



Wilsonville-Metro Community Enhancement Committee

MEETING AGENDA Monday, April 8, 2019 6:00 – 8:00pm

Wilsonville City Hall – Willamette River Room

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| 1. Call to Order; Welcome & Overview of the Meeting | 6:00pm |
| <ul style="list-style-type: none">• Mayor Tim Knapp• City Councilor Susie Stevens• Metro Councilor Craig Dirksen• Olive Gallagher• David Davis• Amanda Johnson• Jimmy Lee | |
| 2. Consent | 6:05pm |
| <ul style="list-style-type: none">• April 23, 2018, April 24, 2018 and March 19, 2019 minutes | |
| 3. Wilsonville-Metro Community Enhancement Program Update | 6:10pm |
| 4. 2018-19 Project Nomination Updates | 6:15pm |
| <ul style="list-style-type: none">• Beauty and the Bridge Lighting Options Update• Boones Ferry Primary Storm Water & Education Marketing Update• Street Tree Infill Marketing and Tree Cost Update | |
| 5. Group Discussion/Project Review | 7:00pm |
| 6. Project selection and recommendation | 7:30pm |
| 7. Adjourn | 8:00pm |

Next Meeting:

(Only if this meeting is needed, to be determined at the April 8, 2019 meeting.)

April 9, 2019 – Project discussion and project selection

Wilsonville-Metro Community Enhancement Committee

MEETING Minutes for Monday, April 23, 2018

Mayor Tim Knapp called the meeting to order at 6:05 p.m.

In attendance: Mayor Knapp, City Councilor Kristin Akervall, Purity Case, David Davis, Amanda Johnson and Jimmy Lee. Metro Councilor Craig Dirksen was unable to attend.

Jimmy Lee nominates David Davis for Committee Chair, Purity Case nominates herself for Committee Chair.

Angela Handran reminds committee that there can be a Chair and Vice Chair.

Jimmy nominates Purity Case as Chair and David Davis as Vice Chair. Amanda Johnson seconds nomination. Passes 6-0.

Angela Handran provides committee with an update on 2016-2017 CEP projects. Committee requests additional information be brought back on the Beauty and the Bridge lighting project from 2017.

Willamette Way West Sidewalk presentation made by Nancy Kraushaar.

Historical Society-Collection Preservation Project made by Steve Van Wetchel.

Backyard Habitat Certification Program overview by Angela Handran.

The committee had the following follow up questions that staff will provide answers to prior to the next meeting.

1. Can we carry over a balance longer than 24 months?
2. Clarify Budget, including projected funds through July 1, 2018.
3. Beauty and the Bridge Lighting Project- Provide more detailed information to the committee on last years original project nomination and final award details.
4. Backyard Habitat Certification-Is this a nationally recognized certification program?
5. Where did the \$12,360 figure come from?
6. Are there other jurisdictions who have completed this program?
7. Provide a more detailed breakdown for the project expenditures.

Committee adjourned at 8:00 p.m.

Wilsonville-Metro Community Enhancement Committee

MEETING Minutes for Tuesday, April 24, 2018

Call to Order made by Committee Chair- Purity Case at 6:00 p.m.

Staff Update

Response to Questions from 4/23/18 meeting- Staff

Angela Handran provided follow up answers to the committee's questions from the previous meeting.

Mayor Knapp notes for the record that he does live near the intersection of the proposed Willamette Way West Sidewalk project.

Review and Action 2018-19 Project Nominations

Willamette Way West Sidewalk- Committee was given additional information and more detailed budget predictions by Nancy Kraushaar.

Historical Society-Collection Preservation Project- Committee discussed that this project is just the beginning of a much larger project that will eventually involve a much larger scale effort.

Backyard Habitat Certification Program-Kerry Rappold was present to answer the committees questions and provide additional details on the project.

David Davis makes motion to approve \$40,000 for the Willamette Way West Sidewalk Project, \$12,360 for the Historical Society-Collection Preservation Project, and \$12,655 for the Backyard Habitat Certification Program. Jimmy Lee Seconds. Passes 6-0.

Group Discussion/Process Improvements

Angela Handran proposes that in future years the committee meet for a Pre meeting to settle the administrative business prior to the first committee meeting. The committee agrees. Angela also suggests that a Wrap up meeting be scheduled so that staff can give an update to the committee on the projects and take feedback on how improvements can be made. Angela also agrees to bring back additional information on the Beauty and the Bridge Lighting project after staff contact with ODOT is made.

Committee may be interested in awarding any left over funds to the Beauty and the Bridge Lighting project so that it can move into installation. The original project nomination was for \$50,000 but was only awarded \$10,000 for the design and feasibility study. Committee will discuss at wrap up meeting.

Adjourn at 7:10 p.m.

Wilsonville-Metro Community Enhancement Committee

MEETING Minutes for Tuesday, March 19, 2019

Acting Chair Davis called the meeting to order at 6:02p.m.

Staff called the roll and all members were present including; Mayor Tim Knapp, David Davis, City Councilor Susie Stevens, Amanda Johnson, Metro Councilor Craig Dirksen, and Olive Gallagher. Jimmy Lee arrived at 6:07p.m. A quorum was met.

