



## 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 RICH  
KENDALL MOELLAR (STUDENT)  
AUBREE ROGERS (STUDENT)

### MINUTES

Park Board Meeting  
Wednesday, July 2, 2025 4:30 PM  
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8<sup>TH</sup> Street, Veneta, Oregon

#### **I. CALL TO ORDER & REVIEW AGENDA**

Vice-Chair Donagan called the meeting to order at 4:33 p.m. and reviewed the agenda.

CDD Urban requested agenda topic 6a. Other be moved to Park Board Business.

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#### **II. ROLL CALL**

**Present:**, Vice-Chair Crystal Donagan, Members: Craig Soderberg, Rebecca Cox, John Tribolet, Joanna Richa, Student Members: Aubree Rogers, Kendal Moeller; Council Liaison: Alexa Benson,

**Absent:** Chair Tressa Miller, Member Bob Reeves, Member Tory Macklin, Member Darlene Harris

**Staff Present:**

Community Development Director (CDD) Kevin Urban, Management Analyst (MA) Jacob Thode, City Recorder (CR) Jennifer Mirabile

**Guests:**

Heather Blake, Fern Ridge Events

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### III. PUBLIC COMMENTS

None.

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### IV. BOARD BUSINESS & REPORTS

#### a. Approval of June 2, 2025, Minutes

**Moved to approve the June 2, 2025 meeting minutes as presented.**

**Motion:** Member Tribolet

**Second:** Member Soderberg

**Result:** Motion passed unanimously (6-0)

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#### b. Action Items

##### 1. Community Building Grant Program

MA Thode outlined the Community Building Grant Program and shared it was previously called the Livability Marketing and Community Grant.

MA Thode stated the grant was funded by the economic development fund and the Economic Development Committee and City Council agreed that staff propose the program be managed by the Park Board.

MA Thode reviewed the options for the board.

Member Richa entered the meeting at 4:37 p.m.

Member Soderberg asked about the program's funding.

CDD Urban responded the Park Board would receive an additional \$5,000 for this program and would award monies to support community events that were not their own.

MA Thode stated the grant was created to help with placemaking and its purpose fits more within what the Park Board supports and works on in the community.

**Moved to host the program, given that the City Council allocates additional money to the Park Board for this program and to award grants on a case-by-case basis.**

**Moved by Member Soderberg. Second by Member Tribolet**  
**The motion was approved unanimously (7-0)**

## 2. Music in the Park (4 events in August)

Ms. Blake provided the group with a handout which outlined the dates and expenses for the Music in the Park program; she further stated the amount was increased to \$1,600

Liaison Benson asked if Ms. Blake rented the sound equipment.

Ms. Blake confirmed she hired a sound technician for the events.

**Moved to award a Community Building Grant for Music in the Park in the amount of \$1,600 for four events scheduled on Thursdays in August .**

**Moved by Member Tribolet. Second by Member Cox**  
**The motion was approved unanimously (7-0)**

Ms. Blake asked if the program was a reimbursement program.

MA Thode responded that Ms. Blake would need to submit her receipts or invoices to the City to be paid by the grant.

Member Soderberg stated he would work with Ms. Blake on these events.

## 3. Veneta Park Run Updates

MA Thode shared the following Veneta Park Run information:

- Event posters were printed and available for pick up
- Please work with Administration Supervisor Haxby on social media needs
- Bags and banner needs were in process
- Pins and bibs were shipped to Eclectic Edge
- Registration was done through Eclectic Edge
- Trophies were ordered and lanyards were on AS Haxby's desk

Discussion ensued regarding sponsors and when the donor list will change.

Member Soderberg stated the sponsorship signs will change after the Veneta Park Run this year; the June deadline was too late to manage all the request and it put printing back about a month into August.

CDD Urban stated a copy of last year's parade permit was provided in the meeting agenda packet and a new one would need to be completed by the Veneta Park Run subcommittee.

MA Thode provided a new map of the parade route and pointed out it would now run by the Bark and Whistle Dog Park.

**Moved to approve the new Veneta Park Run parade route and directed staff to complete the Veneta Park Run Parade Permit.**

**Moved by Member Cox. Second by Member Richa.  
The motion was approved unanimously (7-0)**

#### 4. Park Board Purchasing and Event Planning Memorandum

MA Thode stated he and AS Haxby created a quick guide to help board members understand the time needed to notify staff of event needs including communication, promotion, social media etc.

MA Thode asked all member to copy CDD Urban on all event needs so he can be kept updated of event progress.

MA Thode reiterated that a subcommittee should be created for each event and to copy CDD Urban on event progress and needs.

MA Thode recommended forming the subcommittee six months in advance to consider the logistics and needs for the event.

MA Thode also stated any City event must be communicated through City channels for record keeping requirements.

Discussion ensued about requirements for Park Board members to volunteer for at least two Park Board events.

**Vice-Chair Donagan asked staff to add this agenda item to next meeting agenda.**

MA Thode shared he could provide members with a resource to help them develop their event procedure manual.

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### c. Event Planning

#### 1. Veneta 4ths

Board-Liaison Benson updated the group on the help she needed for the July 4<sup>th</sup> event.

Discussion ensued about meeting at the Community Center at 12:00 noon to 1:00 p.m. tomorrow, July 3rd; Grocery Outlet is donating water and ice for the event.

Board-Liaison Benson asked if someone could man the Park Board table at the event. Member Richa volunteered.

Member Soderberg stated PWD Schauer has the banner and he would follow-up with him.

Board-Liaison shared she needed everyone to help clean up the Community Room on Saturday, July 5<sup>th</sup>; members agreed to meet at 10:00 a.m. on that morning.

Member Soderberg recommended these kinds of "asks" be assigned by the subcommittee.

## 2. Movies in the Park

Board-Liaison Benson asked for members to volunteer for the Movies in the Park subcommittee to help with the events on Saturdays, July 26<sup>th</sup> and August 16<sup>th</sup>

Board-Liaison Benson also asked for help putting up the sponsorship signs and breaking down the event at 11:00 p.m. for the July 26<sup>th</sup> and August 16<sup>th</sup> date.

## 3. National Night Out

MA Thode stated National Night Out was scheduled for Tuesday, August 5<sup>th</sup> and vendors could set up as early as 4:00 p.m.

Member Soderberg stated the Park Board will have a table at this event.

Ms. Blake stated the Park Board could use one of the Grange's tents.

Member Soderberg stated he would send an email to members about tabling for this event.

## 4. Veneta Park Run

### a. Committee Report

Member Soderberg asked everyone to post posters around town.

Member Soderberg planned to send an email to all members about the next scheduled meeting.

## VI. OTHER

CDD Urban stated business must be accomplished in the beginning of the meeting and he reorganized the agenda for Board Business to be discussed first.

The next Park Board meeting is scheduled for **Wednesday, August 6, 2025, at 4:30 p.m.**

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## VII. ADJOURNMENT

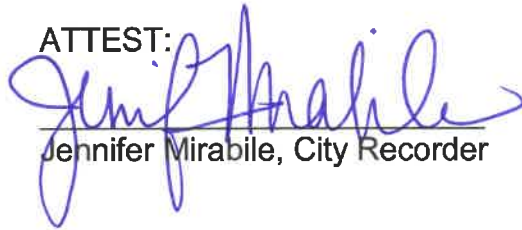
Vice-Chair Donagan adjourned the meeting at 5:34 p.m.



~~Tressa Miller, Chair~~

CRYSTAL DONAGAN,  
Co Chair

ATTEST:



Jennifer Mirabile, City Recorder