

Agenda
Veneta Park Board
Wednesday, January 4, 2017 – 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 November 2, 2016 (pgs. 3-5)

III. Old Business

1. Post Approval of Tree purchase for Tree Lighting Ceremony (Tree Board)

IV. New Business

1. Discuss participating in the 2017 Harvest Festival
2. Review 2015/16 Event Budget (pg. 7)
3. Review 2016/17 Event Budget (pg. 9)
4. Review 2017/18 Proposed Event Budget (pg. 11)

V. Event Planning

1. 2017 Easter Egg Hunt (April 15, 2017)

VI. Other

VII. Next Meeting – February 1, 2017

Minutes of the Veneta Park Board
November 9, 2016
Special meeting at Veneta Community Center

Board Members

Present: Brianna Bryant; Stephanie Fuller; Bailey Frydendall; Matt Horowitz; Jody Kenney, Robert McCarthy; Marie Pickett, and Craig Soderberg

Absent Members: Cathy Coulson-Keegan

Others: Kay Bork, Community Development Director; Darci Henneman, City Recorder; David Dougherty and Casey Howard of Dougherty Landscape Architects

- I. Chair Craig Soderberg called the meeting to order at 4:30 p.m. and welcomed student members, Brianna Bryant and Bailey Frydendall. Board members introduced themselves.
- II. Public Comments
None
- III. Approve Minutes for October 5, 2016
Jody motioned to approve the minutes, Matt seconded, all approved.
- IV. Old Business
 1. Recap of Fall Arbor Day Event – Marie Pickett
Marie said the event was held on the rescheduled day of October 29th and the weather was great. She said a minimum of 78 people participated in the Arbor Day Event that was coupled with the Farmers Market, which made both events very successful. She said there were 140 visitors to the Market, which likely contributed to the success of the Arbor Day Event. She said 78 raffle tickets were distributed and there were seven raffle winners. She said the total value of the raffle baskets was approx. \$600 worth of donated goods. Cathy Coulson donated flags and wall hangings that were included in each basket. She said out of pocket costs were about \$150; \$30 for cake balls from the Frost Queen and \$120 for apples for the apple press. She said volunteers accumulated 50 volunteer hours for the event.

Matt said the location was great because many people walked to the event. He said there wasn't a lot of traffic and the location has a lot of street trees to identify.

There was a consensus of the Board that the location was great and that it should continue to coincide with the Farmers' Market because it draws more visitors and participants.

Craig suggested a subcommittee debriefing should take place in the next month or so.

Marie and Jody said they would like to be on the subcommittee.

Craig said he talked to two people that attended the event and they said they had a great time and it was great event.

Marie suggested the Park Board should have a booth at the Harvest Festival.

Matt suggested we have a booth at every event and maybe it doesn't need to be staffed but perhaps have a game that people can participate. He suggested wood cut outs could be displayed and wouldn't necessarily require staffing.

V. New Business

1. Review 2015/16 Event Budget Calendar

Members reviewed both budgets.

2. Review of 2016/17 Event Budget Calendar

Matt said the biodegradable eggs used last year for the Easter Egg Hunt aren't really breaking down well. However, it was agreed that even if they're not biodegradable, they're a vegetable base and not petroleum base product and there was a consensus to purchase the same eggs again for next year's event.

Craig said Movie night was an idea but it never came to fruition. We need a lead event member and again we want to do things well and not just say we're participating. He suggested the Board participate in the Harvest Festival.

After a thorough discussion, it was the consensus of the Board to include a discussion about participating in next year's Harvest Festival at the January meeting. There was also a consensus to approve \$1200 for the 2017 Easter Egg Hunt budget.

VI. City Park Master Plan – DLA Architect Project presentation

Kay introduced David Dougherty and Casey Howard

Craig told the Board that several years ago, Mr. Dougherty provided some drawings for updates to Ralph Johnson Park.

David reviewed his open house presentation with the Board. He said they are attending today's board meeting to hear from the Board; how the Park Board wants the park to perform, what they envision, etc.

In response to a question from Robert, Mr. Dougherty said the passive play area is about 150 yards long and it could be used for structured sports, Frisbee, or Dog Park. He said a path or trail system will surround that area to separate the natural area from the groomed area. He said the arborist is just finishing up his report. And the only significant heritage trees are two white oaks, 20 inch or larger.

In response to a question from Matt, Mr. Dougherty said there are no other protected trees in that area. He said the trees in that area are fairly risky and over time they likely won't be structurally sound and he recommended removing them. He said some of the trees are high hazard and some or low hazard.

