



# KITAKATA SISTER CITY ADVISORY BOARD AGENDA

April 09, 2025 at 6:00 PM

Wilsonville Parks and Recreation Admin Office

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## PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Parks and Rec Admin Office, 29600 SW Park Place, Wilsonville, Oregon

## TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation:

[behler@wilsonvilleoregon.gov](mailto:behler@wilsonvilleoregon.gov) or 503-570-1525

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

2. Approval of 03.13.25 Minutes (Needs Motion)

## CITIZEN INPUT [6:05 PM]

## BUDGET [6:05 PM]

## KITAKATA MEETING BEBRIEF [6:10 PM]

3. What did we hear? What do we change?

## ITINERARY REVIEW [6:25 PM]

4. [Draft Itinerary](#)

## AGENDA ITEMS FOR FUTURE MEETINGS [6:45 PM]

5. [May 14](#)

[June 11](#)

[July 9](#)

[August 13- Host Family Info Night \(6pm, Wilsonville Library Oak Room\)](#)

[September 10](#)

[October 8](#)

**BOARD COMMENTS [7:00 PM]**

6. [HeARTS Reception, April 30 from 5-7pm, Stein-Boozier Barn \(Eileen Begley\)](#)
7. [Volunteer Appreciation Event: Thursday, May 1 from 5:30-7:30pm, Wilsonville High School](#)
8. [Cooking Class, May 3 from 11am-1pm, Community Center](#)
9. [Host Family Interest](#)

**ADJOURN [7:15 PM]**

**NEXT MEETING**

Weekday, Month DD, 2025 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 503-570-1525 or [KSCAB@ci.wilsonville.or.us](mailto:KSCAB@ci.wilsonville.or.us) 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 503-570-1525.*

2025 Kitakata Student Visit December 6-16

| Date           | Time  | 内 容   |                  |
|----------------|---|---|------------------|
| Dec. 6 (Sat)   |   | Drive from PDX to Wilsonville<br>Host families meet to make signs at Parks and Rec<br>Meeting with host families at P&R Admin Bldg.   | Welcome Dinner?  |
| Dec. 7 (Sun)   |   | Free Day w/ Host Family   |                  |
| Dec. 8 (Mon)   | 8:00-8:30 AM<br>8:30-9:30 AM<br>9:30 -11:00 AM<br>11:00 AM - 12:00 PM<br>12:00 PM<br>1:00 PM<br>1:45 - 5:00 PM<br>5:00 PM | Host Family Drop Off at Parks and Rec<br>Breakfast with Exec Team and Council at City Hall<br>City Facility Tours<br><b>Need Activities</b><br>Lunch at Community Center<br>Bingo<br><b>Need Activities</b><br>Host Family Pick Up at Parks and Rec Admin                             |                  |
| Dec. 9 (Tue)   | 8:00 AM<br><br><br><br><br><br>5:00 PM  | Host Family Drop Off at Parks and Rec<br><br><br><br><br><b>Need Activities</b><br>Host Family Pick Up at Parks and Rec Admin   |                  |
| Dec. 10 (Wed)  | 8:00 AM<br>9:15 AM<br>9:15 AM - 3:45 PM<br>3:45 PM - 4:00 PM<br>4:00 PM - 5:00 PM<br>5:00 PM                              | Host Family Drop Off at Parks and Rec<br>Gather and Drive to Meridian Creek Middle School<br>Activities at MCMS (eat school lunch)<br>Shuttle from School to Parks and Rec<br><b>Need Activity</b><br>Host Family Pick Up at Parks and Rec Admin                                      |                  |
| Dec. 11 (Thr)  | 8:15 AM<br>8:15 AM<br>8:30 AM - 3:05 PM<br>3:15 PM<br>3:30 PM - 5 PM<br>5:00 PM   | High School Drop Off- meet in Office<br>Gather in main office- Erica to meet kids outside at 8am<br>High School Day - shadow Japanese lang. students<br>Shuttle from School to Parks and Rec<br><b>Need Activity</b><br>Host Family Pick Up at Parks and Rec Admin                    |                  |
| Dec. 12 (Fri)  | 8:00 AM<br>8:15 AM - 9:15 AM<br>9:30 AM<br>12:00 PM<br>1:00 PM<br>2:30 PM<br>3:30 PM<br>5:00 PM                           | Host Family Drop Off at Parks and Rec<br>Drive to Art Museum<br>Art Museum<br>Lunch at Shake Shack- students buy their own ~\$15<br>Powells City of Books<br>Consular Office of Japan (Wells Fargo Center)<br>Drive back to Wilsonville<br>Host Family Pick Up at Parks and Rec Admin |                  |
| Dec. 13 (Sat)  |   | Free Day w/ Host Family   |                  |
| Dec. 14 (Sun)  |   | Free Day w/ Host Family   | Farewell Dinner? |
| Dec. 15 (Mon)  | 8:00 AM<br><br><br><br><br><br>5:00 PM  | Host Family Drop Off at Parks and Rec<br><br><br><br><br><b>Need Activities</b><br>Host Family Pick Up at Parks and Rec Admin   |                  |
| Dec. 16 (Tues) |   | Host Family Drop Off at Parks and Rec<br>Travel from Wilsonville to PDX<br>PDX drop off   |                  |

