

# Minutes of the Veneta Park Board

## March 2, 2011

**Board Members Present:** Cathy Coulson-Keegan, Dennis Paronto, Daphene Sampson, Craig Soderberg, Gail Wilkie, and Olivia Ponce

**Others:** Sandra Larson, City Council liaison; Ric Ingham, City Administrator; Zac Moody, Associate Planner; and Darci Henneman, Assistant City Recorder

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- I. Chair Gail Wilkie called the meeting to order at 4:30 p.m.
  - II. Public Comments  
None
  - III. Welcome Sandra Larson, City Councilor as the Park Board Liaison  
The Board welcomed Sandra Larson to the Park Board and everyone introduced themselves.
  - IV. Approve Minutes for February 2, 2011  
Dennis Paronto said there was an error in the February 2, 2011 minutes. The reminder about the Teen Night should be on the May utility bills and not the April bills.  
  
Craig made a motion to approve the minutes as amended, Cathy seconded, all approved.
  - V. Old Business/Committee Updates on Upcoming Events:
    - a. Adopt 2011 Park Board Goals  
Olivia made a motion to adopt the 2011 Park Board Goals, Dennis seconded, all approved.
    - b. Review Bolton Hill Sports Complex Master Plan Map  
Zac reviewed the sketch of the Bolton Hill Sports Complex plan with the Park Board and asked if anyone had questions.  
  
Permanent Restrooms are not included in the plan. However, portable units will be staged in a specific area. The new concession stand includes a restroom but it will only be open during a City or TSP sponsored event.  
  
Several phases to the update include resurfacing the ball fields and the drainage system which will be the most costly phase of the project; fencing around the parking area, playground, etc.; acquiring and surfacing the parking lot west of the Forest Service office; lighting, portable restrooms, benches, etc.  
  
Brian said parking is the number one priority for TSP representatives. Improvements will continue as funds are available.  
  
In response to a question from Craig, Ric said the City acquired Bolton Hill Sports Complex to provide an area for youth sports with TSP overseeing those activities and not the City.  
  
In response to a question from Cathy, Brian said more research is needed to determine if a permeable surface can be used for the two acre parking area and it may be cost prohibitive to use a permeable surface for that large of an area.

Gail suggested adding a "staff report" as the first item on future agendas in order for City staff to provide various updates to the Park Board. The Board agreed that was a good idea.

c. Easter Egg Hunt

Ric said as far as he knows the permit process is complete but he will confirm it with Kyle.

Cathy said new this year all kids will get a coloring page to take home and color which will include a link to the "Visions of Veneta" for sending photos to.

Olivia said a new activity is planned. Kids will be asked to draw "what does spring look like" and large tables with "paper tablecloths" and crayons will be provided while kids wait for their age group to be called to the Egg Hunt. The Elmira High School Leadership class will provide the paper and staff the tables.

The subcommittee also talked about setting up a blog on the City's website. Ric said we'd have to look into a staff person being available to monitor the blog and it's not likely staff will have time to monitor a blog.

Cathy said Tracy Robinson, DMD agreed to purchase 300 tooth brushes to tie to the balloons Neighbors 4 Responsible Growth are donating. Kids will receive a balloon with a toothbrush (handle) as they leave the Egg Hunt.

d. Arbor/Earth Day Celebration

Brian reviewed the "map" of vendors for Arbor/Earth Day. The subcommittee said the majority of the activities will be focused on Second Street and Waldo Lane and will be visible from West Broadway and the Transit Center. Vendors will be staged along Second Street. Hopefully it will be dry enough for planting trees on the back side of the bike path. Parking will be allowed along Broadway and on all side streets.

Brian needs additional input from the subcommittee before the posters are printed and a post card will soon be mailed to vendors who attended previous Earth Day celebrations. Arbor/Earth Day will be advertised in the Fern Ridge Review, on the City's website and on the reader board at Lane County Fire District No. 1.

Kyle Roberts and Daphene will contact Link and Dave at the Forest Service to confirm how the Forest Service will participate with this year's Arbor/Earth Day celebration.

