

Do other cities do this?

Can we have Metro look at this and provide a second opinion or narrow the request?

Suggestion:

Hazardous Waste Collection Event Project Budget	
Personal Services - Clean Harbors vendor collection/disposal costs	\$57,000
Personal Services – PW Dept staff time costs for traffic control	\$1,000
Supplies	-
Capital	-
Materials – Admin Dept marketing costs – postcards printing/mailing	\$4,000
Other (please explain)	-

Total	\$62,000
Total Estimated Cost	\$62,000
% of Total Budget provided by Sponsor City of Wilsonville	100%



Search

Submission #3

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Submission information

Form: **2022 Public Project Nomination Form–Community Enhancement Program**
Submitted by Visitor (not verified)
Fri, 01/28/2022 - 2:10pm
143.244.98.165

Applicant Information

Sponsor:
City of Wilsonville

Tax ID#

Contact Person:

Mark Ottenad

Daytime Phone:

503-570-1505

Email Address:

ottenad@ci.wilsonville.or.us

Address:

29799 SW Town Center Loop E

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

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:

Hazardous Waste Collection Day Event

Amount Requested:

\$ 23,000

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
- Result in improvement in safety

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The event will improve the environmental quality of by providing an opportunity for residents to properly dispose of paints, solvents, antifreeze, brake fluid, pesticides, herbicides, fluorescent light bulbs and mercury-containing batteries rather than placing them in their normal trash collection.

How project meets 'Reduce the amount or toxicity of waste' (be clear & specific)

The event will reduce hazardous waste by providing an opportunity for residents to properly dispose of paints, solvents, antifreeze, brake fluid, pesticides, herbicides, fluorescent light bulbs and mercury-containing batteries rather than placing them in their normal trash collection.

How project meets 'Result in improvement in safety' (be clear & specific)

Provides an opportunity for residents to dispose of hazardous waste which could otherwise negatively impacting the environment.

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

Project would be a one-day, 6-hour-long hazardous waste collection event marketed to City of Wilsonville residents. Traditionally, Metro regional government sponsored and operated in each Metro-area city a hazardous waste collection event; however, due to Covid and other operational issues, Metro has not held hazardous waste collection events for the past two years, in 2020 and 2021. Currently, Metro is unclear if 2022 hazardous waste collection events are to be held.

City has received requests from residents for hazardous waste collection service, that otherwise requires residents to drive over 30 miles round-trip to Metro South Transfer station in Oregon City that has recently been closed to the public due to staffing issues and delays in transporting accumulated solid waste.

Hazardous waste products for collection include: paints, solvents, antifreeze, brake fluid, pesticides, herbicides,

fluorescent light bulbs and mercury-containing batteries. However, medical waste products, contaminated gloves, sharps and so forth are Not accepted.

As sponsor of the 2022 hazardous waste collection event, City would:

- Contract with DEQ-licensed hazardous waste collection and disposal firm Clean Harbors, Inc., for turn-key operation of event, including providing City with liability insurance. Estimated costs of \$18,000.
- Provide two Public Works Dept. staff members for 8 hours on a Saturday to assist only with traffic control, including placing as needed traffic cones. Budget amount of \$1000.
- Supply marketing for the event, including mailing a postcard to every Wilsonville resident and notification to select email distribution lists. Marketing material will note that proof of City of Wilsonville residency is required. Budget amount of \$4,000.

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

Hold event likely in City Hall parking lot, site of prior collection events; or possibly the Wilsonville Transit Center if desired and feasible.

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.

N/A

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

Possibly some traffic congestion near City Hall parking lot.

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

None.

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

Wilsonville residents who have hazardous waste products at home that should be disposed of safely.

How does the project serve diverse or traditionally underserved populations?

Residents are currently required to drive a 30-plus-mile round-trip to the Metro South Transfer Station in Oregon City for safe disposal of hazardous waste. By having a local collection event, residents will have a mile or two at most to drive.

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

No, the event is open to all regardless of culture or ethnicity.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[project_budget_-_hazardous_waste_collection_event.docx](#)

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

Vendor quotes for collection and printing/mailing and Public Works Director staffing cost estimate.

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?

No.

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

No future funding.

Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?

At a time convenient for Clean Harbors vendor and Public Works Dept. that is optimal for a collection event.

