



PARKS AND RECREATION ADVISORY BOARD AGENDA

January 12, 2023 at 4:00 PM

Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

Via remote video conferencing here: <https://us02web.zoom.us/j/81648048933>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Laura Ruggles:

parksandrec@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:

Laura Ruggles - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER [4:00 PM]

1. Roll Call

CONSENT AGENDA [4:02 PM]

2. [Approval of Minutes: 10.13.2022](#)
3. [2023 Officer Appointments](#)
4. 2023 Board Goals & Action Items

CITIZEN INPUT [4:20 PM]

BEE CITY USA PRESENTATION [4:25 PM]

5. [Role of the Parks & Recreation Advisory Board \(Rappold\)](#)

PARKS AND RECREATION DEPARTMENT UPDATES [4:40 PM]

6. 2022 Highlights

BOARD COMMENTS [4:55 PM]

ADJOURN [5:00 PM]

NEXT MEETING

Thursday, February 9, 2023 4:00 PM for Special Session (Via Zoom)

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 Laura Ruggles, Program Coordinator at 503-783-7529 or ParksandRec@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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PARKS AND RECREATION ADVISORY BOARD MINUTES

October 13, 2022 at 6:00 PM

City Hall – Council Chambers (29799 SW Town Center Loop E) & Via Zoom

CALL TO ORDER

The meeting was called to order at 6:02 PM.

1. Roll Call

PRESENT

Chair James Barnes
Member Amanda Aird
Member Amanda Harmon
Member John (Steve) Werts
Member Jennifer Link Raschko

ABSENT (EXCUSED)

Vice-Chair Daniel Christensen
Member Dahe Chen

EX OFFICIO MEMBER/CITY STAFF PRESENT

Kris Ammerman, Parks and Recreation Director
Brian Stevenson, Program Manager
Dustin Schull, Parks Supervisor
Erica Behler, Recreation Coordinator
Laura Ruggles, Program Coordinator
Zoe Mombert, Assistant to the City Manager

MEMBERS OF THE PUBLIC PRESENT

Nick Sweetland
Katelyn LeBlanc
Fiorella Kassob
Amy Yannotta
David Niklas
John Hillan-Payne

CONSENT AGENDA

2. Approval of Minutes: 5.12.2022

Motion made by Member Werts, Seconded by Member Harmon.

Voting Yea: Chair Barnes, Member Aird, Member Harmon, Member Werts

CITIZEN INPUT

There was no citizen input.

COMMUNITY OPPORTUNITY GRANT REVIEW

3. Wilsonville Choral Arts Society – Music Library Support (\$3,600)
 - a. John Hillan-Payne and Amy Yannotta presented for the Wilsonville Choral Arts Society, a community choir started in 2019. They noted that the children’s choir was able to keep going during the pandemic, and the adult choir is just now coming back. They said this grant would allow the group to buy sheet music of songs that will be exciting for the choir members of different age groups to sing. The grant request of \$3,600 would also include filing cabinets to store all the sheet music in. There are currently 18 members enrolled in the children’s choir and 12 in the adult choirs. The first rehearsals of the season where last week. Member Werts asked about the scholarships line item in their budget. Hillan-Payne explained that a portion of the enrollment costs (tuition) currently goes towards buying the music, but that the grant would supplement that and allow choir members of all ages to join. Member Aird asked where they would be performing. They said they would have their first performance this year at the Wilsonville Community Tree Lighting ceremony. Member Harmon asked about the salary line item when it said it would be a volunteer organization. John explained that they want to be able to pay the accompanist and choir director. Member Link Raschko applauded their efforts and for being an inclusive group in the community. Chair Barnes noted that he had no comments.
4. Wilsonville DEI Committee – Lecture Series (\$3,000)
 - a. Zoe Mombert represented the Diversity, Equity, and Inclusion (DEI) Committee and gave a background of the committee, including their strategic plan and pilot project. Mombert noted that one of their priorities was to start a new project, specifically the lecture series, and that they had developed criteria for a successful event. Mombert noted that the DEI Committee does not have a budget as a committee, but that next year’s Juneteenth event will move to a sponsorship model. Member Harmon asked if the speaker series would be geared towards specific age groups. Mombert said it’s focused on having topics that people might not be as familiar with. They might be more geared toward adults at the beginning, but it could be towards all ages in the future. Member Werts wondered if the committee might consider school-age topics like bullying or accepting appearance that would help students be more accepting of their peers. Mombert noted that she could share that with the committee, but that they would likely start with topics geared towards adults. Member Aird asked if there were examples of potential speakers. Mombert said they are somewhat limited because they do not know yet if they can pay speakers, but they are hoping to select notable local speakers so that people will be interested in attending, which would help lead to sponsorships for future events. Member Link Raschko applauded their efforts for getting

this large project going. She asked how they would select topics and presenters, what format it would be in, and how they would promote it. Mombert clarified that the Lecture Subcommittee would decide on the topic and presenter, that the DEI Committee hoped to rebrand it and name it something other than solely “Lecture Series,” that they would be free events, and that they would be held at the Library, which is considered by many in the community to be a safe space. Chair Barnes noted that he had no additional questions.

