

Agenda
Veneta Park Board
Wednesday, April 6, 2016 – 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 2, 2016 (pgs. 3-6)
- III. New Business
 - a. Reappointment of Park Board Members Jody Kenney (Position 6) and Robert McCarthy (Position 7)
 - b. Excused/Unexcused Meeting Absences
- IV. Old Business
 - a. Recap of Annual Report to City Council
 - b. Review the goals, needs and capital projects identified in the 1998 Parks, Recreation and Open Space Master Plan (Plan)
 - c. Review of Park Asset Inventory & Update Process
- V. Event Planning
 - a. Earth Day Budget
- VI. Other
- VII. Next Meeting – May 4, 2016

Minutes of the Veneta Park Board

March 2, 2016

Board Members

Present: Stephanie Fuller; Matt Horowitz; Cathy Coulson-Keegan; Jody Kenney; Robert McCarthy and Craig Soderberg

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

- I. Chair Craig Soderberg called the meeting to order at 4:34 p.m.
- II. Public Comments
None
- III. Approve Minutes for February 3, 2016
Craig said the minutes that were included in the packet were dated February 2, 2016, however, they should have been dated February 3, 2016. He said the permanent copy has been corrected.

Cathy said another correction needs to be made: at the top of page 3; the sentence “. . . 9 to 10 year old area could be squeezed in west of the playground area” should be corrected to “. . . east of the playground area”.

Cathy motioned to approve the minutes to include the above-referenced corrections. Robert seconded, all approved.
- IV. New Business
 1. Review Draft Work Plan – Park and Recreation Open Space Master Plan Project Prioritization

Kay reviewed the draft work plan. In April and May the Board will review the goals, needs and capital projects identified in the 1998 Park, Recreation and Open Space Master Plan (Plan). The Board will also decide what projects are still applicable and what projects have been completed and removed from the list. Over the summer, the Board will identify gaps - what's there and what's needed. Also, Board members will form groups of two to three to inventory specific parks; equipment, amenities, improvements, ADA accessibility, plantings, landscaping, etc. She said the Board will use the same inventory check list and amenity list that were created for the Plan. In the fall, the Board will prioritize the identified projects and create a strategy for implementation. For example, because City Park has a lot of damage from the wind storm, maybe those improvements should be elevated to the top of the priority list. She suggested Kyle or Mark from Public Works should attend that meeting. She said the Plan is in everyone's notebook.

In response to a question from Matt, Kay said demographics will not be included in the work plan because that would involve updating the entire Plan.

In response to a question from Cathy, Kay said the Park Board will act as the Advisory Board to the Council and staff after the inventory and prioritizations have taken place.

In response to a question from Matt, Ric said the Applegate Pioneer Museum may have some historical photos of the parks.

Matt volunteered to take photos of all the parks.

In response to questions from Matt, Kay said one goal is to implement the Plan to include future parks. She said several years ago City owned property on Bolton Hill was traded for property adjacent to Fern Park in order to expand Fern Park.

Kay said she could provide a list of all City owned land that has the potential to be park land and also create a future analysis.

Ric clarified that we are not updating the entire Plan, but because of some urgent needs, this review may help with prioritizing projects.

Kay said currently the pool committee has seven members and a few others are possibly interested in joining. She said they are working on fundraising efforts to build the kiddy pool and she is working on submitting a grant application in May. She said the group formed quickly but is still looking for volunteer members. The next meeting is at 3:00 p.m. on March 29th at City Hall.

Craig suggested everyone review the design plans to become familiar with it so the Board can have a good discussion at the April meeting.

V. Old Business

1. Status of Annual Report to City Council

Craig reviewed the report and asked if there were any questions or if anyone wanted to add to it.

Ric said it will be presented to the City Council at the March 28th meeting which starts at 6:30 p.m.

Craig encouraged everyone to attend the meeting.

VI. Event Planning

1. Easter Egg Hunt

Cathy said the next subcommittee meeting is this Friday, March 4th at 4:00 p.m. at City Hall. She said she and Tressa went to Veneta Elementary to ask 11 and 12 year old students if they would like to assist with the hunt. If so, they would each receive a chocolate bunny. Also, an event flyer will be handed out to all students. So far event organizers have received many donated gifts: passes to the Raptor Center, haircuts, cookies, and Blizzards from Dari Queen. She said gift tokens will be placed in the eggs and can be redeemed for the specific prizes.