2023 Kitakata Student Visist October 28-November 5

| Date          | Time                         | 内 容   |  |
|---------------|------------------------------|---|--|
| Oct. 28 (Sat) | 4:45 PM                      | Drive from Wilsonville to PDX (15 passenger van + city van) |  |
|               | 5:30 PM                      | Pick Group Up at PDX  |  |
|               | 5:30 ish - 6:15 ish          | Drive from PDX to Wilsonville                               |  |
|               | 5:45 PM                      | Host families meet to make signs at Parks and Rec           |  |
|               | 6:15 PM-ish                  | Meeting with host families at P&R Admin Bldg.               |  |
|               | 6:45 PM                      | Welcome Dinner- Community Center- BBQ Catering              |  |
| Oct. 29 (Sun) |                              | Free Day w/ Host Family                                     |  |
| Oct. 30 (Mon) | 8:00-8:30 AM                 | Host Family Drop Off at Parks and Rec                       | Send student w/ lunch, and make sure they are in clothing appropriate for hiking |
|               | 8:30-9:15 AM                 | Breakfast with Exec Team and Council at City Hall           |  |
|               | 9:30-10:30 AM                | Drive to Silver Falls State Park- parking \$5 per vehicle   |  |
|               | 10:30 AM - 12:30 PM          | Falls Hike- South Falls and turn around ~2.8 miles          |  |
|               | 12:30 PM                     | Lunch at the Park- bag lunch sent by host                   |  |
|               | 1:00-2:00 PM                 | Drive back to Wilsonville                                   |  |
|               | 2:30 PM                      | Triskalee Farms Tour  |  |
|               | 3:15 PM                      | Dollar Store & Down Time at Office                          |  |
|               | 5:00 PM                      | Host Family Pick Up at Parks and Rec Admin                  |  |
|               | Oct. 31 (Tue)                | 8:00 AM   | Host Family Drop Off at Parks and Rec  |
| 8:15 AM       |                              | Walk to Safeway and get pumpkins, Carve Pumpkins at P&R     |  |
| 10:30 AM      |                              | Tour: City Hall, Library, Barn/Park, Community Center       |  |
| 12:00 PM      |                              | Lunch at Community Center                                   |  |
| 1:00 PM       |                              | Bingo- Halloween Candy Prizes                               |  |
| 2:00 PM       |                              | Local Stores- Target, Fred Meyer, Etc...                    |  |
| 3:30 PM       |                              | Cherry Tree Planting - Town Center Park                     |  |
| 5:00 PM       |                              | Host Family Pick Up at Parks and Rec Admin                  |  |
| Nov. 1 (Wed)  | 8:00 AM                      | Host Family Drop Off at Parks and Rec                       | Send with lunch  |
|               | 9:15 AM                      | Gather and Drive to Meridian Creek Middle School            |  |
|               | 9:15 AM - 3:45 PM            | Activities at MCMS (eat school lunch)                       |  |
|               | 3:45 PM - 4:00 PM            | Shuttle from School to Parks and Rec                        |  |
|               | 4:00 PM - 5:00 PM            | Dia de Los Muertos Craft Activity                           |  |
| Nov. 2 (Thr)  | 5:00 PM                      | Host Family Pick Up at Parks and Rec Admin                  |  |
|               | 8:15 AM                      | High School Drop Off- meet in Office                        | *Note different drop off location  |
|               | 8:15 AM                      | Gather in main office- Erica to meet kids outside at 8am    | Send with lunch  |
|               | 8:30 AM - 3:05 PM            | High School Day - shadow Japanese lang. students            |  |
|               | 3:15 PM                      | Shuttle from School to Parks and Rec                        |  |
|               | 3:30 PM - 5 PM               | Craft Activity  |  |
| Nov. 3 (Fri)  | 5:00 PM                      | Host Family Pick Up at Parks and Rec Admin                  |  |
|               | 8:00 AM                      | Host Family Drop Off at Parks and Rec                       |  |
|               | 8:15 AM - 9:15 AM            | Drive to Zoo/Art Museum/Pittock Mansion (pick one)          |  |
|               | 9:30 AM                      | Zoo/Art Museum/Pittock Mansion (one of these)               |  |
|               | 11:30 AM                     | Drive to Downtown Portland                                  |  |
|               | 12:00 PM                     | Lunch at Shake Shack- students buy their own ~\$15          |  |
|               | 1:00 PM                      | Powells City of Books                                       |  |
|               | 2:30 PM                      | Consular Office of Japan (Wells Fargo Center)               |  |
|               | 3:30 PM                      | Drive back to Wilsonville                                   |  |
|               | 5:00 PM                      | Host Family Pick Up at Parks and Rec Admin                  |  |
| Nov. 4 (Sat)  |                              | Free Day w/ Host Family                                     |  |
|               | 6:00 PM                      | Farewell Dinner at Community Center- Pizza                  |  |
| Nov. 5 (Sun)  | 12:00 PM                     | Host Family Drop Off at Parks and Rec                       |  |
|               | CLOCKS GO BACK 1 HOUR AT 2AM | Travel from Wilsonville to PDX                              |  |
|               | 1:15 PM                      | PDX drop off 1:15 PM  |  |
|               | 3:15 PM                      | Flight from PDX to Seattle                                  |  |



