



PARKS AND RECREATION ADVISORY BOARD AGENDA

June 26, 2025 at 4:00 PM

Wilsonville Parks and Recreation Admin Office & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville Parks and Recreation Admin Office, 29600 SW Park Pl Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/83386699275>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation:

PRAB@wilsonvilleoregon.gov 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
2. Introduction of new Board Members

CONSENT AGENDA [4:02 PM]

3. [Approval of Minutes: 05.08.2025](#)

CITIZEN INPUT [4:05 PM]

COMMUNITY OPPORTUNITY GRANT REVIEW [4:10 PM]

4. [Guidelines and Application](#)

REVIEW PROGRESS ON BOARD GOALS [5:00 PM]

5. [Board Goals and Action Items](#)

PARKS AND RECREATION DEPARTMENT UPDATES [5:10 PM]

6. Upcoming Events & Programs

BOARD COMMENTS [5:20 PM]

ADJOURN [5:30 PM]

NEXT MEETING

Thursday, October 9, 2025 6:00 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503.783.7529 or 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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Com  niquese al 503-783-7529.



PARKS AND RECREATION ADVISORY BOARD MINUTES

May 8, 2025 at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

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@wilsonvilleoregon.gov or 503-783-7529

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Wilsonville Parks & Recreation Department

29600 SW Park Place, Wilsonville, OR 97070

CALL TO ORDER

Chair Harmon called the meeting to order at 4:01 pm.

1. Roll Call

PRESENT

Chair – Amanda Harmon

Member Keith Gary

Member Bill Bagnall

Member Paul Diller

ABSENT

Vice-Chair Amanda Aird

EX OFFICIO MEMBERS/CITY STAFF PRESENT

Kris Ammerman, Parks and Recreation Director

Erica Behler, Recreation Coordinator II

Natalie Tomaszewski, Program Coordinator

Kerry Rappold, Natural Resources Manager

Evan Richardson, Parks and Recreation Maintenance

OTHER ATTENDEES

Lauren Smith, Ash Creek Forest Management

Melissa Rowe, Ash Creek Forest Management

CONSENT AGENDA

2. Approval of Minutes: 04.10.2025

Chair Harmon and Member Bagnall noted the following corrections/additions:

- Chair Harmon and Member Bagnall disclosed potential conflicts of interest with the grant applicants before review began
- Charbonneau was incorrectly spelled on page two
- Wilsonville Skatepark Association and Sole Sisters changed their dollar amount during the meeting
- Charbonneau stated that they were not eligible for government funded grants
- On page three, it should be Member Gary instead of Chair Gary

Motion made by Chair Harmon, to approve minutes with the noted corrections/additions, seconded by Member Gary.

Voting Yea: Chair Harmon, Member Gary, Member Diller, Member Bagnall

CITIZEN INPUT

There was no citizen input.

NATURAL RESOURCES MANAGEMENT PLAN PRESENTATION

Lauren delivered a presentation to the Board, updating them on the status of the Natural Resources Management Plan.

Member Gary asked if this supersedes the current plans; Lauren shared she doesn't believe it trumps the current plans as it's designed to work in tandem with Metro.

Member Bagnall asked if this survey is posted in these parks; Lauren commented that it's not currently in parks but it's a good idea and will follow up with Kerry and Tommy. Lauren shared it on social media, at the open house and it will be at the Earth Day event this Saturday.

Member Bagnall asked about city owned and operated land being mentioned in the presentation; Lauren stated this is verbiage that they use mainly to distinguish between areas owned by Metro and others.

Member Bagnall also asked about the debris cleanup at Merryfield and the impact on their reporting; Lauren shared the hope is these will work in tandem as the City and Metro are working together on those.

Kerry Rappold shared that the study is a compliment to the current plans and Metro is currently updating their conservation plan so it's a good time.

Member Gary asked if Boeckman Creek condition will change with the construction ongoing; Lauren shared the hope is this will help the City strategize. Kerry commented he's involved with that work being done.

Member Bagnall asked about enhancing Boeckman Creek habitat and making the space more accessible; Director Ammerman commented that it will be an open stream after the project is complete.

