

# Minutes of the Veneta Park Board

## February 5, 2014

### Board Members

**Present:** Cathy Coulson-Keegan, Susanna Hedenstrom, Penny Lacky, Dennis Paronto, and Carol Petty

**Others:** Ric Ingham, City Administrator; Kay Bork, Community Services Director; Brittany Boothe, City Council liaison; and Darci Henneman, Assistant City Recorder

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Vice Chair Dennis Paronto called the meeting to order at 4:37 p.m.

#### I. Public Comment

None

Cathy introduced Marietta O'Byrne, who is an owner of Northwest Garden Nursery (NGN) which specializes in hellebores. Cathy said Ms. O'Byrne also has an extensive background in gardening and NGN is open for tours.

Ms. O'Byrne said she is attending today's meeting to see if she would like to submit her application to join the Veneta Park Board.

The Park Board welcomed Ms. O'Byrne to the meeting.

#### II. Approve January 8, 2014 Minutes

Dennis had a couple of clarifications for the January 8<sup>th</sup> minutes. He said the boy scouts were not able to attend the subcommittee meeting but will be attending the Easter Egg Hunt. He said that paragraph was in reference to the subcommittee and not the actual event.

Also, Dennis asked for clarification about the donation requests being made. Darci said Craig asked Dennis if Park Board members could request donations from retail stores, i.e., Walmart, Target, by way of gift cards. Dennis said yes.

Darci said she would make those changes to the January 8<sup>th</sup> minutes.

Cathy made a motion to approve the minutes to include the clarifications mentioned. Penny seconded, all approved.

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

##### 1. Oregon Community Tree Grant

Kay had just received an email from the Oregon Community Trees about the \$500 grant for tree planting activities. She thought she could submit the application by the deadline but unfortunately more detailed information was required than she anticipated. Kay calendared the grant for three months prior to next year's deadline so more details could be included in the application. She said she spoke with Dennis and Craig about not submitting the application.

#### IV. Event Planning

##### 1. Easter Egg Hunt Update

Dennis said the subcommittee met on January 24<sup>th</sup>. He said those attending the meeting included the Kiwanis, Park Board, Key Club, Lane Fire Authority, City of Veneta, the Easter Bunny and Grandma Bunny. He said Scout Troop 54 could not attend the meeting. He said a few major changes were made based on suggestions made last year. Upcoming important dates include the egg stuffing on April 12<sup>th</sup> at the Community Center (one week

prior to the event) and the Easter Egg Hunt will be April 19<sup>th</sup>. Dennis said the first Easter Egg Hunt was held March 29, 1986 which marks this year's event as the 28<sup>th</sup> consecutive year. Dennis said he will notify everyone by email with the date, time and location of the next subcommittee meeting in March.

Dennis provided members with an estimated budget for the hunt. He would like the Board to approve the estimated event budget of \$975 and designate him as the purchasing agent. Dennis reviewed the budget and asked for board approval.

In response to a question from Penny, Dennis said the cost of eggs has gone down but the price of chocolate has gone up so he's hopeful the budget is sufficient.

Penny motioned to approve \$975 as the estimated event budget for the 2014 Easter Egg Hunt and Dennis as the purchasing agent. Cathy seconded, all approved.

Dennis said gently used book donations are being accepted and Cathy said Dr. Tracy will donate toothbrushes again this year.

Cathy said Our Daily Bread (ODB) Restaurant is donating a few gift certificates. She said she has yet to contact Lee Kelley at Veneta Hardware to see if he will donate seed packets and possibly some earth pots. She said she will follow up with Dari Queen to see if the owner will donate mini blizzard coupons.

Dennis said the Kiwanis are looking into selling Krispy Kreme doughnuts at their booth.

In response to a question from Kay, Dennis said Kyle told him he and or City staff would take care of the poster.

Cathy said she would like to work on the poster with Kay.

Dennis said the Key Club and Cathy are working on the event layout/ information maps.

Cathy provided a preliminary sketch of the event layout that will be transferred to large boards.

Dennis said he would help Cathy display the large boards securely on the day the event.

Cathy said with permission from Heather at the Library, a basket will be left on the front counter for patrons to donate books for the Easter Egg Hunt. She said a note next to the basket will reference the Veneta Park Board is accepting gently used books to be given out at the Easter Egg Hunt.

Dennis said Penny is his assistant on the committee.

Cathy showed the fabric for the egg baskets and it looked very nice.

## 2. Earth Day Update

Carol said she's accomplished quite a bit since the last meeting. She said she had a good meeting with Olivia who provided her with a lot of information. She said Olivia is looking into having the raptors in the classroom to provide a smaller environment. She said the PTA is funding the raptors and the classrooms are saving milk cartons but she's not sure about the pine cones.

Carol said meetings with Veneta Elementary will be at 2:30 p.m. in the school library on the following dates:

Monday, February 10<sup>th</sup>  
Monday, February 24<sup>th</sup>  
Monday, March 10<sup>th</sup>  
Monday April 7<sup>th</sup>.

Carol said she cannot attend the meeting on February 24<sup>th</sup> but will be attending the other three meetings.

Carol said Earth Day at Veneta Elementary is Friday, April 11<sup>th</sup>. She said the event will be for kindergarten through 3<sup>rd</sup> grade. Vendors will set up about 30 minutes prior to the event which runs from 12:00 noon to 2:00 p.m. And tear down will take about 30 minutes.

Carol said Chris DeRoth will have a planting booth and she needs volunteers as well as soil and seeds. Other booths include:

- Pony will do bees and trees;
- Sanipac will demonstrate recycling storage
- Smokey the Bear will be there
- Zany Zoo is available but have increased their fee to \$175
- Carol said the pine cone feeders and seed plantings will be available for all students
- Jeff will do the worm composting
- Carol will have an art table
- Lane Electric's presentation will be more appropriate for Kindergarten through 3<sup>rd</sup> grade.
- EPUD will do windmills

Carol said they may have two rock and gem booths and she hasn't been able to confirm the Master Gardener. She also needs volunteers.

Penny said she can help the day of the event but cannot attend meetings. She said she can also help putting together the pine cone bird feeders

Dennis said he cannot make the February 24<sup>th</sup> meeting, Kay said she can attend if needed.

Carol said she can't attend the April Park Board meeting

Ric asked Carol to fill out a budget for the Earth Day event to submit to the Board for approval at the March meeting.

Dennis said Park Board members should be keeping track of the hours spent on activities outside of the regular monthly Park Board meeting. He asked Board members to keep track of their volunteer hours and give them to Darci. He said the volunteer signup sheets should be completed by non-Park Board volunteers working on projects like the egg stuffing event. Dennis reviewed these forms and handed out copies.

Ric said for clarification, commission/committee members doing volunteer activities outside the meetings are required to provide the City with a record of their volunteer hours so the City can justify the workers compensation coverage provided to volunteers. He said teachers and parents are covered by the School District and vendors are covered by their own insurance.

### 3. Tree Planting

Kay said following up on last month's meeting about planting a replacement tree at Lane Fire Authority, Chief Ney said he doesn't plan on replacing the large tree that came down a few months ago because now the fire engines have clear vision. He said thank you but if he does plant something it won't be a tree. Kay said this is the fifth year the City has been a member of Tree City USA. That organization will be recognizing the City by sending a representative from the Urban Forestry staff to present the City and the Tree Board with a plaque. Kay suggested this event could be in conjunction with the Harvest Festival. She said we have plenty of time to plan for this but we should continue to keep it on the radar.

In response to a question from Dennis, Kay said the March Park Board agenda will include the four or five possible planting locations the Park Board discussed at a previous meeting.

Dennis suggested forming a special interest subcommittee to work with Kay on this.

Ric said on another note, Pool Manager, Stacy Cornelius will start working with staff on the hiring process for lifeguards and swim instructors. He said lifeguard training at the YMCA starts in early April. He said they talked about summer pool events and she would like to add a second teen night with a DJ. Stacy said the kids were in their element and really enjoyed the event. Ric said Stacy would like assistance from the Park Board with two other events; the Summer Solstice party, likely to be held the third Friday in June (June 21<sup>st</sup>). He said for the second event, Stacy would like to combine the pool carnival with a pool family night around the first week of August. He said Stacy felt the pool movie night wasn't very successful because kids really didn't watch the movie, they just played in the pool. She thought the kids will want to be in the pool at night so a carnival would likely be well attended. Ric said she would like Park Board assistance for these two nights.

In response to questions from Cathy, Ric said it's possible to host a movie night but not at the pool. He said it depends on how involved the Park Board would like to be in hosting movie night. He said the sound system for movie night wasn't good because an extension cord was used and that system requires the speakers be plugged directly into a power outlet. Ric said the concession stand at Territorial Sports Complex has power but in order to host a movie night at the TSP fields, it would have to be the consensus of the Park Board. He said maybe in cooperation with TSP to open the concession stand. Ric said TSP had a concession stand at the pool night and Stacy plans to have them back possibly in conjunction with fall soccer sign ups.

In response to a question from Dennis, Ric said at last year's Summer Solstice Stacy had lifeguards manning the booths rather than watching kids in the pool, she would rather see Park Board member man the booths.

Cathy said she loved movie night except for all the problems with the movie. She said it was really fun and great for our community. She suggested hosting an event with a rock and roll band at the pool when St. Catherine's hosts their BBQ.

Ric said Stacy does a DJ at the teen nights.

## V. New Business

### 1. Report to the Council

Dennis asked if everyone read the report he and Craig worked on to present to the Council on the 24<sup>th</sup> of February. They wanted to talk about the past accomplishments but also future goals and the people that work on those goals. He said the Park Board is successful because of the people and not what the Board accomplishes. He said everyone gets along, has a good time and gets the job done. He said he wanted to recognize all the members and not only what they do but who is doing it.

Penny motioned to present their report to the City Council, Carol seconded, all approved.

2. Park Board positions Expiring March 31, 2014:
  - a. Cathy Coulson-Keegan, position 2
  - b. Craig Soderberg, position 3
  - c. Suzanna Hedenstrom, position 8
  - d. Elmira Louie, position 9

Ric said Cal Beach's position is vacant and expires March 31, 2016.

Suzanna said she is a senior this year.

Ric said students are asked to find their replacements at the high school preferably a sophomore or junior. He said Suzanna and Elmira could do some recruiting at the high school to find her replacement.

Ric said Barb Nelson and Cal Beach's positions are vacant as well. He said all appointments are made by Mayor Larson with Council approval.

In response to a question from Cathy, Ric suggested she submit a new application.

Ric clarified the March meeting is Wednesday, March 5<sup>th</sup> and not the 4<sup>th</sup> as the agenda had it listed.

#### VI. Next Meeting – March 5, 2014

Penny motioned to adjourn the meeting, Cathy seconded, all approved. The Veneta Park Board adjourned at 5:34 p.m.