



# City of Veneta PARK BOARD

## AGENDA

WEDNESDAY, FEBRUARY 5, 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](mailto: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.

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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 January 8, 2025 Meeting (pgs. 1-7)

- b. Board Member Updates (verbal)

- (1) Park Evaluations by Board Members(verbal)
    - (2) Other updates

- c. Event Planning

- (1) Egg Hunt (Budget: \$1,000) – April 19<sup>th</sup>

- i. Committee Report – Soderberg (verbal)

- 1. Next Meeting: \_\_\_\_\_

- 2. April 12<sup>th</sup> – Stuff

- (2) Earth Day (Budget: \$50) – April 22<sup>nd</sup>

- i. Tabling Report – Harris (verbal)

- (3) Arbor Day (Budget \$250) – April 25<sup>th</sup>

- i. Committee Report – Soderberg (verbal)

- 1. Matt Laird Memorial Tree & Plaque @ Dog Park

- (4) Bark & Whistle Dog Parade (Budget: \$\_\_\_\_\_) – 2<sup>nd</sup> Week of May?

- i. Pre-Committee Report – Staff (verbal)

- (5) National Night Out (Budget: \$50) – August 5<sup>th</sup>

- i. Pre-Tabling Report (verbal)

- (6) Veneta Celebration Run (Budget: \$5,000) – August 16<sup>th</sup>

- i. Pre-Committee Report (verbal)

- 1. Set February Kick-off meeting

- a. Re-naming the event

- b. Sponsorship Plan

- (7) Veneta Haunts (Budget: \$1,800) – October 25<sup>th</sup>

- i. Committee Report – Benson (verbal)

5:15 4. STAFF REPORTS

- a. Associate Planner.....Daniel Findlay
- (1) Reimbursement for Tree Removals

- i. Agenda Item Summary (pgs. 9-11)
- b. Public Works Director.....Kyle Schauer
  - (1) Park Facilities Updates
    - i. Draft Dog Park Amenities Survey (pgs. 13-15)
    - ii. Signage Adjacent to City Park and Public Works Yard (verbal)
- c. City Administrator.....Matt Michel
  - (1) Park Board Levels of Engagements (pg. 17)
  - (2) Financials Update
    - i. Agenda Item Summary (pg. 19)
  - (3) Questions from the Board

5:25 5. OTHER

- a. Next 1<sup>st</sup> Wednesday Meeting: March 5<sup>th</sup> at 4:30 PM
- b. 1<sup>st</sup> 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: [JMirabile@ci.veneta.or.us](mailto:JMirabile@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:



# City of Veneta PARK BOARD

## Meeting Minutes

CRAIG SODERBERG (CHAIR)  
TRESSA MILLER (VICE-CHAIR)  
REBECCA COX  
DARLENE HARRIS  
CRYSTAL DONAGAN  
COUNCILOR ALEXA BENSON  
(COUNCIL LIAISON, NON-VOTING MEMBER)

TORY MACKLIN  
JOHN TRIBOLET  
BOB REEVES  
JOANNA RICHA  
KENDALL MOELLAR (STUDENT MEMBER)  
AUBREE ROGERS (STUDENT MEMBER)

### MINUTES

#### Park Board Meeting

Wednesday, January 8, 2025 4:30 PM

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

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

Absent: Student Member Aubree Rogers

Staff: City Administrator (CA) Matt Michel, City Recorder (CR) Jennifer Mirabile, City Management Intern (CMI) Jillian Liebersbach

Other: Becky Ingram, Emerald Valley Pickleball Club

#### I. REVIEW AGENDA

Chair Soderberg called the meeting to order at 4:31 p.m. and reviewed the meeting agenda.

Chair Soderberg asked if there were any updates to the agenda.

CA Michel stated he had two updates.

CA Michel shared that Jillian Liebersbach was hired as the new City Management Intern and would be working with Management Analyst (MA) Thode; he asked Jillian to introduce herself.

