

**MEETING AGENDA**  
WEDNESDAY, SEPTEMBER 3, 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@venetaoregon.gov](mailto:JMirable@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.

---

1. CALL TO ORDER
  - a. Agenda Check
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.
3. BOARD BUSINESS
  - a. Business
    - (1) Minutes for August 6, 2025 Meeting (pgs. 1-5)
  - b. Action Items
    - (1) Park Board Budget Policy (pgs. 7-8)
    - (2) Support for Recreational Trails Program (RTP) grant (pg. 9)
  - c. Event Planning
    - (1) Harvest Festival (Budget: \$250) – September 13<sup>th</sup>
      - i. Pre-Tabling Meeting – TBD
    - (2) Veneta Haunts (Budget: \$1,800) – October 25<sup>th</sup>
      - i. Organizing Meeting TBD – Alexa
4. STAFF REPORTS
  - a. City Administrator..... Matt Michel
    - (1) Park Board Policy (pgs. 11-12)
  - b. Community Development Director..... Kevin Urban
    - (1) Grant Application Form (pgs. 13-18)
    - (2) Park Board Levels of Engagements (pg. 19)
    - (3) Grant Updates (Verbal)
    - (4) Fern Ridge Master Plan (Verbal)
5. BOARD REPORTS
  - a. National Night Out - Jacob (verbal)
  - b. Veneta Park Run – Alexa (Verbal)
  - c. Movies in the Park – Alexa (Verbal)
  - d. Board Member Updates / Questions
    - (1) Park Evaluations by Board Members (Verbal)
    - (2) Park Board Questions for Staff

6. OTHER
  - a. Next 1<sup>st</sup> Wednesday Meeting: October 1<sup>st</sup> at 4:30 PM

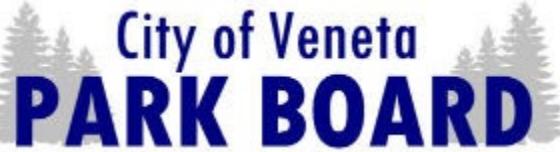
7. ADJOURN

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](mailto: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 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

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, August 6, 2025 4:30 PM  
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8<sup>TH</sup> Street, Veneta, Oregon

#### **1. CALL TO ORDER & REVIEW AGENDA**

Vice Chair Donagan called the meeting to order at 4:34 p.m. and reviewed the agenda.

---

#### **2. ROLL CALL**

**Present:**, Vice Chair Crystal Donagan, Members: Rebecca Cox, Joanna Richa, Student Members: Aubree Rogers, Kendal Moeller; Council Liaison: Alexa Benson, Member Darlene Harris

**Absent:** Chair Tressa Miller, Member Craig Soderberg, Member Bob Reeves, Member Tory Macklin, , Member John Tribolet,

**Staff Present:**

Community Development Director (CDD) Kevin Urban, City Recorder (CR) Jennifer Mirabile

**Guests:**

Heather Blake, Fern Ridge Events  
Jadzia Engle, Orchid Health Organization

---

### **3. PUBLIC COMMENTS**

Jadzia Engle, Orchid Health Representative, Veneta, Oregon

Ms. Engle introduced herself as an employee of Orchid Health, in Veneta. She further stated she was interested in supporting events where she may table to help the community learn of Orchid Health in Veneta.

---

### **4. BOARD BUSINESS & REPORTS**

#### **a. Approval of July 2, 2025, Minutes**

**Moved to approve the July 2, 2025 meeting minutes as presented.**

**Motion:** Member Cox

**Second:** Member Richa

**Result:** Motion passed unanimously (6-0)

---

#### **b. Action Items**

##### **1. Veneta Park Run**

Vice Chair Donagan announced the Veneta Park Run would be held on Saturday, August 9<sup>th</sup>.

Council Liaison Benson asked Ms. Engle if she might be able to table at the Veneta Park Run and possibly man a First Aid Station.

Ms. Engle stated she would check to see if their registered nurse could attend the event in this capacity.

Liaison Benson shared there were 76 runners last year and hoped to surpass that number this year.

CDD Urban believed there were currently 36 runners signed up for the event.

CDD Urban stated he and Management Analyst Jacob Thode posted Veneta Run posters all around Eugene at running establishments.

Liaison Benson asked for volunteers to show up at 7:30 p.m at City Park; she also stated she would pick up the Community Center keys.

Vice Chair Donagan stated she would pick up the sponsor signs.

CDD Urban stated he could help with the Gatorade Station.

Council Liaison Benson shared she was meeting with Member Soderberg tonight and would send a final email to volunteers.

Council Liaison Benson wanted to note that the Veneta Park Run should not be scheduled so close to the National Night Out event.

