



# PARKS AND RECREATION ADVISORY BOARD AGENDA

April 09, 2026 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@wilsonvilleoregon.gov](mailto:PRAB@wilsonvilleoregon.gov)

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: 10.16.2025](#)
3. [2026 Officer Appointments](#)

## CITIZEN INPUT [6:05 PM]

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

4. [Charbonneau Country Club - Walker Watch Program \(\\$2,000\)](#)
5. [Diversity, Equity and Inclusion Committee - Event Sensory Kit \(\\$2,124.93\)](#)
6. [Sole Sisters - 5k, 10k, 1/2 Marathon Safety and Traffic Control \(\\$3,924\)](#)
7. [Wilsonville Basketball Association - Summer Tournament and Skills \(\\$2,500\)](#)

## PARKS AND RECREATION DEPARTMENT UPDATES [7:00 PM]

## REVIEW PROGRESS ON BOARD GOALS [7:10 PM]

8. [2026 Board Goals and Action Items](#)

## BOARD COMMENTS [7:20 PM]

Parks and Recreation Advisory Board  
April 09, 2026

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**ADJOURN [7:30 PM]**

**NEXT MEETING**

Thursday, May 14, 4:00 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 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.*

*Com niquese al 503-783-7529.*



# PARKS AND RECREATION ADVISORY BOARD MINUTES

October 16, 2025, at 6:00 PM

Wilsonville City Hall & Remote Video Conferencing

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**PARTICIPANTS MAY ATTEND THE MEETING AT:**

*Wilsonville City Hall - Council Chambers, 29799 SW Town Center Loop E, Wilsonville, Oregon*

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

Register with Wilsonville Parks & Recreation:

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 & Recreation Department  
29600 SW Park Place, Wilsonville, OR 97070

**CALL TO ORDER**

Chair Harmon called the meeting to order at 6:00 pm.

1. Roll Call

PRESENT

- Chair – Amanda Harmon
- Vice- Chair Amanda Aird
- Member Bill Bagnall
- Member Kristi Corno
- Member Paul Diller
- Member Keith Gary
- Member John West

ABSENT

None

EX OFFICIO MEMBERS/CITY STAFF PRESENT

- Kris Ammerman, Parks and Recreation Director
- Brian Stevenson, Program Manager
- Erica Behler, Recreation Coordinator II
- Natalie Tomaszewski, Program Coordinator

OTHER ATTENDEES

- Carter Hersh, Error Code Xero Robotics
- Sonia Hepburn, Error Code Xero Robotics

Cara Pepper Day, Error Code Xero Robotics  
 Olivia Sheng, Error Code Xero Robotics  
 Annika Martin, Error Code Xero Robotics  
 Paromita Mukherjee, Error Code Xero Robotics  
 Robert Hepburn, Error Code Xero Robotics  
 Dana Brenner, Inner Peace/Outer Peace Project  
 Cindy Anglin, Wilsonville Ukulele Players' Society  
 Christine Porter, Wilsonville Ukulele Players' Society  
 Pratima Rau, Wilsonville Resident  
 Kristin Roche, Wilsonville Resident  
 Jenessa, Inner Peace Attendee  
 Elizabeth Peters (online)

## **CONSENT AGENDA**

### 2. Approval of Minutes: 06.26.2025

Motion made by Member Gary, seconded by Member Corno

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

Motion passed 7-0.

## **CITIZEN INPUT**

Kristin Roche gave public comment regarding Dana Brenner and her posts on Facebook; she also shared she was not in support of her Inner Peace application. Dana Brenner replied to Kristin Roche's public comment on the posts.

## **COMMUNITY OPPORTUNITY GRANT REVIEW**

3. Wilsonville Ukulele Players Society – Program Support (\$520)
4. Dana Brenner – Inner Peace/Outer Peace Project (\$5,000)
5. Wilsonville Robotics Team – Error Code Xero Robotics Scholarships (\$2,00)

Chair Harmon disclosed her mother is presenting on the Wilsonville Ukulele Players Society application and Member Bagnall also disclosed he is on the Pride board, which is working with Dana Brenner, who is presenting on the Inner Peace/Outer Peace Project.

The advisory board received presentations from the Wilsonville Ukulele Players Society, Dana Brenner – Inner Peace/Outer Peace Project and the Wilsonville Robotics Team; the advisory board then discussed the submissions.

Wilsonville Ukulele Players Society – Program Support

Member Diller asked what the legal status of the organization and if these costs will be ongoing; Cindy Anglin shared they are just a group, and the printing cost would last them a year.

Member Bagnall suggested they post videos of themselves.

Member Corno asked where they meet; Cindy Anglin shared they meet every Tuesday at the Charbonneau Activity Center.