Project Management

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

May-June 2022: City staff develop and sign contract with Clean Harbors for event collection and disposal with specific target date for event.

July-Sept 2022: City staff work with Clean Harbors on notification marketing plan, including design and printing locally of postcards for mailing to City residents approximately 2 or 3 weeks in advance of event. Hold event during First Quarter of FY22-23.

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

Project Manager has coordinated successfully prior CEP projects, including 2020-22 Residential Food-Scraps Collection Compost Buckets Project and 2016-17 Commercial Fluorescent Lamp Recycling Project and 2016-17 Multifamily Recycling Project.

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

Yes – coordination with vendor Clean Harbors and City Public Works Dept.

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:

No.

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:

Mark Ottenad

Date Signed: Fri 1/28/22

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[Previous submission](#) [Next submission](#)Select Language 

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Hazardous Waste Collection Event Project Budget	
Personal Services - Clean Harbors vendor collection/disposal costs	\$57,000
Personal Services – PW Dept staff time costs for traffic control	\$1,000
Supplies	-
Capital	-
Materials – Admin Dept marketing costs – postcards printing/mailing	\$4,000
Other (please explain)	-
Total	\$62,000
Total Estimated Cost	\$62,000

% of Total Budget provided by Sponsor City of Wilsonville 100%



Clean Harbors Environmental Services, Inc.
600 Longwater Drive
Norwell, MA 02061
www.cleanharbors.com

**6-Hour-Long Community
Hazardous Waste Collection**
Event with 2 hours prep and 2
hours finish for 8-hour-long day

January 28, 2022

Attn: Mr. Mark Ottenad
City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, OR 97070

Quote #3933864

Dear Mr. Ottenad:

Thank you for considering Clean Harbors Environmental Services, Inc. (Clean Harbors) for your household hazardous waste management needs. We are pleased to provide you with the following pricing. Additionally, Clean Harbors has the appropriate permits and licenses for the acceptance and disposal of the waste streams identified within this quotation.

In addition to providing household hazardous waste management services and disposal to our company owned and operated facilities, Clean Harbors offers a broad range of environmental services including:

- Waste Transportation & Disposal
- Laboratory Chemical Packing
- Field Services
- 24-Hour Environmental Emergency Response
- Industrial Services
- InSite Services

I look forward to continuing to service your environmental needs. To place an order, please contact our Customer Service group at 800.444.4244. If you have any questions or need further assistance, you may reach me at the number below.

Sincerely,

Troy Logan
Account Manager
Phone: 781.792.5000
logan.troy@cleanharbors.com

January 28, 2022
Clean Harbors Quote #3933864

Page 2 of 9

HOUSEHOLD HAZARDOUS WASTE SERVICES

DISPOSAL

Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
A31	SPECIFICATION OILS	1	55 gallon drum	\$75.00	\$75.00
B35	GLYCOLS	1	55 gallon drum	\$165.00	\$165.00
CFL1	MERCURY BULBS FOR RECLAMATION	150	pounds	\$1.50	*\$225.00
CFL4	MISC. MERCURY BULBS FOR RECLAIM	150	pounds	\$5.00	*\$750.00
CFL8	COMPACT FLUORESCENT LAMPS FOR RECLAIM	150	pounds	\$5.00	*\$750.00
CNOS	NON HAZARDOUS SEMI-SOLIDS	1	55 gallon drum	\$120.00	\$120.00
CNOS	NON HAZARDOUS SEMI-SOLIDS	10	flex bin	\$420.00	\$4,200.00
FB1	LIQUID FOR FUEL	1	55 gallon drum	\$75.00	\$75.00
FB2	LIQUID FUEL WITH SOLIDS	1	55 gallon drum	\$105.00	\$105.00
LBBGB	SMALL SEALED CELL BATTERIES AND PORTABLE ELECTRONICS FOR REC	1	5 gallon pail	\$200.00	\$200.00
LBD	MIXED BATTERIES FOR RECLAMATION	25	pounds	\$1.50	*\$85.00
LBD1	ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE)	25	pounds	\$1.35	*\$85.00
LBD2	NI-CAD BATTERIES WET OR DRY FOR RECLAMATION	25	pounds	\$1.35	*\$85.00
LBLA	LEAD ACID BATTERIES FOR RECLAMATION	1000	pounds	\$0.45	*\$450.00
LCCR	LABPACK FOR INCINERATION	3	5 gallon pail	\$75.00	\$225.00
LCCR	LABPACK FOR INCINERATION	1	16 gallon drum	\$150.00	\$150.00
LCCR	LABPACK FOR INCINERATION	1	30 gallon drum	\$187.50	\$187.50
LCCR	LABPACK FOR INCINERATION	10	55 gallon drum	\$250.00	\$2,500.00
LCCRC	LABPACK ORGANICS FOR INCINERATION	6	55 gallon drum	\$250.00	\$1,500.00
LCCRC	LABPACK ORGANICS FOR INCINERATION	1	flex bin	\$875.00	\$875.00
LCCRQ	AEROSOLS FOR INCINERATION	6	55 gallon drum	\$225.00	\$1,350.00
LCHG1	ELEMENTAL MERCURY FOR TREATMENT/STABILIZATION	12	pounds	\$40.00	*\$550.00
LCHG2	LABPACK MERCURY DEVICES / MERCURY DEBRIS FOR RETORT	20	pounds	\$14.00	*\$450.00
LCY1	PROPANE CYLINDERS FOR	35	lecture bottle	\$14.00	\$490.00



