

City of Veneta PARK BOARD

MEETING AGENDA

WEDNESDAY, DECEMBER 10, 2025 – 4:30 P.M.

Veneta Administrative Center – J.W. “Bill” Smigley Room
88184 8th Street, Veneta, Oregon

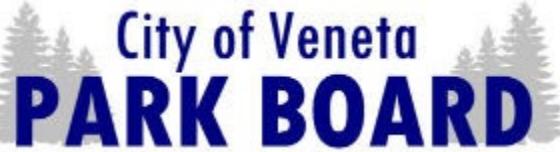
City of Veneta meetings can be accessed via telephone. To listen or participate call 541-935-2192 (Participant Code 793738#). To submit public comments electronically, email comments to JMirable@venetaoregon.gov by 3:00 p.m. Monday of the preceding Board meetings. All public comments must include your 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 November 12, 2025 Work Session (pgs. 1-4)
 - (2) Minutes for November 12, 2025 Meeting (pgs. 5-8)
 - b. Action Items
 - (1) Park Board Budget Construction – Part II (pgs. 9-11)
 - (2) Park Board Grant Application Form (pgs. 13-16)
4. STAFF REPORTS
 - a. Community Development Director..... Kevin Urban
 - (1) Grant Updates (Verbal)
 - (2) Fern Ridge Master Plan Update (Verbal)
5. BOARD REPORTS
 - a. Board Member Updates / Questions
 - (1) Comments by Board Members (Verbal)
 - (2) Park Board Questions for Staff
6. OTHER
 - a. Next 1st Wednesday Meeting: January 7th 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
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
VACANT
JOANNA RICHA
KENDALL MOELLAR (STUDENT)
AUBREE ROGERS (STUDENT)

WORK SESSION MINUTES

Park Board Meeting
Wednesday, November 12, 2025 3:30 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 3:32 p.m. and reviewed the agenda.

2. ROLL CALL

Present:, Chair Tressa Miller, Vice Chair Crystal Donagan, Member Rebecca Cox
Member Tory Macklin, Member Joanna Richa

Absent: Member Craig Soderberg , Council Liaison: Alexa Benson, Member John
Tribolet, Student Member Aubree Rogers, Member Darlene Harris; Student Member
Kendal Moeller,

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

Guests:

Heather Blake, Fern Ridge Events

WORK SESSION MEETING

3. PARK BOARD BUDGET CONSTRUCTION DISCUSSION

Chair Miller stated the Park Board would review their event schedule to determine if there were event level changes needed. Events were to be Level 1 through Level 4.

CDD Urban explained the difference between Level 1 events (fully city-run and funded) and Level 2 events (partner-run with city grant funding). He noted that Level 1 events require city staff to handle all purchasing and logistics, while Level 2 events allow more autonomy for organizers, but require them to obtain their own insurance.

The Board conducted an extensive review of park board events to determine their classification for budget purposes.

Chair Miller introduced the Easter Egg Hunt as the first event and asked for discussion on its Level 1 standing.

Chair Miller shared the Easter Egg Hunt event was well-known and always very well attended. She recommended there be no changes to this event for next year.

Board consensus was the Easter Egg Hunt would continue as a Level 1 event.

Chair Miller introduced the next event, Earth Day at the Veneta Elementary School.

The board determined this event called for very few volunteers and was easy to support. The board agreed there should be no changes to this event for next year.

Board consensus was Earth Day would continue as a Level 1 event.

Chair Miller introduced Arbor Day as the next event up for discussion.

CDD Urban stated the City needed this event to remain a “Tree City” and recommended this event also remain the same for next year.

Board consensus was Arbor Day would continue as a Level 1 event.

3:44 pm. Joanna Richa entered the meeting

Chair Miller introduced the Bark and Whistle Dog Parade, and discussion ensued about this event and members agreed it could be removed from the list of events for next year.

Board consensus was Bark and Whistle Dog Parade would be eliminated as an event.

Chair Miller introduced the Pickleball Tournament as the next event up for discussion.

Discussion ensued about this event and it was determined that the Veneta Fern Ridge Chamber of Commerce was utilizing the pickleball tournaments for events.

Board consensus was the Pickleball Tournament would be eliminated as an event.

Chair Miller introduced Veneta Fourths as the next event up for discussion.

The board discussed Veneta Fourths and the insurance involved for the inflatable slide rented for this event. The Board determined this event could be funded by the Park Board in the future, but not as a Level 1.

Board consensus was Veneta Fourths would be budgeted as a Level 2 event.

The Park Board discussed Movies in the Park.

Board consensus was Movies in the Park would be budgeted as a Level 2 event.

4:01 p.m. Member Macklin entered the meeting.

Chair Miller stated National Night Out was an annual event organized by the City's Management Analyst; as such it would remain on the event schedule for next year with no changes.

Board consensus was National Night Out would be budgeted as a Level 3 event.

