

Wilsonville-Metro Community Enhancement Project Applications

CEP Project Nominations 2026								
	Project Title	Sponsor	Eligible	Appropriate	Project Cost	Scalable	CEC Recommendation	City Council Approval
1	French Prairie Road Median Renewal Project	Charbonneau Community Foundation			\$ 37,500.00		\$ 37,500.00	
	Requesting funds to replace this unsightly landscaping with rock & drought resistant plant material not needing irrigation.							
2	2026 Dia de los Muertos Festival at Wilsonville High School	Wilsonville High School ASB			\$12,000		\$ 12,000.00	
	The Dia de los Muertos Festival at Wilsonville High School will improve our community appearance by adding vibrant colors, flowers and unique art to our public space, transforming it into a beautiful, culturally rich display.							
3	Enhancing Wilsonville's Biking Infrastructure	City of Wilsonville Tourism Promotion Committee			\$5,944		\$ 5,944.00	
	This project will provide Wilsonville community members, and those visiting the Wilsonville community, an opportunity for basic bike repair at two locations within the City.							
4	Growing Up in Wilsonville book reprint	Wilsonville Historical Society			\$1,500		\$ 3,000.00	
	The grant will support a reprint of 100 books, which will be distributed at no cost through the library, local businesses, and the historical society.							
5	Study Pods	Wilsonville Public Library Foundation			\$20,000.00		\$ 24,810.00	
	The Wilsonville Public Library would purchase two quiet study pods which are small, self-contained workspaces.							
6	Utility Box Public Art Project – ‘Celebrating the Arts’	Erika Valentine, Arts & Culture Program Coordinator, City of Wilsonville			\$15,050		\$ 15,050.00	
	A Utility Box Public Art Program consists of utilizing blank traffic signal boxes or utility cabinets into blank spaces to put artwork on.							
Total					\$ 91,994.00		\$ 98,304.00	\$ -

Utility Box Public Art Project

‘Celebrating the Arts’

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by evalentine
Wed, 12/31/2025 - 4:41pm
143.244.98.165

Applicant Information

Sponsor:

Erika Valentine, Arts & Culture Program Coordinator, City of Wilsonville

Tax ID#

Contact Person:

Erika Valentine

Daytime Phone:

503.570.1629

Email Address:

EValentine@wilsonvilleoregon.gov

Address:

29600 Park Pl

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:

Utility Box Public Art Project – ‘Celebrating the Arts’

Amount Requested:

\$ 15,050

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
- Benefit youth, seniors, low income persons and/or underserved populations
- Foster and enhance community enrichment through educational programming, arts and cultural projects.

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

The Utility Boxes are an existing piece of City infrastructure that is blank. Adding artwork to the boxes will improve the appearance and create accessible art for people to enjoy. Public Art is recognized for improving the quality of communities.

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

Public Art is both free and accessible to everyone in the community.

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

A utility box art project will enhance community identity and is providing additional artwork for the City of Wilsonville.

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

A Utility Box Public Art Program consists of utilizing blank traffic signal boxes or utility cabinets into blank spaces to put artwork on. Utility Box programs can help beautify the City, provide opportunities to local artists, and foster community pride by displaying vibrant artwork on otherwise plain existing City Infrastructure. Utility Box Public Art projects are also known to deter tagging and graffiti; and the vinyl can easily be cleaned. This proposed project consists of working with a company who would produce the vinyl wraps featuring original artwork submitted by artists, and then installed onto the boxes using a thick, weather-resistant vinyl; as recommended by the City's Public Work Department.

The City of Wilsonville has 24 traffic signal cabinets. This project proposal outlines doing 7 boxes to start with a pilot program. The Arts, Culture, and Heritage Commission (ACHC) discussed this project concept at their November 2025 meeting and voted to have the overall artwork theme be "Celebrating the Arts."

The program would consist of a Call for Art Application to solicit artists who would include original artwork files/images and a selection process facilitated by City Arts Staff who oversee the ACHC. The ACHC would review, score, and award the applications to determine which artwork would be selected. City staff would work with the Legal department on artist contracts and work with the selected contractor for production/installation of the boxes.

The administrative work on the project would begin in the summer of 2026 with an estimated install an completion date being in the spring of 2027.

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

The City owns 24 traffic signal cabinets which are located at intersections and are considered City property. Arts staff would work with Public Works staff to determine which specific boxes to include in this pilot program, with approval from the Arts, Culture, and Heritage Commission.

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?

Some boxes may be viewable by businesses or neighborhoods. Staff would do their due diligence to make sure the community is aware of the project.

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

Boxes should have a lifespan of a minimum of 5 years but can last longer. No regular maintenance should be needed. The vinyl is graffiti resistant and easy to clean. Should a box be damaged beyond repair, it can be removed, and reprinted to be replaced. Any maintenance could be funded through the public art maintenance account on a case by case basis. Cost for 1 new reprint/installation would be approximately \$1,650.

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

Public art is viewable by all and accessible to everyone, so the entire community can benefit. Public art can benefit communities by fostering identity and pride and making spaces more vibrant and engaging.

How does the project serve diverse or traditionally underserved populations?

Public Art is viewable and accessible to everyone. The project will create an 'outdoor gallery' for people to enjoy.

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

No

Upload Optional Supplemental Materials:

[image_examples.docx](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[project_budget_worksheet_5_utility_box_public_art.xlsx](#) [4]

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

Quotes were gathered from Contractors who have completed Vinyl Wrap Utility Box Projects in nearby Cities (i.e Tualatin)

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?

N/A

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

The project will be completed with the requested funds which consists of completing 7 boxes. Should the project be successful and well received by the community, staff would solicit additional funds for the completion of more boxes.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Yes that is compatible for timing.

Estimated timeline as follows:

Estimated selection of box locations: August 2026

Estimated issue of the Call for Art Application: September 2026

Estimated review and selection of artists/artwork: November 2026

Installation and completion: Spring 2027

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

The City of Wilsonville's Arts, Culture, and Heritage Strategy (Adopted 2020) states that "Public Art is recognized as a significant cultural asset in Wilsonville" and recommends implementing more public art projects. Additionally, in the Tourism Development Strategy (Adopted 2025), Public Art is also listed as an objective to "support the growth of our Arts and Culture Ecosystem" and to "explore funding mechanisms for public arts to enhance visitor areas."

Project Management

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

- Work with Public Works Staff to confirm specific locations of which boxes we will select (August 2026)
- Staff draft the 'Call for Art' application and have the ACHC provide input/approve it, as well as box locations (August 2026)
- Issue and market the 'Call for Art' application (September 2026)
- Deadline for artist submissions of Call for Art (November 2026)
- ACHC review and select which artists/artwork to award boxes to (November 2026)
- Staff execute Artist contracts and begin work with contract company for production/installation schedule (January 2027)
- Installation of box art, dependent on weather and contractor schedule (April 2027)

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

I am currently the City's Arts and Culture Program Coordinator which includes management of the Public Art Program. I am also the staff liaison of the City's Arts, Culture, and Heritage Commission. Prior to working for the City of Wilsonville I implemented a utility box public art project where I previously worked in California for the City of San Ramon. The previous Community Enhancement Projects that I have managed included the mural at the Memorial Park Skatepark as well as the heARTs of Wilsonville project that consisted of 10 fiberglass heart sculptures.

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

Staff will need to continue to work with the Public Works Department. Initial correspondence has already taken place to confirm they approve of the overall project concept and how it will be implemented. Additional communication with different City Departments will need to take place as the project develops. Staff will also want to inform any local businesses about the project, if their business is nearby a selected utility box.

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:

N/A

Do you have currently have an active CEP grant?

No

If yes, will you be seeking and exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Erika Valentine

Date Signed: Wed 12/31/25

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

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67535>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/image_examples.docx [3]

<http://www.ci.wilsonville.or.us/cep> [4]

https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet_5_utility_box_public_art.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services				
Supplies				
Capital				
Materials - (Contractor cost for production & installation of 7 boxes)	\$ 11,550.00			
Other (please explain)				
Artist stipends \$500 X 7 boxes	\$ 3,500.00			
Total	\$ 15,050.00	0	0	0

Total Estimated Cost **\$15,050**
 % of Total Budget provided by
 Sponsor \$

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:42 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up

For packet

Kind regards,

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

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Wednesday, April 1, 2026 12:20 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Zoe,

Please see answers below in red.

Also during the internal staff meeting, it was brought up to be aware of any legal issues /federal laws and regulations. I got a very thorough response from Alie on that and you're CC'd in (just in case this comes up or if the Committee want that email).