January 28, 2022
Clean Harbors Quote #3933864

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Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
RECYCLING					
LCY1	PROPANE CYLINDERS FOR RECYCLING	10	medium cylinder	\$71.00	\$710.00
LPTN	NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION	2	55 gallon drum	\$250.00	\$500.00
LPTN	NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION	2	flex bin	\$875.00	\$1,750.00
LPTP	PROCESSABLE PAINT & PAINT RELATED MTRL FOR FUEL/ INCINERATION	8	flex bin	\$700.00	\$5,600.00
LRCT	LABPACK REACTIVES FOR INCINERATION	15	pounds	\$6.00	*\$150.00
				Total	\$24,357.50

*The following minimum price(s) will apply:

Profile/Waste Code	UOM	Minimum Price
CFL1	pallet	\$68.00
CFL4	pallet	\$68.00
CFL8	pallet	\$68.00
LBD	5 gallon pail	\$85.00
LBD1	5 gallon pail	\$85.00
LBD2	5 gallon pail	\$85.00
LBLA	5 gallon pail	\$85.00
LBLA	55 gallon drum	\$150.00
LBLA	pallet	\$450.00
LCHG1	5 gallon pail	\$550.00
LCHG2	5 gallon pail	\$450.00
LRCT	5 gallon pail	\$150.00

LABOR, SUPPLIES, AND EQUIPMENT

Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
2	Chemist Overtime	10 hour	1	\$65.00	\$1,300.00
2	Equipment Operator, Overtime	10 hour	1	\$75.00	\$1,500.00
10	HHW Technician, Overtime	10 hour	1	\$55.00	\$5,500.00
1	Project Manager Overtime	10 hour	1	\$85.00	\$850.00
1	Box Truck	10 hour*	1	\$50.00	\$500.00
1	Forklift, 2,000Lb Capacity	10 hour*	1	\$74.00	\$740.00
15	Modified Level D (Tyvec, Gloves and Boots)	1 each	n/a	\$33.00	\$495.00
3	Pickup/Van/Car/Crew Cab	10 hour*	1	\$25.00	\$750.00
2	Tractor w/Box Van	10 hour*	1	\$80.00	\$1,600.00
1	16 Gal / 70 L Open Poly Drum 1H2/Y56/S	1 each	n/a	\$85.79	\$85.79
6	4ft Fluorescent Tube Box	1 each	n/a	\$28.00	\$168.00



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Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
	4G/Y275				
3	5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60	1 each	n/a	\$27.26	\$81.78
5	55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H)	1 each	n/a	\$105.71	\$528.55
2	55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2	1 each	n/a	\$113.00	\$226.00
2	8ft Fluorescent Tube Box 4G/Y275	1 each	n/a	\$44.84	\$89.68
1	DOT Rated Heavy Duty Pallet	1 each	n/a	\$27.00	\$27.00
22	Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122	1 each	n/a	\$162.00	\$3,564.00
1	Lab pak box, 30GAL, un 4g/y113/s HD poly liner included	1 each	n/a	\$35.00	\$35.00
6	Lab pak box, 5 gal, UN 4G/X18/S HD poly liner included	1 each	n/a	\$21.00	\$126.00
31	Lab pak box, 55gal UN 4G/Y147.3/S HD poly liner included	1 each	n/a	\$26.55	\$823.05
1	Personnel Staging Tent, 20' x 30'	1 day	n/a	\$155.00	\$155.00
2	Speedi Dry	1 bag	n/a	\$18.62	\$37.24
24	Vermiculite 4 cuft	1 bag	n/a	\$59.09	\$1,418.16
				Total	\$20,600.25

* Includes portal-to-portal travel time

TRANSPORTATION

Dispatch Location	Qty	Price UOM	Total
Clackamas, OR - HUB	191	\$35.00 container	*\$6,685.00

*Minimum charge \$353.00 per trip.

TOTAL ESTIMATE

\$51,642.75

Estimated Recovery Fee

\$8,262.84

Estimated Waste Fee

\$41.92

Estimated total, including Fees

\$59,947.51

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WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
A31	Specification Oils Solids Content less than 6% Ash less than 5% Non-detectable concentration of PCB's (i.e. <2ppm MDL) VOCs less than 1% if lighter than mineral spirits Less than 10% medium boiling hydrocarbons less than 90% high boiling hydrocarbons Viscosity less than 1,000 CPS Organic Chlorine (organic phase) less than 5,000 PPM Flashpoint greater than 141F pH = 4 - = 11 For drum shipments: less than 10 percent water Caustic Coagulation Must pass Silicon less than 200 PPM Phosphorous less than 1,500 PPM if material < 30% water Phosphorous = 150 PPM if material > 30% - = 70% water Vanadium less than 5 PPM PRIMARY DISPOSAL METHOD: OIL RE-REFINING
B35	Glycols Ethylene glycol Minimum yield 25% Must be non hazardous pH 3-11 Flash point greater than 140°F Less than 1 inch solids in drum No pesticides Less than 5 percent oils PCB's non detectable Must be amenable to aqueous treatment Must be compatible with oil and water PRIMARY DISPOSAL METHOD: RECLAMATION
CFL1	Mercury Bulbs For Reclamation Less than 5 percent broken bulbs Intact 4 foot or 8 foot bulbs Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
CFL4	Misc. Mercury Bulbs For Reclaim Misc. shaped bulbs containing mercury for reclaim Limited to Shattershields, HID, Hg vapor, High pressure Sodium, Metal halides Packaged in original bulb boxes or specialty containers

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WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CFL4	Misc. Mercury Bulbs For Reclaim Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
CFL8	Compact Fluorescent Lamps For Reclaim Packaged in original bulb boxes or specialty containers Shrink wrapped to pallets No free mercury PRIMARY DISPOSAL METHOD: RECLAMATION
CNOS	Non Hazardous Semi-Solids Must be able to be landfilled No herbicides, pesticides, or cyanides Source of PCB < 50 ppm Flash point over 140°F PRIMARY DISPOSAL METHOD: NON HAZARDOUS LANDFILL ***** Non-hazardous Must be biodegradable No PCB pH – 2.1 to 12.4 PRIMARY DISPOSAL METHOD: NON HAZARDOUS LANDFARM
FB1	Liquid For Fuel Example: paint thinner, solvents Less than 4 inches of dispersible sludge Less than 5 percent halogens/sulfur Source of PCB < 50 ppm Greater than 10,000 BTU's No pesticides No debris Low viscosity (e.g. thinners) Must not set-up with water or with organic solvents PRIMARY DISPOSAL METHOD: FUEL BLENDING/INCINERATION
FB2	Liquid Fuel With Solids Less than 12" of dispersible sludge Less than 5 percent halogens/sulfur Source of PCB < 50 ppm Greater than 5,000 BTU's No pesticides No debris Medium viscosity (e.g. motor oil) Must not set-up with water or with organic solvents PRIMARY DISPOSAL METHOD: FUEL BLENDING/INCINERATION

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WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
LCHG1	Elemental Mercury for Treatment/Stabilization Example: Mercury Metallic Beth App must be approved

QUOTE CONDITIONS

Please note that this price is based on assumptions made about the actual container sizes of items for disposal. Final billing will be based upon the actual materials packaged for disposal based on the unit rates quoted.

Additional charges may be incurred for cylinders with deficiencies that cannot be identified through the basic on site evaluation. These charges include, but are not limited to:

- Analytical charge for improperly labeled cylinders
- Revalving Fee
- Tapping Fee
- Recontainerization Fee
- Overpack Fee

Prior to packaging and removing the cylinders, our field chemists will inspect them for integrity and transportability. This evaluation will include a leak test to ensure the cylinders are safe to handle and transport. The cylinders must have their original manufacturers label or a surcharge may be applied to your invoice. Cylinders with greater than 5% solids may be subject to surcharge or rejection.

Drum quantity material in containers larger than 5 gallons or 50 pounds will need to be profiled for shipment. Actual disposal pricing will be pending full profile review and approval. The drums are subject to additional charges if they do not conform to their specifications.

GENERAL CONDITIONS

- Except where superseded by an existing services agreement the following terms and conditions apply to this quoted business.
- Prices firm for 30 days.
- Terms: Net 30 Days

GENERAL CONDITIONS

- Interest will be charged at 1.5% per month or the maximum allowed by law for all past due amounts.
- Local, state and federal fees/taxes applying to the generating location/receiving facilities are not included in disposal pricing and will be added to each invoice as applicable.
- Materials subject to additional charges if they do not conform to the listed specifications.
- Electronically submitted profiles will be approved at no charge. Paper profiles will be charged at \$75.00 each.
- Clean Harbors supports many invoice delivery options (E-mail, Electronic Invoicing, EDI, Etc.). Pricing is based on Clean Harbors' standard invoice delivery method of E-mail. If another delivery method is required there could be an additional service fee per invoice. Any alternate delivery methods must be reviewed and approved by Clean Harbors prior to acceptance and implementation.
- Compressed gas cylinders requiring special handling due to inoperable valves will be assessed an additional charge of \$400.00 per cylinder. Cylinders larger than medium size will be quoted case by case. This charge may be sent as supplemental invoice.
- A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 16.0%, will be applied to the total invoice. For more information regarding our recovery fee calculation please go to: www.cleanharbors.com/contact-us/customer-resources.
- Pickups that require same day or next day service may be subject to additional charges.
- Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
- Transportation charges to the final disposal facility will be charged in addition to local transportation to our truck to truck hub/local facility and will vary with logistics and routing.
- Clean Harbors will provide a manifest and necessary labels for transportation with a charge of \$1.25 per label.
- Clean Harbors reserves the right to charge \$50 a day for all transportation equipment not owned or subcontracted by Clean Harbors that remain at a Clean Harbors TSDf in excess of 7 days of being emptied and the customer receiving notification that the equipment is available for pick up.
- Time over eight (8) hours in the normal workday and all day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.
- Standard disposal conversions (excluding minimums) apply to containers other than 5 gallon drums unless otherwise quoted: 6-20g 60%, 21-30g 75%, 31-55g 100%, 56-85g 145%, FBIN 350%, TOT2(<300gal TOTE) 500%, TOTE 630%.
- In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.
- The USEPA implemented the E-manifest system in June 2018 and charges the receiving TSDf a fee per manifest that is subject to change at USEPA's discretion. Clean Harbors currently charges \$20 per manifest to cover this cost on every invoice. This charge is subject to change if USEPA applies increased charges in the future.



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Clean Harbors Quote #3933864

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GENERAL CONDITIONS

- Unless specifically noted, these rates are not valid where Prevailing Wages and / or certified payroll apply. Any Prevailing Wage rates will be quoted on a case-by-case basis.

ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature

PO#

Date

Print Name

Quote # 3933864

Mombert, Zoe

From: Ottenad, Mark
Sent: Thursday, February 24, 2022 3:04 PM
To: Mombert, Zoe
Subject: RE: Metro Community Enhancement Grant Application Next Steps

Hi Zoe,

Here are responses to the staff questions. I am unclear IF I will be able to attend the March 29 meeting at this time due to potential personal travel.

Staff participation? Traffic control

Correct. The primary active day-of role for the community hazardous-waste collection event is to provide PW staff for any traffic control issues – setting cones, directing traffic, responding to drivers' questions. Admin Public Affairs and Communications staff would provide written promotional content for BFM, mailer and online marketing.

Is this service available through Metro transfer station? Yes – in Oregon City.

Correct; however, Metro South has closed periodically during past 2 years due to Covid, ice storms, fires, snowstorms.

Are we setting a precedent? Would residents expect this? How would it be funded over time?

Not necessarily a precedent. Residents have already come to expect community hazardous waste collection events, which were held every year for the past 10 years by Metro; however, Metro has not held a community hazardous waste collection event for the past 2 years due to Covid. While the Metro website currently indicates that community hazardous waste collection events maybe held in 2022, discussion with the Metro community hazardous waste collection event program manager indicates that the program may not be held in 2022.

Currently, there is no thought or plan to submit again for the City to host a community hazardous waste collection event. The assumption is that eventually Metro picks up again on implementing the program.

Why overtime?

Unclear on question. Public Works and contractor staff working on a Saturday qualifies for overtime pay.

Likely items to be accepted?

See list of HOUSEHOLD HAZARDOUS WASTE SERVICES – DISPOSAL in Contractor's quote. Contractor indicates that there is no way to anticipate items to be collected; has provided a 'worse-case' scenario.

Do other cities do this?

Question was not researched. Not aware of a Metro area city holding a community hazardous waste collection event.

Can we have Metro look at this and provide a second opinion or narrow the request?

Unclear on question. Unclear if Metro would review Contractor's quote; having Metro review Contractor's quote will not do anything to influence Contractor's quote.

Thank you.

- Mark

Mark C. Ottenad

Public/Government Affairs Director

City of Wilsonville / South Metro Area Regional Transit (SMART) / Explore Wilsonville

503-570-1505

ottenad@ci.wilsonville.or.us

www.ci.wilsonville.or.us

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

From: Mombert, Zoe <mombert@ci.wilsonville.or.us>

Sent: Wednesday, February 23, 2022 5:19 PM

To: Ottenad, Mark <ottenad@ci.wilsonville.or.us>

Subject: Metro Community Enhancement Grant Application Next Steps

Hello,

Thank you for submitting your Hazardous Waste Program_Wilsonville – Metro Community Enhancement Grant application. *The Wilsonville – Metro Community Enhancement Committee will meet on March 29, 2022 at 6:00pm via zoom.* At that meeting the Committee will receive and overall program update from staff as well as learn about the grant proposals. **Each applicant will have about 5 minutes to describe their grant request and answer questions from the committee.** The Committee will discuss the projects and could choose to make a recommendation to City Council, request additional details from staff and make a decision at a later date. The Wilsonville – Metro Community Enhancement Committee is also tentatively scheduled to meet on March 30 and April 7 if needed.

As you prepare for your presentation, here are a few comments/ concerns that staff identified during their review and the responses I captured. Please provide responses and/ or updated responses by March 7.

Questions for the applicant:

Staff participation? Traffic control

Is this service available through Metro transfer station? Yes – in Oregon City.

Are we setting a precedent? Would residents expect this? How would it be funded over time?

Why overtime?

Likely items to be accepted?

Do other cities do this?

Can we have Metro look at this and provide a second opinion or narrow the request?

Finally, here are the March 29 meeting details:

Time: 6:00 -8:00pm

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

The meeting will be held in a zoom webinar format. When you log into the meeting you will be able to see and hear the panelists (Committee and Program staff). You will be in an attendee role. When it is your turn to present, you will

become a panelist to be able to speak, turn on your camera and share screen for a presentation. When you complete your presentation and finish answering questions you will go back to the attendee role. Please let me know if you have any questions or concerns about this meeting format or grant process.

Kind regards,

Zoe Monahan Mombert
Assistant to the City Manager
(she/her/hers)

City of Wilsonville/ Explore Wilsonville
503.570.1503
mombert@ci.wilsonville.or.us
www.ci.wilsonville.or.us
www.ExploreWilsonville.com
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

Project Assessment by City Staff

Project Title Oral History Preservation

Reviewed By Delora, Kerber, Kelsey Lewis, Zoe Mombert, Dan Pauly, Kerry Rappold, Shasta Sasser, Dustin Schull, Brian Stevenson, Zach Weigel Date 2/15/22

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

☒ **Eligible:** Meets both eligibility criteria and program goals; ☐ **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

☒ **Appropriate:** The project appears to be of community value and is supported by staff as appropriate.