BOONES FERRY RIVER ACCESS UPDATE

Director Ammerman shared background on the project and gave an update to the Board, mentioning that the feasibility study was 100% grant funded by Travel Oregon. Director Ammerman also showed the preferred option, which is the cheapest route, although staff are not requesting a recommendation as this is informational.

Member Gary asked if this could be done in a phased approach; Director Ammerman stated that the City doesn't have the funds for the project.

Member Bagnall asked about the priority of projects and community want of this; Director Ammerman stated that this is on a long list of big-ticket items and the only way to get those done, or a large chunk of them, is a bond.

Chair Harmon asked a clarifying question about the road on the design going through the new playground; Director Ammerman shared it would connect to the gated maintenance road that is currently closed.

Member Diller asked where this is; Director Ammerman stated this is the dead end of Boones Ferry Rd. Member Diller also asked about making the ramp ADA; Director Ammerman shared there are discussions on whether new projects need to be ADA and on ABA (Architectural Barrier Act), which goes away from ADA and keeps the area natural/rugged. Director Ammerman also shared that internally, we want to be ADA.

Chair Harmon asked about design clarification; Director Ammerman stated it would be a floating dock and landings.

Member Gary asked about money from the bond; Director Ammerman stated that a bond task force was created after the 2018 plans were completed, but 2020 COVID paused plans and have tried to bring it back. It was brought to the Parks and Recreation Advisory Board to review again but it depends on Council priority and funding.

Member Bagnall asked about sharing the plan with the community to garner interest; Director Ammerman stated the next steps would be to share the plans with the community but wouldn't want to generate excitement for the project without a plan to execute it.

MEMORIAL PARK PLAYGROUND UNIVERSAL DESIGN REVIEW

Parks Maintenance team member Evan Richardson shared the background on the project and Memorial Park Playground Designs that were created by Buell Recreation, the successful proposer. Evan also shared that this project had no impact on the budget as the project is grant funded by Local Government Grant and Land, Water and Conservation Grant funds. Construction is set to begin this winter and be completed next spring/summer.

Chair Harmon asked about the footprint of the playground; Evan shared both the playground, and the swing bag are expanding.

Member Bagnall asked about the public input from the Egg Hunt; Evan shared the kids liked the play structure and rope structure, while the adults liked the shades, benches and the overall design.

Member Bagnall asked if there was something the team learned from Boones Ferry Park; Evan shared that seating was something that they wanted to focus on, and the team would be looking into fencing.

Member Diller asked what the life span of playgrounds is; Evan asked the playground that is currently there is approximately ten years old, and the tile surfacing is worn out, but high-use playgrounds typically last 10-15 years.

Member Diller commented on making the football into a disc golf; Evan will pass that along to the review team.

Chair Harmon asked if the covers were rain proof as well as shade proof; Evan commented that he believes they aren't netted but doesn't know if they are intended for rain.

REVIEW PROGRESS ON BOARD GOALS

Chair Harmon shared community feedback, gathered at Egg Hunt, on having a physical activity guide versus a digital version and the community prefers the physical copy. Member Bagnall commented on having two versions of the physical book, with one being geared towards adults and the other being geared towards children. He also suggested having the physical copy for children's activities and the adult version being a postcard with a QR code to the online version.

Member Bagnall shared a thank you for putting a third bin at the dog park and suggested adding a couple of dog agility pieces. He also gave the team kudos for the disc golf course expansion.

Chair Harmon commented that the next volunteer opportunity is this Saturday, May 10 for WERK Day; Recreation Coordinator Behler gave an overview of WERK Day, shared that enrollment is low this year and shared the Earth Day event put on by Natural Resources that is happening on May 10 as well.

Chair Harmon asked if the laser light show ever changes; Director Ammerman shared that there is a new program this year, with more lasers and fog machines.

PARKS AND RECREATION DEPARTMENT UPDATES

Recreation Coordinator Behler shared recreation updates:

- Memorial Day Remembrance Ceremony happening on May 26 at Town Center Park at 10am
- Upcoming events are movies in the park, concerts in the park and party in the park
- June 7 is the Pride event at Town Center Park from 2-4 pm and the muralist starts next week

Director Ammerman shared arts and cultures updates:

- HeARTs are out in the community and will be auctioned off after being out for about 6 months – 1 year

BOARD COMMENTS

Member Diller asked about what's going on at Willow Creek/Landover Park; Director Ammerman stated they are replacing a shelter and play equipment.

