



KITAKATA SISTER CITY ADVISORY BOARD AGENDA

September 16, 2025 at 6:00 PM

Wilsonville Parks and Recreation Admin Office and Zoom

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Parks and Rec Admin Office (29600 SW Park Place, Wilsonville, Oregon) and Remote Video Conferencing

Zoom: <https://us02web.zoom.us/j/83075340810>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation:

stevenson@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 [6:02 PM]

2. [Approval of 08.06.25 Minutes \(Needs Motion\)](#)

CITIZEN INPUT [6:05 PM]

BUDGET [6:10 PM]

ITINERARY REVIEW [6:20 PM]

3. [Itinerary Outline](#)

BOARD COMMENTS [6:50 PM]

ADJOURN [7:00 PM]

NEXT MEETING

Wednesday, October 15, 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 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   int  rpretes disponibles para aqu  llas personas que no hablan Ingl  s, previo acuerdo. Comun  quese al 503-570-1525.



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 08/06/25 at 6:00 PM

CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held on Wednesday, August 6, 2025, via Zoom.

Adrienne Scritsmier called the meeting to order at 6:04 p.m., followed by a roll call.

PRESENT

Josh Dalglish
Sammy Scarpone
Adrienne Scritsmier
Theodore Russell
Matt Brown
Devan Olmstead

ABSENT

Wendy Hall
Mike Bohlen
Jenelle Reid

STAFF PRESENT

Brian Stevenson, Program Manager
Kris Ammerman, Parks and Recreation Director

CONSENT AGENDA

Approval of the Minutes

Motion: Moved to approve June 11, 2025 Kitakata Sister City Advisory Board Minutes with edits to the voting results.

Motion made by Member Sammy Scarpone. Seconded by Member Matt Brown.

Voting Yea:

Vice Chair Sammy Scarpone
Member Josh Dalglish
Member Adrienne Scritsmier
Member Matt Brown
Member Theodore Russell

Voting Nay:

None

Abstaining:

None

Vote: Motion carried 5-0.

BUDGET

- Staff gave an update on the current budget and shared that \$198 was spent on stickers
- Program Manager Stevenson stated the 15-passenger van has been secured but not paid for
 - The estimate is \$1,800 for the whole trip

ITINERARY REVIEW

The Board reviewed the draft itinerary:

- Japanese Consular Office confirmed
- Lewis and Clark College tour confirmed
- Added into Voodoo Donuts experience for December 10
- Things to Book/Confirm
 - Need to confirm with schools once they are back in session
 - December 15 – Sleighbells does not open until 10am
 - Craft idea to give to host family before they open
- Member Teddy Russell asked about the art museum renovations
 - Chair Adrienne Scritsmier commented she believes there will still be enough time. Vice-Chair Sammy commented they are planning to selectively open certain features.
- The Board discussed food options for the welcome and farewell dinners
 - Chair Adrienne Scritsmier asked the board if they felt comfortable reaching out to vendors, they could discuss options at the next meeting

AGENDA ITEMS FOR FUTURE MEETINGS

- Discussion on food items for welcome and farewell dinners
- August 13- Host Family Info Night
 - Host Family applications are due September 29

BOARD COMMENTS

- Member Devan Olmstead, new board member, introduced themselves; the other board members introduced themselves to Devan.
- Chair Adrienne Scritsmier discussed tabling at Party in the Park happening on August 21.
- Vice-Chair Sammy Scarpone asked how many applications have been submitted for host families; Director Ammerman wasn't sure how many we have received.

ADJOURN

Meeting adjourned at 6:43 pm

2025 Kitakata Student Visit December 6-16

Date	Time	内 容
Dec. 6 (Sat)	TBD	Drive from PDX to Wilsonville
	TBD	Host families meet to make signs at Parks and Rec
		Meeting with host families at P&R Admin Bldg.
Dec. 7 (Sun)		Free Day w/ Host Family
	4:30 - 7:00 PM	Welcome Dinner at Community Center
Dec. 8 (Mon)	8:00-8:30 AM	Host Family Drop Off at Parks and Rec
	8:30-9:30 AM	Breakfast with Exec Team and Council at City Hall
	9:30 -11:00 AM	City Facility Tours
	11:00 AM - 12:00 PM	Clackamas Community College - Wilsonville Campus Tour
	12:00 PM	Lunch at Community Center
	1:00 PM	Bingo
	1:45 - 5:00 PM	Holiday Crafts and Activities at the Community Center
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 9 (Tue)	8:00 AM	Host Family Drop Off at Parks and Rec Admin
		NEED ACTIVITY
	9:45 AM	Gather and Drive to Meridian Creek Middle School
	10:00 AM - 2:00 PM	Activities at MCMS (eat school lunch)
	2:15 PM - 2:30 PM	Shuttle from School to Parks and Rec Admin
	2:30 - 3:30 PM	Peachy Berry Frozen Yogurt (students buy their own)
	3:30 PM - 5:00 PM	Pizza building at Community Center
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 10 (Wed)	8:00 AM	Wilsonville High School Drop Off- meet in Office
	8:15 AM	Gather in main office- Erica to meet kids outside at 8am
	8:30 AM - 3:05 PM	High School Day - shadow Japanese lang. students
	3:15 PM	Shuttle from School to Bullwinkles
	3:30 PM - 5 PM	Bowling at Bullwinkles
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 11 (Thurs)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:45 AM	Lewis and Clark College Campus Tour (Depart at 10 am)
	10:30 AM	World Forestry Center
	12:15 PM	Lunch at Pine Street Market Food Hall
	1:15 PM	Walk to Voodoo Donuts
	2:00 PM	Hopscotch (Depart by 4 pm)
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 12 (Fri)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:45 AM	OHSU Aerial Tram
	10:15 AM	Art Museum
	12:15 PM	Lunch at Shake Shack- students buy their own ~\$15
	1:00 PM	Powells City of Books
	3:00 PM	Consular Office of Japan (Wells Fargo Center)
	4:00 PM	Drive back to Wilsonville
	5:00 PM	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
	4:30 - 7:00 PM	Farewell Dinner at Community Center
Dec. 15 (Mon)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:15 AM	"Thank you" craft at Parks and Rec
	10:00 AM	Sleighbells in Sherwood
	12:00 PM	Lunch and Shopping at Bridgeport
	3:00 PM	Frog Pond Farm
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 16 (Tues)		Host Family Drop Off at Parks and Rec
		Travel from Wilsonville to PDX
		PDX drop off