

# Minutes of the Veneta Park Board

## June 6, 2012

### Board Members

**Present:** Cal Beach, Cathy Coulson Keegan, Penny Lacky, Barb Nelson, Dennis Paronto, Marie Pickett, Braeden Cornelius, Luis Labastida, and Elmira Louie

**Others:** Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; and Darci Henneman, Assistant City Recorder; and Twinkle Morton, Fern Ridge Educational Foundation

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Chair Barb Nelson opened the meeting at 4:35 p.m.

#### I. Public Comments

None

#### II. Welcome new Members

Barb welcomed the new Park Board members, Cal Beach and Penny Lacky who were appointed to the Park Board by Mayor Hobart at the May 16<sup>th</sup> City Council meeting. Elmira Louie was also introduced. She is a freshman at Elmira High School and Secretary of the Key Club. She will replace Luis Labastida on the Park Board as a student representative.

Barb asked everyone to introduce themselves which they did. Twinkle Morton attended the meeting as a guest representing the Fern Ridge Educational Foundation.

#### III. Approve Minutes for May 2, 2012

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

#### IV. Old Business/Status of:

##### 1. Updated Bylaws

Ric said at the last meeting the Park Board agreed to amend the Bylaws to include one more non-resident position. The City Council approved the amended Bylaws on May 14<sup>th</sup>. Park Board members were provided copies of the approved Bylaws.

##### 2. Fern Opolo game check out sheet

Marie proposed all the games be stored at her business. She said there are 17 games at the community center and Craig has approximately 60 at his office. She asked the Park Board to decide on a selling price for the games.

In response to a question from Cal, Ric said the cost of the games was covered through the initial business advertising.

Ric said he would like to see the games come to City Hall for a full counting and the surplus games be kept at the community center after Marie take 30 to her business to sell.

Cathy suggested setting the selling price of the games at \$8.50 but \$8.00 will also be accepted as a minimum selling price.

Penny suggested setting the minimum selling price at \$7.50.

Dennis motioned to set the selling price of the Fern Opolo games at \$8.50 retail but \$8.00 will be accepted as a minimum. Penny seconded, all approved.

In response to a question from Barb, Ric said the cupboards at the community center will need to be inventoried as well.

Cathy motioned to store the Fern Opolo games at a City facility and Marie will maintain an inventory of no more than 30 games at the Village Table to sell. Dennis seconded the motion, all approved.

3. Public Works Pool Report

Ric said the Public Work crew has been working on getting the pool up and running. The pool will open Saturday, June 16<sup>th</sup>. He provided the recently completed recreation guide for review.

4. Presentation to Braeden Cornelius and Luis Labastida

Barb said Braeden and Luis were presented with a Certificate of Appreciation at the Award Ceremony held at Elmira High School.

In response to a question from Luis, Dennis said if there is a Teen Night during the summer, it will be attached to another event, like Fern Ridge Fun Days or the Harvest Festival. He said it will not be a stand alone event.

Luis said he plans to go to Lane Community College and get a transferring degree to the U of O. He then plans to attend medical school.

Cathy said Luis is in the Culture Jam at Oregon Country Fair.

V. Report from Park Board/Council Liaison Brittany Boothe

Brittany said she didn't have a Council update because she didn't attend the last Council meeting but she looks forward to sharing Council updates with the Park Board. She encouraged Park Board members to attend a Council meeting.

VI. New Business –

1. Recruitment of Student Representatives for 2012-13

Luis said he recruited Elmira Louis from school. Elmira is a freshman at Elmira high School.

In response to a question from Ric, Elmira said she is Secretary of the Key Club and Freshman Class President. She volunteers for many groups, including the Relief Nursery, DSA Awards, Camp Wilani, and was the Key Club chairperson at the Easter Egg Hunt. Elmira will be a sophomore at Elmira High School next year (2012-13).

Barb suggested if Elmira didn't have her experience and civic accomplishments in writing she might want to do so. Elmira said she would put something together. She will be leaving the Country in a couple of weeks and will be gone the entire summer but she will bring it to the next meeting she attends.

2. Park Board Expenditure Report

Ric said this report tracks the two funds that Park Board's income and expense flow through. He said the City has strict laws that need to be adhered to. The 2012-13 Budget was just completed and will be adopted at the June 11<sup>th</sup> Council meeting.

Ric said Shauna Hartz provided the Report to the Park Board so they can keep track of what they spend on events. Over the years, the sale of Fern Opolo games has contributed quite a bit of money to the Park Board. About \$1000 is available for fundraising or purchases. Annually the Council approves \$2000 be budgeted to the Park Board.

Ric reviewed the summary of revenue and expenditures with the Park Board and asked Board members if they had any questions. He said by July staff will work with Barb and Dennis on a proposed budget for upcoming Park Board events.

In response to a question from Barb, Ric said even though the Park Board did not participate in the Holiday Bazaar for the last two years, budget law requires it be listed for three years once an event takes place.

