

# Minutes of the Veneta Park Board

## November 6, 2013

### Board Members

**Present:** Cal Beach, Susanna Hedenstrom, Cathy Coulson-Keegan, Penny Lacky, Elmira Louie, Dennis Paronto, Carol Petty, and Craig Soderberg

**Others:** Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; and Darci Henneman, Assistant City Recorder

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Chair Craig Soderberg called the meeting to order at 4:38 p.m.

I. Public Comment  
None

II. Approve Minutes

1. October 2, 2013

Cathy had a clarification on the October 12, 2013 minutes. She said she had not contacted the Rotary but was planning on contacting them.

Dennis said he would like the minutes corrected to read that he chaired and opened the October 12, 2013 meeting and not Craig.

Darci said she would make those corrections and asked if the Park Board wanted to approve the minutes now or wait and approve them at the December meeting to include the two corrections.

Cathy motioned to approve minutes as amended to include the above listed corrections, Penny seconded, all approved.

Elmira introduced Susanna Hedenstrom as the new Park Board student representative. Susanna is a senior at Elmira High School. She said she is glad to be on the Board.

III. Old Business/Status of:

1. 2013-14 Park Board Work Plan & Event Calendar

Ric reviewed the draft event calendar for the next fiscal year.

Carol said Olivia Johnson at Veneta Elementary said the two dates that work best for the school for this year's Earth Day event are Friday, April 11, 2014 or Monday, April 21, 2014. She said April 21<sup>st</sup> is closer to Earth Day but is also two days after the Easter Egg Hunt. She said she would call Olivia back with the Park Board's date preference. Carol also said Elmira Elementary will not be participating in the event.

Ric continued with the event calendar. He said last summer the Park Board supported Movie Night at the pool and again had a booth at the Harvest Festival. He said two years ago, the Board came up with specific criteria on what events to support. He said if any new members or anyone interested would like that information, he would provide it.

Ric said the jest of that criteria is that the Park Board would sponsor their own signature events - three or four throughout the year and take a supportive role for three or four other events. He said it seems as though events are clumped around April and May which is also budget season for City management staff. He said the Wings and Wine Festival used to be held in May.

Craig said it seems to be a pretty level schedule and not too swamped during certain times of the year.

Penny agreed and said she didn't think it was a good idea to add any other events to the Park Board event schedule.

Ric said Kay Bork will be more involved in the Tree Board, Tree City USA, and Arbor Day which also falls in line with Earth Day and the Easter Egg Hunt.

In response to a question from Dennis, Ric said the City purchased the movie screen.

Penny said movie night was a great event.

Ric said staff felt there were some issues with the speakers and sound. He said using a proper extension cord or locating the screen closer to an outlet will likely solve that problem.

Dennis said he doesn't know if it's such a big deal for the kids in the pool to be able to watch the movie. He said relocating the screen may interfere with the kids playing in the pool.

Everyone agreed it was a great event.

Craig said next year he could see the Park Board taking the lead on that event.

Ric said the Board could decide how involved they want to be in that event. He said the only modification to the event calendar is to get specific dates for Earth Day, movie night and lock in the date for the fall tree planting event. He asked for a general consensus of the Park Board if they are happy with the event calendar.

In response to a question from Penny, Dennis said the Easter Egg Hunt budget is accurate and it also includes advertising costs.

In response to a question from Craig, Ric said the Park Board paid \$221 for the movie rental at Movie Night at the pool

In response to question from Penny, Ric said the movie would be the only cost unless the Board wanted to take on more; things like concessions. He said Territorial Sports Program provided the popcorn, hotdogs, and coffee.

After a brief discussion, it was the general consensus that the Board approves the event budget.

Ric said Brian Issa oversaw the pool operations. Stacy Cornelius is the pool manager and Kyle and Chris Workman oversee a lot of pool operations, including hiring personnel and technical issues. Ric provided copies of Chris' pool recap of last season. He said one issue was to get a cash register to track the use and expenditures. He said the City subsidizes over 55% of the pool operations cost.

