



# PARKS AND RECREATION ADVISORY BOARD AGENDA

January 11, 2024 at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

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**PARTICIPANTS MAY ATTEND THE MEETING AT:**

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

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

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

Register with Wilsonville Parks and Recreation:

PRAB@ci.wilsonville.or.us or 503-783-7529

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

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

**CALL TO ORDER [4:00 PM]**

1. Roll Call

**CONSENT AGENDA [4:02 PM]**

2. [Approval of Minutes: 10.12.2023](#)
3. [2024 Officer Appointments](#)
4. [2024 Board Goals & Action Items](#)

**CITIZEN INPUT [4:20 PM]**

**PARK PROJECT PRIORITIZATION [4:25 PM]**

5. [Review & Update Park Project Prioritization for Council](#)

**PARKS AND RECREATION DEPARTMENT UPDATES [4:40 PM]**

6. 2023 Highlights
7. [Upcoming Programs & Events](#)

**BOARD COMMENTS [4:55 PM]**

**ADJOURN [5:00 PM]**

**NEXT MEETING**

Thursday, March 7, 2024 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 the Parks and Recreation Department at 503-783-7529 or : assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

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



## PARKS AND RECREATION ADVISORY BOARD MINUTES

October 12, 2023 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:

[parksandrec@ci.wilsonville.or.us](mailto: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:

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

### CALL TO ORDER

Chair Barnes called the meeting to order at 6:04 pm.

#### 1. Roll Call

##### PRESENT

Chair James Barnes

Vice-Chair Daniel Christensen

Member Steve Werts

Member Amanda Harmon

##### ABSENT

Member Amanda Aird

Member Jennifer Link Raschko

Member Keith Gary

##### CITY STAFF PRESENT

Kris Ammerman, Parks and Recreation Director

Brian Stevenson, Program Manager

Laura Ruggles, Program Coordinator

##### COMMUNITY MEMBERS PRESENT

Nancy Combs, Wilsonville Community Seniors Inc

Donna Atkinson, Wilsonville Community Seniors Inc

Persia Bowman, Wilsonville Robotics

Bianca Pinoli, Wilsonville Robotics  
Miriam Pinoli

## CONSENT AGENDA

### 2. Approval of Minutes: 05.11.2023

Motion made by Member Harmon, Seconded by Vice-Chair Christensen.  
Voting Yea: Chair Barnes, Vice-Chair Christensen, Member Werts, Member Harmon

## CITIZEN INPUT

There was no citizen input.

## COMMUNITY OPPORTUNITY GRANT REVIEW

### 3. Wilsonville Community Seniors Inc - WCSI Activity Support (\$3,200)

Nancy Combs with Wilsonville Community Seniors (WCSI) spoke on behalf of WCSI to ask for grant funds to take seniors to the Portland Art Museum (PAM) and to OMSI to visit the Orca Exhibit. They've been to PAM in the past, but the cost has increased. The OMSI trip would be a first time trip. Combs said they're also requesting funds for a summer trip to Tillamook to visit the air museum. For that trip they would provide some of the funding for snacks and some of the funding for chartering a bus, which has been done through fundraising. They've also reinstated birthday celebrations every other month, which costs \$40-50 dollars each time. They're working on fundraising for this as well, but are asking for initial funding. They're also asking for funds for the quilting group, the Wilsonville Piecemakers. Combs noted that the quilters donate everything they make, so they're not making any money from it. Combs thanked the advisory board for taking their request into consideration.

Member Werts asked which portion they have worked to raise funds for. Combs clarified that WCSI has been fundraising for the charter bus, and they also will be fundraising for the birthday celebrations to be able to sustain that.

Member Harmon asked how the different amounts are estimated for number of people to attend each trip. Nancy clarified that PAM only has a limited parking capacity, so they need to take a smaller bus, whereas OMSI can accommodate a larger bus. The Tillamook trip is the once a year special trip, so that's the largest one with a chartered bus. Member Werts also asked if WCSI were provided additional funding if more people could attend. Member Harmon asked if more people could attend based on additional bus space if they thought that more people would attend. Donna Atkinson with WCSI said the word is getting out so it could fill.

Member Harmon asked if the quilters ever offered classes to teach their skills to others. Combs said they always welcome new people to attend their weekly meetings.