Vice-Chair Aird asked how many members are Wilsonville residents; Cindy Anglin shared that approximately half are Wilsonville residents.

Chair Harmon asked about accounting practices; Cindy Anglin shared that Anita, a member of the Wilsonville Ukulele Players Society, would handle the funds.

#### Dana Brenner – Inner Peace/Outer Peace Project

Member Corno asked Dana Brenner about the length of the conferences and meals; Brenner shared it would be 9am – 2pm and it would be a buffet, hors d'oeuvres set up. She also shared that she has experience soliciting meals and plans to.

Member Corno asked about the criteria for offering low to no cost admission for some; Dana Brenner replied that her goal would be to offer everything for free, but it depends on the funds she is able to secure, which she would then charge individuals a \$5 admission fee.

Member Corno suggested having an article in the Boones Ferry Messenger; Dana Brenner stated she was planning on writing an article.

Member Bagnall asked if there was concern for liability for the Inner Peace/Outer Peace Project; Program Manager Stevenson stated the city is involved with the funding, but not the insurance.

Member West asked about a contingency plan if the first session doesn't go well or the second session doesn't happen; Dana Brenner shared she doesn't see that happening, but she does foresee giving them back if that happened. Program Manager Stevenson shared the funds would be returned and the funding is tied to be spent exactly how the application stated they would be used.

Member Gary suggested a pre-event survey; Dana Brenner shared that it is a possibility.

Member Bagnall asked about the application stating the business must be in operation for 12 months; Program Manager Stevenson shared that the board could override the rule. Member Corno asked Dana Brenner if she has a current business that does these types of events; Brenner replied she has a coaching and consulting business but has experience with events of this size.

Member West asked Dana Brenner if her business would benefit from this; Brenner stated there is a possibility for it to benefit indirectly. Member Diller asked Dana Brenner if her business was for profit and she stated it was.

#### Wilsonville Robotics Team – Error Code Xero Robotics Scholarships

Member Bagnall commented that he attended the Robotics meet at the high school last year and saw gracious professionalism in the students.

Member Diller asked if the Robotics 1425 team was a 501©3 non-profit organization; the team stated the money goes through Wilsonville Stewardship through the school and their 501©3; these funds help defer costs as scholarships for the students.

Member West about the significant difference between the fiscal year budgets; Robotics shared it's their reserve funds and scholarships. Member Gary also asked what the reserve amount was; the Robotics team did not know but could look into it.

Member Diller moved to award \$520 to the Wilsonville Ukulele Players Society, seconded by Member Gary.

Voting Yea: Vice-Chair Aird, Member Gary, Member Diller, Member Bagnall, Member West, Member Corno.

Chair Harmon abstained.

Motion passed 6-0.

Member Aird moved to award \$5,000 to Dana Brenner – Inner Peace/Outer Peace Project.

Voting Yea: Member Aird.

Voting Nay: Member Gary, Member Diller, Member Bagnall, Member West, Member Corno.

Chair Harmon abstained.

Motion failed 1-5.

Member Bagnall moved to award \$3,000 to the Dana Brenner – Inner Peace/Outer Peace Project, seconded by Member Gary.

Voting Yea: Vice-Chair Aird, Member Gary, Member Diller, Member Bagnall, Member West.

Voting Nay: Member Corno.

Chair Harmon abstained.

Motion passed 5-1.

Member Bagnall moved to award \$2,500 to the Wilsonville Robotics Team – Error Code Xero Robotics Scholarships.

Voting Yea: Vice-Chair Aird, Member Gary, Member Diller, Member Bagnall, Member Corno, Member West.

Chair Harmon abstained.

Motion passed 6-0.

Program Manager Stevenson distributed the paperwork to the awarded applicants.

## **PARKS AND RECREATION DEPARTMENT UPDATES**

Director Ammerman shared updates:

- Parks Utility fee presented to Council to maintain current levels of service.

- Chair Harmon brought up the priority list for Parks and the bond. Director Ammerman shared the bond has been put on pause.
- Member Bagnall asked if alternative funding streams have been looked at; Director Ammerman shared that Council will be looking at what the needs are with Parks moving forward.
- Member Corno asked if we had maintenance included in the budget; Director Ammerman shared that we address minor repairs, but major repairs come out of the general fund.
- Member Corno asked if this would be a tax for the residents or a user fee; Director Ammerman stated this would be fee. Member Corno mentioned that there are a lot of people in the region who use our parks and they would not be paying the tax. Member Diller shared the difference between tax and fee.
- Member West asked for the presentation from Director Ammerman on the parks utility fee.
  - ACHC awarded the first large scale public art piece.
  - Frog Pond Neighborhood Park broke ground.
  - Harvest Festival on October 18 at 10am - seeking board volunteers.

