

# City of Veneta PARK BOARD

## MEETING AGENDA

WEDNESDAY, OCTOBER 1, 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.

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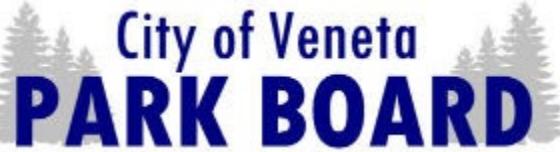
1. CALL TO ORDER
  - a. Agenda Check
2. PUBLIC COMMENT - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Board will not engage in any discussion at this time; however, they may take comments under advisement.
3. BOARD BUSINESS
  - a. Business
    - (1) Minutes for September 3, 2025 Work Session (pgs. 1-3)
    - (2) Minutes for September 3, 2025 Meeting (pgs. 5-9)
  - b. Action Items
    - (1) Park Board Overall Budget (pg. 11)
  - c. Event Planning
    - (1) Veneta Haunts (Budget: \$1,800) – October 25<sup>th</sup>
      - i. Organizing Meeting TBD – Alexa
4. STAFF REPORTS
  - a. Community Development Director..... Kevin Urban
    - (1) Veneta Event Overview Page (pg. 13)
    - (2) Park Board Levels of Engagements (pg. 15)
    - (3) Grant Updates (Verbal)
    - (4) Fern Ridge Master Plan (Verbal)
5. BOARD REPORTS
  - a. Harvest Festival
  - b. 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: November 5<sup>th</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 [JMirable@venetaoregon.gov](mailto:JMirable@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)

### WORK SESSION MINUTES

Park Board Meeting  
Wednesday, September 3, 2025 3:30 PM  
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8<sup>TH</sup> Street, Veneta, Oregon

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

Chair Miller called the meeting to order at 3:37 p.m. and reviewed the agenda.

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

**Present:** Chair Tressa Miller, Member Craig Soderberg, Vice Chair Crystal Donagan, Student Member Kendal Moeller; Council Liaison: Alexa Benson, Member Darlene Harris; Member Bob Reeves, Member John Tribolet, Student Member Aubree Rogers

**Absent:** Member Tory Macklin (excused), Rebecca Cox, (excused), Member Joanna Richa

**Staff Present:** Community Development Director (CDD), Kevin Urban, City Recorder (CR) Jennifer Mirabile

**Guests:** Mayor Robbie McCoy, Heather Blake

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#### **3. PUBLIC COMMENTS**

None.

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#### **4. VENETA PARK RUN DEBRIEF**

Chair Miller read the debrief notes from Member Cox.

Liaison Benson stated there were some problems with Dairy Queen awards, registration needed to be in a different location, and there were challenges with the route as roads were not closed and volunteers had to wave cars to stop for the runners.

Chair Miller stated agreed a subcommittee meeting should be required before the event and a central point of communication should be established.

Liaison Benson asked if they could get a list of runners next year with contact information. She shared some of the runners left and did not finish because of the heat

Chair Miller was not impressed with the data provided by the vendor Eclectic Edge.

Discussion ensued about Eclectic Edge services and other vendor options.

Member Donagan entered the meeting at 3:52 p.m.

Chair Miller shared that the 5K bib and the 10K bib should look different; it was critical for event volunteers to be able to differentiate between these two races.

Member Soderberg asked if the Park Board should do this race next year; this year seemed much harder than in the past.

Liaison Benson stated there was no help/volunteers.

Member Soderberg shared the history of the Veneta Celebration Run and that it started with staff members who were passionate about running. He further stated there was not enough staff or board support this year.

CDD Urban asked if it was possible the Park Board took on too many events this year.

Discussion ensued about Park Board events and how grant award could help to fund these events.

Chair Miller shared that she liked the run because it brought in sponsorships.

Bob Reeves entered the meeting at 4:04 p.m.

Discussion ensued about the role of the Park Board; was it a working board or policy board.

CDD Urban believed that the board could be a hybrid of both, a working and policy board.

Member Donagan shared her concern with outsourcing.

Member Soderberg shared his concern that he solicited 80% of donations for this year and he wondered if other members would be able to do that kind of canvassing next year.

Liaison Benson shared her concern that members were not volunteering to lead or assist with events and the board needed to decide what this meant for the future of the events.

## **5. VENETA 4<sup>TH</sup> DEBRIEF**

Chair Miller shared the Veneta 4ths event was very well attended.

