

City of Veneta PARK BOARD

WORK SESSION AGENDA

WEDNESDAY, NOVEMBER 12, 2025 – 3:30 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 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. BOARD BUSINESS
 - a. Discussion Items
 - (1) Park Board Budget Construction – Part I (pg. 1-8)
3. 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. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

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Title/Topic: Park Board Budget Construction – Part I

Meeting Date: November 12, 2025
Department: Parks

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

ISSUE STATEMENT: Should the Park Board adopt written guidelines for preparing event budgets, that include rules for level two city funded events?

BACKGROUND: Last year, the Park Board changed the way sponsorship donations are collected and how events are categorized. Some changes worked well, and others may need adjustment to make event organization a smoother process. Staff has created a list of possible ways to streamline our process while delivering higher accountability for the funds entrusted to the Park Board. Under each underlined section, the Park Board should reach consensus.

Selection (Finding the right fit for Park Board events)

Selection of Events. – Each year, the Park Board should review all the events that require their involvement. Simply, the question of each is to continue to participate again in the coming year. It is also the time to discuss any potential new events.

Reclassification of Events. – Last year, for insurance reasons, several events were placed into the Level 1 category. It was a creative move, and some events should still have this taken into consideration. However, the Board should consider moving some of the more involved events back to the prior level, as the saving from insurance is used up by additional staffing time.

Advertisement (Updating the annual Park Board sponsorship program)

Advertising – Define what sponsors are receiving for donation. The program details from 2024 are attached. As a group, it is important to review what was done in the last year to see what worked well, and what could improve.

Advertising – Sponsor signs for all Level 1 & 2 Events. The other issue regarding the level of engagement was sponsorship. The Park Board felt collecting from our sponsors once per year would be better than asking for each event, and this worked well. In the past, level 2 events did not have to place the signs or place logos for our sponsors, but if those events are asking for city funding, they should advertise for the sponsors as well, in the opinion of staff.

Advertising – Level 2 Events must spend a certain amount on advertising. It is important that events are advertised, and advertised properly with the sponsors who are supporting the events. Staff feels that 15% of the overall budget, and to recoup those funds, all advertisement must be coordinated and approved by the city.

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

BOARD OPTIONS:

- 1) Adopt a guideline
- 2) Do not adopt a guideline

COMMUNITY DEVELOPMENT DIRECTOR'S RECOMMENDATION:

Option #1: Adopt a guideline to use for budgeting for Park Board events.

SUGGESTED MOTION:

"I move to adopt a guideline for events to use for budgeting for Park Board events as decided by consensus from the November 12, 2025 Work Session."

ATTACHMENTS:

1. Budget Construction Worksheet
2. Resolution No. 1376 - A Resolution Adopting Park Board Bylaws And Repealing Resolution No. 1169
3. 2025 Sponsorship Level Flyer

Park Board Budget Construction Worksheet

Selection and Reclassification of Events -

Easter Egg Hunt
Earth Day
Arbor Day
Bark N Whistle Dog Parade
Pickleball Tournament
Veneta Fourths
Movies in the Park
National Night Out
Veneta Celebration Run
Harvest Festival
Veneta Haunts
Tree Lighting
Light Parade

Advertising – Sponsor signs for all Level 1 & 2 Events.

Advertising – Level 2 Events must spend a certain amount on advertising.

Budget – Outline of Funds. (An “up to” budget)

Easter Egg Hunt
Earth Day
Arbor Day
Bark N Whistle Dog Parade
Pickleball Tournament
Veneta Fourths
Movies in the Park
National Night Out
Veneta Celebration Run
Harvest Festival
Veneta Haunts
Tree Lighting
Light Parade

Budget – Cover sheet for all Level 1 & 2 Events.

