

**Agenda**  
**Veneta Park Board**  
**Wednesday, February 3, 2016 – 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 January 6, 2016 (pgs. 3-4)**

**III. New Business**

1. Year to Date Financials (pg. 5)
2. Discussion on Presenting Annual Report to City Council in February (pgs. 7-9)
3. Discussion on Using Timesheets (pgs. 11-12)

**IV. Old Business**

1. Discussion on Funding for Kiddy Pool

**V. Event Planning**

1. Easter Egg Hunt
2. Earth Day

**VI. Other**

**VII. Next Meeting – March 2, 2016**



# Minutes of the Veneta Park Board

## January 6, 2016

### Board Members

**Present:** Stephanie Fuller; Matt Horowitz; Cathy Coulson-Keegan; Jody Kenney; Brad Renfro; and Craig Soderberg

**Others:** Ric Ingham, City Administrator; Kay Bork, Community Development Director; Victoria Hedenstrom, City Council; Darci Henneman, City Recorder

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- I. Chair Craig Soderberg reviewed the agenda and called the meeting to order at 4:34 p.m.
- II. Public Comments  
None
- III. Approve Minutes for December 2, 2015  
Cathy motioned to approve the minutes. Matt seconded, all approved.
- IV. Old Business/Status of:
  1. Recap of Tree Lighting  
Ric said the event went well and there was a great turn out. He said hopefully next year, we can have the Tree Lighting at Veneta Elementary in the new courtyard area.
  2. Recap of Light Parade  
Ric said the storm that moved through the night of the parade made it questionable whether or not the event should continue but we had a break in the weather and the parade went very well. He said fewer spectators attended but that made traffic control a little easier.  
  
Matt said the volunteer orientation prior to the event was very helpful.  
  
Ric said many floats were still stopping along the route to refill candy buckets to hand out to spectators. He suggested next year the candy should be stored in wagons and not on the floats.  
  
Cathy said she was impressed with the number of floats and the displays.  
  
There was a discussion about the Park Board coordinating a rain gear fashion show.  
  
Jody said her husband, Calvin walked with the Santa fire truck and that he basically trotted for 2.5 miles.  
  
Ric said he thinks the fire engine's transmission doesn't allow it to go any slower.
  3. Update on Committee Assignments  
Craig suggested they think about next year's Tree City event and if anyone wants to be involved, please let him know.  
  
Matt said he will do a presentation at the event.  
  
Craig said regarding the Earth Day event at Veneta Elementary, he will give Stephanie's contact information to Olivia Johnson, principal at Veneta Elementary.  
  
Matt suggested printing bumper stickers for the event and he provided a sample.  
  
Kay said she will help with design for the bumper stickers if needed.

Darci will update the committee matrix and email it to Craig.

#### IV. Event Planning

##### 1. Easter Egg Hunt

Cathy said the subcommittee has met three times. She said originally Desiree volunteered to co-chair the Easter Egg Hunt with her but since we haven't seen her for a few months, Robert will co-chair the event.

Ric said staff will contact Desiree.

Cathy said she contacted the company that produces the eco eggs. She said they are a little more expensive but she felt its good public relations that the Park Board is going green; plus the eggs are made in the USA. She said total cost for 5000 eggs is \$621.20 - \$400 for the eggs and \$221.20 in shipping. She said total event costs are estimated at \$1083.20 but she would like to round that up to \$1100. This includes \$312 for candy and \$150 for advertising in the Fern Ridge Review.

Ric said the Kiwanis pay for the thank you ad published in the Fern Ridge Review.

Matt motioned to approve the Easter Egg Hunt budget of \$1083.20, Brad seconded, all approved.

In response to a question from Cathy, Ric said he would see if Kyle can attend the subcommittee meeting on January 21<sup>st</sup> along with representatives from the other organizations. He said that would be a good time to talk with Kyle about an area for the 11 to 12 year olds.

Darci will complete the Facilities Rental permit for the use of Veneta Elementary.

##### 2. Earth Day

Stephanie will meet with Olivia and she will talk with the other Sanipac rep who worked on their booth

Craig said he has yet to hear from Carol after many calls to her.

