



PARKS AND RECREATION ADVISORY BOARD AGENDA

May 14, 2026 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 Place, Wilsonville, OR 97070

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

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Wilsonville Parks and Recreation: 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 [4:00 PM]

1. Roll Call

CONSENT AGENDA [4:02 PM]

2. [Approval of Minutes: 04.09.2026](#)

CITIZEN INPUT [4:05 PM]

OPPORTUNITY GRANT - APPLICANT CRITERIA [4:10 PM]

3. [Community Opportunity Grant Guidelines](#)

BUDGET COMMITTEE PRESENTATION REVIEW [4:50 PM]

PARKS AND RECREATION DEPARTMENT UPDATES [5:00 PM]

REVIEW PROGRESS ON BOARD GOALS [5:10 PM]

4. [2026 Board Goals & Action Items](#)

BOARD COMMENTS [5:20 PM]

ADJOURN [5:30PM]

NEXT MEETING

Thursday, October 8, 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 Kris Ammerman, Parks and Recreation Director 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.

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

April 9, 2026 at 6:00 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 6:01 pm.

1. Roll Call

PRESENT

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

ABSENT

None

EX OFFICIO MEMBERS/CITY STAFF PRESENT

Megan Big John, Parks and Recreation Director
Brian Stevenson, Program Manager
Natalie Tomaszewski, Program Coordinator

OTHER ATTENDEES

Neil Kennedy, Charbonneau Country Club
Officer Banfi, Wilsonville PD
Jules Moody, Sole Sisters

Jessy Lee, Sole Sisters
 Jenelle Reid, Sole Sisters
 Tabi Traugher, Wilsonville Basketball Association
 Carolina Wilde, DEI Committee Chair
 Rick Wallace, DEI Committee Vice-Chair
 Zoe Mombert, Assistant City Manager and staff liaison for the DEI Committee
 City Councilor Adam Cunningham

CONSENT AGENDA

2. Approval of Minutes: 10.16.2025

Motion made by Member Gary, seconded by Vice-Chair Aird

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

3. 2026 Officer Appointments

- Motion made by Chair Harmon, seconded by Member Gary to elect Amanda Harmon as Chair and Bill Bagnall as Vice-Chair.

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

CITIZEN INPUT

There was no citizen input.

COMMUNITY OPPORTUNITY GRANT REVIEW

4. Charbonneau Country Club – Walker Watch Program (\$2,000)
5. Diversity, Equity and Inclusion (DEI) 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)

Program Manager Stevenson gave an overview of the process prior to the presentations beginning.

Member Bagnall asked about the funds returned from the last grant meeting; Program Manager Stevenson shared that the Inner Peace, Outer Peace project returned the funds and noted they weren't ready for this grant cycle. The returned funds, or any unallocated funds, will go back to the general fund.

Charbonneau Country Club – Walker Watch Program

Neil Kennedy, the Safety Coordinator with Charbonneau Country Club presented on their Walker Watch Program. Officer Banfi also joined Neil Kennedy in his presentation.

Member West asked about the vests and liability; Neil Kennedy explained that there will be training facilitated by the police department.

Member Aird asked how they would gauge interest in the program; Neil Kennedy shared he hasn't done that, but they have 130 volunteers in their emergency preparedness and neighborhood watch programs, who are very interested in the program.

Member Corno asked if the Charbonneau Community Foundation non-profit group was asked before applying here; Neil shared they were not.

Member Gary commented that it would be nice if there were outcome measures that would indicate success such as number of reports; Neil shared that it is a difficult metric to capture as it would have to happen, be seen and report. Officer Banfi shared they didn't have the number of police calls, but the program is more focused on deterrent.

Member Aird asked about the potential for the vest to be duplicated and Vice-Chair Bagnall commented that a similar program had their vest stolen.

Member Corno asked if this has been implemented elsewhere; Officer Banfi shared he wasn't aware of another.

Member Diller asked if they could ask city staff about having the logo on the vest.

Diversity, Equity and Inclusion Committee - Event Sensory Kit

Carolina Wilde and Rick Wallace, who serve on the DEI Committee, presented on their sensory event kit application.