## BOARD COMMENTS

Member Bagnall asked about creating Friends of Wilsonville Dog Park group; Director Ammerman stated there was Friends of the Library. Program Manager Stevenson shared there used to be Friends of Wilsonville Center, but they have since formally disbanded, so it is possible to do something like that for the dog park. Program Manager Stevenson asked if Member Bagnall could put together a list of wants from dog park goers.

## ADJOURN

Chair Harmon adjourned the meeting at 7:53 pm.

## NEXT MEETING

Thursday, January 8, 2026, 4:00 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@WilsonvilleOregon.gov](mailto:PRAB@WilsonvilleOregon.gov): 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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**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.

Applicant Information

**Project Title**

Walker Watch

**Applicant Name**

Charbonneau Country Club

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

**Contact (Name)**

Neil J. Kennedy

**Title**

Community Safety Coordinator

**Are you a City Board, Commission or Committee? If yes, what other funding mechanisms have you explored for your project?**

No

**Project Duration: Start Date**

06/01/2026

**Estimated Completion Date**

10/01/2024

Project Budget

**Total Project Budget**

\$ 4,249.00

**Applicant Cash Match (a)**

\$ 0.00

**In-Kind Resources (b)**

\$ 2,249.00

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

\$ 2,249.00

**Grant Request**

\$ 2,000.00

**Have you looked into other funding sources, such as state or federal grants? If yes, what was result of those efforts?**

The Charbonneau Emergency Preparedness/Public Safety (EPPS) Committee is continually looking for state and federal grants, though a residential community usually does not meet the granting criteria. We have also reviewed grant opportunities offered by industry and foundations, but have not found any that would apply here.

**Are you eligible for other funding sources?**

Unknown

Project Narrative Questions

**Provide a project description**

Charbonneau Country Club (CCC) has undertaken an initiative to create a Walker Watch program. The Charbonneau community has a large population of daily walkers/dog walkers, providing a ready pool of project volunteers. This program will provide specialty high-visibility safety vests to interested resident volunteers free of charge. It will also provide training in partnership with the Wilsonville Police Department on how to be a good observer/witness, as well as how to interact with 911 call takers and make efficient reports. Vests will be logo'd with a Neighborhood Watch-type message.

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

This project will strengthen and benefit the community in multiple ways. The first of these is that there will be an uncompromising message that criminal activity will not be tolerated and will be reported to law enforcement. This benefit will likely extend beyond the boundaries of Charbonneau and have a chilling effect on crime in nearby areas of Wilsonville. The project can also serve as an example to other neighborhoods within Wilsonville who could choose to replicate it, further suppressing the local criminal element.

A secondary benefit is that walkers will have enhanced safety around traffic. This is important because the Charbonneau community does not have continuous sidewalks or walk paths, forcing many walkers to share the road with traffic.

**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 goal is to provide several training sessions for interested volunteers, and to provide those who attend the training with a Walker Watch vest, which they would then wear on their daily walks. We would like to see 200 volunteers trained and participating, but even half of that number would be a success.

This project will serve everyone in the community because even those who do not directly participate will receive the benefit of increased safety in the community.

Success will be the presence of trained, identified Watchers strolling the streets of Charbonneau in their highly visible vests.

**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 EPPS Committee volunteers already present in Charbonneau will oversee and guide this program. The program has been discussed with the Wilsonville Police Department. They have endorsed the concept and agreed to meet with our walkers and provide them with training on observing and reporting suspicious activity.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

I understand that if I am applying as an individual, the funds from this grant count as revenue.

**Signature**

Neil J. Kennedy

**Date Signed** Fri 3/6/26

**I Accept**

Yes

**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
CCC Walker Watch Program - Unfunded	\$0.00
Total Project Income	

Expenses - Must be specifically itemized	Amount
Volunteer Time-40 hrs x 36.44/hr	\$1,457.00
Staff Time - 40 x 38.00	\$1,520.00
Printed Vests - 200 x \$10	\$2,000.00
WVPD Training Hrs	\$0.00
Total Project Expense	\$4,977.00





## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

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

Name of Project/Event: Fuel Storage Transfer Switch

Project Contact Name: Neil Kennedy

Project Date/Date Range: 10/31/2025

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

? A need to be able to access the fuel from the Charbonneau Golf Club's (CGC) bulk tank during power outages was identified. This ability would allow the Charbonneau Country Club (CCC) community to refuel the Activity Center ' s emergency generator.

? Staff & volunteers performed research, and procured agreements with the Golf Club to access the fuel in an

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

Yes. Equipment was installed; Training developed and delivered; Teams were trained; Process was tested.

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

The entire Charbonneau community and any guests on site at the time of an event (approximately 3000 persons) benefit from this capacity.

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

This was a one time expense. Any repairs or maintainance will be handled as any other CCC asset.

