

Minutes of the Veneta Park Board

February 2, 2011

Board Members: Cathy Coulson-Keegan, Barb Nelson, Dennis Paronto; Marie Pickett, Olivia Ponce', Daphene Sampson; Craig Soderberg, Gail Wilkie

Council Liaison: Mayor Sharon Hobart-Hardin

Staff: Ric Ingham, City Administrator; Brian Issa, Community Services Director; Kyle Schauer, Public Works Superintendent; Kyle Roberts, R.A.R.E. Intern; and Darci Henneman, Assistant City Recorder

I. The meeting was called to order at 4:30 p.m.

Chair Gail Wilkie changed the order of the agenda because Brian Issa and Kyle Schauer had to leave at 5:00.

II. Old Business/Committee Updates on Upcoming Events:

a. Update on Fern Park (not listed on the agenda)

Kyle Schauer provided a quick update on Fern Park. The property was surveyed about four years ago and shortly thereafter the City acquired an adjacent lot. Recently the City was able to purchase a large play structure for the park at roughly half the retail cost of \$38,000 including professional installation. The cost to the City was around \$15,000. The play structure has been delivered to the City and will be installed closer to 8th Street for better street access and to avoid further impact to the existing trees. The MACS Board (Maintenance and Construction Section of ORPA (Oregon Recreation & Parks Association) has volunteered to install the structure at no charge to the City. Many volunteers from the community are also needed.

In response to a question from Mayor Hobart-Hardin, Kyle said Daphene looked into getting the structure at cost plus getting the MACS Board to provide free installation.

Daphene said Kyle and Brian are also working with the MACS Board on the installation.

Kyle said the structure should last for years and years; the current structure is very unstable and has been there for about 20 years. He will keep the Park Board up-to-date.

In response to a question from Craig, Kyle said he will let everyone know when volunteers will be needed for the installation. Kyle said engineered chips/bark will be placed in the play area with a cement curb to keep the engineered bark in place.

Daphene said the word has gotten out about the installation party in Veneta.

b. Bolton Hill Sports Complex Master Plan

Brian said David Dougherty is finishing up the final design which will then be refined by representatives from TSP and the City, as well as community members, such as deciding what the nature of the site will be; how to block off parking and still provide access to the rest of the park; security fencing, etc.

Gail said it's a nice design and TSP will bring it before their board in the next couple of weeks. Eventually it will go to the City Council for approval. She asked if the Park

Board would like to review the Plan prior to it going to the Council. Sharon said it would be appropriate to have Park Board comments incorporated in the report to the Council.

Gail asked Kyle Roberts to provide a timeline to bring the plan to the Park Board.

III. Public Comments
None

IV. Approve Minutes for January 5, 2011
Dennis motioned to approve the minutes. Daphene seconded, all approved.

V. Old Business/Committee Updates on Upcoming Events: (Con't.)

b. Easter Egg Hunt

The subcommittee has met twice and they have a good idea of what they have and what they'll need for this year's Hunt. Gail preordered chocolate and eggs from BiMart (5,000 this year which is 1,000 more than last year). She said we may need to increase the budget for the Hunt. Tressa from the Fire District will arrive (as the Easter Bunny) on the fire engine. The subcommittee will meet again soon.

Kyle spoke with Greg Baker at the School District about acquiring the facilities permit in order to have the Easter Egg Hunt at Veneta Elementary. Greg said there should be no problems with issuing the permit but he will need a few days to prepare it. Kyle needs to get a certificate of insurance to the School District before the permit can be issued.

Ric reminded Kyle to confirm with Greg that we have permission from the School District for the fire engine to drive around the south side of the school.

Brian said he will provide a clicker to take a head count at the Hunt.

Cathy said Olivia is working on the getting plastic lawn chairs donated that will replace the straw bales used for seating.

c. Arbor/Earth Day Celebration

Ric would like to have some kind of dedication of the downtown area on Friday, April 29th, from 10:00 to 2:30 which is National Earth Day. Arbor Day would be celebrated on Saturday at the Bolton Hill Sports Complex with some kind of tree planting and possibly outreach to the Garden Club to see if they would like to help with beautifying the four corners area. The subcommittee identified 10 potential groups/vendors that will have booths or participate on Saturday. Currently there are no onsite food vendors but we may get some local restaurants to participate.

In response to a question from Craig, Ric said no group (including the Kiwanis) has stepped forward to provide the free lunch for volunteers.

Gail will run the registration booth at Earth Day.

Kyle Robert said he knows where the volunteer data base excel spreadsheet is on the server and he will email it to Marie.

The next Earth Day subcommittee meeting is February 9th 4:00 p.m.