---

### **c. Event Planning**

#### **1. Movies in the Park – Cancelled**

Council Liaison Benson rescheduled the Movies in the Park event to Saturday, August 30<sup>th</sup>.

#### **2. Harvest Festival – September 13<sup>th</sup>**

Vice Chair Donagan asked for volunteers to table at the Harvest Festival.

Member Richa shared she would volunteer with Council Liaison Benson.

Council Liaison Benson reminded CDD Urban that the Park Board purchased trees for the Harvest Festival which were raffled off at the event.

Vice Chair Donagan stated this raffle supported the City's "Tree City" designation.

#### **3. Veneta Haunts – October 25<sup>th</sup>**

Council Liaison Benson announced her regular volunteers did not want to work the event this year because of the labor involved.

Liaison Benson shared the Haunted House event was very challenging because it takes a lot of man power to build it and tear it down on the same day; she needed committee members to volunteer for this project.

Council Liaison Benson stated she needed to know if this event could be managed with volunteers before she completed the event insurance request for the City.

Vice Chair Donagan asked if there was a full subcommittee for this event.

CDD Urban stated at least two Park Board members needed to be members of the sub-committee with meeting records and reports to the Park Board.

Liaison Benson asked for additional funding for the Veneta Haunts event bringing the total amount to \$3,475.

Discussion ensued about the Park Board's budget.

CDD Urban projected that if all of the expenses this year come in the way they did last year; the board will have a budget deficit.

CDD Urban shared that if the Park Board agreed to the additional funding for the Veneta Haunts event they could do a one-time transfer from the Park Board savings account.

Discussion ensued about Movies in the Park and adding it back to the budget.

Vice Chair Donagan asked for the amount of total donations for this year.

Member Richa believed funding these events was the Park Board's priority and therefore should use the sponsor money when needed.

Discussion ensued about the Park Board's Budget.

Discussion ensued about a motion to transfer X amount from the Park Board's savings account to the Park Board checking account for events.

Vice Chair Donagan asked for this to be an action item on the September meeting agenda.

CDD Urban recommended the Park Board also schedule a budget meeting.

## **6. OTHER**

Vice Chair Donagan asked to have the Veneta Park Run Report added to the September agenda.

Vice Chair Donagan asked to receive an accounting of all the donations for FY 2025-26 at the September meeting.

Vice Chair Donagan stated they had reached the end of the meeting and they would review the following agenda items in September:

- **4. STAFF REPORTS**
- **5. BOARD REPORTS**

The next Park Board meeting is scheduled for **Wednesday, September 3, 2025, at 4:30 p.m.**

---

## **7. ADJOURNMENT**

Vice Chair Donagan adjourned the meeting at 5:34 p.m.

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder

DRAFT

This page left intentionally blank.

# AGENDA ITEM SUMMARY

---

## Title/Topic: Park Board Budget Policy

---

Meeting Date:  
Department: Parks

Staff Contact: Kevin Urban – Community  
Development Director  
Email: [kurban@venetaoregon.gov](mailto:kurban@venetaoregon.gov)  
Telephone Number: 541-935-2191

---

**ISSUE STATEMENT:** Should the Park Board adopt a written guideline stating the purposes that fundraising money should be used for?

**BACKGROUND:** There were several discussions in the past year regarding events and associated costs. Based on the prior annual practice of asking the public works director about park improvement needs that could be funded with money raised through fundraising, it had been generally accepted that funding for events would only be taken from the money provided for the Park Board yearly in the city budget. The money raised by the Park Board from fundraising would then be spent on park improvements.

Recently, this has come into question. Since the Park Board hasn't addressed the question this year and has been asking for fundraising money to be spent on events, it would be wise to clarify the Board's intention on this matter, and formalize it with a written guideline for what purposes that fundraising money could be used for.

As the grant writer for all of the park grants, I have a concern with using the fundraised money for events. If no funds are saved for the future, it hampers the success of grants for capital park improvements. Park Board fundraising dollars are the only dollars that represent direct community support by businesses and citizens for park improvements. To an agency reviewing a grant proposal for parks, showing money raised from the community for the project is a big factor. A fundraised cash match speaks louder than letters of support.

**RELATED CITY POLICIES:** The Veneta Park Board is a citizen's advisory committee to the Veneta City Council, with no direct spending authority. See Resolution No. 1376, A Resolution Adopting Park Board Bylaws and Repealing Resolution No. 1169 (2023).

### BOARD OPTIONS:

- 1) Adopt a guideline to use donation funds for park improvement items only
- 2) Adopt a guideline to use up to 50% of donation funds for events, and remainder for capital improvement items
- 3) Adopt a guideline to use up to 100% of donation funds for events

**COMMUNITY DEVELOPMENT DIRECTOR'S RECOMMENDATION:**

Option #1: Adopt a guideline to use donation funds for park improvement items only

**SUGGESTED MOTION:**

“I move to adopt a guideline to use donation funds for park improvement items only”

**ATTACHMENTS:**

None

# AGENDA ITEM SUMMARY

---

## Title/Topic:

---

Meeting Date: September 3, 2025  
Department: Parks

Staff Contact: Kevin Urban – Community Development Director  
Email: [kurban@venetaoregon.gov](mailto:kurban@venetaoregon.gov)  
Telephone Number: 541-935-2191

---

**ISSUE STATEMENT:** The City of Veneta is considering an application to Oregon Parks and Recreation Department for the funding of the extension of the Booker Lane Trail from the dog park at 4<sup>th</sup> Street to the intersection of 7<sup>th</sup> and Broadway.

**BACKGROUND:** The Oregon Parks & Recreation Department (OPRD) opens applications for their Recreational Trails Grant this month, with a November 15<sup>th</sup> due date. The Veneta Parks, Recreation & Open Space Plan (PROS) shows the Brooker Lane trail as medium priority, but this grant is more suited to connective trails that loops or fitness facilities. Staff believes we have a good chance of success.

**RELATED CITY POLICIES:** VMC 2.50.330 Committees.

(1) Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

(d) The park board comprised of nine citizen members;

The City Council has appointed the Park Board to advise of matter pertaining to trails.

**BOARD OPTIONS:**

- (1) Support the application to the OPRD for a Recreational Trails Grant.
- (2) Do not support the application to the OPRD for a Recreational Trails Grant.

**COMMUNITY DEVELOPMENT DIRECTOR'S RECOMMENDATION:** Support the grant application

**SUGGESTED MOTION:** "I make a motion to support a grant application to the Oregon Parks & Recreation Department for a Recreational Trails Grant."

**ATTACHMENTS:** None

This page left intentionally blank.

# AGENDA ITEM SUMMARY

## Title/Topic: Park Board Level 1 Primary-Organizer Events Workload

Meeting Date: September 3, 2025  
Department: Parks

Staff Contact: Matt Michel, City Administrator  
Email: mmichel@venetaoregon.gov  
Telephone Number: 541-935-2018

### ISSUE STATEMENT

In light of the strain on city staff workloads in support of the Park Board's Level 1 primary-organizer events—Veneta 4ths and the Veneta Park Run—should the Park Board require planning prerequisites for conducting a Level 1 event?

### BACKGROUND

Earlier this year the Park Board elected to be the primary organizer, called "Level 1 Event" engagement, for seven events throughout the calendar year. See the chart below.

#### Event Resource Demands:



When the Park Board takes on the responsibility to be the Level 1 primary organizer, that decision also impacts the workloads of the Communication Team and the staff liaison to the Park Board who support the Park Board.

Level 1 events have a high degree of workload due to the number of volunteers needed and items to procure, like required materials, rentals, promotional items, vendor contracts, etc. Procurements for these Level 1 events must be done by authorized city staff to meet accounting internal controls. Staff also contributes time to Level 1 events by designing,

planning, and disseminating timely and accurate communication programming, as well as promotional and event materials, e.g., maps, donor signs, trophies, signage, etc.

This summer two workload-intensive Level 1 events, Veneta 4ths and the Veneta Park Run, strained city staff's normal workload with short-notice needs and staff stepping in to complete critical tasks. I appreciate city staff's dedication and professionalism to do what must be done, especially because they already wear multiple "hats" to make the city operate smoothly. As their supervisor, I have concern for my staff's over-commitments and workload strains that impact their productivity.

In this context of strained workloads, I recommend that the Park Board adopt prerequisites for engaging in Level 1 events. Specifically, I propose that the Park Board only conduct a Level 1 event if the following elements are in place **3 months in advance of the event**:

- A. Three-person (minimum) organizing subcommittee with each member equally capable for delivering the event, and at least one member as onsite leader on the event day;
- B. timeline tasklist;
- C. committed volunteer resources; and
- D. "cookbook" guide to putting on the event, including a detailed budget and a reminder to share subcommittee meeting minutes/after-action reports with the Communications Team and Park Board staff liaison.

Without establishing these four elements well in advance of a Level 1 event, there's a high likelihood of a recurrence of this summer's city staff workload strains. To avoid that recurrence, I would advocate for cancelling the event.

#### RELATED CITY POLICIES:

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

#### BOARD OPTIONS:

1. Adopt prerequisites for engaging in Level 1 events, as presented.
2. Adopt prerequisites for engaging in Level 1 events, as amended by the Board.
3. Decline to adopt prerequisites for engaging in Level 1 events.

#### CITY ADMINISTRATOR'S RECOMMENDATION:

Option #1: Adopt prerequisites for engaging in Level 1 events, as presented.

#### SUGGESTED MOTION:

*"I move to adopt prerequisites for engaging in Level 1 events, as presented."*

#### ATTACHMENTS:

1. Resolution No. 1376, A Resolution Adopting Park Board Bylaws and Repealing Resolution No. 1169 (2023)



# City of Veneta Grant Application Form

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

*Application Information and accompanying financial records submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.*

APPLICANT		
Full Legal Name of Applicant(s) and/or Company/Organization:		Telephone Number.
		Business:
		Personal:
		Fax:
Primary Contact:		
Street Address:		
City:	State:	Zip:
Proposed Business Address (If different from above):		
Street Address:		
City:	State:	Zip:
Nature of Business:	Date Established:	Date Under Current Management:
Number of Full Time Equivalent Employees:	<input type="checkbox"/> 0-5 Employees <input type="checkbox"/> More Than 5 Employees	
COMPANY OWNERSHIP		
(List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership		
Name	Title	% of Ownership
		%
		%
		%
Total: 100%		
AFFILIATES		
(List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)		
Company Name	Owner (Applicant Company or Individuals)	% of Ownership
		%



# City of Veneta Grant Application Form

OTHER INFORMATION		Yes	No
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?		<input type="checkbox"/>	<input type="checkbox"/>
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation: (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?		<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant owe any taxes for years prior to the current year?		<input type="checkbox"/>	<input type="checkbox"/>
Please Select the Grant Program(s) you are applying for:			
Business Grant Program	<input type="checkbox"/>	Commercial Development Incentive Program	<input type="checkbox"/>
Signage Improvement Program	<input type="checkbox"/>	Facade Improvement Program	<input type="checkbox"/>
Community Building Grant Program			
Streetscape Improvement Program			
MATCHING FUNDS			
What matching funds will you commit to this effort?			
Source:	Amount: \$		
Total Funding: \$			
Amount Secured: \$	Amount Applied For: \$	Not Secured at this time: \$	
RETURN ON INVESTMENT (ROI)			
An ROI is described as a 1:# match (one to percent match). To calculate the ROI, take the amount you are matching and divide by amount requested. Example: A project that is matching \$50,000 and is requesting \$10,000 ( $50,000/10,000 = 5$ ) has an ROI of 1:5.			
Amount Matching: \$	Amount Requested: \$	Return on Investment: 1:_____	
Do you intend on Hiring additional Employees during or after the duration of this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please estimate # of jobs



# City of Veneta Grant Application Form

### Cost Estimate

*Successful grant reimbursements will be based off of the project's estimated costs. Please provide as much detail as possible as to all expected costs of your project.*

**Project Name:**



# City of Veneta Grant Application Form

## Project Description

**Provide a brief description and timeline of your project.**

## Project Costs

**Please detail your project costs, and how grant funding is expected to be used.**



# City of Veneta Grant Application Form

*Only complete this portion if applying for the Community Building Grant Program*

## Community Building Grant Program



### Community Benefit

**Please describe the anticipated benefit to the community that will be a direct result of this project.**

### Organizational Experience

**Please demonstrate your organization's leadership/management experience in planning and implementing similar projects**



# City of Veneta Grant Application Form

## AGREEMENT

- By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state), provide any necessary documents to obtain your credit and employment history, and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification.
- You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated.
- You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application.
- You acknowledge that you are applying for a (*grant; matching grant from the City of Veneta; transportation SDC reduction from the City of Veneta for a commercial project*)
- You agree to pay the non-refundable application fee upon submitting your application.
- I hereby declare that the information provided in this application is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Authorized Signature

Print Name

Title

Date

# 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	
April 22 <sup>nd</sup>	Earth Day	Level 3: Tabling	
April 25 <sup>th</sup>	Arbor Day	Level 1: Primary Organizer	
May 10th	Bark N Whistle Dog Parade	Level 1: Primary Organizer	
July 26th	Pickleball Tournament	Level 4: Volunteering	
July 4 <sup>th</sup>	Veneta Fourths	Level 1: Primary Organizer	
July-September	Movies in the Park	Level 1: Primary Organizer	
1 <sup>st</sup> Tuesday of August	National Night Out	Level 3: Tabling	
August 16 <sup>th</sup>	Veneta Celebration Run	Level 1: Primary Organizer	
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:

