

Minutes of the Veneta Park Board

April 6, 2011

Board Members Present: Cathy Coulson-Keegan, Dennis Paronto, Marie Pickett; Daphene Sampson, Craig Soderberg, Gail Wilkie, Olivia Ponce, and Brittany Glenzer

Others: Sandra Larson, City Council liaison; Ric Ingham; Brian Issa, Community Services Director, Kyle Roberts R.A.R.E Intern; and Darci Henneman, Assistant City Recorder

Chair Gail Wilkie called the meeting to order at 4:45 p.m.

I. Public Comments
None

II. Staff Report

(a) 2011/2012 Proposed Park Projects

Ric provided a copy of the Parks and Receptions long and short term goals from the 2011 Council Goal Setting session. In those goals, staff proposed three projects for funding in FY 2011/12; curbing around Territorial Park; moving forward with the next level of design and fundraising efforts for the Bolton Hill Sports Complex; and continue to build out the City's trail system. A state grant would allow us to build a trail system on City property from Hunter Ave. to Luther Lane. These are City staff directed projects and not Park Board initiated projects. On another topic, Ric said the new swimming pool is very expensive to operate. Pool revenues cover only 38% of the total cost to operate pool.

III. Approve Minutes for March 2, 2011

Craig motioned to approve the March 2, 2011 minutes. Cathy seconded, all approved

Gail rearranged the agenda items as follows:

IV. Old Business/Status of:

a. Teen night

1. Oregon Country Fair (OCF) funding:

Cathy said Joan Mariner of Fern Ridge Community Action Network (CAN) received \$500 from OCF but she is not sure how to get the funds to the Park Board.

Ric said the check should be deposited in CAN's account then they should issue a check to the City of Veneta for the Park Board.

Cathy will pass this information on to Joan Mariner.

2. Proposed Budget:

Dennis said the stage rental fee is \$250 and includes the sound system, set up and teardown. Dennis said McKenzie Printing would print 10 color posters, 500 two-sided 8 ½ x 11 handouts and two laminated signs for the food donation containers.

Brian said the City will make the laminated signs for the food donation containers.

The Elmira High School Key Club and Honor Society members will be running the concession stand. At this point a food vendor has not offered to provide food.

3. List of Acts

In response to a question from Ric, Dennis said he would like to use the Community Center on May 14th for an orientation for volunteers and performers. The orientation will be to appoint volunteers, review the rules and procedures, the dos and don'ts and what's expected of concert participants and volunteers. He then would like the

entire group to go to the field to get an idea of where things will be set up. He estimated 25 to 30 will be attending the orientation and has budgeted \$150 to provide pizza, water and or soda.

Dennis sent an email to Ephraim to include the Teen Night Concert in the City newsletter but it needs some work. Ric said he would follow up.

Dennis said he would meet with Ric to get the stage rental application submitted to Willamalane.

Ric said a check request should be submitted for the full rental amount (\$250) prior to the concert date. We also need to make sure Willamalane is included on the City's liability insurance as an additional insured.

4. Approval of Posters

Art work – Cathy said Jasmine would do the art work for the posters. The next Teen Night committee meeting will be Tuesday, April 12th at 4:00 p.m. at Robbie's.

5. Notice on May Water Bills

Ric suggested Dennis provide the Teen Night reminder to the City utility billing staff so it can be printed on the June utility bills.

Dennis said committee members will go door to door in the immediate neighborhood delivering a concert handout.

a. Easter Egg Hunt

The subcommittee has had several meetings and things are rolling along. Heather from the Fern Ridge Community Library will provide story telling. All of the children will receive a coloring page and a toothbrush tied to a balloon. Tracy Robinson, DMD donated 300 toothbrushes and the balloons will be filled by the local Boy Scouts troop who also donated the helium tank. There will also be a coloring table. Gail will pick up the remaining eggs and candy for the egg stuffing party on April 16th at 10:00 at the community center. The stuffing party will be advertised on the reader board at Veneta Elementary.

In response to a question from Ric, Dennis said a public notice for the Easter Egg Hunt will be printed in the Fern Ridge Review.

Sandy said she could publish the Easter Egg Hunt and the egg stuffing in the Fern Ridge Review. She also suggested a reporter could interview volunteers at the egg stuffing event on April 16th.

A final walk through for the Easter Egg Hunt will be April 15th at 2:30 at Veneta Elementary.

b. Arbor/Earth Day
Earth day

Vendors and volunteers will receive a coupon to get 20% off any one entrée at the following restaurants: Our Daily Bread, Los Primos, or Awesome Pizza Joynt.

In response to a question from Craig, Daphene said the trees will be planted on the north end of Waldo Lane.

In response to a question from Craig, Ric said he would check with the School District about borrowing a standing platform for the presenters to use.

V. New Business

- a. Election of Park Board Chair and Vice Chair
Chair Gail Wilkie opened the floor to accept nominations.

Marie nominated Daphene Sampson as the new Park Board Chair. Cathy seconded, all approved.

Daphene accepted the nomination as Chair however she has a prior commitment and will not be attending the June Park Board meeting.

Craig nominated Dennis Paronto as the new Park Board Vice-Chair. Cathy seconded, all approved.

Dennis accepted the nomination as Vice-Chair and agreed to chair the June meeting in Daphene's absence.

The Chair and Vice Chair positions are two year terms and begin May1, 2011.

- b. Park Board Budget

Ric said there are 28 separate funds in the City's General Fund. Currently \$2,000 is budgeted in the Park and Recreation Fund which is within the Park Board Event and Activities Fund to fund the four significant events: Light Parade; Easter Egg Hunt; Earth/Arbor Day and Teen Night. He said the \$500 set aside as a Fundraising line item is designated for fundraising events but it can also be used for specific purchases if needed. He said park maintenance and upkeep for the pool is very expensive and only \$8100 is budgeted to support the community center.

Craig thought the Park Board received about \$500 in revenue from sales of the Fern-Opoly games.

Gail asked Ric if he or Shauna could look at past budgets to see how much the Park Board received from sales of the Fern-Opoly games.

Craig suggested selling the games for \$5 at the Easter Egg Hunt registration booth.

Gail suggested donating a few games to the SANTA Project. Everyone agreed.

- c. Installation of Fern Park Play Structure

1. Recruitment of Volunteers

Daphene said things are looking good for the May 20th and 21st (Friday and Saturday) installation. She needs to talk with Brian about recruiting volunteers. This item will be placed on the May 4th agenda.

Ric said he or Brian will provide an update on the status of Fern Park.

Daphene said Jerry Burgess will stake out the structure installation site on April 22nd.

VI. Next Meeting

The next meeting will be May 4, 2011.

Craig made a motion to adjourn the meeting, Cathy seconded, all approved. The meeting was adjourned at 5:35 p.m.