

Agenda
Veneta Park Board
Wednesday, January 7, 2015 – 4:30 p.m.
Veneta City Hall

I. Public Comments

Speakers will be limited to 3 minutes each. The Park Board will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Park Board meeting.

II. Approve Minutes for December 3, 2014 (pgs. 3-5)

III. Old Business/Status of:

1. February 23, 2015 Veneta City Council meeting
2. Status of Park Board Vacancies

IV. Event Planning

1. Easter Egg Hunt
 - a. Approve Budget (pg. 7)
2. Earth Day Update

V. New Business

1. Year to Date Financials (pgs. 9-10)
2. 2014-15 Park Board Event Budget (pg. 11)
3. Proposed 2015-16 Park Board Event Budget (pg. 12)

VI. Next Meeting – February 4, 2015

Minutes of the Veneta Park Board

December 3, 2014

Board Members

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

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

1. Public Comment

Cathy introduced Robert McCarthy.

Mr. McCarthy said he has lived on Suttle Rd. in Veneta for 15 years. He has talked with Cathy about becoming a park board member and he also volunteered at last year's Easter Egg Hunt.

Craig thanked Mr. McCarthy for attending today's meeting.

2. Approve Minutes for November 5, 2014

Dennis motioned to approve minutes, Elmira seconded, all approved.

In response to a question from Craig, Darci said she has not received the Easter Egg Hunt and/or Harvest Festival event binders from Penny.

Craig said Penny responded to his email which indicated she appreciated the Board wanting her to be involved but she is not able to commit at this time so she will be stepping back from the Park Board. Craig said Penny also indicated she will be involved when she can.

Ric said the Board can accept her email as her resignation and list her position as vacant through March of 2016.

In response to a question from Cathy, Ric said Penny filled a non-resident position. He said he will ask Penny if she can attend the February 23, 2015 City Council meeting when the Park Board presents the 2014 Annual Report to the Council, and if so, to bring the event binders.

3. Event Planning

a. Tree Lighting

Dennis attended the Tree Lighting committee meeting last night. He said he would like to start the set up at 5:30 so Santa is ready at 6:00 p.m. He said the Key Club will give all spectators a raffle ticket to win prizes donated from community businesses. He said Mayor Larson will address the crowd and both elementary choirs will be attending. He said Santa will start first to make sure all the kids get to see him and pets are also welcome. He said Craig is the Park Board lead for the Santa session and all volunteers will be wearing hats and will need to sign the volunteer sign-up sheet. Dennis said the committee has the tree lights, the pop up, and candy canes and Ric is bringing Santa's chair. Dennis said the Santa hats will be dropped off at the Chamber office.

In response to a question from Ric, Dennis said Santa will be next to the Chamber office and the choir will be to the right of the tree.

Dennis said set up wasn't discussed last night but he will have everything arranged. He said Finn King from the Key Club is in charge of Club volunteers and he will make sure the volunteers are all signed up.

Ric said he will bring a few safety vests for volunteers to wear.

b. Light Parade

Ric said the parade starts at 7:00 p.m. and the staging begins at 6:00 p.m. at Veneta Elementary. He said registration and the safety check will take place at 6:15 on Jack Kelley Dr. Santa and Mayor Larson will lead the parade. He said this year the Chamber received 25 float permits. He reviewed the route and said there will be four Lane County deputies, deputy reserves, and the CERT Team will all assist with public safety at 17 street crossings or intersections, as well as at Veneta Elementary and on Jack Kelley Dr. He said key intersections will be closed at specific times and any and all Park Board volunteers are welcome. He said he will meet volunteers at City Hall at 5:30 to hand out vests.

In response to a question from Carol, Ric said the Park Board safety vests couldn't be ordered in time for the parade.

Craig asked for volunteers to help with crowd control.

c. Easter Egg Hunt

Dennis will need to order the eggs before Christmas for the Saturday April 4th Easter Egg Hunt.

Ric said we need to make sure we get the event budget on the January agenda. And also look for a Park Board member to help Dennis with this year's event; and possibly take over chairing the Egg Hunt next year.

In response to a question from Ric, Dennis said the egg stuffing is Saturday, March 28th, one week before the hunt and the first committee meeting will held at the end of January.

d. Earth Day

i. Update from Carol

Carol said after meeting with Olivia Johnson, Earth Day has been scheduled for April 24th at Veneta Elementary. She said the next meeting with Olivia will be in January. Carol said she still has about 100 pine cones and would like to schedule putting together the feeders. She will keep the Board updated on event details.

Cathy she has been working on recruiting another Park Board member, Linda, who lives in City limits. She said Linda is thinking about joining the Park Board but would also like to have a booth at Earth Day to teach students how to make pine needle baskets.

Carol said there were more tables last year than before but it continues to grow. She suggested Cathy's friend come to the January meeting.

Ric said we also should discuss approving the event budget for any supplies needed for an Earth Day booth. He said the Park Board is a main sponsor of the Earth Day event but it takes so many other community organizations to make all of the events successful.

Summer pool events and Arbor Day are other events the Park Board participates with.

Ric said Brittany Boothe had her baby in September and the City is having a celebration for her on Monday December 15th at 6:30. He said she did not run for office of City Councilor at the November 2014 election so in January, 2015 Mayor Larson will make the Council liaison appointments. He said it looks as though Mayor Larson will be the liaison to the Park Board.

Craig said he and Ric talked about removing the City/Non-City status of all Park Board positions. He said he will bring that to the City Council in February when he presents the 2014 Annual Report.

Ric said he will provide Craig with information from the City's Charter to make sure that language is clear.

