



City of Veneta PARK BOARD

AGENDA

WEDNESDAY, MARCH 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 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) Introduce New Community Development Director Kevin Urban
- (2) Minutes for February 5, 2025 Meeting (pgs. 1-7)
- (3) Annual Park Board Report to City Council on March 10th (verbal)

- 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 19th
 - i. Committee Report – Soderberg (verbal)
 - 1. April 12th – 9 AM Stuff
- (2) Earth Day (Budget: \$50) – April 22nd
 - i. Tabling Report – Harris (verbal)
- (3) Arbor Day (Budget \$250) – April 25th
 - i. Committee Report – Soderberg (verbal)
 - 1. Matt Laird Memorial Tree & Plaque @ Dog Park
- (4) Bark & Whistle Dog Parade (Budget: \$____) – Tentative: Sat. AM, May 17th
 - i. Pre-Committee Report – Staff (verbal)
- (5) Veneta Fourths (Budget: \$1,100) – July 4th
 - i. Committee Report – Alexa (verbal)
- (6) Movies in the Park (Budget: \$ _____) – July through September
 - i. Committee Report – Alexa (verbal)
- (7) National Night Out (Budget: \$50) – August 5th
 - i. Pre-Tabling Report - TBD (verbal)
- (8) Veneta Celebration Run (Budget: \$5,000) – August 9th
 - i. Pre-Committee Report – Craig & Alexa (verbal)
 - 1. Next meeting: _____
 - a. Re-naming the event
 - b. Sponsorship Plan
- (9) Harvest Festival (Budget: \$250) – September 13th

- i. Tabling Report – TBD
- (10) Veneta Haunts (Budget: \$1,800) – October 25th
 - i. Organizing Meeting in May – Benson

5:15 4. STAFF REPORTS

- a. Public Works Director.....Kyle Schauer
 - (1) Park Facilities Updates
 - i. Signage Adjacent to City Park and Public Works Yard (verbal)
- b. City Administrator.....Matt Michel
 - (1) Draft Dog Park Amenities Survey (pgs. 9-18)
 - (2) Park Board Levels of Engagements (pg.19)
 - (3) Financials Update
 - i. Agenda Item Summary (pg. 21)
 - (4) Questions from the Board

5:25 5. OTHER

- a. Next 1st Wednesday Meeting: April 2nd at 4:30 PM
 - (1) 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.

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, February 5, 2025 4:30 PM

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

Present: Chair Craig Soderberg, Vice-Chair Tressa Miller, Liaison Alexa Benson, Member Rebecca Cox, Member Bob Reeves (phone), Member John Tribolet, Member Crystal Donagan, Member Joanna Richa, Student Member Aubree Rogers
Absent: Member Tory Macklin, Student Member Kendall Moeller, Member Darlene Harris
Staff: City Administrator (CA) Matt Michel, Public Works Director (PWD) Kyle Schauer, Associate Planner (AS) Findlay

Other

I. REVIEW AGENDA

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

Chair Soderberg asked if there were any updates to the agenda.
There were none

II. PUBLIC COMMENTS

There were no public comments.

III. BOARD BUSINESS AND REPORTS

a. Approval of the Minutes

MOTION: Member Cox **made a motion to approve the January 8, 2025 minutes, as presented.** Vice-Chair Miller seconded the motion. **The motion passed unanimously (7-0).**

b. Board Member Updates

1. Park Board Evaluations

Chair Soderberg shared Member Reeves and Member Donagan submitted their evaluations.

Chair Soderberg stated members who had not completed their park evaluations should turn them in by the end of March.

Liaison Benson asked if anyone had questions about how those evaluations were done. There were no questions.

2. Other updates

There were none.

c. Event Planning

1. Easter Egg Hunt

Chair Soderberg shared the Easter Egg sub-committee met and after about an hour and 15 minutes the planning was complete. He believed the event was in good shape.

Chair Soderberg announced the egg stuffing event was scheduled for April 12th at City Hall, at 9:00 a.m. The Egg Hunt was scheduled for Saturday, April 19th at the Veneta Elementary School.

Chair Soderberg mentioned someone from the Fern Ridge Library would be there to read a book to the younger children during the event – a good collaboration with the Library.

PWD Schauer stated the plastic eggs were purchased and stored at City Hall.

CA Michel shared he would check with MA Thode about when the Bi-Mart chocolate would be picked-up.

Chair Soderberg asked CA Michel if the Library had considered collaborating with the city on the summer event, Music in the Park.

CA Michel stated he was working on this possibility with Mayor McCoy

2. Earth Day

Chair Soderberg stated Earth Day was scheduled for Tuesday, April 22nd

Member Tribolet mentioned he could purchase seed packets with the Earth Day logo; the costs would run about \$1.76/packet.

Chair Soderberg wondered if seed packets might be a better give-away for the Harvest Festival in September.

Chair Soderberg asked Member Tribble to send him more information.

CA Michel believed Member Harris was going to confirm that the Earth Day was on the VES calendar.

3. Bark and Whistle Dog Parade

Chair Soderberg asked if staff was any closer to a date for the Bark and Whistle Dog Parade.

CA Michel shared staff needed to contend with the weather and they would tentatively shoot for May 10th or at least "opening in May".

Chair Soderberg asked about the picnic tables for the Dog Park.

PWD Schauer stated he was unsure about when those heavy tables could be moved to the park because of the soft lawn.

PWD Schauer mentioned he was not happy with the sidewalk concrete pour right by the entrance of the park and he hoped board members might choose one of the signs Administration Supervisor Haxby designed for that location.

CA Michel shared that the shape of a keystone lent itself to the Bark and Whistle Dog Park.

CONSENSUS: The Board reached consensus for staff to choose the best sign for the Dog and Whistle Dog Park.

Discussion ensued about people jumping over the fence at the Dog Park.

PWD Schauer stated the fences were locked but people were definitely jumping over the fence.

4. Arbor Day

Chair Soderberg asked for more details about Matt Laird's (former City Community Development Director) memorial tree.

PWD Schauer shared he was working on the purchase of a tree and was thinking about a Sequoia. He further stated that this tree type was the style they were leaning toward and would also provide shade at the park.

Member Cox asked if the old tree would be taken out at the Dog Park.

PWD Schauer stated he would look at that tree this spring to see if removal was needed.

CA Michel let Chair Soderberg know someone was on the phone.

Bob Reeves announced his attendance at 5:06 p.m.

5. National Night Out & Veneta Celebration Run

Chair Soderberg shared that Junction City would host the Scandinavian Run on August 15th and the Veneta Celebration Run date was changed to Saturday, August 9th

Chair Soderberg will send an email to invite members to the first VCR sub-committee meeting.

Chair Soderberg shared National Night Out was scheduled for four days before the VCR event, on Tuesday, August 5th He further stated that tabling at the National Night Out event was an opportunity to promote the VCR event.

6. Veneta Haunts

Liaison Benson asked to have Veneta 4ths added to the list.

Liaison Benson shared that event planning needed to start advance, possibly April, and especially because the city needed to ensure they had the insurance necessary for the event activities.

Liaison Benson hoped that they could identify creative ideas for restroom availability for this event vendors.

PWD Schauer noted the pool was not available for this event.

Discussion ensued about the summer event, Movies in the Park.

Liaison Benson concluded the conversation and asked to have the Harvest Festival added to the event list.

IV. Staff Reports

a. Associate Planner

(1) Reimbursements for Tree Removals

AP Findlay introduced himself as a Planner for the city.

AP Findlay stated part of his job was to implement the city's tree removal program, code, and permits.

AP Findlay stated the City regulates tree removal on private property, found in Chapter 8.10 of the Veneta Municipal Code, and according to this section when trees are removed due to hazardous conditions the owner qualifies for assistance from the City Tree Fund which can be used to aid or replace the trees removed.

AP Findlay stated the current tree removal program started in 2011 and included a tree-reimbursement program for property owners to be reimbursed for tree removals in the amount of \$100 per year and it had largely gone unused.

AP Findlay shared as part of the Tree City designation we need to use \$2 per capita on trees the budget had \$12,000 that could be used for this reimbursement program.

AP Findlay reported that not all trees removals were required to be replaced; replacement was dependent on City code.