Member Diller shared that a member of the Wilsonville Little League said the permanent mound was removed from the field; Program Coordinator Tomaszewski commented that this was discussed was field sign-up night and was requested by the sports organizations. The Parks and Rec team will continue to complete updates on the ballfields next season.

Chair Harmon asked about a special meeting on grant guidelines; Director Ammerman shared the meeting would need to be done sooner rather than later if the Board has suggestions.

ADJOURN

Chair Harmon adjourned the meeting at 5:23 pm.

NEXT MEETING

Thursday, October 9, 2025 6:00 PM

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DRAFT

CITY OF WILSONVILLE – 2024/2025 COMMUNITY OPPORTUNITY GRANT GUIDELINES

Grant Information for Applicants

Purpose: This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement which provide opportunities for entertainment and strengthened community within the City of Wilsonville.

Funding: The funding for this entire program is \$25,000, which will be disbursed to multiple organizations. \$12,500 will be available at each of two grant cycles in a fiscal year.

Process:

The application for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in your application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material.
- Please read grant guidelines before completing an application to be sure that your request satisfies the conditions of the grant.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.
- 2) Funds must be used for a specific project or a specific element of a project which is clearly identified in the application and takes place within the City of Wilsonville.
- 3) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 4) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Projects, events, or services that provide entertainment, personal growth, and strengthened community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.
- The board has traditionally not covered expenses related to staff, or paid volunteers. General operating expenses are not eligible for grant funds (exception- space rental to facilitate project).

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above. All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement, entertainment or community involvement within the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project.
- 4) The project must demonstrate it was not funded in part or whole under the City's Community Tourism Grant.

Financial Information

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community projects. In order to distribute funds fairly and encourage new opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.
- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include:
 - The activities of the program/project:
 - Final financial income and expense statements related to the project
 - If you met your project goals as stated in your application? Include the following:
 - Which goals were successful?
 - Which goals were not?
 - What were some of the benefits that this project provided?
 - Approximately how many people benefitted from your project?
 - How many of those people were Wilsonville residents?
 - A copy of any publicity or printed materials that include the statement acknowledging the source of funds.

Report must be filed within 60 days of completion of the project or event.

If you have any questions, please contact:

Brian Stevenson, Program Manager

503-570-1523

stevenson@ci.wilsonville.or.us



Search

PARKS AND RECREATION

Community Opportunity Grant Application

Community Opportunity Grant Application

The Community Opportunity Grant is intended to assist funding of projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

Applicant Information

Project Title *

Applicant Name *

Registered Tax Exempt Number (if applicable)

Applicant Street Address *

City *

State *

Zip *

Contact (Name) *

Title *

Applicant Telephone *

Applicant Email *

Project Duration: Start Date *

Estimated Completion Date *

Project Budget

Total Project Budget *

\$

Applicant Cash Match (a) *

\$

In-Kind Resources (b) *

\$

Total Applicant Match (a+b) *

\$

Grant Request *

\$

Item 4.

Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#)

(under Supporting Documents-scroll to bottom of the page), complete the worksheets, and submit below.

Project Budget *

No file chosen

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. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Organization Budget *

No file chosen

Organization Budget: This budget shows how this project fits into your organization.

The project should be shown as a line in this budget. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Project Narrative Questions

Provide a project description *

(500 words or less)

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

(500 words or less)

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? *

(250 words or less)

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.) *

(250 words or less)

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.

Signature *

Type Name Here

Date Signed *

Tue 6/17/25

I Accept *☐ Yes**Final Report From Previously Awarded Grant (if applicable)** No file chosen

Final Report: Attaching the final report from your organization's most recent Opportunity Grant is a requirement in order to be eligible for funding.

Files must be less than **2 MB**.

Allowed file types: **pdf doc docx**.

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: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	Amount
Total Organization Expense	

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
Total Project Income	

Expenses - Must be specifically itemized	Amount
Total Project Expense	



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.)