

# Minutes of the Veneta Park Board

## October 1, 2014

### Board Members

**Present:** Chelsea Coffman, Josie Hedenstrom, Cathy Coulson-Keegan, Elmira Louie, Dennis Paronto, and Carol Petty, Craig Soderberg

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

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1. Chair Craig Soderberg called the meeting to order at 4:35 p.m.
  2. Public Comment  
None
  3. Approve Minutes
    1. September 3, 2014 (pgs. 3-5)  
Dennis motioned to approve the minutes, Elmira seconded, all approved.
  4. Event Planning
    1. Tree City USA – Five Year Celebration Update  
Kay said she sent the poster to the board via email and the poster has also been distributed throughout town. She said she met one last time with Matt Horowitz to go over his presentation.

Craig cannot attend the Tree Event and asked if someone could help Kay with the event. He said she needs help at 9:00 a.m. with set up and refreshments at the community center. He said the Park Board approved \$50 for refreshments which will be provided by Oly's Sweet Shop. She will have her own table with coffee and scones.

Kay said she is planning on about 50 people attending the event and asked if Board members were interested in planting trees at Territorial Park. She said the Library will also assist with planting the trees.

Ric suggested having the holes already dug and the ground ready for planting.

Kay said she will talk with Mark in the public works department to have the holes pre-dug. She said there will be a booth for volunteers to sign up and she asked for assistance to remind volunteers to sign the volunteer waiver form.

Craig said he'll have the Park Board banner displayed at the volunteer sign up table along with raffle tickets for the prizes.

Carol said she can attend the event.

Chelsea said she will see if her schedule permits her to attend.

Dennis said he may be able to help with set up.

Kay said there should be plenty of help with assistance from City staff and public works.

Craig said Kay is very well organized.

Ric suggested Kay provide Board members with the event schedule so they can get a feel for how the event will progress.

Kay said Mayor Larson will be giving the opening greeting and Cynthia from the Oregon Dept. of Forestry will need about five minutes to present the City with the five year Tree City USA plaque. She will also provide some materials. Kay said Heather from the library has a short book to read after the award, and Matt Horowitz's presentation will last about 30 minutes, with a question and answer session about tree selection, planting, soils, watering, hazards, and pest control. She said Mr. Horowitz has some great slides and examples on all those topics. Kay said the garden club will have a display table and will make an announcement about their organization. She said the last thing before the group heads to Territorial Park will be raffling off some prizes.

In response to a question from Cathy, Kay said we won't have the "Reading Tree" plaque in time for the event but as the tree grows the plaque will be displayed. She suggested Mayor Larson could talk about the "Reading Tree" in her opening ceremony.

Craig said as the tree grows, people can sit under it and read.

Kay said Zelkova and Pistache trees are hard to locate so she and Craig decided on three varieties of maples; October sunset, sugar maple and red maple. She said all three get about 50 ft. tall, have beautiful fall colors, and do well in flat, irrigated areas.

In response to a question from Carol, Craig said raffle prizes will be gardening tools; snippers, pruning tools, rake, etc.

Kay said Mr. Horowitz suggested giving out soil testing kits which are available at BiMart. She said she would check on the price to see if it's something to give out or raffle off.

Cathy, look into getting rain gauges from EPUD.

Kay said Mr. Horowitz is more than happy to meet with anyone after his presentation if they have questions.

## 2. Tree Lighting

Ric provided an update on the Tree Lighting and Light Parade events. He said even though these two events are not Park Board events, the Board has chosen to be an active partner. He said the Chamber is the primary host at these events and they have set the Tree Lighting for Thursday December 4<sup>th</sup> at the fountain area in front of the Chamber office in the West Lane Shopping Center. He said because of the construction activities happening at Veneta Elementary, Principal Olivia Johnson, decided to hold off until next year the idea of possibly having a larger event at Veneta Elementary.

Ric said in the past as the City Tree Board, the Park Board authorizes the City to purchase a tree for the ceremony. He said City staff gets the tree and installs it with assistance from EPUD. He said as the event nears, staff will bring that request to the Board if they want to authorize the purchase of the tree and then Board members can move forward with decorating, etc.