4. Wilsonville Robotics - Student Team Scholarships (\$1,000)

Bianca Pinoli and Persia Bowman shared that they are both members of the Business Team with Wilsonville Robotics Team 1425. Bowman explained how the group gives skills to the students in the STEAM fields. Pinoli explained that they strive to allow all students who want to participate to join the club no matter their financial situation. Bianca noted that they've had an increase in interest in the club and are asking for funding for scholarships.

Chair Barnes read a question from Member Aird, who was not present but submitted a question in advance about whether there were any requirements to determine how students qualified for financial assistance. Pinoli shared that they determine it based on qualification for free or reduced lunch.

Member Harmon asked about the meaning of the number that is part of their club name, and Pinoli explained that it is based on the order in when their club joined. Pinoli also noted that their team is unique in that they allow homeschool students and some interested middle school students to join their team.

Chair Barnes read the comments from the three absent board members into the record:

Jennifer Link Rashko:

*Hi*

*I am out of town for a meeting.*

*I do think we should fund both projects.*

*Thank you.*

*Jennifer Link Raschko*

Amanda Aird:

*Hi,*

*My only question is to the robotics team. They are requesting funding for scholarships, is there verification that the students requesting the scholarships have a financial need or can anyone apply for one? Regardless of the answer, I am comfortable deferring to the other board members for the final decision.*

*Thanks,*

*Mandy Aird*

Keith Gary:

*Grant review comments:*

*WCSI Activity Support (approve) - the proposed funding is consistent with program objectives and the budget request has a matching component. I would suggest the Piecemaker component of their program sell their products rather than donate them. There would be a satisfaction factor for seniors creating products and enjoying the returns. I predict they will still donate to their desired charities but seeing the valuation of their work directly is impactful. Those that choose not to donate could help support the program (sustainability).*

*Wilsonville Robotics (approve) - the proposed funding is consistent with program objectives and the budget request has a 1:1 matching component. Prior to moving to Wilsonville, I was involved with FIRST Robotics in Kansas City, Missouri for a number of years and multiple school districts. The impact on the children involved is remarkable but the long term impact on economic development was extraordinary. STEM entry level jobs in Missouri pay 20% more than other occupations. The scholarships requested are to insure inclusive participation. I would urge the advisory board to considering doubling the requested funding for scholarships.*

*Let me know if you have any questions/concerns.*

*Have a good weekend!*

*Keith*

Vice Chair Christensen noted that the groups had thought about their funding needs and capacity and they shouldn't increase without them asking for it.

Member Werts clarified that he was not suggesting to give more money, more so wanted to clarify if the groups had more funding in the future that they would be able to offer more.

Member Harmon noted that she disagreed with having the Piecemakers need to sell their creations as it was meant to be donations. Noted that she had no objections to funding as requested.

Chair Barnes said that he agreed with funding as requested.

Member Werts mentioned the value he sees in the Robotics Club and the skills that they learn and can then teach others.

Member Harmon moved to support WCSI with the request of \$3,200 and Wilsonville Robotics with their request of \$1,000 for scholarships.

Motion made by Member Harmon, Seconded by Member Werts.

Voting Yea: Chair Barnes, Vice-Chair Christensen, Member Werts, Member Harmon

Director Ammerman distributed all the paperwork to the grant awardees.

## **PARKS AND RECREATION DEPARTMENT UPDATES**

Program Manager Stevenson gave an update on the first and second grade Mini Hoopers basketball program, noted that programming at the Community Center is back to pre-pandemic levels, and gave an update on the progress of the Korean War Memorial Interpretive Center.

Director Ammerman gave updates on the Sofia Playground replacement, the award of the LGGP grant for the Boones Ferry Restroom, the Park at Merryfield and Boones Ferry trails nearing completion, the chain of Villebois parks nearing completion, and the SDC analysis as a follow-up from the February special session meeting. Ammerman also shared about the StoryWalk grand opening, Harvest Festival on October 21, the Kitakata Delegation that will be coming at the end of October, and the Tree Lighting on November 30. Ammerman shared a call to action to the Parks and Recreation Advisory Board to run the hot cocoa table. Finally, Ammerman reported on updates in the Arts & Culture realm, including ACHC approval from City Council to approve their grant funding process, the commissioning of a tile artist to create a mosaic to replace a failing one at Tivoli Park, framework for building a public art program, a new gallery in City Hall, work done on the RFQ for a mural at the skate park in Memorial Park, and new art classes that have been added for the community to attend.

