

Agenda
Veneta Park Board
Wednesday, October 7, 2015 – 4:00 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. Welcome and Introduce Park Board Member Desiree Rhodes

III. Approve Minutes for September 2, 2015 (pgs. 3-5)

IV. Old Business

1. Harvest Festival Recap
2. Park Board Event Calendar & Committee Assignments (pg. 7)
3. Park Board/Tree Board Roles and Responsibilities

V. Event Planning

1. Tree City Celebration Update
2. Light Parade & Tree Lighting

VI. Other

VII. Next Meeting – November 4, 2015

VIII. Park Tour to begin at 5:00 p.m.

Minutes of the Veneta Park Board

September 2, 2015

Board Members

Present: Stephanie Fuller; Josie Hedenstrom, Cathy Coulson-Keegan; Jody Kenney; and Robert McCarthy

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; and Victoria Hedenstrom, Council Liaison

- I. Vice Chair Cathy Coulson-Keegan reviewed the agenda and called the meeting to order at 4:35 p.m.
- II. Approve Minutes for May 6, 2015
Josie motioned to approve the minutes, Robert seconded, all approved.
- III. Welcome and Introduce Park Board Member Jody Kenney
Cathy welcomed Jody Kenney and asked her to introduce herself.

Jody introduced herself and said she has lived in Veneta for five years. She grew up in Florence and is involved in the SANTA project and SMART reading program at Veneta Elementary. She has grandchildren in the Junction City and Harrisburg school districts where she also volunteers.

All Park Board members introduced themselves.

Ric said Carol Petty has submitted her resignation so we have two Park Board vacancies, however, Mayor Larson has received an application for one of those positions. He said staff will advertise to fill Carol's position.

IV. Event Planning

1. Harvest Festival

Cathy said the Harvest Festival is the next event.

Ric said Craig will be in town to set up for the event.

Josie and Victoria are not able to assist with the Park Board booth.

In response to a question from Jody, Ric provided a brief background about the Harvest Festival and the Park Board Booth. He said the event will be on Saturday, September 12th from 10:00 a.m. to 3:00 pm.

Jody said she could help with the booth.

Kay said she will provide a Fall Tree Planting event flyer to be handed out at the Park Board booth.

2. Fall Tree Planting Update

Kay said she and Craig met a few weeks ago to begin planning for the event. She said the event is October 17th at the Community Center. She said currently there isn't an area that needs any trees planted, however certified arborist, Matt Horowitz, will do a presentation on how to create a defensible space around homes and also talk about planting trees for home energy conservation. She asked Board members to contact her if anyone had ideas for the event.

Robert McCarthy said he has a couple of ideas.

Kay said she will let him know when she and Craig meet again.

V. New Business

1. Fiscal Year 2014-15 4th Quarter Financials

Ric reviewed the two Park Board funds. He said the fundraising account is used for discretionary spending and the other account consists of funds appropriated by the Council.

In response to a question from Jody, Ric said one fund is proceeds from previous fundraising and the other fund is appropriated by the City Council and approved by the Budget Committee to support Park Board events.

He said this is the Finance Director's closeout report for fiscal year July 1, 2014 to June 30, 2015. In October she will provide the first quarter report for fiscal year July 1, 2015 to June 30, 2016.

In response to questions from Cathy, Ric said \$228.67 was spent to purchase safety vests. He said the City has a Tree Fund which covers the cost to purchase trees. He said the Park Board also serves as the City Tree Board.

In response to a question from Robert, Kay said the Tree Fund promotes urban forestry; tree planting, education, maintenance, as well as administering our tree code that regulates what kinds of trees can be removed and the required mitigation for tree removal. She said Hayden Homes was required to mitigate for several trees that were removed to develop their most recent subdivision. She said mitigation costs for those trees was about \$40,000 to \$60,000. She said they're doing a combination of planting and mitigation. She said many times there's not enough room to plant on site so they mitigate for some of the removed trees and plant where they can.

In response to a question from Robert, Ric said there's about \$100,000 in that fund. He said staff will bring information back to the Board about the roles and responsibilities of the Tree City.

In response to a question from Cathy, Ric said Tree Funds are required to be spent on trees.

Cathy suggested having a Tree Board meeting soon to familiarize the Board on the specifics and possibilities of the Tree Board.

In response to a question from Robert, Kay said the Park Board also acts as the Tree City Board.

Many Park Board members agreed they would like to have a better understanding of the Tree Board role.

2. Park Board Event Calendar & Committee Assignment

Ric said Craig asked staff to provide the Board with an outline of the 2016 event schedule, which he reviewed. He said the Park Board has talked about sponsoring a movie night in a City Park but that event has yet to come to fruition.

Cathy said the City owns a blow up screen and projector and movie night at the City Park a few years ago was a successful event.

Ric said the Park Board lost the Easter Egg Hunt Committee Chair when Dennis Paronto resigned as well as the Earth Day event chair when Carol Petty resigned. He said Craig and Kay have taken on responsibility for the Tree City celebration. He said the Park Board is best known for the Easter Egg Hunt and Earth Day event. He said first and foremost we want to make sure we continue to build on the success of existing events before we start new events that may not have as much success. He said we should focus on appointing new subcommittee chairs for those two events.

Cathy asked members to think about chairing one of the events and hopefully the Park Board can move forward at the October meeting to establish committee chairs and co-chairs.

Robert said he was contacted by a woman this year about paper Easter eggs. He said she will be sending him a few samples and he'll bring them to the October meeting.

In response to a question from Jody, Cathy said annually about 6,000 eggs are stuffed and the event draws several hundred kids from the entire Fern Ridge area.

3. Parks & Recreation Master Plan Overview

Kay provided the Park Board with a brief synopsis of the Parks and Recreation Master Plan. There was a lot of enthusiasm focused on pursuing a Master Plan update. Staff has tentatively scheduled updating the Plan in July 2017.

Kay responded to several questions about the Plan, neighborhood parks and future park land dedications that will be required with the new Hayden Homes subdivisions.

In response to a question from Robert, Ric said the parks land per thousand in population is a suggestion but not mandatory.

Kay said the Plan has a map that shows areas the City should look at to purchase land for parks.

Ric said also, since the Parks Master Plan was adopted, large developments are required to set aside park land or payment in lieu of dedicating land.

4. Updated Park Board Notebook Materials

Park Board members were provided updated contact information for members and staff.

VI. Other

Cathy reminded everyone to remember that friends and family are welcome to participate on event subcommittees.

Ric suggested conducting the Park tour after the October meeting.

Stephanie suggested moving the meeting to 4:00 p.m.

Staff said information will be provided at the October 7 meeting. The October 7th meeting will be at 4:00 p.m. to accommodate the Park Board tour around 5:00 p.m.

Stephanie made a motion to adjourn, Robert seconded, all approved.

VII. Next Meeting – October 7, 2015

2015-16 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET AND SCHEDULE					
Date	Event	Event Estimate	Actual Costs	Notes for 2015/16	Chairperson(s) or Liaison
7/17/2015	Teen Night at Pool	\$100		Pool staff on lead	
7/31/2015	Family Fun Night at Pool	100		Pool staff on lead	
TBD	Movie Night in the Park	300		Partnership with Library	Cancelled
9/12/2015	Harvest Festival	50		Mid Lane Cares Event	Craig S.
10/17/2015	Arbor Day/Tree Celebration *	100		Tree Board	Craig S. & Kay B.
12/3/2015	Tree Lighting	0 **		Fern Ridge Chamber on lead	Kyle S. - staff liaison
12/10/2015	Light Parade	100		City, Chamber & Park Board	Ric & Committee chair
TBD	Easter Egg Hunt *	850		Partnership with Kiwanis	
TBD	Earth Day *	300		Partnership with School District	Carol P. would likely co-chair
TBD	Summer Solstice at Pool	100		Pool staff on lead	
TOTAL		\$2,000			

* Indicates signature event

** City secures tree from City Tree Fund

Breakdown of Events:

- 3 Signature Events - Primary Sponsor w/partner
- 3 Park Board contributor to Event - Not in a lead event planning role
- 3 Community Pool Events - City staff primary organizer