Liaison Benson stated the water slide and dunk tank were hit and helped make the event successful; she reported the Veneta Boy Scout Troop was a big help.

Discussion ensued about the age of the participants and which events cater to kids, teens and adults.

Darleen Harris entered the meeting at 4:22 p.m.

Heather Blake entered the meeting at 4:25 p.m.

Kendal Moeller entered the meeting at 4:26 p.m.

Member Soderberg believed that the community wanted to engage with both events: Veneta 4ths and Veneta Haunts.

CDD Urban believed that there could be other ways the Board could support events with funding and allow event organizers to be responsible for the volunteers.

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## **5. ADJOURNMENT**

Chair Miller adjourned the meeting at 4:30 p.m. to convene the regularly scheduled Park Board meeting.

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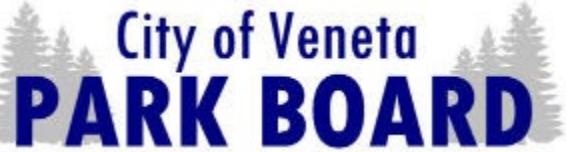
Tressa Miller, Chair

ATTEST:

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Jennifer Mirabile, City Recorder

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# City of Veneta PARK BOARD

## Meeting Minutes

TRESSA MILLER (CHAIR)  
CRYSTAL DONAGAN (VICE CHAIR)  
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TORY MACKLIN  
JOHN TRIBOLET  
BOB REEVES  
JOANNA RICHA  
KENDALL MOELLAR (STUDENT)  
AUBREE ROGERS (STUDENT)

### MINUTES

Park Board Meeting  
Wednesday, September 3, 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**

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

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

**Present:**, Chair Tressa Miller, Member Craig Soderberg, Vice Chair Crystal Donagan, Joanna Richa (phone/in person), Student Member Kendal Moeller; Council Liaison: Alexa Benson, Member Darlene Harris; Member Bob Reeves, Member John Tribolet, Student Member Aubree Rogers

**Absent:** Member Tory Macklin, (excused) Member Rebecca Cox (excused),

**Staff Present:** City Administrator (CA) Matt Michel, Community Development Director (CDD) Kevin Urban, City Recorder (CR) Jennifer Mirabile

#### **Guests:**

Heather Blake, Fern Ridge Events

Robbie McCoy, Mayor

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### **3. PUBLIC COMMENTS**

None.

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

#### **a. Approval of August 6, 2025, Minutes**

**Motion to approve the August 6, 2025 meeting minutes as presented.**

**Moved by Member Donagan.** Second by Member Harris.  
**Motion passed unanimously (8-0).**

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

##### **1. Park Board Budget Policy**

CDD Urban stated in previous board meetings there had been discussion about using fundraising funds to support events. He further stated he wanted the Board members to consider adopting a formal policy about how the fundraising dollars should be used.

CDD Urban shared the Board received a \$14,000 budget for this fiscal year starting July 1, 2025; this budget was typically used to support events. He further stated the account currently had \$10,000 available for funding up to June 30, 2026

CDD Urban asked that the Board keep some money in their fundraising account in order for him to cite small amounts in grant submissions.

Member Soderberg shared that he was confused about why the fundraising money would be used for events; he further stated it had always been earmarked for park improvements.

Member Rogers entered the meeting at 4:41 a.m.

Member Donagan asked for further clarification on the grant applications and how much money the Board should retain in their fundraising account to cover the allotted grant amounts.

Member Richa entered the meeting at 4:45 p.m.

Heather Blake left the meeting at 4:46 p.m.

CA Michel stated staff was asking for a policy regarding the Park Board's fundraising account and how the board could use this money

CA Michel offered three different types of policies:

- Support Events
- Purchase Park Improvements
- Grant Matching Opportunities

Chair Miller shared the different policy options and asked members for their preference.

Discussion ensued about the policy options.

Member Soderberg asked what the minimum amount staff needed in the fundraising account for grants

CDD Urban stated he typically uses about \$3,000 in his grant submissions.

**Motion to adopt a policy to use 100% of the Park Board's fundraising account for park improvements and grants.**

**Moved by Member Donagan.** Second by Member Tribolet.

**Motion passed unanimously (8-0).**

## 2. Support for Recreational Trails Program

CDD Urban reviewed his agenda item summary and explained he was applying for a grant to extend the Brooker Lane Trail to the intersection of 7<sup>th</sup> and Broadway. He further stated this extension was a part of Veneta's Master Plan.

