

Minutes of the Veneta Park Board

February 6, 2013

Board Members

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

Others: Ric Ingham, City Administrator, Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Brittany Boothe, City Council Liaison; and Darci Henneman, Assistant City Recorder

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

I. Public Comment
None

II. Approve Minutes for December 5, 2012

Dennis said the deposit for the bunny suit was \$500 not \$100. He said it was at their discretion to hold the \$500 to see if the dirt would come off.

Cathy motioned to approve the December 5, 2012 minutes with the noted corrections, Cal seconded, all approved.

III. Business/Status of:

1. Recap of Light Parade & Tree Lighting Ceremony

Marie said she wasn't sure whether or not new lights were purchased.

Ric said he was not able to find multiple colored lights strings. He went to True Value and Mr. Kelley will order exactly what the Park Board would like in time for next year's tree lighting.

Ric said the light parade was much larger this year with over 50 floats participating. He said because the route was pretty much full of floats, the committee and public safety officials are concerned about the length of the parade, the number of walkers, kids, congestion around the tree lighting, and getting people from the staging area across Territorial Rd. to the tree lighting area. One thought is to have the light parade and tree lighting as separate events.

He asked if Park Board members had any suggestions. He said 26 volunteers were on hand from the CERT team, Lane County Sheriff's Office, and Reserves and he still felt there weren't enough public safety volunteers.

Penny said her grandson was in the parade and missed the tree lighting because of the traffic.

Ric said cars should not be allowed on Jack Kelley Dr. because many of the float riders are children. He said even though many of the floats have adult walkers they still need to make sure the kids unloading from the floats don't take off and run to the tree lighting.

Craig asked if the route could be increased.

Ric said another suggestion is to cap the number of entries.

Penny said having the tree lighting separate from the parade is a good idea.

Marie agreed.

Ric said the light parade committee discussed holding two events and the possibility of working with Veneta Elementary to have some kind of holiday event. He said the Chamber is working through a number of things and they may be disbanding so we would find ourselves needing to find another entity to handle the light parade registration.

Barb said she missed having something to hand out while walking in the parade.

Marie agreed and suggested next year's tree lighting subcommittee may want to discuss providing a handout during the parade.

Craig suggested Adopt-A-Park information could be handed out.

Ric said the Public Works crew picks up a lot of litter along the route the day after the parade.

Cathy gave a bag of donated bows to Kyle and a picture of a pinecone with a bow tied to it. She said these could go on the tree next year but someone would need to collect the pinecones and she would help to put them together.

IV. New Business –

1. Public Works Report – Adopt-A-Park Application from Curves

Ric said the City has received an Adopt-A-Park application from Curves to adopt the East Broadway Park. Kyle and the Public Works crew will provide training and supplies to the group of six individuals. He said staff made minor modifications to the Adopt-A-Park agreement.

2. Park Board Vacancy

a. Position #1 Expires March 31, 2013 (Barb Nelson)

Ric said he wanted to let Park Board members know that staff will advertise this opening soon. He asked if Park Board members to spread the word about the vacancy.

Barb introduced Mary Price who has submitted an application for the vacancy and was also in attendance at the meeting.

In response to a question from Barb, Ric said Mayor Larson will make the appointment.

3. Donation Request

Ric said a donation request came in from the committee organizing a talent show at Fern Ridge Middle School requesting Fern-Opoly games and possibly swimming passes.

Dennis motioned to donate 3 Fern-Opoly games, Cathy seconded, all approved.

Darci will get three games from City Hall and make them available for pick up. She will also deduct these games from the inventory sheet.

Ric said the Park Board can make a recommendation to Mayor Larson to donate one single use family pass.

Dennis motioned to make a recommendation to Mayor Larson to donate one single use family swim pass, Craig seconded, all approved.

Ric will follow up with Mayor Larson and Darci will make the passes.

4. City Council Liaison Appointments to Park Board

Ric said Brittany Boothe was reappointed as the City Council liaison to the Park Board.

