

# Minutes of the Veneta Park Board

## May 4, 2011

### Board Members

**Present:** Cathy Coulson-Keegan, Dennis Paronto, Marie Pickett, Daphene Sampson, Craig Soderberg and Olivia Ponce

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

---

Daphene opened the meeting at 4:35 p.m.

1. Public Comments

None

2. Approve Minutes for April 6, 2011

Dennis made a motion to approve the April 6, 2011 minutes as amended. Olivia seconded the motion, all approved.

3. Old Business/Status of:

a. Update on Easter Egg Hunt

Many members thanked Sandy for the wonderful pictures of the Easter Egg Hunt in the Fern Ridge Review. Dennis said about 400 kids participated and they had a good turn out of volunteers. Things they'd like to add next year would be crossing guards at Territorial Rd and "parking lot full" signs for when the school parking lot is full.

Ric suggested staging Kiwanis with other volunteers for specific time frames and assignments.

Dennis said two hour shifts seemed to work well beginning with handing out eggs, then assisting the kids during the actual hunt, and then break down crews from 1:00 to 2:00 for tear down and clean up.

b. Update on Earth/Arbor Day Event

Subcommittee has not met yet to complete is event recap

Olivia suggested the lunch coupons be handed out earlier in the day because overall very few lunch coupons were redeemed. Los primos only redeemed three.

In response to a question from Craig, Kyle Roberts said only four Park Board volunteer database sheets were completed. Seventy five people signed the volunteer sign up sheet; some completed the registration form and others completed the waiver form.

Craig said people were coming from different directions. Although the location was great and had good exposure, they should try to funnel people in to a specific area. He suggested the subcommittee discuss this at their next meeting.

Marie said McKenzie Mist donated the water but filling a cup didn't work well. She would like to rework how the water is dispensed. She donated \$12 for coffee and water.

Ric said everyone liked the site but it was difficult keeping people at the presenters' stage. Many volunteered to plant trees. There weren't many kids and he asked for suggestions on how to outreach to families to get more kids involved.

Brian said at the time of the Earth Day celebration all grades at Veneta Elementary were studying water conservation.

Ric said having Earth Day when school is in session is a good way to get schools involved and possibly make it part of their curriculum.

In response to a question from Cathy, Olivia said she was not able to access the classrooms to invite students to the event.

Craig said the Long Tom Watershed Council met at the Community Center and few people came to the event afterwards. He agreed the location was great and people came out of curiosity just to see what was going on.

c. Teen Night Concert in the Park

1. Funds from CAN sent to Park Board

Cathy said Joan Mariner of Fern Ridge CAN delivered the check to the City. In response, Ric said he had not seen it. Cathy agreed to follow up with Joan on the status of the \$500 donation.

2. Stage Rental Agreement to Willamalane w/payment

Dennis said Willamalane's stage rental agreement is ready for Ric's signature. Ric will sign the agreement and return it to Willamalane with the stage rental fee of \$250.

3. Certificate of Insurance naming Willamalane as additional insured

Ric will prepare a certificate of insurance naming Willamalane as an additional insured and will mail it to Willamalane with the rental agreement and payment.

4. Review Posters

Dennis said the posters have not been finalized but he did provide a draft hand out. On May 14<sup>th</sup> at 6:30 he will hold the orientation at the community center for all volunteers and performers.

Olivia said all performers know that once they sign the contract they're locked in. Everyone must sign the contract in order to perform. Performers will be given VIPs passes to hand out to family and friends.

Dennis said they had a good turn out at the first meeting. The night of the concert he would like to see Park Board members mingle with the crowd to answer questions and get feedback. Members could also assist with shifting sets for the performers.

5. Notice in Newsletter & Utility Statements

Dennis said handouts will be provided the night of the concert and the June water bills will be printed with concert information. The concert will also be advertised in the City's newsletter. Sometime in May the subcommittee will go door to door notifying neighbors of the immediate area about the concert.

Dennis said they need to get 110v at the field for the popcorn and cotton candy machines. He said they may also need to get in the snack bar for electricity.

Kyle Schauer will contact TSP representatives. He said there is access to electricity on the fields.

Craig, Daphene and Marie agreed to assist the subcommittee with the concert.

#### 4. New Business

##### a. Fern Park Installation

The Public Works crew has been clearing the area and the foundation forms have been built. The concrete should be poured this weekend. Once that's in, Jerry Burgess of MACS and Public Works crew have laid out the holes for the structure.

##### 1. Volunteer Recruitment

Kyle said the Public Works crew will have the structure pieces at the park by 9:00 when the MACS volunteers arrive for the installation on Friday, May 20<sup>th</sup>. The MACS crew would like to quit around 3:00 on Saturday and finish up on Sunday. Members of the LDS church volunteered but have since realized they have a father son camp-out that same weekend so their numbers will be not be as high. Kyle would like to provide lunch for the crews on Friday and Saturday and asked if we had a way to outreach for donations. He said the site is looking good. Public Works removed mostly dead trees (two were alive) and it really opened up the area. They also completed the drainage system for the structure.

Ric said because we're saving so much on the actual cost of the structure we could probably have two five foot subs brought to the site rather than have lunch provided by volunteers. We could possibly get a couple of cases water donated by Lowe's or Jerry's.

Daphene said the Earth Day volunteer database could be used for soliciting Fern Park volunteers.

Craig said yes those who signed the green sheets want to be contacted for installation.

Kyle said if there are too many volunteers for installation there are other things that can be done around the park, i.e., fill in holes and basic clean up. Kyle said Public Works will take care of pouring the concrete and placing the chips around the equipment.

In response to a question from Daphene, Ric said when it comes to replacement of a structure we don't usually have a grand opening but we could provide some kind of flyer to hand out to the immediate neighbors.

Marie suggested having a dedication sign at the park for a few weeks afterwards.

Kyle said a picture of the new play structure is already posted at the park.

Cathy said once a year a thank you postcard should be sent to everyone on the database. The postcards could also be a reminder to check the City's website for upcoming volunteer opportunities and upcoming Park Board events.

Craig said that's a really good idea and maybe the Board should have a work session to discuss the database and how to use it and get the most out of it. Marie, the data base could used to send out a list of upcoming event.

Ric said we need to make sure we're organized so we have something for all the volunteers to do and maybe provide actual job descriptions.

- b. Revenue received from sales of Fern-Opoly game  
Ric will bring the proposed budget to the next meeting. Shauna provided information from last year indicating sales of the Fern-Opoly games brought in about \$4,300.

Craig thought that number was off a little as he remembered revenues to be about \$3,500.

Ric said he will confirm the figure with Shauna and get back to the Park Board.

Craig said they had many games left of the original 250 purchased. Games were sold at Earth Day for \$5.

Marie suggested selling them at the Farmers' Market.

- c. Thank You ad published in the Fern Ridge Review  
Craig suggested sending a thank you letter to all the vendors or to publish a thank you in the Fern Ridge Review.

It was the consensus of the Board that the event subcommittees will decide how to thank vendors, donors, and volunteers.

- d. Staff Report – Nothing to report at this time.

Daphene adjourned the meeting at 5:28 p.m.

- 5. The next Park Board meeting will be June 1, 2011.