



## KITAKATA SISTER CITY ADVISORY BOARD AGENDA

August 06, 2025 at 6:00 PM

Remote Video Conferencing via Zoom

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**PARTICIPANTS MAY ATTEND THE MEETING AT:**

Remote Video Conferencing

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

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

Register with Wilsonville Parks and Recreation:

[stevenson@WilsonvilleOregon.gov](mailto:stevenson@WilsonvilleOregon.gov) or 503-570-1523

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
2. Introduction of New Board Member

**CONSENT AGENDA [6:05 PM]**

3. [Approval of 06.11.2025 Minutes \(Needs Motion\)](#)

**CITIZEN INPUT [6:07 PM]**

**BUDGET [6:10 PM]**

4. Stickers = \$198

**ITINERARY REVIEW [6:15 PM]**

5. [Itinerary Outline](#)

**BOARD COMMENTS [6:45 PM]**

**ADJOURN [7:00 PM]**

**NEXT MEETING**

Wednesday, September 10, 2026 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 503-753-7529 or KSCAB@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.*

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



## KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 6/11/25 at 6:00 PM

### CALL TO ORDER

A regular meeting of the Kitakata Sister City Advisory Board was held beginning at 6:00 p.m. on Wednesday, June 11, 2025, in-person and via Zoom at the Parks and Rec Admin Office located at 29600 SW Park Place, Wilsonville OR 97070.

Adrienne Scritsmier called the meeting to order at 6:02 p.m., followed by a roll call, which included introduced of the new members, Theodore Russell and Wendy Hall.

### PRESENT

Josh Dalglish  
Sammy Scarpone  
Jenelle Reid  
Matt Brown  
Adrienne Scritsmier  
Mike Bohlen  
Theodore Russell  
Wendy Hall

### ABSENT

Seiji Shiratori

### STAFF PRESENT

Brian Stevenson, Program Manager  
Natalie Tomaszewski, Program Coordinator

### CONSENT AGENDA

#### Approval of the Minutes

Program Manager Stevenson suggested an edit to the minutes to change the vote motion to show 5-0 instead of 5-7.

**Motion:** Moved to approve the April 9, 2025 Kitakata Sister City Advisory Board Minutes with edits to the voting results.

Motion made by Member Sammy Scarpone. Seconded by Member Theodore Russell.

#### Voting Yea:

Vice Chair Sammy Scarpone

Member Josh Dalglish  
 Member Adrienne Scritsmier  
 Member Jenelle Reid  
 Member Matt Brown  
 Member Mike Bohlen  
 Member Theodore Russell  
 Member Wendy Hall

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 8-0.

**BUDGET**

- Staff gave an update on the current budget and shared that the board had spent \$2,427 since the last meeting, on shirts (\$1,451.25), Japanese snacks (\$156.89) and cooking classes (\$688.52).
  - Member Wendy Hall and Member Janelle Reid shared their positive experience at the class.
- The board discussed sticker designs and voted on ordering 100 stickers in total.
- Program Manager Stevenson will send out sticker designs options to the board before ordering.

**Motion:** Moved to approve that Staff purchase stickers after sending new design to the Board.

Motion made by Member Sammy Scarpone. Seconded by Member Wendy Hall.

**Voting Yea:**

Vice Chair Sammy Scarpone  
 Member Josh Dalglish  
 Member Adrienne Scritsmier  
 Member Jenelle Reid  
 Member Matt Brown  
 Member Mike Bohlen  
 Member Theodore Russell  
 Member Wendy Hall

**Voting Nay:**

None

**Abstaining:**

None

**Vote:** Motion carried 8-0.

**ITINERARY REVIEW**

The Board reviewed the draft itinerary and discussed ideas for activities:

- Adidas/Nike Tours
- Bullwinkle's
- Hopscotch

- Nutcracker
- Bridgeport
- Art Museum
- Pine Street Market
- Cooking American Food - Pizza
- Holiday crafts/cookies at the Community Center
- Sleighbells in Sherwood
- World Forestry Center
- Tour of Lewis and Clark College
- Frog Pond Farm
- Powell's
- Things to Book/Confirm
  - Welcome Dinner- Sunday, December 7
  - Wilsonville Facility Tours, Lunch at Center and Bingo
  - Transportation
  - Japanese Consulate
  - 2 Schools Days- 1 middle school day, 1 high school day
  - Tour of CCC campus - Wilsonville
  - Farewell Dinner- Sunday, December 14

#### **AGENDA ITEMS FOR FUTURE MEETINGS**

- Staff and board members briefly discussed dates for the next meeting
  - August 13- Host Family Info Night
- Host Family applications are due September 29.

#### **BOARD COMMENTS**

- Member Wendy Hall suggested the Kitakata Advisory Board should table at the Farmers Market; Chair Adrienne Scritsmier shared that she was willing to do it but with the help of others.
- Member Mike Bohlen asked if the applications were completed and live; Member Janelle Reid shared they were.

#### **ADJOURN**

Meeting adjourned at 7:20 pm

## 2025 Kitakata Student Visit December 6-16

Date	Time	内 容
Dec. 6 (Sat)		Drive from PDX to Wilsonville Host families meet to make signs at Parks and Rec Meeting with host families at P&R Admin Bldg.
Dec. 7 (Sun)		Free Day w/ Host Family
	4:30 - 7:00 PM	Welcome Dinner at Community Center
Dec. 8 (Mon)	8:00-8:30 AM	Host Family Drop Off at Parks and Rec
	8:30-9:30 AM	Breakfast with Exec Team and Council at City Hall
	9:30 -11:00 AM	City Facility Tours
	11:00 AM - 12:00 PM	Clackamas Community College - Wilsonville Campus Tour
	12:00 PM	Lunch at Community Center
	1:00 PM	Bingo
	1:45 - 5:00 PM	Holiday Crafts and Activities at the Community Center
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 9 (Tue)	8:00 AM	Host Family Drop Off at Parks and Rec
	9:15 AM	Gather and Drive to Meridian Creek Middle School
	9:15 AM - 3:45 PM	Activities at MCMS (eat school lunch)
	3:45 PM - 4:00 PM	Shuttle from School to Parks and Rec
	4:00 PM - 5:00 PM	Pizza building at Community Center
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 10 (Wed)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:45 AM	Lewis and Clark College Campus Tour (Depart at 10 am)
	10:30 AM	World Forestry Center
	12:15 PM	Lunch at Pine Street Market Food Hall
	1:15 PM	Walk to Voodoo Donuts
	2:00 PM	Hopscotch (Depart by 4 pm)
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 11 (Thr)	8:15 AM	High School Drop Off- meet in Office
	8:15 AM	Gather in main office- Erica to meet kids outside at 8am
	8:30 AM - 3:05 PM	High School Day - shadow Japanese lang. students
	3:15 PM	Shuttle from School to Bullwinkles
	3:30 PM - 5 PM	Bowling at Bullwinkles
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 12 (Fri)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:45 AM	OHSU Aerial Tram
	10:15 AM	Art Museum
	12:15 PM	Lunch at Shake Shack- students buy their own ~\$15
	1:00 PM	Powells City of Books
	3:00 PM	Consular Office of Japan (Wells Fargo Center)
	4:00 PM	Drive back to Wilsonville
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 13 (Sat)		Free Day w/ Host Family
Dec. 14 (Sun)		Free Day w/ Host Family
	4:30 - 7:00 PM	Farewell Dinner at Community Center
Dec. 15 (Mon)	8:00 AM	Host Family Drop Off at Parks and Rec
	8:15 AM	"Thank you" craft at Parks and Rec
	10:00 AM	Sleighbells in Sherwood
	12:00 PM	Lunch and Shopping at Bridgeport
	3:00 PM	Frog Pond Farm
	5:00 PM	Host Family Pick Up at Parks and Rec Admin
Dec. 16 (Tues)		Host Family Drop Off at Parks and Rec
		Travel from Wilsonville to PDX
		PDX drop off