

**Agenda**  
**Veneta Park Board**  
**Wednesday, August 5, 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 June 3, 2015 (pgs. 3-5)**

**III. Welcome and Introduce Park Board Member Jody Kenney**

**IV. Event Planning**

1. Harvest Festival
2. Fall Tree Planting Update

**V. New Business**

1. Fiscal Year 2014-15 4<sup>th</sup> Quarter Financials (pg. 7)
2. Park Board Event Calendar & Committee Assignment (pg. 9)
3. Parks & Recreation Master Plan Overview
4. Updated Park Board Notebook Materials (pgs. 11-12)

**VI. Other**

**VII. Next Meeting – September 2, 2015**



# Minutes of the Veneta Park Board

## June 3, 2015

### Board Members

**Present:** Stephanie Fuller; Josie Hedenstrom, Cathy Coulson-Keegan; Robert McCarthy; and Craig Soderberg

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

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- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order 4:35 at p.m.
- II. Approve Minutes for May 6, 2015

Cathy motioned to approve the minutes, Robert seconded, all approved.

- III. Old Business/Status of:
  1. Earth Day Recap – Carol Petty

This agenda item was postponed until Carol arrived. She said she would be late. Carol did not make the meeting so this item will be placed on the August agenda.

- IV. Event Planning
  1. Movie Night Update – Stephanie Fuller
  2. Formation of Program Committees
    - a. Securing Film
    - b. Advertising & Promotion
    - c. Day of Event/Site Set-up
    - d. Parking & Concession Stand

Craig suggested the Park Board postpone Movie Night until next year. He said Chelsea started this project before she resigned from the Park Board and Stephanie took over for her. He said he's concerned that Stephanie may be overwhelmed by taking on this project while still so new to the Park Board. He said if we postpone it for another year, we likely will have a more successful event.

Ric said the Park Board has been an active participant in the Harvest Festival. He said if Board members wanted to, we could direct Board energy towards the Harvest Festival and try to include a youth event or something other than just have a booth.

Ric said we've always talked about improving the existing events, including the Fall Arbor Day Event.

Craig agreed and suggested the Board could assist with the pool events, which he's sure Stacy, the pool manager, would be grateful for.

Cathy said if we postpone this year's Movie Night she would hope that next year's event is well planned. She said it's good for our community and our youth to do have an event in a park. And she would like to see some real energy be put into it. She said the previous Movie Night at the pool was a great event.

Craig thanked Stephanie for taking over the planning of Movie Night but he felt the Board really doesn't have enough time to put the event together for this summer. He said he would

like to host Movie Night in a smaller venue. He said if the event grows, then Bolton Fields would be great, but until then, he felt the area was oversized.

In response to questions from Robert, Craig said this year's Movie Night was tentatively planned for August 14<sup>th</sup>. He said three years ago the pool hosted a Movie Night.

Cathy suggested the City Park for Movie Night.

Ric said the pool had three events that year and one of those events was Movie Night. He said parents watched the movie and all the kids were in the pool which made it difficult to watch and hear the movie.

Craig said three pool events are also planned for this summer that the Board can get involved with if we want to. He noted that the Park Board is still down two members. He said last year was the only year the Board didn't have a booth at the September Harvest Festival. He said we could focus on the Harvest Festival as a late summer event.

There was a general consensus to postpone Movie Night until next year to provide more time to plan the event.

Cathy suggested the Board do another tour of the City parks as well as start planning for the Harvest Festival.

In response to a question from Cathy, Ric said the 2015 Harvest Festival has been scheduled for Saturday September 12<sup>th</sup>.

Cathy said Linda, the basket maker, may be willing to attend two Park Board meetings. She suggested we get her on the August agenda. She suggested the Park Board booth have a youth table for making pine needle baskets and also have a basket full of pine cones that kids could take with them with instructions for making pine cone feeders.

Josie said she could get Honor Students and Key Club members to work the Park Board booth at the Harvest Festival.

Victoria suggested a pumpkin chucking and catapult building competition. She said its a messy event but a lot of fun.

Craig said the urgency is that Harvest Festival is right around the corner, he's struggling that we're not going to have more board members and would like to focus on what we can do this year. He said he will provide some materials at the August meeting and will send out an email to see if we have the man power to host a booth at the Harvest Festival.

In response to a question from Victoria, Craig said once a member steps up to chair the subcommittee, then he/she asks for subcommittee volunteers and they work through the details to fine tune the event outside of the regular monthly Park Board meetings. He said the subcommittee comes up with a practical, workable plan, and coordinates volunteers to man the booth. He said he can help with set up and tear down but he cannot attend the Harvest Festival.

Robert suggested the Board discuss ideas to enhance the event and then pick one. He said one idea would be to have a competition to identify a species of tree in each park and get familiar with the parks.