CMI Liebersbach shared she was an undergraduate economics major and science communication minor student at the University of Oregon and was excited to have the opportunity to work for the City.

CA Michel shared that moving forward he would serve as the staff liaison for the Park Board until a new Community Development Director was hired.

## II. PUBLIC COMMENTS

Betsy Ingram, 25202 Rhapsody Avenue, Veneta

Ms. Ingram was a member of Emerald Valley Pickleball Club and she reported she was working with MA Thode to include the Veneta Pickleball Courts on the club's website.

Ms. Ingram was also working with MA Thode to be granted permission to add the Veneta Pickleball Courts to an application that would enable the courts to be scheduled by players online.

MA Thode had encouraged Ms. Ingram to contact the Fern Ridge Chamber of Commerce about tournaments at the Veneta Pickleball Courts and also to connect with them about ways to keep people here and local in the community.

Ms. Ingram exclaimed the courts were really in great shape and was excited to have pickleball courts in Veneta.

CA Michel shared the City did not have a reservation process at this time and that it was it was a first come, first serve basis.

CA Michel believed the City was now ready to work with groups to reserve the courts in advance for tournaments.

Ms. Ingram mentioned the applications did not specifically schedule players, but instead allowed players to connect with each other to determine times to meet at specific courts.

Ms. Ingram shared there were no fees at the Eugene Public Pickleball Courts and the posted rules stated players could play two games and then rotate out.

## III. Approval of the Minutes

**Motion:** Vice-Chair Miller **made a motion to approve the December 9, 2024 minutes, as presented.** Member Cox seconded the motion. The motion passed unanimously. (11-0)

## IV. Board Business and Reports

Chair Soderberg reviewed the list of members signed up to evaluate the City Parks and reminded each member the evaluations were due by April.

Member Harris asked to evaluate Oak Island Park near her home.

Chair Soderberg agreed he would make that update.

## V. Board Business and Reports continued

Vice-Chair Miller noted the Dog Park grass was growing well and looked great; she also noted the Public Works crew adjusted the pickleball court nets when they were too low.

Vice-Chair Miller hoped community kids would stop bouncing on the nets and wondered if the Pickleball Courts could be locked.

Liaison Benson asked about cameras at the courts.

Member Donagan stated cameras would not work to fix this problem.

Member Reeves believed signage might be helpful to keep kids off of the nets.

Vice-Chair Miller stated we needed more people in the park to discourage this kind of behavior from the tweens.

Member Richa believed increasing awareness about the new courts and adding them to the Emerald Valley website and application would help increase play at the courts which would then help with the inappropriate use of the courts.

## VI. Event Planning

### 1. Egg Hunt

Chair Soderberg stated the sub-committee for the Egg Hunt would meet on Wednesday, January 15<sup>th</sup> at his home at 4:30 p.m.

### 2. Arbor Day

Chair Soderberg asked Member Harris if she was still interested in leading the Earth Day event.

Member Harris wanted to participate and said she would confirm closer to the event date.

CA Michel mentioned Veneta Elementary School did not have Earth Day on their calendar.

Chair Soderberg also wanted to combine the work for both Earth Day and Arbor Day into one day.

Chair Soderberg shared that members should think about how they want to celebrate Arbor Day since the City was a Tree City; he suggested raffling off trees or seedlings.

Chair Soderberg mentioned they also wanted to plant a tree for past Community Development Director, Matt Laird.

Vice-Chair Miller agreed combining that work was a good idea and suggested Tuesday, April 22nd might be a good day for both.

Member Donagan stated she could volunteer on that day for that event.

Chair Soderberg shared that the Earth Day program, at Veneta Elementary School, started at 10:00 a.m. and members arrived at 8:00 a.m. and were finished shortly after 12:00 noon.

Chair Soderberg reminded members that a birdfeeder craft was handed out to the children and they would need to be assembled for this year.

### 3. Bark and Whistle Dog Parade

Chair Soderberg asked everyone to think about what a Dog Parade event would include and be ready to discuss it at an future meeting.

CA Michel shared that the City's Communications Team discussed the promotion for the grand opening of the Bark and Whistle Dog Park which included a Save-the-Date postcard for businesses and a poster.

CA Michel stated the Park Board would plan the day and staff would follow their direction.

Vice-Chair Miller asked to schedule the date not on the first or third weeks in May because she would be out of town.

Discussion ensued about the Grand Opening of the Dog Park, the promotion and awards.

CA Michel stated the Board was already over their budget and they should consider acquiring prizes/freebies from local businesses for this event.

### 4. National Night Out

Chair Soderberg asked to discuss this event at a later meeting.

### 5. Veneta Celebration Run

Chair Soderberg stated board members would solicit volunteers for the VCR sub-committee next month.

## 4. Staff Reports

### a. Light Parade De-brief

Chair Soderberg stated this year's Light Parade was a great success with 54 floats – it was very impressive.

Member Reeves and Liaison Benson attended themselves and enjoyed themselves.

Member Richa shared that she walked the parade with her 9 year old.

Chair Soderberg said it went very fast and only lasted about an hour.

CA Michel shared he recorded the parade and it lasted about 27 minutes.

Member Reeves mentioned the only negative was the cars that parked illegally.

Liaison Benson stated there was a car that drove into the parade which indicated that more volunteers were needed to direct traffic.

#### b. Park Board Levels of Engagement

CA Michel announced that the prior meetings' dry erase board exercise showed the current levels of Park Board engagement for each event with the allotted budgeted amount.

CA Michel stated the table in the meeting packet captured all of the events and where the Park Board engaged and at what level. Level 1 was the most engaged with funding and volunteers and Level 4 was the lowest engagement only asking for volunteers

Chair Soderberg stated Veneta Fourths (level 1) was missed on the table.

Liaison Benson stated she thought the budget was \$1,500 for this event.

Chair Soderberg stated he and CA Michel needed to contact the librarian to discuss the Movies in the Park.

Liaison Benson also stated the Movies in the Park should be a Level 1 event.

Discussion ensued about Pickleball Tournaments becoming fundraisers for the City, similar to the Veneta Celebration Run event.

CA Michel stated he would draft a letter to the library to outline the Park Board's intentions about collaborating with them on the Movies in the Park.

Member Donagan asked if we bundled these events would the insurance cost less.

CA Michel stated the City had an umbrella policy that covered most Park Board events; he further stated more insurance would be needed dependent on the activities of the specific event.

CA Michel stated the sub-committees would need to work with staff to ensure the correct amount of insurance is provided for each event.

Chair Soderberg agreed the City should cover these events because of these insurance costs.

Member Richa asked if Veneta Haunts was a Level 1 event.

The Board agreed Veneta Haunts and Movies in the Park were both Level 1 events.

Chair Soderberg believed Veneta Haunts, Veneta 4ths and the Egg Hunt were the three biggest events for the City.

Liaison Benson mentioned the sub-committee for Veneta Haunts would discuss the Haunted House activity because there were some insurance concerns this past year.

CA Michel stated the sub-committees were very important because of the amount of work and support needed for each event.

Liaison Benson stated Veneta Haunts was on October 25<sup>th</sup> this year.

## 2025 Summary of Events, Levels and Budget

### c. Financials Update

CA Michel provided the summary financial information and clarified the amounts.

CA Michel shared the second set of picnic tables purchased by the Park Board were added to the financials provided in the agenda packet., which was the reason the amount of money available decreased.

CA Michel shared the Park Board was over their operating budget by \$73; this was not a concern for the City until the overage reached 10% of the budget.

CA Michel stated the concrete benches arrived and would be placed in the Dog and Whistle Dog Park when the ground was firm enough. Chair Soderberg asked when the Park Board Report was due to City Council.

CA Michel shared the Annual Park Board Report was due to City Council at their meeting on Monday, March 10th.

Chair Soderberg stated Park Board Elections would take place in April and he would be stepping down as Chair. He hoped members would consider taking on more responsibility in one of these board positions.

Chair Soderberg also asked that members reach out to him if they wanted to help him with the Annual Park Board Report to the City Council.

## 5. Other

Member Donagan asked if the Park Board sponsors were happy with the signage and promotion of their businesses.

Chair Soderberg stated the Board should discuss the sponsorships for 2025-26 at an upcoming meeting.

Chair Soderberg explained the sponsorship signage was for one year and signs would be posted at the Egg Hunt event.

Member Reeves asked how the sponsorship levels work.

Member Cox responded that members received an email about sponsorship information and details about the donation amounts and signage sizes.

Liaison Benson encouraged members to consider chairing a sub-committee because everyone's support was needed to make these events successful.

Member Reeves recommended that the City add a dog-waste bag dispenser close to the Fern Ridge Community Center because many people would park in that area before they walk over to the park.

Member Reeves shared there was a wooded trail that led to St. Catherine's Church on the outskirts of City Park and he wondered if signage was needed for insurance purposes.

CA Michel shared he would talk with Public Works Director Schauer about Member Reeves' suggestions.

**VI. NEXT MEETING**

The next meeting was scheduled for Wednesday, February 5, 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

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## AGENDA ITEM SUMMARY



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### Title/Topic: Tree Reimbursement Program

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Meeting Date: February 5, 2025

Department: Community Development

Staff Contact: Daniel Findlay

Email: [dfindlay@ci.veneta.or.us](mailto:dfindlay@ci.veneta.or.us)

Telephone Number: (541) 935-2191

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#### ISSUE STATEMENT

Should the City update its Tree Reimbursement Program?

#### BACKGROUND

Tree Removal on private property is regulated by Veneta Municipal Code (VMC) Chapter 8.10 – Tree Cutting, Destruction, and Removal. Section 8.10.010 states that the purpose of the chapter is as follows:

*...This chapter is intended to preserve and enhance the urban forest within the city of Veneta through prudent management of existing trees, and the continual replacement and establishment of new trees compatible with an urban environment. Specifically, the council finds the following:*

- 1) *Trees and wooded areas, especially large native trees, are a large part of the aesthetic appeal of Veneta.*
- 2) *Trees benefit the public health, safety, and welfare by protecting air and water quality, preventing erosion and flooding, reducing energy costs, increasing property values, and providing natural beauty and contrast to the built environment which contributes to the physical and mental well-being of residents.*
- 3) *Trees enhance the local economy and increase property values by providing an attractive and aesthetically pleasing environment.*

Per VMC Section 8.10.040(1), "...When trees are removed due to hazardous conditions, the owner may qualify for assistance from the City tree fund to aid in replacement of the trees removed." Hazardous trees are defined in the VMC as a situation when "the condition or location of the tree presents a clear public safety hazard or a foreseeable danger of property damage to an existing structure and such hazard cannot reasonably be alleviated by treatment or pruning."

The City has a 'Tree Reimbursement Program' in place to help reimburse property owners who have removed hazardous trees. In some situations, the City requires property owners to remove these trees, while in others, the owners themselves take the initiative. These hazardous trees can be located on private property, or they can be street trees located within planter strips between the sidewalk and the street. In some cases, replacement is required by the City, like if a street tree or a heritage tree is

removed. In other cases, replacement is not required, but some property owners may still wish to replace the tree that they removed.

This program was established around 2011, and has not been updated since. Currently, the city offers up to \$100 annually per property owner for tree replacement. Applicants must have received approval of a tree removal permit from the City, and must have already replanted a tree. If the applicant sends in the form with a copy of the receipt of tree purchase, then the City can reimburse them. This program has largely gone unused.

Additionally, the City of Veneta participates in the Tree City USA program, and has been a 'Tree City' for 15 years. As part of this program, the City is required to spend at least \$2 per capita on urban forestry. Because of this, the City regularly budgets for urban forestry, with \$12,000 in this fund as part of the 2024-2025 Fiscal Year budget. This budget supports the Tree Replacement Program.

The Park Board is designated as the City of Veneta's Tree Board. Staff is seeking a recommendation from the City's official Tree Board on the direction of the Tree Reimbursement Program. Staff will then take this recommendation to the City Council, who will be the decision-making authority on the direction of the program.

Staff asks that the Park Board provides a recommendation on the following aspects of the program:

- 1) A property owner only qualifies for the program if the removal is for a hazardous tree. Should this program only apply to hazardous trees that the City required property owners to remove, or should the program also apply to property owners who voluntarily remove hazardous trees?
- 2) The program is for reimbursement of a new tree to replace a tree that has been removed. Should this program only apply to trees that the City required property owners to replant, or should the program also apply to property owners who voluntarily replant trees?
- 3) Currently, the City offers up to \$100 annually per property owner in tree reimbursement. When a replacement tree is required, the City requires that it must be at least a 2-inch caliper tree. 2-inch caliper trees range from \$175-\$200 in price. Staff recommends that the reimbursement amount be raised. The Park Board is not bound by the list of options included below; staff includes these to provide examples of what the new amount could be.
  - A. Increase the amount to \$200 per tree, up to 3 trees annually. This would mean that a property owner could receive a maximum of \$600. The urban forestry budget could then support 20 tree reimbursement requests per financial year, if every request qualified for the maximum amount. For context, the City receives anywhere from approximately 15-25 tree removal permits a year, and most of those are not for hazardous tree removals.
  - B. Increase the amount to \$100 per tree, up to 3 trees annually. This would mean that a property owner could receive a maximum of \$300.
  - C. Increase the amount to a fixed amount, regardless of how many trees are being replaced.

**RELATED CITY POLICIES**

Veneta Municipal Code Chapter 8.10 – Tree Cutting, Destruction, and Removal  
Tree Reimbursement Program  
Tree City USA

**STAFF RECOMMENDATION**

Staff is seeking a consensus from the Park Board on the direction of the Tree Reimbursement Program update as outlined in Options A through C above.

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## Dog Park Feedback

**The City of Veneta is anticipating opening the dog park to the public in late April. Currently, the dog park will open with two solo benches, two tables with benches, and a dog bathing area.**

**Ahead of the opening, the City's Park Board is planning to hold a Doggie-Parade where we would like to crowdfund and raise money to support adding additional items for dogs and their owners to enjoy!**

**We want your feedback on what you would like to see included in the park!**

1. Are you a current dog owner?

- Yes
- No

2. How often do you anticipate using the park once it's open?

- Once a month
- Once a week
- Few days a week
- Everyday!

3. What would you be interested in the City fundraising for?

- Covering Over Bench Area



Gazebo



Grooming Station



○ Fence Post Resting/Viewing Station



○ Leash Holder



○ Other Ideas? Share your thoughts!

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# 2025 Veneta Park Board Event Timeline

## January 1 - December 31

Date	Event	Event Responsibility	Budget
April 19 <sup>th</sup>	Easter Egg Hunt	Level 1: Primary Organizer	\$1,000
April 22 <sup>nd</sup>	Earth Day	Level 3: Tabling	\$50
April 25 <sup>th</sup>	Arbor Day	Level 1: Primary Organizer	\$250
May TBD	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
May TBD	Pickleball Tournament	Level 4: Volunteering	\$0
July 4 <sup>th</sup>	Veneta Fourths	Level 1: Primary Organizer	Unknown
July-September	Movies in the Park	Level 1: Primary Organizer	\$1,500
1 <sup>st</sup> Tuesday of August	National Night Out	Level 3: Tabling	\$50
August 16 <sup>th</sup>	Veneta Celebration Run	Level 1: Primary Organizer	\$3,500
2 <sup>nd</sup> Saturday of September	Harvest Festival	Level 3: Tabling	\$250
October 25 <sup>th</sup>	Veneta Haunts	Level 1: Primary Organizer	\$1,800
1 <sup>st</sup> 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: February 5, 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. There have been no changes since last month.

### 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