Budget – Individual Event Budgets. Anything over \$100 must be itemized

Budget – Capital Expense versus Operating Expense

CITY OF VENETA

RESOLUTION NO. 1376

**A RESOLUTION ADOPTING PARK BOARD BYLAWS
AND REPEALING RESOLUTION NO. 1169**

WHEREAS, the Veneta Park Board was created on January 26, 1981, and Bylaws were adopted at that time; and

WHEREAS, Park Board bylaws were last adopted by the Veneta City Council on April 13, 2015; and

WHEREAS, On February 1, 2023 the Veneta Park Board unanimously voted to request the Veneta City Council allow the Park Board Bylaws to be amended to add two (2) additional member positions to the Park Board;

WHEREAS, On February 13, 2023, the Veneta City Council directed staff to amend the Park Board Bylaws to add two (2) additional member positions to the Park Board;

WHEREAS, The Membership section of the Park Board Bylaws shall include the following language "The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall be comprised of a minimum of five (5) members but no more than eleven (11) members who are not officials or employees of the City of Veneta.;"

WHEREAS, The following language was removed from the Veneta Park Board Bylaws "nine (9) members."

WHEREAS, The Terms of Office section of the Park Board Bylaws was amended to include two new positions for a total of 11 positions.

WHEREAS, The Terms of Office section of the Park Board Bylaws was amended to change the date of the student representative positions from March 31st to October 1st, in order to better align with the school year schedule;

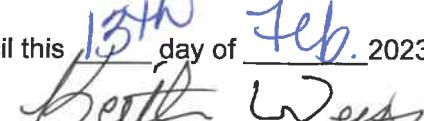
NOW THEREFORE, BE IT RESOLVED by the Veneta City Council that:

SECTION 1 Adoption. The Veneta City Council hereby adopts the Veneta Park Board Bylaws attached hereto as Exhibit A.

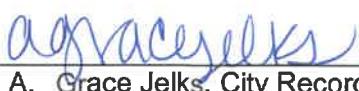
SECTION 2 Repealing Clause. Resolution 1169 is hereby repealed.

SECTION 3 Effective Date. This resolution shall take effect and be in full force and effect when signed by the Mayor.

PASSED AND ADOPTED by the Veneta City Council this 13th day of Feb. 2023.


Keith Weiss, Mayor

ATTEST:


A. Grace Jelks, City Recorder

VENETA PARK BOARD BYLAWS
Adopted on February 13, 2023 by Resolution No.
1376

PURPOSE:

It is the mission of the City of Veneta's Park Board to assist in implementing the Parks, Recreation, and Open Space Master Plan in order to create recreational opportunities that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

MEMBERSHIP:

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall be comprised of a minimum of five (5) members but no more than eleven (11) members who are not officials or employees of the City of Veneta. No residency requirement exists for becoming a Board member; however when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the Board. Representation by two high school students on the Board shall be strongly encouraged. Student Representatives shall have full voting privileges. A member of the Veneta City Council shall be appointed by the Mayor to serve as a non-voting representative of the Council.

PRESIDING OFFICERS:

CHAIRMAN: The Chairman shall serve as the Presiding Officer of the Board and shall conduct all meetings.

VICE CHAIRMAN/ SECRETARY A Vice Chairman/Secretary shall be elected from the Regular members and shall serve as the Acting Chairman in the absence of the Chairman and shall serve as Secretary for the Board. He/she shall record an accurate account of all Park Board proceedings, and ensure that all requirements of the Oregon's Public Meeting Law, ORS 192 are adhered to.

TERMS OF OFFICE:

All members of the Park Board shall be appointed by the City Council for one of nine positions, each with a four (4) year term limit except Student Representatives' terms will be annual.