Chair Miller shared that the Veneta Celebration Run was originally gifted from the city to the Park Board with the understanding it wouldn't continue without Park Board involvement. The Board concluded that the event's low attendance (63 participants) didn't justify the significant staff time required and the event should be removed from next year's schedule.

Board consensus was Veneta Celebration Run would be eliminated as an event.

Chair Miller stated the next event up for discussion was Veneta Haunts.

Vice-Chair Donagan shared she would be giving an event update at the regular meeting and that while the weather was bad, this was a successful event as far as attendance. She further stated there were a number of challenges encountered this year.

Board consensus was Veneta Haunts would be budgeted as a Level 2 event.

Chair Miller reported that the Tree Lighting and Light Parade were well established events with support from Public Works and the Fern Ridge Chamber of Commerce and should remain on the Park Board schedule for next year without changes.

Board consensus was Tree Lighting would be budgeted as a Level 4 event.

Board consensus was The Light Parade would be budgeted as a Level 4 event.

Member Cox asked if the Park Board would be a sponsor of Level 2 events.

CDD Urban confirmed the Park Board would be a sponsor of any Level 2 events and shared that sponsorship money would be placed in a budget line item for park improvements.

CA Michel reminded Park Board members City Council increased the Park Board budget to help support their events.

Member Cox stated she was confused about the budget model. Discussion ensued about the budget and the schedule and process for annual sponsorship requests.

Member Cox was concerned that she couldn't tell sponsors which events the Park Board would sponsor because Level 2 events were unknown.

Member Macklin stated the Park Board could use this type of language, "we sponsor events such as....." to let sponsors know what types of events they supported in the past.

Member Donagan stated Member Soderberg was able to engage 85% of the sponsors and she wondered who would step in for him when he steps down from the Park Board.

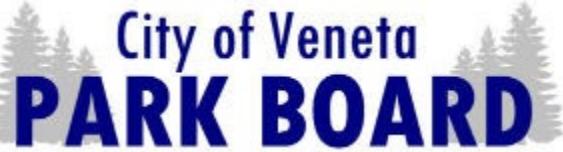
4. ADJOURN

Chair Miller adjourned the meeting at 4:37 p.m.

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder



City of Veneta PARK BOARD

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JOHN TRIBOLET
VACANT
JOANNA RICHA
KENDALL MOELLAR (STUDENT)
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REGULAR MEETING MINUTES

Park Board Meeting
Wednesday, November 12, 2025 3:30 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 4:37 p.m. and reviewed the agenda.

2. ROLL CALL

Present:, Chair Tressa Miller, Vice Chair Crystal Donagan, Member Joanna Richa, Member Tory Macklin, , Member Rebecca Cox,

Absent: Member Craig Soderberg , Council Liaison: Alexa Benson, Member John Tribolet, Student Member Aubree Rogers, Member Darlene Harris; Student Member Kendal Moeller,

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

Guests:

Heather Blake, Fern Ridge Events

3. PUBLIC COMMENTS

None.

4. BOARD BUSINESS & REPORTS

a. Approval of October 1, 2025, Meeting Minutes

Motion to approve the October 1, 2025 meeting minutes.

Moved by Vice Chair Donagan. Second by Member Macklin.
Motion passed unanimously (5-0).

b. Action Items

1. Park Board Budget Construction

CDD Urban summarized the discussion from the Park Board work session regarding the event schedule for next year. He shared that board members decided there would be no changes to the Easter Egg Hunt, Earth Day, Arbor Day, National Night Out and Harvest Festival events. He further stated that the board decided to reclassify Veneta Fourths, Movies in the Park and Veneta Haunts to Level 2 events. The board also decided to remove the Bark and Whistle Dog Parade, Pickleball Tournament and Veneta Celebration Run from next year's schedule.

Moved to approve the reclassifications of events for calendar year 2026 as discussed above.

Moved by Member Richa. Second by Vice Chair Donagan.
The motion passed unanimously (5-0).

CDD Urban shared that next month the Park Board will develop their budget for the 2026 event season.

2. PURCHASE PLASTIC EGGS

Motion to direct staff to purchase 6000 plastic eggs (\$510) for the 2026 Easter Egg Hunt.

Moved by Member Richa. Second by Member Macklin.
Motion passed unanimously (5-0).

4. STAFF REPORTS

a. Community Development Director

1. Grant Updates

CDD Urban shared the Trails Grant would be submitted on Friday, November 14, 2025.

2. Fern Ridge Master Plan Updates

CDD Urban reported that the Fern Ridge Master Plan was on hold due to the federal government shutdown. He noted that all Board members should have a copy of the plan for review.

5. BOARD REPORTS

a. Veneta Haunts

Vice Chair Donagan reported on the Veneta Haunts event on behalf of Council Liaison Benson. Despite challenging weather conditions with rain and wind, approximately 300 people attended the event. About 90 children participated in the costume contest. She noted that they had successfully created a carnival atmosphere with games and scary tents, though there were some logistical challenges with volunteers being unable to take breaks.