In response to a question from Craig, Mr. Dougherty said the path should be some kind of hard surface which is more durable and user friendly for all ages and will also be ADA friendly.

Robert suggested including exercise stations along the path like the Amazon Trail. It likely would draw more people in to use the path. We want to draw people to the path.

In response to a question from Robert, Mr. Dougherty said the rubber material used around playground equipment wears well and last a long time but it is expensive.

Matt suggested incorporating a gazebo or stage/performance area.

Mr. Dougherty said that could be worked into the plan in the more active area or between the playground and open space. He said east of the parking lot is an open and underused area. He said it could provide for more parking, a garden area, etc., he said it's definitely an area to think about.

In response to a question from Jody, Mr. Dougherty said the pathway could be lit but we don't want to encourage night time use and all City parks close at dusk.

Kay said even though we don't want to encourage night time use of the park, lights would also deter negative behavior in the park.

Brianna said she would like to see a dog park near the passive use area.

Robert asked if there's enough room for a BMX track. He said it's a competitive sport and would bring dollars into the community.

Bailey said a BMX track would bring a lot of people to the area and she knows several people that do it.

In response to a question from Craig, Kay said there's been very little discussion about turning the vacant lot to the south of City Hall into a Dog Park.

Jody said she likes the idea of the barbeque pits and picnic tables closer to the playground or out in the open space. She asked if the existing shelter would be improved and she also suggested that the Community Center should have better lighting.

Mr. Dougherty said extending the Community Center to include an outdoor space to the south was another idea. He said it could be a paved/covered surface and could include some gardens and a gazebo for wedding receptions.

Craig welcomed all members to stay for the open house and he thanked the Board for all of the good ideas.

VII. Other
None

VIII. Next Meeting – December 7, 2016
Matt made a motion to adjourn, Stephanie seconded, all approved.
Meeting adjourned at 5:35 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

2016-17 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET AND SCHEDULE					
Date	Event	Event Estimate	Actual Costs	Notes for 2016/17	Chairperson(s) or Liaison
7/15/2016	Teen Night at Pool	\$0	\$0	Pool staff on lead	Did not participate
7/29/2016	Family Fun Night at Pool	0	0	Pool staff on lead	Did not participate
TBD	Movie Night in the Park	0	0	Partnership with Library	Cancelled
9/10/2016	Harvest Festival	0	0	Mid Lane Cares Event	Did not participate
10/15/16 (cancelled) rescheduled 10/29/16	Arbor Day/Tree Celebration *	403	\$150	Tree Board	Craig, Marie & Kay (staff liaison)
12/1/2016	Tree Lighting	0 **	150**	Fern Ridge Chamber on lead	Kyle - staff liaison
12/8/2016	Light Parade		0	City, Chamber & Park Board	Ric, Committee chair & a few members volunteered for traffic control only.
4/15/2017	Easter Egg Hunt *	1200	\$1200 approved at the 11/2/2016 meeting	Partnered with Kiwanis. \$1082 spent in 2016	Craig & Cathy (Co-chairs), Robert
TBD	Earth Day/Arbor Day *	300		Partnered with School District. In 2016 Sanipac covered all costs. Board agreed to pay for Zany Zoo but they didn't show. Board agreed not to use Zany Zoo in 2017 & will contact raptor center or some kind of animal program	Stephanie, Marie, Robert,
TBD	Summer Solstice at Pool	100		Pool staff on lead	
TOTAL		\$2,003			

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2017-18 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET AND SCHEDULE					
Date	Event	Event Estimate	Actual Costs	Notes for 2017/18	Chairperson(s) or Liaison
TBD	Teen Night at Pool	\$0		Pool staff on lead	Did not participate
TBD	Family Fun Night at Pool	0		Pool staff on lead	Did not participate
TBD	Movie Night in the Park	0		Partnership with Library	Cancelled
TBD	Harvest Festival	0		Mid Lane Cares Event	Did not participate
TBD	Arbor Day/Tree Celebration *	403		Tree Board	Craig, Marie & Kay (staff liaison)
TBD	Tree Lighting	0 **		Fern Ridge Chamber on lead	Kyle - staff liaison
TBD	Light Parade			City, Chamber & Park Board	Ric, Committee chair
3/31/2018	Easter Egg Hunt *	1200		Partnered with Kiwanis.	Craig & Cathy (Co-chairs), Robert
TBD	Earth Day/Arbor Day *	300		Partnered with School District.	Stephanie, Marie, Robert
TBD	Summer Solstice at Pool	100		Pool staff on lead	
TOTAL		\$2,003			

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