#### V. Other

Matt suggested when meeting packets are sent via email, members should respond whether or not they would like a copy of the complete packet or just an agenda printed for reference at the meeting.

Ric said City Park lost 18 trees from the December wind storm. He said the remaining trees may be an issue for future high winds. He said City staff would like to look at all the options for the park and whether or not the remaining trees should be removed to create a large open space.

Matt said he surveyed the park after the storm and said the large "lightening rod tree" went down due to wet roots and not from root decay. He said the trees did not go down at the same time. He said if we want to replant the park, he suggested grafts from heritage civil war plantings can be purchased which are very popular in Veterans' memorials. He said he felt City Park is really the gem of all our parks and whatever is done, it should be well thought through.

Cathy said could we have themed park like Hendricks Park in Eugene.

Ric said ornamental parks take a lot of work and many volunteers.

There was a thorough discussion about sprucing up the fountain at the skate park and/or contracting with a local artist to retile the fountain base.

#### VI. Next Meeting – February 3, 2016

Cathy motioned to adjourn the meeting, Stephanie seconded, all approved.

The meeting adjourned at 5:25 p.m.

City of Veneta  
 Financial/Budget Detail  
 For Park Board  
 Fiscal Year 2015-16

**\*\* 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.**

Event	Name of Donor/Description of Activity or Use	Park Board Fundraising & Donations In & Out		Cumulative Amount of Proceeds **	Expense Description	Cost
		Donation Proceeds 130-000-46110	Fundraising Proceeds 130-000-46115			
Net Proceeds as of 06/30/15						
				\$ 5,858.58		
Event Total		-	-	5,858.58	Ice Supplies	-
Tree Lighting/Light Parade						
Event Total		-	-	5,858.58	Soda Volunteers	-
Easter Egg						
Event Total		-	-	5,858.58	Flagging tape Bunny suit Stakes Eggs, candy, supplies Suit cleaning Advertising	-
Earth Day						
Event Total		-	-	5,858.58	Petting zoo Misc supplies Thank you ad	-
Fernridgeopoly Sales						
Event Total		-	10.00	5,868.58		-
Tree City						
Event Total		-	-	5,868.58	Misc supplies Plates and juice Raffle items	41.93
<b>TOTALS:</b>		\$ -	\$ 10.00	\$ 5,868.58		\$ 41.93



# **PARK BOARD COUNCIL REPORT 2015**

The very first thing we would like to say as the Park Board, is to thank you for helping to fund the activities that we do for the city. We understand that we are representing the city by being on the Board, and we do not take it lightly. We just recently passed the budget for 2015, and we expect to be just as successful in doing what we do this coming year as we have in the past.

The main goal of the Board is to help assist the city in the endeavors that have become our emphasis: the Easter Egg Hunt, Earth Day, the Tree Lighting Ceremony, the Light Parade, aiding certain pool events, and (new to this last year) the Fall Planting Event.

The reason we have been successful in helping with these events is simply put, people. We first work with fabulous city staff that help us tremendously-Ric, Kyle, Darci, Kip and Kay to name the most directly involved with us. Kay was the main force behind our inaugural Fall Planting Event. Then there are those on the board and the energy they put forth. We still have hold overs that certainly have a main focus on the Board; Cathy Coulson-Keegan, our Grandma Bunny; Carol Petty, who spearheads our Earth Day Participation with the local elementary school; and Josie Hedenstrom, one of our two Student Representatives.

We have new members that have already shown great enthusiasm toward helping; Robert McCarthy who got his initial event directing traffic at the Light Parade. Brad Renfro, our new Student Representative. Stephanie Fuller, who is our newest member.

Sadly, we have had some turnover, and we will be having some pretty large shoes to fill; Elmira Louie, our Graduating Student Representative was perhaps our most active Student ever; Chelsea Coffman, who is having to move out of the area; Penny Lacky, who had the audacity to get a job to interfere with her participation; and the largest void we will need to fill is Dennis Paronto, who has been our Easter Egg Master, along with being involved in nearly everything, and having great experience and wisdom.

However much all these fine people will be missed, we are really looking forward to improvement in all of our endeavors this year. The board has been very successful in joining efforts with other community groups, and one that we are working on for this year is with the library, and that is to try to get a Movie Night in the Park going.

