

Agenda
Veneta Park Board
Wednesday, May 6, 2015 – 4:30 p.m.
Veneta City Hall

- I. Public Comments
Speakers will be limited to 3 minutes each. The Park Board will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Park Board meeting.
- II. Approve Minutes for April 1, 2015 (pgs. 3-6)
- III. Old Business/Status of:
 - 1. Earth Day Recap – Carol Petty
 - 2. Amended Park Board Bylaws (pgs. 7-10)
- IV. New Business –
 - 1. Membership Update
 - a. Appointments made at April 27, 2015 City Council meeting
 - b. Vacancies
 - 2. Updated Member Contact List (pg. 11)
- IV. Event Planning
 - 1. Movie Night Update
- V. Other
- VI. Next Meeting – June 3, 2015

Minutes of the Veneta Park Board

April 1, 2015

Board Members

Present: Chelsea Coffman; Stephanie Fuller; Josie Hedenstrom; Cathy Coulson-Keegan; Robert McCarthy; Dennis Paronto; Carol Petty; Brad Renfro; and Craig Soderberg

Others: Ric Ingham City Administrator; Kay Bork, Community Development Director; Darci Henneman, Assistant City Recorder; and Elmira Louie

- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order 4:35 at p.m.
- II. Public Comment
None
- III. Approve Minutes for March 4, 2015
Dennis had a correction to the March 4, 2015 minutes. He said Mayor Larson is the official starter of the Easter Egg Hunt, not Elmira.

Cathy motioned to approve minutes as corrected, Robert seconded, all approved.

- IV. Old Business/Status of:
 1. Recognition of Penny Lacky, Dennis Paronto, and Elmira Louie at the April 27, 2015 Veneta City Council meeting

Ric said the City Council will recognize Penny, Dennis and Elmira for their contributions to the community as members of the Veneta Park Board. He encouraged Park Board members to attend the April 27th meeting.

- V. New Business –
 1. Election of Officers
Cathy recommended that Craig continue as Park Board Chair, Chelsea seconded, all approved.

Craig nominated Cathy as Vice Chair, Robert seconded, all approved.

In response to a question from Craig, Ric said he appreciated Carol and Josie attending today's meeting even though their terms expired March 31st. He said Mayor Larson will reappoint them at the April 27th City Council meeting.

Chelsea said she will be leaving soon and that the May 6th meeting will likely be her last.

Ric asked Chelsea to email her resignation to the chair. Chelsea's position goes through March 31, 2016.

Ric said the Bylaws will be going before the Council for approval at the April 13th meeting.

Craig said if members know of anyone interested in joining the Park Board to please have them call or email Ric if they have questions about applying for the board. He said we'll need help with the Easter Egg Hunt and the summer movie night.

2. Quarterly Financials

Ric reviewed the second quarter Park Board financials through December 31, 2014. He said the bulk of expenses are for the Easter Egg Hunt and will be included the third quarter financials.

Robert said he found some bio-degradable plastic eggs which may be cheaper. He said he would rather use something other than plastic.

Dennis said BiMart sells the eggs at wholesale which is a \$1.00 cheaper per dozen. He said they can't be recycled because they have to be sanitized and he didn't think the Santa project in Alaska will need any more so they likely will dispose of them.

In response to a question from Craig, Robert said he found some bio-degradable eggs online but wanted a comparable. He said the commercial grade bio-degradable eggs take longer to break down.

Robert said he will see if he can get the company to send him a few of the bio-degradable eggs prior to ordering the eggs in December.

VI. Event Planning

1. Easter Egg Hunt Update – Dennis Paronto

Dennis said the Easter Egg Hunt is this Saturday and the stuffing went really well. He said Robert will play the bag pipes before story time. He said the process has been streamlined and the event binder includes a timeline. He said it's really easier than it looks and he said he wouldn't be able to get this done without assistance from the seasoned volunteers and community groups. He asked volunteers to be at the Hunt between 9:00 and 9:30 a.m. to sign in for a job. He said Robert may need help with the story time or you can volunteer for many other jobs. He said vests will be checked out after the meeting.

It was the consensus of the Board that the Park Board will not have a booth but will man the information booth and will hang the Park Board banner.

Kyle said he can always use some help. He will take care of getting the banner.

In response to a question from Chelsea, Dennis said he would assist whoever takes over chairing the event. He said he will be working with the Kiwanis at next year's Egg Hunt.

In response to a question from Ric, Dennis said he thought the Easter Egg Hunt has always been chaired by a Veneta Park Board member but he will look into someone from Kiwanis possibly chairing the event.

Craig said Dennis has a very thorough event notebook.

