



**Wilsonville Parks and Recreation Advisory Board  
Virtual - Zoom  
April 8, 2021, 6:00pm  
Meeting Agenda**

- 6:00 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of Minutes: February 11, 2021
- 6:05 PM** II. Citizen Input
- 6:10 PM** III. Community Opportunity Grant Review – Board
- 6:40 PM** IV. Finalization of 2021 Board Goals – Board
- 7:00 PM** V. Recap – 2019/2020 Parks Bond – McCarty & Stevenson
- 7:20 PM** VI. Director Report - McCarty
- 7:25 PM** V. Community Center Report – Stevenson
- 7:30 PM** VI. Parks Report – Schull
- 7:35 PM** VII. Recreation Report – Behler
- 7:40 PM** VIII. Board Comments
- 7:55 PM** IX. Adjourn

Next Meeting –  
Thursday, May 13, 2021  
4:00 PM  
Parks and Recreation Admin Building or Zoom (Location TBD)

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call 503-570-1530.

Parks and Recreation Advisory Board Meeting Action Minutes  
February 11, 2021

**Advisory Board Members Present:**

Jim Barnes, Chair  
Jeff Redmon, Vice Chair  
Dahe Chen  
Daniel Christensen  
Nate Early  
Jennifer Link Raschko

Brian Stevenson, Program Manager  
Erica Behler, Recreation Coordinator  
Dustin Schull, Parks Supervisor  
Brittany Hernandez, Administrative Assistant II

**Members of the Public Present:**

None

**Staff Present:**

Mike McCarty, Parks and Recreation Director

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	4:02 p.m.
<u>Minutes</u>	A. Minutes from the January 14, 2021 board meeting were approved 6-0. Jennifer Link Rashko made the motion to approve and Dahe Chen seconded the motion.
<u>Public Comment</u>	A. None
<u>Department Goals</u>	<p>A. Board Chair, Jim Barnes started off the meeting with the purpose of the Parks and Recreation Advisory Board which is to take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. The advisory board's duties and responsibilities are to serve as a sounding board for the department administrator and staff to test their plans and ideas and to recommend policy. The biggest thing that the advisory board can do is to be a voice and advocate for the community and keep bringing ideas forward.</p> <p>Parks and Recreation Director, Mike McCarty went over the department's goals which consist of stewardship of the environment and natural resources; safe, livable, and engaged community; thoughtful and inclusive built environment; art, culture, and community amenities; and expand and maintain high quality infrastructure. Program Manager, Brian Stevenson added that covid and state guidelines have impacted the department in what we can do and has reduced the departments revenue, so going forward we have to look at getting people back to our programs whether that's virtually or in-person while socially distancing. The department has provided free drive-through events and is now providing virtual exercise classes for a fee. Mike McCarty discussed how the volunteer aspect of the department goals is ever changing during covid but the department is actively working towards bringing volunteers back.</p> <p>Parks Supervisor, Dustin Schull explained the status of the non-motorized boat launch at Memorial Park. The Parks and Rec team is currently researching products and funding sources for a non-motorized boat launch. The launch will be attached to the inside of the existing dock which will allow a calm entry into the river and provide protection from winter river debris. Approximately 1500 linear feet of ADA accessible trail will be added from the existing ADA parking area at the River Shelter parking lot. An application for the project has been submitted to the Wilsonville-Metro Community Enhancement Grant Committee.</p>

	<p>Parks and Recreation Director, Mike McCarty informed the board that under the art, culture, and community amenities goal Recreation Coordinator, Erica Behler is the staff liaison and providing leadership to the Kitakata Sister Advisory Board.</p> <p>Board Chair, Jim Barnes asked the question is there any linkage between the Community Enhancement Committee and the Parks and Recreation Advisory Board? Brian Stevenson replied that the Wilsonville-Metro Community Enhancement Grant Committee is a separate City Committee. Past Parks and Recreation Advisory Board members have, and currently do, sit on this Committee but there is no formal connection between the two Boards/Committees.</p> <p>Parks Supervisor, Dustin Schull gave an update on the use of Cartegraph which has had tremendous value in the day-to-day operations. Cartegraph records time spent working out on the field and all costs associated with operations. Cartegraph is able to give a realistic look of where time and resources are being spent and how to move forward as a team to be more efficient.</p> <p>Recreation Coordinator, Erica Behler informed the board about working with local schools. The Department would welcome the opportunity to work with local school groups to utilize the parks for education. Currently, the City's Natural Resources Division integrates environment programming at various schools throughout the school year. Given current staffing levels of the Department, ongoing school programming could be challenging. Partnering with a contractor to provide educational opportunities would be a more likely scenario.</p> <p>Mike McCarty explained the budget timeline which starts July 1<sup>st</sup> and ends June 30<sup>th</sup>. The department begins working on the next year's budget in the December and January and submits it to finance and administrative staff. All city department requests are ultimately paired down to match available City resources. Traditionally, the Board has done a good job voicing their preferences for certain projects, as well as Board members being involved in the various project master plans and giving their input as part of those processes.</p> <p>Dustin Schull explained volunteer efforts, limitations put in place by the City's Emergency Operations Committee have limited any volunteering in the last 11 months. The Department recently received approval for small groups of volunteers and continues to look for creative ways to increase volunteer efforts. This includes an extended WERK week in the spring, a Villebois workday in the fall and an opportunity to sign up to volunteer in the parks throughout the year.</p>
<p><u>2021 Board Goals</u></p>	<p>A. Board Chair, Jim Barnes kicked off the 2021 board goal discussion.</p> <p>Jeff Redmon stated that there needs to be goals that are simple and attainable within the framework of the board's duties. His personal goal is to be involved in action items like volunteering with maintenance efforts and being an advocate. When events like WERK day happen, he would like to be</p>

deputized to find people to man those volunteer events. Jim Barnes said that an actionable goal around that would look like getting 80% board participation in events that come up in the year.

Nathan Early stated that he thinks that the board would be fine without written goals. Committing to working to specific volunteer events may not work, unfortunately his career takes priority and he would hate to be a negative percentage to volunteer efforts. He will do what he can on his off time as far as cleanup efforts and volunteer work. Jim Barnes stated that there are multiple events during the year around Halloween and the Fall Harvest Festival. Jeff Redmon clarified that involvement does not have to be physical, it could be as simple as making a phone call or distributing flyers in neighborhoods.

Daniel Christensen said that he is supportive of everybody else's ideas like being involved with volunteer efforts. His interest is more advisory and analytical but also sees the power of being involved physically with volunteer efforts. He feels like they are on the precipice of overcoming the pandemic and it would be important to think about what the pent up demand that exists for doing things after the pandemic. Maybe it is a good use of staff time and low cost to think about and anticipate what the demand will be when people can run around doing maskless activities.

Dahe Chen said that he is very flexible if there is something to participate in like WERK day. He also stated that the board could work closer with staff to help disseminate park information and programming to more people through social media. Brian Stevenson said that the department would love if the board could help share a Facebook post or a tweet to more people in the community. The department would welcome any additional marketing or public relations from that perspective. Erica Behler encourages everyone to follow the Wilsonville Parks and Recreation Facebook and Instagram pages and if any board members have anything to share on the department's social media pages to please send them to Erica.

Jennifer Link Raschko believes that the board should have goals that are specific, measureable, attainable, realistic, timely, and to be held accountable. She would like to take on that project of getting schools involved in the Parks and Rec department and make a difference that way. Jennifer thinks that a follow up email to everyone reciting goals, projects, and things that need to be accomplished this fiscal year would be important. That would include making sure that the kayak launch gets started, taking on additional volunteer efforts, incorporating the community more, and working with schools to get involved with the department. Jim Barnes said that he will work offline with Jennifer and try to take a couple of those items that we talked about today and phrase them as more actionable items and bring them to the next meeting.

**ADJOURNED**

5:37 p.m.

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Applicant Information

**Project Title**

The Biggest Pumpkin Project

**Applicant Name**

Wilsonville Arts & Culture Council

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

REDACTED

**Applicant Street Address**

REDACTED

**City**

REDACTED

**State**

REDACTED

**Zip**

REDACTED

**Contact (Name)**

REDACTED

**Title**

REDACTED

**Applicant Telephone**

REDACTED

**Applicant Email**

REDACTED

**Project Duration: Start Date**

May 1, 2021

**Estimated Completion Date**

October 31, 2021

Project Budget

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**Total Project Budget**

\$ 20,850.00

**Applicant Cash Match (a)**

\$ 3,500.00

**In-Kind Resources (b)**

\$ 11,350.00

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

\$ 14,850.00

**Grant Request**

\$ 6,000.00

Download the [Project Budget worksheet and Organization Budget worksheet here](#) <sup>[2]</sup> (under supporting documents), complete the worksheets, and submit below.