He said the three pool events were all new this year; the summer solstice event was a huge success and took place about two weeks after the pool opened. The Night Waves event was well attended in mid-July and the movie night was in late August. He said Stacy would like to host two teen nights next season.

In response to a question from Dennis, Ric said if you'd like to talk with Stacy please contact himself or Kyle.

In response to a question from Craig, Ric said Stacy would welcome a few extra adult volunteers at the Summer Solstice and Night Waves events. He said she had extra lifeguards and Chris took an active role with the sound system, the movie screen, and a DJ. Ric said staff will put these items on the June Park Board agenda. He said someone could also outreach to Tressa at Lane Fire Authority.

Dennis said the Fern Ridge Education Foundation didn't hold the skate board contest in August.

Craig said he would like to see the Park Board be as informed as possible on City events surrounding the pool.

#### IV. Event Planning

##### 1. Light Parade

Ric said much of the Light Parade is driven by what the other Chambers do; Junction City sets the date for Friday, Harrisburg's parade is Saturday, and Veneta is the third parade and is always on a Thursday. This year our Light Parade will be December 12<sup>th</sup> at 7:00 p.m. Gina of the Chamber has taken the lead on that event. Dennis and Cal are the Park Board event chairs and they have been attending the parade meetings. He said this year the Light Parade and Tree Lighting have been split into separate events. The Tree Lighting will take place on December 5<sup>th</sup> at 6:30 p.m. He said Gina has been working very hard to rally the merchants at the West Lane Shopping Center to sponsor the tree and decorations at the fountain courtyard. Unfortunately, she has not received the level of enthusiasm she wants but she's working diligently on that. The parade route will not change and organizers feel separating the events will simplify both events and we'll get away from kids exiting floats on Jack Kelley Dr. and running to Luther Lane.

In response to a question from Craig, Ric said the parade/tree lighting committee recommended the Park Board purchase the tree for the tree lighting at the fountain courtyard with funds from the City Tree fund. He suggested the Park Board could also decorate the small tree that was planted two years ago at the Luther Lane site. He said the main focus is on the Tree Lighting ceremony at the fountain.

In response to a question from Cathy, Ric said Santa will be at the Tree Lighting at the fountain.

In response to a question from Penny, Ric said the parade starts at 7:00 p.m. and staging begins at 6:00 p.m. He said a new light will be rented to illuminate the intersection of Jack Kelley Dr. and Territorial Rd. where a kid pick up area will be. He said we'd like to engage the merchants at the Fern Ridge Shopping Center to get involved with decorating and lighting the Luther Lane tree. He said in the past some Park Board members walked in the parade.

Dennis said many people just held the banner and decorated it with lights.

Craig asked if any members were interested in walking in the parade and handing out the Park Board cards.

Ric asked if the Park Board would like to set up a hot chocolate/coffee stand during the parade since they're not participating in the Tree Lighting. He said the Rotary offers hot chocolate/coffee in the Key Bank parking lot but there's other opportunities around town.

Ric said the Kiwanis sets up a hot chocolate/coffee stand at the Tree Lighting site.

Dennis said the Kiwanis handed out about 300 cups of hot chocolate every year during the Light Parade. He said the Rotary also hands out hot chocolate/coffee.

Ric said to avoid the garbage associated with handing out bags of candy, members walking in the parade could just hand out candy canes and the Park Board cards.

In response to a question from Craig, Ric said decorating the Luther Lane tree should be relatively easy. He said the tree lights have been ordered.

In response to a question from Cathy, Ric said the tree at the fountain will be 12 to 15 ft. at the most.

Cathy said she would still like to wire pinecones to decorate the tree with.

Cal is concerned the pinecones may be too heavy for the Luther Lane tree. He said the tree limbs may not be strong enough to hold that kind of weight.

Cathy said she would like to decorate the tree with something that wouldn't be vandalized and she has a good sized box of pinecones.

Craig said we're running out of time so we need to have them ready before December 5<sup>th</sup>.

Ric said we wouldn't light the Luther Lane tree until after the Tree Lighting ceremony at the West Lane Shopping Center. He said the Park Board could light the Luther Lane tree on Friday the 6<sup>th</sup> at 3:30 p.m.

Cathy said she could bring the pinecones and pre-cut wire to the December 4<sup>th</sup> meeting.

Ric will order the lights for a 15 ft. tree from True Value.

It was the consensus that those walking in the parade will carry the banner and hand out candy canes and the Park Board cards. Penny, Elmira, Susanna, and Craig will be walking in the parade.

In response to a question from Brittany, Ric said the strings of lights are \$12 each and the budget was \$100. He said he would order enough lights to accommodate the tree as it grows.

Penny reminded Craig that someone needs to submit the float registration form so they can walk in the parade.

In response to a question from Penny, Ric said parade walkers will need to wear reflective vests. He suggested people try to borrow a vest

## 2. Easter Egg Hunt

### a. Book Donation

Cathy said she contacted the Oregon representative for Dolly Parton's Imagination Library. She also contacted Heather at Fern Ridge Library to discuss working with the Scholastic Foundation. She said that organization donates books to the Library and she is looking into a possible book donation for the Easter Egg Hunt. She's not sure if we'd get the same deal. She said the Park Board could partner with the Library and see what kind of funding we could get or does the Park Board want to make a donation request from the Scholastic Foundation on our own. She said she also hasn't contacted the Rotary about a donation. She said if there is a consensus, she will follow up with these contacts.

Dennis said he will meet with Cathy at another time to discuss the plan of action to take.

Cathy said she gets a lot of flak from people about the Easter Egg Hunt. She asked for a consensus to change the name from "The Easter Egg Hunt" to "The Spring Egg Hunt" or "Veneta Annual Egg Hunt".

Dennis and Penny thought it should stay "Easter Egg Hunt". Dennis said he hasn't heard any negative comments about the name of the event.

Carol is concerned that they would get more flak if they dropped "Easter" from the name of the event.

Craig suggested giving everyone some time to think about it.

Dennis said he would order the eggs from BiMart in December. He said his contact recently retired so he will be working with a new guy at BiMart.

Craig suggested Dennis and Cathy talk about the book idea and provide a recommendation at the next meeting.

### 3. Earth Day

#### a. Update from Carol

Carol said Olivia liked the way the event was done last year with the Corp. of Engineers talking with the older students so all students were served. She said Elmira will not be attending the event which will be very similar to last year's event. She said the two dates of Friday, April 11<sup>th</sup> or Monday, April 21<sup>st</sup> are still on the table. She said there is no school on Friday, April 18<sup>th</sup> so it's not an option. She said the teachers prefer the event be on a Friday. She said it's too much to have Earth Day on Monday, April 21<sup>st</sup> just two days after the Easter Egg Hunt. She recommended committing to Friday, April 11<sup>th</sup>. She told Olivia she would get back to her in the next few days to let her know what the Park Board decided. She will also meet with Olivia in December.

Ric said national Earth Day is April 22, 2014 so it would be nice to celebrate Earth Day closer to the actual Earth Day but its Monday after the Easter Egg Hunt.

Penny made a motion to approve the Park Board host Earth Day on Friday, April 11, 2014 at Veneta Elementary, Elmira seconded, all approved.

Penny said all of the keys and cabinets at the Community Center were relabeled and organized. She said she will go through the totes and make sure they are labeled properly. She said Kip said most of the Park Board stuff at the public works yard cannot fit in the cabinet so it will stay where it's at. She said the Park Board supplies are almost all organized.

Elmira said this week is Key Club week and the Elmira High School Key Club is fundraising for Doernbecher's Children's Hospital. She said Key Club members met with the doctor and a young girl who was diagnosed with leukemia but is now cancer free. In February Club members will present the hospital with a check for the amount they fundraised. She said the garage sale will be at the community center on November 9<sup>th</sup> from 11:00 a.m. to 4:00 p.m. They will offer a barbeque, bake sale and garage sale. She said they are also accepting donated items for the garage sale.

Penny made a motion to adjourn the meeting, Cathy seconded, all approved.

### V. Next Meeting – December 4, 2013