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 Title**

Event Sensory Kit

**Applicant Name**

Diversity, Equity and Inclusion Committee

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

**Contact (Name)**

Zoe Mombert

**Title**

Assistant to the City Manager

**Are you a City Board, Commission or Committee? If yes, what other funding mechanisms have you explored for your project?**

This board operates with limited financial resources, with nearly 90% of its project funding dependent on sponsors and community partners. As a result, there is very little flexible funding available to support new initiatives. Although the Wilsonville–Metro Community Enhancement Grant was considered, its timeline would not allow the Event Sensory Kit project to be completed before the Committee’s largest events, Pride and Juneteenth, in June. This makes the requested funding essential to moving the project forward in time to support the community at these major events.

**Project Duration: Start Date**

May 2026

**Estimated Completion Date**

June 2026

Project Budget

**Total Project Budget**

\$ 2,485.08

**Applicant Cash Match (a)**

\$ 0.00

**In-Kind Resources (b)**

\$ 360.15

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

\$ 360.15

**Grant Request**

\$ 2,124.93

**Have you looked into other funding sources, such as state or federal grants? If yes, what was the result of those efforts?**

No, state and federal grants were not sought because the administrative requirements, such as detailed compliance tracking, and reporting would require significantly more staff time than is reasonable for a project of this size. The cost of managing those requirements would outweigh the value of the grant itself, making it an inefficient use of resources. For this small, targeted project, pursuing large-scale government funding simply would not be economically practical.

**Are you eligible for other funding sources?**

Yes

Project Narrative Questions

**Provide a project description**

The Diversity, Equity, and Inclusion (DEI) Committee is working to make City events more accessible for individuals with sensory differences. The committee organizes community-wide events including Juneteenth, Pride, Las Posadas, and Lunar New Year with the goal of ensuring they are welcoming to all.

However, events like these are often loud, crowded, and overstimulating, creating uncomfortable or even overwhelming environments for some community members. This can affect not just the individual, but their entire family, who may need to leave early or avoid the event altogether.

To address this, the DEI Committee proposes creating an Event Sensory Friendly Kit that can be used at its own events and made available to other events held at City facilities. The kit would include blackout quiet tents to offer a calm space for decompression, along with 10 children's sensory bags and 10 adult sensory bags. Modeled after the sensory bags available at the Library, the bags would contain noise reducing headphones, fidget toys, a weighted blanket, and sensory glasses, along with clear instructions for use.

These Kit would be available for community members during events and reused at future gatherings to ensure ongoing access to sensory support and advances Committee's strategic plan which includes action "Provide recommendations regarding existing programs, meetings, events, etc. to make them more inclusive to all community members."

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

This project strengthens community diversity by ensuring City events are accessible and welcoming for individuals with autism and other sensory differences, as well as their families. By reducing barriers to participation, the City creates more inclusive spaces where all community members can fully engage. The Event Sensory Kits featuring blackout quiet tents and both adult and child sensory bags provide critical tools for anyone who becomes overstimulated or overwhelmed. These resources offer a comfortable space to regulate and rejoin activities, helping more residents feel supported, included, and able to participate in community life.

**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?**

The DEI Committee aims to increase inclusivity at City events for individuals with autism and other sensory differences. Sensory bags for youth and adults, along with quiet tents, will be available at DEI events and other public events held at City facilities. The intended outcome is that more community members feel welcome and able to participate.

Success will be measured through attendee feedback and by tracking the number of sensory bags and quiet tents used at each event.

**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 5.

The DEI Committee, comprised of committed community volunteers, is well positioned to implement this project. The committee will assemble sensory bags modeled after those already researched and deployed by Library staff, making the project ready to launch as soon as funding is available.

The committee also has a proven track record of delivering pilot initiatives, including the Lecture Series, Juneteenth events, and the procurement of Mobi Mat access mats for use at community gatherings. The committee's staff liaison will oversee purchasing materials, storing the kits between events, and providing signage and instructions to ensure the bags and quiet tents are easily accessible at all DEI supported events.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

I understand that if I am applying as an individual, the funds from this grant count as revenue.

