



## PARKS AND RECREATION ADVISORY BOARD AGENDA

May 02, 2024 at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

*City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon*

Zoom: <https://us02web.zoom.us/j/85722021810>

### TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation: [PRAB@ci.wilsonville.or.us](mailto:PRAB@ci.wilsonville.or.us) or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Parks and Recreation Department  
29600 SW Park Place, Wilsonville, OR 97070

### CALL TO ORDER [6:00 PM]

1. Roll Call

### CONSENT AGENDA [6:02 PM]

2. [Approval of Minutes: 03.07.2024](#)

### CITIZEN INPUT [6:05 PM]

### COMMUNITY OPPORTUNITY GRANT REVIEW [6:10 PM]

3. [Charbonneau Country Club - Community Emergency Radio Network \(\\$2,256.60\)](#)
4. [Wilsonville Little League - Little League Eagle Scout Dugout Renovation \(\\$10,000\)](#)
5. [Wilsonville Skate Park Association - Skate Jam 2024 \(\\$3,000\)](#)

### PARKS AND RECREATION DEPARTMENT UPDATES [6:40 PM]

### REVIEW PROGRESS ON BOARD GOALS [6:50 PM]

6. [Upcoming Events & Programs](#)

### BOARD COMMENTS [6:55 PM]

### ADJOURN [7:00 PM]

## **NEXT MEETING**

Thursday, October 10, 2024 6:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503-783-7529 or : assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-783-7529.*



## **PARKS AND RECREATION ADVISORY BOARD - SPECIAL SESSION MINUTES**

**March 07, 2024 at 4:00 PM**

**Remote Video Conferencing**

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### **PARTICIPANTS MAY ATTEND THE MEETING AT:**

Zoom: <https://us02web.zoom.us/j/85722021810>

### **TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

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Wilsonville Parks and Recreation Department  
29600 SW Park Place, Wilsonville, OR 97070

### **CALL TO ORDER**

Chair Harmon called the meeting to order at 4:01 pm.

#### **1. Roll Call**

#### **PRESENT**

Vice-Chair James Barnes  
Member Daniel Christensen  
Member Amanda Aird  
Chair Amanda Harmon  
Member Keith Gary  
Member Paul Diller  
Member Bill Bagnall

#### **EX OFFICIO MEMBERS/CITY STAFF PRESENT**

Kris Ammerman, Parks and Recreation Director  
Katherine Smith, Assistant Finance Director  
Brian Stevenson, Program Manager  
Dustin Schull, Parks Supervisor  
Erica Behler, Recreation Coordinator  
Laura Ruggles, Program Coordinator

**Parks and Recreation Advisory Board - Special Session**

**March 07, 2024**

**Page 1 of 3**

**OTHER ATTENDEES**

John Ghilarducci, FCS Group

Doug Gabbard, FCS Group

Zech Hazel, FCS Group

**CONSENT AGENDA**

2. Approval of Minutes: 01.11.2024

Motion made by Vice-Chair Barnes, Seconded by Chair Harmon.

Voting Yea: Vice-Chair Barnes, Member Christensen, Member Aird, Chair Harmon, Member Gary, Member Diller, Member Bagnall

**CITIZEN INPUT**

There was no citizen input.

**PARKS UTILITY FEE**

3. FCS Group Presentation

Director Ammerman gave an introduction about park utilities, and how the master plan called our additional funding sources to become less dependent on the General Fund as time goes on. Doug Gabbard, John Ghilarducci, and Zech Hazel from FCS, the consultant group, discussed the methodology. Ghilarducci discussed other potential options for funding and what they can be used for and if they are or can be equitable. Hazel discussed the methodology for calculating these fees, and went over three possible scenarios for charging these fees. Gabbard discussed FCS's analysis for the different scenarios. Parks and Recreation Advisory Members had the opportunity to ask questions and provide feedback on how they thought this proposed park utility fee would impact and be received by the community.

**PARKS AND RECREATION DEPARTMENT UPDATES**

Program Coordinator Ruggles gave an update on fields, facility, and shelter reservations, and special events, as well as garden renewals for current gardeners. Recreation Coordinator Behler touched on the upcoming Egg Hunt, the refresh that was done on the Community Garden, the upcoming Activity Guide, all the new summer camp providers, and acknowledged Member Bagnall for assisting at the Daddy-Daughter Disco Dance. Program Manager Stevenson gave a Community Center update and noted that there are nearly 100 home-delivered meal clients and that the increasing number of in-person lunch participants, and that there are new drop-in offerings including the poetry club, art club, and conversational Spanish club at the Community Center. Stevenson noted that the Korean War Memorial Interpretive Center is on track to be completed at the end of March or early April, and that the Tourism Committee is undergoing an update on the strategy. Parks Supervisor Schull discussed weather delays with maintenance, getting ready for water features, and the nearing completion of the Sofia Park playground, while the Boones Ferry restroom and playground should begin construction soon. Director Ammerman discussed working on the Park Utility Fee, and noted that the Arts, Culture,

**Parks and Recreation Advisory Board - Special Session**

and Heritage Commission along with two members of the skate community moved forward with a small group of artists to create proposals for designs on a mural for the skate park in Memorial Park.

