

City of Wilsonville



# 2022 CITY BOARDS + COMMISSIONS WORKSHOP

SUMMARY REPORT  
JUNE 8, 2022

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PREPARED BY:



SSW CONSULTING  
[www.sarasingerwilson.com](http://www.sarasingerwilson.com)



# Introduction

The City of Wilsonville is pleased to present the summary of the Boards and Commissions Workshop. Members of the City Council, Wilsonville Boards and Commissions, and city staff gathered on Saturday, May 14th to connect as a broader group to build relationships and deepen understanding of the purpose and goals each Board and Commission, how their work is interconnected, explore opportunities for collaboration, discuss proposals for the City Council 2023 Goals, and share ideas to enhance the volunteer experience. Additionally, we also honored, recognized, and thanked these volunteers for the many hours they dedicate to serving their community and providing valuable expertise and guidance to the City.

The City of Wilsonville hired Sara Wilson of SSW Consulting to facilitate the discussion and provide an overview of the City Boards and Commissions, roles and responsibilities, and current Council Goals as well as explore goals and priorities among Board and Commission members to inform the next Council Goal-Setting process.

In advance of the workshop, SSW Consulting gathered input from the Board and Commission members to understand their preferences and desired outcomes for the workshop, satisfaction with their volunteer experience, areas for improvement, opportunities for collaboration, and priorities for the city. This input gathered from the survey responses informed the design of the agenda to ensure an engaging and effective workshop with the following outcomes:

## CLARITY

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**Develop a clear understanding of the Council vision and goals**

## ROLES

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**Discuss the roles of the Boards and Commissions in supporting the vision**

## COLLABORATION

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**Get to know the Boards and Commissions to build connections and foster collaboration and momentum**

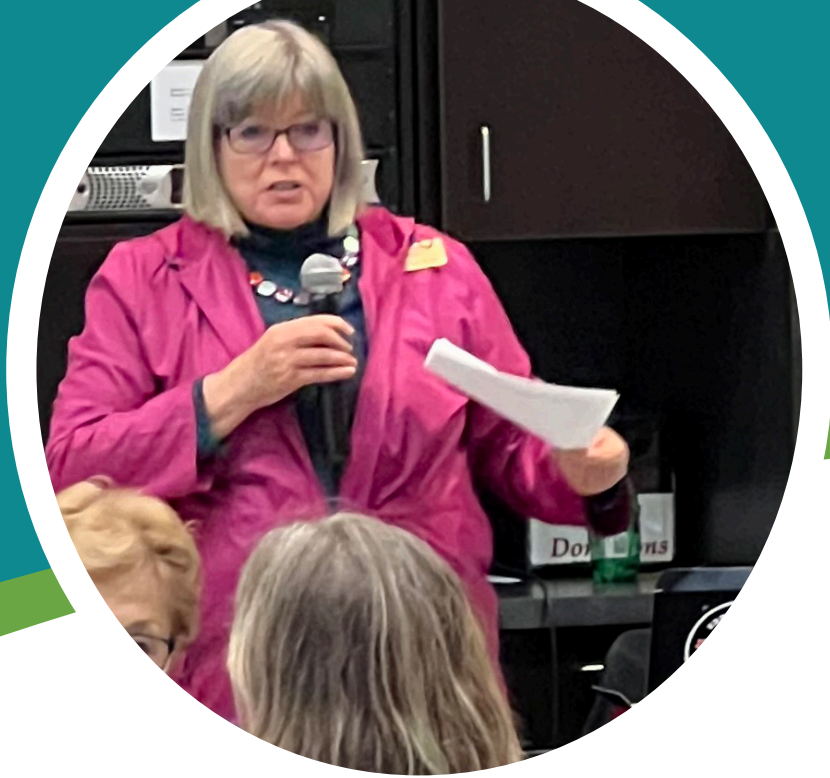
Throughout the workshop, the group identified communication and collaboration as major themes and opportunities to enhance the effectiveness of the Boards and Commissions as they pursue their goals. The group discussed the importance of building connections across the Boards and Commissions to increase collaboration, more interaction with City Council to understand how their recommendations are being used, and a process for progress reporting to support transparency and accountability.



The engagement and participation of volunteers, Council, and City staff were greatly appreciated. Wilsonville is fortunate to have committed, involved, and passionate community volunteers who are dedicated to preserving and enhancing the quality of life for residents both today and into the future.

We look forward to working together with our community volunteers to achieve our shared vision of a clean, green, and safe community for all.

- City of Wilsonville Boards and Commission Staff Liaison Team



# Workshop Participants

## City Council

JULIE FITZGERALD, MAYOR  
KRISTIN AKERVALL, COUNCIL PRESIDENT  
CHARLOTTE LEHAN, COUNCILOR  
BEN WEST, COUNCILOR  
JOANN LINVILL, COUNCILOR

## City Staff

BRYAN COSGROVE, CITY MANAGER  
JEANNA TROHA, ASSISTANT CITY MANAGER  
ZOE MONAHAN MOMBERT, ASSISTANT TO THE CITY MANAGER  
CHRIS NEAMTZU, COMMUNITY DEVELOPMENT DIRECTOR  
ERICA BEHLER, RECREATION COORDINATOR  
SHASTA SASSER, LIBRARY DIRECTOR  
KEITH KATKO, FINANCE DIRECTOR  
KRIS AMMERMAN, PARKS + RECREATION DIRECTOR  
KATHERINE SMITH, ASSISTANT FINANCE DIRECTOR  
DAN PAULY, PLANNING MANAGER

## SSW Consulting Team

SARA SINGER WILSON, PRINCIPAL/OWNER  
ASHLEY SONOFF, ASSOCIATE

## Board + Commission Workshop Participants

AMANDA AIRD, PARKS & RECREATION BOARD  
AMANDA HARMON, PARKS & RECREATION BOARD  
JAMES BARNES, PARKS & RECREATION BOARD

DAVID ALTMAN, ARTS, CULTURE, & HERITAGE COMMISSION  
STEVEN TRAUGH, ARTS, CULTURE, & HERITAGE COMMISSION  
SUSAN SCHENK, ARTS, CULTURE, & HERITAGE COMMISSION  
DEBORAH ZUNDEL, ARTS, CULTURE, & HERITAGE COMMISSION  
ANGIE SIMS, ARTS, CULTURE, & HERITAGE COMMISSION

AARON WOODS, PLANNING COMMISSION  
RON HEBERLEIN, PLANNING COMMISSION  
KAMRAN MESBAH, PLANNING COMMISSION  
ANDREW KARR, PLANNING COMMISSION  
BREANNE TUSINSKI, PLANNING COMMISSION

JOHN ANDREWS, DEVELOPMENT REVIEW BOARD  
BEN YACOB, DEVELOPMENT REVIEW BOARD  
KATIE DUNWELL, DEVELOPMENT REVIEW BOARD

AL LEVIT, TOURISM & PROMOTION COMMITTEE  
JENNIFER GAGE, TOURISM & PROMOTION COMMITTEE  
ROHIT SHARMA, TOURISM & PROMOTION COMMITTEE

MIRIAM PINOLI, LIBRARY BOARD  
RICH DOUGAL, LIBRARY BOARD

SHAWN M. O'NEIL, BUDGET COMMITTEE

JORDAN HERRON, WILSONVILLE-METRO COMMUNITY ENHANCEMENT COMMITTEE

FAY GYAPONG-PORTER, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
IMRAN HAIDER, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
ERIKA PHAM, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
JAY EDWARDS, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
CAMRYN LAU, DIVERSITY, EQUITY, & INCLUSION COMMITTEE  
DIANE IMEL, DIVERSITY, EQUITY, & INCLUSION COMMITTEE

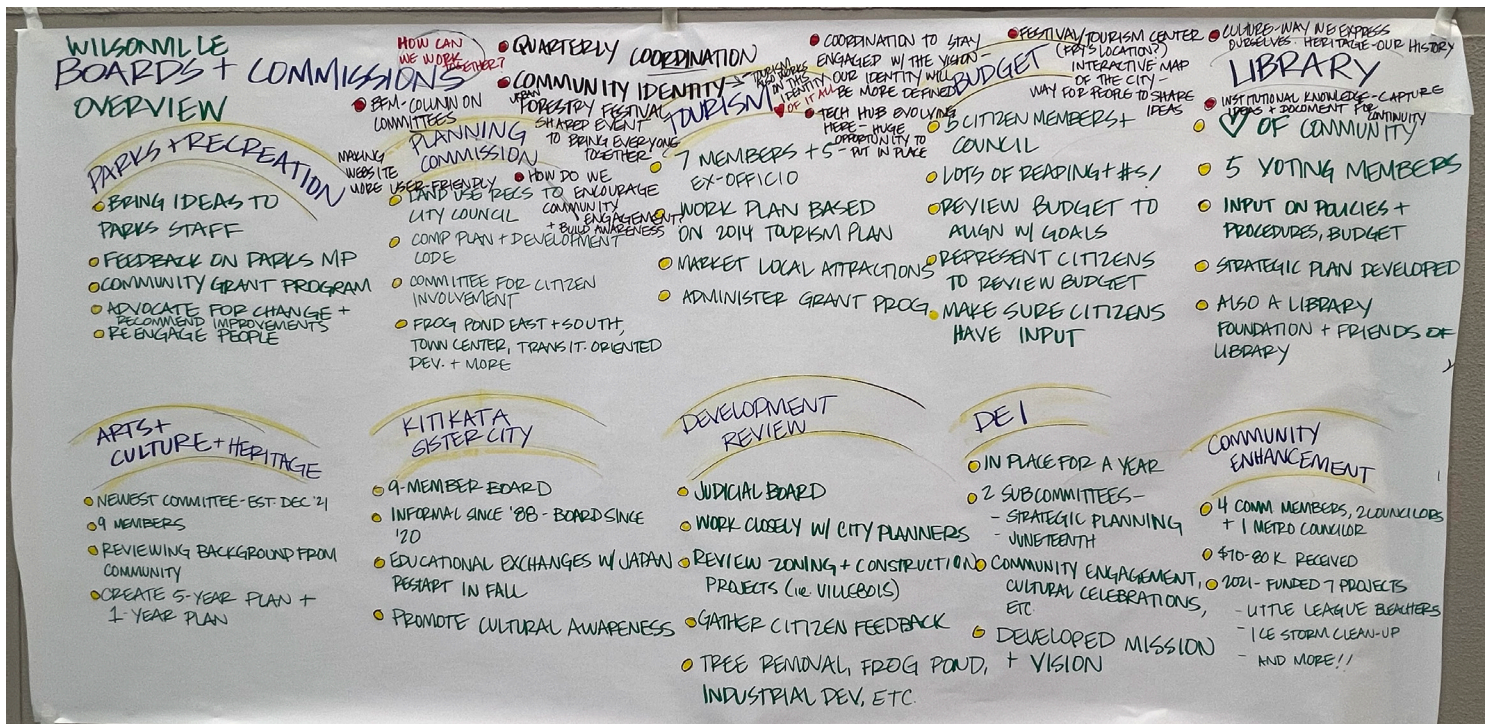
ASHLEIGH SUMERLIN, KITIKATA SISTER CITY ADVISORY BOARD  
SEJI T. SHIRATORI, KITIKATA SISTER CITY ADVISORY BOARD  
SAMMY SCARPONE, KITIKATA SISTER CITY ADVISORY BOARD



# How We Work Together

The City of Wilsonville has 11 Boards and Commissions comprised of 81 community volunteers. These volunteers graciously lend their time and expertise to improve our community and support the transparency and accountability of City staff and elected officials.

Representatives from each Board and Commission provided an overview of their Board or Commission, including the purpose, goals for the year ahead, and work in progress.



During the workshop, community volunteers were organized into ten groups comprised of various Boards and Commissions, staff liaisons, and Councilors. The groups completed a series of three team-building challenge activities to encourage new connections and conversations in a fun and positive environment. Throughout the activities, some key themes emerged of how groups work together:

- » Communication
- » Collaboration
- » Playing to our strengths
- » Positive attitude - "You can't win them all, but you can still have fun!"
- » Flexibility
- » Adaptability

# COUNCIL VISION + 2021 GOALS

The group reviewed the 2021 City Council Goals and the Mayor and Councilors provided relevant project updates for the goal areas. The following graphics highlight the City Council Goals, Vision, and progress toward the goals.

Wilsonville Boards + Commissions 2022 Workshop - 2021 City Council Goals

**CITY OF WILSONVILLE OREGON**

**2021 CITY COUNCIL GOALS**

**PROTECT WILSONVILLE'S ENVIRONMENT**  
+ INCREASE ACCESS TO SUSTAINABLE LIFESTYLE CHOICES

**ENGAGE THE COMMUNITY TO SUPPORT EMERGENCY PREPAREDNESS + RESILIENCY**

**ATTRACT HIGH-QUALITY INDUSTRY + ECONOMIC OPPORTUNITY TO WILSONVILLE**

**SUPPORT LOCAL BUSINESS RECOVERY POST-PANDEMIC**

**INCREASE MOBILITY FOR ALL IN WILSONVILLE**

**ALIGN INFRASTRUCTURE PLANS WITH SUSTAINABLE FINANCING SOURCES**

**EXPAND HOME OWNERSHIP FOR LOWER INCOME LEVELS + FIRST-TIME HOME BUYERS**

New emergency preparedness website

WIN - Wilsonville Investment Now. Rebate program. Twist bioscience, Xerox campus development. Economic development manager was hired. Working on the urban renewal investments in Coffee Creek. New 110K sf warehouse and distribution center.