Program Coordinator Ruggles gave updates on shelter season, field reservations, gearing up for 2024 special events, corporate volunteer groups, as well as noting the date change for the daffodil volunteering group.

Director Ammerman acknowledged Member Werts and Member Link Rashko for their service on the board and noted both of their terms would be ending at the end of the calendar year.

## **REVIEW PROGRESS ON BOARD GOALS**

### **5. Upcoming Events & Program**

Chair Barnes reminded the group of their four goals for the year and noted a couple upcoming volunteer opportunities like cleanup after the Harvest Festival and helping with cocoa at the Tree Lighting.

Member Harmon mentioned the signage at Graham Oaks regarding dogs are not in great shape. Ammerman noted we would share with Metro as they manage the park.

Member Werts suggest a balance class. Stevenson noted there are some balance focused classes, but welcomed feedback.

Member Harmon and Chair Barnes said they would try to help at the cocoa station at the Tree Lighting.

Stevenson mentioned the upcoming Toy Drive and invited board members to be involved in that program if they felt called to do so, as well as spreading the word about it.

## **BOARD COMMENTS**

There were no additional board member comments.

## ADJOURN

Chair Barnes adjourned the meeting at 7:04 pm.

## NEXT MEETING

Thursday, January 11, 2024 4:00 PM

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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.



## 2023 Board Goals & Action Items

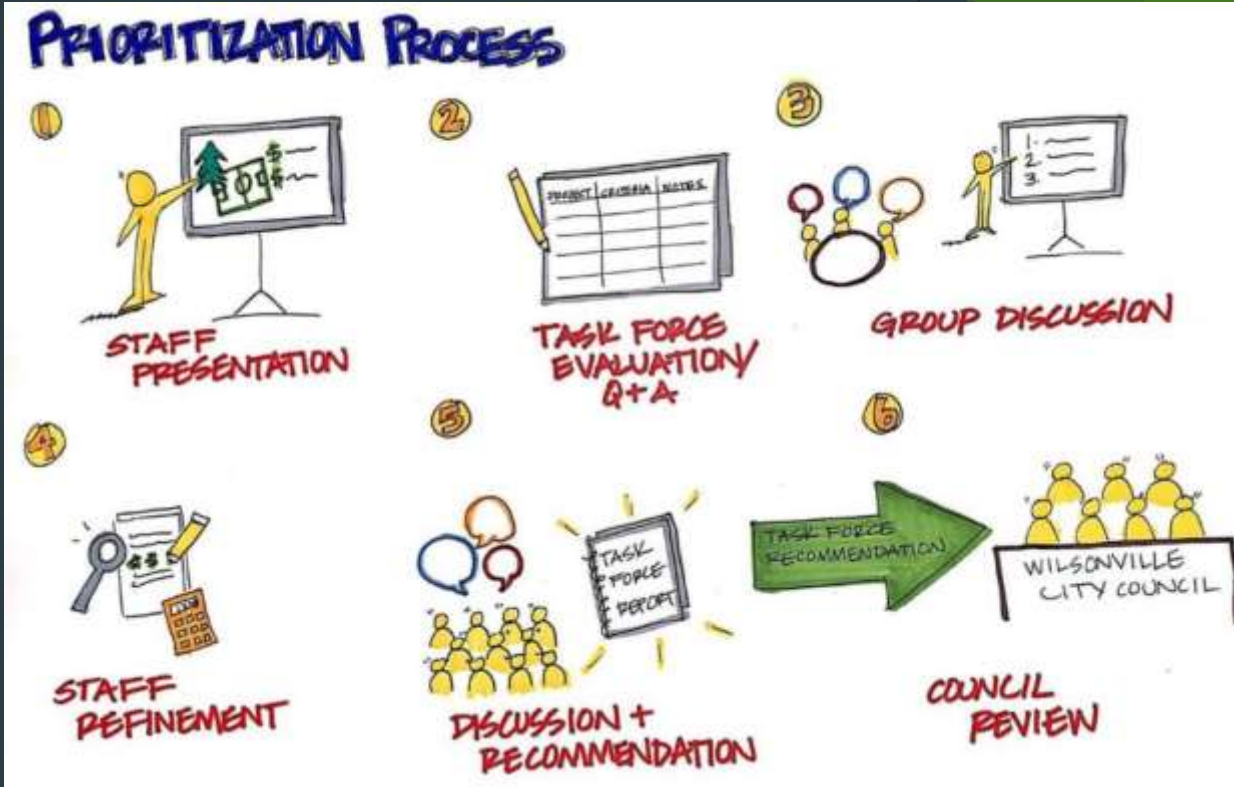
- Each board member comes up with an idea for a new class offering and presents that idea at an upcoming Board meeting
- Support a department event by volunteering to set-up, table at, and take-down at the event
- Free class pass – attend and provide feedback to one recreation activity
- Identify a minor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

