

Agenda
Veneta Park Board
Wednesday, November 9, 2016 – 4:30 p.m.
Veneta Community Center

- 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 5, 2016 (pgs. 3-5)
- III. Old Business
 - 1. Recap of Fall Arbor Day Event – Marie Pickett
- IV. New Business
 - 1. Review 2015/16 Event Budget Calendar (pg. 7)
 - 2. Review of 2016/17 Event Budget Calendar (pg. 9)
- V. City Park Master Plan – DLA Architect Project presentation
- VI. Other
- VII. Next Meeting – December 7, 2016

Minutes of the Veneta Park Board

October 5, 2016

Board Members

Present: Cathy Coulson-Keegan; Matt Horowitz; Jody Kenney, Robert McCarthy, Marie Pickett

Absent Members: Craig Soderberg; Stephanie Fuller; Brianna Bryant; Bailey Frydendall

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

- I. Vice Chair Cathy Coulson-Keegan called the meeting to order at 4:35 p.m.
- II. Public Comments
None
- III. Approve Minutes for September 7, 2016
Matt motioned to approve the minutes, Jody seconded, all approved.
- IV. Old Business
 1. Park Assessment: Kay said staff will provide cost estimates for the City Park improvements at the November meeting.
 2. Tracking of Volunteer Hours
Kay reminded everyone to track their hours spent on Park Board activities; attending subcommittee meetings and any other time spent outside of regular meetings. (Making phone calls, outreaching by email or letter, etc.)

Matt suggested that they have a sign up sheet at all subcommittee meetings.

Kay said it helps Shauna estimate our workers compensation coverage for volunteers.

Robert said he cannot make the tree celebration.
- V. Event Planning
 1. Arbor Day/Tree City Celebration Subcommittee
Marie said Kay has done a great job organizing the subcommittee. She said the event is pretty much ready. The raffle, garden, and Farmers' Market baskets are ready. She said they didn't receive a gift certificate from Down to Earth Garden Center but did get a certificate from Cascade Raptor Center.

Marie said the event will be at the Farmers' Market West Broadway site and there will be five pop up tents set up along the Attic Building. She said nine Farmers Market vendors will also be there. She said she's been working on recruiting volunteers, Mindy Sandford will be there all day and a few high school students will hand out the bird feeders.

After a brief discussion, it was the consensus that name tags will be provided to identify the volunteers, which Kay will work on. Kay said she will also get event information published in the Fern Ridge Review.

Robert said he's running a public service announcement (PSA) on the radio station and it's free.

2. Approval of Arbor Day/Tee City Celebration Budget

Kay said last year we purchased \$300 in Decker's Nursery gift certificates but because there are several other raffle items, she suggested \$200 in gift certificates. The budget included costs for refreshments and advertising in the Fern Ridge Review with a small 4 x 6 ad for \$119. Also needed is the peanut butter and bird seed for the bird feeders, cups for the apple cider, and latex gloves for running the apple press.

Marie motioned to approve the budget of \$403 for the Fall Arbor Day event. Matt seconded and all approved.

VI. Year to Date Financials

1. Parks and Recreation Fund

Ric apologized that he has missed a couple of meetings. He included the overall Park and Recreation Fund budget sheets.

In response to a question from Cathy, Ric said fundraising for the Kiddie pool will go through the end of the year and then this fall we'll submit a grant application to the Ford Family Foundation, which if granted, will be matching funds for a potential Collins Foundation grant. He said so far we've raised \$7000 locally with the Buy a Tile and Duck for a Buck campaigns. He said the Duck for a Buck campaign has ended but the Tile campaign will go through December or January.

In response to a question from Matt, Ric said the City matched funding with the School District for the construction of the choir platform and the Tree Lighting tree stand at Veneta Elementary. He said the City's portion was allocated as a capital construction expense.

In response to a question from Cathy, Kay said System Development Charges (SDCs) are held in a separate fund and some SDCs will go toward park improvements and expansion.