### 3. Review Purchasing Process

Ric said because of the great events the Park Board sponsors, a policy and procedures process was created. Ric reviewed the documents and asked Board members if they had any questions.

Ric said the purchasing process will be used for the 50<sup>th</sup> Anniversary and the Harvest Festival. He said it's important these forms be submitted well in advance.

## VII. Event Planning

### 1. 50<sup>th</sup> Anniversary Celebration Scavenger Hunt

Marie provided a recap of the first subcommittee meeting on the 23<sup>rd</sup> of May. Both new members attended the meeting and it was very productive.

Barb will be out of town a couple of weeks in June but will be available for the event.

The subcommittee decided that the scavenger hunt would include all City parks except Bolton Hill Sports Complex. Marie said Catalina will create a punch card that will be punched by a volunteer placed at each park. A minimum of three parks must be visited in order to enter the raffle. The subcommittee will create instructions for setting up the Park Board booth including a list of what is needed and where things are located.

Ric said the 50th Anniversary event is from 3:00 to 9:00 p.m. and many activities are planned. He's concerned there wouldn't be enough time for people to visit all the parks and still have time to participate in the activities at the event.

Cathy suggested simplifying the questionnaire and eliminate two of the parks in the hunt.

There was a discussion to kick off the scavenger hunt at the Anniversary event and extend it until the Harvest Festival where people will turn in their punch cards after all of the parks had been visited. The raffle would be at the Harvest Festival and Veneta's historical timeline would be used for the trivia questions.

Ric said the Park Board could still have their booth at the Anniversary event to educate citizens on the significance of Park Board activities. He said City parks, the pool, and the Farmer's Market will provide enough trivia for the punch cards.

Brittany said the idea of a scavenger hunt is to incorporate other facilities, City Hall and the pool, as well as other assets of the community.

After a thorough discussion it was the consensus of the Park Board that the scavenger hunt will stay at the Broadway Park/pool area so people won't have to leave the event.

Marie said the punch card is a good idea and the subcommittee will continue discussing ways to use it and include other city facilities, i.e., library, parks, schools. The scavenger hunt will be ongoing through the summer and end at the Harvest Festival. Marie said the trivia questions would be based on Veneta's history.

Dennis motioned to allow \$100 for the 50th Anniversary; Cathy seconded, all approved.

The next subcommittee meeting will be Wednesday, June 13<sup>th</sup> at 4:30 p.m. Darci will reserve the Council room.

2. Skate Park Contest

Twinkle Morton said recently Neighbors 4 Responsible Growth (N4RG) disbanded and they turned over their funds and their smoothie booth to Fern Ridge Educational Foundation (FREF). She attended today's Park Board meeting on behalf of FREF. She said because N4RG disbanded they will not be sponsoring the annual Skateboard contest held at Territorial Skate Park. However, FREF has organized an event for Friday, August 31<sup>st</sup> from 4:00 to 8:00 p.m. She said many young people will be skating for prizes at the event and asked if the Park Board or three to five members would be interested in assisting with set up and event registration. She said Janet Appleford, a past member of N4RG, will take care of the judging, announcing and event posters. The Kiwanis will provide hamburgers or hot dogs to contestants and event volunteers. FREF is picking up all other event costs.

Marie said she would see if she could get other community members to volunteer. She said unfortunately this event coincides with the Farmers' Market on Friday's from 2:00 to 6:00 p.m.

Barb suggested everyone check their calendars and please get in touch with Twinkle. Her number is 541-935-8904.

Cathy said she thought she could help.

Ric provided the event calendar for review. He said several months ago the Park Board agreed it would focus on three signature events throughout the year and corroborate on two to four other events. Two of those events would be the 50<sup>th</sup> Anniversary Celebration and a fall planting (in order to keep the "Tree City" designation). The Park Board also agreed to assist on other community events.

VIII. Next Meeting – July 4, 2012

After a brief discussion it was the consensus of the Park Board to reschedule the July 4<sup>th</sup> meeting in order to finalize plans for the scavenger hunt.

Penny motioned to reschedule the July 4<sup>th</sup> meeting to Wednesday, June 27<sup>th</sup>. Cal seconded, all approved.

Elmira, Brittany, Barb, and Cathy cannot make the June 27<sup>th</sup> meeting but will continue to focus on the 50<sup>th</sup> Anniversary event.

In response to a question from Penny, Ric said if a service group wants to get involved, they should contact City Hall.

Brittany said she believes the Lions Club received a 50<sup>th</sup> Anniversary letter and that they may have agreed to participate in the event. She said there will be free swimming at the event. She said she will email a draft event itinerary to Barb prior to the June 27<sup>th</sup> Park Board meeting. She also suggested Chris Workman attend the same meeting.

Marie motioned, Cathy seconded, approved adjourning the meeting at 6:00 p.m.

IX. Next Meeting – June 27, 2012.