



Wilsonville-Metro Community Enhancement Committee

MEETING Minutes Monday, June 29, 2020 Zoom Virtual Meeting

1. The meeting was called to order at 6:09pm by Mayor Tim Knapp.

Mayor Knapp requested that staff call the roll.

- Mayor Tim Knapp
- City Councilor Joann Linville
- Metro Councilor Craig Dirksen
- Amy Day
- David Davis
- Amanda Johnson
- Olive Gallagher

All committee members are present and a quorum is met.

2. Select Committee Chair & Vice Chair

Mayor Knapp noted that David Davis has been the Chair and requested nominations for the FY 20-21 chair.

Amanda Johnson nominated David Davis as Chair "I move to appoint David Davis as chair". Olive Gallagher seconded the motion. The motion passed unanimously.

Chair Davis made a motion to appoint Amanda Johnson as vice chair.

"I move to appoint Amanda Johnson as vice chair". Craig Dirksen seconded the motion. The motion passed unanimously.

Mayor Knapp introduced Amy Day the newest committee Member. Ms. Day introduced herself and expressed her excitement to be a member of the committee.

3. Consent Agenda

Chair Davis to request a motion to adopt the consent agenda including the Meeting Summary from November 12, 2019.

A motion was made by Amanda Johnson to approve the consent agenda and Olive Gallagher seconded the motion. The motion passed unanimously.

4. Wilsonville-Metro Community Enhancement Program Update

Zoe Monahan, staff, provided an update on existing projects.

- Willamette Way/ Graham Oaks Sidewalk, which was funded immediately during the last grant cycle, is complete
- Boones Ferry Primary Stormwater Education project was in process prior to COVID-19. It is not yet complete.
- Historical Society digital archive project was making great progress with their archivist on board. Due to COVID-19 the project is on hold since the materials are stored at the City Library.
- Street Tree Infill project had progressed and had a planting event scheduled before COVID-19 and the project is now on hold.
- SMART Flower Basket project is complete.

Next staff provided an update regarding the revenues referring to the memo provided in the packet. The city has now received \$393,836.75 for the program as of June 2020, (update to the number in the memo) \$320, 038 of which has been allocated to past projects. 15 projects are complete and the rest of the active projects are in progress. There will be \$118,500 available at the end of this fiscal year (update to the number in the memo). Republic services seems to be processing at a normal pace and it is expected this will continue. \$80,000 is expected in revenue in FY 20-21.

5. 2019-20 Project Nomination Process Update

Staff provided an overview of the project nomination process including the outreach that was done this year. Staff also walked the committee through the eight applications outlined on the “CEP Projection Nomination 2020” sheet provided in the committee packet. Staff noted that the Morey’s Landing application had been withdrawn which would have been the ninth application.

Councilor Linville pointed out that the provided information noted that the total requested amount of \$118,323.96 was in correct and that it should be closer to \$90,000. She pointed out that they could fund all of the applications.

As staff looked closer, the total requested amount was not automatically updated when the Morey’s Landing Project was removed. (Note: the total request for the eight projects is \$95,200.96)

6. Group Discussion & Process Direction

Staff outlined the possible options for the Committee. They could chose to review the applications and allocate funds or chose not to allocate funds this year. If the committee chose to move forward, it would need to happen soon since the annual report to Metro is due on October 1.

The committee members were very interested and supportive of reviewing the application and allocating funds. Mayor Knapp even pointed out that it could give applicants something to focus on.

There was discussion about project timing.

The committee asked that staff reach out to the applicants to determine if they would like to move forward with their project application or have staff hold it for the FY 2021 grant cycle. They also requested that staff ask about potential impacts COVID-19 could have on the project and if the project could be completed safely.

Olive Gallagher moved that the 20-21 grant cycle be a two year award rather than a one year award with one year extension. Amanda Johnson seconded the motion and it passed unanimously.

Craig Dirksen moved to review the 20-21 grants at the next meeting. The motion was seconded by Olive Gallagher and passed unanimously.

7. Adjourn

Chair Davis adjourned the meeting at 6:56pm.

Next Meeting: July 28, 2020

Meeting summary drafted by:

Zoe Monahan
July 14, 2020