**Signature**

Zoe Mombert

**Date Signed** Tue 3/3/26

**I Accept**

Yes

**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	\$2,124.93
In-Kind Staff time	\$360.15
Total Project Income	\$2,485.08

Expenses - Must be specifically itemized	Amount
Tents and Lights(3)	\$284.94
Senory items (4 per adult bag, 5 per kids bag)	\$653.80
Storage bags (20) and Storage box(1 for kid bags, 1 for adult bags)	\$164.96
Weighted Blanket (20)	\$554.70
Polarized Sunglasses (10)	\$28.78
Noise Reduction Headphones (10 kids, 10 adult)	\$257.95
White noise machine (20)	\$179.80
Staff Time to Implement Project and Create Infomational Materials	\$360.15
Total Project Expense	\$2,485.08

**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: 2025 to 2026

Income Sources	Amount
Sponsorship	\$22,000.00
City Administration Department with City Manager Approval	\$3,000.00
<b>Total Organization Income</b>	<b>\$25,000.00</b>

Expenses	Amount
Juneteenth Celebration	\$11,500.00
Pride Celebration	\$6,000.00
Las Posadas Celebration	\$4,000.00
Pride Pin	\$2,000.00
Speaker Series	\$500.00
Lunar New Year Celebration	\$1,000.00
<b>Total Organization 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: Mobi-Mats

Project Contact Name: Zoe Mombert

Project Contact Email: mombert@wilsonvilleoregon.gov

Project Contact Phone:

Project Date/Date Range: April 2025- 2026

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

The DEI Committee purchased Mobi-Mat Access mats, which have been depolyed at the Holiday Tree Lighting, Juneteenth, and Rotary Concerts.

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

The access mats were purchased and deplyed at numerous city events, in addition to DEI Committee events, increasing accessibility at events in Town Center Park.

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

Commuity Members with limited mobility, specifically wheel chairs are able to be a part of the event, if they chose, rather than staying on a concrete path.

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

There are no additional costs, however, the access mats will continue to be deployed in future events, making them more inclusive.

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

Deschamps Mats Systems, Inc.  
 218 Little Falls Rd, #12  
 Cedar Grove, NJ 07009

Quote Item 5.

Date	Quote #
10/21/2024	E11134

Customer	Ship To
Wilsonville, City of Zoe Mombert 29779 SW Town Center Loop E Wilsonville, OR 97070	Wilsonville, City of Zoe Mombert 29779 SW Town Center Loop E Wilsonville, OR 97070  <i>29600 SW Park Place Wilsonville, OR 97070</i>

Terms	Rep	FOB	Quotation valid until
Net 30	BGPR	New-Jersey	Dec. 31, 2024

Item	Description	Qty	Cost	Total
300260-0500	Mobi-mat (RecPath) AFX golden sand 5' x 16.4' 2h 20" staples + spikes	3	859.00	2,577.00
300261-1520	Mobi-mat (RecPath) AFX golden sand 5' x 50' 2h 20" staples + spikes	2	2,289.00	4,578.00
DELIVERY NT	Boxing/crating, Shipping, Handling, Delivery		1,667.95	1,667.95
For questions or to proceed with ordering contact Bruce Glen at 917-459-9113 or bruce.glen@mobi-mat.com				

Freight Quote is an estimate only and may be subject to change at time of shipment	<b>Subtotal</b>	\$8,822.95
If authorized by your terms of sales or approved by your representative your signature below will act as consent to proceed with this order as quoted and will become a binding agreement to purchase. Credit Card Payments will be assessed a 3.5% fee.	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$8,822.95
Currency Shown in U.S. Dollar - Foreign customers please remit payment in USD to avoid re-invoicing of any exchange rate loss or fees.		

Signature



# Mobi Mats at Community Events



Holiday Tree Lighting



Juneteenth Event

Applicant Information

Item 6.

**Project Title**

Sole Sisters Half Marathon, 10k, and 5k

**Applicant Name**

sHERo running

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

**Contact (Name)**

Jessy Lee

**Title**

President

**Are you a City Board, Commission or Committee? If yes, what other funding mechanisms have you explored for your project?**

no

**Project Duration: Start Date**

5/30/2026

**Estimated Completion Date**

5/30/2026

Project Budget

**Total Project Budget**

\$ 36,424.00

**Applicant Cash Match (a)**

\$ 32,500.00

**In-Kind Resources (b)**

\$ 0.00

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

\$ 32,500.00

**Grant Request**

\$ 3,924.00

**Provide a project description**

The Sole Sisters Half Marathon, 10K, and 5K is a premier women-focused community event held annually in Wilsonville. Designed to be timing-optional, the race prioritizes empowerment, sisterhood, and accessible fitness for women of all ages and abilities. Participants navigate a scenic out-and-back course that showcases Wilsonville's natural beauty, winding through the Willamette River trails and local neighborhoods. More than just a race, this event is the culmination of months of community training and support, celebrating the strength and personal goals of every woman who crosses the finish line.

**Celebrating 19 Years as an Organization**

This year marks a significant milestone as we enter our 19th year as a community organization. For nearly two decades, our group has been dedicated to fostering health and connection through local events. We are incredibly grateful for the city's partnership last year. That support allowed us to truly level up our event and set a higher standard for our participants, ensuring the race remains a highlight of the local calendar.