# Host Family Info Night Kitakata, Japan Student Visit



Item 5.

**Wednesday, August 13 | 6 - 6:45 pm | Wilsonville Library - Oak Room.**

The Wilsonville Sister City Advisory Board will be welcoming Middle School students and chaperones from Kitakata, Japan to Wilsonville from December 6-16, 2025 and are in need of host families! There will be organized day trips during the week where transportation to and from City Hall will be needed. If interested in being a host family, email Parks and Recreation Director, Kris Ammerman at [kammerman@WilsonvilleOregon.gov](mailto:kammerman@WilsonvilleOregon.gov)



HeARTS of Wilsonville:  
Many Cultures, One Heart  
Public Art Project

# OPENING RECEPTION

Wed. April 30th | 5 pm - 7 pm | Stein-Boozier Barn



*save the date*



# VOLUNTEER APPRECIATION

JOIN US FOR A CELEBRATION OF OUR VOLUNTEERS!

THE EVENING WILL INCLUDE REMARKS FROM THE MAYOR,  
A PERFORMANCE BY THE OREGON OLDTIME FIDDLERS  
ASSOCIATION, AND REFRESHMENTS.

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Thursday, May 1  
5:30 - 7:30 pm  
Wilsonville High School  
Performing Arts Center



RSVP by April 20 at [bit.ly/4iP8l5H](https://bit.ly/4iP8l5H) or  
speak directly to your volunteer coordinator.

Free Community Class  
Pre-Registration Required



Item 8.

Brought to you by:  
Kitakata Sister City Advisory Board

# JAPANESE COOKING CLASS HIYASHI CHUKA RAMEN

Learning Food Culture & Recipe

**with Jane Hashimawari**

**MAY 3 | 11 AM - 1 PM | AGES 8+ (WITH PARENT)**  
**COURSE #: 11539 | WILSONVILLE COMMUNITY CENTER**

Learn how to make this simple and delicious chilled Japanese noodle salad full of seasonal veggies and fresh ramen. Students will make their own bowl and go home with a recipe. Ingredients will be provided but feel free to bring any fresh veggies from your garden! Participants should bring their own cutting board and kitchen knife.





### Kitakata Sister City Advisory Board Host Family Application- Due September 29, 2025!

Contact information

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Parent(s) and other adults in the household (If selected as a host family, birthdate will be required for all members of your household age 18 and older to conduct a background check.)

| Name     | Occupation | Birthdate |
|----------|------------|-----------|
| 1. _____ | _____      | _____     |
| 2. _____ | _____      | _____     |
| 3. _____ | _____      | _____     |

Child(ren) Living in the Home

| Name     | Age   | School |
|----------|-------|--------|
| 1. _____ | _____ | _____  |
| 2. _____ | _____ | _____  |
| 3. _____ | _____ | _____  |
| 4. _____ | _____ | _____  |

Animals

Do you have any pets? If yes, what kind? Are your pets in your house? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies and interests

\_\_\_\_\_  
\_\_\_\_\_

Has anyone in your family studied Japanese or traveled to Japan? If yes, please describe.

\_\_\_\_\_  
\_\_\_\_\_

Are you interested in hosting (circle all that apply):

Student/Chaperone/Either    Boy/Girl/Either    1 guest/2 guests/either

                        

Other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list two references (other than family members)**

| Name | Telephone number | Relationship | How long have you known each other? |
|------|------------------|--------------|-------------------------------------|
|------|------------------|--------------|-------------------------------------|

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**By September29**, please return completed application to  
Erica Behler, behler@wilsonvilleoregon.gov and kammerman@wilsonvilleoregon.gov  
or mail/drop off to 29600 SW Park Place, Wilsonville, Oregon, 97070. Thank you for your interest in becoming  
a host family!