## REVIEW PROGRESS ON BOARD GOALS

Barnes noted the need for a squeegee at the skate park. Bagnall gave an update on the Daddy-Daughter Dance at the Community Center and recognized Recreation Coordinator Behler for “pulling it off flawlessly.” Bagnall also noted being constantly impressed with how clean and organized the Community Center is, and how the décor even changes monthly, saying the Center is an asset to the community. Harmon asked about the new programs at the Center, and asked if there would be information about them in the Activity Guide, and Stevenson said yes

### 4. Upcoming Events & Program

## BOARD COMMENTS

## ADJOURN

Chair Harmon moved to adjourn the meeting at 5:29 pm. Vice-Chair Barnes seconded. All voted in favor.

## NEXT MEETING

Thursday, April 11, 2024 6:00 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503-783-7529 or [PRAB@ci.wilsonville.or.us](mailto:PRAB@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

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**Wilsonville Community Opportunity Grant  
April 2024 Application/Award Log**

Organization/Business	Description	\$ Request	\$ Award
Charbonneau Country Club	Community Emergency Radio Network	\$ 2,256.60	
Wilsonville Little League	Little League Eagle Scout Dugout Renovation	\$10,000	
Wilsonville Skatepark Association	Skate Jam 2024	\$3,000	

\$15,256.60	
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Applicant Information

**Project Title**

COMMUNITY EMERGENCY RADIO NETWORK

**Applicant Name**

Charbonneau Country Club

**City**

Wilsonville

**State**

OREGON

**Zip**

97070

**Contact (Name)**

Neil J. Kennedy

**Title**

Community Safety Coordinator

**Project Duration: Start Date**

06/01/2024

**Estimated Completion Date**

10/01/2024

**Total Project Budget**

\$ 5,411.60

**Applicant Cash Match (a)**

\$ 1,155.00

**In-Kind Resources (b)**

\$ 2,000.00

**Total Applicant Match (a+b)**

\$ 3,155.00

**Grant Request**

\$ 2,256.60

## Project Narrative Questions

**Provide a project description**

The Emergency Preparedness/Public Safety (EPPS) Committee of the Charbonneau Country Club needs to purchase 33 BTECH GMRS 5-Watt radios to be used by our Disaster Preparedness Team. Since 2016, the EPPS Committee has worked with all Charbonneau homeowner associations (HOAs) to establish an effective and coordinated approach to help minimize the negative effects of potential disasters for the community. Communications during any emergency, including extended power outages, wildfires or an earthquake, is our single, most vital problem to address.

HOA Disaster Preparedness Teams consist of residents who are trained to prepare for an emergency situation by building and strengthening disaster readiness among neighbors. There are two (2) leaders within each HOA designated as "Key Captains" who have oversight of their HOA team and are the first point of contact with the Charbonneau Emergency Operations Center (EOC).

The EPPS Committee has established an emergency communications network using FRS radios with a maximum power of 1.5 Watts. These are distributed to most of the 120 trained Captains throughout our HOAs and the system is tested annually during a community-wide drill. Although these radios are effective, they have relatively low power causing 'dead spots' in transmission and the oldest models are reaching their useful life span. Experience has taught us that to fortify and preserve the integrity of the communications network, it is vital that we upgrade radios for the Key Captains in each HOA to GMRS radios with 5-watt capability.

The key difference of these new radios from those our Key Captains have been using for communications in an emergency, is wattage power. The higher wattage radios will provide a more consistent connection with our EOC base station and enhance our ability to report our

status to the City of Wilsonville and Clackamas County Emergency Management. In a subduction zone earthquake, loss of the Boone Bridge will cut Charbonneau off from the City of Wilsonville and Clackamas County support, making communication vital.

Two base radios are located at the Charbonneau Activity Center with antennas on the roof, these radios transmit at 5 Watts. The Activity Center is the designated EOC and can run on backup generator power. There are two Dispatchers assigned to the EOC during an emergency, and their roles are to:

- o Via radio, receive and record status reports from each HOA
- o Pass on community status reports and requests for assistance to outside responders like the City of Wilsonville, Clackamas County Emergency Management team and TVF&R
- o Coordinate mutual assistance between HOAs and the Charbonneau EOC

### **How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

**EDUCATION:** In order to share our years of experience establishing and maintaining a viable emergency communication network, EPPS will host informational seminars for the greater Wilsonville Community, at no charge to participants. We have readily available meeting space and an experienced cadre of volunteers to conduct these events. While the distribution and training of our emergency team of Key Captains will only take a few months, we are prepared to offer this educational opportunity on an on-going basis.

