

Minutes of the Veneta Park Board

June 1, 2011

Board Members

Present: Cathy Coulson-Keegan, Dennis Paronto, Marie Pickett, Craig Soderberg, Gail Wilkie, Olivia Ponce, Braeden Cornelius, and Luis Labastida

Others: Ric Ingham, City Administrator; Sandra Larson, City Council Liaison; and Darci Henneman, Assistant City Recorder

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

1. Public Comments

None

2. Recap of Past Park Board Budget Action

Ric reviewed the Park Board revenue and expenditures within the City budget and also briefly explained the budget process and how it affects the Park Board.

In response to a question from Gail, Ric said receipts for out of pocket expenses need to be submitted by June 30th. Gail indicated she needed to reimburse Cathy and Olivia for some Park Board expenses.

In response to a question from Cathy, Ric explained if the Park Board wanted to make a purchase it would need to be included in the City budget prior to the funds being spent and also before it is submitted to the state.

In response to a question from Marie, Ric said the Park Board could accept a monetary donation but it could not be spent until the next budget year. The funds need to be included in the budget.

In response to a question from Sandra, Ric said some funds within the budget cannot be increased with a supplemental budget.

Cathy said Teen Night does something for the community and in a local park. She really wants to see it become an annual event. Dennis agreed but it's too early to make plans for next year.

3. Approve Minutes for May 4, 2011

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

4. 2011-12 Park Board Proposed Budget

Ric said The Board should discuss their available resources and decide what events they really want to focus on and the costs for each event. There's a lot going on in April and May. City staff also works on the budget process in May and sponsors Wings & Wine, the annual City-wide clean up, and the pool opening. He said it's good that the Park Board does so many activities in the spring but everything happens from the mid-April to mid-June. The Board and staff need to figure out how to spread these events out. Also what is the appropriate number of events for a volunteer Park Board to handle?

Craig said the more the Park Board tries to accomplish the more involved City staff become.

In response to a question from Olivia, Ric said in-kind donations do not have to go through the budget.

Ric said \$308,000 is budgeted for Parks and Recreation in FY 2011/12. Operating costs for the pool run about \$140,000.

6. Old Business/Status of:

a. Teen Night

Dennis passed around a volunteer sign up sheet for Teen Night. He would like board members to mingle in the crowd to get responses from the crowd and be visible from 5 to 9:00 p.m. He said Board members will wear some type of badge identifying them as Park Board members. Dennis will be the contact person if there are any problems.

Ric said Dennis will have the patrolling deputy's cell phone number. Lane County Sheriff's Office will definitely have a presence at the event.

Dennis said the June City newsletter highlighted Teen Night. Prior to Teen Night he and Olivia will hand deliver a concert information letter including his cell phone number to all neighbors in the immediate area.

Ric suggested information on the City's noise code should be included in the letter as well as the concert hours specifically the ending time of 9:00 p.m.

Olivia said some of the talent will be the band "Eternal Covenant", a Japanese singer, guitar solos, and the emcee will do some rap between performances.

In response to a question from Cathy, Ric said if the concert is advertised from 6:00 to 9:00 it shouldn't go past 9:00. We don't want to upset residents with the concert going longer than the specified ending time.

Ric said the stage will face east towards Territorial Rd.

Cathy passed around a finished poster and a smaller version of the poster to be placed around town. VIP passes will also be given to the performers to hand out.

In response to a question from Dennis, Ric said if he needs anything photocopied, it can be emailed to Darci for printing.

Dennis felt they are about ready and he thanked City staff for their assistance with the concert and said Olivia and Cathy are both doing a great job.

In response to a question from Dennis, Ric said he doesn't think the TSP concession stand is finished.

Dennis said it would be easier if they used the City's pop up shelter for the popcorn machine and will not need to use the TSP concession stand. Admission is one can of food. The Imagination Zone will have a table advertising their new summer teen program. The Fern Ridge Community Library will also have a table.

7. New Business

b. Retention of Event Binders at City Hall

Ric said as events take place the subcommittees create notebooks for each event. Staff felt it best that those notebooks be retained at City Hall so their location is always known.

Marie said she has the Earth/Arbor Day notebook, Gail has Easter Egg Hunt, and Dennis has the Teen Night notebook. They will bring all three notebooks to City Hall to be stored for future use and easy access.

c. Dedication of Fern Park Play Structure

Ric said the dedication has been set for June 18th at 2:00 in the afternoon prior to the Teen Night Concert. Staff will work on a press release.

In response to questions from Marie and Gail, Ric said staff will work on the dedication signage.

d. Discussion regarding the need to hold July and August meetings

After a brief discussion it was the consensus to cancel the July 6th Park Board meeting.

Marie motioned to postpone the July meeting, Cathy seconded, all approved.

The Harvest Festival will be September 24, 2011.

Ric said the Fern Ridge CAN and other participants would like to see more participation in their event in late July.

Cathy motioned to hold the August 3rd meeting, Marie seconded, all approved.

8. Next Meeting – August 3, 2011

Braeden Cornelius and Luis Labastida would like to be the 2011/2012 student representatives.

Braeden said being a Park Board student representative would provide him with another opportunity to get involved in his community. Braeden is currently a sophomore at Elmira High School.

Luis said he would also like to get more involved in his community and also represent his school and kids his age. He is a member of the honor society and is currently a junior at Elmira High School.

In response to a question from Luis, Cathy said the Park Board organizes the annual Easter Egg Hunt which over 400 children attended last spring. One of the Board's goals is to implement the Parks and Recreation Master Plan.

Braeden and Luis provided Darci with their contact information.

Dennis said the Board is always looking for fresh ideas and the student representatives have served the Board very well.

Ric said Braeden has been through the Ford Family Leadership program. He suggested if Luis is interested he should attend the 2011 program in September.

Dennis suggested getting some kind of "Veneta Park Board" T shirts identifying Board members during events and asked how they should go about doing this.

Ric said it would probably be easier to absorb the cost of the shirts out of the Donation fund. If the Park Board approves increasing the Donation fund line item from \$200 to \$1,000, staff will make that adjustment in the upcoming budget. He suggested a subcommittee member collect estimates of what the shirts would cost including the Park Board logo.

Gail and Dennis will work on this.

Olivia suggested T shirts and sweatshirts.

Olivia motioned to adjourn the meeting, Braeden seconded, all approved.