<u>Position</u>	<u>Expiration Date</u>
1	March 31, 2013 and every four years thereafter
2	March 31, 2014 and every four years thereafter
3	March 31, 2014 and every four years thereafter
4	March 31, 2015 and every four years thereafter
5	March 31, 2015 and every four years thereafter
6	March 31, 2016 and every four years thereafter
7	March 31, 2016 and every four years thereafter
8	March 31, 2017 and every four years thereafter
9	March 31, 2017 and every four years thereafter
10	Student Rep. October 1 st , Annually
11	Student Rep. October 1 st , Annually

VACANCIES AND REMOVAL:

Appointments to fill vacant positions shall be for the remainder of the unexpired term. A member may be removed by the City Council after a hearing for misconduct or Non-Performance of Duty (NPD). NPD may include missing two or more consecutive unexcused meetings or fifty percent (50%) of meetings per calendar year. NPD may also include not participating in a minimum of one Park Board sponsored event per calendar year.

<u>ELECTION OF OFFICERS:</u>	Officers shall be elected at the first meeting in April of odd numbered years. Nominations of officers and elections shall be held at this meeting. Officers shall serve a two (2) year term.
<u>OFFICER VACANCIES:</u>	Vacancies shall be filled by special election and newly elected officers shall serve for the remaining term limit.
<u>QUORUM:</u>	Five (5) members shall constitute a quorum and of those five, four (4) shall constitute a majority vote.
<u>MEETING DATES:</u>	Meetings shall be held at a place and time to be determined by the Board. Work sessions and special meetings may be called at any time by the Chairman or the City Administrator.
<u>COMPENSATION:</u>	Members of the Park Board shall receive no compensation except authorized expenses.

POWERS AND DUTIES OF THE VENETA PARK BOARD

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall have the powers and responsibilities which are now or may hereafter be assigned to it by a Resolution of the City of Veneta. The duties of the Park Board shall include the following:

1. Assist the City Council in the development and improvement of Veneta's park facilities.
2. Assist the City Council in the development and implementation of Parks, Recreation and Open Space Master Plan.
3. Assist the City Council in determining the needs and priorities of citizens in Veneta for Park facilities and recreational programs and activities.
4. Assist the City Council in the establishment and promotion of new recreational facilities and programs consistent with the needs of the community and all Park development plans.
5. Establish any subcommittees of the Park Board to carry out all duties assigned by the Park Board.
6. Report to the City Council in February of each year on the past year's accomplishments and projected Workplan for the next fiscal year.
7. Hold meetings or engage in any other activities necessary to promote and encourage citizen participation in all activities of the Veneta Park Board.
8. Act as a Tree Board per requirements of the Tree City USA program.
9. Advise the City Council on tree-related matters and opportunities for urban forestry enhancement.



YOUR
LOGO
HERE

Veneta Parks

SPONSOR GUIDE

Let us Promote Your Business YEAR ROUND

With a coroplast sign with your company logo.

Signs will be displayed at the following events:

- Easter Egg Hunt
- Veneta Celebration Run
- Movies at the Park
- Veneta Haunts
- National Night Out
- Earth Day Events
- Arbor Day Events
- Veneta Harvest Festival

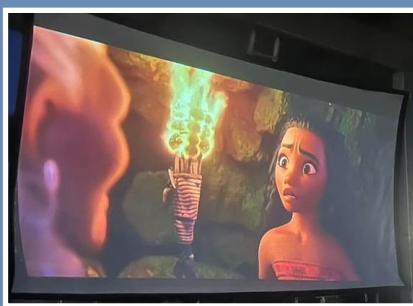
Thank you for your support of Veneta Parks!

We are revamping our donation system this year to fund events like the Veneta Celebration Run, Movies at the Park (4 dates), Veneta Haunts and the Egg Hunt.

The Park Board is transitioning to a one-time annual donation request. There will be more events, therefore your sponsorship visibility will go farther. Our new system will add larger signs at multiple events, shout-outs on social media for all events and a PSA shout-out depending on your level of sponsorship.



Where do your sponsorship dollars go?



