

Minutes of the Veneta Park Board

August 6, 2014

Board Members

Present: Chelsea Coffman, Dennis Paronto, and Craig Soderberg

Others: Ric Ingham, City Administrator; and Darci Henneman, Assistant City Recorder

I. Chair Craig Soderberg called the meeting to order at 4:48 p.m. The meeting started late because Craig wanted to wait to see if there would be a quorum which there was not.

II. Approve Minutes for June 4, 2014.
Because there was no quorum the minutes could not be approved.

III. Old Business

1. Four Corners Beautification

Ric reviewed the conceptual drawing of the four corners beautification plan. Ric said ODOT will not allow trees to be planted in its right-of-way. He said David Daugherty reworked the landscape plan which will allow the Garden Club to plant seasonal shrubbery and flowers. He said if the plan is approved the three remaining corners will be planted.

In response to a question from Craig, Ric said there is an existing electrical vault next to the bank that we need to work around.

In response to a question from Chelsea, Ric said the existing concrete walkway accesses the utilities for the bank.

Ric said John Hammer, the owner of the shopping center, doesn't want trees planted on the shopping center corner because he felt they would block the view of the shopping center. He said the bank felt it was in their best interest to not block the bank as well.

In response to a question from Chelsea, Ric said the next step, after the plan is approved, will be for staff to approach the Garden Club to get things moving. He said since the pipeline was installed, the City now has enough water to irrigate the four corners during the summer. He said the grassy buffer area between the parking lot and the highway is in ODOT's right-of-way but the City maintains it. He said Mr. Hammer contributes a little, but we need to find a long range plan to handle the weeds. He said whatever is planned for that buffer zone, we'll have to get ODOT's okay on. He said Mr. Hammer had worked on keeping the weeds and dandelions out of the grass.

IV. Event Planning

1. Harvest Festival Booth

Craig said in years past the Key Club from Elmira High School assisted with the booth. He said last year several students ran the booth most of the day. He said this year the Key Club wants to have their own booth. He said we still need to figure out what the Park Board wants to do with their booth.

Dennis said Penny talked about doing pretty much the same thing with the booth they did last year.

Craig said if the Key Club does have their own booth we need to make sure we have a firm commitment from Park Board members to man the booth. Craig said he would send out an email to get a commitment from members for the Park Board booth.

Ric said he would submit the booth registration form for the Park Board to reserve a space and he will find out from event organizers if the Key Club has submit a request for a booth.

He said maybe we can get a corner booth so the Key Club and Park Board can share a booth.

Dennis said he's been approached about the Key Club supervising the kid zone play area. He said he would talk with Lois about possibly combining the Key Club and Park Board into one booth.

In response to a question from Chelsea, Ric said the Harvest Festival is a community based event and a fund raiser for the Fern Ridge Service Center. He said Mid Lane Cares organizes the event to raise money for the Love Project and Service Center operations. He said Broadway is closed from Territorial to Third Second St. and Second St. is closed from Dunham to Brooker Ln. He said the event offers a kids play area, live music, food, including a chili cook off, and many vendor booths, including the Veneta Downtown Farmers' Market and vendors from the Market.

In response to a question from Chelsea, Craig said the Harvest Festival is September 13th.

Ric said the City is also working with Plough Monday Brewery, which leased the old Jeans Rd. Filtration plant, to officially launch the brewery in the courtyard at Our Daily Bread. He said Plough Monday plans on serving at least five varieties of beer between 10:00 a.m. and 4:00 p.m.

Dennis said booths can be set up Friday night and security will be provided. He said tear down starts at 4:30 Saturday afternoon.

Craig said he can help with set up but he cannot attend the event.

Chelsea said she can run the Park Board booth for a couple of hours towards the end of the day and help with tear down.

Craig said he will send out an email to all members about the Park Board booth at the Harvest Festival.

2. Tree City USA – Five Year Celebration
 - a. Present Idea for a “Reading Tree” to be planted at Territorial Park for Library Programs and shade trees for playground equipment.

Ric said the City is recognized as a Tree City USA City. He said in order to become a Tree City USA, the City is required to have a Tree Board which is also the Park Board. He said in years past, we combined Earth Day and Arbor Day that qualified as a tree function. Kay Bork and Craig have been working on hosting a three hour event on Saturday October 11th at the Community Center. He said the first year will be simple with two to three educational booths, speakers, Garden Club, etc. The item to vote on is the event budget of \$440 to purchase a tree, refreshments and advertising.

Craig said the coffee shop on Highway 126 agreed to provide refreshments. He said the reading tree doesn't need to be voted on but he and Kay were working on getting a tree planted near the community center. He said because there is no quorum the budget cannot be voted on.

Craig said he's not sure what kind of tree to plant, Kay is working with Decker's Nursery to pinpoint the right type of tree for each area. Ric suggested Kay should bring a picture of the mature tree to the next Park Board meeting.

Craig said he will continue to send out meeting notices and he will keep everyone informed.

Chelas said she can help but cannot make the meetings.

b. Approve Budget for tree planting

Because there was no quorum, the tree planting budget could not be approved.

V. Review of Veneta Park Board 2013-14 Budget

Ric said the final 2013-14 budget for fiscal year ending June 30, 2014 was included in the packet. He said the same budget amounts went into the 2014-2015 budget.

In response to a question from Craig, Ric said he would include the budgets in the September packet.

Ric said Willamalane showed a movie and then Creswell showed the same movie. He said they may have rented it together and showed it at two different events. He said he will talk with Willamanlane about collaborating with them on renting a movie together.

In response to a question from Craig, Ric said the pool family night didn't really need assistance from the Park Board.

Dennis said the Kiwanis cooked at the last event.

Ric said event feedback indicated that starting at 5:00 p.m. was too early. He said they will continue to build on this event but will likely start the event a little later.

In response to a question from Chelsea, Ric said the City's civic calendar gets published in the Fern Ridge Review and runs on the Lane Fire Authority's reader board. Events are listed on the City's website, in the City newsletter, event posters are distributed throughout the community, and all pool events are listed in the recreation guide which also gets distributed to all the local schools.

In response to Chelsea, Ric said a City staff member could put together a communication plan including a budget and get it adopted by the City Council this fall. He said if it's important to the elected officials, then it's an important media tool to participate in. He said a City of Veneta Facebook page could be set up to post events but we won't monitor other websites to see what's going on.

Craig said the school district continues to review social media options every year.

Chelsea said the City could set up a Facebook page that doesn't allow comments.

Ric said we need a social media volunteer.

Chelsea said she used to handle all the social medial for her father's vineyard in McMinnville.

The meeting adjourned at 5:20 p.m.

VI. Next Meeting – September 3, 2014.