**DIVERSITY:** The 3500+ Wilsonville residents, living in Charbonneau, represent a vulnerable, ageing population that depends on our ability to communicate with them in an emergency. A 3-day power outage during an ice storm presented us with real-world experience at how quickly a community can be cut off from vital information. It pointed to the need for alternate Emergency Operations Centers using portable radio base stations, something that has been put into place. A Key Captain's ability to report residents' requests for assistance will be enhanced by the use of more powerful 5-watt radios.

**STRENGTHENING THE COMMUNITY:** The culture, history and heritage of our Wilsonville community is part of our collective DNA. It strengthens and enhances us. Major disasters upend a community's resilience and put its future at risk. Long term studies confirm that the best results for the restoration of resiliency and recovery after a disaster happen in prepared communities. Think of New Orleans after hurricane Katrina, or New York coastal communities after super-storm Sandy. Emergency Preparedness strengthens a community and safeguards its cultural history.

### **What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

**GOALS:** Our goal for this project is to fortify our established emergency communications network by upgrading the radio equipment used by the Key Captains of our HOA Disaster Preparedness Teams. We have identified a GMRS radio with 5-watt capability that will integrate with our present equipment. Upon purchase and receipt of 33 of these radios, they will be distributed to our HOA Key Captains and key members of our Incident Command Team who will be trained by our Communications Team

**POPULATION SERVED:** Our primary aim is to serve the residents of Charbonneau, a population with a mean age of 70. A viable communications network allows us to disseminate information to this population, to track emergency needs and report those to the respective agencies that might offer help.

**MEASURABLE GOALS:** Our Communications Team has tested the BTECH GMRS, 5-watt radio and confirmed that its superior power will conquer our "dead spots" issue. A community wide test of the network using the new radios would occur on 09/19/2024, during the Great Shake Out drill.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Item 3.

The Emergency Preparedness/Public Safety (EPPS) Committee of the Charbonneau Country Club (CCC) has overseen the operations of our disaster preparedness efforts for more than 8 years. In 2023, CCC hired a Community Safety Coordinator, who brings full-time, professional oversight to those efforts. Our HOA teams consist of more than 125 volunteers, including those trained in emergency preparedness and a team of medically trained residents. Communications volunteers include engineers and HAM radio licensed operators.

1/2/2024 CAPITAL IMPROVEMENT Forecast		Assumptions	2023 Budget Approved	2024 Budget Approved	2025 Budget Approved	2026 Fcast	2027 Fcast	2028 Fcast
<b>BEGINNING BALANCE</b>			\$ 947,297	\$ 805,437	\$ 257,500	\$ 319,592	\$ 329,168	\$ 339,127
<b>DEPOSITS:</b>								
Deposits from Assessments 2020	\$ 24.00	\$ 468,576	\$ 468,576	\$ 468,576	\$ 468,576	\$ 468,576	\$ 468,576	\$ 468,576
Deposits from Assessments 2021	\$ 10.00	\$ 195,240	\$ 195,240	\$ 195,240	\$ 195,240	\$ 195,240	\$ 195,240	\$ 195,240
Deposits from Assessments 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deposits from Assessments 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deposits from Assessments 2024	\$ (2.00)	\$ (39,048)	\$ (39,048)	\$ (39,048)	\$ (39,048)	\$ (39,048)	\$ (39,048)	\$ (39,048)
Deposits from Assessments 2025								
Deposits from Assessments 2026								
Deposits from Assessments 2027								
Deposits from Assessments 2028	\$ -	\$ -	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600	\$ 57,600
Deposits from CGC - Loan Payments								
Deposits from Loan #2 = \$500,000	Unapproved	\$ -						
Deposits from Loan #3 = \$1,000,000	APPROVED	\$ 1,000,000	\$ 1,000,000					
Deposits from Loan #4 = \$1,000,000	APPROVED	\$ 1,000,000						
Interest on Cap Impr Balance	4.000%	\$ 37,892	\$ 32,217	\$ 10,300	\$ 12,784	\$ 13,167	\$ 13,565	\$ 13,565
<b>Total Deposits</b>		\$ 2,701,708	\$ 714,585	\$ 692,668	\$ 695,152	\$ 695,535	\$ 695,933	\$ 695,933
<b>EXPENDITURES &amp; PAYMENTS:</b>								
Security Systems Integrated Solution	APPROVED	\$ (144,000)						
Marina Dock Piling and Wave Attenuators	APPROVED		\$ (142,000)					
Marina Parking Lot Project	APPROVED		\$ (123,746)					
Edith Green Park amenities	APPROVED	\$ (200,000)	\$ (45,000)	\$ (45,000)				
New Sports Center Building & Courts	APPROVED	\$ (1,300,000)						
Loan (8 yr term) to CGC (clubhouse project)	APPROVED	\$ (403,410)						
Transfer to Reserve Fund	APPROVED	\$ (300,000)						
Transfer to Operating Fund - Safety Program	APPROVED	\$ (52,000)						
Patrol Radio System	Proposed		\$ (1,200)					
Potable Water Solution (pump/hose/filter/tank)	Undefined		\$ (15,000)					
Village Center Parking Lot Expansion	Undefined	\$ (50,000)	\$ (360,000)					
Event Center & Restaurant	Tabled							
Pay Down Loan (Equity Payments)	Tentative					\$ (100,000)	\$ (100,000)	\$ (100,000)
Signage for Buildings		\$ (30,000)						
Improvements to Lounge and Card Room	Proposed	\$ (15,000)						
Loan #1 payments \$6,700,000 (\$37,560/month)		\$ (281,850)	\$ (450,960)	\$ (450,960)	\$ (450,960)	\$ (450,960)	\$ (450,960)	\$ (450,960)
Loan #2 payments \$500,000 (\$2,804/month)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan #3 payments \$1,000,000 (\$5,809/month)		\$ (33,654)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)
Loan #4 payments \$1,000,000 (\$5,809/month)		\$ (33,654)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)	\$ (67,308)
<b>Total Expenditures &amp; Payments</b>		\$ (2,843,568)	\$ (1,262,522)	\$ (630,576)	\$ (685,576)	\$ (685,576)	\$ (685,576)	\$ (685,576)
<b>ENDING BALANCE</b>		\$ 805,437	\$ 257,500	\$ 319,592	\$ 329,168	\$ 339,127	\$ 349,484	\$ 349,484
Assessments to Residents		\$ 34.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00

CONFIDENTIAL

### Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
City of Wilsonville Community Opportunity Grant	\$2,256.60
Charbonneau Country Club	\$1,155.00
In Kind Contribution (from Charbonneau Country Club)	\$2,000.00
Total Project Income	\$5,411.60

Expenses - Must be specifically itemized	Amount
30 BTECH GMRS 5-watt 2 way radios	\$2,256.60
30 FCC GMRS Readio Licenses	\$1,155.00
4 Educational Semminars (50 participants each)	\$2,000.00
Total Project Expense	\$5,411.60

Applicant Information

**Project Title**

Little League Eagle Scout Dugout Renovation

**Applicant Name**

Wilsonville Little League

**City**

Wilsonville

**State**

OR

**Zip**

97070

**Contact (Name)**

Brian Clark

**Title**

Board Member

**Project Duration: Start Date**

July 1, 2024

**Estimated Completion Date**

August 30, 2024

**Total Project Budget**

\$ 25,000.00

**Applicant Cash Match (a)**

\$ 11,500.00

**In-Kind Resources (b)**

\$ 3,500.00

**Total Applicant Match (a+b)**

\$ 15,000.00

**Grant Request**

\$ 10,000.00

## Project Narrative Questions

**Provide a project description**

Wilsonville Little League is working in coordination with Nathan MacPherson, a 14 year old Life Scout in Wilsonville Troop 528. We are applying for funds that support Nathan's Eagle Scout project which also benefits Wilsonville Little League. Through this project, Nathan will be managing the renovation of two dugouts on the Wood Middle School Baseball/Softball Field #1. This renovation will include the addition of metal roofs on the top of each dugout to shield youth baseball players from rain and sun. The roof will also provide protection to young baseball players from foul balls entering the dugout from above. A licensed contractor will be hired to order materials, complete a proper roof installation to code, and ensure the safety of the structure.

In preparation for this project, Nathan has already met with the City of Wilsonville Building Department and collected information on permit costs and how to comply with the requirements the City has for this type of project.

Besides the roof, the project also includes pressure washing the inside and outside of the dugouts to remove grit and grime off the walls. Then, with the help of his former Wood Middle School art teacher, Mr. Matthews, they will paint the inside of both dugouts and will use stencils to paint the city and mascot name, along with any approved logo from the city. The color scheme is expected to be navy blue and white to match the Wilsonville High School colors. Equipment bag hooks will be added along each dugout so that players can keep organized and chain link fencing will be added to the back of the dugout from the existing wall to the new roof to prevent children from falling out of the back of the dugout and injuring themselves.

The benches in the dugouts are old, cracked, and not level. Nathan will have the seating replaced with new wood and repaint the supports holding them up.

