

**Agenda**  
**Veneta Park Board**  
**Wednesday, April 1, 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 March 4, 2015 (pgs. 3-6)**

**III. Old Business/Status of:**

1. Recognition of Penny Lacky, Dennis Paronto, and Elmira Louie at the April 27, 2015 Veneta City Council meeting

**IV. New Business –**

1. Election of Officers
2. Park Board Vacancies (appointments made at April 13, 2015 City Council meeting)
  - a. Positions 4 and 5
3. Quarterly Financials (pgs. 7-8)

**IV. Event Planning**

1. Easter Egg Hunt Update – Dennis Paronto
2. Earth Day Update – Carol Petty
3. Movie Night Locations and Event Dates (pgs. 9-10)

**V. Next Meeting – May 6, 2015**



# Minutes of the Veneta Park Board

## March 4, 2015

### Board Members

**Present:** Chelsea Coffman, Stephanie Fuller, Josie Hedenstrom, Cathy Coulson-Keegan, Elmira Louie, Robert McCarthy, Dennis Paronto, and Craig Soderberg

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

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- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order at 4:35 p.m.
- II. Public Comments  
None
- III. New Business
  - a) Introduction of Newest Park Board Member – Stephanie Fuller

Craig introduced Stephanie Fuller and everyone introduced themselves.

- b) Proposed Bylaw Revisions

Craig said at a previous meeting, the Board discussed removing the resident/non-resident designation for Park Board members. He said at the February 23, 2015 Council meeting he addressed the Council with this amendment.

Ric said at the February Council meeting Chair Soderberg and Vice Chair Paronto requested the Council allow the Bylaws to be amended to include that change. Ric reviewed the draft amendment with the Park Board and said if approved, staff will present the final draft to the Council at the second meeting in March or the first meeting in April.

Dennis motioned to adopt the Bylaw changes as written, Elmira seconded. All approved.

- c) Proposed Park Activities in the City's 2015-16 Work Plan

Ric reviewed the activities in the City's work plan, more specifically the parks beautification and enhancement efforts. He said we'd like to set up a review process for upcoming projects like improvements on the back parking lot at Bolton Fields, working through the dedication of park land and updating the Parks Master Plan and Capital improvements Plan. He said shortly after pool construction started, we realized we didn't have the funds to move forward with the kiddy pool and whirlpool. However, the majority of the infrastructure for those items was installed for future construction. He said one down side from not having a kiddy pool is we won't see the natural progression of youth attending swimming lessons.

In response to a question from Dennis, Ric said the original cost estimate for the kiddy pool is about \$300,000.

In response to a question from Craig, Ric said he and Kay need to start a master grants list for those grants that could help us with projects like bike/pedestrian activities, parks, or more specific aquatic projects. He said staff doesn't believe we have the community engagement to move that project forward by this April but hopefully by having it on the list and included in the two year work plan, we could hopefully work through the process by next year.

In response to a question from Chelsea, Ric said the property south and east of the City Park is City owned. He said it's not identified in the Parks Master Plan but it could be one of those that's looked at when the Plan is revisited.

In response to a question from Robert, Ric said no funds are budgeted for construction of the kiddy pool.

In response to a question from Cathy, Ric said the community garden was tentatively planned for the area west of the community center. He said originally Mid Lane Cares was going to spearhead the garden.

Kay said she hasn't heard anything about the garden for quite some time. She said Mid Lane Cares umbrellas for the food bank and with seniors but they don't have the volunteers to get the garden up and running.

In response to a question from Robert, Ric said community gardens can be very successful and are a good focus for any community. He said we've been approached and are happy to work with entities to identify good sites for a community garden. However, we have clear direction from the Council that a community garden will not be City driven but we are willing to be a partner.

Dennis said he will be attending the Mid Lane Cares Board meeting tomorrow so he will follow up on this subject.

Craig said one of the main goals of the Park Board is to assist the City however it can. He said it's great to have these ideas but again it's driven by what the City and staff can handle as well as funding. He said it sounds like a lot of stuff will be coming our way so the Park Board can figure out how we can help.

In response to a question from Cathy, Robert said he is not a master gardener, his wife is.

IV. Approve Minutes for February 4, 2015

Dennis motioned to approve the February 4, 2015 minutes. Cathy seconded, all approved

V. Old Business/Status of:

a) 2014 Annual Report to the City Council

Craig said he attended the February 23<sup>rd</sup> City Council and provided the report to the Council. He said if someone wants something added, let him know.

VI. Event Planning

a) Easter Egg Hunt Update

Dennis said Elmira is the official starter of the Easter Egg Hunt and he has picked up the eggs and candy from BiMart. He said he and Cathy have inventoried the supplies and determined what needs to be purchased, including string for the balloons. A public service announcement will be published in the Fern Ridge Review about the hunt and the egg stuffing event. He said the last subcommittee meeting will be at 4:00 p.m. on March 19<sup>th</sup> at City Hall.

Ric confirmed that the facility use permit for Veneta Elementary has been submitted and approved. He suggested combining the Park Board booth and information booth into one booth.

Dennis said Robert is the lead for the story time and he will need a volunteer.

Ric said he would be the parking lot guard.

In response to a question from Dennis, Kay said the vests have arrived.

Dennis said all volunteers should sign up at the information table beginning at 8:30 a.m. and get a ticket for a free doughnut. He said story time starts at 10:15 and the hunt starts at 11:00. He passed around a 2015 Easter Egg Hunt poster.

Craig said the egg stuffing will be at 10:00 a.m. on March 28<sup>th</sup> at the community center.

Robert suggested rather than using plastic eggs, maybe someone could look into using cardboard eggs made out of egg cartons.

Craig said Gayle Wilkie checked into that and it was cost prohibitive.

Dennis said maybe a board member could look into that for next year.

Craig said he will not be attending the egg stuffing. He said it's a lot of fun and Rosy does a great job of organizing the event. He said it takes about an hour and encouraged anyone that hasn't participated, to please try to attend the event.

Ric said the manager at First Call Resolution showed interest in wanting to participate in a city event. He suggested someone may want to contact her.

Dennis said Mayor Larson will have a chaperone and everything else is pretty much planned.

b) Earth Day Update

Dennis said Carol had planned to miss today's meeting.

c) Movie Night

Chelsea suggested they rent "Sandlot" for movie night in the park. She said the cost is about \$275.

Kay said she hasn't had a chance to inflate and measure the screen but we do have a sound system we could use.

Chelsea suggested we should use our own equipment.

Ric said we could likely use the sound system that Lane Electric Cooperative donated to the Chamber of Commerce.

Chelsea said we still need to decide if we want to sell concessions. She suggested a date be picked.

Ric said we should first find out what dates the pool is having their events and then work with the recreation guide to make sure that we're picking a date that doesn't compete with pool events.

Craig suggested movie night should be in the pool/community center parking lot because of the streetscape, restrooms, and infrastructure.

Chelsea suggested movie night should be at Bolton Hill Sports Complex.

In response to a question from Craig, Chelsea said the library may help monetarily but they can't advertise the event or even show the movie in their own parking lot.

In response to a question from Craig, Ric said he will contact Kyle about pool dates.

In response to a question from Robert, Kay said City events are advertised on the reader board at the fire department.

Ric said we'll make sure the movie night gets included in the summer recreation guide and on the utility bills.

Dennis said its \$25 to advertise on the reader board inside Ray's. He said Ray's does not own it but he has a contact name and number.

#### VII. Other

Robert provided Ric with a brief update about the Silverton, Oregon swimming pool. He said the pool is temporarily covered through the winter which allows the pool to be open 11 months a year. He said it's much cheaper than a permanent structure. He said he spoke with a woman who indicated she is willing to research what it would take to cover Veneta's pool.

Ric said the first step is to determine what kind of staffing it would take to have a year round pool. He said any pool is subsidized at least 50% and it costs about \$100,000 to run our pool for three months.

Robert said Silverton contracted with the YMCA and it's interesting to see how Silverton makes it work.

Ric said it would be great if, as a community, we could make it happen, but with the little funding we have, we don't see major park upgrades.

There was a thorough discussion about costs associated with operating a pool and funding options like creating a parks and recreation district.

Kay said Matt Horowitz, the arborist who participated in the fall planting, has partnered with the garden club and will be hosting a fire wise workshop to teach homeowners how to create defensible space around their homes. She said the workshop will be at 11:00 a.m. in the City Park shelter on April 18<sup>th</sup>.

Robert said the FCC approved the installation of the radio station antenna at the fire department. He said radio station, KOCF should be on the air before the Oregon Country Fair.

Dennis asked that he be placed on the April agenda.

#### VIII. Next Meeting – April 1, 2015

Cathy motioned to adjourn the meeting, Elmira seconded, all approved.

The meeting adjourned at 5:30 p.m.

**City of Veneta**  
**Financial/Budget Summary**  
**For Park Board**  
**Fiscal Year 2014-15**

**REVENUE**

<b>Account Name</b>	<b>Number</b>	<b>Amount Budgeted</b>	<b>Amount Received</b>	<b>Amount Not Received</b>
Donations for Park Programs	130-000-46110	50.00	-	\$ 50.00
Park Board Fundraising	130-000-46115	150.00	70.00	\$ 80.00

**EXPENSES**

<b>Account Name</b>	<b>Number</b>	<b>Amount Budgeted</b>	<b>Amount Used</b>	<b>Amount Not Used</b>
Park Board Events & Activities	130-130-54620	2,000.00	(221.31)	\$ 1,778.69
Park Board Fundraising & Donations	130-130-54650	1,000.00	(228.67)	\$ 771.33

City of Veneta  
 Financial/Budget Detail  
 For Park Board  
 Fiscal Year 2014-15

**\*\* 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.**

		Park Board Fundraising & Donations In & Out			Park Board Events & Activities 130-130-54620		
Event	Name of Donor/Description of Activity or Use	Donation Proceeds 130-000-46110	Fundraising Proceeds 130-000-46115	Uses of Proceeds 130-130-54650	Cumulative Amount of Proceeds **	Expense Description	Cost
Net Proceeds as of 06/30/14					\$ 5,559.91		
	Vests for Volunteers		228.67			Ice Supplies	
Event Total		-	228.67		5,788.58		-
	Tree Lighting/Light Parade					Soda Volunteers	5.20 33.99
Event Total		-	-		5,788.58		39.19
	Easter Egg					Flagging tape Bunny suit Stakes Eggs, candy, supplies Suit cleaning Advertising	
Event Total		-	-		5,788.58		-
	Earth Day					Petting zoo Misc supplies Thank you ad	
Event Total		-	-		5,788.58		-
	Fernridgeopoly Sales		70.00				
Event Total		-	70.00		5,858.58		-
	Tree Planting Celebration					Baked goods Plates and juice Raffle items	78.00 16.92 87.20
Event Total		-	-		5,858.58		182.12
<b>TOTALS:</b>		\$ -	\$ 70.00	\$ 228.67	\$ 5,858.58	\$	221.31

# Movie Night Locations: Pros and Cons

## Territorial Park

### Pros

Grassy area  
Play structure  
Central & Visible area  
Near active neighborhoods  
Better ambience & nice

### Cons

Limited Parking  
Traffic noise  
Limited restrooms  
Limited area for concessions

### Neutral

Power available- but at distance

## City Park & Community Center

### Pros

Adequate paved parking  
Play structure  
Available restrooms (CC)  
Concession CC  
Quieter/ No thru traffic  
Introduce to pool  
Power & more infrastructure available  
Could couple with family swim event

### Cons

Less neighborhood density  
Limited grassy area

## Bolton Hill Sports Complex

### Pros

Good parking  
Concession Stand  
Good neighborhood access & density  
Power readily available  
Restrooms  
Large grassy area

### Cons

May conflict with TSP field  
Configuration  
Some road noise  
Not as nice ambience

### Neutral

Need to ensure no conflict w/TSP

## **Veneta Elementary School**

Likely under construction this summer

## Likely Pool Event Dates

Saturday, June 13 ~ Pool opens for season  
Friday, June 19 ~ Summer Solstice Party  
Friday, July 17 ~ Night waves Teen Party  
Friday, July 31 ~ Family Fun Night

2015-16 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET				
Date	Event	2015-16 Park Board Estimates	2015-16 Actual Costs	Notes for 15/16
(Late July)	Teen Night at Pool	\$ 100		Pool staff on lead
(Early August)	Family Fun Night at Pool	100		Pool staff on lead
TBD	Movie Night in the Park	300		Partnership with Library
(2nd Saturday in September)	Harvest Festival	50		Mid Lane Cares Event
(2nd Saturday in October)	Fall Planting	100		Tree Board
12/3/2015	Tree Lighting	0		Fern Ridge Chamber on lead
12/10/2015	Light Parade	100		City, Chamber, & Park Board
3/26/2016	Easter Egg Hunt	850		Partnership with Kiwanis
4/22/2016	Earth Day/Arbor Day	300		Partnership with School District
6/17/2016	Summer Solstice at Pool	100		Pool staff on lead
TOTAL		\$2,000		