



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
BOB REEVES
JOANNA RICHA
KENDALL MOELLAR (STUDENT)
AUBREE ROGERS (STUDENT)

MINUTES

Park Board Meeting

Wednesday, May 7, 2025 4:30 PM

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

Present: Chair Tressa Miller, Vice Chair Crystal Donagan, Craig Soderberg, Liaison Alexa Benson, Member Rebecca Cox, Member Bob Reeves, Student Member Aubree Rogers, Member Tory Macklin, Member John Tribulet (phone)
Absent: Student Member Kendal Moeller, Darlene Harris (excused), Member Joanna Richa
Staff: Community Development Director (CDD) Kevin Urban, Management Analyst (MA) Jacob Thode, City Management Intern (CMI) Jillian Liebersbach, City Recorder (CR) Jennifer Mirabile
Other Heather Blake, Fern Ridge Events

I. REVIEW AGENDA

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

There were no requested changes.

II. PUBLIC COMMENTS

Heather Blake, 89378 Fields Road, Elmira, OR

Ms. Blake stated she was with Fern Ridge Events, which hosted Music in the Park, and she announced her intention to apply for a Community Building Grant for Music in the Park and also she planned to ask the Park Board to contribute to the purchase of a music license.

Ms. Blake stated the license cost about \$475 a year and about \$371 each year after the initial purchase.

Member Cox asked Ms. Blake what the total cost was for Music in the Park.

Ms. Blake responded that there were two different amounts: \$200 per event and there were six events last year. She further stated a contribution for the music license would be a separate request.

MA Thode shared that the Economic Development Committee was currently responsible for the Community Building Grant and they were working to move this grant to the Park Board; once the grant was moved the Park Board would facilitate those grant dollars.

MA Thode stated the program was a reimbursement program and he would let the Park Board know if City Council approves these changes

Council Liaison Benson entered the meeting at 4:43 p.m.

Chair Miller asked MA Thode to present budget information about the CBG program at the next meeting.

Chair Miller asked Ms. Blake to also present on her event, Movies in the Park.

III. Business

a. Approval of the Minutes

MOTION: Member Cox made a motion to approve the April 2, 2025, minutes, with the corrections as discussed. Member Reeves seconded the motion. The motion passed unanimously (8-0).

b. Board Member Updates

1. Park Board Evaluations

Chair Miller asked for feedback on the Park Board Evaluations.

Member Reeves had a concern that those evaluations were not tracked and he proposed creating a matrix of actions items so the Park Board could ensure park issues were addressed.

Discussion ensued about the items Member Reeves was concerned about in his park evaluation.

Discussion ensued about how the Public Works team reviewed the evaluations and when items were considered/addressed.

Chair Miller stated any safety concern was taken very seriously and the Public Works team would make that a priority.

2. Other Updates

Chair Miller asked if there were any further updates.
There were no other updates.

c. Event Reports

1. Easter Egg Hunt April 19th at 11:00 a.m.

Member Soderberg reported that the Easter Egg Hunt went fabulously and there were approximately 820 total attendees and of that amount 330 were participating kids.

Member Soderberg shared they decided not to place the signs in the grass and having them hanging was a better idea..

Member Reeves mentioned the library book donation was a great part to the event.

Council Liaison Benson shared that they ran out of stickers and would have to order more for next year.

Member Soderberg shared the City had to buy at least 1,000 more chocolate pieces to fill all the plastic eggs.

MA Thode believed Bi-Mart may have shorted the order because the City paid less this year.

Chair Miller shared that volunteers requested the City buy chocolate eggs and not small packages of candy (like M&M's) which were difficult to stuff into the plastic eggs.

Member Soderberg stated the Egg Hunt will take place earlier in 2026.

Discussion ensued about the inclusion of "Easter" in the Egg Hunt event and it was tabled to revisit this next year.

2. Earth Day April 22nd

Chair Miller asked for the report on Earth Day.

Vice-Chair Donagan stated they ran out of the bird feeder craft items and asked if the Park Board could buy bags so the kids had something to carry the craft in at future events.

Member Soderberg shared they still had bird seed, yarn, tongue depressors available for the craft for next year and he believed pine cones and swag bags would be needed.

Vice Chair Donagan shared that Member Harris thought have the bird feeders hang from a small tree at the table to get kids excited about the craft and how it should put it together.

3. Arbor Day April 25th

Chair Miller shared Arbor Day was a great success and a tree was planted for Matt Laird, the prior Community Development Director.

CDD Urban stated he would submit the Tree City forms to ensure that Veneta remains a tree city.

d. Event Planning

1. Bark and Whistle Dog Parade May 10th

Chair Miller shared the opening of the dog park was this Saturday and encouraged everyone to attend if they could. She further stated volunteers should plan to arrive by 9:30 a.m.

