



City of Veneta PARK BOARD

AGENDA

WEDNESDAY, JANUARY 8, 2025 – 4:30 P.M.

Veneta Administrative Center – J.W. “Bill” Smigley Room
88184 8th Street, Veneta, Oregon

City of Veneta meetings can be accessed via telephone. To listen or participate call 541-935-2192 (Participant Code 793738#). To submit public comments electronically, email comments to JMirable@ci.veneta.or.us by 3:00 p.m. Monday of the preceding Board meetings. All public comments must include your name and address. This meeting will be digitally recorded.

4:30 1. CALL TO ORDER

- a. Agenda Check

4:30 2. PUBLIC COMMENT - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Board will not engage in any discussion at this time; however, they may take comments under advisement.

4:35 3. BOARD BUSINESS AND REPORTS

- a. Business

- (1) Minutes for December 4, 2024 Meeting (pgs. 1-7)
 - (2) Park Evaluations by Board Members Status Update (verbal)

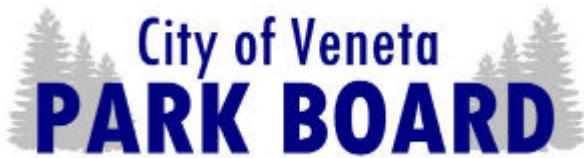
- b. Board Member Reports (verbal)

- c. Event Planning (verbal)

- (1) Egg Hunt (Budget: \$1,000) – April 19th
 - i. Committee Report
 - 1. April 12th – Stuff
 - (2) Earth Day (Budget: \$50) – April 22nd
 - i. Tabling Report
 - (3) Arbor Day (Budget \$250) – April 25th
 - i. Committee Report
 - (4) Bark & Whistle Dog Parade (Budget: \$_____) – May date TBD
 - i. Committee Report
 - (5) National Night Out (Budget: \$50) – August 5th
 - i. Tabling Report
 - (6) Veneta Celebration Run (Budget: \$5,000) – August 16th
 - i. Committee Report
 - 1. Re-naming the event

5:15 4. STAFF REPORTS

- a. Public Works Director.....Kyle Schauer
 - (1) Light Parade De-brief (verbal)
- b. City Administrator.....Matt Michel
 - (1) Park Board Levels of Engagements
 - i. Agenda Item Summary (pgs. 9-11)
 - (2) Financials Update
 - i. Agenda Item Summary (pg. 12)
 - (3) Questions from the Board



City of Veneta PARK BOARD

5:25 5. OTHER

- a. Next 1st Wednesday Meeting: February 4th at 4:30 PM
- b. 1st Meeting in April: Board Officer Elections (Chair, Vice-Chair/Secretary)

5:30 6. ADJOURN

Access Park Board meeting material at <http://www.venetaoregon.gov/agendacenter>

Times are approximate. Location is wheelchair accessible. Individuals needing special accommodations, such as sign language or foreign language interpreters, should contact the City Recorder at 541-935-2191(voice) or by e-mail at: JMirable@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. La ubicación es accesible para sillas de ruedas. Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: JMirable@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

City of Veneta Park Board

CRAIG SODERBERG (CHAIR)
TRESSA MILLER (VICE-CHAIR)
REBECCA COX
DARLENE HARRIS

CRYSTAL DONAGAN
JOANNA RICHA

TORY MACKLIN
JOHN TRIBOLET
BOB REEVES
ALEXA BENSON
(LIAISON)
KENDALL MOELLAR
AUBREE ROGERS

MINUTES

Park Board Meeting

Wednesday, December 4, 2024 4:30 PM

Veneta City Hall — J.W. "Bill" Smigley Room 88184 8TH Street, Veneta, Oregon

Present: Chair Craig Soderberg, Liaison Alexa Benson, Member Joanna Richa, Student Member Aubree Rogers, Student Member Kendall Moeller, Member Rebecca Cox (phone), Member Tory Macklin (phone), Member Bob Reeves, Member John Tribolet, Vice-Chair Tressa Miller, Member Crystal Donagan

Absent: Member Darlene Harris

Staff: City Administrator (CA) Matt Michel, Management Analyst (MA) Jacob Thode, Public Works Director (PWD) Kyle Schauer
Other None

I. REVIEW AGENDA

Chair Soderberg called the meeting to order at 4:30 p.m. and reviewed the meeting agenda.