Robert said he received passes to Splash, a rock climbing gym, and Get Air will provide passes when they receive a request on Park Board or City letterhead.

Cathy said Fern Ridge Educational Foundation donated over 100 books. Posters will be made and distributed around town. The event will be advertised on the Lane Fire Authority reader board, she will contact Fern Ridge Review about writing a story about the egg stuffing, the hunt itself, and maybe one more article about story time.

Kay said the Fern Ridge Review will publish the event poster in the March 16th and 23rd editions of the paper.

Robert said the radio station can broadcast a Public Service Announcement (PSA) for the event.

Cathy said she will complete the form to broadcast a PSA.

Craig suggested flyers be given to Elmira Elementary students also.

Cathy said she would like to get approval to purchase the candy for the eggs. Last year the Park Board spend \$372.50 on candy. This year's total would be approximately \$292.86 plus the cost of chocolate bunnies. She said currently, BiMart only has 90 bags of chocolate eggs at \$2.99 per bag for a total of \$269.10. She will still need to purchase several more bags. In January 2016, the Park Board approved the 2016 Easter Egg Hunt Budget of \$1083.20.

After a brief discussion, there was a consensus of the Board to approve Cathy purchase 90 bags of candy at \$2.99 per bag for a total of \$269.10 and when available purchase the remaining needed chocolate.

Ric said he was contacted by Olivia Johnson from Veneta Elementary. He said as part of the construction project at the school, the covered carport at the south end of the school will be torn down and cleaned up the week prior to the hunt. He said the other covered area on the east side of the school will still be available.

Ric said he will come to the subcommittee meeting on Friday.

2. Earth Day

Stephanie said she and Matt met with Olivia Johnson, Principal at Veneta Elementary. She said the next meeting is at 3:00 p.m. on March 11th at Veneta Elementary. She said because the event has been extended from two hours to three hours, the cost of the Zany Zoo petting zoo would increase from \$175 for two hours to \$250 for three hours. She asked if the Board wanted to pay for the extra hour or have Zany Zoo only attend the event for two hours.

Cathy motioned to increase the payment to Zany Zoo from \$175 to \$250, Matt seconded, all approved.

Stephanie said she will complete the event budget sheet and get it approved at the April meeting. The event is April 15th at Veneta Elementary from 11:00 a.m. to 2:00 p.m. and set up starts at 10:30 a.m.

Matt said we need to hold a tree event to maintain our Tree City USA designation. He said we have Earth Day in April and the Fall Tree Celebration but we need to officially call an event "Arbor Day".

Ric said we switched the name to the Tree City Celebration Event but it's always been a Tree Celebration/Arbor Day.

Matt made a motion to consider the Fall Tree Planting event the City's Arbor Day celebration. Cathy seconded the motion to call the event Veneta Tree Celebration/Arbor Day.

After a thorough discussion, it was the consensus to withdraw the motion and discuss the Fall Tree Planting/Tree City Celebration event later in the year. The Earth Day event at Veneta Elementary will remain an Earth Day event only.

Matt withdrew his motion.

VII. Other

Robert said Saturday, March 5th the radio station is hosting an auction at Domaine Meriwether from 6:00 p.m. to 8:30 p.m. to raise money for a station studio. He said it's a free event with live music.

Cathy said the egg stuffing is March 19th at 10:00 at the Community Center.

Craig said the egg stuffing goes very fast and sometimes people arrive earlier than 10. He suggested the Easter Egg Hunt recap should be at the May meeting.

Jody said her term ends March 31, 2016 so she's not sure if she should come to the April meeting.

Ric said Mayor Larson will make the Park Board appointments for Jody's position and Robert's position at the March 28th Council meeting.

Darci gave Jody and Robert an application to complete and return to City Hall.

Kay said she had some information about Arbor Day bumper stickers which she found to be expensive.

Ric said we need to get the Park Board, City, and Tree City logo somehow combined.

Matt would like to come up with a way to give away trees.

VII. Next Meeting – March 2, 2016

Stephanie motioned to adjourn the meeting, Jody seconded, all approved.
The meeting adjourned at 5:36 p.m.