Chair Miller raised some concern over the amount of funding available for the prizes and asked for more funding for the awards.

MOTION: Member Macklin made a motion to budget of \$50 for the Dog Park prizes. Member Cox seconded the motion. The motion passed unanimously (8-0).

MA Thode shared the Dog Park signs highlighting the rules and regulations may not get posted in time for the grand opening.

Member Reeves asked if he should bring his bubble machine to the Easter Egg Event.

The Board agreed he should bring the bubble machine.

2. Veneta Fourths July 4th

Council Liaison Benson stated she and Member Donagan were meeting to coordinate the activities for the July 4th event.

Council Liaison Benson mentioned a few of the activities she hoped to have at the event. These included a bounce house, water slide, petting zoo, dunk tank and a band.

Council Liaison Benson also stated having water misters at the event would be critical because it was so hot last year.

Council Liaison Benson asked if the Kiwanis could supply hot dogs and chips. She also shared Kona cones would be at the event and she was hoping to have a free water station.

Council Liaison Benson hoped to draw more teens to the event with a photo booth and she asked Student Member Rogers to choose a backdrop for the photo booth.

CR Mirabile asked Council Liaison Benson to send her a list of activities and equipment to send to the city's insurance company.

MA Thode agreed to follow-up with Council Liaison Benson regarding purchasing items for this event.

Discussion ensued about different types of bounce houses.

Council Liaison Benson stated she needed to advertise the event in the City's newsletter, social media and website and that they needed help identifying volunteers.

Council Liaison Benson concluded by sharing they were looking to borrow the following items: fans, canopies, and at least four generators.

Chair Miller stated her generator and bounce house could be used for that day.

3. Movies in the Park July through September

The Board agreed to table this item until next meeting.

4. National Night Out August 5th

The Board agreed to table this item until next meeting.

5. Veneta Park Run August 9th

Member Soderberg announced the new name of the Veneta Celebration Run was the Veneta Park Run.

Member Soderberg stated it was time for Park Board members to visit sponsors and ask for donations for the 2025-26 year. He further stated donation forms were available at City Hall.

Member Soderberg shared the next Veneta Park Run meeting would be announced when a date was set.

6. Harvest Festival September 13th.

Chair Miller reminded members they would need volunteers for the Harvest Festival event.

7. Veneta Haunts- October 25th

The Board agreed to table this item until next meeting.

III. Staff Reports

1. Park Board Level of Engagement

CDD Urban shared page 9, of the Park Board packet, highlighted the levels of engagement for each event.

CDD Urban asked members to contact him if they have changes.

MA Thode left the meeting at 5:34 p.m.

Student Member Rogers left the meeting at 5:36 p.m.

2. Pavilion Grant

CDD Urban shared that he was writing a grant for a pavilion at the new Dog Park; the amount of the award is \$45,000

CDD Urban shared the Pickle Ball grant was closed out and the grant for the Bolton Hill Sports Complex playground was submitted.

3. Music License

CDD Urban provided information about music licenses on pg. 11 of the agenda packet and he believed the City would be able to purchase these licenses to cover the music events in the city.

CMI Liebersbach left the meeting at 5:37 p.m.

4. Financial Update

CDD Urban hoped to have a budget update for the board at the next meeting.

5. Questions from the Board

Member Soderberg asked about an ASCAP license.

CDD Urban shared that if the City bought the license music events within city limits would be covered.

Ms. Blake stated ASCAP covers everyone but you have to also add BMI.

CDD Urban stated if we charge admission or there are over 20,000 attendees the City would have to report it to ASCAP.

CDD Urban would recommend the City purchase both licenses which would cost about \$1,000 per year.

V. OTHER

- a. Next meeting is Wednesday, June 4th, at 4:30 p.m.

VI. ADJOURN

Chair Miller adjourned the meeting of the Veneta Park Board at 5:42 p.m.

Tressa Miller
Tressa Miller, Chair

ATTEST:
Jennifer Mirabile
Jennifer Mirabile, City Recorder

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CITY OF VENETA PARK BOARD

MEMBERS:

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TRESSA MILLER (VICE CHAIR)
REBECCA COX
DARLENE HARRIS
TORY MACKLIN

BOB REEVES
JOHN TRIBOLET
LINDSAY WAGNER
ALEXA BENSON (LIAISON)
ALFRED HAYES, JR.

PUBLIC COMMENT SIGN-IN SHEET

Wednesday, May 7, 2025

NAME	ADDRESS	EMAIL ADDRESS	TOPIC	PUBLIC HEARING (yes/no)	PUBLIC HEARING -In Favor -Against -Neutral
Heather Blake	89378 Fieldard Elmira 97437	Ferridgeevents@gmail.com	Music in the park		

Park Board Meeting Sign-In Sheet
Wednesday, March 1, 2023
