

Minutes of the Veneta Park Board

September 3, 2014

Board Members

- Present:** Chelsea Coffman, Josie Hedenstrom, Cathy Coulson-Keegan, Elmira Louie, Dennis Paronto, and Carol Petty
- Others:** Kay Bork, Community Services Director, Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; and Darci Henneman, Assistant City Recorder
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1. Vice Chair Dennis Paronto called the meeting to order at 4:36 p.m.
2. Public Comment
None
3. Approve Minutes
 - a. June 2, 2014
Cathy motioned to approve the June 2, 2014 minutes, Elmira seconded, all approved.
 - b. August 6, 2014
Carol motioned to approve the August 6, 2014 minutes, Cathy seconded, all approved.
4. Event Planning
 - a. Harvest Festival Booth
Dennis said it was decided via email that the Park Board would not have a booth at the September 13th Harvest Festival, the Key Club and Kiwanis will each have a booth so if anyone is interested in volunteering at the event, please contact Lois Riha at the Service Center, the Kiwanis, or the Key Club.
 - b. Tree City USA – Five Year Celebration
 - i. Program Review
Kay reviewed the materials for the October 11th event including a spreadsheet listing the tasks needed in order to put the event on. She said a purpose statement was created to ensure that the speakers and booths are appropriate and in line with the event. She said the purpose statement is to establish an annual tree event focused on education for the promotion of the Tree City objectives and to provide educational workshops and community engagement opportunities.

In response to a question from Cathy, Kay said the objective statement was adopted by the Tree Board. She said the Board is an advisory role on tree related issues to help carry out the Urban Forestry Program and promote environmental stewardship within the community. She said this event will provide mostly educational opportunities. Kay said the City will receive a five year recognition from Tree City USA with the Oregon Dept. of Forestry presenting the City with an award. She said Matt Horowitz, a certified arborist, has volunteered to host some educational workshops at the event. She said the Veneta Garden Club will have a display booth and Heather from Fern Ridge Library will read a children's or adult/child book. She said the Library will also have a booth with books on trees. Kay said there is a potential to have another booth, but nothing has been lined up. She said they would like to offer refreshments at the community center and then the event would move to Territorial Park for the tree planting. She said at a previous meeting, Chelsea brought up the idea of planting trees at the parks to shade the playground equipment. She said she and Kyle looked at the area and decided three large shade trees would fit nicely around the playground equipment at Territorial Park. She provided examples of three deciduous trees; a Sugar maple, a Chinese Pistache, and Zelkova.

Kay said volunteers are needed to plant the trees.

In response to a question from Ric, Elmira said the Elmira High School Environmental Club is no longer meeting due to a lack of interest in the club.

Elmira said she cannot attend the Tree Planting because she will be taking her SAT test that day.

Kay said she and Craig planned to have two or three educational booths or presentations.

Ric suggested the event should last two to three hours with the presentations at the community center and then move to Territorial Park for the tree planting.

Kay said the event would be from 10:00 a.m. to 1:00 p.m. She said the Oregon Dept. of Forestry will provide a presentation and Matt Horowitz, the volunteer arborist said he is happy to provide a couple different presentations. Kay said she's not sure if the Garden Club will provide a display or a presentation but they will definitely be attending the event. She asked for input from board members if she should contact another vendor for an additional booth.

In response to a question from Cathy, Kay said there are several topics Matt Horowitz could talk about or provide guidance on. She said he could do a presentation on when and how to prune trees.

Chelsea suggested Mr. Horowitz could talk about the different types of trees that grow well in our area as well as what trees cost.

Ric said it's important to focus on two or three topics.

Kay agreed and said that was a good idea. She said she and Craig will meet one more time to work through the details and the Park Board will meet again before the event. She said Mr. Horowitz has already committed to two topics and a time frame.

Ric said if the nurseries are busy that time of year, the OSU extension office could be contacted about providing a booth with the same information.

ii. Park Board Volunteers

Kay asked for assistance from the Park Board to distribute posters and getting the word out about the event. She will send an email to everyone.

iii. Approve Budget for Tree Planting

Kay said she talked with Decker's Nursery and they gave her an idea of what three shade trees would cost. She reviewed the budget which totaled \$440 and included \$300 for trees, \$50 for refreshments, and \$90 for advertising. She advised the Board members that the City has a separate tree planting fund which will cover the \$300 for the cost of the trees. She requested Board members to approve \$140 to cover the cost of refreshments and advertising.

Cathy motioned to approve \$140 from the Park Board budget to cover the refreshments and advertising costs for the event, Carol seconded, all approved.

Dennis reminded everyone there will be one more meeting to plan last minute details.

5. Review of Veneta Park Board 2014-15 Budget

Ric said the attachment in the packet is the final expenditure report for the last year's budget.

He said Shauna has been busy preparing the Finance Department for the upcoming audit but the amount approved in the 2013-14 budget will be the same for the 2014-15 budget year.

Dennis said we may get another sponsor for the Easter Egg Hunt. He said the new manager at Ray's is involved with the Kiwanis and he's hoping Ray's will be a big contributor to the Easter Egg Hunt.

Ric said we'll get through the October Arbor Day Tree event and in November we'll talk about what events we want to be involved in for the upcoming year.

Ric said he contacted Willamalane about renting their movie screen. He said Willamalane and Creswell had partnered to host six movie night events. He said the two entities split the cost of the movie rental; Willamalane showed the movies on Friday and Creswell showed the movies on Saturday. He said the cost for the six events was \$3500 but that included Willamalane providing staffing to set up, operate, and tear down the equipment at each event. He said he will provide more details to the Park Board after the first of the year. He said the pool events were relatively well received and as we continue with those events, staff would like to talk about whether or not we want to combine movie night(s) with pool events.

Dennis said next events coming up are the Light Parade and Tree Lighting.

Ric said he attended the School District Board meeting yesterday and Olivia from Veneta Elementary, who coordinates the school choirs, indicated she would like to include local church choirs for one large community gathering. He said it was discussed moving the Tree Lighting from the Shopping Center to Veneta Elementary. He said he hasn't talked to Mr. Hammer or the owners of the liquor store about having the tree in front of their store.

In response to a question from Cathy, Ric said it's somewhat difficult when we try to get too much going on. He said choirs could perform around the tree outside and then everyone could move inside to get out of the cold. He said the year that ART, Inc. put on a short play it was outside and it got very cold. He said traditionally the Chamber hosts the Tree Lighting event.

In response to a question from Carol, Ric said Olivia will get the okay from the school district to host the Tree Lighting at Veneta Elementary. He said the event will be music oriented with hopefully several choirs participating. He said with the cold weather, it would be great if we could broaden a holiday program by utilizing the gym.

Dennis said it would be a great opportunity to show off some young talent. Dennis said Olivia should have no trouble getting Park Board members to assist with the event.

Ric said the pool had a phenomenal year and will be closing for the season this Friday. He said the special events, the swim team, and more class participation contributed to a great pool season.

Dennis said he had a lot of fun participating and volunteering at the pool events.

In response to a question from Ric, Josie said she attended the April, May and June meetings.

Elmira said she is a senior this year so this is her last year on the Park Board.

6. Next Meeting – October 1, 2014

Elmira motioned to adjourn the meeting, Cathy seconded, all approved. The Veneta Park Board adjourned at 5:10 p.m.