



AGENDA

WEDNESDAY, May 7, 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 JMirabile@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.

- 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) Minutes for March 5, 2025 Meeting (pgs. 1-8)
 - b. Board Member Updates (verbal)
 - (1) Park Evaluations by Board Members (verbal)
 - (2) Other updates
 - c. Event Reports
 - (1) Egg Hunt – April 19th
 - i. Committee Report – Soderberg (verbal)
 - (2) Earth Day – April 22nd
 - i. Tabling Report – Harris (verbal)
 - (3) Arbor Day – April 25th
 - i. Committee Report – Soderberg (verbal)
 - d. Event Planning
 - (1) Bark & Whistle Dog Parade (Budget: \$____) – Tentative: Sat. AM, May 17th
 - i. Pre-Committee Report – Staff (verbal)
 - (2) Veneta Fourths (Budget: \$1,100) – July 4th
 - i. Committee Report – Alexa (verbal)
 - (3) Movies in the Park (Budget: \$1500) – July through September
 - i. Committee Report – Alexa (verbal)
 - (4) National Night Out (Budget: \$50) – August 5th
 - i. Pre-Tabling Report - TBD (verbal)
 - (5) Veneta Celebration Run (Budget: \$5,000) – August 9th
 - i. Committee Report – Craig & Alexa (verbal)
- 1. Next meeting: _____
 - a. Re-naming the event report

- b. Sponsorship Plan
- (9) Harvest Festival (Budget: \$250) – September 13th
 - i. Tabling Report – TBD
- (10) Veneta Haunts (Budget: \$1,800) – October 25th
 - 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) Pavilion Grant (Verbal)
 - (3) Music License (pg. 11)
 - (4) Financials Update (Verbal / Handout)
 - (5) Questions from the Board

5:25 5. OTHER

- a. Next 1st Wednesday Meeting: June 4th 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
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 necesitan 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:



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, April 2, 2025 4:30 PM

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

Present: Chair Craig Soderberg, Liaison Alexa Benson, Member Rebecca Cox, Member Bob Reeves, Member Crystal Donagan, Student Member Kendall Moeller, Member Darlene Harris, Member Tory Macklin, Vice-Chair Tressa Miller, Member John Tribolet, Member Joanna Richa,

Absent: Student Member Aubree Rogers

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 4:33 p.m. and reviewed the meeting agenda.

II. PUBLIC COMMENTS

Heather Blake, 89378 Fields Road, Elmira, OR

Ms. Blake reminded board members that she was investigating a Public Performance Licensing fee for musicians to play music by other artists. during events. The licensing fee is \$800. She further stated she would ask the Park Board for assistance in paying this fee for her event Music in the Park. She further stated she would be reviewing the numbers and asking for this assistance at the next Park Board meeting.

III. BOARD BUSINESS AND REPORTS

a. Approval of the Minutes

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

b. Elections

Chair Elect Nominations

Chair Soderberg nominated Member Tressa Miller as Chair of the Park Board. Member Miller accepted the nomination. Member Cox seconded the nomination. The nomination was approved (9-0) by the board.

Vice-Chair Nominations

Member Soderberg nominated Member Crystal Donagan as Vice-Chair of the Park Board. Member Donagan accepted the nomination. Chair Miller seconded the nomination. The nomination was approved (9-0) by the board.

Member Soderberg thanked everyone for all of their support during his time as Chair of the Park Board.

c. Board Business and Reports

1. Park Board Evaluations

Chair Miller asked everyone to submit their Park evaluations to PWD Schauer.

Member Reeves stated he would include painting the parking lot lines, near the City Park pool, in his City Park evaluation.

Members said they witnessed residents and kids at both Ralph Johnson and Territorial Parks.

Member Tribolet stated there haven't been any security issues at Bolton Hill Sports Park in a few months. He further stated security had been updated over the last few years.

Member Tribolet mentioned field day was held last weekend which was their opportunity to clean up the fields. He further stated the clean-up was mostly picking up the dog poop left by owners.

Discussion ensued about dogs not permitted inside the Bolton Hill Sports Park.

2. Annual Park Board Report

Member Soderberg announced he verbally reported on the work of the Park Board at the City Council meeting on March 10th. Member Tory Macklin also attended.

Member Soderberg believed the report was well received.

CA Michel stated the Council was very appreciative of the Park Board's work over the last year.

3. Other Updates

Chair Miller asked if there were any further updates.
No other updates.

d. Event Planning

1. Easter Egg Hunt (\$1,000 Budget) April 19th at 11:00 a.m.

Chair Miller shared the Easter Egg Assembly and Hunt was scheduled for Saturday, April 12th at City Hall & April 19th at Veneta Elementary School.

Chair Miller stated members would be assembling the eggs and the pine cone crafts at City Hall on the 12th.

Member Harris believed 200 crafts would be sufficient for the Earth Day event.

Chair Miller believed there were enough volunteers for the Earth Day event.

Member Soderberg stated they have 6,000 eggs to stuff this year and that the bubble machine was always a big hit.

Member Reeves asked if the Library was participating.

CA Michel responded that Library staff would be reading books to kids in the gym at the Easter Egg event.

2. Earth Day (\$50 Budget)

Chair Miller stated Earth Day was scheduled for Tuesday, April 22nd at Veneta Elementary School.

Member Harris stated she could be there but could not be able to work; she could supervise.

Chair Miller shared that craft bags would have to be assembled before the event.

Member Macklin shared he had two fully assembled craft bags left over from Harvest Festival.

CDD Urban stated he would have to get a background check to ensure he could attend.

Chair Miller encouraged everyone to stop by the Division Office and ask for the background check form.

PWD Schaurer stated he would also attend and encouraged everyone to complete the form for the background check because of the new administration at the school.

Ms. Blake stated the forms were also online on the District website and you could drop it off at the District Office.

Joanna Richa shared the following link with committee members for the background check:

<https://www.fernridge.k12.or.us/wp-content/uploads/2021/01/Volunteer-Packet.pdf>

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

Chair Miller asked Member Soderberg to update the board about this event.

PWD Schauer showed everyone the proof for Matt's Laird's Memorial plaque.

PWD Schauer stated the tree for Matt will be a Sequoia.

Chair Miller asked if it will be open to the public.

PWD Schauer stated the Dog Park would only be open for this event.

PWD Schauer stated the ceremony time that works the best was around 3:00 p.m.

4. Bark and Whistle Dog Parade (Tentative Saturday, May 10th)

Discussion ensued about the date for the Bark and Whistle Dog Parade event; it was changed to May 10th.

Chair Miller offered that 10:00 a.m. might be a good time to start the event.

CA Michel recalled Chair Miller stated she would be the point person for this event.

CA Michel encouraged her to work with CDD Urban to ensure everything would be ready to go for that event.

CDD Urban recommending paring the dog parade with some other event next year. He further stated an example would be dog parade and movies in the park.

CDD Urban agreed dog events would draw people to Veneta and contests for most handsome, cute, large etc. were very popular.

CDD Urban recommended they consider combining events.

Chair Miller stated the Little Red Barn had a dog event and rescue agencies partnered with them.

Discussion ensued about partnering with local businesses for this event.

MOTION: Member Soderberg **made a motion to recommend a \$25 budget for dog contest awards.** Member Cox seconded the motion. **The motion passed (9-0).**

5. Pickleball Courts

Member Cox shared that the Pickleball representative from the Pickleball Association had questions about Veneta's Pickleball scheduling.

CA Michel stated the Pickleball Courts would only be reserved for events; the City would not reserve courts for daily scheduling. He further stated he was open to changes based on the direction of the Park Board.

CDD Urban stated he would more than likely be the point person for the Pickleball Courts.

Discussion ensued about recreation immunity.

Member Reeves asked about the risk of dogs at City Park.

CDD Urban explained Recreational Immunity covers all the risks at City parks; however, once you charge to use these facilities, recreational immunity is not a defense. He further stated donations were not the same as charging for use.

6. Veneta 4ths (\$1,100 Budget)

Liaison Benson updated the group on the band selection. She was waiting to hear back from some bands and hoping to learn their fees.

Liaison Benson stated both bands were viable options, but the budget may increase dependent on the cost of the selected band. The sub-committee will make the final decision on April 12th.

Liaison Benson asked if Chair Miller would be available to allow the water slide at Veneta 4ths.

Chair Miller stated Liaison Benson should reach out to Bryan Sayles, for the use of the Ariel water, bounce house, and inflatable slide.

7. Movies in the Park

CDD Urban announced he talked with the library and he believed using their license was a bad idea. He went on to explain his reasoning and recommended the city not collaborate with the Library on Movies in the Park.

CDD Urban stated it would be fun to show a movie and then do an educational piece about the movie and have the library bring books or other resources.

Liaison Benson stated they would only need \$1,100 for that budget and she hoped whatever was left could be added to the Veneta 4th budget.