Ms. Blake shared that signage was needed for the restrooms at City Park.

Vice-Chair Donagan agreed signage for the restrooms would be a good improvement to City Park.

Vice Chair Donagan stated the organizers of Veneta Haunts were disappointed with the advertising for the event. The problems encountered this year were listed below:

- 1) Advertising was not great on the City event page.
- 2) Limited social meeting posts
- 3) The event poster was not sent in a mailer to residents
- 4) Organizers were unsure if staff could print flyers for the event
- 5) Radios needed by volunteer staff for communication purposes

CA Michel acknowledged that there had been a frustrating disconnect between staff and event organizers regarding advertising needs and timelines.

Member Richa suggested the board utilize their sponsorship money to purchase a permanent sign for City Park event advertising.

Discussion ensued about a location for a reader board in town.

Member Cox mentioned a City reader board would be so important for the Veneta community.

CDD Urban shared the city owned an area where a reader board could be placed.

CA Michel mentioned a concept design for sponsorship signs at City Park which would allow the sponsorship advertising to be placed for the entire year.

Member Macklin believed TSP banners would be available for advertising purposes.

Vice Chair Donagan asked that the storage shed located in the Public Works yard be added to the next meeting agenda.

b. Board Member Updates
None.

c. Member Questions
None.

7. OTHER

a. Next meeting scheduled for Wednesday, December 3, 2025.

The Board discussed moving the next meeting date due to scheduling conflicts. Several members indicated they could not attend on December 3rd.

Consensus: Members reached consensus to move the next meeting to December 10, 2025, at 4:30 PM.

CDD Urban noted that two Park Board applications would be going to City Council for approval in December to fill one vacancy.

8. ADJOURNMENT

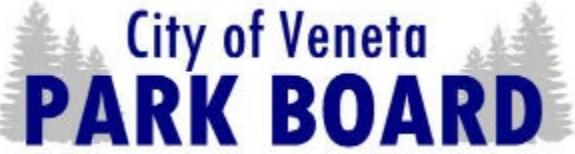
Chair Miller adjourned the meeting at 5:15. p.m.

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder

AGENDA ITEM SUMMARY



Title/Topic: Park Board Budget Construction – Part II

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)

Completed at previous meeting.

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 the guidelines for future events using Park Board funds, and adopt the budget."

ATTACHMENTS:

1. Budget Construction Worksheet (Updated)

Park Board Budget Construction Worksheet

Selection and Reclassification of Events -

Easter Egg Hunt	Level 1
Earth Day	Level 1
Arbor Day	Level 1
Bark-N-Whistle Dog Parade	
Pickleball Tournament	
Veneta Fourths	Level 2
Movies in the Park	Level 2
National Night Out	Level 3
Veneta Celebration Run	
Harvest Festival	Level 3
Veneta Haunts	Level 2
Tree Lighting	Level 4
Light Parade	Level 4

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

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

<u>Budget – Outline of Funds. (An “up to” budget)</u>		<u>Previous Year</u>	<u>Proposed Year</u>
Easter Egg Hunt	Level 1	\$1,000	\$1,000
Earth Day	Level 3	\$50	\$50
Arbor Day	Level 1	\$250	\$250
<hr/>			
Veneta Fourths	Level 2	\$1,100	\$
Movies in the Park	Level 2	\$1,500	\$
National Night Out	Level 3	\$50	\$
Harvest Festival	Level 3	\$250	\$
Veneta Haunts	Level 2	\$1,800	\$
Tree Lighting	Level 4	\$0	\$
Light Parade	Level 4	\$0	\$
Easter Egg Hunt	Level 1	\$1,000	\$
Earth Day	Level 3	\$50	\$
Arbor Day	Level 1	\$250	\$
		(Total not to exceed \$14,000)	\$
			<hr/>

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

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

Budget – Capital Expense (Reusable) versus Operating Expense (One time use)

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**City of Veneta
Park Board
Grant Application Form**

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * 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 Numbers:	
				Business:	
				Personal:	
				Fax:	
Primary Contact:					
Street Address:					
City:		State:		Zip:	
Business Address (If different from above):					
Street Address:					
City:		State:		Zip:	
OTHER ORGANIZERS / VOLUNTEERS					
Name	Address			Phone	
INSURANCE INFORMATION					

Event Budget

Grant reimbursements will be based off of the project budget. Please provide as much detail as possible.

Consumable Items:

Capital Items:

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.

AGREEMENT

- By signing below, you certify that all the information you have given in this application is true and complete. You also agree to provide additional information that we may require to process this application.
- 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 from the City of Veneta; transportation SDC reduction from the City of Veneta.
- **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

Return to:

City of Veneta
88148 8th Street / PO Box 458
Veneta, OR 97487