Ric said Dennis, Elmira and Josie will all be leaving in soon. He asked that Josie and Elmira look for replacements for their student positions.

Elmira said she's talked with Brad Renfro, who will be a junior next year, and he seems interested in joining the Park Board.

Josie said she knows of someone that may be interested.

Ric said all potential student representatives are welcome to sit in on a meeting. He said he's hopeful Elmira and Josie will continue on as members through the 2015 school year. He suggested any new recruitments should attend a meeting before Elmira and Josie step down from the Board and to make sure they all submit a Park Board application.

Dennis reminded everyone to make sure to fill out their monthly volunteer time sheets. He said time spent away from the building should be noted.

4. Next Meeting – January 7, 2015

Carol motioned to adjourn the meeting, Cathy seconded, all approved.
The meeting was adjourned at 5:15 p.m.

City of Veneta PARK BOARD

Event Budget Form

Name of Event/Activity: Easter Egg Hunt

Date of Event/Activity:
4/4/15

Purchasing Agent: Dennis Paronto

Event/Activity Description: Annual Community Easter Egg Hunt + Activities

Items to Be Paid By Purchase Order (PO):
Description

Estimated Costs
(not to exceed...)

FR Review Ad	150. ⁰⁰
Bi-Mart - Plastic Eggs and Candy Coffee and Supplies	800. ⁰⁰

Total POs: \$ 950.⁰⁰

Items to Be Paid for with Cash (Check Request):
Description

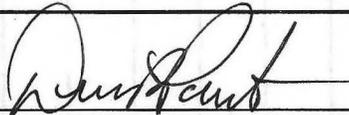
Estimated Costs
(not to exceed...)

Dry Clean Bunny Suit if needed	50. ⁰⁰
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Total Cash (Check Request amount): \$ 50.⁰⁰

Grand Total (POs + Total Cash): \$ 1000.⁰⁰

Signatures:

Event Chair  Date: 1/7/15

Park Board Liaison _____ Date: _____

Park Board Motion approving this Event Budget approved on the _____ day of _____, 20____.

City of Veneta
 Financial/Budget Detail
 For Park Board
 Fiscal Year 2014-15

**** IMPORTANT NOTE: Regardless of the amount of "proceeds" available the amount that can be spent in any given fiscal year CAN NOT exceed the amount budgeted. See Budget Summary.**

		Park Board Fundraising & Donations In & Out				Park Board Events & Activities 130-130-54620	
Event	Name of Donor/Description of Activity or Use	Donation Proceeds 130-000-46110	Fundraising Proceeds 130-000-46115	Uses of Proceeds 130-130-54650	Cumulative Amount of Proceeds ** \$	Expense Description	Cost
	Net Proceeds as of 06/30/14				5,559.91		
	Harvest Festival					Ice Supplies	
	Event Total	-	-	-	5,559.91		-
	Light Parade					Tree Lights	
	Event Total	-	-	-	5,559.91		-
	Easter Egg					Flagging tape Bunny suit Stakes Eggs, candy, supplies Suit cleaning Advertising	
	Event Total	-	-	-	5,559.91		-
	Earth Day					Petting zoo Misc supplies Thank you ad	
	Event Total	-	-	-	5,559.91		-
	Fernridgeopoly Sales		60.00				
	Event Total	-	60.00	-	5,619.91		-
	Other					Tree Planting	94.92
	Event Total	-	-	-	5,619.91		94.92
TOTALS:		\$ -	\$ 60.00	\$ -	\$ 5,619.91	\$	94.92

City of Veneta
Financial/Budget Summary
For Park Board
Fiscal Year 2014-15

REVENUE

Account Name	Number	Amount Budgeted	Amount Received	Amount Not Received
Donations for Park Programs	130-000-46110	50.00	-	\$ 50.00
Park Board Fundraising	130-000-46115	150.00	60.00	\$ 90.00

EXPENSES

Account Name	Number	Amount Budgeted	Amount Used	Amount Not Used
Park Board Events & Activities	130-130-54620	2,000.00	94.92	\$ 2,094.92
Park Board Fundraising & Donations	130-130-54650	1,000.00	-	\$ 1,000.00

2014-15 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET				
Date	Event	2014-15 Park Board Estimates	2014-15 Actual Costs	Notes for 14/15
7/18/2014	Teen Night at Pool	\$0	\$0	Did not participate
8/1/2014	Family Fun Night at Pool	200	0	
8/15/2014	Teen Night at Pool	0	0	Did not participate
9/13/2014	Harvest Festival	100	0	Did not participate
10/11/2014	Fall Planting	200	94.92	refreshments & advertising
12/4/2014	Tree Lighting*	0	0	(final cost of tree: \$100)
12/11/2014	Light Parade**	100	229	12 safety vests
4/4/2015	Easter Egg Hunt	800		eggs, candy, & misc. supplies
4/11/2015	Earth Day/Arbor Day	300		
TBD	Summer Solstice at pool	200		
TOTAL		\$1,900	323.92	

*Expensed to Tree Fund

**Expensed to Park Board Fundraising

2015-16 FISCAL YEAR VENETA PARK BOARD EVENT BUDGET

Date	Event	2015-16 Park Board Estimates	2015-16 Actual Costs	Notes for 15/16
TBD	Teen Night at Pool	\$0		
TBD	Family Fun Night at Pool	200		
TBD	Movie Night	0		
TBD	Harvest Festival	100		
TBD	Fall Planting	100		
TBD	Tree Lighting	0		
TBD	Light Parade	100		
TBD	Easter Egg Hunt	1000		
TBD	Earth Day/Arbor Day	300		
TBD	Summer Solstice at pool	200		
TOTAL		\$2,000		