5. Wilsonville Robotics – Student Team Scholarships (\$1,000)
 - a. Katelyn LeBlanc and Nick Sweetland presented for the Wilsonville Robotics Team. Both are seniors at Wilsonville High School and members of the robotics team. They shared that there are about 35 students on the team, and that it is structured like an organization with several different sub teams. Their goal is to build successful robots. The season runs from January through April, but they also work together during the offseason. They have competitions. They strive to allow all students to be able to be a part of the team no matter their financial ability. Member Harmon asked how many students apply for scholarships. Sweetland noted that last year there were seven students. Member Werts asked how many students there were total. LeBlanc said that they currently have 35, but they average from 35-45. Member Aird asked if they would need to return funds if they didn’t use all the scholarships they asked for. Program Manager Stevenson clarified that they would need to submit their final report, and if they didn’t spend it all they would need to return any remaining funds. Member Link Raschko asked how they had done at competitions last year. Sweetland said they compete locally, regionally, and potentially nationally. Chair Barnes said he had no additional questions.
6. Wilsonville Stage – Purchase of Theatrical Blacks (Pipe and Drapes) (\$2,608.48)
 - a. David Niklas presented for Wilsonville Stage. Their request was for professional pipe and drapes to use in Wilsonville shows. He said they have some homemade ones, but they are tripping hazards. The new pipe and drapes would be modular and portable between the different venues. The pipe and drapes frame the stage. Member Aird asked if they are giving any performances right now. Niklas gave a list of upcoming shows that are in the works. Member Werts asked if there is a chance for Wilsonville Stage to find a permanent home in the community. Niklas said they hoped so, that they had thought they would have a permanent home in the community college, but they’re still looking for one. Member Werts continued by asking if they’d be able to use these pipe and drapes in a permanent venue, and Niklas said yes.

The board then deliberated on the grant applications.

Barnes asked to round the Wilsonville Stage amount to \$2610 and fully fund all grants.

Motion made by Member Werts, Seconded by Member Harmon.

Voting Yea: Chair Barnes, Member Aird, Member Link Raschko, Member Harmon, Member Werts

Stevenson shared the grant paperwork with the grantees.

PARKS AND RECREATION DEPARTMENT UPDATES

**Parks and Recreation Advisory Board
May 12, 2022**

7. Director's Report

- a. Director Ammerman gave a recap of the September parks tour that some of the board members were able to attend.

8. Parks Report

- a. Parks Supervisor Schull shared that the playgrounds are being installed in Regional Parks 7 and 8. In November, the playground will be installed in Regional Park 6. It will be the first time that the cork surface will be installed in the Pacific Northwest. It's a material that has been used in Scandinavian countries. There will also be work done on the Stein-Boozier Barn and ADA trail improvements. Member Aird noted that she's been walking around the dog park and in Memorial Park and has seen a number of invasive plants and deadly natives. She asked if there were any efforts to remove these items. Schull noted that they're working on mitigating the items that are in high traffic areas first, like around the dog park.

9. Recreation Report

- a. Recreation Coordinator Behler invited the board members to the Daffodil Planting Event on Saturday, October 15 as well as the Harvest Fest on Saturday, October 22. Behler also discussed the Community Tree Lighting on December 1. Behler noted that a high school delegation would be visiting Wilsonville from our Sister City of Kitakata, Japan in December. Chair Barnes noted that he planned to attend at the Harvest Fest and would help setup, and encouraged the other members to attend as well.

10. Community Center Report

- a. Program Manager Stevenson said that the Community Center is largely back to pre-pandemic programming levels. Lunch is back and the Nutrition Team is working hard for both in-person and home delivered meals. The "Life 101" lecture series has been rolled out. There is now a "Sit and Be Fit" class, and they've been averaging 25 folks in those classes. Stevenson noted that the classes that have come back also allow for a socialization element for folks. Stevenson also noted that the Korean War Interpretive Center is still progressing forward. They had recently gotten some new artifacts.

BOARD COMMENTS

There were no board member comments.

ADJOURN

The meeting was adjourned at 6:53 PM.

NEXT MEETING *Thursday, January 12, 2023 at 4:00 PM at the Parks & Recreation Admin Building*

To submit public comments, email parksandrec@ci.wilsonville.or.us by 12:00 PM on the day before the meeting date or mail comments to Parks and Recreation Advisory Board, C/O Laura Ruggles, Wilsonville City Hall 29799 SW Town Center Loop East, Wilsonville, OR 97070.

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DRAFT

Wilsonville Community Opportunity Grant October 2022 Application/Award Log

Organization/Business	Description	\$ Request	\$ Award
Wilsonville Choral Arts Society	Music Library Support	\$3,600	
Wilsonville DEI Committee	DEI Committee Lecture Series	\$3,000	
Wilsonville Robotics	Student Team Scholarships	\$1,000	
Wilsonville Stage	Purchase of Theatrical Blacks	\$2,608.48	

\$10,208.48	\$
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Project Title
Music Library Support

Applicant Name
Wilsonville Choral Arts Society

Contact (Name)
John Hillan-Payne

Title
President

Project Duration: Start Date
October 2022

Estimated Completion Date
May 2023

Project Budget

Total Project Budget
\$ 4,100.00

Applicant Cash Match (a)
\$ 500.00

In-Kind Resources (b)
\$ 0.00

Total Applicant Match (a+b)
\$ 500.00

Grant Request
\$ 3,600.00

Provide a project description

The Wilsonville Choral Arts Society is a non-profit organization that was founded in July of 2019. We are a community choral group that serves children and adults in their respective choirs within the greater Wilsonville Area. We consist of choral members and an executive board that is made up of music teachers, parents, and community members at large. We are requesting funding for the Wilsonville Choral Arts Society, which would allow us to enrich our local community of Wilsonville with the gift of song, friendship, and civic engagement. In order to better support our organization, our goals with this project are to build a diverse music library, purchase equipment to offer storage for our music library, and to provide scholarships to choral members in need.

