

# 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, January 8, 2025 4:30 PM

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

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

Absent: Student Member Aubree Rogers

Staff: City Administrator (CA) Matt Michel, City Recorder (CR) Jennifer Mirabile, City Management Intern (CMI) Jillian Liebersbach

Other Becky Ingram, Emerald Valley Pickleball Club

#### I. REVIEW AGENDA

Chair Soderberg called the meeting to order at 4:31 p.m. and reviewed the meeting agenda.

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

CA Michel stated he had two updates.

CA Michel shared that Jillian Liebersbach was hired as the new City Management Intern and would be working with Management Analyst (MA) Thode; he asked Jillian to introduce herself.

CMI Liebersbach shared she was an undergraduate economics major and science communication minor student at the University of Oregon and was excited to have the opportunity to work for the City.

CA Michel shared that moving forward he would serve as the staff liaison for the Park Board until a new Community Development Director was hired.

## II. PUBLIC COMMENTS

### Betsy Ingram, 25202 Rhapsody Avenue, Veneta

Ms. Ingram was a member of Emerald Valley Pickleball Club and she reported she was working with MA Thode to include the Veneta Pickleball Courts on the club's website.

Ms. Ingram was also working with MA Thode to be granted permission to add the Veneta Pickleball Courts to an application that would enable the courts to be scheduled by players online.

MA Thode had encouraged Ms. Ingram to contact the Fern Ridge Chamber of Commerce about tournaments at the Veneta Pickleball Courts and also to connect with them about ways to keep people here and local in the community.

Ms. Ingram exclaimed the courts were really in great shape and was excited to have pickleball courts in Veneta.

CA Michel shared the City did not have a reservation process at this time and that it was a first come, first serve basis.

CA Michel believed the City was now ready to work with groups to reserve the courts in advance for tournaments.

Ms. Ingram mentioned the applications did not specifically schedule players, but instead allowed players to connect with each other to determine times to meet at specific courts.

Ms. Ingram shared there were no fees at the Eugene Public Pickleball Courts and the posted rules stated players could play two games and then rotate out.

## III. Approval of the Minutes

**Motion:** Vice-Chair Miller made a motion to approve the December 9, 2024 minutes, as presented. Member Cox seconded the motion. The motion passed unanimously. (11-0)

## IV. Board Business and Reports

Chair Soderberg reviewed the list of members signed up to evaluate the City Parks and reminded each member the evaluations were due by April.

Member Harris asked to evaluate Oak Island Park near her home.

Chair Soderberg agreed he would make that update.

## V. Board Business and Reports continued

Vice-Chair Miller noted the Dog Park grass was growing well and looked great; she also noted the Public Works crew adjusted the pickleball court nets when they were too low.

Vice-Chair Miller hoped community kids would stop bouncing on the nets and wondered if the Pickleball Courts could be locked.

Liaison Benson asked about cameras at the courts.

Member Donagan stated cameras would not work to fix this problem.

Member Reeves believed signage might be helpful to keep kids off of the nets.

Vice-Chair Miller stated we needed more people in the park to discourage this kind of behavior from the tweens.

Member Richa believed increasing awareness about the new courts and adding them to the Emerald Valley website and application would help increase play at the courts which would then help with the inappropriate use of the courts.

## VI. Event Planning

### 1. Egg Hunt

Chair Soderberg stated the sub-committee for the Egg Hunt would meet on Wednesday, January 15<sup>th</sup> at his home at 4:30 p.m.

### 2. Arbor Day

Chair Soderberg asked Member Harris if she was still interested in leading the Earth Day event.

Member Harris wanted to participate and said she would confirm closer to the event date.

CA Michel mentioned Veneta Elementary School did not have Earth Day on their calendar.

Chair Soderberg also wanted to combine the work for both Earth Day and Arbor Day into one day.

Chair Soderberg shared that members should think about how they want to celebrate Arbor Day since the City was a Tree City; he suggested raffling off trees or seedlings.

Chair Soderberg mentioned they also wanted to plant a tree for past Community Development Director, Matt Laird.

Vice-Chair Miller agreed combining that work was a good idea and suggested Tuesday, April 22nd might be a good day for both.

Member Donagan stated she could volunteer on that day for that event.

Chair Soderberg shared that the Earth Day program, at Veneta Elementary School, started at 10:00 a.m. and members arrived at 8:00 a.m. and were finished shortly after 12:00 noon.

Chair Soderberg reminded members that a birdfeeder craft was handed out to the children and they would need to be assembled for this year.

### **3. Bark and Whistle Dog Parade**

Chair Soderberg asked everyone to think about what a Dog Parade event would include and be ready to discuss it at an future meeting.

CA Michel shared that the City's Communications Team discussed the promotion for the grand opening of the Bark and Whistle Dog Park which included a Save-the-Date postcard for businesses and a poster.

CA Michel stated the Park Board would plan the day and staff would follow their direction.

Vice-Chair Miller asked to schedule the date not on the first or third weeks in May because she would be out of town.

Discussion ensued about the Grand Opening of the Dog Park, the promotion and awards.