**Proving the Impact of City Support**

The results of last year's grant, specifically the strategic routing changes we were able to implement, are already tangible. We have seen a marked increase in early registrations this year, which we feel is a direct response to the improved course flow and enhanced runner experience. The city's investment allowed us to modernize our layout, and the enthusiastic community response confirms that these improvements were exactly what the event needed to grow.

**Elevating Safety and Resident Harmony**

As the race continues to grow in popularity, our primary responsibility is to maintain a safe environment for athletes and a positive experience for Wilsonville residents. For our 19th year as a group, we are requesting grant funding to further professionalize our traffic control plan. These funds will be used to hire professional logistics help and expert personnel to manage key intersections and high-traffic zones. By investing in professional flagging and staffing, we can optimize participant safety for our increased volume of runners while simultaneously prioritizing community flow. Our goal is to implement a more robust plan that minimizes traffic delays and keeps our neighbors happy and informed, ensuring our 19th anniversary is the safest and most polished event yet.

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

Sole Sisters strengthens the Wilsonville community by creating an inclusive space for civic engagement and high-energy entertainment. Women-only athletic events are rare, and by hosting this race, the city makes a powerful statement about its commitment to celebrating and empowering women athletes of all backgrounds. This unique focus serves as a significant draw, bringing tourism to Wilsonville as participants and their families travel from across the region to experience a race environment specifically designed for sisterhood and support.

Our project promotes diversity and inclusion by removing traditional barriers to entry. By offering a timing-optional environment, we welcome women of all fitness levels—from fast runners to first-time walkers. This approach ensures every participant feels seen, fostering a unique sense of community that mirrors the diverse makeup of our region.

Civic engagement is at the heart of our operations, encouraging residents to engage with Wilsonville's scenic trails and local neighborhoods. The recent routing improvements have further elevated the event's professional feel, directly contributing to increased registrations and a vibrant atmosphere that benefits local businesses. By providing a high-quality, safe, and celebratory experience, we contribute to the city's cultural fabric and prove that when we invest in specialized public events, we strengthen the social and economic bonds that make Wilsonville a premier destination.

**What are your organization's goals for this project? And, what population are you aiming to (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?**

Item 6.

Our primary goal is to provide a safe, high-quality, and inclusive athletic experience that celebrates women's health and community connection. We aim to serve a diverse population of women and girls, specifically focusing on families, seniors, and those who may feel intimidated by traditional competitive environments. By offering 5K, 10K, and half marathon distances with a "timing-optional" philosophy, we ensure our event is accessible to everyone from fast runners to those using walkers or strollers.

We will measure our success through three key metrics. First, we aim to maintain our current growth trend, targeting a 15% increase in total registrations over last year, driven by the positive feedback regarding our updated course routing. Second, we define success through safety and resident satisfaction; our goal is to have zero traffic-related incidents and fewer traffic related inquiries by the addition of a site manager this year.

Finally, we track our impact on tourism and the local economy. We aim for at least 60% of our participants to originate from outside Wilsonville, bringing visitors to our local parks, trails, and businesses. By achieving these measurable targets, we ensure that the Sole Sisters event remains a premier destination race that reflects the city's commitment to inclusive, well-managed recreation.

**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 team has a long history of running great events in our community. We are a local group of event planners, runners, and neighbors who know our area well. Because we have worked with city leaders and local groups for years, we know how to handle everything from race setup to the finish line party with care.

Last year's success with the new race routes has made us even better at managing a growing crowd. We are great at spreading the word and finding the volunteers who make this race possible. By mixing our years of experience with a new focus on professional safety and traffic help, we are ready to give our community a smooth, safe, and fun event that makes us all proud.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

I understand that if I am applying as an individual, the funds from this grant count as revenue.

**Signature**

Jessy Lee

**Date Signed** Thu 3/5/26

**I Accept**

Yes

### 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
(fluctuates year to year depending upon participation)	
Registration income - Paid by participants	\$27,500.00
Sponsorships - Donations by local businesses attending event	\$5,000.00
<b>Requested Grant income</b>	<b>\$3,924.00</b>
<b>Total Project Income</b>	<b>\$36,424.00</b>