Brittany said newly appointed City Councilor Victoria Hedenstrom will be the alternate Park Board liaison. Brittany said the City Council has met twice with the two newly elected Councilors Victoria

Hedenstrom and Thomas Laing and newly elected Mayor Larson. She said the surveillance cameras will be installed at the Skate Park in the near future. Brittany provided the Park Board with a complete recap of the January 28th Council meeting.

V. Event Planning

1. Easter Egg Hunt (March 30, 2013)

Dennis said he will be chairing the Easter Egg Hunt subcommittee. He said the first subcommittee meeting was held on February 8th and in attendance was Elmira, Penny, Marie, Cal and himself from the Park Board, Kyle from the City, Dan Straub, Jason from Kiwanis's, and Tressa from the Fire Department. He said one change the committee decided to do was to assign volunteers to specific activities prior to the event. He said it's important to have someone representing each section. The committee decided there won't be any special projects or events other than the egg hunt. This is the 27th hunt and the committee is expecting roughly 700 kids. Dennis ordered 6,000 plastic eggs. Last year's budget was \$600 plus \$200 for advertising. He has accounted for expenditures of \$700 and included \$100 donation from Kiwanis. The Boy Scouts will provide the helium tank and Siuslaw Bank is providing the balloons. We still need the balloon string. A CERT volunteer will man the first aid/information booth.

Kyle requested the Boy Scouts assist again this year. Dennis asked members to come to him if they have requests for Public Works and he will pass it on to Kyle. The egg stuffing will be on Saturday, March 23rd at 10:00 a.m. and Grandma Bunny will be running a boot camp for volunteers. Heather from the library will be reading to the kids and a sound system will be provided. Dennis said the subcommittee will meet Friday, February 8th and review last year's event – everyone is welcome to attend. He said he's not sure when the second meeting in February will be but volunteer positions will be assigned at that time.

a. Purchase Bunny Suit vs. Renting

Dennis said every year the Park Board rents an Easter Bunny suit from No Body's Baby in Eugene. He said last year when he returned the costume his \$500 deposit was held until some dirt was removed from the suit which came out and he received his full deposit but it could have ended up much differently. Dennis said he has reserved the suit again for this year's event but suggested the Park Board purchase a suit. He found a very nice, well-made suit with a mascot head for \$255 plus shipping. The suit will be delivered by February 14th if he orders it today. He passed around a picture of the suit. He said if for some reason it's not the quality advertised, it can be returned and he will still rent the costume from No Body's Baby.

In response to a question from Dennis, Ric said he will get an updated budget from Shauna. Ric said traditionally \$2000 is budgeted to support all Park Board events and \$1000 to support Park Board fundraising. He said there are plenty of resources in the Park Board fundraising account.

Barb suggested using Fern -Opoly sale proceeds to pay for the suit if available.

Marie wanted to confirm that this year's Easter Egg Hunt budget is at \$700 to \$800 plus a \$100 contribution from the Kiwanis so the Park Board is looking at a total budget of \$900 to \$1000. This also includes approximately \$250 for the suit.

Cathy said but the cost of the suit is a one time only expense.

Craig said the cost of the suit wouldn't come out of the event budget but should be paid from the Park Board fundraising proceeds.

Dennis suggested the previous suit rental cost could be used to clean the suit every year. He said he is convinced this is the best way to go.

Cathy motioned to authorize Dennis to order a bunny suit and that Fern-Opoly funds will be used to reimburse him for the cost, Marie seconded, all approved.

Ric said staff should complete the purchase order for a not to exceed amount of \$275 to \$300.

Cathy said she spoke with Michelle Burk from Chemeteka Community College to request a donation of 700 books from the State of Oregon Literacy Foundation. Cathy said this is looking very positive. She also said Tracy Robinson, a local dentist, will donate 700 tooth brushes and volunteers are needed to tie the tooth brushes to the balloon strings. She also asked the Oregon Country Fair board if it would like to donate some Stepping Stone publications. Stepping Stones publishes mostly children's stories.

In response to a question from Ric, Dennis said in order to get books donated from the Fern Ridge Public Library the request needs to be submitted prior to the school year which didn't happen so the committee is looking at other resources. He said he and Cathy will report on this at the next meeting.