# Unfunded Park Projects: Background

- Wilsonville Parks and Recreation Comprehensive Master Plan Adopted October 2018
- Parks Bond Task Force appointed by Council to prioritize park projects - 2019
- Task Force Park Project Priority List ready to present to Council - early 2020
- Worldwide Pandemic - Forced to Pause

# Community Driven

- Task Force made up of 20 community members
- Met 6 times over a several month period
- Consensus based approach
- Voting exercises
- Online ranking surveys

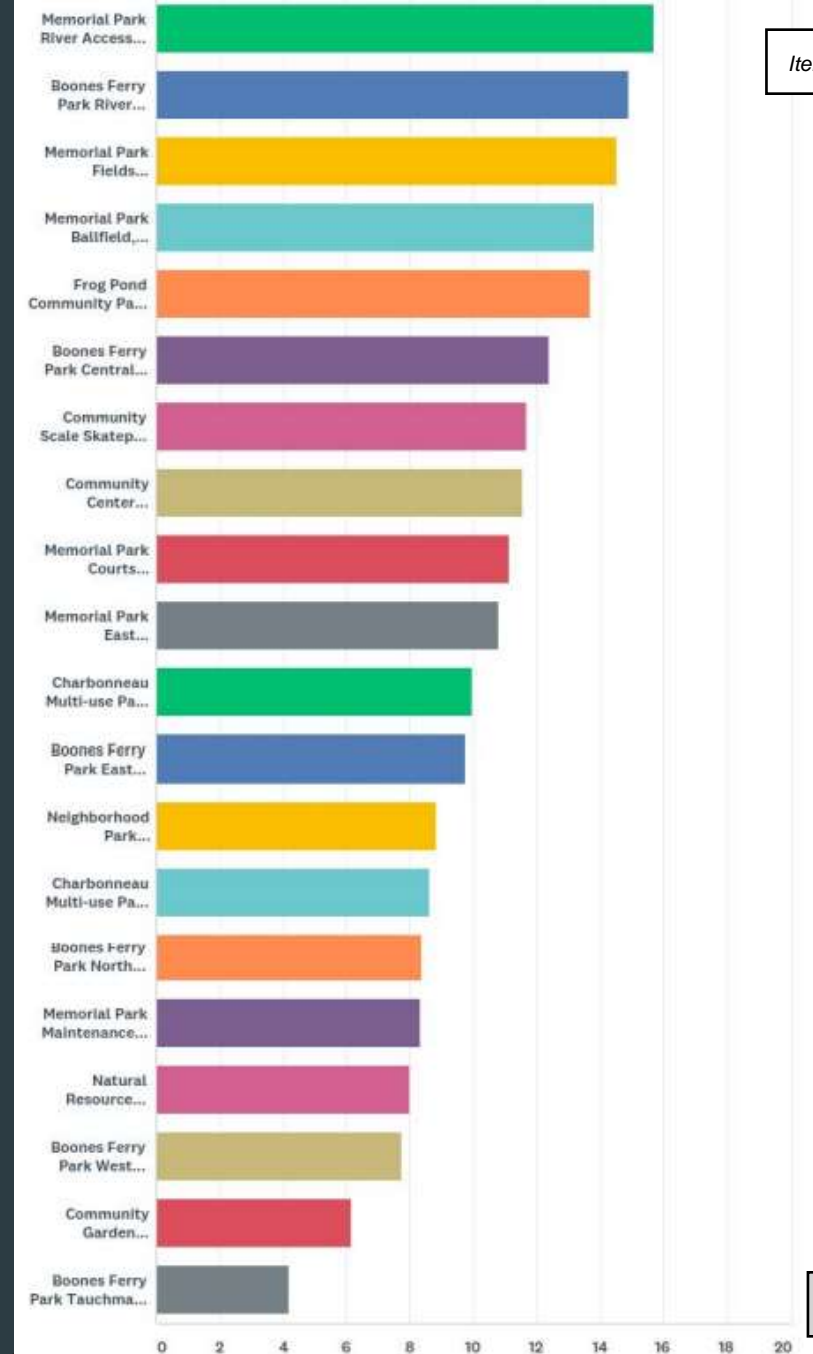


# Prioritizing Criteria

- **Public Involvement:** Has the community indicated this project is a priority during previous public outreach processes?
- **Additions:** Are we adding an amenity to the City's park system that doesn't currently exist?
- **Capacity Building:** Are we adding needed capacity to an existing amenity?
- **Equity:** Will the project serve a range of demographics? Can the project benefit residents across the community?