Expenses - Must be specifically itemized	Amount
<i>Wilsonville Permits - River shelter and special use</i>	\$715.00
Forest Shelter	\$200.00
Ballfield rental	\$160.00
Metro City Parks - Graham Oaks Fee	\$30.00
Digital Adverstising - Social Media and Google	\$400.00
Print Advertising Posters, fliers.	\$300.00
Race Bibs - Warn by each participant	\$350.00
Printing - Posters	\$200.00
Packet Pickup - Safety Pins and bags	\$50.00
Medals - Given to each finisher	\$3,000.00
Place Awards - Awards given to top three finishers for each event and cagedorized by age.	\$175.00
Aid Station - Water, cups, clean up items, signage, first aid. and electrolytes for longer distances	\$500.00
Race Food - Bagels, Bananas, healthy snacks for participants	\$2,000.00
Live Music, post race entertainment	\$600.00
J-Team Meals -	\$125.00
Mailing virtual - virtual race participants swag items mailed week of the race	\$250.00
Community Building - pre race events featuring local fitness experts to help with training.	\$1,250.00
Sponsor Appreciation - thank you cards and small gifts after race day.	\$150.00
Signage - directional signage along route and lawn signs to advertise event.	\$200.00
Coach Appreciation - thank you cards and small personalized gifts to volunteer coaches	\$425.00
Website Fees* and email marketing ability. (Go Daddy)	\$400.00

RRCA (\$2 mil per participant) - race insurance as required by the city.	\$500.00
Race Timer - Huber Timing. Chip times each participant and provides certificate of completion with time stamp.	\$2,800.00
Photography - Starting line, individual photos of participants along course and at the finish line. All free for participants	\$500.00
Route Marking - Signage and route arrows.	\$250.00
Cone rental - required by flagging company for coning off streets and sidewalks.	\$485.00
Flaggers - long streets for traffic control, signage, traffic control plan, on site manager	\$3,924.00
Port-a-Potties	\$1,000.00
Volunteer Supplies - noise makers, safety vests, and thank you cards for after	\$265.00
Credit Card Processing Fees / Banking Fees	\$220.00
Salaries - 5 month compensation for race planning	\$7,500.00
Contracted work compensation - for non employees working to plan and execute race.	\$7,500.00
<b>Total Project Expense</b>	<b>\$36,424.00</b>

## QUOTE



Sole Sisters  
6700 SW Wilsonville Rd.  
WILSONVILLE OR 97070

Date  
20 Feb 2026

14420 SW Tualatin-Sherwood Rd  
Sherwood, OR 97140  
(971) 265-0852

Expiration Date  
21 May 2026

Quote Number  
1379

Reference  
2026 Event

Description	Quantity	Price	Tax	Amount
TRAFFIC CONTROL DESIGN PER PAGE	1.00	350.00	Tax Exempt	350.00
SHOP TIME SPENT BUILDING JOB	2.00	75.00	Tax Exempt	150.00
TRUCK CHARGE	1.00	250.00	Tax Exempt	250.00
TRAILER CHARGE	1.00	100.00	Tax Exempt	100.00
48" REFLECTIVE ROLL-UP SIGN W/STAND (6) RCA, (1), RWA, (1) DA, (2) ED	10.00	10.00	Tax Exempt	100.00
TYPE II BARRICADE W/SIGN (UP TO 36") DET	16.00	10.00	Tax Exempt	160.00
TYPE III BARRICADE W/O SIGN	9.00	10.00	Tax Exempt	90.00
PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)	1.00	235.00	Tax Exempt	235.00
FLAGGER OT	28.00	81.75	Tax Exempt	2,289.00
ONSITE MANAGER - OPERATIONAL OVERSITE	1.00	200.00	Tax Exempt	200.00
			Subtotal	\$3,924.00
			Total No Tax 0%	0.00
			<b>TOTAL</b>	<b>\$3,924.00</b>



## CITY OF WILSONVILLE COMMUNITY GRANTS FINAL PROJECT REPORT

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

Name of Project/Event: Sole Sisters Half Marathon, 10k, and 5k

Project Contact Name: Jessy Lee

Project Date/Date Range: 05/30/2025

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

The Sole Sisters Half Marathon, 10K, and 5K, held on May 30th (for packet pickup) and May 31st, 2025 (race day) in Wilsonville, Oregon, was a women-only race event celebrating camaraderie and achievement. Participants chose from three distinct routes—a Half Marathon, 10K, and 5K—all winding through the scenic streets and trails of Wilsonville. The event fostered a supportive and empowering atmosphere for all women, regardless of their running or walking ability, with an emphasis on community over competition.

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

Thanks to the increased funding, Sole Sisters has reached its goals. Participant feedback has been overwhelmingly positive, with surveys and social media overflowing with stories of empowerment and joy, confirming we're delivering a high-quality and inspiring experience. We were also able to fund traffic control measures along Wilsonville Road and Barber, as well as purchase additional signage and rent cones and barricades, ensuring the safety of all participants. This meant we didn't have to turn anyone away last year! Furthermore, extensive media coverage and widespread community recognition have cemented Sole Sisters' position as a respected and valued event, truly showcasing Wilsonville as a vibrant and welcoming community that champions an active lifestyle for all women.