Member Gary asked if they approached any philanthropic organizations; Carolina Wilde shared that it would make sense to utilize the funding that would come from the city for these materials and they will measure usefulness to see if they need to expand.

Member Aird asked what the tents look like; Rick Wallace shared they are about the size of a person, a little smaller than a camping tent and used for those to take a moment to self-regulate.

Member Corno asked about the number of kits the city already has since the application stated they were modeled about the library's kits; Assistant to the City Manager Mombert shared the library has a few available for checkout and a few available for those at the library. Mombert also shared the importance of these to be used for the events, and it's not anticipated the library's kits would be available for event use.

Member Bagnall asked about the logistics of the kits and how we would notify event goers they are available; Rick Wallace shared they would make sure to notify and make their location clearly marked. Assistant to the City Manager Mombert also shared they will also have signage on the site about the event sensory kits.

Member Corno asked if they had data on families not coming to events or leaving early due to someone being overstimulated; Assistant City Manager Mombert shared that there is a lot of data and information coming out about making events more accessible and sensory elements.

Chair Harmon asked about how they would notify event goers who have stayed away from events; Assistant to the City Manager stated they would include them in marketing and advertising, with the hope they would become used at other city events and it's known they are available.

Member Diller asked about storage space; Assistant to the City Manager Mombert shared the city would own them so they would be stored at city hall or the parks and recreation administration building. Member Diller asked about the quantities of the items; Mombert shared there is a possibility of all 20 kits being utilized at the same time.

Chair Harmon asked about the upkeep of the materials; Assistant to the City Manager Mombert stated that it would become a logistic of the events if the kits were funded.

Sole Sisters - 5k, 10k, 1/2 Marathon Safety and Traffic Control

Jessy Lee, Jules Moody and Jenelle Reid presented on their Sole Sisters application for the safety and traffic control plan.

Member Bagnall asked about the feedback from folks commenting about the growth of the event; Jessy Lee shared they are growing but not exploding, allowing them to make changes along the way. Member Bagnall also asked about the logistics about last year's route versus this year's route; Jessy Lee commented the route is the same and the changes are related to traffic control along the route.

Member West asked about the flaggers on the route and porta-potties; Jessy Lee commented they are only along Wilsonville Road where runners will be crossing the road. There will be volunteers along the route directing runners where to go. She also shared the ask amount for porta-potties is for five units for a single day rental.

Member Aird asked what would be on their wish list if additional funding was available; Jessy Lee would like to bring their signage to the next level such as professional mileage signage. Member Aird also asked if they partner with any local track clubs; Jessy Lee shared its tough this time of the year, but Young Life is handling two of their aid stations.

Member Gary asked if they have tailored their sponsorships to target their demographic; Jenelle Reid shared they have looked at the organizations who sponsor the bigger races, but they aren't at that level and get more local sponsors.

Wilsonville Basketball Association - Summer Tournament and Skills

Tabi Traughber presented on her Wilsonville Basketball Association – Summer Tournament and Skills application.

Member Diller asked what the threat of disbanding is; Tabi Traughber shared there are a lot of clubs and there isn't much turnout for the girls, so they are going to other cities to play.

Member Aird shared that she thinks it's a great program and would hate to see it disappear.

Chair Harmon asked about the cost for the program; Tabi shared the registration fee for recreational players is \$250 and for select is \$500, because its more tournament fees.

Member Corno asked if Tabi was involved last year; Tabi shared she has been involved for many years coaching and is involved now with rec and select.

Member Bagnall asked how she gets the word out about the program; Tabi commented that it's advertised through social platforms and there is an email list that they message, and they could look into putting something in the newspapers.

Member Diller disclosed that Jules Moody is a paid dog walker for his family on occasion.

Members of the Parks and Recreation Advisory Board discussed the applications submitted.

Member West asked about another committee applying for funds from the board and setting a precedent; Member Gary mentioned this has been a discussion in the past and it has happened on a number of occasions. Member Bagnall shared that the DEI committee doesn't have their own budget and one of the discussion points last time was how much fundraising they gather from sponsorships. Member West suggested having a discussion at the next meeting, specifically around if funds were not available for all applicants and how the board would approach that situation.

Member Corno stated she feels that money earmarked for the community is being given back to the government and the principle around it. Member West shared that we probably need to have a policy on situations like this.

Member Gary, Member Aird and Chair Harmon discussed their support to increase the amount given to Sole Sisters for additional signage and porta-potties for their event. Chair Harmon asked about waiving the fees that are due to the city for the event, but noted the grant was an option for those fees to be covered.

Member Diller moved to award \$2,000 to Charbonneau Country Club Walker Watch Program, seconded by Chair Harmon.

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

Motion passed 7-0.

Member Corno shared her reasoning for voting no on the DEI Committee Event Sensory Kit application being the grant is for the community, but the government is applying for it; Member Aird shared that there is some grey area, but the kits are for the community.

Member Aird moved to award \$2,124.93 to the DEI Committee Event Sensory Kits, seconded by Chair Harmon.

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

Voting Nay: Member Corno

Motion passed 6-1.

Member Gary moved to award \$2,500 to the Wilsonville Basketball Association, seconded by Member Aird.

Voting Yea: Chair Harmon, Vice-Chair Bagnall, Member Gary, Member Diller, Member Aird, Member Corno, Member West
Motion passed 7-0.

Member Gary shared that while he applauds 19 years of having the event, one would hope there would be a point of achieving sustainability. Member Corno asked if we knew how much money was given back from their request at the last grant cycle they applied for; Member Gary stated he believed it was \$2,500.

The Parks and Recreation Board discussed giving applicants more than the requested funding.

Member Aird moved to award \$5,624 to Sole Sisters, seconded by Chair Harmon.

Voting Yea: Chair Harmon, Vice-Chair Bagnall, Member Gary, Member Diller, Member Aird, Member Corno, Member West
Motion passed 7-0.

Program Manager Stevenson distributed the paperwork to the awarded applicants.

PARKS AND RECREATION DEPARTMENT UPDATES

Megan Big John introduced herself as Wilsonville's new Parks and Recreation Director and gave an update on her background. Megan also provided an update on parks items:

- Matt Mortiz started in January as their new Parks Operations Manager
- Memorial Park Playground grand opening and ribbon cutting is targeted for May 22
- Frog Pong Park is moving along and is targeting an August opening date
- Memorial Park ballfield and dugout upgrades are moving forward with fields being closed August 24 for that project
- Water features upgrades are happening and tentatively opening June 3 and open until September 9

Program Manager Stevenson shared additional recreation updates:

- The team is excited to have Megan on the team
- HeARTs auction concluded and generated \$4,500 dollars
- Stein-Boozier Barn: two open houses happened in March
- 17,000 eggs were handed out at the Egg Hunt a couple weeks
- Summer Activity Guide went out to mailboxes with registration opening on April 6
- Sports fields opened up this past week, and new lighting system is in place
- WERK Day coming up on April 25 and more volunteers are needed
 - Member Diller asked why the volunteers are down this year; Program Manager Stevenson shared it's a busy time of year but there has been a downward trend over the

last few years, but the team is looking into a rebrand for next year. Member Bagnall mentioned potentially changing the name to something that is easier to remember.

- There has been collaboration with Natural Resources in the past, but they went on a different route this year
- Goats will still be out in the park, even if WERK Day doesn't happen
- Temporary light installation at Murase Plaza from May 1 – May 10
 - Kickoff event on May 1 from 7:30 – 9:30 pm

Member Corno asked if the Board is notified when staff are presenting to City Council; Program Manager Stevenson shared there hasn't been a formal practice but that is something we could implement.

Member Aird asked about the parks fee proposal being brought back to City Council; Director Big John shared there are items that need to be vetted out before it's brought back to the Parks and Recreation Board and City Council.

PROGRESS ON BOARD GOALS

The Board choose to review the Board Goals for 2026 at the next meeting.

BOARD COMMENTS

Member Diller shared that he enjoyed working with the previous Parks and Recreation Director Kris Ammerman.

ADJOURN

Chair Harmon adjourned the meeting at 7:45 pm.

NEXT MEETING

Thursday, May 13, 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: 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.

**CITY OF WILSONVILLE – 2025/2026
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 Cultural Events & Programs 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@wilsonvilleoregon.gov



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.)