To complete the project, Nathan will coordinate younger scouts from his troop to help weed the area and lay bark dust and gravel to prevent weeds in the future. Mr. Strande (Wood Middle School Principal) has already approved the project along with the school district's manager, Jeff Chambers.

**How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

This project promotes diversity through the community because kids from all ages and backgrounds will be able to use the new and improved dugouts to help them improve their skills and enjoy growing up playing baseball and softball. The project also brings together two strong, youth serving organizations in the Little League and Boy Scouts.

Wilsonville Little League supports any child who wants to play baseball (and will be adding softball in the spring of 2025) no matter their ethnicity or cultural background. This project also promotes entertainment for kids in Wilsonville because the fields are open to the public outside of school hours. The dugouts will protect players from the elements. Finally, the project will have school logos (with approval through city permitting) and names showing school and city spirit and colors. Once complete, the project will promote friendship, family bonding, and civic pride.

**What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

Wilsonville Little League and the Boy Scouts of America have shared goals of serving children of all genders, backgrounds, and ethnicities. Both organizations promote physical fitness from a young age, character development, and personal growth.

These two organizations also provide opportunities for kids with developmental or physical disabilities. Little League offers a Challenger Division for children and youth with special needs and hosts the local Challenger Division for adaptive baseball where the dugouts will also be used. These events include volunteers from our local high school and middle schools. Nathan has previously volunteered his time at the Challenger games and has seen the benefit it brings to the players on the field, their families, and the volunteer players assisting them.

We will know that the goals of this project have been met when the roofs and benches are installed on the two Field 1 dugouts and players from all backgrounds are benefitting from them. These players are creating lifelong bonds and memories in facilities they are proud of.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Wilsonville Little League serves more than 300 players annually across all levels of our play from ages 5-14. To do this, we have a board made up of 8 local residents, 8 others serving as committee chairs, and a total volunteer force of more than 50 people. Between the Little League and Scouts, we will turn out the volunteers necessary to do the work and labor alongside licensed contractors that will ensure everything is to code and done correctly.

Nathan is the perfect person to manage this project because he was one of the players Wilsonville Little League served until he aged out of our league. Nathan sat in these dugouts, ducked from foul balls, and shivered from the rain understanding that our community could

provide something better. He has not taken it upon himself to make this happen. His passion for baseball and 9 years of hard work in scouting drives him to succeed.

Item 4.

Nathan has already raised over \$900 for this project personally by collecting recycled cans from community members and will continue to add to this for a total of \$1,500. Additionally, Wilsonville Little League will provide \$10,000 from operating reserves for the project. We have available a copy of the most recent Wilsonville Little League bank statement showing the funding available.



# WILSONVILLE LITTLE LEAGUE

## 2023-2024

### INCOME

### BUDGET

Player Registration (Spring, Fall, Post Season)  
Donations/ Grants/ Fundraising Support

\$ 73,100  
41,900

### TOTAL INCOME

\$ 115,000

### EXPENSES

### TOTAL

Field Rental  
Field Maintenance  
League Equipment  
Team Equipment  
Uniforms  
Umpires  
Safety  
Special Events  
Sponsorships  
Facility & Equipment Rental  
Clinic Expenses  
League, Legal, & Insurance  
Administration  
Capital Expenditure

\$ 10,350  
9,500  
-  
15,000  
36,500  
13,250  
1,000  
4,300  
2,000  
14,100  
-  
7,250  
1,515  
-

### TOTAL EXPENSES

\$ 114,765

### BUDGETED NET INCOME

\$ 235

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

<b>Income Sources</b>	<b>Amount</b>
Nathan's can recycling (have raised \$900 so far)	\$1,500.00
gifts in kind (potential donation of metal and chain link fence)	\$3,500.00
funding match from Wilsonville LL	\$10,000.00
Grant from city or other sources	\$10,000.00
<b>Total Project Income</b>	<b>\$25,000.00</b>

<b>Expenses - Must be specifically itemized</b>	<b>Amount</b>
permits with city	\$900.00
gravel and bark dust	\$100.00
shovels	\$20.00
pressure washer gas	\$20.00
hooks for dugout walls to hang equipment	\$110.00
materials to hang hooks (screws-concrete bit)	\$50.00
Metal for dugout roofs	\$5,000.00
Chain link fence to go behind dugouts	\$1,000.00
Wood/preservation materials for new dugout benches	\$300.00
Labor for contractor+sheet metal	\$17,000.00
permit and materials for painting logo on dugout	\$500.00
<b>Total Project Expense</b>	<b>\$25,000.00</b>



## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

Funded by:           Community Opportunity Grant           Community Cultural Events and Programs Grant

Name of Project/Event:

Project Contact Name:

Project Contact Email:

Project Contact Phone:

Project Date/Date Range:

1. Please list the activities or elements of the program/project/event that took place:

2. Were the goals listed in your narrative achieved? How?

3. Who benefited from your project or event? How many? Where from?

4. Will this event or project be recurring? How do you anticipate funding the project in the future?

Attach or provide a copy of your final financial income and expense statement for this event or project.

