

Agenda
Veneta Park Board Meeting
Wednesday, September 2, 2020 – 4:30 p.m.
Veneta City Hall

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-07, ALL CITY OF VENETA PUBLIC MEETINGS WILL BE LIMITED TO NO MORE THAN 10 PEOPLE ATTENDING, INCLUDING STAFF AND ELECTED/APPOINTED OFFICIALS.

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-16, CITY OF VENETA PUBLIC MEETINGS CAN BE ACCESSED VIA TELECONFERENCE. TO LISTEN TO THIS MEETING, CALL 1- 978-990-5248, ENTER ACCESS CODE 8848223.

- 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. Approval of Minutes for March 4, 2020 and August 5, 2020 (pgs. 3-9)
- III. Old Business
 - a. Review Parks and Open Space Master Plan (to view, click on link below)
https://cmccarthy-my.sharepoint.com/:f/g/personal/kzlevor_cameronmccarthy_com/EIJ1jS8Kt2RImMBneyBv6nABPHbaZLeEFWVT3Gg4S6ZGKA?e=DP1pIF
- IV. New Business
 - a. Financials through June 30, 2020 (pgs. 11-12)
- V. Event Planning
 - a. Review and Adopt Event Calendar (pg. 13)
 - b. Harvest Festival, September 12, 2020
- VI. Other
 - a. Open Discussion
- VII. Next Meeting – TBD

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Minutes of the Veneta Park Board

March 4, 2020

Board Members

Present: Chair, Craig Soderberg; Johl Brock; Darlene Harris; Tressa Miller; Alyssa Morse; Clyde Oglesby; John Tribolet

Others: Matt Michel, City Administrator; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder; Council liaison, Pat Coy; Karim Khamis, Tanzania Exchange Student and potential Student Representative

I. Chair Soderberg called the meeting to order at 4:33 p.m.

Student Member Oglesby brought a potential Student Representative with him today.

Karim Khamis introduced himself and said he is an exchange student from Tanzania and said he wanted to see what the Park Board is all about.

II. Public Comments
None

III. Approve Minutes for February 5, 2020

Member Miller made a motion to approve the February 5, 2020 minutes, Member Tribolet seconded, all approved.

IV. Old Business

a. Chair Soderberg presented the 2019 Park Board Report to Council

Chair Soderberg said he presented the 2019 Park Board Report to the Council at the February 24, 2020 Council meeting. He said the Council thanked him for providing the report and for all that the Park Board does for the City.

V. New Business

a. Terms for Members Darlene Harris, John Tribolet, and Clyde Oglesby Expire March 31, 2020
Staff provided applications to be completed and returned by the March 13, 2020 deadline.
Member Harris has already submitted her application for reappointment.

VI. Event Planning

a. Easter Egg Hunt – April 11, 2020

Chair Soderberg said there was a subcommittee meeting at his house. Members Tribolet and Oglesby attended and they worked through everything.

Staff said the eggs and candy have been ordered and delivered.

Chair Soderberg said the next subcommittee meeting is March 19th at his house. The stuffing is at 10:00 a.m. on Saturday, April 10th at the Community Center.

Councilor Coy said he, Dennis, and Rosie from Kiwanis will be at the stuffing and Marie will also be a grandma bunny.

Member Miller said Mayor Weiss will accompany the bunny. There was talk about the carrot.

Chair Soderberg said the egg hunt is a lot of fun and if you've never been you should really go.

b. Earth Day – April 24th.

Chair Soderberg handed out posters and handbills to distribute around town. He said he's trying to get a hold of Brad's Reptile World.

Member Morse said Jen at Veneta Elementary is contacting the other vendors. The Park Board will have their own booth.

Member Harris said last year she helped with the pine cone bird feeders.

Chair Soderberg said we probably need help with making the pine cone bird feeders because Robert and Marie are no longer here and they were instrumental in making that happen last year.

Member Harris said the Park Board booth will need to be set up and whoever is manning the booth should get there about 10:00 a.m. because the event starts at 11:00.

Student Member Oglesby said he would like to help but Member Miller said if he's going to prom this year, you need to be in school all day.

Member Tribolet said he is a member of the Sea Shepherds Conservation Society which is an international non-profit marine wildlife conservation organization. He said he would like to have a booth. He said if weren't for whales, there would be no life on the planet.

Student Member Oglesby said he will check with his High School Garden Club, they may want to have a booth.

Member Tribolet said if he had a monitor or computer screen, he could have a running slide show. He will need a whole table.

Member Morse suggested Member Oglesby contact Jen at Veneta Elementary about having the Garden Club there.

Matt Michel introduced himself as the new City Administrator. He said he's been on board since mid-January. He said he is happy to be here and is especially excited about parks in Veneta. He said staff and the consultant continue to work through the new Parks and Recreation Master Plan. He said he wants to ask the community to think about how we relate to our natural environment for the next 20 years. He said then plugging that vision into City planning is what makes Veneta a more livable City and instills pride in every neighborhood. He said this is a critical instrument for this Board to look at and ask how do we prioritize and guide the implementation of that vision going forward, along with the City Council. He said it's a community and visionary effort and he's excited to see this Board roll up their sleeves and get engaged. He's excited about being a part of these events and being involved in a small community. He said he has an open door policy so please stop by or send him an email or text. He is available and he puts a priority on connecting with people and he hopes to find opportunities for the community.

VII. Other

a. Open Discussion

MacKenzie said he met with the consultant hired to update the Parks Master Plan this morning and they are pretty much done with the plan. They talked about the top five things they wanted to see happen. One was a lot of support for a dog park and there was also a lot of concern

about perceived safety at the Skate Park. He said the City Administrator had a great idea to put a dog park at the Skate Park which would provide observation activity at the Skate Park. He said when you add people to a space, negative activity is less likely to take place. He said the Open House to highlight the work that's been done so far, will be March 18th, from 5:30 – 7:00 p.m. and the public is invited.

Chair Soderberg said on behalf of the entire Park Board, they would like to see the report.

MacKenzie said he's not sure when the final version of the report will come out but he's hoping to get it before the Park Board and the Planning Commission, then to the Council for approval. He will forward it electronically but would like to have a group discussion.

In response to a question from Member Miller, MacKenzie said we got a final plat for the Hayden Homes development which was transferred to an umbrella company. He said we have hopes that they will keep going but we don't know. He said we did get a final plat for Madrone Ridge subdivision which is a different project that went through receivership but is now owned by Gorilla Capital and that project is up and running again. If it moves forward, it will connect 8th St. to Perkins Rd. with sidewalks and emergency vehicles will have adequate space to move through.

In response to a question from Michel, MacKenzie said there is a small amount of open space but a lot of that had to do with stormwater so there's really not any usable open space in the Southwest Area Plan (SWAP) property.

There was a thorough discussion about the development of that SWAP.

Councilor Coy said in his opinion, the City has two parks that are unused - Ralph Johnson and the 5th St. Park. He said the City has to maintain the parks and he has yet to see anyone using either park. He suggested selling Ralph Johnson Park and putting that money into Bolton Hill Sports Complex.

Member Miller said it has no curb appeal or playground equipment, a few benches and maybe a table. She said there's nothing there to draw you in.

Councilor Coy said he's not sure how we go about fixing it up but sees it as a waste.

Chair Soderberg said there is a very old tree in that park and it may be an issue to remove it. He agrees and said when he first came to the Park Board, they worked on a Master Plan for Ralph Johnson Park and it was quite extensive.

Member Tribolet suggested swapping it for property on Broadway.

Michel said he hasn't seen the Master Plan but we could look into how the City is providing parks verses residential area and what is the ratio.

MacKenzie said there is a map of that which also shows the areas underserved.

Michel said look at the question about what to do about Ralph Johnson Park, if we do away with it entirely, what does that do to the access radius to those residents. He said we need to figure out what fits in that park and how do we make sure parks are accessible to residents.

Member Brock suggested if a dog park won't fit at the Skate Park, how about making Ralph Johnson a dog park.

Member Morse was concerned about child safety with a dog park adjacent to the Skate Park playground equipment.

MacKenzie said a dog park could potentially be a great way to bring more safety to the Skate Park.

Michel said this is exactly what we need to discuss and figure out how to apply the Master Plan to our parks and these ideas are the way to get there.

Chair Soderberg suggested Ralph Johnson Park could be a dog park for larger dogs and a small dog park could be at the Skate Park.

Member Miller said that wouldn't work for people that have both large and small dogs. She said Karim mentioned he would normally go to a park and spend time with his friends.

VIII. Next Meeting – April 1, 2020

Student Member Oglesby made a motion to adjourn, Member Miller seconded, all approved. The meeting was adjourned at 5:14 p.m.