**Motion to support a grant application to the Oregon Parks & Recreation Department for a Recreational Trails Grant to extend Brooker Lane Trail.**

**Moved by Member Donagan.** Second by Member Soderberg.

**Motion passed unanimously (8-0).**

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## c. Event Planning

### 1. Harvest Festival

Chair Miller asked for information about the Harvest Festival.

Liaison Benson asked CDD Laird if he could pick up three trees for Park Board Raffle at the Harvest Festival on September 13th.

Member Donagan stated she would work with CDD Urban on procuring the trees.

Chair Miller asked for volunteers at the Harvest Festival:

Members Soderberg, Harris volunteered; Members Miller and Macklin would attend the event representing their own agencies.

Member Harris believed making the bird feeders would be a good idea.

## 2. Veneta Haunts

Liaison Benson reported her subcommittee met twice and they are on track for their event.

Liaison Benson asked for volunteers for the event, setting up signs for parking, set-up and break-down, and setting up canopies.

Members Soderberg and Rees left 5:25 p.m.

## 6. STAFF REPORTS

### 1. City Administrator

#### a. Park Board Policy

CA Michel believed it was in the best interest to move this discussion to the next meeting or after Veneta Haunts since the Board has a bit of a hiatus after the Veneta Haunts event.

CA Michel summarized how he sees the Park Board working on their events in the future; punch list and cook book for every event.

CA Michel stated it was an invitation to manage these events and anyone could execute these events. He further stated that was the definition of a sustainable event.

Liaison Benson shared her frustration with the amount of help from Park Board members.

CA Michel stated if volunteers are not forthcoming a few of these events may not deserve the Level 1 event status.

Student members left at 5:32 p.m.

Mayor McCoy left the meeting at 5:42 p.m.

Further discussion ensued about Park Board Level 1 events vs. Park Board Level 2 events.

Chair Miller stated moving to a Level 2 event might allow Liaison Benson to host her own events without the communication and funding requirements of a City event.

CA Michel shared the grant program was reimbursement based and event organizers would need to follow their budgeted plan.

CDD Urban encouraged members to ensure every event had an itemized budget.

Discussion ensued about a date for a budget meeting.

## **9. ADJOURNMENT**

Chair Miller adjourned the meeting at 5:53 p.m.

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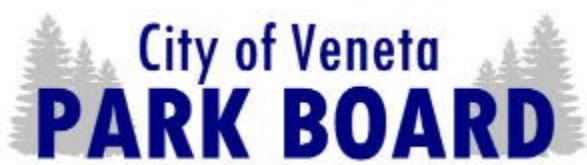
Tressa Miller, Chair

ATTEST:

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Jennifer Mirabile, City Recorder

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## OVERALL BUDGET WORKSHEET

Event (Calendar Year 2025)	2025 Budget	Current Year Spending	Event Level	2026 Budget (Change / Reason)	
				Event Budget - 14,000	
Easter Egg Hunt	1000	0	Level 1	-	
Earth Day	50	0	Level 3	-	
Arbor Day	250	0	Level 1	-	
Bark N Whistle Dog Parade	50	0	Level 1	-	
Pickleball Tournament	0	0	Level 4	-	
Grants / Contingency	0	(1600)	-	-	
Veneta Fourths	2350	2370	Level 1	2370	
Movies in the Park	1000	580	Level 1	580	One movie
National Night Out	50	0	Level 3	0	
Veneta Celebration Run	3500	1305	Level 1	1305	
Harvest Festival Level	250	250	Level 3	250	
Veneta Haunts	1800	-	Level 1	1800	
Tree Lighting	0	-	Level 4	0	
Tree Lighting Light Parade	0	-	Level 4	0	
Grants / Contingency	0	1600	-	1600	
<b>Total</b>	<b>10,300</b>	<b>6,105</b>		<b>7,905</b> <b>(Spent)</b> <b>6,095</b> <b>(Remaining)</b>	

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# PARK BOARD

## EVENT OVERVIEW

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Venue / Location: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Event Co-Sponsor: \_\_\_\_\_

Volunteers (Names): \_\_\_\_\_

<u>Category</u>	<u>Item / Description</u>	<u>Supplier</u>	<u>Est. (\$)</u>	<u>Actual (\$)</u>
Permits / Fees / Ins.	_____	_____	_____	_____
Equipment / Rentals	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Food / Beverages	_____	_____	_____	_____
Marketing / Adv.	_____	_____	_____	_____
Entertainment	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____

Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

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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	
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:

