

Agenda
Veneta Park Board
Wednesday, November 4, 2015 – 4:30 p.m.
Veneta Community Center
25192 E. Broadway Ave.

- 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 October 7, 2015 (pgs. 3-6)**
- III. **Old Business**
 - 1. **Tree City Celebration Festival Recap**
- IV. **Event Planning**
 - 1. **Tree Lighting**
 - a) **Request to purchase Holiday Tree for the Tree Lighting ceremony**
 - 2. **Light Parade**
 - 3. **Tree City Board Information**
- V. **1st Quarter Financials (pg. 7)**
- VI. **Other**
- VII. **Next Meeting – December 2, 2015**
- VIII. **History of Veneta Community Center and tour of Veneta Community Swimming Pool to begin at 5:00 p.m.**

Minutes of the Veneta Park Board

October 7, 2015

Board Members

Present: Stephanie Fuller; Josie Hedenstrom; Cathy Coulson-Keegan; Jodie Kenney; Robert McCarthy; Desiree Rhodes; and Craig Soderberg

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

I. Chair Craig Soderberg called the meeting to order at 4:05 p.m. and reviewed the agenda.

II. Public Comment
None

III. Welcome and Introduce Park Board member, Desiree Rhodes
Chair Craig Soderberg introduced Desiree Rhodes.

Desiree said she moved here in June and she was home schooling her children until her kids decided to go to public school. She receive her insurance license and also volunteers at the Fern Ridge Chamber of Commerce.

Park Board members and staff introduced themselves.

IV. Approve Minutes
Cathy made a motion to approve the September 2, 2015 minutes. Stephanie seconded, all approved.

V. Old Business

1. Harvest Festival Recap

Craig said he wasn't able to attend the Harvest Festival.

Robert said he was at the radio station booth at the Harvest Festival. He said it was well received but many still don't know about it. He said the first fundraising drive is happening now and they only need \$6700 to keep the station broadcasting for one year.

Craig said the Park Board did not have a booth at the festival. However, he said he and Ric are hoping the Park Board can have a booth at next year's event to lead into the Tree City Celebration in October.

2. Park Board Event Calendar & Committee Assignments

Craig said the goal is to review this every couple of months to make sure events are well planned ahead. He said the next event is the Tree City Celebration that he, Robert, and Kay have been working on.

3. Park Board/Tree Board Roles and Responsibilities

Ingham said the Park Board also acts as the City's Tree Board. He said the City has been recognized as a Tree City for the last six years.

Josie arrived at 4:25 p.m.

Ric said there are four requirements needed to maintain status as a Tree City.

Kay provided a brief background on the steps taken to become a Tree City. She said an intern put together guidelines for the Park Board/Tree Board to follow. She said the role of a Tree Board is to promote urban forestry in the City. She reviewed the requirements as follows: 1) Create a Tree Board or department and host an annual tree event of some kind - this year's event is the Tree City Celebration. 2) A tree ordinance and tree code must be in place. She said the tree code regulates tree cutting, planting and tree mitigation in the City. 3) Develop a community forestry program with an annual budget of at least \$2 per capital. She said this covers tree maintenance and care; and 4) Proclaim the last Friday in April as Arbor Day.

VI. Event Planning

1. Tree City Celebration Update

Kay said she, Craig and Robert have finalized this year's Tree City Celebration activities and the event posters have been distributed throughout the area. She said Arborist, Matt Horwitz will do presentations on energy efficient landscaping and fire wise landscaping - how to protect your home from fire. She said Apple Springs Organics will demonstrate how to make apple cider using an apple press. Robert and his wife have designed a youth scavenger hunt and prizes will be given to participants. She said there will also be a raffle and they may need volunteers to help set up.

Craig said he, Kay, and Ric will be there at 8:00 a.m. to set up and assist with the apple press and the scavenger hunt.

Robert said they've identified 13 tree species in the park but 11 other tree species around the community center. He said the trees will be numbered for the hunt with the idea that kids will learn the difference between an oak, a fir or pine tree and familiarize themselves to all types of trees.

Kay said the event was well advertised in the Fern Ridge Review and in the City newsletter.

Victoria arrive at 4:45 p.m.

Kay is asking the Park Board to approve the Tree City Celebration event budget of \$310.

Ric said those funds will be paid from the Tree Fund and not from Park Board funds.

Stephanie motioned to approve the Tree City Celebration budget. Cathy seconded, all approved.

2. Light Parade and Tree Lighting

Ric said the Tree Lighting will be Thursday, December 3rd at the fountain area in the West Lane Shopping Center. Santa will arrived at 6:00 p.m. and the Tree Lighting will take place at 6:30 p.m. The local school choirs will perform during the evening. He said we've really outgrown that site but soon he will meet with the School District to discuss a designated area be included in the construction at Veneta Elementary. He said the Light Parade will be one week later – Thursday, December 10th. Ric said the Tree Board has been asked to authorize the purchase of the tree for the Tree Lighting. He said the desire is to have an active member of the Chamber make that request which he will include in the November Park Board meeting.

He said as the chair of the Light Parade, he asked how involved the Park Board wanted to be in the Light Parade. He said in the past, the Board played more of a safety role in the parade rather than having a float. He said he will provide event updates to the Board.

In response to a question from Desiree, Ric said he will check with Candi from the Chamber about the tree and the location of the Tree Lighting.

In response to a question from Craig, Ric said there are safety vests available.

Craig said we will talk more about this event at the November meeting. He said the Easter Egg Hunt is the event the Park Board really needs to get organized on. He said Dennis will assist with the event and Cathy (Grandma Bunny) has volunteered to Chair the event or co-chair with Dennis.

Ric said he would prefer the event be chaired/co-chaired by the Park Board. He said there are many things that other partners will do but as event chair, Dennis did specific tasks, such as order the eggs & candy, etc.

Desiree said she would like to assist with chairing the Easter Egg Hunt.

After a brief discussion, it was the consensus of the Board that the event chairs should meet with the Kiwanis before December so the eggs can be ordered. Cathy, Craig and Desiree will meet monthly as the event subcommittee.

Robert said he's still waiting for the optional eggs.

Ric said it's his understanding that Carol will still like to be involved in the Earth Day event.

Craig said there are plenty of opportunities to assist with that event and it's a lot of fun. He asked Board members to let him know if you are interested in being on the subcommittee.

Stephanie and Cathy volunteered to be on the Earth Day subcommittee.

Kay said she provides the poster and advertising for the event and as the subcommittee, chair, Carol attended most of the meetings with Veneta Elementary and provided the logistics for the event.

Craig said he's still not convinced that the Park Board should try to start a summer event.

Ric said Kyle and Stacy, the pool manager, organize the pool events which were all well received. He said he will invite Stacy to talk with the Park Board in June.

Craig said if the Park Board wants to spearhead the movie night that's fine but he would rather focus on the signature events identified in the Park Board Event calendar.

After a brief discussion, it was the consensus of the Board to not totally walk away from a summer event, movie in the park, music, etc. but a subcommittee should be formed and will provide the Board with updates.

Ric said keep in mind that the Library hosts many summer events that are listed in the recreation guide. He said just because the Park Board doesn't do a summer event, doesn't mean there's nothing offered to the community during the summer. He said the deadline to

include an event in the summer recreation guide is May 1st in order to distribute the guide to area schools before school is out for the summer.

Cathy said she will compile some information and chat with Ric about ideas about a summer event.

VII. Other

Kay said she sent an email about the upcoming webinar offered at City Hall on October 10th. She said the Creating Parks for All webinar is provided by Healthy Eating Active Living (HEAL) Cities. She said the Veneta- Elmira multi-use path will also be discussed.

Ric said we've had a strong push from law enforcement and neighborhood watch to change the lighting at the skate park. He said lighting was left out of the 2002 design to deter night time usage. He said there should be enough lighting to provide a safe environment but not enough to encourage usage. He said he has mixed emotions about adding nighttime lighting to the skate park.

Kay provided a map of all City parks.

Ric said the tour will start at Fern Park on 8th St.

VIII. Next meeting – November 4, 2015

Stephanie motioned to adjourn the meeting. Jodie seconded, all approved.

The meeting was adjourned at 4:58 p.m. The next Park Board meeting will be November 4, 2015.

IX. Park Tour

Park Board members and staff began touring the City parks.

City of Veneta
 Financial/Budget Detail
 For Park Board
 Fiscal Year 2015-16

**** IMPORTANT NOTE:** Regardless of the amount of "proceeds" available the amount that can be spent in any given fiscal year CAN NOT exceed the amount budgeted. See Budget Summary.
10-19-15 No Financial Activity Yet in FY2015-16

Event	Name of Donor/Description of Activity or Use	Park Board Fundraising & Donations In & Out			Cumulative Amount of Proceeds **	Expense Description	Cost
		Donation Proceeds 130-000-46110	Fundraising Proceeds 130-000-46115	Uses of Proceeds 130-130-54650			
Net Proceeds as of 06/30/15							
			\$	5,858.58			
Event Total		-	-	5,858.58		-	
Tree Lighting/Light Parade							
Event Total		-	-	5,858.58		-	
Easter Egg							
Event Total		-	-	5,858.58	Flagging tape Bunny suit Stakes Eggs, candy, supplies Suit cleaning Advertising	-	
Earth Day							
Event Total		-	-	5,858.58	Petting zoo Misc supplies Thank you ad	-	
Fernridgeopoly Sales							
Event Total		-	-	5,858.58		-	
Tree Planting Celebration							
Event Total		-	-	5,858.58	Baked goods Plates and juice Raffle items	-	
TOTALS:							
		\$	\$	\$	\$	\$	
		-	-	5,858.58		-	