



KITAKATA SISTER CITY ADVISORY BOARD MEETING MINUTES

Wednesday, 10/15/25 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, October 15, 2025, in person at the Parks and Recreation Admin building and via zoom. Sammy Scarpone called the meeting to order at 6:03 p.m., followed by a roll call.

PRESENT

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

ABSENT

None

STAFF PRESENT

Erica Behler – Recreation Coordinator II

CITIZEN INPUT

- A member of the public introduced themselves as a board member applicant. She joined the meeting to learn and observe.

DECEMBER VISIT

- **Budget**
- **Interpretation Services**
 - Member Scarpone shared a quote for translation services from Lisa D Consulting, LLC. The quote included interpretation for the welcome dinner, Wilsonville city tour, Portland city tour x2 and the farewell dinner. The total for services is \$1,620.00

- **Motion:** Moved to approve the quote for interpretation services as listed for the amount of \$1,620.00
- Motion made by Member Bohlen. Seconded by Member Reid.

Voting Yea:

- Member Dalglish
- Member Hall
- Member Russell
- Member Olmstead
- Vice Chair Scarpone
- Chair Scritsmier
- Member Bohlen
- Member Brown
- Member Reid
- **Vote:** Motion carried 9-0.

- **Food Options**

- **Schedule Coverage**

- The board reviewed the schedule and discussed who would be at what.
 - Adrienne- Breakfast with Exec Team on 12/8, CCC tour on 12/8, Pizza Building on 12/9, all day on 12/11
 - Mike- all day on 12/8
 - Devon- All day on 12/9
 - Josh- bowling on 12/10
 - Sammy- all day 12/12
 - Teddy- all day 12/12
 - Matt- 12:15-3pm on 12/12
 - Wendy- all day 12/15

- **Host Family Status**

- Staff shared that the board is still in need of host families. Member Hall, Member Reid, and Chair Scritsmier shared that they could host if needed. The board suggested putting up an a-frame poster about hosting at the public library.

BOARD COMMENTS

- Staff Report from Erika Valentine- Arts, Culture and Heritage Coordinator
 - **Motion:** Moved to approve keeping the Kitakata Heart as part of the City's Public Art Collection.

- Motion made by Member Reid. Seconded by Vice Chair Scarpone.

Voting Yea:

- Member Dalglish
- Member Hall
- Member Russell
- Member Olmstead
- Vice Chair Scarpone
- Chair Scritsmier
- Member Bohlen

- Member Brown
- Member Reid
 - **Vote:** Motion carried 9-0.

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ADJOURN

Meeting adjourned at 7:08 pm