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

We provide a music education experience for all primary school children and adults in the City of Wilsonville. We are open to anyone who would like to learn more about music through singing, which includes people of all genders, races, religions, sexual orientations, abilities, educational backgrounds, and socio-economic status. Our children's choir provides opportunities for music education and relationship building for home-schooled children, as well as children from all local primary schools. Our adult choir is an inclusive organization to adults who work inside or outside of the home. A significant priority for us as a choral organization is to engage our community through local performances. In 2019, our children's choir performed at the Wilsonville Community Tree Lighting and at a local retirement home. Our adult choir performed holiday music for a local neighborhood. In the future, both of our choirs will perform at the Festival of the Arts and Fun in the Park. If we are awarded a grant, this will allow us to purchase more diverse music for our library, obtain choral storage equipment, and to offer scholarships to desiring choir members who need assistance, all of which will facilitate our ability to schedule more community performances and involvement within Wilsonville.

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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?

The goal of funding our music library is to represent the diverse population of Wilsonville. We aim to expand our music library selection to include music from a variety of genres, cultures, languages, and religions. Another goal for this project is to perform music that represents everyone in the population. We seek to reach as many people in Wilsonville as possible. We aim to serve everyone in the population, from youth to seniors, all abilities, backgrounds, and income levels. Our policy is to never turn anyone away from participating in our choirs despite the ability to pay. Therefore, we are seeking tuition money to start our scholarship fund.

We will know that we have succeeded in our goals when the our music library reflects the population of our community and includes music enjoyed by a variety of people. Further, we will know we have succeeded if there are no financial barriers to prevent any adult or child who desires to join our choirs.

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.)

Our board of directors is run by a group of volunteers, dedicated to furthering music education in Wilsonville. Our President, who is a local primary school music educator, is currently volunteering his time to plan and run the children's choir rehearsals. Our board currently consists of three members who are parents, teachers, and community members. Our overhead operating expenses are very low, and it is our goal to keep them at a minimum. We utilize Lowrie Primary School as a rehearsal space. We also use local vendors in Wilsonville, such as the UPS Store and Prographics contracted for the Wilsonville Activity Guide, for printing, advertng, and graphic and website design, as it is our goal to keep as much money local as possible.

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 2022 to 2023

Income Sources	Amount
Donations	\$300.00
Registrations - Children's Choir	\$1,800.00
Registrations - Community Choir	\$1,350.00
City of Wilsonville Grant (Music Library Support)	\$3,600.00
Total Organization Income	\$7,050.00

Expenses	Amount
Administrative - Licensing Fees	\$120.00
Administrative - Insurance	\$370.00
Room Rental	\$150.00
Administrative - Advertising/Website	\$300.00
Sheet Music	\$500.00
Salaries/Payroll	\$2,000.00
Total Organization Expense	\$3,440.00

Project Title
DEI Committee Lecture Series

Applicant Name
Zoe Mombert representing he City of Wilsonville DEI Committee

Contact (Name)
Zoe Mombert

Title
Wilsonville Assistant to the City Manager

Project Duration: Start Date
January 1, 2023

Estimated Completion Date
June 30, 2023

Project Budget

Total Project Budget
\$ 3,000.00

Applicant Cash Match (a)
\$ 0.00

In-Kind Resources (b)
\$ 0.00

Total Applicant Match (a+b)
\$ 0.00

Grant Request
\$ 3,000.00

Provide a project description

The Wilsonville Diversity Equity and Inclusion Committee (DEI) was appointed by the Mayor and City Council in June 2021 and City Council Adopted the Committee's Strategic Plan in July 2022. The DEI Committee prioritized their work on August 9 and promptly developed a lecture series subcommittee to start the work on one of their priority one actions. The committee will be developing a lecture series to provide to the community on various topics, which will be selected by the committee. At this time, the committee does not have a budget and would like to be able to implement a pilot program to provide expert speakers to the community while appropriately compensating the speaker and providing free and accessible information to all interested community members.

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

The DEI Committee is focused on making Wilsonville a more inclusive and welcoming community which is why they are developing a lecture series to educate the community about diverse populations and strengthen our communities understanding and tolerance of each other. The lecture series will provide a variety of speakers on various topics to educate interested community and bring people together.

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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?

The DEI Committee's vision is to be a beacon of connectivity, empowered to take thoughtful action to ensure sustained community collaboration to foster a climate of inclusion and belonging for all residents in and visitors to Wilsonville.

This pilot program will aim to "foster a climate of inclusion and belonging for all residents and visitors" by providing an educational lecture series in 2023. The four – six lecture series events will provide an opportunity to learn from a speaker and discuss the lecture topic with other community members. The grant will allow the committee to cover speaker fees and food to provide refreshments or meals for participants. In order to make the event as inclusive as possible it will be held at the library, free, include food and, if possible, include a children's activity.

The format is anticipated to include information and a safe place for conversations. Since this is a new program, a successful event will include at least fifteen people per session. There may also be people who are positively impacted and feel more welcome or included in their community as a result of the program being offered. The series will also be updated based on surveys received after each session to determine how it can be better-advertised topics of interest, etc.

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 committee successfully executed the 2022 Juneteenth event and works closely with their staff liaison who will coordinate the speakers, advertising and event space. The lecture series will be free to community members and advertised on city social media, web and print media. The lecture series will also be advertised by word of mouth to reach community members who may not follow City social media, website and newsletter. DEI Committee members will share the information about the lecture series with their networks to broaden the advertising efforts.

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
Opportunity Grant	\$3,000.00
Advertising provided by the City of Wilsonville (Admin)	in kind
Meeting Space - provided by the City of Wilsonville Library	in kind
Staff support to organize the events - provided by Admin	in kind
Total Project Income	\$3,000.00

Expenses - Must be specifically itemized	Amount
Speaker budget	\$2,000.00
Food & Beverage	\$1,000.00
Advertising provided by the City of Wilsonville (Admin)	\$0.00
Meeting Space - provided by the City of Wilsonville Library	\$0.00
Staff support to organize the events - provided by Admin	\$0.00
Total Project Expense	\$3,000.00

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 22 to 23

Income Sources	Amount
Juneteenth Sponsorships (TBD)	\$10,000.00
Opportunity Grant - Lecture Series	\$3,000.00
Total Organization Income	\$13,000.00

Expenses	Amount
Juneteenth Event	\$10,000.00
Lecture Series	\$3,000.00
Total Organization Expense	\$13,000.00

Project Title
Student Team Scholarships

Applicant Name
Wilsonville Robotics

Contact (Name)
Tom Sommerville

Title
President

Project Duration: Start Date
9/1/2022

Estimated Completion Date
8/31/2023

Project Budget

Total Project Budget
\$ 2,000.00

Applicant Cash Match (a)
\$ 1,000.00

In-Kind Resources (b)
\$ 0.00

Total Applicant Match (a+b)
\$ 1,000.00

Grant Request
\$ 1,000.00

Provide a project description

The Wilsonville high school robotics FRC Team 1425 addresses the issue of our school lacking the opportunity to learn real-world STEM and business skills within classes. By building and programming a robot, developing a business plan, and fundraising, we offer hands-on and real-world experience. We strive to make sure that any student that wants to be able to be a member of the team can join the team no matter what their economic situation may be during the academic school year. As such we offer partial and full scholarships to students that may not be in a financial situation to afford the teams yearly student fees. The student fee per academic year is \$200 and this includes full membership to the team, its resources, and mentors. Also included is a team t-shirt, Saturday lunches with the rest of the team during build season and help with travel expenses when the team travels for competitions. Team 1425 recently has been experiencing an increase in requests for partial and/or full scholarship, as such we are requesting \$1,000 to cover the scholarships, for at a minimum, 5 students.

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

Our team promotes education by being structured much like a tech startup, with different departments (known as “sub-teams”) sharing tasks and working together to create a well-rounded and collaborative final product. Working with mentors, our seven sub-teams include electrical, business, mechanical, scouting, software, strategy, and design. Some of the real-world experiences students are given are using computer systems to create the robot, developing budgets, writing grant requests, working within a defined deadline to create a final product, and working collaboratively with multiple sub-teams. Sub-team leads are similar to managers and serve as student mentors and guides for new team members. Some of our past students that have been given scholarships have also been sub-team leads. The six FIRST Core Values (discovery, innovation, impact, inclusion, teamwork, and fun) remain central to our entire team’s efforts. On Team 1425, we are proud to be a student-led, mentor-driven team. Our student leadership and incredible mentor team prioritize hands-on and real-world experience throughout each season. By building robots, we are building the next generation of STEM innovators.

The FIRST Robotics Competition (FRC) season runs from January through April of each year. The competition kick off is during the first weekend of January, when the new game is announced. Kickoff is followed by a six-week design and robot build season, where the team meets at least 5 days per week. In March, the competition season begins where teams gather at district events to compete with their robot to score ranking points and win matches with randomly assigned alliance partners. The competition events include networking with other teams and speaking with judges to potentially win technical or attribute awards, including team spirit, entrepreneurship, industrial design, engineering innovation, gracious professionalism, creativity, and many others. All sub-teams play a vital part in the robot success at competitions and of accomplishing our greater mission of “Building Robots, Building People”.

One of the ways Team 1425 works to contribute back to the community of Wilsonville is that we host an annual off-season event in the fall at the Wilsonville High School, called Girls Gen. This regional event keeps PNW team members engaged year-round and brings over 25 FRC high team into the Wilsonville area. Also, in March, our team hosts an annual PNW district event, called the Wilsonville District Competition. This two-day event brings in over 35 FRC teams and 1,500 visitors to the city of Wilsonville, which helps give the city more recognition and supports many local businesses, especially lodging and eating establishments.

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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?

The goals of this project are two-fold. One is based on achieving Team 1425’s mission of “Building Robots, Building People”. Students on Team 1425 learn the importance of teamwork, communication, leadership, and other valuable life skills. The other is to be an inclusive team where students from every economic situation can be a welcomed, successful, and contributing member. While our short-term goal each FRC season is to build the most successful robot, our long-term goal is to enable students to develop interpersonal skills, leadership abilities, personal accountability and self-confidence. By building robots, we also build the next generation of Science, Technology, Engineering, Math (STEM) innovators.

We measure this by the level of engagement of the student during the build season. That can be gauged by the projects the student takes on as a member of a particular sub-team and by their attendance to meetings. The mentors are always available to guide, answer questions and be a resource for any students.

Other measures of success include the sustainability of the team year-to-year such that Team 1425 can continue to achieve its mission for as many students as possible. Team 1425 does annual outreach activities to recruit middle school students and incoming freshmen to join our robotics team at Wilsonville High School. Our team also welcomes home-schooled and other local high school students to be a part of Team 1425. Our team works hard to provide a welcoming environment to any student interested in joining, regardless of where they attend school.

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.)

This is Team 1425’s 20th anniversary. We always strive for full participation and engagement of every student and adult volunteer. We value the transfer of knowledge, both through on-hands learning and through teaching. This is provided through mentor demonstrations and student leadership. With the help of professionals who are our mentors and experienced student leads, students have someone for guidance as we progress through the year.

Almost all of our mentors have graduated college from science, technology, engineering, arts and mathematics (STEAM) fields, some receiving advanced degrees. They bring a variety of skills and expertise to students and volunteer countless hours of their time. Without the help of our mentors, the students would not have as many opportunities to learn the many technical and business skills needed to build a competitive robot. On Team 1425, we value the assistance of our mentors to teach our students valuable real-world skills and inspire students to go on to STEAM career paths.

