

Minutes of the Veneta Park Board

September 7, 2011

Board Members

Present: Barb Nelson, Dennis Paronto, Marie Pickett, Daphene Sampson, Braeden Cornelius, and Luis Labastida

Others: Ric Ingham, City Administrator, Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Kyle Schauer, Public Works Superintendent; Sandra Larson, City Council Liaison; and Darci Henneman, Assistant City Recorder

Chair, Daphene Sampson opened the meeting at 4:35 p.m.

Marie made a motioned to approve the August 3, 2011 minutes, Daphene seconded, all approved.

I. Old Business/Status of:

1. Teen Night expenses

Dennis said the \$109 for advertising was not included in the Teen Night expenses. Out of the \$500 received from Oregon Country Fair \$477 was spent (\$250 stage rental; \$71 pizza; \$47 printing posters; and \$109 for the ad in the Fern Ridge Review.

In response to a question from Barb, Dennis recapped teen night

2. Parting gifts for Olivia and Brittany

Daphene wanted to confirm that the parting gifts are to acknowledge Olivia and Brittany for their involvement in the Park Board and not just for their involvement in Teen Night.

Ric suggested rather than gifts the Board and the City should recognize them with a letter of recommendation or a certificate that might assist them in their future endeavors.

After a brief discussion it was the consensus of the board to present Olivia and Brittany with a certificate of appreciation signed by Mayor Hobart-Hardin. Darci agreed to provide a draft certificate for the October meeting.

3. Harvest Festival

Marie said the Harvest Festival is on Saturday, September 24th, from 10:00 a.m. to 4:00 p.m., on West Broadway from Territorial to Third Street and from Second Street to Waldo Lane. Set up will be Friday after 5:00 p.m. or Saturday morning. The festival is a fundraising event for the new Fern Ridge Service Center. Many activities are planned and EPUD, Wintergreen Farms, Sanipac and several non profit agencies will be participating. There will be five or six food vendors. The Lions Club will be cooking chicken and corn on the cob and Mid-Lane Community Partnership will provide brats and dogs; and will also be putting on a pancake breakfast at the Garcia Center. A kid zone will be set up and live music will play all day. There will be a pie eating contest, and the Fern Ridge Chamber of Commerce is hosting a chili cook off and wine tasting. There will be espresso carts and the new music store will have music. The Park Board will have a booth with the goal to educate and inform our community about our Park Board and local parks. Last year's treasure hunt was a big hit so it will continue this year. The subcommittee will need about \$125 to cover the costs of a beaver basket and duck basket to be raffled off and gifts for those completing the survey. Approximately 14 volunteers are needed - two people for two hour shifts. Marie will need tables from the community center. Fern-opoly games will also be sold at the booth.

Marie asked Luis and Braeden to work on getting high school students to volunteer. She provided volunteer sign up sheets.

Marie motioned to approve \$125 for supplies for the Park Board booth at the 2011 Harvest Festival. Daphene seconded, all approved.

In response to a question Luis, Marie said the Harvest Festival is a fundraising event to assist with long term operational expenses for the Service Center. Event organizers have a \$6,000 fundraising goal and 10% of all proceeds will be donated.

4. On-going discussion of Park Board events – (Goals & policies for implementing events)
Ric reviewed the event calendar which lists several City sponsored activities planned from March 31st to June 3rd. City staff is involved in all these events including their every day responsibilities and functions. Also during that time administrative staff is finalizing the budget. Because of this Ric suggested events be spread throughout the year and work on getting away from clumping events. Also try to focus on events that tie into the Park Board mission statement as well as what the Park Board wants to be involved in. Ric reminded the Board to keep in mind that long term events need to be budgeted in the fiscal year they are held.

Dennis said he talked to a couple of teachers at Teacher Appreciation Day and they liked the idea of getting involved with the Park Board for some kind of Earth Day event.

Daphene asked Ric to provide direction when planning events dates. She is hopeful all goes well with the school district and suggested working with the grade schools on a half day event so the event won't be so time consuming.

In response to a question from Sandy, Ric said he and Mayor Hobart-Hardin are meeting with School District Superintendent Dennis Freidrich and School Board Member Sterling Pew tomorrow to get the okay to collaborate an Earth Day/Arbor Day event with Veneta Elementary.

In response to a question from Sandy, Ric said he would confirm that an Earth Day event with Veneta Elementary would qualify the City as a Tree City USA and continue with the City's designation as a Tree City.

Sandy said on behalf of Applegate Field Dayz they haven't attached a specific date to their event. The first year it was July 3rd and last year it was July 23rd.

Ric also suggested collaborating with the fire district on the skate board event and the Park Board takes the lead on getting the tree for the annual Light Parade.

In response to a question from Daphene, Ric said Ray's usually decorates the tree.

Ric suggested the City/Park Board initiate an event with the Garden Club for a park beautification or cleanup. He is hoping to get a green light from one of the grade schools to work with the City on an Earth Day function. The grade school had "Green week", an Earth Day celebration. He suggested meeting with grade school teachers now to discuss their March and April curriculum.

Daphene said something else to think about is having movie night in the park including a concession stand. She liked the concert night but felt it should be in conjunction with another community event. She said the cities of Cottage Grove and Harrisburg have successful movie night in the park.

In response to a question from Barb, Ric said last year's Light Parade committee agreed there are high public safety issues attached to the event. The committee is researching the idea of keeping the parade on the south side of Highway 126. Other possibilities are to have it at a different location each year, provide some kind of music program afterwards and tie it in with the season of giving. Ric said the committee will be meeting tomorrow.

5. Shirt samples
Dennis has been working with Triangle Graphics and Veneta Sewing Center on Park Board shirts. He bought a shirt and had Veneta Sewing Center embroider the Park Board logo on it. They would charge \$23 per shirt. T-shirts at Triangle Graphics would be \$22.90 each for six or more. He said it would be nice to have the Park Board identified during events.

Daphene said she would prefer to purchase her own shirt so if it got lost or damaged she would be responsible for replacing it.

Ric would like to see the Park Board be identified at events in some way but he's not sure how involved City staff should be, i.e. ordering, purchasing t-shirts. He identified two line item funds that could be used to purchase t-shirts on a trial basis.

Dennis would be responsible for ordering the t-shirts and submitting a purchase order or check request to City staff for payment.

It was the consensus of the Board to postpone this discussion until the October 7th meeting in order to include input from those board members that are not in attendance today.

Barb questioned if shirts were necessary and if the Board really wanted to spend \$250 on them. There aren't enough events to justify the purchase. She suggested assessing the value of the shirts versus where else that money could be spent.

II. New Business –

1. Budget Summary
This item was discussed under Old Business/Status of Teen Night expenses.
2. Parks Update from City Staff or Park Board Members (this agenda item was discussed as the first agenda item).

Kyle updated the Board on a couple projects that will take place at Territorial Park next week. The Public Works crew will replace the playground boundary at Territorial Park and an outside contractor will construct the same kind of concrete barrier that was used at Fern Park. These upgrades were included in 2011-2012 adopted budget. Because the bid for the boarder came in under budget the walkway at Fern Park can be done. The new boarders will include ADA entry ramps.

3. City Purchase Policy
Ric said Park Board members can complete and submit a purchase order or a check request. In response to a question from Daphene, Darci explained how the purchase order process would work.

Ric said staff will get the \$125 check to Daphene Sampson for Harvest Festival supplies.

4. Storing of event binders & archiving of past Park Board materials
Discussion on this agenda item was postponed until the October 5, 2011 meeting.

III. Next Meeting – October 5, 2011

Daphene adjourned the meeting at 6:00 p.m.