



Wilsonville-Metro Community Enhancement Committee

MEETING Minutes Tuesday, November 12, 2019

Chair Davis called the meeting to order at 6:32p.m.

Staff called the role and present member included; Mayor Tim Knapp, David Davis, City Councilor Joann Linville, Amanda Johnson. Olive Gallagher arrived at late. Jimmy Lee and Metro Councilor Craig Dirksen were Absent. A quorum was met.

Staff members present: Bryan Cosgrove, City Manager and Zoe Monahan, Assistant to the City Manager.

Chair Davis moved to approve the consent agenda as presented. The motion was seconded by Amanda Johnson and approved unanimously.

The committee welcomed the newest committee member, City Councilor Joann Linville to the meeting. Staff provided a brief overview about the committee's purpose and annual funding amounts. The committee was reminded that they can allocate all or a portion of the available funds or choose not to spend any funds for up to three years.

Staff provided an update on past projects including the Beauty and the Bridge Lighting. This project was delayed due to staffing and obstacles working with ODOT. The last funding cycle provided additional funding for the Willamette Way West project, which is now complete. The Boones Ferry Primary Stormwater, Historical Society Archiving project, and Street Tree Infill project are underway. The SMART flower baskets were installed. There were questions about this projects continuing in the future. In other city's community members or the Chamber of Commerce, lead this type of beautification effort (referring to the flower baskets).

Staff presented information about proposed updates to the Community Enhancement grant application and process. An updated packet of materials including guidelines, updated application, and proposed applicant agreement were discussed. The updated staff review process and proposed pre-application were explained to the committee. The intent of the updated staff review process and adding a pre-applicant are intended to better scope the projects and bring fully formed projects to the committee for review.

There is an interest in increasing the number of community-initiated projects. Staff will need to do more outreach to encourage new community groups to apply.

The agreement was discussed further. It outlines the reimbursement program, project timing and reporting requirements. The committee requested an updated calendar to clarify the project timing. The committee also discussed a required match; however, it could limit applicants. The committee discussed the timing of the grant cycle. Future timing of the grant cycle could be adjusted to start the application process sooner. The committee also discussed the proposed close out report and a desire for additional information about the report and the information that will be required. The committee expressed an interest in requiring a presentation to City Council upon completion of the project to share the outcomes and accomplishments with the community. Additionally, the committee is interested in signage which identifies the Community Enhancement Committee funded the project to promote the program.

There was discussions about the option of holding funds for a few years to save up for a larger project such as a stage cover for performing arts at Town Center Park in future. The committee expressed an interest in opening the application processes earlier next year, targeting the fall.

The committee discussed the timing of the March dates. The committee was comfortable with the proposed March meeting dates (March 23, 30 and 31).

Before closing the meeting, the committee outlined the action items for staff moving forward:

- Follow up with Dwight Brashear, Transit Director regarding flower basket funding
- Detailed calendar needs to be provided to outline the process for applicants
- Start the process sooner in the future – such as the fall
- Close out report format needs to be provided
- All projects should include a label identifying that the project was funded by the Community Enhancement Committee
- Upon project completion, a presentation should be provided to the City Council to promote the program to the community.

Chair Davis adjourned the meeting at 7:35p.m.