Minutes of the Veneta Park Board

August 5, 2020

Board Members

Present: Craig Soderberg, Chair; Cathy Coulson-Keegan, Member (via telephone); Alyssa Morse, Member

Others: Matt Michel, City Administrator; Kyle Schauer, Public Works Director; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder; Pat Coy, Council Liaison

- I. Chair Craig Soderberg called the meeting to order at 4:36 p.m. there was not a quorum so the meeting was information only.
- II. Public Comments
None
- III. Approve Minutes for March 4, 2020
Because there was no quorum, the minutes could not be approved.
- IV. Old Business
 - a. Update on Phase II of City Park Improvements
Schauer said concrete is being poured in all phases. He said some underground communication utilities were discovered where the stage and shade structure will go. He said we did not know they existed so things were moved and the design for the footings was adjusted. The pool deck extension has started and they discovered the septic tank from the old pool. He said he's working through the paperwork to abandon it. There has been seven change orders to date which is more than any project he's worked on. He said the completion date is being pushed back but the project should be done by the end of October.

In response to a question from Craig, Schauer said the seven change orders totaled about \$30,000 but he added a contingency of about \$60,000. The fitness equipment will be installed soon and some of the walkways and the bridge are all coming along. All phases have started and are in the process.

In response to a question from Council Liaison Coy, Schauer said the pool deck is approximately 20 ft. by 40 ft. and includes approximately a 30 ft. by 10 ft. shade structure over a portion of the deck. It is adjustable and can be removed at the end of the season.

In response to a question from Member Morse, Schauer said the fence was removed and the deck goes up against the playground equipment wall.
 - b. Update on Parks and Recreation Open Space Master Plan
MacKenzie said staff has been working through the draft Plan and there doesn't seem to be anything that stands out. The Plan includes a list of planned projects for each park and also whether or not we retain all of our existing parks. In the Plan, there is a question of whether or not the smaller parks should be kept. They have not told us we should dispose of them but it's something we need to think about.

In response to a question from Chair Soderberg, MacKenzie said there are a couple of very small parks and it's difficult to provide all the amenities but they do provide an

open space. He didn't want to leave them out of the new Plan. He said with this new Plan, the existing Parks Element in our Comprehensive Plan is about 60% obsolete. He said he has been working on updating making the Parks Element, which is very short, consistent with the new Plan.

In response to questions from Chair Soderberg, MacKenzie said the Parks Element relies heavily on the 1999 Parks Master Plan and it's not accurate any more. He's been working on making the element consistent with the new Plan. There will be an opportunity for the Park Board to see it before it's finally adopted and a draft of a new Comprehensive Plan Park Element will go to the Park Board as well. He said the Park Board will have an opportunity to review the Plan next month and it will be presented to the Planning Commission at September 1st meeting so people will have plenty of time to review the document before it is considered for adoption in October. Lastly, the Plan will be forwarded to the Council for adoption. It will be available on the City's website for about a month before the October Planning Commission public hearing.

Michel said the consultant noted that Veneta sits well below the low range, in terms of park acreage per 1000 residents. He suggested the consultant show us not only how to maintain that level, also include what the medium range of acreage would require, and more choices in the document.

In response to a question from Chair Soderberg, MacKenzie said the Plan includes a recommendation for more park land but he's not sure if we're on the same page with the consultant. He said they hinted for park land to the north, in the Jeans Rd. area.

In response to a question from Chair Soderberg, MacKenzie said the area south of City Hall was not included in the Plan but the museum site is. He said purchasing other land or improvements to other parks is also included.

Michel said the Plan will be reviewed by the Park Board, the Planning Commission, and the City Council. He said staff wants to give each body a chance to own the plan and not just move it through the steps to ensure we're comfortable living with it for the next 20 years.

In response to a question from Chair Soderberg, MacKenzie said we received more than 200 survey responses and about 100 in the final follow up.

MacKenzie said Kay Bork and Kyle Schauer should also be acknowledged.

V. New Business

- a. Members Darlene Harris, John Tribolet, and Clyde Oglesby were reappointed to the Park Board March 23, 2020
There was no discussion on this matter.
- b. Financials through June 30, 2020
There was no discussion on this matter.

VI. Event Planning

- a. Review and Adopt Event Calendar
Because there wasn't a quorum, this item will be included on the September 2nd agenda.
- b. Harvest Festival, September 12, 2020
Council Liaison Coy said Mid Lane Cares is accepting applications for booths at the Harvest Festival. He said there won't be a quilt show because it's held inside. He said rather than

centering it off the Service Center, they thought the event should start at the Farmers Market site and move east toward Territorial. Based on last year's map they plan to spread the booths out and make it directional with the center area more open. They will provide more hand washing stations and may provide one more porta potty. He said there will be no live entertainment, hopefully we can have the bike show, and he wants to talk with Johl about that. He said DeAnna is organizing booths. He said they're really hoping they can pull the event off.

Member Morse said that is the weekend before school starts on September 15th for kindergarten through the third grade.

Chair Soderberg said he will get ahold of Johl.

Councilor Liaison Coy said he will follow up with DeAnna to see if she's already heard from him.

VII. Other

- a. Open Discussion
- None

VIII. Next Meeting – September 2, 2020

The meeting was adjourned at 5:05 p.m.

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**City of Veneta
Financial/Budget Detail**

**For Park Board
Fiscal Year 2019-20**

\$ Activity Through 6/30/2020

Event/Activity	Park Board Fundraising & Donations In & Out				Park Board Events & Activities 130-130-54620	
	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 06/30/19				\$ 5,540.08		
Harvest Festival					Supplies Contracted Services Administrative	216.99
Event Total	-	-	-	5,540.08		216.99
Tree Lighting/Light Parade					Supplies Contracted Services Administrative	
Event Total	-	-	-	5,540.08		-
Easter Egg					Supplies Contracted Services Administrative	799.99
Event Total	-	-	-	5,540.08		799.99
Earth Day					Supplies Contracted Services Administrative	
Event Total	-	-	-	5,540.08		-
Fernridgeopoly Sales Contribution to Pool Equipment Canopy for all events		10.00			Supplies	
Event Total	-	10.00	-	5,550.08		-
Tree City/Arbor Day					Supplies Contracted Services Administrative	
Event Total	-	-	-	5,550.08		-
TOTALS:	\$ -	\$ 10.00	\$ -	\$ 5,550.08		\$ 1,016.98

**** 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.**

City of Veneta
Financial/Budget Summary
For Park Board
Fiscal Year 2019-20

REVENUE

Account Name	Number	Amount Budgeted	Amount Received	Amount Not Received
Donations for Park Programs	130-000-46110	3.00	-	\$ 3.00
Park Board Fundraising	130-000-46115	20.00	10.00	\$ 10.00

EXPENSES

Account Name	Number	Amount Budgeted	Amount Used	Amount Not Used
Park Board Events & Activities	130-130-54620	1,477.00	(1,016.98)	\$ 460.02
Park Board Use of Fundraising	130-130-54650	416.00	-	\$ 416.00

Proposed 2020-21 Fiscal Year Veneta Park Board Event Budget & Schedule					
Date	Event	Event Estimate	Actual Costs	Notes	Chairperson(s) or Liaison
July 2020 Cancelled	Teen Night at Pool	\$0		Pool staff on lead	
August 2020 Cancelled	Family Fun Night at Pool & Eugene Astrological Star Gazing	\$0		Pool staff on lead	Craig, Cathy, Johl
9/12/2020	Harvest Festival (bike contest)	\$250		Mid Lane Cares Event. Park Board sponsors Bike contest	Johl
October 2020 Date to be Determined	Tree Celebration *	\$100		Tree Board	Evan, Craig
12/3/2020	Tree Lighting	0 **		Chamber of Commerce on lead	Kyle (staff liaison)
12/10/2020	Light Parade			City, Chamber & Park Board	Matt, Committee chair
4/3/2021	Easter Egg Hunt *	\$1,200		Partnered with Kiwanis. Eggs were handed out, given to the schools, and to the Sunday Community Dinner at VUMC. \$799.99 was spent last year (did not include advertising because event was cancelled in March)	Co-chairs Cathy, Tressa
Apr-21	Earth Day/Arbor Day *	\$500	In 2019 original budget was \$300, an additional \$400 was approved for Brad's World Reptiles. Total spent \$480.17. 2020 event was cancelled	Partnered with School District	Alyssa is the liaison with the school
Jun-21	Summer Solstice at Pool	\$100		Pool staff on lead	
TOTAL		\$2,150			

* Indicates signature event

** City secures donated tree

Breakdown of Events:

3 Signature Events - Primary Sponsor w/partner

3 Park Board contributor to Event - Not in a lead event planning role

3 Community Pool Events - City staff primary organizer