# Ranking/Scoring Outcomes

PARK PROJECT	ESTIMATED COST	# OF VOTES
Memorial Park River Access	\$2,700,000	12
Frog Pond Park Community Park	\$17,500,00	10
Memorial Park Fields	\$8,500,000	9
Community Scale Skatepark - Town Center	\$800,000	8
Boones Ferry Park River Access	\$5,050,000	7
Memorial Park Ballfield Bathrooms & Concessions	\$250,000	5
Boones Ferry Park Central	\$3,300,000	5
Community Center Improvements	\$600,000	5
Charbonneau Multi-use Path Extension	\$2,500,000	4
Boones Ferry Park West	\$700,000	2
Memorial Park East	\$3,000,000	1
Memorial Park Courts	\$900,000	1
Boones Ferry Park East	\$3,600,000	1
Boones Ferry Park Tauchman House	\$750,000	1
Boones Ferry Park North	\$600,000	1
Natural Resource Enhancement and Management Plan	\$200,000	1
Neighborhood Park Improvements	\$600,000	1
Charbonneau Multi-use Path Repair/Replacement	\$1,500,000	1
Memorial Park Maintenance Facility Upgrades	\$350,000	0
Community Garden	\$100,000	0



# Priority Projects

Item 5.

- Memorial Park River Access
- Boones Ferry Park River Access
- Memorial Park Fields
- Frog Pond Community Park
- Boones Ferry Park Central
- Community Scale Skatepark
- Community Center Improvements
- Memorial Park Courts
- Memorial Park East
- Charbonneau Multi-use Path Extension
- Boones Ferry Park East
- Neighborhood Park Improvements
- Charbonneau Multi-Use Path Repair/Replace
- Boones Ferry Park North
- Memorial Park Maintenance Facility Upgrades
- Natural Resource Enhancement and Management Plan
- Boones Ferry Park West
- Boones Ferry Park Tauchman House