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

Sole Sisters benefited a wide range of individuals and the community as a whole! We had 468 women participate in the event, along with many more volunteers and spectators who made the day truly special. These participants ranged in age from 12 to 84 years old, representing a diverse group of women with varying athletic abilities. They came from all parts of Oregon, the broader Pacific Northwest, and even as far as Arizona, Idaho, California, Washington, and Connecticut.

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

Yes, the Sole Sisters event is absolutely recurring! We are committed to continuing this beloved tradition and anticipate funding the project in the future through a multi-faceted approach. We will continue to actively raise funds from local businesses, nurturing the strong partnerships we've built. Additionally, we will enhance our fundraising efforts within the Sole Sisters organization itself, engaging our passionate community. Looking ahead, we would love to be considered for future grants through the City of Wilsonville or beyond, as this support is crucial for our continued growth and ability to inspire women across the region.

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@wilsonvilleoregon.gov](mailto:stevenson@wilsonvilleoregon.gov)

**Project Title**

Wilsonville Basketball Association

**Applicant Name**

Tabi Traughber

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

20-0195229

**Contact (Name)**

Tabi Traughber

**Title**

President

**Are you a City Board, Commission or Committee? If yes, what other funding mechanisms have you explored for your project?**

No

**Project Duration: Start Date**

08/01/2026

**Estimated Completion Date**

03/20/2027

Project Budget

**Total Project Budget**

\$ 3,500.00

**Applicant Cash Match (a)**

\$ 1,000.00

**In-Kind Resources (b)**

\$ 0.00

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

\$ 1,000.00

**Grant Request**

\$ 2,500.00

Budget Summary

**Have you looked into other funding sources, such as state or federal grants? If yes, what was the result of those efforts?**

No

**Are you eligible for other funding sources?**

Unknown

**Provide a project description**

The WBA will be hosting several events throughout the summer. Our skills clinics and camps are designed to help youth in our community continue developing their basketball skills and stay active during the off-season so they can keep growing as players. In addition, we will be holding a 3v3 tournament as a fundraiser to help avoid increasing registration fees for the upcoming season.

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

These programs, including our clinics and camps, are designed to provide valuable instruction to youth in our community by strengthening their basketball knowledge and skill development. Our fundraising event will bring the community together through connection, entertainment, and shared experiences. Attendees can enjoy music, food trucks, and family-friendly activities such as a balloon artist. The 3v3 tournament will feature both youth and adult divisions, with opportunities for boys and girls to participate. We are committed to fostering diversity, inclusion, and meaningful connections, creating an environment where friendships can grow both on and off the court. Additionally, we look forward to partnering with local businesses to contribute prizes and further support this community-centered event.

**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?**

Last year, WBA was proud to award 25 scholarships ranging from \$250–\$500 each to support families in our community. We would love to be able to offer this support again this year while keeping fees affordable, especially as our budget is tighter this season.

**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.)**

We are confident in our ability to successfully host and support these programs due to our committed board, dedicated parents, passionate players, and a strong network of volunteers—many of whom are local high school students. In addition, we have established meaningful relationships with local businesses that continue to support our efforts through both monetary sponsorships and in-kind donations, further strengthening our capacity to deliver these programs to the community.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: “This project is made possible in part by a grant from the City of Wilsonville.”

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

I understand that if I am applying as an individual, the funds from this grant count as revenue.

**Signature**

Tabi Traugher

**Date Signed** Fri 3/6/26

**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
General donations	\$1,000.00
Grants	\$2,500.00
Total Project Income	\$3,500.00

Expenses - Must be specifically itemized	Amount
Venue fees/gym rentals	\$1,500.00
Referees/Coaches/Help	\$650.00
Equipment	\$500.00
Insurance	\$150.00
Entertainment	\$500.00
Food/drinks	\$200.00
Total Project Expense	\$3,500.00

<b>Item Description</b>	<b>Amount</b>
<b>Expenses:</b>	
Tournament fees	\$26,800.00
Gym rentals	\$30,000.00
Select & rec uniforms, shooting shirts, coach gear	\$17,500.00
Referees	\$8,000.00
Equipment	\$5,500.00
Website/affiliate subscriptions	\$2,700.00
Insurance	\$3,500.00
3 v 3 Tournament/Summer Clinics & Camps	\$3,500.00
Scholarships	\$10,000.00
<b>Revenue:</b>	
Grant	-\$2,500.00
Fundraising/Sponsorships	-\$5,000.00
Registration fees	-\$110,000.00
<b>Projected Budget:</b>	<b>-\$10,000.00</b>



## 2025 Board Goals & Action Items

- Each board member comes up with an idea for a new class offering and presents that idea at an upcoming Board meeting
- Support a department event by volunteering to set-up, table at, and take-down at the event
- Free class pass – attend and provide feedback to one recreation activity
- Identify a minor park improvement (e.g. bench, table, trash receptacle, dog waste station, etc.)