Participation in Team 1425 instills a number of social and leadership skills in our members. When asked what their favorite part of being on the team was, common responses included “learning and working with other people”, “showing the rookies how to use the machines at the shop”, and “working together and collaborating with amazingly creative and genius minds!”. Team 1425 strengthens more than just technical knowledge. We are also fostering management skills, problem-solving techniques, communication strength, working collaboratively, leadership ability, and personal and genuine Gracious Professionalism.

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
Team Funds	\$1,000.00
City of Wilsonville Grant	\$1,000.00
Total Project Income	\$2,000.00

Expenses - Must be specifically itemized	Amount
10 Student Scholarships @ \$200	\$2,000.00
Total Project Expense	\$2,000.00

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 2022 to 2023

Income Sources	Amount
Rippey Foundation Grant (applied)	\$15,000.00
DW Fritz Grant (approved)	\$1,500.00
Lam Research (applied)	\$3,000.00
Lam Research (mentor hours matching award)	\$5,000.00
Xerox (anticipated)	\$5,000.00
TE Connectivity	\$2,000.00
City of Wilsonville Grant (applied)	\$1,000.00
other (anticipated awards through FIRST, student fundraising, etc)	\$10,000.00
Total Organization Income	\$42,500.00

Expenses	Amount
Mechanical team (robot builds and other projects)	\$16,570.00
Electrical team	\$3,560.00
Software team	\$100.00
Scouting team	\$100.00
Design team	\$815.00
Business/Marketing team	\$1,680.00
Student Scholarships	\$2,000.00
Other (travel, FIRST registration, team meals, etc)	\$43,900.00
Total Organization Expense	\$68,725.00

Project Title

Purchase of Theatrical Blacks (Pipe and Drape)

Applicant Name

Wilsonville Stage

Contact (Name)

David Niklas

Title

President

Project Duration: Start Date

11/1/2022

Estimated Completion Date

12/31/2022

Project Budget

Total Project Budget

\$ 3,108.48

Applicant Cash Match (a)

\$ 500.00

In-Kind Resources (b)

\$ 0.00

Total Applicant Match (a+b)

\$ 500.00

Grant Request

\$ 2,608.48

Provide a project description

Providing the City of Wilsonville and the surrounding communities with a vibrant local community theater poses many challenges, but also provides many opportunities to come together as a community in the celebration of the dramatic arts.

Being a Community Theater that operates without a single dedicated venue, poses obstacles that are not always recognized by our patrons and supporters.

One of the primary obstacles we must overcome is the need to find plays that lend themselves to simple sets that are easily moved and reset due to our changing venues. One of the tools we can use to expand the shows available to us, is the use of theatrical black curtains. Also called pipe and drape these "blacks" allow us to use an extremely portable curtain system in place of heavy-set pieces. We can also use them to frame the stage and separate the playing areas from the back-stage areas.

Wilsonville stage has used some home-made "blacks" but these have serious safety concerns which have limited their use. Built from 1.25-inch PVC pipe the support base for these homemade "blacks" pose a significant tripping hazard especially when actors are making a hasty departure from the stage in a scene change "blackout".

Our request involves the purchase of commercial pipe and drape which totally alleviates the safety concerns of our home-made blacks.

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

Our project promotes education, diversity, arts and community involvement on all levels. We have a variety of different aged people who work behind the scenes to advertise, speak to the community, run the shows and perform. The invitation to become involved is always extended at each show and at every community performance. There is always a great deal going on behind the scenes: community members are educated in technical aspects, marketing, props, lighting, set design and dressing, costumes, refreshments, etc. All are welcome. Actors from all over are encouraged to audition. We demonstrate diversity in our play selection. In the past our productions have ranged from the dramatic and immediate, "The Laramie Project" and "Beyond the Dark", to gentle comedies like "The Cemetery Club" and "Blythe Spirit", to farces like "Flaming Idiots" and "The Complete Works of William Shakespeare" (abridged), (revised).

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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?

The purchase of these theatrical components will greatly expand the range and number of dramatic performances Wilsonville Stage can consider for the citizens of Wilsonville. This purchase will advance the stated goal of Wilsonville Stage to increase its season to five productions per year by adding a summer production geared to the youth of Wilsonville and an annual Christmas show.

In the immediate future being capable of considering a wider range of dramatic productions will give the citizens of Wilsonville and the neighboring areas greater access to the full range of dramatic presentations.

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.)

Over the years the city as well as its citizens have been very supportive of Wilsonville Stage. We have received generous support from both individuals and businesses. We are actively seeking additional support from the Wilsonville business community. We are actively working for further sponsorships and support. We currently receive over \$2400.00 in individual support.

We have also received strong support from the city in the form of Opportunity Grants and rental subsidies. We fully realize and appreciate that without this support we could not bring live theater to Wilsonville. We will continue to seek additional donations and subsidies going forward and are asking for this grant from the city to give us additional tools to pursue our long-term plan to eventually have a season of 5 productions a year.

The City of Wilsonville and the local community deserve praise and thanks for their support of community theater and we thank you for your consideration of our request.