# Community Projects

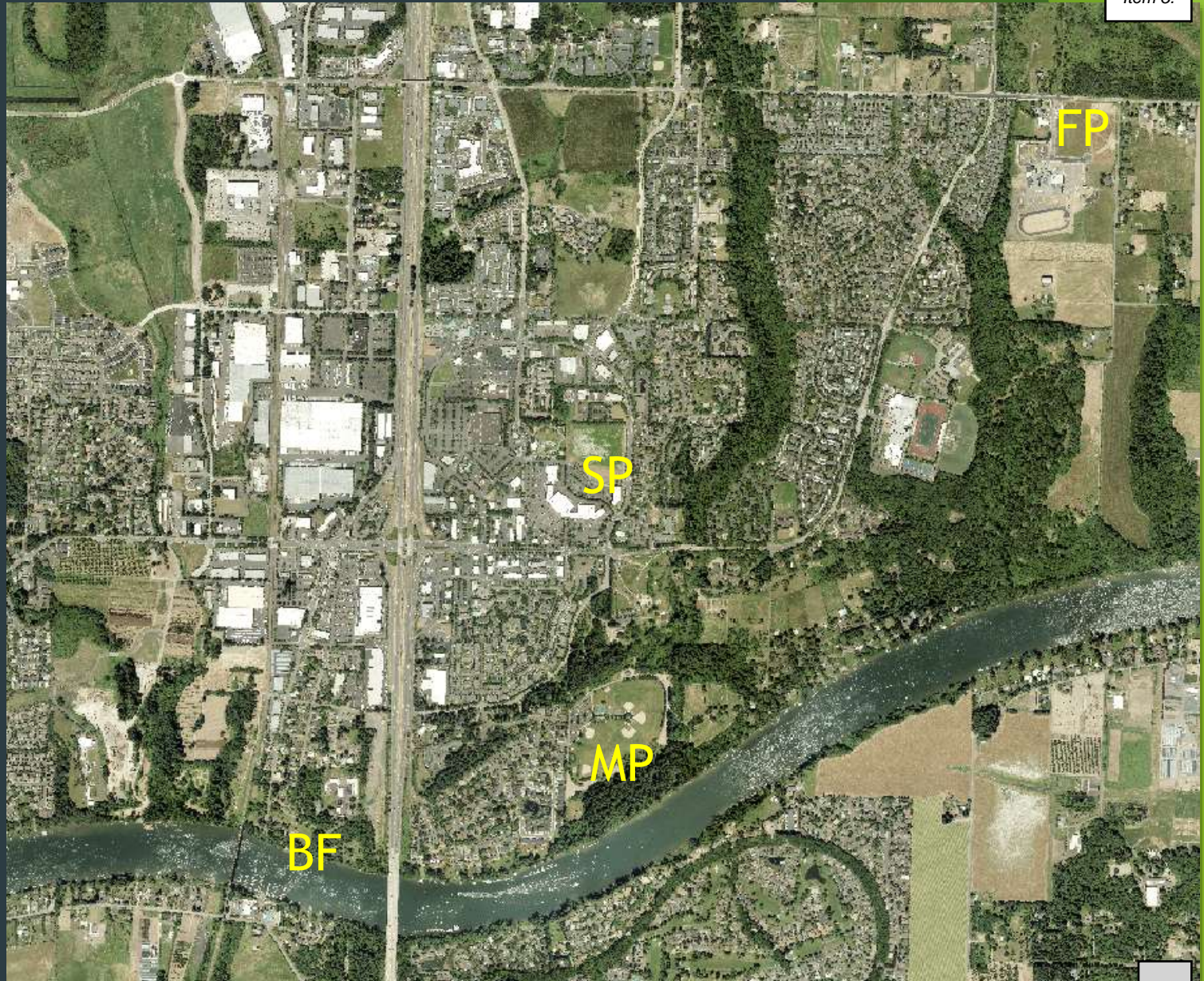
Wilsonville Parks and Recreation  
Comprehensive Master Plan  
*October 2018*

MP Memorial Park Master Plan  
*May 2015*

BF Boones Ferry Park Master Plan  
*December 2018*

FP Frog Pond Community Park  
(Advance Road)  
*October 2018*

SP Community Scale Skatepark  
(Courtside Drive)  
*February 2015*



# Memorial Park



### East

Skatepark, Bike Skills Course, Bathroom, and Parking

### Central

Two Synthetic Turf Fields, Lighting for 4 Fields, Backstops, Field Upgrades, and SW Parking Lot

### Ballfield Bathrooms and Concessions

Upgraded Bathrooms and Added Concession Stand

### Courts

Additional Pickleball, Tennis, and Basketball Courts

### River Access

Non-Motorized Boat Dock and Access, Bathroom, Watercraft Concession, Trails, Overlooks

### Maintenance Facility Upgrades

# Boones Ferry Park

## River Access

Dock with Non-Motorized Watercraft Launch, Restroom, Rental Opportunities, River Overlooks, Parking

## East

Dog Park, Bike Skills Course, Restroom, Parking

## Central

Playground, Shelters, Restroom Upgrades, Fitness Course, Overlooks, Trails

## Tauchman House

Updates to Tauchman House

## North

Soft Surface Trails and Parking

## West

French Prairie Bridge Landing, Trails and Parking



# Frog Pond Community Park



Item 5.

# Community Scale Skatepark

Item 5.



15,000 sq/ft park

# Priority Projects

Item 5.

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Council Goal: Expand Wilsonville's Park and Facilities to  
Align with Community Growth and Needs  
Strategy 16. Review and Update Park Project Prioritization  
through the Parks and Recreation Board

Item 5.

- Are these still the priority park projects?
- Additions/omissions?
- Change in order?
- Additional thoughts, comments, questions...



## Upcoming Programs and Events

- AARP Free Tax Assistance – Appointments Available Until Filled (Community Center)
- Daddy Daughter Disco Dance – February 23 (Community Center)
- Egg Hunt – March 30 (Memorial Park)
- WERK Day – May 18 (Memorial Park)
- Lunch at the Community Center: Monday, Tuesday, Wednesday, and Friday at 12:00 pm
- Learn more about upcoming Parks and Recreation offerings in our Activity Guide:  
<https://www.wilsonvilleparksandrec.com/parksrec/page/wilsonville-activity-guide-winterspring-2024>