Thanks!

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct
Evalentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



Admin Building
29600 SW Park Place, Wilsonville, OR 97070

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From: Zoe Mombert <mombert@wilsonvilleoregon.gov>

Sent: Friday, March 20, 2026 2:03 PM

To: Erika Valentine <evalentine@wilsonvilleoregon.gov>

Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Erika

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Will the utility boxes be on City, County or ODOT property? **The Boxes are on City Property. The County does service the boxes, and the County is aware of and in support of the project (Martin Montalvo, Public Works Operations Manager, has been the go-between with the County).**
- Staff expressed a concern about utility boxes on ODOT property. **N/A**
- It was suggested that the applicant check with Clackamas county regarding approvals and neighboring jurisdictions in Clackamas county with similar projects to confirm the process and ability to advance the process within the outlined scope. **The County is on board. I do not believe there are other utility box art projects in Clackamas County (Tualatin would be closest but in Washington County).**

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

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www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



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Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 10:01 AM
To: Kaylee Edwards
Subject: FW: utility boxes

Kind regards,

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

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Friday, March 27, 2026 11:16 AM
To: Aliese Cloo <acloo@wilsonvilleoregon.gov>
Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Hi Alie,

Thanks for looking into this for me and explaining everything. It all makes sense – will avoid intersection/crosswalk art 😊.

Happy Friday!

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

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Evalentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



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29600 SW Park Place, Wilsonville, OR 97070

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From: Aliese Cloo <acloo@wilsonvilleoregon.gov>

Sent: Friday, March 27, 2026 10:29 AM

To: Erika Valentine <evalentine@wilsonvilleoregon.gov>

Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>

Subject: RE: utility boxes

Happy Friday Erika,

I am not finding any federal regulations that specifically prohibit artwork on the utility control cabinets. Because the utility box cabinets house control utilities, and aren't traffic control devices themselves as defined by the Manual on Uniform Traffic Control Devices (MUTCD), it does not appear that any MUTCD regulations would apply to them at this time.

I imagine that Martin and Zach were thinking of the federal SAFE ROADS initiative and the corresponding U.S. Transportation Secretary memos that went out. That federal initiative focuses on non-freeway arterial roads and contemplates the need to keep intersections and crosswalks free from distraction caused by political messages, artwork, or anything else that could detract from driver and pedestrian safety. The Department of Transportation FAQ released related to the SAFE ROADS initiative specifically calls art in intersections and crosswalks as distractions saying:

“Q10: What are examples of ‘distraction-reducing strategies’?”

Distractions include promotional or political messages of any nature, artwork, or anything else that detracts from the core mission of motorists, bicyclists, and pedestrians safely navigating the right-of way. For instance, intersections and crosswalks, especially, need to be kept free from distractions. Examples of distraction-reducing strategies to minimize driver, pedestrian, and automated vehicle confusion include but are not limited to:

- Clear, concise, and consistent applications of traffic control devices (e.g., pavement markings, highway signs, and traffic signals) that are consistent with the 11th edition of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).
- Reduction of roadside clutter, including noncompliant and nonessential traffic control devices, notices, or advertisements within the right-of-way that distract attention from road users”

As a note, the MUTCD states that “aesthetic surface treatments and intersection murals are not considered traffic control devices and, therefore, are not governed by the MUTCD, except where those treatments interact with and adversely impact official traffic control devices.” There is also a Federal Highway Administration Official Ruling that states crosswalk art is contrary to the goal of increased safety and a contributing factor to a false sense of security for motorists and pedestrians.

All of these limitations are tailored toward crosswalk art and art within intersections. The public utility boxes are near intersections and on sidewalks, but they are not directly within a crosswalk or intersections, so any regulations that address distractions within the roadway, crosswalk, or intersection would not directly apply to them at this time.

Long story short, from what I can tell, there are no current statutes or regulations that would prevent the City from being able to undertake this utility box public art project, but there is a potential that, if utility box art becomes a larger nationwide trend like the crosswalk art, that the federal department of

transportation could broaden things and start specifically calling out and requesting utility box art removal under the same premise that their location adjacent to intersections and roadways is distracting to drivers, especially since the SAFE ROADS initiative FAQ document already mentions reducing roadside clutter that distracts attention from road users.

Hope this is helpful and let me know if you have any questions!

Best,

Alie Cloo
Assistant City Attorney
City of Wilsonville

503.570.1561
acloo@wilsonvilleoregon.gov
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29799 SW Town Center Loop East, Wilsonville, OR 97070

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Friday, March 13, 2026 3:28 PM
To: Aliese Cloo <acloo@wilsonvilleoregon.gov>
Cc: Amanda Guile-Hinman <guile@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: FW: utility boxes

Hi Alie,

Happy Friday!

I am pursuing a utility box public art program through the Wilsonville-Metro Community Enhancement Grant Program. I started a utility box program back in 2018 where I previously worked and these programs are very common (Portland, Tualatin, Keizer, etc.) Back in Sept. I brought the project up to Public Works (see thread below - I hi-lighted what I thought would be relevant information for you) and Martin brought up possible federal regulations/laws which were, as I understand, in response to painted rainbow crosswalks. We had the internal staff review meeting of all grant applications today, and while the internal staff review all unanimously thought the project should be fully funded, Zach Weigel also brought up these potential federal regulations/laws and to make sure we are in understanding of not breaking any mandates. It was recommended that I reach out directly to legal on this.

I am unclear if there are actual federal laws/regulations already in place about artwork near roads (this seems unlikely, as I see many City's are currently in progress of implementing these programs) OR if it is more a threat of 'what-if' regulations come. It also may be specific to crosswalk art – like the rainbow murals on the streets. Utility

boxes are in close proximity to intersections as they are traffic signal boxes, and are on the sidewalks (example attached).

The next date in the process for receiving funding/approval is on April 30th when the Community Enhancement Committee receives presentations from all applicants.

Can you please dig into this and let me know what I need to understand as the project manager on this program? I have CC'd Zoe Mombert as she oversees this grant program.

Feel free to reach out with any questions on the project.

Thank you,

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct
EValentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



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29600 SW Park Place, Wilsonville, OR 97070

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From: Erika Valentine
Sent: Tuesday, December 16, 2025 4:29 PM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Cc: Steve Rymer <srymer@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Hi Martin,

Thanks for your help with the GIS map!

The list below #1 – 5 all makes sense and are feasible. I added some extra notes below in **red** for added clarification.

I will keep PW informed as the project moves along in FY 26 – 27, should funding be awarded in July.

Let me know if there are any questions.

Best,

Erika Valentine

Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct

EValentine@wilsonvilleoregon.gov

WilsonvilleParksandRec.com



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29600 SW Park Place, Wilsonville, OR 97070

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From: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Sent: Tuesday, December 16, 2025 11:57 AM
To: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Cc: Steve Rymer <srymer@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Erika,

Our GIS team was able to complete a web map with the locations of the control cabinets for the intersections, and they will be reaching out to you with the information.

There is still no new information regarding the federal government's recent initiatives on art with the Right of Way.

For this project to proceed there are a few conditions that needed to be met.

1. Artwork on the control cabinets shall be in the form of vinyl wrap material that is resistant to graffiti markings. **Yes, the companies I have gathered quotes from all use an industrial vinyl that is said to be easy to wipe any graffiti from.**
2. The grant application should cover the production as well as the installation of the art work. **Yes, the selected vendor will be responsible for both production and installation to be paid by the grant funding. There will also be a small/separate stipend to be paid to the artists.**
3. **When soliciting for the artwork, it should be stipulated that the artwork shall avoid any topics with political or cultural overtones. This will help avoid any potential issues after the art is installed and any conditions the Feds impose on us. With a Call for Art like this (same process as the Hearts), I will do an internal/staff review of applications prior to what gets forwarded onto the Arts Commission (ACHC). I will pull any out that may cause issues. Fortunately the ACHC is going with a "Celebrating the Arts" theme which should help with their selection and mitigate risk.**
4. Public Works has the right to remove the vinyl art if it impedes the operation or maintainability of the cabinet itself. **Yes, there's always standard language in the artist contracts that artwork becomes the City's property and the City can remove the Artwork at its sole discretion. I would ask to be notified if there are plans for removal.**

5. If the artwork vinyl is damaged in any way, by accident or malicious intent, replacement costs are solely the responsibility of the Arts and Culture Program. **Correct, there is a Public Art Maintenance GL housed in the Parks budget that would cover any maintenance costs (or simply removal) on this project.**

Respectfully,

Martin Montalvo
Wilsonville PWD Ops Mgr
503-570-1560

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From: Erika Valentine <evalentine@wilsonvilleoregon.gov>
Sent: Monday, December 15, 2025 3:29 PM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Subject: RE: utility boxes

Hi Martin,

I am working on my CEP application due Jan 9 for the utility box art project.