**Project Budget**    [the\\_biggest\\_pumpkin\\_project\\_budget.xlsx](#) <sup>[3]</sup>

**Organization Budget**    [wacc\\_organization\\_budget.xlsx](#) <sup>[4]</sup>

**Project Narrative Questions****Provide a project description**

The Wilsonville Arts & Culture Council seeks grant funding to support the creation and enhancement of a public art community project. The Biggest Pumpkin Project brings together some of the most active organizations in Wilsonville arts and culture. It will create a physical symbol of the power of working together to achieve a larger goal. Local artist and Wilsonville resident Benjamin Mefford will carve an 11,000 lb block of granite into the form of a jack' o' lantern 4ft tall and 4ft diameter, roughly the size of the largest pumpkins on record. The initial inspiration for this project began with a favorite children's story: The Biggest Pumpkin Ever. It is a story of a field mouse and a house mouse who, without realizing it, are working together day and night to grow a pumpkin of mammoth proportions. When they ultimately discover that they had been working toward the same goal all along, they share first prize in the pumpkin contest, and the whole town helps them carve it into a jack' o' lantern. It is an inspiring story of persistence, hard work, collaboration, and community.

Pumpkin carving is easily overlooked as an art activity, and yet for many Americans it is the only reductive sculpting opportunity they will ever have. To see this heartwarming tradition translated into a resilient material at a scale designed to impress, this project intends to become a symbol of creative expression for the whole community.

The creation of the sculpture will be documented with photo and video, and both the process and progress will be shared with participating organizations and the surrounding community. Upon completion it will temporarily be kept on a trailer to be transported to multiple locations around town before ultimately being sited where the public will be able to enjoy it for years to come. The Clackamas County Cultural Coalition has already committed grant funds to support the initial purchase of the stone, in-kind support will be substantial, and WACC asks for grant

support to make components of this project feasible and accessible to a large number of Wilsonville residents.

The primary elements of the project that need support are those that would occur in Wilsonville and will ensure expanded access. The ability to hold a portable exhibition on a trailer, adapted with an ADA ramp, would allow accessible integration with coordinated student art workshops with WV High School, a WV Library story-time presentation, pumpkin carving, and a possible parade in conjunction with the annual Dia de los Muertos celebration. Originally proposed to be sited at Fir Point Farms, grant support would make it possible for the sculpture to be on loan within the city limits and this has consistently been a request of those becoming involved in the project.

Please help the Wilsonville Arts & Culture Council magnify the impact of this project and bring together community members to deliver a gift of joy to residents of all ages and persuasions.

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

This is a community building event, originating from a story of collaboration, which also directly supports local arts and arts education. The project has direct support and endorsement from the Charbonneau Art Association (CAA) and the Wilsonville Arts & Culture Council (WACC), will incorporate creative opportunities for WVHS art students, and will coordinate with the Wilsonville Library for a holiday story-time featuring the story *The Biggest Pumpkin Ever* by Steven Kroll. The creation of the sculpture will be recorded and edited into a video to be exhibited on the websites of the WACC and CAA to make the process visible and accessible to a wide audience. There are fewer and fewer opportunities for youth (and even adults) to learn reductive sculpture methods, especially in stone, and students at WVHS will have unique opportunities to carve their own small stone sculptures. When the large sculpture is finished, it will travel around the city on the back of a trailer to participate in happenings at multiple venues, including outside the WV library for the story time event, the Charbonneau Art Festival, and possibly the WV Fall Harvest Festival and other pumpkin carving events. The sculpture will also be available for a multi-year donated loan to the city of Wilsonville, which has already been requested by a number of residents and supporters. A location has even been proposed at Memorial Park near the community garden, and we have reached out to Parks & Recreation to start the discussion of what might be possible.

The past year has robbed us of many creative opportunities planned for our community, but we continue to adapt, and this public art project has the power to capture the imaginations of every resident in our city and beyond. We don't expect the pandemic to go away overnight, and considerations will be made at every level on how to bend to whatever the situation requires as it continues to unfold. Public presentations will all be outside, all mask and spacing mandates will be encouraged and enforced, and public health will of course remain the highest priority. However, we are optimistic, and confident that even if there were significant changes to current trends we would be able to accomplish the goals associated with this project. We all have a significantly greater education on hosting and participating in virtual events, and this project's chief asset is its endurance: if people were not able to visit this sculpture in person right away (unlikely, given that it will be outdoors) it will be there waiting when they can. I trust you will agree that there are few things quite as valuable right now as having something uplifting to look forward to.

**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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals?**

WACC intends to help this project become a symbol of cultural collaboration within the Wilsonville community. Pumpkin carving is an American tradition, and this pumpkin form sculpted in granite just might survive the elements for the next 10,000 years or more, and every year that it endures it will bring smiles to scores of children and adults alike. The Charbonneau Art Festival serves a mostly retired community, but also integrates the work of student artists from both Wilsonville High School and Canby High School, and the Biggest Pumpkin Project will be a significant component of the 2021 event. This will help generate enthusiasm for the annual CAA fundraising effort that supports art programs at both schools, and also will increase publicity and attendance (whether virtually or in person) to the professional exhibition by local artists. WVHS art department faculty will have access to the project throughout its development, and grant funding will in part pay for stone carving materials for student opportunities. This will create a unique sculptural experience while also learning about the process of making a community public art project. We will know we have succeeded both by quantitative measurements of participation and qualitative reports of organizational and individual participants. We have the experience and capability to track participation in virtual and live events alike.