☐ **Inappropriate:** The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) ☒* The project location is in the city limits of the City of Wilsonville
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - ☒ A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - ☐ A school or institution of higher learning; or
 - ☐ A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
- (c) ☒* The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) ☒* The project must not promote or inhibit religion.
- (e) ☒* The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) ☐ For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) ☐ Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and opportunities to enjoy them.
- (f) ☐ Result in improvement to, or an increase in, recreational areas and programs.
- (g) ☐ Result in improvement in safety.

- (h) ☒ Benefit youth, seniors, low income persons or underserved populations

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Preserving the oral history collection – digital material should make it more accessible to community members.*

Issue 2 Is the cost estimate realistic? Is the project scalable? Is there a match or contribution from the applicant?

Response *\$8,250*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *N/A*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

Meets 2 goals, under \$20,000, in kind match

Questions for the applicant:

How will this be accessible to the community?

(Likely to share with the school and share on local public access)

How much Library staff assistance is needed?

How is the Historical Society going to manage this project with two additional open project at the same time? Should the WBFHS wait until the other projects are complete.

Suggestion:



Search

Submission #2

[Print](#) [Resend e-mails](#)

[Previous submission](#) [Next submission](#)

Submission information

Form: **2022 Public Project Nomination Form–Community Enhancement Program**
Submitted by Visitor (not verified)
Wed, 01/05/2022 - 4:10pm
76.27.218.180

Applicant Information

Sponsor:
Wilsonville Boones Ferry Historical Society

Tax ID#

93-1174080

Contact Person:

Susan Schenk

Daytime Phone:

5035052115

Email Address:

schenk.susan3@gmail.com

Address:

11010 SW Morey court

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status

Project Information

Project Title:

Oral History Video Preservationn

Amount Requested:

\$ 8250

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

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

How project meets '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' (be clear & specific)

The Wilsonville Boones Ferry Historical Society has collected a number of Wilsonville oral histories over the past 25 years. Twenty-six have been transcribed into print but the videos are stored on archaic media such as VHS cassette tapes and Hi8 video cassettes. These will soon be lost as the media disintegrates or becomes irretrievable. This grant would fund converting them to digital format, and making the stories accessible to citizens and researchers. We would also integrate our 2020-2022 CEP contemporary oral histories into the digitized collection and develop informative and educational activities based on the oral histories.

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

This grant funds the conversion, preservation and broadcast of 80+ oral histories currently on VHS tapes, integrates contemporary oral histories and initiates the idea of using the oral histories to celebrate our history. Many of these tapes have been transcribed into print but are stored on archaic media such as VHS cassette tapes and Hi8 video cassettes. These will soon be lost as the media disintegrates or becomes unretrievable. Stories from these families and individuals are waiting to be heard: Boozier, Lehan, Boone, Langor, Eilers, DeGroote, Boeckman, Aden, Clark, Montague, Wiedemann, Young, Missal, Waggoner, Crisell and more. Once converted to digital storage, they will be broadcast on local cable and used to create learning opportunities. Project starts August 1, 2022 and ends June 30, 2023.

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

Wilsonville Library

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.

NA

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

NA

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

None

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

Current and future citizens. Researchers. Historians. Archivists.

How does the project serve diverse or traditionally underserved populations?

This project will introduce today's young and diverse population to Wilsonville's past as seen through the eyes of influential citizens of the past. Incorporating contemporary oral histories collected in 2021 will add new voices to the mix, capturing ideas from today's senior citizens as interviewed by high school students as part of our 2020-2022 grant. When we extract vignettes and make them available for researchers and educators for telling Wilsonville's evolving story, we hope to inspire future projects. We will have the capacity to record and preserve more diverse voices and stories using equipment from a previous grant and the digital records of this grant. We hope to work with the city's Diversity, Equity and Inclusion Committee to find and add the oral histories of under-represented Wilsonville residents.

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

no

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Upload Budget:

[2022project_budget_worksheet_5.xlsx](#)

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

Quotes, prior contracts, previous projects

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?

Sponsor contribution is volunteer hours researching the recordings and printed transcripts

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

No future funding needed.

Funds are available for projects after July 1, 2022. Is this project compatible with that timing? How and when might this project be implemented?

Project will start when the funds are available.

Project Management

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

1. July-Oct 2022: Review existing inventory of oral history video cassettes and transcriptions. Execute the following plan to preserve and use the Wilsonville Boones Ferry Historical Society's (WBFHS) oral histories.
2. August 2022: Contract with Willamette Falls Media Center, a 501 (c) 3, to convert 80 "edited" VHS interviews and 46 Hi8 cassettes to digital format. Purchase additional digital storage capacity. Review other VHS and Hi8 cassettes in collection for duplicates and untranscribed gems.
3. Dec 2022: Where possible, merge the photo digitization project with the oral histories to create a visual to accompany the digital oral history. The photo digitization grant wraps up December 31, 2022.
4. Jan 2023: Make bound paper copies of the existing transcribed interviews. Many of the interviews on the VHS tapes have already been transcribed into digitally stored documents and are printed out in a 850 page binder format. By printing and binding several copies, we can start mining them for stories as the VHS full interviews are transferred to a more stable and more accessible digital format. The books can be used by researchers, library patrons and society members.
5. Feb 2023: Society volunteers review printed transcripts and stored digital materials to extract highlights to create a series of historical vignettes. Hire writer and artist to develop the vignettes to create fun, educational resources that introduce children and others to Wilsonville's current and recent significant citizens. An example would be coloring book pages featuring the speaker's likeness or events described in the interview.
6. June 2023: Merge the oral histories being collected in our 2021 CEP grant with the older collection. Use recording equipment purchased in previous grant to plan additional oral history acquisitions, which would be funded in a future

grant. Work with Wilsonville's Diversity, Equity and Inclusion committee to identify new perspectives and voices to be added.

7. Apr-Jun 2023: Develop plan to partner with the City of Wilsonville and schools for educational use of this valuable resource once digitized. Connect with the newly established Arts, Culture and Heritage Commission.

8. Jan - Jul 2023: Willamette Falls Media Center starts broadcasting the oral histories on their cable network along with other City of Wilsonville government broadcasts. Society volunteers and friends of the society will screen to determine which stories are broadcast. The media company will provide additional backup storage of the digitized stories.

9. Mar-Jul 2023 provide stories to Boones Ferry Messenger and The Spokesman.

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

Wilsonville Boones Ferry Historical Society (WBFHS) has managed CEP grants for several years and the past grant manager will continue. These grants have allowed us to work with professionals and volunteers to inventory our artifacts, create a database of those artifacts, digitize photographs and collect contemporary oral histories tied to current events. This grant is a continuation of our volunteer membership working with professional archivists to preserve our collection and use it to celebrate our history. We have a track record of completing the work successfully and on time, other than requesting a six-month extension on one grant when the COVID lockdown and library closure prevented timely access to the project.

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

We continue to work with City of Wilsonville research librarians to house our collection and promote its educational value. Willamette Falls Media is on board and excited to be part of this project. Eventually we will be partnering with the recently established Arts, Culture and Heritage Commission to find ways to use the oral histories to tell and celebrate our history and heritage. And, as the Diversity, Equity and Inclusion committee finalizes its recommendations, we hope to work together to identify additional voices and perspectives to be recorded.

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:

NA

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:

Susan B . Schenk

Date Signed: Wed 1/5/22

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[Previous submission](#) [Next submission](#)

Select Language ▾

TOP REQUESTS

[Job Opportunities](#)[Utility Billing](#)

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services: video conversation 80 VHS tapes x \$25 each	2000			
Personal services: digitizing 40 Hi8 video cassettes x \$25 each	1000			
Personal services: oversee saving digital records from hard drive to computer 50 hours X \$15	750			
Personal services with archivist to merge photo digitization project with oral history digitization \$30 x 40 hours	1200			
Personal services: artist/graphic designer 40 hours x \$30	1200			
Personal services: writer 40 hours x \$30	1200			
External digital storage hard drive	300			
Materials: publish transcriptions in bound copies	200			
Materials: publish educational vignettes for school or library use	250			
Training on Hi8 player	50			
volunteer hours value 40 x \$28.54/hr		1150		
Thumb drives for back up storage	100			
Total	8250	1150	0	0
Total Estimated Cost	9400			
% of Total Budget provided by Sponsor	13			