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 22-Jul to #####

Income Sources	Amount
Ticket sales	\$9,500.00
Concession Sales	\$400.00
Patron Donations	\$2,500.00
In Kind Donations	\$1,000.00
Community Opportunity Grant Fall of 2022	\$3,108.48
Total Organization Income	\$16,508.48

Expenses	Amount
Rents	\$8,500.00
Concession Purchases	\$200.00
Printing and copying	\$800.00
Rights and Scripts	\$1,950.00
Supplies	\$100.00
Costums Props and Sets	\$900.00
Purchase of Theatricle Blacks as defined in Project Budget	\$3,108.48
Total Organization Expense	\$15,558.48

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

FY 2009/10

December

- Wilsonville Chamber/'Four in Cooperation' \$ 7,880
- Oregon Health Career Center \$ 2,120
- \$10,000**

February - Discretionary funds

- Sue Schreiner, H.S.a cappella Choir 'Soul'd Out' \$ 5,000

April

- Mick Scott, WVBFHS - Historic collection index \$ 2,925
- Craig Faiman,Wv Robotics Stewardship Group \$ 1,000
- \$ 3,925**

FY 2010/11

October

- Spencer Call - Scout project, CREST grape arbor \$ 550
- Lyndi Tucker 'Willie Fit' ½ marathon training \$ 1,500
- \$ 2,050**

April

- Sue Schreiner - a cappella choir 'Soul'd Out' \$ 5,000
- Mary Ann Creason, Wilsonville Theater Co. \$ 2,000
- Wilsonville Robotics Stewardship Group \$ 2,000
- \$ 9,000**

Discretionary

- Steven Engelfried - Wilsonville Library Found. \$ 1,380

FY 2011/12

October

- No Applications Received

Discretionary

- Arts & Culture Alliance of Wilsonville \$680

April

- Coffee Creek Quilters \$ 900
- Wilsonville Farmers Market \$ 4,100
- Wilsonville Kiwanis - Imagination Library \$ 3,376.35
- Wilsonville Rotary - Chess for Success \$ 3,000
- Wilsonville Robotics Stewardship Group \$ 5,000
- \$16,376.35**

FY 2012/13**October**

- Lowrie PTA \$ 600
- Wilsonville High School - Willie Fit \$ 1,500
- \$2,100**

April

- Wilsonville Robotics Stewardship Group \$ 5,000
- Wilsonville Theatre Company \$ 2,000
- Rotary Chess for Success \$ 5,000
- Lowrie PTA - Wheel a Thon \$ 1,000
- Just Us Guys \$ 2,100
- \$ 15,100**

FY 2013/14**October**

- Wilsonville High School - Willie Fit \$ 2,500
- \$2,500**

April

- Trillium Creek Rehabilitation \$2,300
- Wilsonville Chamber of Commerce \$5,050
- Wilsonville Robotics Stewardship Group \$5,000
- Wilsonville High School Soul'd Out \$9,900
- \$22,250**

FY 2014/15**October**

- Wilsonville High School - Willie Fit \$ 3,000
- Wilsonville Piecemakers (Quilters) \$ 3,500
- Wilsonville Theatre Company \$ 3,500
- \$10,000**

April

- Colton Holly Memorial Scholarship Fund\$ \$ 1,100
- Jr. Scoop \$ 1,800
- Korean War Memorial Foundation of Oregon \$ 2,300
- Wilsonville Farmers Market \$ 2,800
- Wilsonville Sister City Association \$ 4,200
- \$ 15,000**

FY 2015/16**October**

- Wilsonville High School - Willie Fit \$ 3,000
- Wilsonville Chess Club \$ 2,000
- Wilsonville Harvest Market \$ 2,000
- \$7,000**

April

- Jr. Scoop \$ 5,000
- Relay For Life \$ 5,000
- Wilsonville Farmers Market \$ 5,000
- \$ 15,000**

FY 2016/17**October**

- Wilsonville Harvest Market \$ 2,900

April

- Trillium Creek Training and Rehab \$2,630.54
- Wilsonville Pickleball Club \$ 750
- Wilsonville Stage \$7,000
- WLWV School District - Robotics \$1,000
- \$ 11,380.54**

FY 2017/18**October**

- I-5 Connection \$2,000
- Wilsonville Community Seniors - Quilters \$7,355
- Wilsonville HS - Auditorium Lighting \$3,000
- \$ 12,355**

April

- Charbonneau Arts Association \$1,974.25
- West-Linn Wilsonville Music and Arts Partners \$2,224.25
- Wood Middle School - "We the People Team" \$3,724.25
- Wilsonville Little League \$2498
- World of Speed \$2,224.25
- \$ 12,645**

FY 2018/19

October

- I-5 Connection \$3,000
 - Wilsonville Community Seniors \$7,500
 - The Gifted Gears - Robotics \$2,000
- \$12,500**

April

- Kohl Creek, Soccer and Events \$1,500 - Check Canceled
 - Meridian United Church of Christ \$2,500 - Returned
 - West-Linn Wilsonville Music and Arts Partners \$3,500 - Extended
 - Wilsonville Stage \$5,000 - Extended
- \$12,500**

FY 2019/20

October

- Charbonneau Arts Association \$4,610 -
 - I-5 Connection \$4,600 - Extended
- \$9,210**

April

- Total Development Center
- Trillium Creek Training & Rehabilitation Coalition
- Wilsonville Choral Arts Society
- Wilsonville Community Seniors, Inc
- Wilsonville Alliance for Inclusive Communities
- Wilsonville Little League
- Wilsonville STAGE
- Wood Middle School PTSA

No funds awarded – COVID

FY 2020/21

October

- Wilsonville Community Seniors Inc. \$4,500
 - We Are Wilsonville \$8,000
- \$12,500**

April

- Wilsonville Arts and Culture Council \$6,000
- \$6,000**

**CITY OF WILSONVILLE
PARKS AND RECREATION ADVISORY BOARD**

2.300 Parks and Recreation Advisory Board.

(1) A Parks and Recreation Advisory Board is hereby created. The Parks and Recreation Advisory Board shall consist of seven members. At least five members of the Parks and Recreation Advisory Board shall be residents of the City. Two members may reside outside of the city limits but must reside within the boundaries of the West Linn-Wilsonville, Canby, Sherwood, or North Marion school districts. Members shall be appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the Council. Of the members first appointed, four members shall be appointed for a two-year term and five members shall be appointed for a four-year term. Subsequent appointments shall be for a term of four years. No member shall hold appointment for more than two full consecutive terms, but any person may be appointed again to the Commission after an interval of one year.