You mentioned that you asked the GIS team to prepare a webmap of the locations of the 24 boxes. By chance did that get done? I do not think I necessarily need that info for the CEP Committee, but it would be helpful later down the line with the Arts Commission (ACHC).

Brad previously provided the attached PDF so I have that as a reference. If I understand correctly, I am looking at the orange asterisks as viable box options for artwork..can you confirm that is correct?

Thank you,

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

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WilsonvilleParksandRec.com



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From: Erika Valentine
Sent: Tuesday, November 4, 2025 8:52 AM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Cc: Kris Ammerman <kammerman@wilsonvilleoregon.gov>; Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

Hi Martin,

I am starting to prep my packet materials for the 11/19 ACHC meeting. They will receive a general staff report from me about a Utility Box Art Project. I would then be applying to the CEP Grant.

I would work on determining locations until after grant funds get awarded.

Is there any new or additional information I should be aware of prior to the next ACHC meeting?

Thank you,

Erika Valentine
Arts & Culture Program Coordinator
Wilsonville Parks and Recreation

503.570.1629 Direct
EValentine@wilsonvilleoregon.gov
WilsonvilleParksandRec.com



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29600 SW Park Place, Wilsonville, OR 97070

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From: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Sent: Wednesday, September 3, 2025 8:18 AM
To: Kris Ammerman <kammerman@wilsonvilleoregon.gov>; Delora Kerber <kerber@wilsonvilleoregon.gov>; Erika Valentine <evalentine@wilsonvilleoregon.gov>; Brad Painter <bpainter@wilsonvilleoregon.gov>
Subject: FW: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

Good morning,

I contacted Carl Olson, Clackamas County Transportation Manager, regarding the artwork project that Erika is investigating to gauge his experience with projects of this nature. Carl made me aware of recent memo from the Federal DOT regarding distractions in intersections. It's still unclear as to the impacts of this initiative but there should be more information coming within the next few months. I wanted to make you all aware of it as you

continue to investigate this art project and these potential federal mandate impacts. I suspect this was driven by the pride related crosswalks in Orlando and other cities, but it will have national ramifications.

With that said, I have our GIS team preparing a webmap the exact location of all 24 of the signal cabinets. Carl has confirmed that his operational concerns for the artwork or minimal. He does agree with the preference for vinyl versus paint though. Additionally, we are tracking down a specification sheet for the Model 332 and 332S signal cabinets for you. Those are the two types with have in the City. Neither Carl or I have the cabinet spec as it's a CalTrans spec that is used nationally. The standard 332 cabinet has approximate dimensions of 64 inches high, 24 inches wide, and 30 inches deep. When including the standard 18-inch extension base/riser, the total height is 82 inches.

Respectfully,

Martin Montalvo
Wilsonville PWD Ops Mgr
503-570-1560

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From: Olson, Carl <COlson@clackamas.us>
Sent: Tuesday, September 2, 2025 4:40 PM
To: Martin Montalvo <montalvo@wilsonvilleoregon.gov>
Subject: FW: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

This is what was jogging my memory, the quote "Roads are for safety, not political messages or artwork. Today I am calling on governors in every state to ensure that roadways, intersections, and crosswalks are kept free of distractions," said **U.S. Transportation Secretary Sean P. Duffy**.

Link below:

Carl Olson, P.E., PTOE
County Traffic Engineer
Clackamas County
Office: 503-742-4684
Cell: 971-235-3260

From: Bezner, Mike <MikeBez@clackamas.us>
Sent: Wednesday, July 2, 2025 7:52 AM
To: Olson, Carl <COlson@clackamas.us>
Subject: U.S. Transportation Secretary Sean P. Duffy to Governors: Roads are for Safety, Not Politics | US Department of Transportation

<https://www.transportation.gov/briefing-room/us-transportation-secretary-sean-p-duffy-governors-roads-are-safety-not-politics>

**French Prairie Road
Median Renewal
Project**

**Charbonneau
Community
Foundation**

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Mon, 01/05/2026 - 10:53am
73.240.31.254

Applicant Information

Sponsor:

Charbonneau Community Foundation

Tax ID#

33-1389869

Contact Person:

Dave Mauk

Daytime Phone:

206-920-4442

Email Address:

charbonneaufund@gmail.com

Address:

31160 SW Country View Loop

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:

French Prairie Road Median Renewal Project

Amount Requested:

\$ 37,500

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

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

Currently the vegetation in the project footprint is dead or dying due to shutting off the irrigation to conserve water usage. The project will replace this unsightly landscaping with rock & drought resistant plant material not needing irrigation.

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

Currently, irrigation water is being wasted with numerous leaks in the system, causing weak, dying or dead plants, which in turn cause runoff issues in rain events due to soil that is unable to absorb the rainfall.

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

CEP funds would be used to hire a professional landscape firm to prepare a transition plan where the irrigation is abandoned, existing turf, plants & debris are removed, sprinklers are capped, river rock & drought resistant plants are installed, & a cleanup of the area is undertaken. Several community open houses would be hosted to describe the project & get community buy-in. The project is estimated to be performed in stages over a period of 6 - 12 months.

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

The project is located in the median strip & 10' easement on the inside of French Prairie Road in three sections in the Charbonneau District of Wilsonville. It covers approximately 35,100 square feet of surface area. The easement & median are 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.

A Memorandum of Understanding between the City of Wilsonville & Charbonneau Country Club currently exists related to ownership & obligations of those parties to the property within the project area. Both parties propose an amendment to the MOU to accommodate the project. This is projected to be done in the second quarter of 2026, prior to the start of the project itself.

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

The removal & installation of landscape material, irrigation pipes are on public, city owned property, however the community would be effected by the disruption of noise, equipment movement, & dirt for a limited period of time.

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

There would be significant cost savings in maintenance & operations from lack of water use, irrigation system repairs, & plant maintenance.

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

This project enhances the main thoroughfare through the Charbonneau District, home to over 3,000 Wilsonville residents, & tens of thousands of annual visitors to local businesses, the golf course, hundreds of wage earners who work in Charbonneau, & family members who visit their families.

How does the project serve diverse or traditionally underserved populations?

The average age of Charbonneau is between 65-75, so a senior population is served by this project.

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

No it does not.

Upload Optional Supplemental Materials:

[french_prairie_landscape_project-project_map.pdf](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[french_prairie_landscape_project-scope_budget.pdf](#) [4]

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

The costs for this project were prepared by Pacific Landscape Management, an experienced, professional organization, done in collaboration with the City of Wilsonville's Department of Public Works, & Engineering, & Charbonneau Country Club staff.

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?

Yes, the source of funding for the portion of the project not covered by the sponsor & grant is provided by Charbonneau Country Club & is included in their 2026 capital improvement budget.

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

The project will be completed as proposed, with no additional funding necessary.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Yes, the timing is ideal for the project, as planning, documentation & an amended MOU are required prior to implementation that takes place from March - the end of June.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

Unknown at this time. This will be reviewed & checked by the City's Public Works & Engineering departments.

Project Management

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

A - abandon the turf & plants in the median & shoulder strips of French Prairie Road where indicated; B - abandon the irrigation lines & sprinklers on the inner loop of French Prairie Road where indicated; C - remove former landscape material & install new landscape material in these areas in accordance to an approved landscape design & plan.

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

A \$15,000 landscape beautification project was completed in 2025 that received \$10,000 in CEP funding by the same sponsor, Charbonneau Community Foundation, & alliance partner, Charbonneau Country Club.

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

The coordination is ongoing, between the City of Wilsonville's Public Works department, Charbonneau Country Club, the sponsor, & landscape Management company.

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:

n/a

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Dave Mauk

Date Signed: Mon 1/5/26

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

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67549>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/french_prairie_landscape_project-project_map.pdf [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/french_prairie_landscape_project-scope_budget.pdf

French Prairie Road Median Renewal Project

Supplemental Notes

Pacific Landscape Management was chosen in a competitive bidding process. They emerged with a low bid, & as the only contractor who had the capability to handle the large volume of river rock the project required. They are one of the primary landscape contractors used by Charbonneau, & currently handle French Prairie Road maintenance for Charbonneau.

Maintenance & capital budgets have been adjusted for the years 2025, 2026 & 2027 to accommodate the significant expense of this project.