Daphene spoke with Link about having a volunteer wear the Smokey the Bear suit. They cannot loan the suit out and whoever wears it cannot talk. Link said he would supply Smokey for a half hour to celebrate their 100 year anniversary.

In response to a question from Olivia, Daphene said it would be great if she could find a volunteer to wear the suit.

Marie will continue to work on placement of the vendors and will bring it to the next subcommittee meeting.

Cathy said Joan Mariner of Neighbors 4 Responsible Growth (N4RG) volunteered to pick up litter at the event along with another volunteer group. They will all meet at the celebration site at 10:00 a.m. to get organized.

The local Camp Fire Girls volunteered to provide face painting. Daphene asked if it was in the budget to purchase face paint if it wasn't donated. She would like to offer them a table and canopy to set up free face painting.

It was the consensus of the Board to purchase face paints if they could not be borrowed.

Sandy said we can probably borrow a canopy from the library and Cathy said N4RG may have a canopy they could loan.

Daphene is working on getting Master Gardener Linda Renslow from OSU Extension Service, Chris Peyhem from Willamette Basin, and Jackie Fern from DEQ to fill 30 minute time slots. She will also try to get (N4RG) members to hold a composting class.

Daphene and Craig dug and potted 42 trees.

Ric said Country Transfer & Recycling provides composting containers and they may want to fill a time slot with a composting session.

Zac is working on the permit to close Second and Waldo Lane for the event.

e. Teen Night (confirm June 18<sup>th</sup> posting to Community Calendar)

The event will be from 6:00 to 9:00 p.m. Dennis provided an outline of what the subcommittee has accomplished and what they are still working on. Olivia is the lead with the high school. Dennis will continue to work with Willamalane and the City. The stage will be delivered and installed Saturday afternoon and then dismantled and removed immediately after the concert. Willamalane staff will stay for the event to operate the PA system and provide security if needed. Portable bathroom facilities and a hand-washing station will be delivered Saturday morning and picked up Monday morning.

Funding will not be known until the April 4<sup>th</sup> Oregon Country Fair (OCF) meeting. A funding request of \$500 from the Teen Night Subcommittee is on the April 4<sup>th</sup> OCF agenda. Cathy will attend that meeting in coordination with Fern Ridge Community Action Network (CAN). OCF will make a donation to CAN and they (CAN) will then make a donation to the Park Board. The Elmira HS Honor Society will operate the concession stand selling popcorn, snow cones and drinks. Posters and advertising will be printed at Elmira HS at little or no cost and be distributed throughout the area including Crow/Lorane, Elmira, Noti, etc.

Admission is a can of food per person which will be donated to the Community Chest. People will not be turned away if they do not have a food donation.

The Teen Night Subcommittee will meet on March 13<sup>th</sup> and March 27<sup>th</sup> at 3:30 at Robbie's Windowbox Café. They will provide drafts of the water bill insert and poster at the April 6<sup>th</sup> meeting.

In response to a question from Ric, Olivia said she will draft a contract and require all participants to sign it prior to performing.

In response to a question from Ric, Dennis said the Willamalane staff will monitor the crowd and performers and if things get out of hand they shut the event down immediately. Music will be piped through the system or a master of ceremonies (MC) will entertain the crowd between performers.

The Easter Egg Hunt subcommittee will meet March 13<sup>th</sup> at 3:00 p.m. at Robbie's immediately before the teen night meeting at 3:30.

The Arbor/Earth Day Subcommittee will meet on Wednesday March 16<sup>th</sup> at 5:00 p.m. at City Hall. The posters will be ready at that time.

- VI. Other Announcements and Items:
  - a. Election of Officers at the April 6, 2011 meeting  
Chair Gail Willkie reminded the Board that Park Board Officers will be elected at the April 6, 2011 meeting.
  
- VII. Next Meeting(s):
  - a. Next Park Board meeting – April 6, 2011
  
- VIII. Adjourn meeting  
Craig made a motion to adjourn the meeting, Cathy seconded, all approved.  
Chair Gail Willkie adjourned the meeting at 5:55 p.m.