## 3. Light Parade

Ric said the Chamber has scheduled the Light Parade on December 11<sup>th</sup>. He said the route is not changing. He suggested the Board discuss its participation in the parade, walking, having a booth, etc. at the November meeting.

Craig said he would like to know what other service organizations are doing coffee and hot chocolate, etc.

Craig, we weren't going to be in the parade, just walk with the banner, he said with the next month think about what you want to do and talk about it at the next meeting

Carol said she will not be at the November meeting but can attend the December meeting. She said she will also contact Olivia Johnson at Veneta Elementary to get started on next year's Earth Day event.

Ric said he will have more information at the November meeting regarding the Light Parade and Tree Lighting events as well as what 2015 events the Board would like to participate in.

In response to questions from Chelsea, Ric said the City of Creswell and Willamalane partnered for five movie nights. He said Willamalane provided the screen and projector and split the cost of the movies with Creswell. He said we could maybe do a variation of that or use our own screen. He can provide the past budget at the next meeting. He said the Park Board has funds dedicated through the general fund and it's up to the Board how those funds are allocated. He said if the Board wants to be more aggressive, it could make a request to the Council for more funding.

Craig suggested using some of the funds the Park Board raised from selling Fern Opolo games. He asked Ric to provide the budget and asked that it be placed on the November agenda.

Kay suggested getting a business to sponsor a movie night.

In response to a question from Chelsea, Ric said the Council may approve a winery sponsoring a movie night and serving alcohol, but we need to provide a safe and responsible event. He said it's up to Board members if they want to approach the Council with that.

Chelsea said she will contact some of the local wineries about sponsoring a movie night.

In response to a question from Cathy, Ric said the City could never afford to operate a year round pool without forming a Parks and Recreation District. He said seasonal pool costs are approximately \$100,000 of which the City subsidizes about 60% of. He said year round pool costs would be approximately \$700,000 which we could not afford to subsidize 60% of. He said the City Council would like to see a Parks and Recreation District formed and then the City would deed the pool to the District. Ric said at the time the pool was constructed the piping was installed to add a future kiddy pool and whirlpool at a cost of about \$200,000.

In response to a question from Cathy, Craig said a Parks and Recreation District should be formed before the Park Board could attempt to fundraise those kinds of funds. He said the Park Board hosts five events throughout the year and we have a hard time getting volunteers to assist with those events. He said fundraising \$200,000 would be very involved.

Ric said staff takes the lead from the City Council when it comes to the goal setting process and now that the pool has been built, they haven't directed staff to complete those unfinished pieces of the pool.

In response to a question from Cathy, Ric said most of the grants are focused on multi-purpose paths and hiking trails and there's not much available for aquatic projects.

Ric suggested when the Park Board provides its annual report to the Council in February, members could make a pitch for more Park Board funding.

Craig said he and Dennis have talked a lot about trying to identify the intent of the Park Board and every year they adjust it and if there's anything members would like to push on

it could be included. He said we want to make a difference in the community and don't want to be a static organization.

In response to a question from Craig, Kay said she would bring to the next meeting the list of 20 to 25 ideas she downloaded from the Arbor Day Foundation website. She said the list includes events and programs and ways the Park Board can spend funds collected as part of the City's Tree program. She said there may be some opportunities to give some policy direction as well.

In response to a question from Carol, Ric said its hard to say if the kiddy pool and whirlpool would make a difference in pool revenue but hopefully in the long run we'd see more kids in the swimming lesson and swim team pipeline. He said we're starting to see the pool rented out more but the challenge is keeping the lifeguards and swim instructor programs moving forward. He said 99% of those applicants start as swim aids, came back as swim instructors and then advanced to lifeguards.

In response to a question from Dennis, Craig said he's not sure why Penny has not been attending meetings.

Dennis said he is somewhat concerned because Penny was to take the lead on the 2015 Easter Egg Hunt.

Craig said he will contact her.

In response to a question from Craig, Darci said she will provide Penny's attendance record and a copy of the bylaws for his review.

It was the consensus of the Board to discuss possibly amending the bylaws at the November meeting.

5. Next Meeting – November 5, 2014  
Dennis motioned to adjourn the meeting, Cathy seconded, all approved.

The meeting was adjourned at 5:21 p.m.