2. Earth Day Update – Carol Petty

Carol attended the last meeting with Olivia and said a few changes were made. She said the smoothie booth will not be at the event but the University of Oregon rock geology dept. will have a booth. She said she will meet with Olivia and a couple of teachers on April 6th at 2:30 p.m. She said Earth Day at Veneta Elementary is April 24th from noon to 2:00 p.m. She thanked the members who help get started on making the bird feeders and asked Dennis if the Boy Scouts could finish making them. She also asked for a volunteer to run the Park Board table and hand out the bird feeders. She will be running her recycled art booth. She asked volunteers to arrive at 11:30 a.m. to assist with a very quick set up. She said it's the same routine as last year with a few changes but most everyone is returning.

Kay said she can attend and man the booth.

Kyle, Cathy, Ric, and Kay will all be at Earth Day. Robert said he will check his schedule.

In response to a question from Carol, Dennis said the supplies to make the remaining bird feeders can be dropped off on Monday for Rosy to take to the Key Club on Tuesday.

It was agreed that Carol will bring the supplies to City Hall before noon on Monday and Ric will drive them to the high school at 7:30 a.m. Tuesday morning.

Kay agreed to make the poster and get the event ad published in the Fern Ridge Review.

Ric confirmed that Carol is keeping her receipts for reimbursement. Carol said she still needs to buy soil and seeds.

3. Movie Night Locations and Event Dates

In response to a question from Craig, Ric said he and Chelsea discussed the Bolton Hill complex provides the best location.

Stephanie said she can get Sanipac to provide the garbage cans.

Craig said he's concerned about the traffic noise on Bolton Hill Rd.

In response to a question from Craig, Chelsea said she was thinking the screen should be set up near the concession stand to be close to the food and restrooms. She said there is plenty of parking and it's a nice open area. She confirmed there will be no night games to contend with because it will be dark. She said she left a voice message with a TSP rep but she has yet to hear back about any conflicts.

Robert said he's concerned about having a good sound system for the movie.

Ric said he will confirm the movie night with Ann.

Chelsea said she was thinking about having movie night sometime in late August.

Craig suggested the first week in August.

Ric said there's a new moon or no moon on Friday, August 14th so we'll have a dark sky. He said its important to make sure that we have someone to step right in after Chelsea leaves.

Stephanie said she can take over when Chelsea moves.

In response to a question from Stephanie, Craig said the first college football game is not until the end of August.

Ric said it's easier to engage the public works crew on a Friday night.

In response to a question from Chelsea, Ric said we would need a licensed security company if we were to search everyone for alcohol.

There was a thorough discussion about monitoring people for alcohol. The following suggestions were made: 1) advertise the event as an alcohol free event so the expectation is there. 2) Lane County Sheriff's office (LCSO) would handle all situations.

Ric said alcohol is not allowed on City property. He said he would review the City park rules.

It was the consensus to tentatively schedule the event for August 14th and Chelsea will lock in that date with TSP officials.

Ric said the four diamonds are in place for softball games through late August. He said the Park Board or other group would need to arrange using the concession stands.

Dennis said he's worked with the Boy Scouts in the concession stands and it's easy to pop popcorn and make snow cones.

Chelsea asked for a contact, Dennis said he will pass on the contact information to Stephanie and Ric will confirm about the use of the fields.

Ric said we should have a minimum of three Park Board members at the event but hopefully all members can help.

Craig said Penny wasn't able to make it to the last Council meeting so she, Dennis and Elmira will be honored at the April 27th City Council meeting. He said all members are invited to attend.

In response to a question from Ric, Chelsea said her house will be on the market the first of May.

Ric said we'll include Chelsea in the recognition at the April 27th Council meeting.

The vests were checked out to members that wanted one and Ric said Park Board members are responsible for the vests while it's in your possession. The following members took a vest: Stephanie, Cathy, Craig, Dennis, Carol, Robert, Josie, and Brad.

Cathy motioned to adjourn the meeting, Elmira seconded, all approved.
The meeting adjourned at 5:30 p.m.

VII. Next Meeting – May 6, 2015

CITY OF VENETA

RESOLUTION NO. 1169

A RESOLUTION ADOPTING PARK BOARD BYLAWS AND REPEALING
RESOLUTION NO. 1109

WHEREAS, the Veneta Park Board was created on January 26, 1981, and Bylaws were adopted at that time; and

WHEREAS, Bylaws were last adopted by the Veneta City Council on December 17, 2012; and

WHEREAS, on February 4, 2015 the Veneta Park Board unanimously voted to request the Veneta City Council allow the Park Board Bylaws to be amended to remove residency requirements to become a Board Member;

WHEREAS, on February 23, 2015, the Veneta City Council directed staff to amend the Park Board Bylaws to remove the residency requirement language;

WHEREAS, the Membership section of the Park Board Bylaws shall include the following language "No residency requirement exists for becoming a board member; however, when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the board";

WHEREAS, the following language was removed from the Veneta Park Board Bylaws "Not more than three (3) non-student members shall live outside the City of Veneta."