Liaison Benson mentioned there would be costume contents during Movies in the Park.

Liaison Benson recommended the board consider approving budget to help with Movies in the Park specifically for the licensing needed to play music.

Member Cox supported that recommendation.

CA Michel stated we have a license for broadcasting but not for live music.

Chair Miller asked what that budget would be.

Ms. Blake stated she would have to get two licenses and was working on the numbers which would be about 30% of the total \$800 cost.

Ms. Blake stated she thought it would be approximately \$200 per year. She further stated she would have better numbers at the May Park Board meeting.

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

Chair Miller stated she hoped to have more information on this event at the next Park Board meeting.

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

Member Soderberg shared that the next subcommittee meeting was April 9th, 5pm, at City Hall. He further stated they would discuss sponsorships and donations for the year.

10. Harvest Festival (\$250 Budget - September 14th)

Chair Miller asked everyone to put this event on their calendar.

11. Veneta Haunts (1,800 Budget – October 25th)

Liaison Benson stated she had no updates.

IV. Staff Reports

a. Community Development Director

1. Park Board Levels of Engagement

CDD Urban stated the levels of engagement were provided in your meeting packet.

2. Distinguished Service Award (DSA)

CDD Urban announced Member Tory Macklin was nominated and would be awarded a DSA on May 17th. He further stated it was a great award and hoped everyone who was able to would come to the event at the Community Service Center.

3. Bolton Hill Sports Complex

CDD Urban stated this summer the fields would be under development at the Bolton Hill Sports Complex.

CDD Urban stated he was working on a grant for Phase II which would help pay for the playground section; he hoped the city would be awarded the full \$100,000 amount.

CDD Urban went on to say Phase III would help with the construction of the parking lots and building rehabilitation.

CDD Urban shared he would also be working on a Park Planning Grant which the City could use to develop designs for the new park land.

Member Soderberg asked if the grants needed to be used within two years timeframe.

CDD Urban confirmed grants have a closing date of two years and he would be working to close grants out so others could be opened.

b. Financial Updates

CDD Urban stated the financial information was provided in your meeting packet.

c. Questions from the Board

There were no further questions.

V. OTHER

a. Next meeting is Wednesday, May 7th at 4:30 p.m.

Liaison Benson recommended the board table at the Easter Egg Hunt to recruit volunteers. She went on to say they needed a sign for these types of events.

MOTION: Member Soderberg made a motion to recommend the purchase of a sign for events to help recruit volunteers. Member Cox seconded the motion. The motion passed (9-0).

CDD Urban asked members to complete their sponsorship information and they could discuss the list at a later date.

Member Reeves believed the Egg Hunt was an opportunity to hand out information about the Dog Park opening as well.

Chair Miller agreed and said she would be working on this.

VI. ADJOURN

Chair Miller adjourned the meeting of the Veneta Park Board at 5:41 p.m.

Tressa Miller, Chair

ATTEST:

Jennifer Mirabile, City Recorder

2025 Veneta Park Board Event Timeline January 1 - December 31

Date	Event	Event Responsibility	Budget
April 19 th	Easter Egg Hunt	Level 1: Primary Organizer	\$1,000
April 22 nd	Earth Day	Level 3: Tabling	\$50
April 25 th	Arbor Day	Level 1: Primary Organizer	\$250
May 10 th	Bark N Whistle Dog Parade	Level 1: Primary Organizer	Unknown
July 26 th	Pickleball Tournament	Level 4: Volunteering	\$0
July 4 th	Veneta Fourths	Level 1: Primary Organizer	\$1,100
July-September	Movies in the Park	Level 1: Primary Organizer	\$2,000
1 st Tuesday of August	National Night Out	Level 3: Tabling	\$50
August 16 th	Veneta Celebration Run	Level 1: Primary Organizer	\$5,000
2 nd Saturday of September	Harvest Festival	Level 3: Tabling	\$250
October 25 th	Veneta Haunts	Level 1: Primary Organizer	\$1,800
1 st Week with December date	Tree Lighting	Level 4: Volunteering	\$0
One Week After Tree Lighting	Light Parade	Level 4: Volunteering	\$0

Event Resource Demands:



This page left intentionally blank.

Music Licenses

<u>PRO Name</u>	<u>Price</u>	<u>Renewal</u>
ASCAP	\$ 445	Annual
BMI	\$ 446	Annual
SESAC	\$ 700 (Est.)	Annual
GMI	\$ Does not disclose	