



# City of Veneta PARK BOARD

## AGENDA

WEDNESDAY, APRIL 2, 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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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) Board Officer Elections (Chair, Vice-Chair/Secretary)  
(2) Minutes for March 5, 2025 Meeting (pgs. 1-7)  
b. Board Member Updates (verbal)  
(1) Park Evaluations by Board Members (verbal)  
(2) Annual Park Board Report to City Council on March 10<sup>th</sup> (verbal)  
(3) Other updates  
c. Event Planning  
(1) Egg Hunt (Budget: \$1,000) – April 19<sup>th</sup>  
i. Committee Report – Soderberg (verbal)  
1. April 12<sup>th</sup> – 9 AM Stuff  
(2) Earth Day (Budget: \$50) – April 22<sup>nd</sup>  
i. Tabling Report – Harris (verbal)  
(3) Arbor Day (Budget \$250) – April 25<sup>th</sup>  
i. Committee Report – Soderberg (verbal)  
1. Matt Laird Memorial Tree & Plaque (Plaque proof)  
(4) Bark & Whistle Dog Parade (Budget: \$\_\_\_\_) – Tentative: Sat. AM, May 17<sup>th</sup>  
i. Pre-Committee Report – Staff (verbal)  
ii. Information – [www.kreweofbarkus.org](http://www.kreweofbarkus.org) / [www.bringfido.com](http://www.bringfido.com)  
iii. Consideration to  
(5) Veneta Fourths (Budget: \$1,100) – July 4<sup>th</sup>  
i. Committee Report – Alexa (verbal)  
(6) Movies in the Park (Budget: \$1500) – July through September  
i. Committee Report – Alexa (verbal)  
(7) National Night Out (Budget: \$50) – August 5<sup>th</sup>  
i. Pre-Tabling Report - TBD (verbal)  
(8) Veneta Celebration Run (Budget: \$5,000) – August 9<sup>th</sup>  
i. Committee Report – Craig & Alexa (verbal)  
1. Next meeting: \_\_\_\_\_  
a. Re-naming the event report

b. Sponsorship Plan

(9) Harvest Festival (Budget: \$250) – September 13<sup>th</sup>  
i. Tabling Report – TBD

(10) Veneta Haunts (Budget: \$1,800) – October 25<sup>th</sup>  
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) Bolton Hill Complex – Phase II Grant (Playground) (verbal)

(3) Park Planning Grant (verbal)

(4) Grant Close-outs

(5) Financials Update  
i. Agenda Item Summary (pg. 11)

(6) Questions from the Board

5:25 5. OTHER

a. Next 1<sup>st</sup> Wednesday Meeting: May 7th 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](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

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

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

### MINUTES

#### Park Board Meeting

Wednesday, February 5, 2025 4:30 PM

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

Present: Chair Craig Soderberg, Liaison Alexa Benson, Member Rebecca Cox, Member Bob Reeves, Member Crystal Donagan, Member Joanna Richa, Student Member Aubree Rogers, Student Member Kendall Moeller, Member Darlene Harris, Member Tory Macklin  
Absent: Vice-Chair Tressa Miller, Member John Tribulet  
Staff: City Administrator (CA) Matt Michel, Community Development Director (CDD) Kevin Urban, Works Director (PWD) Kyle Schauer, City Recorder (CR) Jennifer Mirabile  
Other Heather Blake

#### I. REVIEW AGENDA

Chair Soderberg called the meeting to order at 4:32 p.m. and reviewed the meeting agenda.

Chair Soderberg asked CDD Urban to introduce himself.

CDD Urban shared that he was excited to meet everyone and provided information about his education and work experience before starting with the City of Veneta.

All the Park Board members introduced themselves and shared information about their service on the Park Board.

Chair Soderberg asked if there were any updates to the agenda.

CA Michel asked to add Veneta Serves to the agenda; he further stated this as Liaison Benson's new business.

## II. PUBLIC COMMENTS

Heather Blake, 89378 Fields Road, Elmira, OR

Ms. Blake mentioned that she developed the event, Music in the Park and it had been fairly successful over the years.

Ms. Blake reported that she recently learned about a Public Performance Licensing issue which stated if you pay musicians to play other people's music (not older than 1920 or the composer was deceased, there was a licensing fee of \$800. She further stated this fee would be difficult for her to shoulder on her own and she may be looking for partners to keep the event running.

Ms. Blake stated she would keep the Park Board updated on the status of this event.

## III. BOARD BUSINESS AND REPORTS

### a. Approval of the Minutes

**MOTION:** Member Donagan **made a motion to approve the February 5, 2025 minutes, as presented.** Member Harris seconded the motion. **The motion passed unanimously (9-0).**

### b. Annual Park Board Report

Chair Soderberg stated he was scheduled to give the Annual Park Board report to City Council on Monday, March 10th, at 6:30 p.m., and he invited members to come and participate.

### c. Board Member Updates

#### 1. Park Board Verbal

Chair Soderberg shared he finished his park evaluation and reminded members who had not completed their park evaluations should turn them in by the end of March.

Liaison Benson asked if anyone had questions about how those evaluations were done. There were no questions.

#### 2. Other updates

There were none.

### b. Event Planning

#### 1. Easter Egg Hunt (\$1,000 Budget)

Chair Soderberg shared the Easter Egg Hunt was scheduled for Saturday, April 19<sup>th</sup>.

Chair Soderberg shared he had extra posters if anyone wanted them to post in Veneta.

Liaison Benson asked for an electronic copy of the poster.

Chair Soderberg mentioned egg stuffing was scheduled for the Saturday before at City Hall.

CA Michel stated the week of March 31<sup>st</sup> was the date to pick up the books for the Egg Hunt event

## 2. Earth Day (\$50 Budget)

Chair Soderberg stated Earth Day was scheduled for Tuesday, April 22nd and Member Harris wanted more help for that event.

Chair Soderberg shared if anyone could help they can show up to the Veneta Elementary School at 8:00 a.m.; he further stated background checks were required before the event.

Chair Soderberg said that he thought craft bags would have to be assembled.

Member Macklin shared he had two full bags of craft bags already assembled left over from Harvest Festival.

## 3. Arbor Day (\$250 Budget – April 25th)

PDW Schauer said he had no problem with that day if that was the day members wanted to plant the tree for Matt Laird.

Member Reeves asked if there will be a plaque for Matt Laird.

Chair Soderberg confirmed they had purchased plaques in the past and the plaque for Matt will be similar.

## 4. Bark and Whistle Dog Parade (Tentative Saturday, May 17<sup>th</sup>)

CA Michel stated the staff did not have a time yet for this event; more information to come.

## 5. Veneta 4<sup>th</sup>

Liaison Benson asked what date works for Veneta 4ths?

Discussion ensued about the event date.

Liaison Benson asked for volunteers and band recommendations for the Veneta 4th event.

Ms. Blake recommended checking with Annie at the Emporium for possible bands.

Ms. Benson said she would like to have members come and evaluate a band or two with her.

Liaison Benson stated she understood Member Reeves, Ms. Blake and CDD Urban were interested in reviewing bands with her.

**CONSENSUS: The board reached consensus to host Veneta 4th on July 4th this year.**

Liaison Benson shared the two dates for Movies in the Park: Saturday, July 26th and Saturday, August 16th.

CA Michel stated they talked with the library about supporting this event and they had not heard back.

Liaison Benson shared she is considering Moana 1 and 2 to show this summer at Movies in the Park.

#### 6. Veneta Serves.

Liaison Benson announced that she started a non-profit organization and shared her website, Veneta Serves.

Liaison Benson shared that the goal of the website was to engage volunteers, highlight events in a calendaring system and allow sponsors to donate.

Liaison Benson asked Board members to beta test the site because she wanted to ensure it worked.

Liaison Benson shared that she created a Neighborhood Clean-Up day to partner with the city's scheduled cleanup event.

Liaison Benson concluded by asking members to sign up for email updates.

Member Cox asked how Liaison Benson would be promoting her website.

Liaison Benson stated she was in the testing phase now and stated as soon as it was ready, she would launch it to the community.

#### 7. National Night Out (\$50 Budget August 5)

Chair Soderberg stated it was a good event to promote the VCR and also recruit for volunteers.

Liaison Benson stated Member Tribolet was making a banner for this event.

8. Veneta Celebration Run (\$5,000 August 9th)

Soderberg next subcommittee meeting was next Wednesday, March 12<sup>th</sup>.

Liaison Benson reported that she had already added VCR to Veneta Serves website to recruit for event volunteers.

Member Cox stated there should be a table at the Egg Hunt for Veneta Serves to start recruiting volunteers.

Member Richa recommended a QR Code for Veneta Serves.

8. Harvest Festival (\$250 Budget - September 14<sup>th</sup>)

Member Reeves asked about the seed packets for the Harvest Festival.

Member Soderberg stated the subcommittee would decide on the give away for the Harvest Festival at their pre-event meetings.

1. Veneta Haunts (1,800 Budget – October 25<sup>th</sup>)

Liaison Benson mentioned the subcommittee would meet after the Veneta 4<sup>th</sup> event.

IV. Staff Reports

a. Public Works Director

(1) Park Facilities Updates

PWD Schauer mentioned a drinking fountain was installed and the Public Works team was working on minor improvements currently at the dog park.

PWD Schauer shared he heard from a resident that her very small dog was getting under a 3 -inch area of fence; he further stated they would look into shoring this area up so dogs could not escape.

PWD Schauer announced that the City would post signs for undeveloped land which stated people on this property enter at their own risk as it is not maintained by the city.

Chair Soderberg asked if the city was libel by posting signs like this.

PWD Schauer said the city's insurance carrier confirmed the city was not in danger by adding this kind of signage to undeveloped land.

PWD Schauer shared that the Bolton Hill Sports Complex was moving forward with its design review and hoped to post Request for Proposals in June; he further stated he believed the project would last about a year.

b. City Administrator

1. Draft Dog Park Amenities Survey

CA Michel followed up on the Dog Park Feedback Survey and provided pictures of possible amenities the city was considering for the dog park.

CA Michel stated staff wanted to get the Park Board members feedback before moving forward with purchases.

2. Park Board Levels of Engagement

CA Michel shared that the agenda packet included updates to the level of engagement.

CA Michel also shared that the Fern Ridge Chamber of Commerce was taking the lead on the Pickleball Tournament and were anticipating a July date for this event.

3. Financial Update

CA mentioned no new expenses.

4. Questions from the Board

CA Michel mentioned CDD Urban will take over the staff responsibilities for the Park Board.

Liaison Benson asked about the changes to the budgeting for grants from the city.

CA Michel shared that the EDC fine-tuned their priorities for the year and determined it made sense to transfer the placemaking grants to the Park Board.

CA Michel shared he would work with CDD Urban about a budget request for these grants to City Council.

CA Michel shared he thought this funding could be part of the Park Board's requested budget along with their fundraising.

CA Michel stated the board should prepare budget request for the April meeting and to ask for more money.

#### IV. OTHER

There were no other items raised.

VI. ADJOURN

Chair Soderberg adjourned the meeting of the Veneta Park Board at 5:29 p.m.

Craig Soderberg, 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 <sup>th</sup>	Easter Egg Hunt	Level 1: Primary Organizer	\$1,000
April 22 <sup>nd</sup>	Earth Day	Level 3: Tabling	\$50
April 25 <sup>th</sup>	Arbor Day	Level 1: Primary Organizer	\$250
May TBD	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
May TBD	Pickleball Tournament	Level 4: Volunteering	\$0
July 4 <sup>th</sup>	Veneta Fourths	Level 1: Primary Organizer	\$1,100
July-September	Movies in the Park	Level 1: Primary Organizer	\$2,000
1 <sup>st</sup> Tuesday of August	National Night Out	Level 3: Tabling	\$50
August 16 <sup>th</sup>	Veneta Celebration Run	Level 1: Primary Organizer	\$5,000
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:



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# AGENDA ITEM SUMMARY



## Title/Topic: Monthly Financial Update

Meeting Date: April 2, 2025  
Department: Parks

Staff Contact: Kevin Urban - Community Development Dir.  
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. There have been no changes since last month.

### 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:	\$ (4,273.91)
Approved costs not yet incurred:	\$ (799.20)
SUB-TOTAL:	\$ (73.11)
"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

### CITY ADMINISTRATOR'S RECOMMENDATION

N/A

### SUGGESTED MOTION

N/A

### ATTACHMENTS

None