Ric suggested the tree identification competition could be initiated at the Harvest Festival and then people could bring back their answers to the Fall Arbor Day Event. He said Mayor

Larson will appoint a new member, Jody Kenney, at the June 8<sup>th</sup> Council meeting and he suggested a park tour could take place at the August 5<sup>th</sup> meeting.

Craig will send out an email with ideas for the Harvest Festival and recap what was talked about tonight to try to make a booth at the Harvest Festival a goal. He suggested everyone check their schedules and by the August meeting Board members can decide whether or not to participate in the Harvest Festival.

### 3. Fall Tree Planting – Proposed Date

#### a. Formation of a Program Committee

Ric said we've been a Tree City USA for five years and as part of that designation, we are required to host some kind of annual tree event. He said past practice is to co-sponsor the Earth Day event at Veneta Elementary and have an Arbor Day event in the fall. He said Craig and Kay put a lot of effort into last year's event so we have a good backbone for the event. He said they are looking at October 17<sup>th</sup> for the Fall Arbor Day Event.

Kay said the Garden Club is an active event partner and Arborist, Matt Horowitz, will likely have some kind of presentation.

Cathy said Linda, the basket maker, could focus making her baskets as a youth activity at the event.

Craig said last year, he and Kay met several times before the event and he asked if anyone is interested in participating with the subcommittee on this year's event. He said they have a lot of good starting points for this year's event and he and Kay will set up a subcommittee meeting schedule.

In response to a question from Cathy, Ric suggested the event stay at the community center and the subcommittee can discuss what park to focus the event on.

### V. Other

Cathy said she had a friend who is interested in applying for one of the vacancies on the Park Board. She said she encouraged her to come to meetings and observe.

Ric said her friend is welcome to apply for a vacancy. He said she will need to submit an application for appointment by Mayor Larson.

Craig said he felt the Board should be focusing on existing events and if we want to take on a new event like Movie Night, we should start the discussion early in the year for summer 2016.

Ric reviewed the recreation guide. He said the City has a lot going on at the pool this summer, including what's happening at the library, and he pointed out that there really isn't a large void during the summer.

Craig said it's also important to get the word out about an event so that two community events aren't competing for the same date.

### VI. Next Meeting – July 1, 2015

Stephanie motioned to cancel the July 1, 2015 meeting, Cathy seconded, all approved.

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

The meeting adjourned at 5:25 p.m.



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<br>130-000-46110 | Fundraising Proceeds<br>130-000-46115 | Uses of Proceeds<br>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<br>Volunteers  | 5.20<br>33.99           |
| Event Total                                 |  | -                                  | -                                     | -                                 | 5,788.58                                     |   | 39.19                   |
| Easter Egg                                  |  |                                    |                                       |                                   |  | Flagging tape<br>Bunny suit<br>Stakes<br>Eggs, candy,<br>supplies<br>Suit cleaning<br>Advertising | 747.50                  |
| Event Total                                 |  | -                                  | -                                     | -                                 | 5,788.58                                     |   | 747.50                  |
| Earth Day                                   |  |                                    |                                       |                                   |  | Petting zoo<br>Misc supplies<br>Thank you ad  | 175.00<br>176.23        |
| Event Total                                 |  | -                                  | -                                     | -                                 | 5,788.58                                     |   | 351.23                  |
| Fernridgeopoly Sales                        |  |                                    |                                       |                                   |  |   |                         |
|   |  |                                    | 70.00                                 |                                   |  |   |                         |
| Event Total                                 |  | -                                  | 70.00                                 | -                                 | 5,858.58                                     |   | -                       |
| Tree Planting Celebration                   |  |                                    |                                       |                                   |  | Baked goods<br>Plates and juice<br>Raffle items   | 78.00<br>16.92<br>87.20 |
| Event Total                                 |  | -                                  | -                                     | -                                 | 5,858.58                                     |   | 182.12                  |
| <b>TOTALS:</b>                              |  | \$ -                               | \$ 70.00                              | \$ 228.67                         | \$ 5,858.58                                  | \$  | 1,320.04                |



## 2015-16 FISCAL YEAR VENETA PARK BOARD EVENT SCHEDULE AND BUDGET

| Date                        | Event                          | Event Estimate | Actual Costs | Notes for 2015-2016                                 | 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            | Cancelled    | Partnership with Library                            |                           |
| (2nd Saturday in September) | Harvest Festival               | 50             |              | Mid Lane Cares Event                                |                           |
| (2nd Saturday in October)   | Veneta Tree City Celebration * | 100            |              | Tree Board  | Craig S. & Kay            |
| 12/3/2015                   | Tree Lighting **               | 0              |              | Fern Ridge Chamber on lead                          |                           |
| 12/10/2015                  | Light Parade                   | 100            |              | City, Chamber, Fire Dept., LCSO, CERT, & Park Board | Ric                       |
| 3/26/2016                   | Easter Egg Hunt *              | 850            |              | Partnership with Kiwanis                            |                           |
| 4/22/2016                   | Earth Day *                    | 300            |              | Partnership with School District                    | Carol P.                  |
| 6/17/2016                   | Summer Solstice at Pool        | 100            |              | Pool staff on lead                                  |                           |
|                             |                                |                |              |   |                           |
| <b>TOTAL</b>                |                                | <b>\$2,000</b> |              |   |                           |

\* Indicates signature event

\*\* City secures tree from City Tree Fund

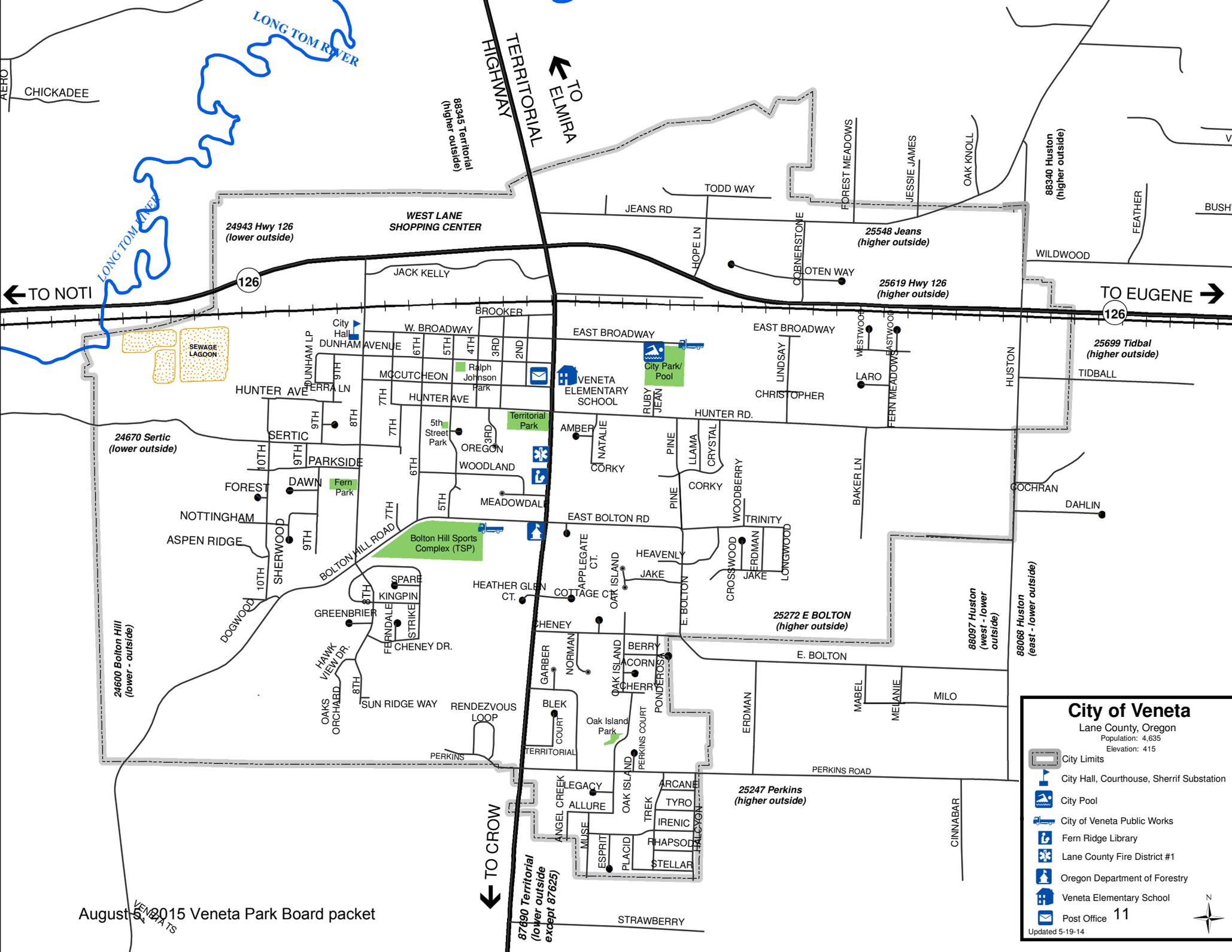
Breakdown of Events:

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





### City of Veneta

Lane County, Oregon  
 Population: 4,635  
 Elevation: 415

- City Limits
- City Hall, Courthouse, Sheriff Substation
- City Pool
- City of Veneta Public Works
- Fern Ridge Library
- Lane County Fire District #1
- Oregon Department of Forestry
- Veneta Elementary School
- Post Office 11

Updated 5-19-14

August 5, 2015 Veneta Park Board packet

VENETA  
 OREGON