The city has specified certain criteria for landscape projects along French Prairie Road:

- 1) preserve the oak trees lining French Prairie Road;
- 2) avoid cutting the roots or removing the French Prairie Road oak trees;
- 3) reduce landscape maintenance costs along French Prairie Road.

The goals for both the city & Charbonneau are to save & maintain French Prairie Road's currently stressed oak trees, for their natural beauty as an appealing community asset, while reducing the costs associated with maintaining these scenic trees.

The existing Memorandum of Understanding between the City of Wilsonville & Charbonneau Country Club governs the maintenance & cost-bearing responsibilities of both parties concerning the easements, median & trees of French Prairie Road through the Charbonneau District. The city & Charbonneau are committed to amending this agreement to enable the CEG project to be implemented.

Charbonneau has other landscape maintenance projects that are being conducted during this three-year budget cycle that are not included in this project, such as replacing other parts of French Prairie Road medians with plant material, & ongoing maintenance. This project is not a continuation of the project that received CEG funds in 2025. That project was for corners of intersections on the outer loop side, limited to the Country Club Estates neighborhood.

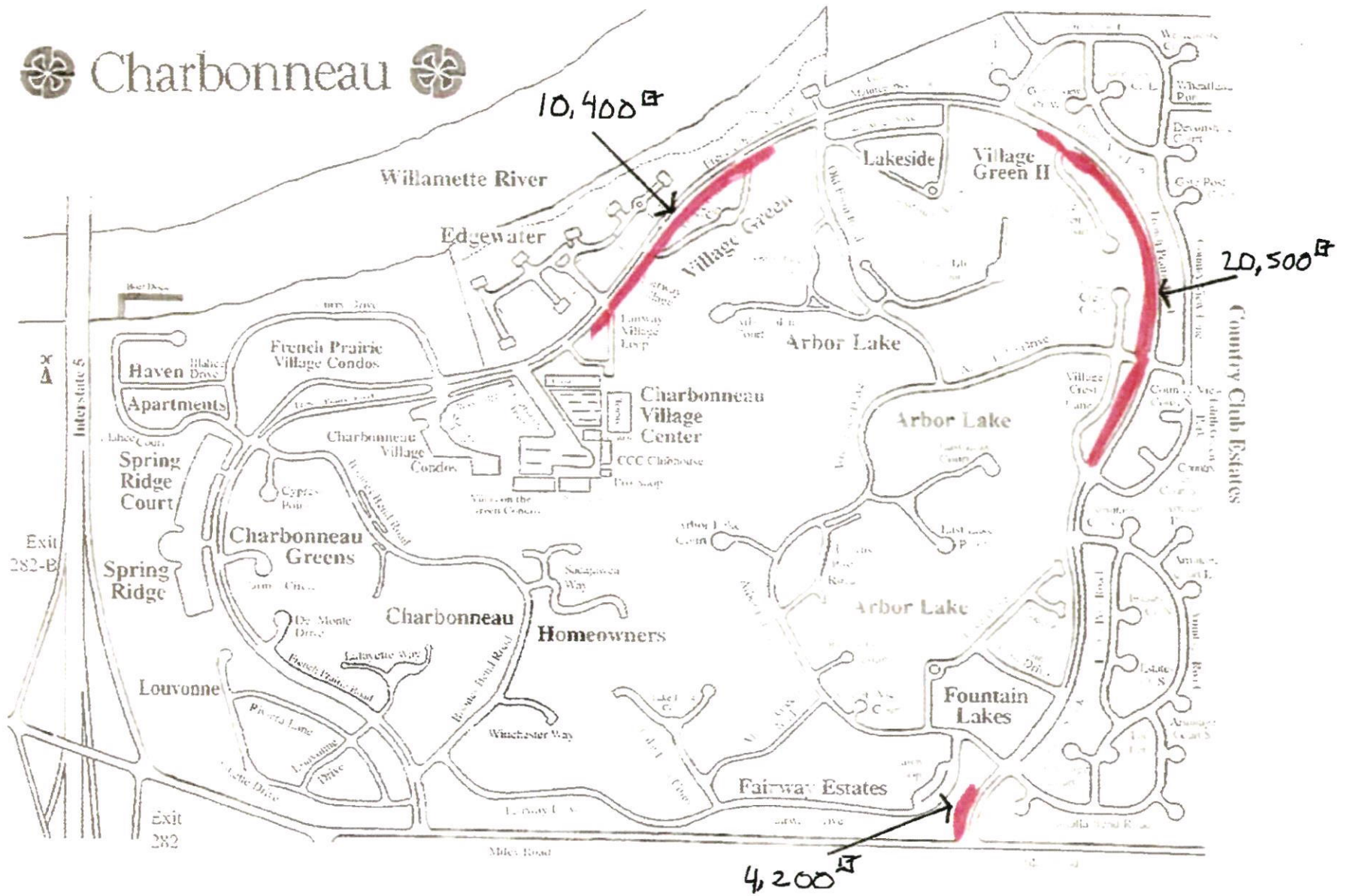
Charbonneau is paying 100% of the cost for abandoning the irrigation lines, & replacing three sleeves for pipes under French Prairie Road. One of these was completed in 2025, & the other two will be done in each of the next two years, separate from the CEG project.

Additionally, both the city & Charbonneau incurred expenses from the damage two storms caused in autumn, 2025 to the trees along French Prairie Road. Charbonneau paid \$9,000 for one incident, & \$7,000 for the other. Both involved removing tree debris along French Prairie Road caused by the storms. An outcome of the 2026 CEG project would be healthier trees that would have less debris & cleanup costs for both the city & Charbonneau.

Critical Path Timeline for the French Prairie Road Median Renewal Project

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
apply for CEG & mandatory interview	draft MOU amendment	work w/city on MOU amendment	finalize MOU amendment	MOU amendment ratified by all parties	CEG determination	CEG awarded	monitor & record expenses	track project & expenses
rough concept of landscape design	draft landscape design	refine landscape design	share design w/city	revise design as necessary based on feedback	finalize design, plant material & other materials	remove existing landscape	begin enhancement of project area	project assessment by collaborative partners
abandon maintenance of project area	abandon irrigation in project area	develop list of suitable plant material	reassess budget based on material	revise budget & plans as necessary	finalize budget & plans	project funding	landscape installation phase 1	landscape installation phase 2
		schedule open houses	community open house I	community open house II	community update	community update	community & collaborative partner update	community & collaborative partner update

TURF REMOVAL MAP

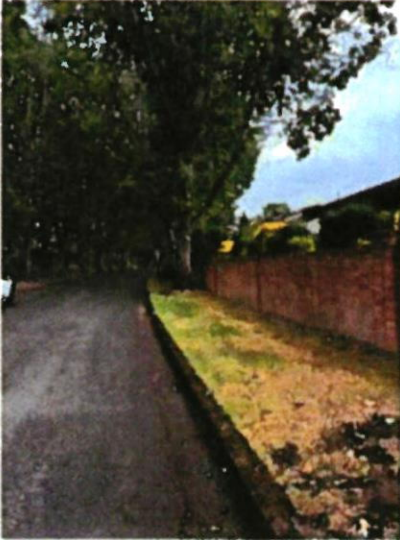


Proposal For
Charbonneau Country Club

December 08, 2025

32000 SW Charbonneau Drive Wilsonville, OR 97070

Contract# 223522



Lawn Elimination to inner designated turf areas along French Prairie: -- 35,100' sq. ft. of Area

River Rock Installation:

Please see attached map which highlights areas to remove the turf.

- Spray out the lawn to kill off the grass.
- Scalp the lawn to lowest setting.
- Peel back the hard edges, (sidewalks & curbs), to create a lip for the river rock to keep hold in place.
- This will require an excavator at times to help in the difficult locations.
- Removal of excess turf, soil, and debris. to include disposal fees. Approximately 50 yards.
- Cap/flow off the sprinkler heads and/or turn off the irrigation zone (if applicable).
- Install 200 yards of river rock 1" to 2" and 50 yards of 2" to 6" river rock to the bed.
- Conveyor truck will be used to install rock.
- After rock is put down, crew will need to move and place rock as necessary.
- Clean up upon completion of the project.

NOTE:

Not all areas along the curbline will be peeled back due to heavy tree roots.

Contract No. - 223522

Charbonneau Country Club

Total: \$73,971.00

Plants can be added at additional cost.

Boulders can be added at additional cost.