**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 lead artist and project manager Benjamin Mefford has a wealth of experience with stone carving and public art, demonstrated by his position as President of the Northwest Stone Sculptors Association and co-chair of the Public Art Committee for the City of Lake Oswego. He has been a Wilsonville resident since 2016, served on multiple committees within the 2020 Wilsonville Arts, Culture, and Heritage Task Force, and has had a strong relationship with the Wilsonville Arts & Culture Council since he was hired as Director of the Wilsonville Festival of Arts in 2019. He is also currently serving as an Artist in Residence for the WVHS Art Club at the invitation of sculpture teacher and creator of the Dia de los Muertos event, Angennette Escobar. The Wilsonville Library has previously promoted the story The Biggest Pumpkin Ever during former story-time presentations, and is in a position to organically collaborate on the project without any added expense. WACC has for many years been a key organization in facilitating and promoting local arts & culture, and this project fits perfectly into our scope of inclusive community cultural events. WACC spent 2020 diversifying our board of directors and has endured the pandemic to become an even stronger entity. This team of collaborators has the ability and knowledge to make The Biggest Pumpkin Project accessible to a larger audience in Wilsonville, and significantly enhance community engagement.

**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**  
REDACTED



**Date Signed** Fri 3/5/21

**I Accept**

Yes

**Final Report From Previously Awarded Grant (if applicable)**

### 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
Clackamas County Cultural Coalition Grant [cash]	\$2,500.00
Production [in-kind]	\$5,000.00
Artist Fee [in-kind]	\$5,000.00
Tool Rental (large saws) [in-kind]	\$1,000.00
"Pumpkin Seed" Carvings, Fundraising [cash]	\$1,000.00
Liability Insurance (artist) - [in-kind]	\$350.00
<b>Total Project Income</b>	<b>\$14,850.00</b>

Expenses - Must be specifically itemized	Amount
Materials (stone)	\$3,500.00
Supplies	\$500.00
Transportation (stone)	\$1,500.00
Production	\$5,000.00
Artist Fee	\$5,000.00
Documentation	\$800.00
Student Carving Materials (stone)	\$750.00
Studio Rental and Storage (project specific, 6 months)	\$1,350.00
Tool Rental (large saws)	\$1,000.00
Marketing	\$600.00
Installation Equipment (forklift rental, or crane service)	\$500.00
Liability Insurance	\$350.00
<b>Total Project Expense</b>	<b>\$20,850.00</b>

## 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: Jul-20 to Jun-21

Income Sources	Amount
CCCC grant	\$2,500.00
RACC grant	\$3,200.00
Art sales commissions	\$91.00
Donations	\$1,350.00
Coronavirus Relief Fund	\$2,660.00
2nd quarter 2021 events [in-kind]	\$1,884.00
<b>Total Organization Income</b>	<b>\$11,685.00</b>

Expenses	Amount
3rd & 4th quarter 2020 events	\$2,500.00
1st quarter 2021 events (cost Included in web expenses)	\$0.00
2nd quarter 2021 events	\$1,884.00
Web expenses	\$681.54
Insurance	\$2,319.00
OR Corp annual report	\$50.00
Web build/redesign	\$675.00
Administrative Expense	\$836.00
<b>Total Organization Expense</b>	<b>\$8,945.54</b>

Fiscal Year: Jul-21 to Jun-22

Income Sources	Amount
Sponsorship of Summer Virtual Performances	\$3,000.00
Additional Fundraising (anticipated)	\$4,000.00
Art sales commissions (anticipated)	\$400.00
Donations	\$1,500.00
<b>WV Community Opportunity Grant (anticipated)</b>	<b>\$6,000.00</b>
<b>Total Organization Income</b>	<b>\$14,900.00</b>

Expenses	Amount
3rd quarter 2021 event (Virtual Performance Events)	\$4,000.00
<b>The Biggest Pumpkin Project extension (anticipated)</b>	<b>\$6,000.00</b>
4th quarter 2021 event (Dia de los Muertos)	\$1,500.00
1st quarter 2022 event (TBD)	\$1,200.00
2nd quarter 2022 event (TBD)	\$1,200.00

OR Corp annual report	\$50.00
Web expenses	\$681.54
Insurance	\$2,319.00
Total Organization Expense	\$16,950.54

Spring Flip

App

Monday

Tuesday

Wednes