Amended by Ord #397 – 5/4/92

Amended by Ord. #480 3/20/97

(2) At its first meeting in each calendar year, the Board shall elect a Chairperson and Vice Chairperson. The Chairperson shall preside at all meetings and the vice Chairperson shall preside over the meetings in the event that the Chairperson is absent. Unless otherwise specified, Robert's Rules of Order shall govern the meetings. Board members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties, with the approved city policies and with prior approval of the Parks and Recreation director.

(3) Four members shall constitute a quorum.

Amended by Ord. #480 – 3.20/97.

(4) Parks and Recreation Advisory Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Parks and Recreation Board may recommend removal of said member. Removal must be approved by the Council.

(5) The board shall hold at least four meetings per year to conduct its business. All meetings of the Board shall be open to the public.

Amended by Ord. #346 – 3/6/89.

2.301 Purpose.

The purpose of the Parks and Recreation Advisory Board shall be as follows: to act as a channel of communication for the general public and the municipal administration. To take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. To advise the City Council on various policy matters which have been referred to them in regard to the provision of park and recreation services to the total community.

2.302 Parks and Recreation Advisory Board Duties and Responsibilities.

(1) Give due attention and study to recreation and park service as they affect the welfare of the people of Wilsonville.

(2) Interpret the recreation and park services of the department to the community.

- (3) Interpret community recreation and park services of the department to the community.
- (4) Take initiative in planning for future recreation and park areas and facilities, as well as considering means of bringing present areas and facilities up to an acceptable standard.
- (5) Serve as a sounding board for the department administrator and staff to test their plans and ideas.
- (6) Recommend policy.
- (7) Enable civic and service organizations to accomplish results through cooperation.
- (8) Encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the recreation and park facilities.
- (9) Generally enlist community interest in recreation and parks.

2.303 Advisory Functions.

The actions of the Parks and Recreation Advisory Board shall be advisory only and shall not constitute policy of the City and shall not be binding upon the City Council or upon the City. The City Council may adopt all or part of any recommendation of the Board, with or without changes as city policy.



Bee City USA: The Role of the Parks and Recreation Advisory Board

Kerry Rappold, Natural Resources Manager
Parks and Recreation Advisory Board Meeting
January 12, 2023

Outline

- Bee City USA
- Role of the Parks and Rec. Advisory Board
- Bee incident in Wilsonville
- Bee Stewards
- Partnerships, Projects & Outreach
- Integrated Pest Management



- ✓ A Bee City committee to advocate for pollinators
- ✓ Create and enhance pollinator habitat on public and private land
- ✓ Reduce the use of pesticides
- ✓ Incorporate pollinator-conscious practices into city policies and plans
- ✓ Host pollinator awareness events
- ✓ Publicly acknowledge Bee City USA affiliation with signs and an online presence
- ✓ Pay an initial application fee and annual renewal fee
- ✓ Annually apply for renewal and report on the previous year's activities



Role of Parks and Recreation Advisory Board

- Provide a committee to advocate for pollinators
- Serve as a sounding board for projects and activities
- Act as a channel of communication for the general public
- Encourage participation by individuals and citizen groups





Pesticide

- Dinotefuran (also known as Safari)
- Part of a group of insecticides called neonicotinoids (chemically similar to nicotine)
- They are systemic chemicals, meaning they are absorbed into plant tissue, making the plant itself toxic to insects
- They are long-lasting, and because they can be present in the pollen and nectar, they can be highly toxic to bees







Protecting Our Pollinators

Bee Stewards Wilsonville



Longhorned bee (*Meilissosus sp.*) on a great northern aster (*Cirsium sp. modestus*)
photo: Markow Skyles

Our Pollinators

Did you know that there are about 5,200 native bee species in North America?

NATIVE SOLITARY BEES: Solitary bees live for about a year and each female creates and provides for her own nest. Tunnel-nesting bees adopt a space in a hollow tube and make cells for their offspring with materials they collect, such as leaf pieces, tree resin or mud. **Ground-nesting bees,** like the long-horned bee above, dig nests in bare or sparsely vegetated soil. Most ground-nesting bees smooth the cell walls of the nest with their abdomens and apply a waxy substance they produce.



Bumble-bell bumble bee | photo: Matthew Brown

NATIVE SOCIAL BEES: Bumble bees are social and live in small, annual colonies. The queen emerges from hibernation to found the colony in early spring. She rears the first generation of workers, but then gets help with foraging and tending for her offspring.



Monarch tiger reemerald | photo: Sandy Hertz

OTHER POLLINATORS: Butterflies and moths, non-native honey bees, flies, beetles, ants, bats, and hummingbirds are also important for pollination and a robust ecosystem.



Indian Plum (*Opulmonia caryocarpa*) One of the earliest natives to leaf out and bloom each spring. Indian Plum is charming with its white flowers.



Pacific Ninebark (*Physocarpus opulifolius*) White, cup-shaped flowers are attractive to birds, bees and butterflies when they bloom in late spring.



Mack Orange (*Philadelphus lewisii*) Discovered by Mordecai Lewis, mack orange is named for its distinctive saucy scent, attractive to bees and human alike.