Total: \$73,971.00

BY 
Kelly Crouch

DATE 12/08/2025

CLIENT SIGNATURE _____
Charbonneau Country Club

DATE _____

Payment due 30 days from date of invoice. Finance charges of 18% per annum charged for all past due amounts.
Price good for 90 days from proposal date. Some of this work may include work performed by a subcontractor.

Page 2/2

LICENSED BY: THE STATE LANDSCAPE CONTRACTORS BOARD:
Oregon LCB: #7318 WA LCG #Pacificm913DB
2111 FRONT STREET NE, SUITE 2-101, SALEM, OREGON 97301 Phone: 1-503-378-5909

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:46 AM
To: Dave Mauk
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Dave,

Thank you for providing this information. Do you have any additional updates? Please provide the full project budget and the budget for the grant portion of the project.

Thank you again!

Kind regards,

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

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

From: Dave Mauk <dave@charbonneaucountryclub.com>
Sent: Tuesday, March 24, 2026 7:56 AM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: Re: Wilsonville - Metro Community Enhancement Grant Application Follow up

Greetings Zoe -

Happy Spring to you, too! We missed each other at Bryan's festive event on St. Paddy's Day. It was good to see so many folks from past positions at the city & those active in our community. It was positive energy for Bryan to sail away on.

I've had the presentation date on the calendar for quite some time - the date looms large! Your clarifying questions are all solid ones that I'm getting answers on from the project coordinator, who is Charbonneau's property manager. He & others have been working with the city's public works' staff on an ongoing basis. One of subjects is amending the Memorandum of Understanding between the City of Wilsonville & Charbonneau. This spells out each parties shared responsibilities & costs on French Prairie Road through the community.

The Community Enhancement Grant application is for partial funding, though the entire project would likely be shown to demonstrate how the grant funding fits in with the other funding pieces. This is what we did for the 2025 CEG. Is this what you'd like to see? Or would you rather only show the piece of the project for which the Foundation is seeking funding?

The goal of the project as a whole is to preserve & maintain the oak trees along French Prairie Road, while lowering the costs of maintaining them for both the City of Wilsonville & Charbonneau. The one-time cost of the project to do this is where the funding pieces fall into place.

I have meetings scheduled over the next week to clarify these details & the project budget. Don't hesitate to ask more questions or express other concerns.

Thanks for your correspondence. Best regards -

Dave

David E. Mauk

Charbonneau Country Club | Vice President of the Board

Chair, Civic Affairs Committee

Charbonneau District #1 Voting Precinct in Oregon

On Fri, Mar 20, 2026 at 2:07 PM Zoe Mombert <mombert@wilsonvilleoregon.gov> wrote:

Hello Dave,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Does this application reflect the whole project or a portion of the project?
- The bid appears to be for river rock, what are the cost of plantings?
- How will plants be maintained?
- Do you have necessary city approval from the city for this project and to cap the irrigation?
-

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

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.

**Wilsonville Tourism
Promotion
Committee
Enhancing
Wilsonville's Biking
Infrastructure**

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Fri, 01/09/2026 - 11:37am
143.244.98.165

Applicant Information

Sponsor:

City of Wilsonville Tourism Promotion Committee

Tax ID#

Contact Person:

Brian Stevenson

Daytime Phone:

5035701523

Email Address:

stevenson@wilsonvilleoregon.gov

Address:

7965 SW Wilsonville Road

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:

Enhancing Wilsonville's Biking Infrastructure

Amount Requested:

\$ 5,944

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

Result in improvement to, or an increase in, recreational areas and programs

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

This project will provide Wilsonville community members, and those visiting the Wilsonville community, an opportunity for basic bike repair at two locations within the City.

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

The City's Tourism Promotion Committee (TPC) is currently advancing the recently adopted Tourism Development Strategy. Action 1.2 of the strategy is "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage". The overall goal is to create bicycle infrastructure that enhances Wilsonville's connectivity and attractiveness as a cycling destination. The TPC discussed the opportunity to apply for a community enhancement grant and unanimously voted to request funding for two bike repair stations at their December 9, 2025 committee meeting.

The CEP funds would be used to purchase and install two bike maintenance stations. They would be installed in the community near regional parks or trails to support bike infrastructure, making the City a more attractive destination for bike enthusiasts.

City Parks and Recreation staff have researched possible stations. Based on research and reviews of other local jurisdictions, they have recommended the Dero Fixit Pro. This product is a stand-alone bike repair station allowing two bikers to repair their bikes at a time. The repair station also has a bike tire inflation pump.

'Explore Wilsonville' branding and access to bike or park maps would also be part of the stations.

The project is expected to begin July 2026 and be completed by November 2026.

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

Location 1: Murase Plaza, near the intersection of Wilsonville Road, Memorial Drive and Town Center Loop East. This location is also near existing bike racks, water fountain, a shade structure and restrooms. Station will be mounted to existing concrete.

Location 2: Tivoli Park, near the intersection of Barber Street and Coffee Lake Drive. This site requires the installation of a concrete pad to place the Fixit station.

Both locations are within City parks and were chosen with intentionality to ensure equitable access for both east and west side users.

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?

This project will provide nearby homes and businesses an opportunity for basic bike repair.

No negative impacts are expected.

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

Minimal ongoing maintenance will be required. Replacing lost or broken tools/parts will be handled as part of routine park maintenance. The wire cables that hold each individual tool appear to hold up well and tool loss is not expected to be a major issue.

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

The actual number of residents served is yet to be determined. It is the hope that community members riding their bikes along the Ice Age Tonquin Trail in Villebois and biking around the Town Center/Memorial Park area will find value in access to specific bike repair tools they may not have with them or have access to in their own homes.

How does the project serve diverse or traditionally underserved populations?

The project will provide no cost access to bike repair tools providing everyone in the Wilsonville community with the opportunity to make simple bike repairs at no cost.

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

While not serving a specific cultural or ethnic group, everyone in the community has the opportunity to benefit from this project.

Upload Optional Supplemental Materials:

[supplemental_materials.pdf](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[project_budget_worksheet.xlsx](#) [4]

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

A direct quote was acquired from the vendor.

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?

Yes. The concrete pour and installation will be included in the ongoing Parks Maintenance operations budget.

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

Yes

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

July 2026: Funds become available

July 2026: Order Dero Fixit Pro stations

August/September 2026: Dero Fixit Pro stations arrive

October/November 2026: Dero Fixit Pro stations installed by Parks and Rec staff and ready for use

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

Project is included in the 2025-2035 Explore Wilsonville Tourism Development Strategy. Specifically, Objective 2: "Accelerate Sports and Recreation", Strategy 1.2 "Evaluate needs and fund bicycle amenities such as maintenance stops, route maps, and bike route signage."

Additionally, in the 2018 Comprehensive Parks and Recreation Master Plan, "Objective 1.6: Upgrade convenience and customer service amenities to existing facilities."

Project Management

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

July 2026: Funds become available

July 2026: Order Dero Fixit Pro stations

August/September 2026: Dero Fixit Pro stations arrive

October/November 2026: Dero Fixit Pro stations installed and ready for use

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

Parks and Recreation staff have experience in a wide range of project management and installation of recreation-related products.

Successful completion of past Community Enhancement projects include:

- Completion of Memorial Park Disc Golf Course
- Relocation of Memorial Park Dog Park
- Memorial Park Nature Play Playground
- Murase Plaza Musical Instruments
- Installation of the HeARTs of Wilsonville Public Art Display

Current Community Enhancement Project, "Memorial Park Wayfinding/Trail Project" has an expected completion by May 2026.

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

No

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:

N/A

Do you currently have an active CEP grant?

Yes

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.

- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Brian Stevenson

Date Signed: Fri 1/9/26

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

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67576>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/supplemental_materials.pdf [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:47 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up

For the packet

Kind regards,

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

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

From: Brian Stevenson <stevenson@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 3:31 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

The intention was to apply as the Tourism Promotion Committee.

Let me know if you need anything further.

Thanks

Brian Stevenson, CPRP, CYSA
Program Manager
Wilsonville Parks and Recreation

503.570.1523
WilsonvilleParksandRec.com



Community Center
7965 SW Wilsonville Road, Wilsonville, OR 97070

From: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 2:17 PM
To: Brian Stevenson <stevenson@wilsonvilleoregon.gov>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Brian,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Are you applying on behalf of the Tourism Promotion Committee or Parks and Recreation Department?
- If you are applying on behalf of the Parks and Recreation Department, additional information about the current Wayfinding Project progress and exemption request will be needed.