2. Earth/Arbor Day Event with Veneta Elementary (April 22, 2013)

Marie said the next meeting with Veneta Elementary will be February 13th at 2:15. She said six people attended the last meeting including Lisa and Kay who brought some really good ideas to table. Veneta Elementary is looking at April 12th for the event. This is a Friday and the school wants to include 4th and 5th graders so the event will be longer. She said the Park Board has been asked to fund the Zany Zoo booth for a two hour period to accommodate all students. Last year it was \$90 for one hour so she would be requesting \$200 for a two hour period.

In response to a question from Craig, Marie said the event will be held in the morning instead of afternoon. She said a fifth grader attended the meeting and suggested the 5th graders act as tour guides for kindergarten and 1st grade students.

In response to a question from Ric, Kay said the event time frame has not been established.

Marie said the school needs to coordinate the event around conferences and other school activities.

In response to a question from Braeden, Marie said the event will be on April 12th as opposed to April 22nd.

In response to a question from Craig, Marie said Olivia, Veneta Elementary principal, felt it would be a better day for school staff because of other school events.

Kay said the following weekend is the auction and Olivia felt parents would not appreciate having an event on the 22nd and the 27th.

Marie said the school mentioned bringing in the community and that many community members did come last year.

In response to a question from Ric, Marie said Veneta Elementary said parents brought preschoolers and younger siblings to last year's event.

Barb said it would likely be easier to get younger siblings to the school in the morning.

Marie said the time frame last year was 12:15 p.m. to 1:45 p.m. She said last year participants included Zany Zoo, Park Board information, Dept. of Forestry, seed planting, recycling trash, recycled art, composting, bees, and urban life. She said Kay came up with a great idea about bicycle energy from EWEB. Helmet safety was talked about as well as adding fossils or rocks and

a suggestion was made to have a farmer booth to talk about vegetable growth and propagation. Marie said many of the assignments for this year's event have been made.

Barb said she thought Pony Gilbert wanted to tell stories this year rather than do his bee demonstration.

Marie said Pony was very excited about the event and he would like to see something that incorporates more people from the community to the event. As the event nears, he will have a better idea of what he wants to do at the event. She said she would prefer Pony do the bee demonstration again.

In response to a question from Craig, Marie said the raptors' presentation is \$100 minimum and the show is very delicate. As an example, at the Wings and Wine Festival, the raptors didn't want to be around a lot of noise and the gym is likely not an ideal place for them.

Craig said we can get it for less than that.

Marie said we can put the raptors on the list.

In response to a question from Ric, Marie said the committee members from Veneta Elementary are Olivia, Sheila, Christen, and Mary and from the City are Lisa, Kay and herself. Marie said she will ask for Park Board participation as we get closer to the event.

Penny said she can help on the day of the event but cannot make the meetings.

Barb volunteered to be on the committee.

Marie said the next meeting will be at 2:15 p.m. on February 13rd at Veneta Elementary.

Marie asked Barb if she would out-reach to the Garden Club to see if they would like to participate again this year.

Kay confirmed that she has contacted Lane Electric, EPUD, EWEB, Sanipac, and the Army Corps. of Engineers.

Ric suggested using the outside covered area for the raptors demonstration.

Marie will take these suggestions and ideas to the next committee meeting.

Craig said he will be the contact for the Raptors Center. He said he cannot make the meetings but he can attend the event.

In response to a question from Barb, Marie said the kids are excited about the bird feeder pine cones and assumes the Park Board will do the feeder packets again.

Marie also said a 5th grade student is very excited about participating and would like to organize an afterschool clean up before the event and then display all the trash that was picked up.

3. Arbor Day Tree Planting

Ric said he and Kay are focusing on completing the planting list with the landscape architect for the Service Center with the intention of that planting taking place in September or October. Ric said he will keep the Park Board informed.

VI. Next Meeting – March 6, 2013

Dennis motioned to adjourned, Penny seconded, all approved, meeting closed at 5:40 p.m.