Feasibility study for performing arts center. The Arts and Tech High School are likely going to be the site for displaying art.

Business summit with Clackamas County Community College - June 15. How can the college meet the needs of worker shortages in the Wilsonville area

approved vertical housing development zone. Support multi-family housing. Middle housing (duplexes, cottage homes, etc.). Included in Frog Pond east and south. Secured funding to underwrite affordable housing development on city land near transit center.

Boone bridge, the financing we have received from the state, studies being completed. Still have pedestrian bridge planning to do. Discussions on how we will finance the town center development - how can we use urban renewal dollars to assist?

missions 2022 Workshop - Vision + Values

**Vision:** Wilsonville is a clean, green and safe community for all.

**Values:**

- **Diversity, Equity + Inclusion (DEI):** We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.
- **Sustainable:** We are sustainable in the delivery of services by being good financial stewards and innovative in our approaches to service delivery to the community.
- **Economic Opportunity:** We are committed to strategically growing Wilsonville's economy providing economic opportunity for all.
- **Environment:** We are good stewards of our environment by modeling practices and embracing policies that preserve and protect the natural environment.
- **Safety:** We are committed to creating a safe, livable community for all by providing a physically safe environment and ensuring people feel psychologically safe.



# Preparing for 2023 Council Goals

Following the discussion, the community volunteers participated in an ideation exercise to share their ideas and priorities for the future of Wilsonville. The ideas were mapped alongside each other to identify common themes and opportunities for collaboration. This information will be included in the next Council goal-setting process for the 2022 Council Goals. The following image summarizes the priorities and ideas shared by volunteers:

## PARKS + RECREATION

- » Revisit Parks Bond
- » River focus: regatta, boat race, kayaking
- » Celebrate + Highlight existing strengths
- » Improve connectivity of paths and make appropriate for multi-use (bikes, pedestrians, etc.)
- » Community swim center (outside/inside)
- » Parks Bond (field improvements, ADA improvements, travel tournaments)
- » Community theater
- » Parks and Recreation after school
- » Teen Center

## ECONOMY

- » Small business – how to attract small and medium enterprises, Black, Indigenous, and People of Color (BIPOC) owned
- » Indoor food truck pod
- » Businesses with vertical housing
- » Attract more diverse, locally owned restaurants and stores (Kitikata trade)
- » Fry's and Albertson's empty lots – what to do? How to develop to revitalize?
- » High-speed internet broadband Wilsonville office
- » Food cart pods

## MENTAL + BEHAVIORAL HEALTH

- » Homelessness – behavioral health and addiction
- » Behavioral health and addiction
- » Mental health facility

## EDUCATION

- » Partner with schools – all committees and Council for fundraising
- » Input/awareness for students/young adults
- » Information about programs, careers, ideas, goals
- » Create community and neighborhood interactions (Villebois, Charbonneau, Wilsonville Meadows, etc.)
- » Citywide focus on citizen awareness + involvement via outreach both in-person and virtual

## COMMUNITY ENGAGEMENT

- » More Council involvement in Sister City relations
- » Focus on kids
- » Charity Ball
- » Festival/event (Bring communities together, history and culture of our town + communities)
- » Involve school-age residents in decisions and projects (ex: art installations)
- » Increased community engagement – engagement from a wider population (people that don't typically engage in local government)
- » Improve outreach to diverse communities for input (increase participation of youth, minorities, other demographics)
- » Improve inter-board communication
- » Create something that explains Wilsonville's unique history and explain that history for future generations, have a place that people can visit that tells the story.
- » Integrate feasibility studies between Arts, Culture, and Heritage Committee + Tourism and Promotion Committee. Create one "center" that includes center/hotel, performing arts, gallery space.
- » Multi-use community center
- » Visual/cultural library (Library of people)
- » Farmers' Market near transit center
- » Making people/businesses the focus of tourism
- » Encourage/highlight business to display art that aligns with their business/culture/value (promote)
- » Cohesive community website with social media
- » Waterfront signage