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

www.ci.wilsonville.or.us

www.ExploreWilsonville.com

Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

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**2026 Dia de los
Muertos Festival**

**Wilsonville High
School ASB**

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Fri, 01/09/2026 - 1:51pm
198.236.41.35

Applicant Information

Sponsor:

Wilsonville High School ASB

Tax ID#

93-6000234

Contact Person:

Angennette Escobar

Daytime Phone:

971-533-9004

Email Address:

escobara@wlwv.k12.or.us

Address:

6800 SW Wilsonville Rd.

City:

Wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A school or institution of higher learning

Project Information

Project Title:

2026 Dia de los Muertos Festival at Wilsonville High School

Amount Requested:

\$ 12,000

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

- Benefit youth, seniors, low income persons and/or underserved populations
- Foster and enhance community enrichment through educational programming, arts and cultural projects.

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

The Dia de los Muertos Festival at Wilsonville High School will improve our community appearance by adding vibrant colors, flowers and unique art to our public space, transforming it into a beautiful, culturally rich display. This event will boost our school and community pride and social cohesion by bringing diverse groups of people together to share heritage. This will foster inclusivity and a sense of belonging. An ofrenda will be built that will overflow with colorful marigolds, brightly colored papel picado, bread of the dead and sugar skulls. The ofrenda is the heart of the festival and will turn our space into a living art installation. Wilsonville High School and Wilsonville at large will become a site of cultural pride and visual interest, drawing people in and creating a festive atmosphere with art, food, craft, culture, costumes, music and dance.

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

The Dia de los Muertos Festival at Wilsonville High School is a FREE event that benefits youth, seniors and underserved populations. Our Dia de los Muertos celebration offers significant social, emotional, and cultural benefits to diverse populations by transforming the subject of death into a joyful, communal, and therapeutic experience. This celebration facilitates healing through collective grief processing, strengthens community cohesion, and provides educational opportunities that foster pride in heritage.

There are many benefits to youth including:

Cultural education and identity: For younger generations, especially those with Mexican heritage, the holiday helps embed pride, identity, and connection to ancestral heritage.

Healthy understanding of death: The celebration teaches children that life and death are part of a natural circle, reducing fear and anxiety associated with mortality.

Creative engagement: Through crafting sugar skulls and papel picado and building ofrendas (altars), youth engage in hands-on, artistic, and educational activities.

Emotional processing: Activities like creating an ofrenda allow children to process grief and maintain a continued, loving bond with deceased loved ones.

Benefits to seniors include:

Combating isolation: Our festival involves music, dancing, food and art, offering seniors a way to connect with the community and reduce feelings of isolation.

Intergenerational connection: Seniors often play a key role in sharing traditions and memories, which helps them feel valued and keeps their stories alive.

Processing grief and regret: The celebration provides a structured, and supportive space for older adults to process long-term grief and reconcile with memories of the departed.

Benefits to low-income and underserved populations are:

Accessible healing and community power: For marginalized communities, this public celebration is a form of "ritual communication" that strengthens community and reinforces collective identity.

Solidarity and mutual support: Our festival fosters a spirit of solidarity, emphasizing that collective effort is more meaningful than individual effort, which is essential for supporting vulnerable populations.

Increased visibility: This event brings attention to and celebrates the culture of marginalized groups, fostering a sense of belonging and recognition in the wider community.

General benefits to our overall community include:

Mental health : The holiday provides a "therapeutic" space to turn sorrow into gratitude, helping

people navigate complex emotions like guilt and pain.

Community cohesion: It strengthens social ties, bringing people together to share stories and support one another, thus improving overall mental health.

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

Wilsonville High School's Day of the Dead (Día de los Muertos) celebration fosters community enrichment by promoting cultural understanding, empathy, and intergenerational connection through educational programming like altar-building workshops, storytelling, music, dance, art, crafts, traditional food, and history, which normalize conversations about life, death, and remembrance, reinforcing community identity and shared humanity across diverse backgrounds.

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

The Dia de los Muertos Festival at Wilsonville High School is a free event to remember, honor and celebrate ancestors, loved ones and heroes who have passed. The festival will take place on Wednesday, October 28th- Sunday, November 1, 2026 at Wilsonville High School. Festivities will include a Dia de los Muertos ancestor ofrenda/ altar, memory wall activity, music and dance performances, a student art show, face painting, sugar skull decorating, arts and crafts and more. Families can purchase dinner and treats from food carts and vendors at the event. The festival will include several days of events for students at school during the school day, culminating into a public event to be held during non-school hours.

CEP funds will be used to pay for decorations for the event spaces, purchase supplies for arts, crafts and activities, pay performers, pay for advertising and promotion, and to cover the costs of event management and administrative fees.

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

Wilsonville High School owned by the West Linn Wilsonville School District

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.

Does not apply.

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

None

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.

The Dia de los Muertos event at Wilsonville High School is open to the public and free of charge. All Wilsonville residents can benefit from this diverse cultural event. In recent years the event has grown more and more popular. In 2015, the first year it was held, 500 Wilsonville residents attended the event. In 2024, it was estimated that over 1200 participated in the event.

With the help of the Community Enhancement Program, I estimate that upwards of 2000 or more Wilsonville students, their families, residents and visitors will benefit if this project is funded.

How does the project serve diverse or traditionally underserved populations?

The Dia de los Muertos Festival at Wilsonville High School will serve diverse and underserved communities by fostering cultural pride, strengthening community bonds, and offering positive ways to confront mortality and honor ancestors. This is especially important for marginalized groups like Latinx communities.

This celebration will bring people together and unite diverse Latino groups as well as welcome neighbors to share in traditions, fostering a sense of belonging and mutual understanding. It will also provide vital space to remember immigrant ancestors and the sacrifices of past generations, connecting them to the present and honoring their journey.

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

Yes, the Dia de los Muertos festival will serve the Mexican and Mexican American community in Wilsonville by acting as a vital celebration and cultural expression for honoring ancestors and reclaiming indigenous roots. But its themes of remembrance and vibrant artistry will also make it a popular, inclusive celebration for many others. In the US, Day of the Dead celebrations have evolved into a unique American hybrid cultural practice for all who want to connect with heritage and honor loved ones.

Upload Optional Supplemental Materials:

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[proposed_budget_for_2026_dia_de_los_muertos_festival.docx](#) [3]

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

These costs were estimated based on previous Day of the Dead Festivals ad activities at Wilsonville High School.

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?

N/A

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

The project will be completed with the proposed funding.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

Preliminary planning for the November event will commence as soon as notice of funds are awarded available, with the bulk of the organizing, planning and implementation to occur from Aug- late October ahead of the festival.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

To my knowledge this project is not included in any master or strategic plan.

Project Management

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

August- September 15: Schedule music/dance performances, schedule/reserve food vendors, order marigolds

September 1- 15: Order supplies/ materials for decorations and activities. Request invoices and arrange payment for performers, food vendors.

September 15- October 15: Organize, fabricate and store decorations for the event. Design, print and distribute event posters. Advertise in Spokesman and Boones Ferry Messenger.

October 15- 30: Email blasts about the event, advertise on social media. Prepare arts and activities centers. Install art show in event space.

October 27-29: In school building events and activities leading up to Festival: Memory wall activity, musical/dance performances, art show attendance, sugar skull decorating, etc.

October 30- Nov 1st: Build/ decorate ofrenda, prepare and decorate venue for activities, performers and event spectators/visitors, hold public Day of the Dead Festival event.

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

I am a working artist as well as an art director/ art educator for Wilsonville HS. I have started, organized, planned and executed every Dia de los Muertos Festival at Wilsonville HS from 2015-2025. I also, recently, completed one of the Hearts of Wilsonville painted hearts with my National Art Honor Society students.

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

N/A

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:

N/A

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Angennette Escobar

Date Signed: Fri 1/9/26

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

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67583>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] <http://www.ci.wilsonville.or.us/cep> [3] https://www.wilsonvilleoregon.gov/system/files/webform/proposed_budget_for_2026_dia_de_los_muertos_festival.docx

Proposed Budget for 2026 Dia de los Muertos Festival at Wilsonville High School

Ofrenda supplies	\$500
Face Painting supplies	\$300
Performers	\$5000
Sugar Skull Making and Decorating	\$300
Memory Wall activity supplies and incentives (school day event)	\$1800
Decorations for event spaces	\$600
Costumes	\$1200
Advertising (printing)	\$300
Administrative/ staff time	\$2000
Total=	\$12,000

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:50 AM
To: Angenette Escobar
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Importance: High

Angenette,

I hope you are doing well! As a reminder, please plan to answer the questions below at the April 30 Community Enhancement Committee meeting.

Kind regards,

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

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

From: Zoe Mombert
Sent: Friday, March 20, 2026 1:34 PM
To: Angenette Escobar <escobara@wlwv.k12.or.us>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Angenette,

I hope you are well and looking forward to spring break! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- Is this a one-time enhancement of the Dia de los Muertos event?
- How will the larger event be maintained?
- How much volunteer labor will be provided (in kind match)?
- How much of the request is for the school only vs. community event(s)?
- Can you please provide more detail about the types of school and community events included in this project?
- What is the cost of the school (daytime) events and cost of the community (evening) events?
- What supplies are needed for an activity wall?
- To confirm, the event will not prohibit or exclude anyone based on religion.

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

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

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**Wilsonville
Historical Society**

**Growing Up in
Wilsonville Book
Reprint**

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) ^[1]
Submitted by Visitor (not verified)
Thu, 01/08/2026 - 1:48pm
73.180.18.27

Applicant Information

Sponsor:

Wilsonville Historical Society

Tax ID#

non-profit

Contact Person:

Susan Schenk

Daytime Phone:

503 505 2115

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:

Growing Up in Wilsonville book reprint

Amount Requested:

\$ 1500

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

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

How project meets 'Foster and enhance community enrichment through educational programming, arts and cultural projects' (be clear & specific)

Our self-published book, "Growing Up in Wilsonville," offers the current community a glimpse into what life was like here over a century ago. This grant would allow us to reprint the book so residents and visitors can learn about and feel connected to this community. The reprint would promote interest and membership in the society.

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

The grant will support a reprint of 100 books, which will be distributed at no cost through the library, local businesses, and the historical society. Research, editing, and initial distribution to schools and supporters of the society have already been completed. The reprinted edition will feature a sticker with a QR code directing readers to the society's website along with an acknowledgment of CEP funding. Reprint in July and distribute for the next 12 months.

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

The historical society will oversee distribution to local organizations, tourist destinations, and individuals who actively promote Wilsonville. Additional copies will be securely stored by designated members.

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.

Organizations and businesses may choose to provide the books to their customers.

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

No impact

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.

We distributed 90 original prints to Wilsonville schools, city leaders, society members, and friends. An additional 100 copies through this grant will be available for hotels and restaurants, the Chamber of Commerce, the library, and as incentives for supporting the historical society. These recipients will have an immeasurable influence, but at least 100.

How does the project serve diverse or traditionally underserved populations?

This book presents historical photos and narration through a child's eyes, making the local story accessible to everyone.

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

This book presents historical photos and narration through a child's eyes, making the local story accessible to everyone.

Upload Optional Supplemental Materials:

[2026_grant_book.jpg](#) ^[2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[3]

Upload Budget:

[2026_reprint_project_budget_worksheet_7.xlsx](#) ^[4]

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

Reprint costs from the first round of publishing,

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?

Donations to the society.

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

No future spending expected.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

The publisher is ready to reprint when we advise them to do so in July.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

This project continues the Wilsonville Historical Society's strategic plan following the success of the distribution of the self-funded initial printing.

Project Management

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

The sole remaining task is to inform the publisher regarding the reprint. All research, photo compilation, writing, and editing have already been completed.

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

The society previously used CEP grants to organize and digitize photographs for the original book and its narrative. All grants were managed well, except for some COVID-related delays that limited access to resources and staff.

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

We are collaborating with the owner of the Holiday Inn and a self-storage facility, both of whom wish to offer the books as goodwill gestures to their customers. We anticipate that additional businesses serving guests and new residents will express interest in participating. Furthermore, our members are actively engaged with the Chamber of Commerce and the tourism board. We already have a strong relationship with the schools, city commissioners and the library who are all distribution sources.

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

Do you have currently have an active CEP grant?

No

If yes, will you be seeking and exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Susan B. Schenk

Date Signed: Thu 1/8/26

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

Source URL: <https://www.wilsonvilleoregon.gov/node/129493/submission/67570>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2] https://www.wilsonvilleoregon.gov/system/files/webform/2026_grant_book.jpg [3] <http://www.ci.wilsonville.or.us/cep> [4] https://www.wilsonvilleoregon.gov/system/files/webform/2026_reprint_project_budget_worksheet_7.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:53 AM
To: Susan and John Schenk
Cc: Kaylee Edwards
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Susan,

I hope you are doing well! As a reminder, please plan to answer the questions below at the April 30 Community Enhancement Committee meeting.

Kind regards,

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

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

From: Zoe Mombert
Sent: Friday, March 20, 2026 1:59 PM
To: Susan and John Schenk <schenk.susan3@gmail.com>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Susan,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- What is the cost to reprint each book?
- If the books are sold, will they be sold for the same price?
- Will be the books be for sale or given away?
- If they are sold, where would this occur? Has this been coordinated with the location?
- How will they be distributed to children, and has this been coordinated with the location or individual?

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert

(she/her/hers)

Assistant to the City Manager

City of Wilsonville/ Explore Wilsonville

503.570.1503

mombert@wilsonvilleoregon.gov

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

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Wilsonville Public Library

Study Pods

Submission information

Form: [2026 Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Thu, 01/08/2026 - 11:38am
198.236.192.246

Applicant Information

Sponsor:
Wilsonville Public Library Foundation

Tax ID#
93-1259098

Contact Person:
Shasta Sasser

Daytime Phone:
503-570-1590

Email Address:
sasser@wilsonvillelibrary.org

Address:
8200 SW Wilsonville Rd

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:
Study Pods

Amount Requested:
\$ 20,000.00

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

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

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

Youth, specifically teens, could use the study pods to take online tests, study, or work on projects without distraction. Youth could also use the space for telehealth, job interviews, college application interviews, or other appointments in which they may need privacy. Seniors and low income persons could use the pods for virtual meetings such as financial or legal appointments or telehealth appointments. The pods have wifi access and electrical outlets to allow users to use the internet. Job seekers can use the pods for filling out applications or virtual interviews. One pod will be ADA accessible and will benefit community members who are disabled or have physical challenges. Finally, the pods will offer a quiet space for library patrons who might be feeling overwhelmed or overstimulated.

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

The CEP funds would be used to purchase two quiet study pods for the Wilsonville Public Library. Study pods are small, self-contained workspaces (for comparison, think slightly larger telephone booths). They generally have a chair and a tabletop inside. These pods are soundproof workstations with electricity, a ventilation system, and wifi access. They are great for telehealth appointments, private appointments, Zoom interviews, online learning and test-taking, or independent working/studying. The library offers test proctoring services and the pods could also be used for test proctoring. We hope to purchase one ADA compliant study pod and one single user pod. The pods would be purchased when funds are available in July, 2026.

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

There is space along a wall in the library near the southeast corner of the public space that has been identified for the two pods. The City of Wilsonville owns the property.

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?

There is no anticipated impact to nearby homes and businesses in terms of additional traffic or disturbances, as the project would be within the library building. However, the pods could provide a private, quiet space for virtual business meetings, classes, job interviews, and health appointments that would positively impact nearby homes and businesses.

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

The pods would need to be cleaned regularly and that could be performed by city staff. Over time interior items such as the chair and tabletop may need to be replaced due to general wear and tear. These costs can be absorbed by the library.

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

The study pods would be available to anyone and would benefit underserved community members. A library card is not a requirement to use library study spaces. The study pods would be available to patrons to use 2 hours per day. Within the library's open hours, potentially 62 people per week could use the study pods. The library currently has three study rooms and they are frequently in use. In 2025, the library had to deny over 340 requests for study room reservations due to no availability; all study rooms were booked. There were 2,793 reservations

successfully made for the existing study rooms in 2025. There is a clear community need for more study/work space.

How does the project serve diverse or traditionally underserved populations?

The study pods would benefit youth, seniors, low-income persons and/or underserved populations. Youth, particularly teens and tweens, could use the pods for a quiet space to study without distraction or for online classes or tutoring. Seniors and low-income persons could utilize the pods for telehealth or other confidential online appointments as the pods will have wifi and electricity and will have soundproofing features for privacy. The proposal specifies that one of the two pods will be ADA accessible, which will benefit patrons with disabilities. Finally, the library can be a busy, and sometimes loud place and the study pods could also serve as a quiet, calming sensory space, benefiting underserved populations.

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

The pods would be available to everyone.

Upload Optional Supplemental Materials:

[library_foundation_study_room_ce_grant_-_dei_committee.pdf](#) [2]

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [3]

Upload Budget:

[project_budget_worksheet_1.xlsx](#) [4]

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

The costs were compiled through online vendor catalogs and vendor quotes. The library director contacted the West Linn Public Library to ask about their quiet study pods and then researched several vendors and compiled pricing. The costs include the purchase of the two pods (one ADA compliant), shipping costs, and a small amount for outfitting the pods with chairs and accessories.

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?

Yes, the Wilsonville Public Library Foundation has pledged to contribute \$15,000 to this project.

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

Future funding should not be necessary, unless additional pods are desired. General wear and tear and replacement of interior chairs and accessories can be covered within the library's budget.

Funds are available for projects after July 1, 2026. Is this project compatible with that timing? How and when might this project be implemented?

This project is compatible with the funding timeline. The pods would be purchased when the funds are available in July. Once the pods are received, installation should be fairly quick, and the pods would then be available to reserve by the community.

Identify if the project is included in an adopted Master Plan or Strategic Plan. (City of Wilsonville, school district, non-profit, etc.)

From the Wilsonville Public Library's current strategic plan, this project meets the following strategies:

- Expand programs, resources, and activities for teens and 'tweens.
- Establish the Library as a place to access technology not available at home.
- Explore options for adding small meeting rooms.
- Increase library resources through partnering with local organizations.
- Work closely with the city and county DEI committees to develop objectives for improvement in diversity, equity and inclusion: Evaluate physical space and identify initiatives to better reflect the community.

From the Wilsonville Public Library Foundation's strategic plan, this project touches on the following strategies:

- Expanding funding and fiscal management: start writing grants.
- Build a plan to find and reach more diverse communities.

Project Management

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

July 2026: Order pods and furniture/accessories

July/August 2026: Library staff will prepare the site for the pods, add pods to overall library study room policy, add pods to reservation software and formalize a cleaning schedule

September/October 2026: Install pods in the library and make pods available to the public

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

The Wilsonville Public Library Foundation applied for and was awarded a Wilsonville-Metro Community Enhancement Grant in 2023 for a Storywalk project at Tivoli park. That project has been a huge success and enjoyed by the community.

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

The library director has met with the city's internal Facilities Project Team (FPT), which is made up of members from facilities, building, IT, finance, and legal and the group vets potential projects in city buildings. There were no concerns from the FPT. There would be coordination for installation of the pods with IT and facilities staff.

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:

N/A

Do you currently have an active CEP grant?

No

If yes, will you be seeking an exception?

No, an exception is not needed or requested.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Shasta Sasser

Date Signed: Thu 1/8/26

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

Source URL:<https://www.wilsonvilleoregon.gov/node/129493/submission/67569>

Links

[1] <https://www.wilsonvilleoregon.gov/bc-mce/webform/2026-project-nomination-form%E2%80%93community-enhancement-program> [2]

https://www.wilsonvilleoregon.gov/system/files/webform/library_foundation_study_room_ce_grant_-_dei_committee.pdf [3]

<http://www.ci.wilsonville.or.us/cep> [4]

https://www.wilsonvilleoregon.gov/system/files/webform/project_budget_worksheet_1.xlsx

Kaylee Edwards

From: Zoe Mombert
Sent: Thursday, April 23, 2026 9:51 AM
To: Kaylee Edwards
Subject: FW: Wilsonville - Metro Community Enhancement Grant Application Follow up
Attachments: Quotation. Wilsonville Library. LL040626.pdf

For packet...

Kind regards,

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

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

From: Shasta Sasser <sasser@wilsonvillelibrary.org>
Sent: Tuesday, April 7, 2026 4:26 PM
To: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Subject: RE: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hi Zoe,

The first quotes I got did not include shipping and installation costs. I have asked the vendor for more information and have received an updated quote. The labor costs to install the pods are \$5,290 plus an additional \$1,840 for prevailing wage. There is also an additional tariff recovery fee of \$1,346 and freight costs of \$1,220. All of this brings the total costs to \$37,525 so I will need to ask the foundation to cover the additional \$2,525 over the original budget. I can make a new budget and send to you. In the meantime, I've included the updated quote, attached.

I'm also going to the FPT about these on April 22 as there were some concerns brought up in the last FPT meeting about fire suppressions system requirements. I had brought this project to the FPT previously and those concerns were not brought up. There is a chance that the costs to add fire suppression sprinklers to the pods will make them so far over budget that we may have to pull out of the grant. I'll know more after the April 22 FPT meeting. At a certain point, it may just be cheaper to wall off two more study rooms.

Happy to chat more on the phone, too, if you'd like.

Shasta Sasser (*she/her/hers*)
Library Director
Wilsonville Public Library

503.570.1590

From: Zoe Mombert <mombert@wilsonvilleoregon.gov>
Sent: Friday, March 20, 2026 2:15 PM
To: Shasta Sasser <sasser@wilsonvillelibrary.org>
Subject: Wilsonville - Metro Community Enhancement Grant Application Follow up

Hello Shasta,

I hope you are well and looking forward to spring! I met with city staff to review the Wilsonville – Metro Community Enhancement grant applications in preparation for the April 30, Wilsonville – Metro Community Enhancement Committee grant review meeting. Staff had the following questions and feedback:

- What is the cost to install the study pods?
- Could you please provide more information about the relationship between the project and grant program goals?

If you have an opportunity to provide additional information to me via email by April 15, that would be appreciated.

As a reminder, the Wilsonville – Metro Community Enhancement Committee will meet on April 30, 2026, 6:00pm in the City Council Chambers at City Hall. Your grant presentation can up to 5 minutes long and the committee may also ask you questions about your proposed project. Please let me know if you have any questions and I look forward to learning more about your grant proposal.

Kind regards,

Zoe Mombert
(*she/her/hers*)
Assistant to the City Manager
City of Wilsonville/ Explore Wilsonville
503.570.1503
mombert@wilsonvilleoregon.gov
www.ci.wilsonville.or.us
www.ExploreWilsonville.com
Facebook.com/CityofWilsonville



QUOTATION

Reference: LL040626

Date: 04/06/26

To: Wilsonville Library

Project: -



Myofficepods

E: sales@myofficepods.com

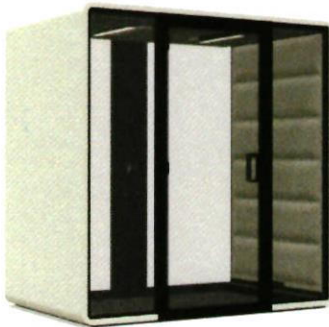
myofficepods.com

Product: HushFree

My Office Pod's terms and conditions of sales and installation apply (copy available on request).

Qty.	Description	Unit Price	Extension
1	HushFree Access M - 87" w x 89.41" h x 54.72" d in (4 person)	\$16,170	\$16,170

MFC exterior finished in WHITE or COSMOS GREY (FINISH TBC), acoustic laminated rear clear glass and acoustic laminated glass door, cosmos gray latch handle and hinges. Internal acoustic fabric panels in Felt (FINISH TBC). Carpeted floor, adjustable leveling feet. Integrated castors. Includes Power outlet and USB A+C.

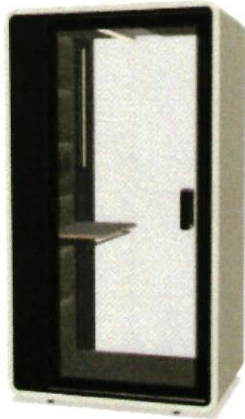


1	Height-adjustable Desk - 42" x 30"	\$599	\$599
	BIFMA-compliant height range (22.6" – 48.7") , (FINISH TBC)		



1	HushFree S Phone Booth - 48.97"w x 90.53"h x 35.43" d in (1 person)	11,060	\$11,060
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External carcass in WHITE or COSMOS GREY (FINISH TBC), laminated front and back acoustic glass panels; and tempered, laminated acoustic glass door with handle. Internal walls lined with acoustic felt fabric (FINISH TBC). Carpeted floor, adjustable leveling feet and integrated castors. LED lights and ventilation system included, power socket and USB included. Fitted with castors. **With integrated height-adjustable sit & stand table top in white.**



1	Tariff Recovery Fee	\$1,346	\$1,346
1	Freight	\$1,220	\$1,220

1	Installation to - 8200 SW Wilsonville RD, Wilsonville, OR, 97070	\$5,290	\$5,290
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(Assumes Non-Union Labor, normal working hours, free parking and overall good access)

****Total/Partial manual stair carry of parts, will have an extra cost**

1	OPTIONAL - Prevailing Wage	\$1,840	\$1,840
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Net Total	\$37,525.00
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Total	<u><u>\$37,525.00</u></u>
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***Sales Tax might be applicable at invoice stage*