AP Findlay asked for direction in updating this Tree Reimbursement Program.
AP Findlay turned the floor back to Chair Soderberg.

Member Cox shared an example of an insurance company that had trees removed from their client's property otherwise they would not insure the property.

Vice-Chair Miller asked how many people were required to remove trees last year.

AP Findlay stated the city received 15 - 20 tree removal permit request per year.

Discussion ensued about the program updates needed.

CONSENSUS: The Park Board reached consensus to recommend to City Council to approve reimbursement for any type of tree removal, hazardous or voluntary; and approve reimbursement for replanting trees; and increase the amount of reimbursement to \$200 per tree and up to three trees per year.

CA Michel shared that the website information about the Tree Reimbursement Program was good and could be used as a handout.

b. Public Works Director

(1) Facilities Updates

CA Michel stated MA Thode developed a survey for the Bark and Whistle Dog Park opening and what residents wanted to see in the park.

PWD Schauer confirmed there will be a small dog yard and a large dog yard.

CA Michel shared the survey had a list of amenities residents could vote on and add others.

PWD Schauer stated he had an idea of a covered area for the new dog park.

Vice-Chair Miller mentioned sun shades were popular.

PWD Schauer believed the covered area was more for the dog owners than the dogs.

Discussion ensued about amenities at the dog park and a list of ideas was recorded.

CA Michel believed the survey would be ready at the Grand Opening and residents could vote how they wanted their dollars to be used at the new park.

CA Michel asked members to email their ideas to MA Thode.

PWD Schauer said the first fire hydrant that was retired would go into the park.

PWD Schauer was researching benches and he asked for some feedback about what kind of benches the Park Board wanted at the park.

Vice-Chair Miller said bench slats were better than holes.

CONSENSUS: The Park Board reached consensus to recommend dog-themed benches and agreed blue was a good color.

PWD Schauer shared he was approached by a Scout working on his Eagle Scout project and asked if he could design a large chess board and install it at the Ralph Johnson Park. He further stated there would be no cost to the city.

PWD Schauer asked if the Park Board cared about the color of the Chess Board.

The members agreed that the Scout should have total control of the project.

CA Michel shared it would be nice if there was a marker that indicated it was an Eagle Scout project.

PWD Schauer introduced a new topic about the city posting signs so people could be notified that they are not in park land and this undeveloped land was not maintained by the city.

CA Michel stated these signs would notify people that entering these areas were at their own risk.

CA Michel reported that the city's risk partners agreed signs were a good idea.

Consensus: Park Board members agreed adding signage was a good idea.

Member Rogers left the meeting at 5:38 p.m.

c. City Administrator

(1) Financial Update

CA Michel reported there were no changes to the financial report from the last meeting.

Liaison Benson shared Veneta Fourths budget would be about \$1,100 and if anyone had the name of a rock cover band to forward that information to her attention.

PWD Schauer stated he may know of a band Liaison Benson could contact for the Veneta 4ths events.

V. Other

Chair Soderberg announced the next meeting was scheduled for Wednesday, March 5, 2024.

Chair Soderberg reminded members that the April meeting will include election of a new chair and vice-chair.

VI. ADJOURN

Chair Soderberg adjourned the meeting of the Veneta Park Board at 5:42 p.m.

Craig Soderberg, Chair

ATTEST:

Jennifer Mirabile, City Recorder

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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? (Select all that apply)

Covering Over Bench Area



Gazebo



Grooming Station



Leash Holder



Doggie Crawl



Jumping Hoops



Adjustable Jumping Bar



Walking A-Frame



Shade Structure for Dogs



Done

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
May TBD	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
May TBD	Pickleball Tournament	Level 4: Volunteering	\$0
July 4 th	Veneta Fourths	Level 1: Primary Organizer	\$1,100
July-September	Movies in the Park	Level 1: Primary Organizer	\$1,500
1 st Tuesday of August	National Night Out	Level 3: Tabling	\$50
August 16 th	Veneta Celebration Run	Level 1: Primary Organizer	\$5,000
2 nd Saturday of September	Harvest Festival	Level 3: Tabling	\$250
October 25 th	Veneta Haunts	Level 1: Primary Organizer	\$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: March 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