## HOUSING + DEVELOPMENT

- » Continue to support affordable housing
- » Homelessness - affordability
- » Knit communities together through thoughtful and inclusive planning – prioritize equality and togetherness
- » Tiny (or small) housing communities
- » Expand home ownership
- » Investigate City acquisition of property in Frog Pond E+S to support affordable housing
- » Efficient and rapid development of affordable housing
- » Live Work
- » Project list you can fund – start here
- » Terminate low priority work + move funding to high priority projects
- » Get projects to “shovel ready”
- » Gather community support (voting) before moving forward with large projects



## TRANSPORTATION + MOBILITY

- » Bridge-French Prairie
- » Trimet – expand local transit to city borders, Salem, increase hours on weekends/midday)
- » Mobility – connecting to other cities, community (Trimet, Metro)
- » Use collective power with other cities nearby to make area more accessible for all (library as model)
- » Continue focusing on Boone Bridge project
- » Increased mobility
- » Focus on creative ideas to increase SMART ridership
- » ADA awareness initiatives
- » Removal of architectural barriers in city – enforcing the ADA mandates, wheelchairs, walkers, strollers, canes – extremely difficult to access city shops, post office, etc.



## SAFETY

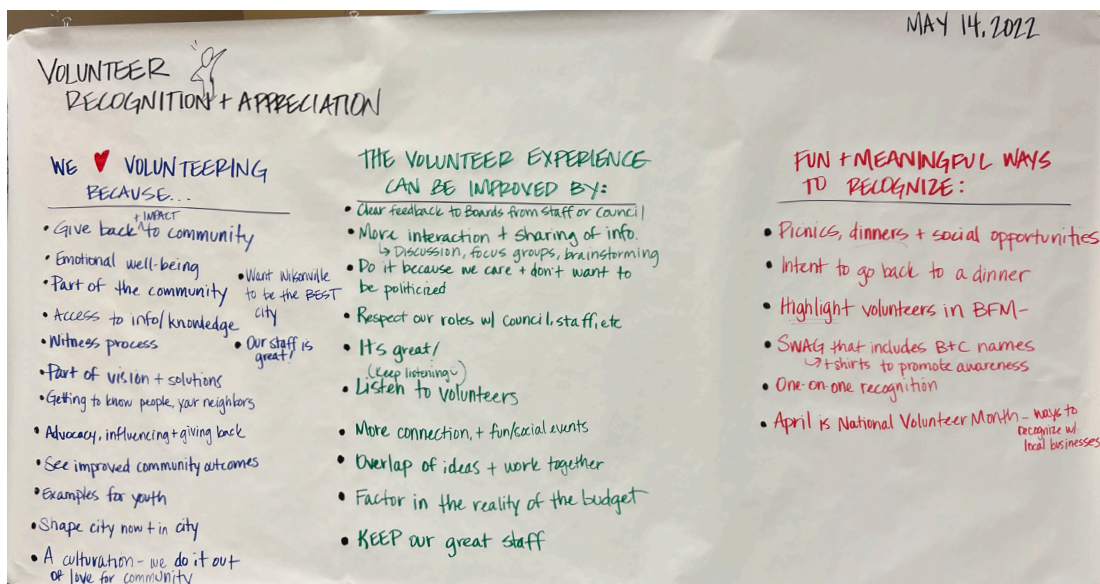
- » Bias training, data, and goals for policing

# Volunteer Recognition + Appreciation

City Council and staff are grateful to the many volunteers who lend their time and expertise in service to the various Wilsonville boards and commissions. The involvement of volunteers in civic engagement is truly an asset to the community. City Council and staff are committed to supporting volunteers in their work as well as ensuring their experience is positive and meaningful.

With this in mind, community volunteers asked to discuss the following questions with their small groups and report back to the larger group:

- » What do you like about being a volunteer?
- » How can we improve your volunteer experience?
- » How can we show recognition?



# Recommendations

The workshop participants' discussion resulted in many ideas to improve the volunteer experience and enhance the collaboration between the Boards, Commissions, and the Council. The list below summarizes the recommendations from the team:

- » Increase ongoing interaction between City Council and Boards/Commissions
- » Provide follow-up communication regarding how the recommendations and/or findings by Boards/Commissions were used and any subsequent City Council decisions
- » Provide opportunities for regular, scheduled communication and information sharing among Board/Commission to facilitate collaboration
- » Host Annual Boards and Commissions Workshop
- » Host social events to recognize contributions
- » Highlight volunteers, volunteer opportunities, and impact in Boones Ferry Messenger
- » Provide volunteers with name tags and t-shirts to promote Boards/Commission at public events



#### Contact Info

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**CITY OF WILSONVILLE**

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