

# Minutes of the Veneta Park Board

## April 6, 2016

### Board Members

**Present:** Stephanie Fuller; Matt Horowitz; Cathy Coulson-Keegan; Robert McCarthy 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 called the meeting to order at 4:35 p.m.

II. Public Comments

None

III. Approve Minutes for March 2, 2016

Robert motioned to approve the March 2, 2016 minutes, Cathy seconded, all approved.

IV. New Business

a. Reappointment of Park Board Members Jody Kenney (Position 6) and Robert McCarthy (Position 7)

Ric said at the March 28, 2016 City Council meeting, Mayor Larson reappointed Robert and Jody to their four year positions.

b. Excused/Unexcused Meeting Absences

Ric said the Park Board Bylaws state a member can 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. He said Mayor Larson appointed Ms. Rhodes in September 2015, she attended the October and November 2015 meetings but has not attended a meeting since. He said we don't like to take this kind of action but she has not responded to his phone calls and/or emails and before we can fill the position, we must declare that Ms. Rhodes is not in compliance with her performance of duty.

Craig said he and Cathy both tried to contact her and neither one of them got a response.

Cathy said she talked to Desiree at BiMart and she's confident that we've done what we can to contact her.

Matt said he was satisfied that contact was attempted.

V. Old Business

a. Recap of Annual Report to City Council

Craig said he and Cathy presented the annual report to the Council and Cathy talked about Grandma Bunny and she handed out chocolate eggs to the Council.

Matt said he put a biodegradable egg in his compost pile several months ago but it hasn't really broke down. He suggested we may need to relook at using them again next year.

After a brief discussion, it was the consensus of the Board to talk about this during the Easter Egg Hunt recap.

- b. Review the goals, needs and capital projects identified in the 1998 Parks, Recreation and Open Space Master Plan (Plan)

Kay reviewed the summary and outline of the main findings of the 1998 Master Plan. She said the Master Plan was a 20 year plan with a planning horizon to 2020. She said in 1998 Veneta's population was 2870 with a projected population of 5,760 by 2020. As we move forward we can be confident the number will be close.

In response to a question from Matt, Kay said our population increases by about 75 to 100 residents per year based on the population study conducted by Portland State University (PSU).

Craig said the School District just hosted a kindergarten orientation which showed that many young families are moving to Veneta.

Kay said the population study showed that children under nine comprise the largest percentage of Veneta's population and residents over 60 comprise the second largest percentage of our population. She reviewed the population estimates, park acres needed, needs and desires, key findings from the existing survey results, and the work that has been completed since the Master Plan was adopted.

Ric said there was checkerboard ownership of property owned by the City and St. Catherines' Church. He said we did a property swap with them so now they own property adjacent to the Church and the City has property next to the Public Works yard. He reviewed the map and said the City wanted the East Broadway right of way to extend to the east to eventually connect to East Broadway and Lindsay Lane. He said there is roughly two acres there and some of that property will be added to the public works yard.

In response to a question from Craig, Kay said with the development of Applegate Landing 3, Hayden Homes (HH) will dedicate roughly seven acres of park land which the City will be required to develop but HH will construct a walking path to Territorial Rd. She said the park land includes some wetlands.

In response to a question from Craig, Kay said the bike path from Veneta to Elmira is mostly outside City limits but we will be responsible for maintaining it.

In response to a question from Matt, Ric said we have ample park land but not all in the right places.

Kay said we did a vacant land study which showed where potential acres are or as subdivisions are developed, identify where the available land is.

Ric said had we not focused on the water pipeline in the last few years maybe we could have picked up some land fairly cheap during the recession.

In response to a question from Craig, Kay said three to five acres is an ideal park size but most of ours are around 1 or 2 acres.

- c. Review of Park Asset Inventory & Update Process

Kay said Park Board members will inventory park assets and rate them from very poor to excellent based on your opinion. She provided a park sign up which was passed around. She said members could also work in groups if they chose to. She suggested pinpointing where the deficits are that were called out in the 1998 Plan. She asked for the surveys to be

completed and returned to her by April 23<sup>rd</sup> and family members' opinions can also be included. The survey form will also be emailed as a fillable pdf form.

In response to a question from Cathy, Kay said at this point members will just complete the park inventory and at the next meeting they will discuss what the parks need as well as review the capital improvement plan and projections.

## VI. Event Planning

### a. Earth Day Budget

Stephanie said Earth Day is next Friday and they have 16 confirmed booths. She hasn't heard from The Science Factory or EPUD but they have a good variation of booths. As everyone knows, the Zany Zoo petting zoo cost increased from \$175 to \$250 and Sanipac is picking up the cost for supplies. She said the bird feeder kits are made but they decided to omit the pine cones. Stephanie said set up is from 10:00 to 11:00 and the event runs from 11:00 a.m. to 2:00 p.m.

Robert said he had a lot of fun demoing the bird feeder kit at last year's events and he's concerned that many kids may not put the kits together if we don't provide the pine cones.

Craig said seven or eight years ago the bird feeder kits were provided without pine cones and they were a big hit. He suggested we get some feedback as kits are handed out. He said we can suggest going to one of the City's many parks to find a pine cone.

Stephanie said she will have the demo kit ready for Robert.

There was a consensus to send Sanipac a thank you letter which was passed around for everyone to sign.

## VII. Other

Craig said Cathy will provide the Easter Egg Hunt recap and Stephanie will provide the Earth Day at the May meeting.

Cathy said tomorrow night is the Easter Egg Hunt debriefing is at 4:30 p.m. at City Hall. She said about 330 kids attended the Easter Egg Hunt. She said if you have any event suggestions, please send her an email.

Cathy motioned to adjourn the meeting, Robert seconded, all approved. The meeting adjourned at 5:42 p.m.

## VIII. Next Meeting – May 4, 2016