In response to a question from Daphene, Brian said they would like to have the community planting in the downtown area, on the north side of the bike path along Waldo Lane to Territorial Rd. He's not sure if the Oregon Department of Forestry (ODF) has trees to donate. It was agreed the subcommittee should talk about the tree give away for kids and trees for planting at their next subcommittee meeting.

Daphene may be able to get trees other than Douglas fir from Seneca and the sooner she knows the better. It was agreed that Daphene should get thirty trees if she can, for kids to take home. She will call Seneca and ask for 40 trees and see how many she can get. It was also mentioned that a classroom of elementary students may participate in Arbor Day and ride the bus and plant trees. She will try to get as many trees as possible.

It was agreed that if a classroom of students attend the Arbor Day celebration on Friday, the trees are for them.

Barb will attend the next Garden Club meeting which is February 12th to confirm they have April 30th as Arbor Day and that they will have a large booth hopefully to provide some kind of gardening demonstration, i.e., pruning roses, planting, Barb will report back to the Board after that meeting.

Marie will contact the bee people for a booth at Arbor Day and she confirmed the Green Earth Club is also down for a booth.

d. Teen Night

The subcommittee had one meeting and their next meeting is tentatively scheduled for February 10th at 6:30. Tomorrow Dennis will reserve the stage for June 18th. He said a deposit is not required.

Dennis suggested and it was agreed to that a Teen Night flyer would be inserted in the May water bills. Board members will also go door to door to explain the event to the effected residents. He will also contact Lane County Sheriff's office for attendance at the event.

Ric said this project should have some kind of budget so we have a sense of what the revenue and expenses will be. He said all aspects of this event should be captured in a binder, noise, parking, security, etc. Ric could not attend the upcoming subcommittee meeting but will make the next one.

Cathy is attending an Oregon Country Fair (OCF) meeting and they indicated they would cover all the cost of Teen Night. She will have more information at the next Board meeting.

e. Review Community Calendar

Darci said she would update the Community Calendar with all upcoming Park Board events.

VI. New Business:

a. Lock-in Event Dates & Committee meetings through June 30, 2011

The next Arbor Day subcommittee meeting will be February 9th at 4:00. The next Teen Night subcommittee meeting will be February 10th at 6:30; and the next Easter Egg Hunt subcommittee meeting will be February 12th at 3:00 at Robbie's Windowbox Café.

Ric said things get hectic for City staff and Public Works in April and May. He provided the City's event calendar to the Board to give them an idea of what City Staff and the Public Works crews are involved in during that time.

Craig confirmed that if Board members have questions or concerns about events they should go directly to Ric as the City staff liaison or to Brian or Kyle if they are on the subcommittee for that event.

- b. Draft Park Board 2010 Report and 2011 Goals and Work Plan to present to the Council at the February 28th meeting.

Craig, Gail and Ric have been revising the Park Board Mission Statement and 2010/11 Park Board Goals.

Gail suggested revising the Mission Statement by removing a portion of the last sentence so it will end with ". . . a strong sense of community". The mission statement is also the first paragraph of the Park Board Bylaws and if the Board agrees to revise it, the Bylaws should also include the revision.

After a thorough discussion the Board agreed to revise the first goal to clearly state the focus of the volunteer data base program and how to best utilize it.

Marie and Daphene suggested placing the volunteer data base on the May agenda for review and possible revisions, and also discuss how to implement or activate the data base when volunteers are needed.

Cathy suggested a proposal to start a community garden. Marie suggested putting this on the May agenda and follow up with the Garden Club.

The Community Network is working on starting a community garden.

A few Board members did not like the phrase "sounding board" used to describe the third goal.

Craig said the phrase "sounding board" was used to describe an exchange of information between the Board and the City Council without either entity being described as advisors.

Gail suggested the staff liaison provide the Board with monthly City and Council updates in hopes it will improve communications between the City and the Board.

After a brief discussion it was the consensus of the Board to direct Gail and Craig to rework goals one and three and email it to Board members for review. Goals two, four and five will remain unchanged.

VII. Other Announcements and Items:

Barb Nelson is leaving on March 1st for her six month trip. She will be updating her blog "crazy guy on the bike" and their name is tortoise and the hare.

All members wished them safe and joyful trip.

Cathy said an upcoming edition of Skipping Stone Magazine mentions the Veneta Easter Egg Hunt.

VIII. Next Meeting(s):

a. Recap of Subcommittee Meeting Dates

The Arbor/Earth Day subcommittee will meet on February 9th at 4:00. The Teen Night subcommittee will meet on February 10th at 6:30; and the Easter Egg Hunt subcommittee will meet on February 12th at 3:00 at Robbie's Windowbox Café.

b. Next Park Board meeting – March 2, 2011

Craig made a motion to adjourn, Dennis seconded and all approved. The meeting was adjourned at 5:40 p.m.