Sponsorship Levels

Level 1: \$200 or less

Level 2: \$201-400

Level 3: \$401-750

Level 4: \$750-\$999

Level 5: \$1,000 and over

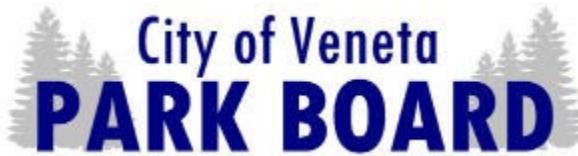
LEVELS	1	2	3	4	5
Social Media Posts	X	X	X	X	X
Coroplast Sign 18"x24 Shared Sign (Multiple Logos)	X				
Coroplast Sign 18"x24 Shared Sign (2 logos)		X			
Coroplast Sign 18"x24 1 LOGO			X		
Coroplast Sign 24"x 36" Shared Sign (2 LOGOS)				X	
Coroplast Sign 24"X36" 1 LOGO					X
PSA - Radio Announcements				X	
Logo on Cinch Sack for Veneta Celebration Run				X	
Logo on Race Bib for Veneta Celebration Run				X	

To make a sponsorship payment:

Make checks payable to: City of Veneta
& mail to PO Box 458, Veneta, OR 97487

Or

Call 541-935-2191 to pay with a credit card



City of Veneta PARK BOARD

MEETING AGENDA

WEDNESDAY, NOVEMBER 12, 2025 – 4:30 P.M.

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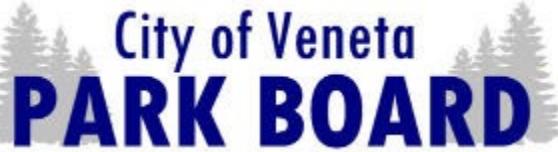
1. CALL TO ORDER
 - a. Agenda Check
2. PUBLIC COMMENT - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Board will not engage in any discussion at this time; however, they may take comments under advisement.
3. BOARD BUSINESS
 - a. Business
 - (1) Minutes for October 1, 2025 Meeting (pgs. 1-7)
 - b. Action Items
 - (1) Park Board Budget Construction – Part I (From Work Session Packet)
4. STAFF REPORTS
 - a. Community Development Director..... Kevin Urban
 - (1) Grant Updates (Verbal)
 - (2) Fern Ridge Master Plan Update (Verbal)
5. BOARD REPORTS
 - a. Veneta Haunts – Liaison Benson (Verbal)
 - b. Board Member Updates / Questions
 - (1) Comments by Board Members (Verbal)
 - (2) Park Board Questions for Staff
6. OTHER
 - a. Next 1st Wednesday Meeting: December 3rd at 4:30 PM
7. ADJOURN

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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
VACANT
JOANNA RICHA
KENDALL MOELLAR (STUDENT)
AUBREE ROGERS (STUDENT)

MINUTES

Park Board Meeting
Wednesday, September 3, 2025 4:33 PM
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8TH Street, Veneta, Oregon

1. CALL TO ORDER & REVIEW AGENDA

Chair Miller called the meeting to order at 4:33 p.m. and reviewed the agenda.

2. ROLL CALL

Present:, Chair Tressa Miller, Vice Chair Crystal Donagan, Joanna Richa (phone), Member Tory Macklin, Student Member Kendal Moeller Council Liaison: Alexa Benson (phone), Member Darlene Harris; Member John Tribulet (phone), Student Member Aubree Rogers, Tory Macklin, Member Rebecca Cox

Absent: Member Craig Soderberg (excused)

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

Guests:

Heather Blake, Fern Ridge Events

3. PUBLIC COMMENTS

Heather Blake, Fern Ridge Events

Ms. Blake provided a brief report on Music in the Park stating the event was successful, with four weekly Thursday night sessions held in August. Average attendance was about 40 people per event, with total attendance reaching approximately 75 people throughout each evening as attendees came and went.

Ms. Blake mentioned the only issue they encountered was that park restrooms were locking before the event concluded. She stated she had spoken with park staff about adjusting the timing for future events. She also suggested possibly renting the community center to utilize those restrooms for at least the contracted talent.. The consistency of weekly events helped build awareness and attendance as people realized it would be a recurring event.