II. ADJUSTMENTS TO THE AGENDA

None.

III. PUBLIC COMMENTS

None.

IV. APPROVAL OF MINUTES

Member Donagan **made a motion to approve the October 2nd and November 6, 2024 minutes, as presented.** Vice-Chair Miller seconded the motion. The motion passed unanimously. (9-0)

V. OLD BUSINESS

a. Park Evaluation Reviews

Chair Soderberg asked members to choose two parks to evaluate. He further stated these evaluations would be due in March 2025.

Member Reeves asked if members received feedback on their evaluation submissions.

Vice-Chair Miller stated the Public Works team doesn't provide feedback unless there was an urgent issue.

MA Thode mentioned that PWD Schauer was the point person for this information.

Chair Soderberg believed it was a good idea for each member to have a park to evaluate.

Vice-Chair Miller stated in a sense members were adopting one or two parks to ensure they were in good shape for Veneta residents..

Member Reeves mentioned the path that leads to the church from City Park should have a sign that says "Welcome to the Park." He further stated this would clarify where the park begins and ends.

Chair Soderberg stated that if you have a suggestion that makes sense, the Public Works team would determine how to proceed.

Member Donagan mentioned members should also visit the park(s) at night to ensure lights are working.

Discussion ensued about which parks would be chosen by each member.

Chair Soderberg confirmed he will send out a park list with member commitments. He further stated MA Thode has additional evaluation sheets if anyone needed them.

b. Pickleball Courts Opening Ceremony

MA Thode shared that the Pickleball Grand Opening Ceremony went well; there was a little bit of rain in the morning which made the courts wet for playing.

MA Thode reported Mayor Weiss cut the ceremonial ribbon and Mayor-Elect, Robbie McCoy, said a few words about the new courts. There were about twenty people in attendance and two raffles were provided by the Park Board and Kurzhal Family Kickin Pickles.

Vice-Chair Miller said she saw people playing on the courts and also was concerned about kids sitting on the nets. She believed the PW team was working on readjusting the nets

MA Thode announced he would like to discuss the possibility of a future Pickleball Tournament.

Chair Soderberg stated they could discuss a Pickleball Tournament at the January meeting.

Member Donagan mentioned Betsy Ingram would like to add the Veneta Pickleball Courts to a phone application for Pickleball players.

MA Thode said he would meet Betsy to talk about this opportunity.

MA Thode also announced there was a new organization called the Veneta City Pickleball Group on Facebook.

Event Planning

c. Light Parade – December 12

Chair Soderberg announced the Tree Lighting was scheduled for Thursday, December 5th and the Light Parade was scheduled for Thursday, December 12th at 7 p.m.

Chair Soderberg asked for volunteers for the Light Parade event.

MA Thode said they needed five volunteers and pizza would be provided at the 6:00 p.m. meeting before the event.

MA Thode also shared there were safety vests for everyone and reminded members to wear warm clothes for the evening.

Chair Soderberg reminded volunteers to meet at 6 p.m. in the City Council Room and the Parade would start at 7:00 p.m.

Chair Soderberg stated the choir would perform and there would be many lighted floats just like last year.

d. Park Board Events

i. Levels of Engagement

CA Michel stated that the Board's last meeting was a good start regarding the Park Board's event levels of engagement.

CA Michel hoped to identify which events would use the Park Board resources, (Park Board budget, fundraising monies, and "human" resources).

CA Michel believed the fundraising should be used to support the Parks (i.e. picnic tables purchased from the Veneta Celebration Run proceeds).

CA Michel explained that the Park Board did not have any decision making power; however, they could recommend expenditures to staff.

CA Michel reminded members that they not use their own money for Park Board expenses.

CA Michel mentioned the Board's annual budget and fundraising dollars were good resources and their most important resource were their volunteers.

CA Michel shared the Park Board's "human" resources were very important and they wanted to be careful not to burn them out. He further stated City staff could also provide some assistance, but also that staff's involvement and availability are limited.

CA Michel outlined the different event levels"

- Level 1 Primary Organizer
- Level 2 Event Sponsor
- Level 3 Tabling
- Level 4 Volunteering

CA Michel mentioned some of these events needed an army of volunteers and the Board should consider that in their event review.

CA Michel stated Veneta sets the bar for volunteers and believed there may be another way to engage them.

Member Reeves asked if the City had a Volunteer Coordinator.

CA Michel responded that the City did not have a Volunteer Coordinator.

Vice-Chair Miller mentioned a Dog Parade event might be a new event to add to the event list.

Vice-Chair Miller stated there were many businesses that would be interested in sponsoring this kind of event. She further stated that the Park Board would need to be the primary organizer.

Liaison Benson said it would be fun to call it Veneta Barks.

Discussion ensued about how important it was to make the financial “asks” to local businesses.

Chair Soderberg believed that a Dog Parade would be a Level 2 event.

Liaison Benson stated that events below a Level 1 status required insurance and the organizer must pay for insurance.

Chair Soderberg believed that a Pickleball Tournament would also need to be a Level 1 event.

Vice-Chair Miller believed a tournament could be something the Pickleball Association could take on after a few years.

Chair Soderberg stated he wanted to address the \$2,000 budget for Movies in the Park. He further stated that if the library did not co-sponsor this event, the Board would need to reconsider this sponsorship.

Member Richa offered that it might be fun to do the third Friday of the month (only three events) and the library would hopefully support a smaller event.

CA Michel stated he thought it would be a good idea for the Park Board Chair to write a letter to the library or have a meeting with them.

Chair Soderberg also mentioned the Board needed to add the Veneta 4ths to the list because it also requires insurance.

Liaison Benson mentioned the Movies in the Park also needed insurance.

CA Michel noted the City had a General Liability Policy which supported City sponsored events.

Discussion ensued about increase the Park Board membership.

CA Michel questioned expanding the Park Board membership stating a larger board could be problematic; he believed there were other ways to build a volunteer list.

Member Richa wondered if the Board could develop a list of volunteers and have a board member manage it.

CA Michel stated perhaps the Park Board needed a Volunteer Coordinator; low threshold, low commitment.

Chair Soderberg mentioned Liaison Benson had a long list of volunteers that might be a good start.

Chair Soderberg asked if staff could provide instructions about how the City insurance works and when it was triggered.

CA Michel responded staff could work on this information.

CA Michel announced, that based on the discussion, the Board identified six Level 1 events which required sub-committees.

CA Michel stated it was important to have a sub-committee determine insurance needs for the events.

MA Thode shared that once the event was identified as a Level 1, all of the expenses would run through the City.

CA announced that each event needed a playbook for how to manage the event.

Chair Soderberg shared the financial summary that MA Thode put together for the group and asked them to consider the events and the levels for the next meeting.

a. Easter Egg Hunt

Chair Soderberg asked for volunteers for the Egg Hunt sub-committee. The following members volunteered: Members Donagan, Soderberg, Liaison Benson, Vice-Chair Miller and Member Richa.

Member Cox left the meeting at 5:15 p.m.

Chair Soderberg stated the Board would need to discuss the Veneta Celebration Run next month.

MA Thode shared he needed a motion for the Board to authorize the expense of contracting with Eclectic Edge Racing in the amount of \$795 for the Veneta Celebration Run; this allowed the use of their race software, registration, and calendaring.

MOTION: **Member Reeves made a motion to authorize the \$795 expense for the 2025 Veneta Celebration Run.** Member Donagan seconded the motion. The motion passed unanimously (8-0).

CA Michel asked MA Thode finalize the event list for the Park Board's next meeting. He further stated the action item for the next meeting was for the Board to determine when the sub-committees needed to form and start their work.

b. Veneta Haunts

Liaison Benson quickly explained that the final costs for the Veneta Haunts was \$1,506 and she saved \$300.

Liaison Benson shared she was working on a Volunteer website for the City and would have an update for the Board at the next meeting.

Vice-Chair Miller stated she wanted to put the Veneta Monopoly board game on next month's agenda as a fundraising opportunity.

VI. NEXT MEETING

The next meeting was scheduled for Tuesday, January 8, 2024.

VIII. ADJOURN

Chair Soderberg adjourned the meeting of the Veneta Park Board at 5:35 p.m.

Craig Soderberg, Chair

ATTEST:

Jennifer Mirabile, City Recorder

DRAFT

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AGENDA ITEM SUMMARY



Title/Topic: 2025 Park Board Event Timeline

Meeting Date: January 8, 2025
Department: Parks

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2018

ISSUE STATEMENT

Is there Board consensus on the set of events and the corresponding levels of participation listed on the event timeline for 2025?

BACKGROUND

At the Park Board's October 2nd meeting, Staff engaged the Board on an exercise to categorize community events by the level of Park Board's volunteer time and funding resources to help characterize the Park Board's capacity for event engagement. The exercise continued at the November and December meetings with the Board clarifying what events the Park Board should be the primary organizer of, and what events should receive Board support through volunteer hours or funding.

To help categorize the events by measuring resources, Staff applied a "Level" category structure to four categories of events to show how much time and funding the Board should dedicate to each event knowing that the Board has limited time and funds.

For example, Level 1 events are those events that the Park Board desires to be the primary organizer of, thereby taking full responsibility for the needed time and funding to make the event successful. These events would also require staff time.

Level 2 events would be eligible to receive Park Board grants, and little Board time commitment at the event. However, individual Board members may choose to volunteer their time as a private citizen and not as a Board member.

Level 3 events would be opportunities for the Board members to volunteer time staffing a table at an event to spread the word about Veneta's parks, upcoming events, and volunteer opportunities. There would be costs associated with table activities and promotional items.

And finally, Level 4 events would be only volunteer time and no cost. There would be no event planning involved or tabling items, only showing up to help.

Attached is the final draft of that categorization exercise. It begins with an itemized list of events for calendar year 2025 that the Park Board plans to be involved with. There's also a table showing the Board's time and treasure demands for each event that defines an event's level of engagement.

RELATED CITY POLICIES

Resolution No. 1376 (2023) - A Resolution Adopting Revised Park Board Bylaws and Repealing Resolution No. 1169.

BOARD OPTIONS

1. Consensus on the information contained in the “2025 Veneta Park Board Event timeline” document, as presented.
2. Consensus on the information contained in the “2025 Veneta Park Board Event timeline” document, as amended by the Board.
3. Consensus to have Staff research document changes directed by the Board and return to the Board with an update.
4. Take no action.

CITY ADMINISTRATOR'S RECOMMENDATION

Option #1: Consensus on the information contained in the “2025 Veneta Park Board Event timeline” document, as presented.

SUGGESTED CONSENSUS STATEMENT

“There’s Park Board consensus on the information contained in the ‘2025 Veneta Park Board Event timeline’ document, as presented.”

ATTACHMENTS

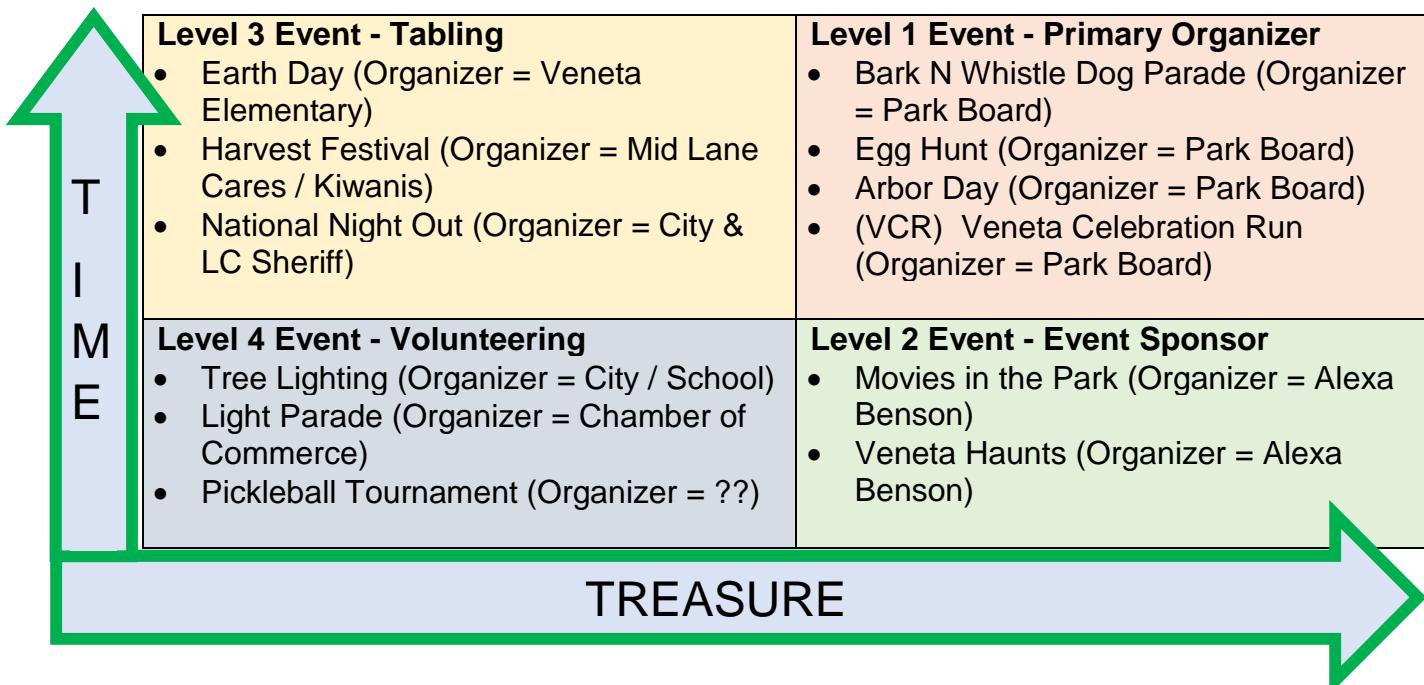
1. 2025 Veneta Park Board Event Timeline

2025 Veneta Park Board Event Timeline

January 1 - December 31

Date	Event	Event Responsibility	Budget
April 19 th	Easter Egg Hunt	Level 1: Primary Organizer	\$1,000
April 22 nd	Earth Day	Level 3: Tabling	\$50
April 25 th	Arbor Day	Level 1: Primary Organizer	\$250
Springtime TBD	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
Springtime TBD	Pickleball Tournament	Level 4: Volunteering	\$0
July-September	Movies in the Park	Level 2: Sponsor	\$2,000
1 st Tuesday of August	National Night Out	Level 3: Tabling	\$50
August 16 th	Veneta Celebration Run	Level 1: Primary Organizer	\$3,500
2 nd Saturday of September	Harvest Festival	Level 3: Tabling	\$250
End of October	Veneta Haunts	Level 2: Sponsor	\$1,800
1 st Week with December date	Tree Lighting	Level 4: Volunteering	\$0
One Week After Tree Lighting	Light Parade	Level 4: Volunteering	\$0

Event Resource Demands:



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AGENDA ITEM SUMMARY



Title/Topic: Monthly Financial Update

Meeting Date: January 8, 2025
Department: Parks

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2018

ISSUE STATEMENT

Information only. Monthly update on the budget, revenues, and expenditures for the Park Board.

BACKGROUND

Below is a snapshot of the operating and capital accounts that the Park Board advises Staff on for expending funds for City park and recreation purposes. A more detailed report is available on request.

"CHECKING ACCOUNT" (from City Council)	
Beginning July 1st	\$ 5,000.00
Expenses to date:	\$ (4,273.91)
Approved costs not yet incurred:	\$ (799.20)
SUB-TOTAL:	\$ (73.11)
"SAVINGS ACCOUNT" (Fundraising)	
Funds Raised as of July 1st:	\$ 11,377.00
Funds Raised after July 1st:	\$ 10,007.45
Expenses to date:	\$ (13,951.73)
Approved costs not yet incurred:	\$ (795.00)
SUB-TOTAL:	\$ 6,637.72

RELATED CITY POLICIES

Resolution No. 1407 (2024) - A Resolution Adopting City Financial Policies, And Repealing Resolution No. 1385

BOARD OPTIONS

Information only

CITY ADMINISTRATOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

None