Mayor Knapp welcomed new committee member Olive Gallagher.

Acting Chair Davis opened discussion to appoint a Chair.

Mayor Knapp made the motion to appoint David Davis as Chair and Amanda Johnson as vice chair. Councilor Stevens seconded the motion. The motion was approved unanimously.

Staff provided an overview and status update of the previously awarded projects. Staff also discussed the current budget and expectations for FY 2019-2020.

Each project applicant was invited to present their proposal and answer the committees' questions.

Steve Adams, Engineering Manager presented the Beauty and the Bridge Lighting (design) project. He provided updated information about the project, discussed the need for Oregon Department of Transportation (ODOT) approval (between design and construction) and anticipated costs. The committee discussed lighting alternatives such as up lighting, light poles and other alternatives other than hanging them from the overpass. It was also pointed out that there is not currently an identified source of funding to implement this project. The committee asked Mr. Adams to provide lighting alternatives which highlight the art and are intended to serve pedestrians. The committee also requested examples of similar projects in other jurisdictions.

The Boones Ferry Primary Stormwater & Education project was described by Kerry Rappold, Natural Resources Manager. He noted that the project would serve as a demonstration project; the students will design and plant native vegetation, as well as learn about stormwater. An interpretive panel will be installed and a celebration will take place at the end of the project. The project will focus on students from Kindergarten to fifth grade and noted that this could be a good field trip location for future students.

Susan Schenk from the Wilsonville Historical Society presented their application to Create a Historical Archives Database which would allow the artifacts to be easily searched and store the historical information on an external hard drive or on the cloud. She noted that they would build on the work they completed as a part of their 2018 Community Enhancement Project. She also presented a few artifacts to the committee. Mayor Knapp noted that the Historical Society had demonstrated their ability to successfully complete projects.

Graham Oaks/ Willamette Pedestrian Safety Project proposal was described by Dominique Huffman, Civil Engineer. She explained that the project had been ongoing and had originally been suggested by community members. A current project schedule and budget were presented. The project will be complete by the end of the fiscal year and this request will reduce the funding gap. There was discussion about the speed limit and how the speed is established by ODOT. There was also discussion about trees which had been removed as a part of this project.

Delora Kerber, Public Works Director provided information about the Street Tree Infill project. She noted that this is a City Council goal. Analysis was done on the types of street tree and staff has explored where trees could be planted. They partnered with Friends of Trees (FOT) as a part of this project. FOT will evaluate the potential tree planting sites and speak with adjacent property owners as well as organize the tree planting events. Ms. Kerber noted that not all property owners will want street trees and this is a pilot project. Mayor Knapp expressed an interest in thinking broadly about the promotional campaign and the types of advertising which will be used. There was also discussion about where the trees will be acquired.

The Wilsonville SMART Flower Baskets was the last project, presented by Michelle Marston, Program Coordinator for SMART. SMART has two significant events this summer (30 Year Celebration and Electric Bus Celebration) and they would like to create an inviting atmosphere for the summer. They would like to bring back flower baskets to the Transit Center for these events however the funds are not available in this year's budget. They will try to fund them in future years as a part of their budget. The pre fertilized plants will be hung in May and watered from May – September. Invoicing would occur after July 1 to fund the project.

Chair Davis opened the floor for project review and discussion. Mayor Knapp expressed an interest in funding all of the projects since they all have merit. The educational component of the projects is also important to the committee. The committee confirmed their desire to receive the following information:

- What lighting alternatives are available for the Beauty and the Bridge Lighting project? An interest was expressed in exploring lighting options which highlight the art and benefit pedestrians. They also want to see examples of similar projects in other cities, specifically those that ODOT has approved.

- The committee wants to understand what is included in the \$250 per tree. (What does it gets them? Is this just a tree?) Also, they would like to know how this program will be marketed to the community.
- How will the Boones Ferry Primary School stormwater project be marketed and how will the information be disseminated broadly?

The committee will meet to continue their discussion, learn more about the projects and make a recommendation to City Council on April 8, 2019.

Chair Davis adjourned the meeting at 7:50p.m.

To: Wilsonville - Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: April 1, 2019

RE: 2019 Project Follow Up

The committee received information about each project proposal on March 19, 2019 at the Wilsonville-Metro Community Enhancement Committee meeting. During the meeting there was discussion and an interest in receiving additional information regarding the following projects:

Beauty and the Bridge Lighting

The committee requested additional information regarding lighting types and examples of similar projects in the area. Staff is gathering information to share with the committee regarding these topics. Staff has reached out to Clackamas County, City of Tigard, City of Beaverton, City of Tualatin, and City of North Plains. Staff has also looked into ODOT's lighting rules as well. It appears that some options could be more complicated than others depending on the focus of the lighting (art or pedestrians). Staff will provide their findings and at the April 8 meeting.

Boones Ferry Primary Stormwater and Education

Staff is working with the school district staff to identify how the project can be marketed as identified in the attached memo from Kerry Rappold, Natural Resources Manager.

Street Tree Infill

Staff provided a memo (from Delora Kerber, Public Works Director) and attachments describing the marketing plan and clarifying the cost of each tree.

Staff will be available to discuss all three of these items and answer the committee's questions at the April 8, 2019 committee meeting.



Memo

Date: March 27, 2019
To: Wilsonville Metro Community Enhancement Committee
From: Kerry Rappold, Natural Resources Manager
Subject: **BFP Stormwater Facility Enhancement & Student Education project**

The purpose of this memo is to provide committee members with a preliminary response to information requested at the March 19, 2019 grant review meeting. Due to spring break and the unavailability of school district staff, I cannot provide all the information at this point. A full response will be provided at the committee meeting scheduled for April 8.

Committee Question:

1) How will this project be marketed and how will information be disseminated? What will this look like?

Preliminary Response:

The school district anticipates they will disseminate information about the project through the district's website and Boones Ferry Primary School newsletter. City staff will include information about the project on the City's website and in the Boones Ferry Messenger newsletter. In addition, there will be a news release and photos provided to local news outlets.

MEMO

To: Metro – Wilsonville Community Enhancement Grant Committee

From: Delora Kerber, Public Works Director

Cc: Zoe Monahan, Assistant to the City Manager

Subject: Street Tree Infill Program

Thank you for allowing us to make a presentation to the Grant Committee members on the Street Tree Infill Program. We believe this program will be a great benefit to the community, the environment and our citizens.

We understand the Committee requested some additional information on the Program, specifically – how will the program be marketed and what is the budget breakdown for the cost of \$250 per tree.

In response to the questions, attached is the Program Outreach Plan showing activities, dates and responsible parties as well as a budget detail sheet.

If you have additional questions or need more information, please let me know.

Street Tree Infill Project / Communications

Objective: Notify people of opportunity to obtain new street tree

Timeline: Begin Planting in October (communications in May-August)

Target Audience: Residents of neighborhoods in need of additional tree canopy

Tertiary Audience(s): All Wilsonville residents

Program Announcement

Activity	Deadline	Assigned	Status	Notes / Effectiveness
Sample Photos of Tree Planting to accompany Grant award announcement	early-April	FOT		
Press Release announcing Grant award & specifics of Infill program	mid-April	Bill		
Send release to City email list	mid-April	Bill		
Article about Program in May issue of Boones Ferry Messenger	April 10	Delora/ Bill		
Social Media Posts	mid-April	Bill/ FOT		Facebook & Nextdoor
Post on City website	mid-April	Bill		
Develop care instructions	mid-April	FOT		
Develop webform for interested parties to sign-up	mid-April	Delora/ Bill/ FOT		

Summer Activities

Activity	Deadline	Assigned	Status	Notes / Effectiveness
Correspond with interested parties	Ongoing	FOT		
Tabling / Outreach Events, as opportunities arise	Ongoing	FOT		
Outreach to Neighborhood Associations		FOT		
Emails to previous volunteers at FOT green space events		FOT		

Posters at Wilsonville coffee shops		FOT		
House Ad in August issue of Boones Ferry Messenger	July 10	Bill		
Social Posts		Bill / FOT		
Fall (As Planting Begins)				
Activity	Deadline	Assigned	Status	Notes / Effectiveness
Photo in Boones Ferry Messenger	Sept. 10	FOT / Bill		
Pitch to Wilsonville Spokesman		Bill		
Social Posts	As needed	Bill / FOT		Facebook & Nextdoor

Street Tree Infill Project

26-Mar-19

Expenses per tree	Cost
Purchase tree material and rent delivery/ truck	\$100
Planting materials: mulch, twine, stakes, tree tags, etc.	\$10
Mailings, printed materials for tree care resources, and online posts	\$10
Staff time to coordinate planting day details, purchase trees, help residents choose their trees, train volunteers in proper planting, etc.	\$100
Canvassing team to visit houses for proper tree placement and program sign up	\$30
Total	\$250

CEP Project Nominations 2019							
	Project Title	Eligible	Appropriate	Project Cost	Scalable	CEC Recommendation	City Council Approval
1	Beauty and the Bridge	Y	Y	\$ 20,000.00	Y		
	Funding for lighting design under the I-5 underpass to highlight the Beauty and the Bridge Project.						
2	BFP Storm Water & Education	Y	Y	\$ 10,000.00	Y		
	Design and install stormwater facilities with student participation. An interpretive panel would also be fabricated and installed.						
3	Create Historical Archives	Y	Y	\$ 6,925.00	Y		
	Create a digital historic archive database; building on their 2018 last project						
4	Graham Oaks Willamette Way Ped Safety Project	Y	Y	\$ 23,000.00	N		
	Pedestrian improvement project						
5	Street Tree Infill	Y	Y	\$ 25,000.00	Y		
	Street tree pilot project to help the community plant and maintain needed street trees.						
6	Wilsonville SMART Flower Baskets	Y	Y	\$ 6,072.40	Y		
	Install and water flower baskets at the SMART Transit Center.						
Total				\$ 90,997.40			

7	Wilsonville History Trail	No		\$ 8,100.00		--	--
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