4. BOARD BUSINESS & REPORTS

a. Approval of September 3, 2025, Regular and Work Session Minutes

Motion to approve the September 3, 2025 Regular and Work Session Minutes.

Moved by Member Cox. Second by Member Donagan.
Motion passed unanimously (9-0).

b. Action Items

1. Park Board Overall Budget

The Chair noted that the budget worksheet was on page 11 of the packet. The Board reviewed the event levels, with the Chair noting that Music in the Park was very successful and required minimal engagement from the Park Board.

CDD Urban clarified that after discussions with CIS (the city's insurance provider), Level 2 events require the organizers to get insurance. He mentioned that for events like Veneta Haunts, the bounce house alone required \$1,000 in additional insurance, but sometimes insuring the whole event could be more cost-effective.

CDD Urban explained that the blue line on the budget worksheet (below the grants contingency line) separated what was already budgeted and spent from what had not yet been budgeted. He recommended that the Board finalize the budget for the remainder of the current year and then work on budgeting for the fiscal year to align with

the city's budget cycle. This alignment would make financial tracking clearer since the city operates on a July 1 fiscal year rather than a calendar year.

CDD Urban suggested developing a more detailed budget for each event to better understand how funds were being allocated. He used the Easter Egg Hunt as an example, noting they should itemize expenses for candy and other supplies.

The Chair directed the Board members to review the budget worksheet before the next meeting, looking at current events, budgeted amounts, and event levels. The Chair suggested discussing event levels at a future meeting, noting that Alexa had introduced several new events that might work better as Level 2 events. They agreed to address this at the December meeting, as the Chair would be in Italy during November.

CONSENSUS: The Board decided to hold a work session on November 12 at 3:30 PM, followed by their regular meeting at 4:30 PM, to discuss event levels and budgeting.

Chair Miller asked if November 12th they could schedule a work session and the regular meeting. Work Session 3:30 p.m. and the Regular Session at 4:30 p.m.

c. Event Planning

1. Veneta Haunts

Alexa reported that the event preparations were going well, stating it would be "the hit of the season." She requested assistance with setting up and taking down the large city canopy, noting that a practice session might be needed. She mentioned the next planning meeting would be Monday, October 6, at 12:30 PM at Crystal's house.

Board members had picked up flyers for the event. There was some discussion about event promotion, with the Chair noting it would have been beneficial to have the flyers available for the Harvest Festival. Alexa mentioned that flyers would be distributed at the Farmers Market and that Honors Club students at the high school were aware of the event.

Regarding vendors, Crystal noted that Grocery Outlet was working on finding staff for a wine bar, but this hadn't been confirmed and might not happen if staffing couldn't be arranged. Alexa also mentioned that the high school's Myra Film Club would be filming the event to create a 30-second and 5-minute promotional video.

A question was raised about sponsors not being listed on the event posters. The group noted this was an oversight that should be addressed for future events, though it was too late to reprint the current posters as a thousand had already been printed.

5. STAFF REPORTS

a. Community Development Director

1. Veneta Event Overview Page

CDD Urban presented a draft of the first page of what would become an event "cookbook" for the Park Board. He explained this would be the front page for each event, with all relevant information for that year's event. The following year, a new front page would be created while all other materials for the event would remain in the notebook. He invited Board members to review and provide feedback on the draft.

2. Park Board Levels

CDD Urban also encouraged the Park Board to consider their events for the year and identify the level of support for each event. He further stated he wanted to tighten up the event levels because there were some events at Level 1 that just did not have the support or volunteers to support that level.

3. Grant Updates

CDD Urban announced that the city had secured an additional \$100,000 grant for playground equipment at Bolton Hill, with a 50/50 match from one of the playground manufacturers. He noted this would allow for the purchase of substantial climbing equipment, with the most expensive option being approximately \$315,000.