Douglas Spirea (*Spiraea douglasii*) Mid-summer fragrant pink to purple flower plumes attract both bees and butterflies.



Thimble Berry (*Rubus parviflorus*) Clusters of showy white flowers result in tart, red, edible fruits, prized by birds and human alike.

Threats

Bees and other pollinators are an important part of the ecosystem. We wouldn't have most of our fruits, vegetables and wildflowers without them. Pollinators currently face many threats including habitat loss, pesticide use, parasites and disease, and climate change. The City of Wilsonville is committed to restoring and expanding pollinator habitat and safeguarding pollinator health.

How to Help

PROVIDE FOOD SOURCES: Plant spring-, summer- and fall-blooming species to provide nectar and pollen over three seasons. Many bees will only visit one type of flower per foraging trip, so planting in clusters makes the flower easy to see and efficient for collecting pollen. Plants with large, lobed lower petals have ideal landing pads for our bigger native bumble bees. Alternately, any plant with clusters of tiny flowers with exposed nectaries are a good choice for tiny native bees that lack long tongues. Many native butterflies rely on specific flowers, such as milkweed, as hosts.

PROVIDE HABITAT FOR NESTS: Leave a little mess! Hollow stems from plants like raspberries and *Echinacea* provide habitat for tunnel nesting bees. Provide some bare dirt without mulch for ground-nesting bees.

AVOID PESTICIDE USE WHEN POSSIBLE: Pesticides can kill pollinators directly, reduce their ability to reproduce and kill the plants they need for survival.



Planted Here

Earliest blooming at top to latest at bottom



PATIO

dimensions: 5' x 4.5'




key:

-  Blue-eyed Grass (5) 1 gallon
-  Meadowfoam (2) seed packs
-  Sea Thrift (10) 1 gallon
-  stone basin 10"x12" holds water for pollinators

Funded by the Wilsonville-Metro Community Enhancement program

COURTYARD

dimensions: 45' x 4.5'




key:

-  Beach Daisy (3) 1 gallon
-  Douglas Aster (3) 1 gallon
-  Flowering Currant (2) 2 gallon
-  Great Carnas (12) 1 gallon
-  Kinrickinnick (3) 1 gallon
-  Monkey Flower (3) 1 gallon
-  Mountain Asters (6) 1 gallon
-  Ocean Spray (2) 2 gallon
-  Oregon Sunshrine (3) 1 gallon
-  Pacific Nibebark (2) 2 gallon
-  Showy Milkweed (1-4) 1 gallon
-  Spirea (2) 2 gallon

Funded by the Wilsonville-Metro Community Enhancement program



Bee Stewards Pollinator Toolkit



Long horned bee (*Meloboris* sp.) on great northern aster (*Cambesius nodosus*) | Photo: Matthew Staphert

A guide to attracting and sustaining pollinators

March 2018



FORAGE FOR POLLINATORS



- 1 Aster 2 goldenrod 3 Russian 4 lupine are native perennial wildflowers with long bloom periods, making them dependable nectar sources for bees, butterflies, moths, and birds. The bilberry foliage and rigid stems of aster and goldenrod are especially valuable overwintering habitat for insects.
- 5 Harts like sage play an important role in providing forage for pollinators in the garden. Bees and butterflies harvesting nectar from the flowers are easily protected beneath the full, aromatic foliage.
- 6 Clarkia and 7 poppy will naturally insect, prolonging their bloom span from spring into summer.
- 8 Flat clusters of Western yarrow blossoms provide a soft landing pad for butterflies and beneficial pest-eating insects like ladybugs, who spend long periods of time foraging from all of the flower heads.
- 9 Butterflies will continue to forage for nectar from grand columbia cones late in the season after the petals have dropped.
- 10 Evening primrose blooms at dusk, providing a nectar source for nighttime foraging insects like nocturnal moths.
- 11 Early flowering shrubs like ceanothus 12 serotinus and 13 red-flowering currant are important nectar and pollen sources for hummingbirds that migrate and native bees that emerge in spring. The foliage also provides food for insects, birds, and butterfly larvae.
- 14 Milkweed is a host plant for several moths and butterflies, including 15 monarchs, whom as caterpillars depend on milkweed leaves as their sole food source. Milkweed blooms in early summer.
- 16 In winter, milkweed pods dry and crack open, allowing the wispy white "wool" to catch in the wind and carry seeds to the ground. Hummingbirds will line their nests with the soft plumes.

City of Wilsonville, Oregon | Landscape Architecture by the Pacific Northwest | March 2018 | 38



Integrated Pest Management

- **Prevent** pest issues in the first place
- **Monitor** and correctly identify pests
- Deal with problems **early**
- Establish **thresholds** of action
- Try **non-hazardous approaches first**
- **Pesticides are a last resort**



Integrated Pest Management (IPM) Program

The City of Wilsonville recognizes the importance of sound environmental stewardship and is committed to optimizing management practices to protect the people and the environment within and surrounding facilities, parks, and infrastructure maintained by City staff.

Pests can be a troublesome and persistent problem. Choosing the appropriate response requires careful planning and implementation to ensure a successful result. Whether the targeted pest is a plant, insect, or animal, the City's response takes into account public safety, environmental health and available resources.

Integrated Pest Management (IPM) offers a broad-based approach that relies on a combination of common-sense practices. An IPM Plan identifies management areas and key pests of concern and outlines approaches mindful of pest biology and the resources of the responsible organization while minimizing the risk associated with pest management.

What's in this report?

The City of Wilsonville adopted the Integrated Pest Management (IPM) plan in 2018. This report identifies common pests and presents a synopsis of program goals and pest management actions employed by City staff during 2021.



Pest Control Practices - Acres Managed