We once again would like to thank the City Council for your support, and for also considering us a very viable Board. We would like to enlist your support in directing anyone you think would be a good fit for our Park Board to us too.



**VENETA PARK BOARD BYLAWS**  
**Adopted on April 13, 2015 by Resolution No. 1169**

**PURPOSE:**

It is the mission of the City of Veneta's Park Board to assist in implementing the Parks, Recreation, and Open Space Master Plan in order to create recreational opportunities that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

**MEMBERSHIP:**

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall be comprised of a minimum of five (5) members but no more than nine (9) members who are not officials or employees of the City of Veneta. No residency requirement exists for becoming a Board member; however when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the Board. Representation by two high school students preferably a senior and junior on the Board shall be strongly encouraged. Student Representatives shall have full voting privileges. A member of the Veneta City Council shall be appointed by the Mayor to serve as a non-voting representative of the Council.

**PRESIDING OFFICERS:**

**CHAIRMAN:**

The Chairman shall serve as the Presiding Officer of the Board and shall conduct all meetings.

**VICE CHAIRMAN/  
SECRETARY**

A Vice Chairman/Secretary shall be elected from the Regular members and shall serve as the Acting Chairman in the absence of the Chairman and shall serve as Secretary for the Board. He/she shall record an accurate account of all Park Board proceedings, and ensure that all requirements of the Oregon's Public Meeting Law, ORS 192 are adhered to.

**TERMS OF OFFICE:**

All members of the Park Board shall be appointed by the City Council for one of nine positions, each with a four (4) year term limit except Student Representatives' terms will be annual.

<u>Position</u>	<u>Expiration Date</u>
1	March 31, 2013 and every four years thereafter
2	March 31, 2014 and every four years thereafter
3	March 31, 2014 and every four years thereafter
4	March 31, 2015 and every four years thereafter
5	March 31, 2015 and every four years thereafter
6	March 31, 2016 and every four years thereafter
7	March 31, 2016 and every four years thereafter
8	Annually on March 31 <sup>st</sup>
9	Annually on March 31 <sup>st</sup>

**VACANCIES AND REMOVAL:**

Appointments to fill vacant positions shall be for the remainder of the unexpired term. A member may be removed by the City Council after a hearing for misconduct or Non-Performance of Duty (NPD). NPD may include missing two or more consecutive unexcused meetings or fifty percent (50%) of meetings per calendar year. NPD may also include not participating in a minimum of one Park Board sponsored event per calendar year.

**ELECTION OF OFFICERS:**

Officers shall be elected at the first meeting in April of odd numbered years. Nominations of officers and elections shall be held at this meeting. Officers shall serve a two (2) year term.

**OFFICER VACANCIES:** Vacancies shall be filled by special election and newly elected officers shall serve for the remaining term limit.

**QUORUM:** Five (5) members shall constitute a quorum and of those five, four (4) shall constitute a majority vote.

**MEETING DATES:** Meetings shall be held at a place and time to be determined by the Board. Work sessions and special meetings may be called at any time by the Chairman or the City Administrator.

**COMPENSATION:** Members of the Park Board shall receive no compensation except authorized expenses.

### **POWERS AND DUTIES OF THE VENETA PARK BOARD**

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall have the powers and responsibilities which are now or may hereafter be assigned to it by a Resolution of the City of Veneta. The duties of the Park Board shall include the following:

1. Assist the City Council in the development and improvement of Veneta's park facilities.
2. Assist the City Council in the development and implementation of Parks, Recreation and Open Space Master Plan.
3. Assist the City Council in determining the needs and priorities of citizens in Veneta for Park facilities and recreational programs and activities.
4. Assist the City Council in the establishment and promotion of new recreational facilities and programs consistent with the needs of the community and all Park development plans.
5. Establish any subcommittees of the Park Board to carry out all duties assigned by the Park Board.
6. Report to the City Council in February of each year on the past year's accomplishments and projected Workplan for the next fiscal year.
7. Hold meetings or engage in any other activities necessary to promote and encourage citizen participation in all activities of the Veneta Park Board.
8. Act as a Tree Board per requirements of the Tree City USA program.
9. Advise the City Council on tree-related matters and opportunities for urban forestry enhancement.