CDD Urban also informed the Board about a \$500,000 green infrastructure grant the city was pursuing for wetland restoration along Jack Kelly Road. The project would include stormwater facilities and wetland enhancements to make more land usable. Potential partners included ODOT, Oregon Department of Forestry, and the high school science department. He shared that high school students could potentially earn credit or wages by participating in tree inventories and wetland biology projects.

CDD Urban mentioned that the grant application was due in about a week, and if successful, it could transform the area on the other side of Eighth Street. He added that Disciples of Dirt, a mountain bike club, was interested in creating a mountain bike skills park and pump track in the area, which could be connected to existing trails.

4. Fern Ridge Master Plan

CDD Urban explained that the Corps of Engineers would be developing a new master plan for the Fern Ridge Reservoir over the next two years. He encouraged Board members to attend future Corps meetings to advocate for recreational opportunities,

noting that while flood control was the Corps' primary mission, recreation was also part of their mandate.

Chair Miller introduced Zorbing as a new recreational park that might be an option for Veneta.

Discussion ensued about possible park ideas, disc golf, zorbing and the additional park land the City had acquired over the last few years.

6. BOARD REPORTS

a. Harvest Festival

Chair Miller shared the Harvest Festival was very well attended and it was a much larger event than last year. She also manned the Park Board table for a few hours.

CDD Urban stated the Park Board raffle for trees was successful and the trees were picked up by the winners. He further stated the new Park Board Event Overview form would help him understand what needed to happen for each event i.e. contact all the winners from the Harvest Festival Park Board Raffle.

b. Board Updates

Chair Miller asked if members could update the group on their parks.

Chair Miller also mentioned that Territorial Skate Park continued to be active with pickleball and skateboarding. There was discussion about whether the presence of pickleball players had reduced problematic behavior at the skate park. Chair Miller noted that while adult presence helped, there were still issues with misuse of the pickleball courts when adults weren't present.

CDD Urban added that new security cameras had been installed and PWD Schauer was working to ensure that they could zoom in on faces to identify people vandalizing the facilities.

Member Macklin reported on Bolton Hill Sports Complex, which was under construction. He shared there was a Facebook group called "Bolton Hill Sports Complex" that shared weekly construction progress photos. The contractors expected to install turf for the baseball infields in early November, with hydroseeding of the natural grass outfields and soccer fields potentially happening in late October.

c. Member Questions

Chair Miller asked when the playground at Bolton Hill Sport Complex will be built.

CDD Urban responded that Public Works Director Kyle Schauer will be responsible for that timeline.

Member Cox shared that it would be nice if there was better signage in town to highlight events that are scheduled.

CDD Urban responded that signage on Territorial HWY must be approved through Lane County; he also shared the City has an off-premise bill board permit for a certain size sign to be placed on a road other than HWYs 126 and Territorial

CDD Urban stated the City was also working with ODOT on the 126 HWY plan and hoped to consider possible signage options.

Member Macklin and Council Liaison Benson shared it was next to impossible to use Lane Fire Authorities event sign as they placed requests for event program that were not supported.

Ms. Blake shared she was interested in identifying grant funding for event kiosks in the City; similar to a bulletin board with plexiglass.

Chair Miller announced Bob Reeves resigned from the Park Board and the Board would consider next steps at the next board meeting.

Student Member Kendal Moeller and Student Member Aubree Rogers left the meeting at 5:41 p.m.

7. OTHER

Council Liaison Benson asked if the Parks and Trails Master Plan could be added to the agenda to consider what kind of grant money would be needed to update this plan.

Chair Miller encouraged members to review the Parks and Trails Master Plan.

CDD Urban agreed the Parks and Trails Master Plan needed to be updated.

Member Donagan and Member Richa left the meeting at 5:48 p.m.

Member Macklin asked about the progress of the path from Elmira to Veneta.

8. ADJOURNMENT

Chair Miller adjourned the meeting at 5:52 p.m.

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder

DRAFT