Attach or provide copies of any publicity or printed materials that include the statement acknowledging the source of funds.

Please keep a copy of this evaluation. You will be required to submit a copy should you apply for future grant funding.

If you have any questions, please contact:  
Brian Stevenson, Parks and Recreation Program Manager  
(503) 570-1523 - [stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)

**Project Budget**

Funding of \$5,059 from the City of Wilsonville was used by Wilsonville Little League for the following:

Expenses	Amount
Turf & Line Paint (Ewing Irrigation)	\$652.03
Portable Baseball Scoreboards (Funtronix)	\$1,272.71
Shade Tents (Home Depot)	\$1,478.84
Shade Screens for Dugouts (Amazon)	\$243.19
Concession Trailer Rental	\$451.49
Hardware Supplies for dugouts and umpires (Ace)	\$113.28
Opening Ceremonies Supplies (Costco)	\$847.46
Total Project Expense	\$5,059.00

Applicant Information

**Project Title**

Wilsonville Skate Jam

**Applicant Name**

Wilsonville Skatepark Association

**Registered Tax Exempt Number (if applicable)**

**City**

Wilsonville

**State**

Oregon

**Zip**

97070

**Contact (Name)**

Austin Barnes

**Title**

Secretary

**Project Duration: Start Date**

July 24

**Estimated Completion Date**

August 24

## Project Budget

Item 5.

### **Total Project Budget**

\$ 3,900.00

### **Applicant Cash Match (a)**

\$ 400.00

### **In-Kind Resources (b)**

\$ 500.00

### **Total Applicant Match (a+b)**

\$ 900.00

### **Grant Request**

\$ 3,000.00

## Project Narrative Questions

### **Provide a project description**

The Wilsonville Skatepark Association (WSPA) is partnering with the Wilsonville Parks & Recreation department to host the 2024 Memorial Park Skate Jam. The Jam will be held at the skatepark in Wilsonville Memorial Park. The Jam is designed to be a fun, inclusive event for participants and spectators, to enjoy the remodeled skatepark and promote skateboarding as a form of recreation and community building. The Jam will have a DJ directing the activities and music.

Activities will consist of a variety of contests (e.g., highest ollie and hippy jump, longest wheelie) with prizes awarded to the winners. This year, we will break the event into two portions: beginner and experienced, to better accommodate all skill levels and get more skaters involved. We will start the event with a beginners jam and competition section and distribute prizes in their sizes. Then we will move into the experienced portions, generally older skaters, who will perform in more advanced jams and competitions. We have a few fun mini-games and competitions planned to allow advanced skaters to show their skills to the crowd. In addition, free raffle tickets will be provided to everyone, so that all participants have an opportunity to win skate gear. This event will be like the Skate Jam event in 2023 that was also produced by the WSPA and WV Parks Department and the free Hawaiian Ice Truck will be back.

Another new aspect will be the unveiling of a mural painted on the outside of the park walls. We will be partnering with Erika Valentine of the City to hold an official unveiling of the mural and highlight the artist and the City's current arts and culture initiatives. This mural is funded by a City of Wilsonville Arts Culture and Heritage Commission grant. We will highlight the chosen

artist, commission and Erika during the event.

Item 5.

Lastly, the biggest new addition to the programming will be a free skate lesson day put on by the WSPA. On a single date to be determined, likely in July, the WSPA will host free skate lessons at the Memorial Skatepark. We aim to give beginner skaters the basic tools and skills to be able to learn to skate from. Additionally, we will encourage them to practice over the summer and show up at the skate jam to participate. The Jam will be advertised via the Wilsonville Activity Guide, Instagram, and Facebook.

**How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community?**

We encourage all members of the community to come to Memorial Park and utilize the remodeled skatepark. It helps strengthen the community by providing an activity that can be enjoyed by individuals without belonging to an organized team activity. You can stop by for a few minutes or a few hours. It provides an opportunity to meet new people and develop new friendships. During last year's Jam, we had approximately 120 spectators watching their friends and family participate.

New to this year's event will be the unveiling of a mural that is to be painted on the outside of the park, funded by a Wilsonville Arts grant. This will be a unique way to incorporate art, local culture, skateboard culture and the community into one image that all can appreciate and enjoy for years to come.

We encourage the community to provide a safe and inspiring avenue for individuals to practice and excel at their sport. We encourage the community to participate in the process of working with the city (Wilsonville) to develop local skateparks/skate spots or other positive changes within Wilsonville. Our relationship with the City has been very positive during the skatepark development process and we encourage other local civic groups to advocate for their needs and develop a relationship as well.

**What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

Our goals for this project are:

- To provide an opportunity for the skateboard community to gather and demonstrate their skills. To meet fellow skaters and make new friends.
- To provide exposure to the sport and encourage new participants.
- To provide an event where the community can gather, visit, and watch their friends compete.
- To encourage folks to get outside and have fun.
- Engage the community in local art, culture and civics.

This event will serve all members of the community. Spectators will be from all ages and demographics. While participants can be of any age/demographic, the majority (for these type of events) tend to be between the ages of 8-30.

We can tell if we've been successful by observing if the skatepark is being utilized throughout the year (on dry days) and if we see new participants at the park. Seeing the next group of local youth take to skateboarding is a huge sign of success for us. For this particular event we anticipate 40-60 competitors, 100-150 spectators, plus additional folks who will skate/scooter/roller skate, during the free-skate (non-competition) time periods. We will be successful if the participants and spectators are smiling, laughing and encouraging one another to perfect a skate trick.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

The WSPA successfully organized and produced the 2022 Grand Opening event (in partnership with the Wilsonville Parks and Rec Department) for the newly remodeled Memorial Park - Skatepark. The 2022 event was well attended and well run, with no issues. City Councilors Charlotte Lehan and Kristin Akervall attended in 2022. We also produced the 2023 Skate Jam, in partnership with the City of Wilsonville. This event was also well attended and was run smoothly. People drove from all over the metro area to participate. The City is excited to partner with us again on this event. The 2024 event will follow a similar format. The WSPA will provide volunteers to run the event. The Parks Dept will provide the infrastructure items (i.e., sound system, tents, tables, chairs, etc.). The Parks Dept will also provide a food truck, subject to being able to contract with a vendor that meets the department's budget and event date requirements.

The WSPA has been advocating for new skateparks in Wilsonville since 2008. Our goal is to provide skateboard facilities, fun, instruction and guidance for the Wilsonville community. The WSPA has made presentations to the Wilsonville City Council supporting park development.

**WSPA Annual Budget**

Income Sources	Amount
Tactics - product donation	\$250
MC / Disk Jockey (services donated)	\$250
Donations - Cash	\$1,235
Wilsonville Opportunity Grant	\$3,000
Skate lesson instructor labor - Donated	in-kind
Total Project Income	\$4,735

Expenses	Amount
Tactics - product	\$250
MC / Disk Jockey (services donated)	\$250
Skate gear for prizes and free raffle. See detailed list.	\$3,400
Fees for State, Federal business / tax filings	\$335
Skate Lesson Day: Insurance	\$500
Skate Lesson Day: Donated instructor labor	in-kind
Total Expense	\$4,735

**Project Budget**

Income Sources	Amount
Tactics - Product donation	\$250
MC / Disk Jockey - services donated	\$250
Cash Donations (funds have been received)	\$400
Wilsonville Opportunity Grant	\$3,000
Total Project Income	\$3,900

Expenses - Must be specifically itemized	Amount
Tactics - Product donation	\$250
MC / Disk Jockey - services donated	\$250
Skate gear for prizes and free raffle. See detailed list.	\$3,400
Total Project Expense	\$3,900

Item	Quantity	Price		Total Cost
Skate deck	20	\$ 55.00	=	\$ 1,100
Wheels	20	\$ 30.00	=	\$ 600
Bones Red Bearings	20	\$ 19.00	=	\$ 380
Shirts	17	\$ 30.00	=	\$ 510
Hats	20	\$ 22.00	=	\$ 440
MOB grip tape	20	\$ 8.00	=	\$ 160
Hardware	20	\$ 4.00	=	\$ 80
Bones wax	10	\$ 5.00	=	\$ 50
Skate tools	8	\$ 10.00	=	\$ 80
			=	\$ -
			=	\$ -
				\$ 3,400



## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

Funded by:           Community Opportunity Grant           Community Cultural Events and Programs Grant

Name of Project/Event:

Project Contact Name:

Project Contact Email:

Project Contact Phone:

Project Date/Date Range:

1. Please list the activities or elements of the program/project/event that took place:

2. Were the goals listed in your narrative achieved? How?

3. Who benefited from your project or event? How many? Where from?

4. Will this event or project be recurring? How do you anticipate funding the project in the future?

Attach or provide a copy of your final financial income and expense statement for this event or project.

Attach or provide copies of any publicity or printed materials that include the statement acknowledging the source of funds.

Please keep a copy of this evaluation. You will be required to submit a copy should you apply for future grant funding.

If you have any questions, please contact:  
Brian Stevenson, Parks and Recreation Program Manager  
(503) 570-1523 - [stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)

## Community Opportunity Grant History and Log of Awards

### History:

Grant monies are funded by general fund tax dollars collected in Wilsonville. Known as the Community Opportunity Grant Program and handled by the Parks and Recreation Department. The Parks and Recreation Advisory Board serves as the review and award body for these funds.