CA Michel stated the Board was already over their budget and they should consider acquiring prizes/freebies from local businesses for this event.

### **4. National Night Out**

Chair Soderberg asked to discuss this event at a later meeting.

### **5. Veneta Celebration Run**

Chair Soderberg stated board members would solicit volunteers for the VCR sub-committee next month.

### **4. Staff Reports**

#### **a. Light Parade De-brief**

Chair Soderberg stated this year's Light Parade was a great success with 54 floats – it was very impressive.

Member Reeves and Liaison Benson attended themselves and enjoyed themselves.

Member Richa shared that she walked the parade with her 9 year old.

Chair Soderberg said it went very fast and only lasted about an hour.

CA Michel shared he recorded the parade and it lasted about 27 minutes.

Member Reeves mentioned the only negative was the cars that parked illegally.

Liaison Benson stated there was a car that drove into the parade which indicated that more volunteers were needed to direct traffic.

#### b. Park Board Levels of Engagement

CA Michel announced that the prior meetings' dry erase board exercise showed the current levels of Park Board engagement for each event with the allotted budgeted amount.

CA Michel stated the table in the meeting packet captured all of the events and where the Park Board engaged and at what level. Level 1 was the most engaged with funding and volunteers and Level 4 was the lowest engagement only asking for volunteers.

Chair Soderberg stated Veneta Fourths (level 1) was missed on the table.

Liaison Benson stated she thought the budget was \$1,500 for this event.

Chair Soderberg stated he and CA Michel needed to contact the librarian to discuss the Movies in the Park.

Liaison Benson also stated the Movies in the Park should be a Level 1 event.

Discussion ensued about Pickleball Tournaments becoming fundraisers for the City, similar to the Veneta Celebration Run event.

CA Michel stated he would draft a letter to the library to outline the Park Board's intentions about collaborating with them on the Movies in the Park.

Member Donagan asked if we bundled these events would the insurance cost less.

CA Michel stated the City had an umbrella policy that covered most Park Board events; he further stated more insurance would be needed dependent on the activities of the specific event.

CA Michel stated the sub-committees would need to work with staff to ensure the correct amount of insurance is provided for each event.

Chair Soderberg agreed the City should cover these events because of these insurance costs.

Member Richa asked if Veneta Haunts was a Level 1 event.

The Board agreed Veneta Haunts and Movies in the Park were both Level 1 events.

Chair Soderberg believed Veneta Haunts, Veneta 4ths and the Egg Hunt were the three biggest events for the City.

Liaison Benson mentioned the sub-committee for Veneta Haunts would discuss the Haunted House activity because there were some insurance concerns this past year.

CA Michel stated the sub-committees were very important because of the amount of work and support needed for each event.

Liaison Benson stated Veneta Haunts was on October 25<sup>th</sup> this year.

## 2025 Summary of Events, Levels and Budget

### c. Financials Update

CA Michel provided the summary financial information and clarified the amounts.

CA Michel shared the second set of picnic tables purchased by the Park Board were added to the financials provided in the agenda packet., which was the reason the amount of money available decreased.

CA Michel shared the Park Board was over their operating budget by \$73; this was not a concern for the City until the overage reached 10% of the budget.

CA Michel stated the concrete benches arrived and would be placed in the Dog and Whistle Dog Park when the ground was firm enough. Chair Soderberg asked when the Park Board Report was due to City Council.

CA Michel shared the Annual Park Board Report was due to City Council at their meeting on Monday, March 10th.

Chair Soderberg stated Park Board Elections would take place in April and he would be stepping down as Chair. He hoped members would consider taking on more responsibility in one of these board positions.

Chair Soderberg also asked that members reach out to him if they wanted to help him with the Annual Park Board Report to the City Council.

## 5. Other

Member Donagan asked if the Park Board sponsors were happy with the signage and promotion of their businesses.

Chair Soderberg stated the Board should discuss the sponsorships for 2025-26 at an upcoming meeting.

Chair Soderberg explained the sponsorship signage was for one year and signs would be posted at the Egg Hunt event.

Member Reeves asked how the sponsorship levels work.

Member Cox responded that members received an email about sponsorship information and details about the donation amounts and signage sizes.

Liaison Benson encouraged members to consider chairing a sub-committee because everyone's support was needed to make these events successful.

Member Reeves recommended that the City add a dog-waste bag dispenser close to the Fern Ridge Community Center because many people would park in that area before they walk over to the park.

Member Reeves shared there was a wooded trail that led to St. Catherine's Church on the outskirts of City Park and he wondered if signage was needed for insurance purposes.

CA Michel shared he would talk with Public Works Director Schauer about Member Reeves' suggestions.

**VI. NEXT MEETING**

The next meeting was scheduled for Wednesday, February 5, 2024.

**VIII. ADJOURN**

Chair Soderberg adjourned the meeting of the Veneta Park Board at 5:35 p.m.

ATTEST:

Jennifer Mirabile, City Recorder

Craig Soderberg, Chair

Jennifer Mirabile  
Jennifer Mirabile, City Recorder