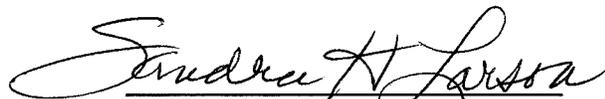
NOW THEREFORE, BE IT RESOLVED by the Veneta City Council that:

SECTION 1 Adoption. The Veneta City Council hereby adopts the Veneta Park Board Bylaws attached hereto as Exhibit A.

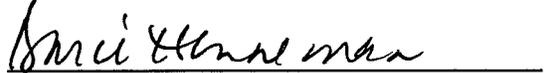
SECTION 2 Repealing Clause. Resolution 1109 is hereby repealed.

SECTION 3 Effective Date. This resolution shall take effect and be in full force and effect when signed by the Mayor.

PASSED AND ADOPTED by the Veneta City Council this 13 day of April, 2015.


Sandra H. Larson, Mayor

ATTEST:


Darci Henneman, Assistant City Recorder

VENETA PARK BOARD BYLAWS
APRIL 13, 2015

PURPOSE: It is the mission of the City of Veneta's Park Board to assist in implementing the Parks, Recreation, and Open Space Master Plan in order to create recreational opportunities that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

MEMBERSHIP: The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall be comprised of a minimum of five (5) members but no more than nine (9) members who are not officials or employees of the City of Veneta. No residency requirement exists for becoming a Board member; however when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the Board. Representation by two high school students preferably a senior and junior on the Board shall be strongly encouraged. Student Representatives shall have full voting privileges. A member of the Veneta City Council shall be appointed by the Mayor to serve as a non-voting representative of the Council.

PRESIDING OFFICERS: **CHAIRMAN:** The Chairman shall serve as the Presiding Officer of the Board and shall conduct all meetings.

VICE CHAIRMAN/ SECRETARY: A Vice Chairman/Secretary shall be elected from the Regular members and shall serve as the Acting Chairman in the absence of the Chairman and shall serve as Secretary for the Board. He/she shall record an accurate account of all Park Board proceedings, and ensure that all requirements of the Oregon's Public Meeting Law, ORS 192 are adhered to.

TERMS OF OFFICE: All members of the Park Board shall be appointed by the City Council for one of nine positions, each with a four (4) year term limit except Student Representatives' terms will be annual.

<u>Position</u>	<u>Expiration Date</u>
1	March 31, 2013 and every four years thereafter
2	March 31, 2014 and every four years thereafter
3	March 31, 2014 and every four years thereafter
4	March 31, 2015 and every four years thereafter
5	March 31, 2015 and every four years thereafter
6	March 31, 2016 and every four years thereafter
7	March 31, 2016 and every four years thereafter
8	Annually on March 31 st
9	Annually on March 31 st

VACANCIES AND REMOVAL: Appointments to fill vacant positions shall be for the remainder of the unexpired term. A member may be removed by the City Council after a hearing for misconduct or Non-Performance of Duty (NPD). NPD may include missing two or more consecutive unexcused meetings or fifty percent (50%) of meetings per calendar year. NPD may also include not participating in a minimum of one Park Board sponsored event per calendar year.

ELECTION OF OFFICERS:

Officers shall be elected at the first meeting in April of odd numbered years. Nominations of officers and elections shall be held at this meeting. Officers shall serve a two (2) year term.

OFFICER VACANCIES:

Vacancies shall be filled by special election and newly elected officers shall serve for the remaining term limit.

QUORUM:

Five (5) members shall constitute a quorum and of those five, four (4) shall constitute a majority vote.

MEETING DATES:

Meetings shall be held at a place and time to be determined by the Board. Work sessions and special meetings may be called at any time by the Chairman or the City Administrator.

COMPENSATION:

Members of the Park Board shall receive no compensation except authorized expenses.

POWERS AND DUTIES OF THE VENETA PARK BOARD

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall have the powers and responsibilities which are now or may hereafter be assigned to it by a Resolution of the City of Veneta. The duties of the Park Board shall include the following:

1. Assist the City Council in the development and improvement of Veneta's park facilities.
2. Assist the City Council in the development and implementation of Parks, Recreation and Open Space Master Plan.
3. Assist the City Council in determining the needs and priorities of citizens in Veneta for Park facilities and recreational programs and activities.
4. Assist the City Council in the establishment and promotion of new recreational facilities and programs consistent with the needs of the community and all Park development plans.
5. Establish any subcommittees of the Park Board to carry out all duties assigned by the Park Board.
6. Report to the City Council in February of each year on the past year's accomplishments and projected Workplan for the next fiscal year.
7. Hold meetings or engage in any other activities necessary to promote and encourage citizen participation in all activities of the Veneta Park Board.
8. Act as a Tree Board per requirements of the Tree City USA program.
9. Advise the City Council on tree-related matters and opportunities for urban forestry enhancement.