Ric said we need to keep SDCs separately but if a project was planned, a line item in the Revenue would be added as "transfer from SDCs".

Kay said if it's in time for the budget process, hopefully we can identify some of David Dougherty's work that could get included in the 2017-18 budget.

2. Park Board Financials

Ric reviewed the financials which consisted of funds from sales of the Fern-Opoly games and expenditures of \$1000 as per the adopted budget. He reminded the Park Board that if they want to spend more than \$1000 in the 2017/18 fiscal year, a specific project must be identified, then that expenditure amount would increase. Of the \$2000 budgeted in 2015/16 for expenditures, only \$1100 was spent.

In response to questions from Jody, Ric said the budget information report is generated from our software system and is not created by staff. He said funds that aren't spent in one fiscal year are rolled over as a fund balance for the next budget year.

3. Urban Tree Dept. Financials

Ric said Urban Forestry expenditure was created to meet our urban forestry/canopy needs which is budgeted out of the Tree fund.

In response to a question from Cathy, Ric said the three sources of the Tree fund come from tree violations, tree permits, and tree mitigation. He said if developers want to remove a specific amount of trees, they can keep the trees or pay into a mitigation fund to remove the trees. He said Kay works through how we spend those mitigation dollars.

In response to a question from Cathy, Kay said certain situations allow us to get involved if a tree is found to be hazardous. She said if a tree falls on private property there's nothing we can do.

Ric said the Park Board wears the hat as the Tree City board. He said we don't have a tree investment plan but the Tree Fund could allocate funds to that investment.

In response to a question from Matt, Kay said Veneta's population is just below 5000 and we're exceeding our \$2 per capita.

VII. Other

Kay said staff put out a request for quotes for the City Park Master Plan and after review, staff awarded the contract to David Dougherty Architects. She said his bid came in about \$10,000 less than the next highest bid. She said his company completed the landscaping along West Broadway, the four corners area at the intersection of Highway 126 and Territorial Rd., as well as the pool landscaping, and the Park and Ride site. She said he knows Veneta very well and is familiar with City Park. She said she and Kyle have already met with Mr. Dougherty. She said the Park Board will act as the advisory board for the project and the first of three meetings will be at 6:30 p.m. on November 2nd (after the meeting, this date was changed to November 9th) at the community center. Dinner will be provided. Stakeholders include the school district, and Kim Kaufman from the Service Center Community Garden. She asked members to let her know if they think other stakeholders should be included. She also said she will email Mr. Dougherty's proposal to Park Board members.

In response to a question from Jody, Kay said the plan is that the paths will become a popular and safe walking place and hopefully the community will take ownership of the park to keep it from being vandalized.

VIII. Next Meeting – November 2, 2016

Marie motioned to adjourn the meeting, Robert seconded, all approved. The meeting adjourned at 5:31 p.m.

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	\$0	Pool staff on lead	
7/31/2015	Family Fun Night at Pool	100	0	Pool staff on lead	
TBD	Movie Night in the Park	300	0	Partnership with Library	Cancelled
9/12/2015	Harvest Festival	50	0	Mid Lane Cares Event	Craig - Did not participate
10/17/2015	Arbor Day/Tree Celebration *	100	\$41.93	Tree Board	Craig & Kay (staff liaison), Matt
12/3/2015	Tree Lighting	0 **	\$100	Fern Ridge Chamber on lead	Kyle - staff liaison
12/10/2015	Light Parade	100	0	City, Chamber & Park Board	Ric & Committee chair
3/26/2016	Easter Egg Hunt *	850	\$1,083.20	Partnership with Kiwanis	Craig & Cathy (Co-chairs), Robert
4/15/2016	Earth Day/Arbor Day *	300	0	Partnership with School District. Sanipac sponsored event. Zany Zoo didn't show. No expenses incurred by Board	Stephanie & Matt; Carol would likely co-chair
6/18/2016	Summer Solstice at Pool	100	0	Pool staff on lead	
TOTAL		\$2,000	\$1,225		

* 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