The City Council established this fund in response to frequent requests for funds directly to the Council. The first funds were released for the 2009/10 fiscal year.

### Purpose:

The amount of \$25,000 is designated to be used for events, programs or projects that benefit the community and enhance the quality of life/livability of the community.

### Procedure:

- Funds are made available each fiscal year. Funds are separated into two 'opportunities'. All funds must be allocated by June 30 of each year.
  - i. Fall cycle - \$12,500 available in October
  - ii. Spring cycle - \$12,500 available in April
- Applications are competitive with all other applicants for each grant cycle.
- Applicants must be a local Wilsonville organization providing a program or project in the City of Wilsonville or an organization that is bringing a unique event or project to Wilsonville for the benefit of its residents or visitors.
- Applicants are not required to be a registered not-for-profit or tax exempt organization.
- Funds must be used for a specific project or a specific element of a project which is clearly identified in the application.
- Funds will not be awarded for general operating expenses of an organization.
- The written application is the primary means of communicating the project for review.

## Community Opportunity Grant Award Summary 2020 - 2023

### FY 2020/21

#### October

- |                                      |                 |
|--------------------------------------|-----------------|
| • Wilsonville Community Seniors Inc. | \$4,500         |
| • We Are Wilsonville                 | <u>\$8,000</u>  |
|                                      | <b>\$12,500</b> |

#### April

- |  |                |
|--|----------------|
| • Wilsonville Arts and Culture Council | <u>\$6,000</u> |
|  | <b>\$6,000</b> |

### FY 2021/22

#### October

- |  |                 |
|--|-----------------|
| • Cameron Kastner                          | \$1,500         |
| • Charbonneau Arts Association             | \$3,000         |
| • Korean War Memorial Foundation of Oregon | <u>\$8,000</u>  |
|  | <b>\$12,500</b> |

#### April

- |   |                 |
|---|-----------------|
| • Diversity, Equity and Inclusion Committee | \$7,500         |
| • Wilsonville Community Seniors Inc.        | <u>\$3,000</u>  |
|   | <b>\$10,500</b> |

### FY 2022/23

#### October

- |                                   |                 |
|-----------------------------------|-----------------|
| • Wilsonville Choral Arts Society | \$3,600         |
| • Wilsonville DEI Committee       | \$3,000         |
| • Wilsonville Robotics            | \$1,000         |
| • Wilsonville Stage               | <u>\$2,610</u>  |
|                                   | <b>\$10,210</b> |

#### April

- |   |                 |
|---|-----------------|
| • Austin Barnes                               | \$2,095         |
| • Wilsonville Little League                   | \$5,059         |
| • Wilsonville Wildcat Fastpitch Softball Team | <u>\$7,636</u>  |
|   | <b>\$14,790</b> |

### FY 2023/24

#### October

- |                                     |                |
|-------------------------------------|----------------|
| • Wilsonville Community Seniors Inc | \$3,200        |
| • Wilsonville Robotics              | <u>\$1,000</u> |
|                                     | <b>\$4,200</b> |

#### April

# Summer Events Calendar

## June

- 6/1 - Pride Month Mural Reception | 2-4pm | Town Center Park
- 6/19 - Juneteenth Celebration | 5pm | Town Center Park
- 6/29 - Korean War Remembrance Event | 10am | Town Center Park

## July

- 7/4 - Fourth of July Laser Light Show | 9pm | Town Center Park
- 7/12 - Movie in the Park: "Barbie" | Dusk | Town Center Park
- 7/18 - Rotary Concert: "Johnny Limbo & the Lugnuts" | 5:30pm | Town Center Park
- 7/25 - Rotary Concert: "Rockit Radio" | 5:30pm | Town Center Park
- 7/26 - Movie in the Park: "Elemental" | Dusk | Edelweiss Park Villebois

## August

- 8/1 - Rotary Concert: "Curtis Salgado" | 5:30pm | Town Center Park
- 8/8 - Rotary Concert: "Hit Machine" | 5:30pm | Town Center Park
- 8/9 - Movie in the Park: "Migration" | Dusk | Town Center Park
- 8/22 - Party in the Park: "Nate Botsford" | 5:30pm | Town Center Park
- 8/23 - Movie in the Park: "Wish" | Dusk | Memorial Park River Shelter
- 8/24 - Skate Jam | 1-3pm | Memorial Park Skatepark

## Ongoing

- Thurs. 5/23 to 9/5 - Farmers Market | 4-8pm | Town Center Park
- 5/29 to 9/4 - Water Features | 10am-8pm Daily | Town Center Park & Murase Plaza
- Water Feature Hotline: 503-685-6356