



AGENDA

WEDNESDAY, JUNE 4, 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 JMirabile@venetaoregon.gov 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 May 7, 2025 Meeting (pgs. 1-7)
 - b. Board Member Updates (verbal)
 - (1) Park Evaluations by Board Members (verbal)
 - (2) Other updates
 - c. Event Reporting
 - (1) Bark & Whistle Dog Parade
 - i. Committee Report – Tressa (verbal)
 - d. Event Planning
 - (1) Veneta Fourths (Budget: \$1,100) – July 4th
 - i. Committee Report – Alexa (verbal)
 - (2) Movies in the Park (Budget: \$1500) – July through September
 - i. Committee Report – Alexa (verbal)
 - (3) National Night Out (Budget: \$50) – August 5th
 - i. Pre-Tabling Report - TBD (verbal)
 - (4) Veneta Celebration Run (Budget: \$5,000) – August 9th
 - i. Committee Report – Craig & Alexa (verbal)
 - 1. Next meeting: _____
 - a. Sponsorship Plan
 - (5) Harvest Festival (Budget: \$250) – September 13th
 - i. Tabling Report – TBD
 - (6) Veneta Haunts (Budget: \$1,800) – October 25th
 - i. Organizing Meeting in May – Benson
- 5:15 4. STAFF REPORTS
- a. Community Development Director..... Kevin Urban
 - (1) Park Board Levels of Engagements (pg. 9)
 - (2) Community Building Grant Program (Jacob Thode / Handout)
 - (3) Park Board Purchasing (Verbal)
 - (4) Event Advertisement & Social Media (Verbal)

- (5) Financials Update (pg. 11)
- (6) Questions from the Board

5:25 5. OTHER

a. Next 1st Wednesday Meeting: July 2nd at 4:30 PM

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@venetaoregon.gov

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 necesitan 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:



Meeting Minutes

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

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

MINUTES

Park Board Meeting

Wednesday, May 7, 2025 4:30 PM

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

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

Absent: Student Member Kendal Moeller, Darlene Harris (excused), Member Joanna Richa

Staff: Community Development Director (CDD) Kevin Urban, Management Analyst (MA) Jacob Thode, City Management Intern (CMI) Jillian Liebersbach, City Recorder (CR) Jennifer Mirabile

Other: Heather Blake, Fern Ridge Events

I. REVIEW AGENDA

Chair Miller called the meeting to order at 4:32 p.m. and reviewed the meeting agenda.
There were no requested changes.

II. PUBLIC COMMENTS

Heather Blake, 89378 Fields Road, Elmira, OR

Ms. Blake stated she was with Fern Ridge Events, which hosted Music in the Park, and she announced her intention to apply for a Community Building Grant for Music in the Park and also she planned to ask the Park Board to contribute to the purchase of a music license.

Ms. Blake stated the license cost about \$475 a year and about \$371 each year after the initial purchase.

Member Cox asked Ms. Blake what the total cost was for Music in the Park.

Ms. Blake responded that there were two different amounts: \$200 per event and there were six events last year. She further stated a contribution for the music license would be a separate request.

MA Thode shared that the Economic Development Committee was currently responsible for the Community Building Grant and they were working to move this grant to the Park Board; once the grant was moved the Park Board would facilitate those grant dollars.

MA Thode stated the program was a reimbursement program and he would let the Park Board know if City Council approves these changes

Council Liaison Benson entered the meeting at 4:43 p.m.

Chair Miller asked MA Thode to present budget information about the CBG program at the next meeting.

Chair Miller asked Ms. Blake to also present on her event, Movies in the Park.

III. Business

a. Approval of the Minutes

MOTION: Member Cox **made a motion to approve the April 2, 2025, minutes, with the corrections as discussed.** Member Reeves seconded the motion. **The motion passed unanimously (8-0).**

b. Board Member Updates

1. Park Board Evaluations

Chair Miller asked for feedback on the Park Board Evaluations.

Member Reeves had a concern that those evaluations were not tracked and he proposed creating a matrix of actions items so the Park Board could ensure park issues were addressed.

Discussion ensued about the items Member Reeves was concerned about in his park evaluation.

Discussion ensued about how the Public Works team reviews the evaluations and when items were considered/addressed.

Chair Miller stated any safety concern was taken very seriously and the Public Works team would make that a priority.

2. Other Updates

Chair Miller asked if there were any further updates.
There were no other updates.

c. Event Reports

1. Easter Egg Hunt April 19th at 11:00 a.m.

Member Soderberg reported that the Easter Egg Hunt went fabulously and there were approximately 820 total attendees and of that amount 330 were participating kids.

Member Soderberg shared they decided not to place the signs in the grass and having them hanging was a better idea..

Member Reeves mentioned the library book donation was a great part to the event.

Council Liaison Benson shared that they ran out of stickers and would have to order more for next year.

Member Soderberg shared the City had to buy at least 1,000 more chocolate pieces to fill all the plastic eggs.

MA Thode believed Bi-Mart may have shorted the order because the City did pay less this year.

Chair Miller shared that volunteers requested the City only buy chocolate eggs and not small packages of candy (like M&M's) which were difficult to stuff into the plastic egg.

Member Soderberg stated the Egg Hunt will take place earlier in 2026.

Discussion ensued about the wording of the "Easter" Egg Hunt and it was tabled to revisit.

2. Earth Day April 22nd

Chair Miller asked for the report on Earth Day.

Vice-Chair Donagan stated they ran out of the bird feeder craft items and asked if the Park Board could buy bags so the kids had something to carry the craft in at future events.

Member Soderberg shared they still had bird seed, yarn, tongue depressors available for the craft for next year and more pine cones and swag bags would be needed.

Vice Chair Donagan shared that Member Harris thought have the bird feeders hang from a small tree at the table to get kids excited about the craft and how it should put it together.

3. Arbor Day April 25th

Chair Miller shared Arbor Day was a great success and a tree was planted for Matt Laird, the prior Community Development Director.

CDD Urban stated he would submit the Tree City forms to ensure that Veneta remains a tree city.

d. Event Planning

1. Bark and Whistle Dog Parade May 10th

Chair Miller shared the opening of the dog park was this Saturday and encouraged everyone to attend if they could. She further stated volunteers should plan to arrive by 9:30 a.m.

Chair Miller raised some concern over the amount of funding available for the prizes and asked for more funding for the awards.

MOTION: Member Macklin made a motion to budget of \$50 for the Dog Park prizes. Member Cox seconded the motion. The motion passed unanimously (8-0).

MA Thode shared the Dog Park signs highlighting the rules and regulations may not get posted in time for the grand opening.

Member Reeves asked if he should bring his bubble machine to the Easter Egg Event.

The Board agreed he should bring the bubble machine.

2. Veneta Fourths July 4th

Council Liaison Benson stated she and Member Donagan were meeting to coordinate the activities for the July 4th event.

Council Liaison Benson mentioned a few of the activities she hoped to have at the event. These included a bounce house, water slide, petting zoo, dunk tank and a band.

Council Liaison Benson also stated having water misters at the event would be critical because it was so hot last year.

Council Liaison Benson asked if the Kiwanis could supply hot dogs and chips. She also shared Kona cones would be at the event and she was hoping to have a free water station.

Council Liaison Benson hoped to draw more teens to the event with a photo booth and she asked Student Member Rogers to choose a backdrop for the photo booth.

CR Mirabile asked Council Liaison Benson to send her a list of activities and equipment to send to the city's insurance company.

MA Thode agreed to follow-up with Council Liaison Benson regarding purchasing items for this event.

Discussion ensued about different types of bounce houses.

Council Liaison Benson stated she needed to advertise the event in the City's newsletter, social media and website and that they needed help identifying and asking people to volunteer.

Council Liaison Benson concluded by sharing they were looking to borrow the following items fans and canopies, and at least four generators.

Chair Miller stated her generator and bounce house could be used for that day.

3. Movies in the Park July through September

The Board agreed to table this item until next meeting.

4. National Night Out August 5th

The Board agreed to table this item until next meeting.

5. Veneta Park Run August 9th

Member Soderberg announced the new name of the Veneta Celebration Run was the Veneta Park Run.

Member Soderberg stated it was time for Park Board members to visit sponsors and ask for donations for the FY 2025-26. He further stated donation forms were available at City Hall.

Member Soderberg shared the next Veneta Park Run meeting would be announced when a date was set.

6. Harvest Festival September 13th.

Chair Miller reminded members they would need volunteers for this event.

7. Veneta Haunts- October 25th

The Board agreed to table this item until next meeting.

III. Staff Reports

1. Park Board Level of Engagement

CDD Urban shared page 9, of the Park Board packet, highlighted the levels of engagement for each event.

CDD Urban asked members to contact him if they have changes.

MA Thode left the meeting at 5:34 p.m.

Student Member Rogers left the meeting at 5:36 p.m.

2. Pavilion Grant

CDD Urban shared that he was writing a grant for a pavilion at the new Dog Park; the amount of the award is \$45,000

CDD Urban shared the Pickle Ball grant was closed out and the grant for the Bolton Hill Sports Complex playground was submitted.

3. Music License

CDD Urban provided information about music licenses on pg. 11 of the agenda packet and he believed the City would be able to purchase these licenses to cover the music events in the city.

CMI Liebersbach left the meeting at 5:37 p.m.

4. Financial Update

CDD Urban hoped to have a budget update for the board at the next meeting.

5. Questions from the Board

Member Soderberg asked about an ASCAP license.

CDD Urban shared that if the City bought the license music events within city limits would be covered.

Ms. Blake stated ASCAP covers everyone but you have to also add BMI.

CDD Urban stated if we charge admission or there are over 20,000 attendees the City would have to report it to ASCAP.

CDD Urban would recommend the City purchase both licenses which would cost about \$1,000/year.

V. OTHER

- a. Next meeting is Wednesday, June 4th, at 4:30 p.m.

VI. ADJOURN

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

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder

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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 10 th	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
July 26 th	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	\$2,000
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: June 6, 2025
Department: Parks

Staff Contact: Kevin Urban - Community Development Director
Email: kurban@venetaoregon.gov
Telephone Number: 541-935-2191

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:	\$ (5,251.97)
Approved costs not yet incurred:	\$ -
SUB-TOTAL:	\$ (251.97)
"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

COMMUNITY DEVELOPMENT DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

None