



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 RICH
KENDALL MOELLAR (STUDENT)
AUBREE ROGERS (STUDENT)

MINUTES

Park Board Meeting
Wednesday, August 6, 2025 4:30 PM
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8TH Street, Veneta, Oregon

1. CALL TO ORDER & REVIEW AGENDA

Vice Chair Donagan called the meeting to order at 4:34 p.m. and reviewed the agenda.

2. ROLL CALL

Present:, Vice Chair Crystal Donagan, Members: Rebecca Cox, Joanna Richa, Student Members: Aubree Rogers, Kendal Moeller; Council Liaison: Alexa Benson, Member Darlene Harris

Absent: Chair Tressa Miller, Member Craig Soderberg, Member Bob Reeves, Member Tory Macklin, , Member John Tribolet,

Staff Present:

Community Development Director (CDD) Kevin Urban, City Recorder (CR) Jennifer Mirabile

Guests:

Heather Blake, Fern Ridge Events
Jadzia Engle, Orchid Health Organization

3. PUBLIC COMMENTS

Jadzia Engle, Orchid Health Representative, Veneta, Oregon

Ms. Engle introduced herself as an employee of Orchid Health, in Veneta. She further stated she was interested in supporting events where she may be able to help the community learn of Orchid Health in Veneta.

4. BOARD BUSINESS & REPORTS

a. Approval of July 2, 2025, Minutes

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

Motion: Member Cox

Second: Member Richa

Result: Motion passed unanimously (6-0)

b. Action Items

1. Veneta Park Run

Vice Chair Donagan announced the Veneta Park Run would be held on Saturday, August 9th.

Council Liaison Benson asked Ms. Engle if she might be able to table at the Veneta Park Run and possibly man a First Aid Station.

Ms. Engle stated she would check to see if their registered nurse could attend the event in this capacity.

Liaison Benson shared there were 76 runners last year and hoped to surpass that number this year.

CDD Urban believed there were currently 36 runners signed up for the event.

CDD Urban stated he and Management Analyst Thode posted Veneta Run posters around town and CA Michel's son helped out by posting information at running establishments in Eugene..

Liaison Benson asked for volunteers to show up at 7:30 p.m at City Park; she also stated she would pick up the Community Center keys.

Vice Chair Donagan stated she would pick up the sponsor signs.

CDD Urban stated he could help with the Gatorade Station.

Council Liaison Benson shared she was meeting with Member Soderberg tonight and would send a final email to volunteers.

Council Liaison Benson wanted to note that the Veneta Park Run should not be scheduled so close to the National Night Out event.

c. Event Planning

1. Movies in the Park – Cancelled

Council Liaison Benson rescheduled the Movies in the Park event to Saturday, August 30th.

2. Harvest Festival – September 13th

Vice Chair Donagan asked for volunteers to table at the Harvest Festival.

Member Richa shared she would volunteer with Council Liaison Benson.

Council Liaison Benson reminded CDD Urban that the Park Board purchased trees for the Harvest Festival which were raffled off at the event.

Vice Chair Donagan stated this raffle supported the City's "Tree City" designation.

3. Veneta Haunts – October 25th

Council Liaison Benson announced her regular volunteers did not want to work the event this year because of the labor involved.

Liaison Benson shared the Haunted House event was very challenging because it takes a lot of man power to build it and tear it down on the same day; she needed committee members to volunteer for this project.

Council Liaison Benson stated she needed to know if this event could be managed with volunteers before she completed the event insurance request for the City.

Vice Chair Donagan asked if there was a full subcommittee for this event.

CDD Urban stated at least two Park Board members needed to be members of the sub-committee with meeting records and reports to the Park Board.

Liaison Benson asked for additional funding for the Veneta Haunts event bringing the total amount to \$3,475.

Discussion ensued about the Park Board's budget.

CDD Urban projected that if all of the expenses this year come in the way they did last year; the board will have a budget deficit.

CDD Urban shared that if the Park Board agreed to the additional funding for the Veneta Haunts event they could do a one-time transfer from the Park Board savings account.

Discussion ensued about Movies in the Park and adding it back to the budget.

Vice Chair Donagan asked for the amount of total donations for this year.

Member Richa believed funding these events was the Park Board's priority and therefore should use the sponsor money when needed.

Discussion ensued about the Park Board's Budget.

Discussion ensued about a motion to transfer X amount from the Park Board's savings account to the Park Board checking account for events.

Vice Chair Donagan asked for this to be an action item on the September meeting agenda.

CDD Urban recommended the Park Board also schedule a budget meeting.

6. OTHER

Vice Chair Donagan asked to have the Veneta Park Run Report added to the September agenda.

Vice Chair Donagan asked to receive an accounting of all the donations for FY 2025-26 at the September meeting.

Vice Chair Donagan stated they had reached the end of the meeting and they would review the following agenda items in September:

- **4. STAFF REPORTS**
- **5. BOARD REPORTS**

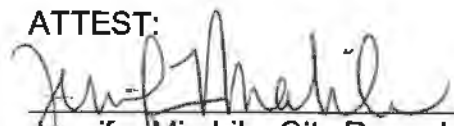
The next Park Board meeting is scheduled for **Wednesday, September 3, 2025, at 4:30 p.m.**

7. ADJOURNMENT

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



Tressa Miller, Chair

ATTEST:


Jennifer Mirabile, City Recorder

City of Veneta
 Veneta Park Board Discretionary Budgets
 Fiscal Year 2025-2026

| "CHECKING" | | | | | | |
|------------------------------|--------------------------------|-----------------------------------|--------------------|--------------|--------------|--|
| Date Approved / Purchased | Requesting Organization | Purpose of Request | Approved Amount | Amount Spent | Check # | Running Amount of Discretionary Budget |
| | Park Board Events & Activities | 130-130-54620 | \$ 14,000 | \$ 3,624.98 | | Beginning Budget: \$14,000.00 |
| 7/8/2025 | Veneta 4ths | CIS (bounce house insurance) | \$ 2,350 | \$ 1,014.98 | GL (FY24-25) | \$ 12,985.02 |
| 7/8/2025 | | Heart & Soul (music) | \$ (665) | \$ 1,000.00 | 32321 | \$ 11,985.02 |
| | | | \$ 5,000 | \$ 1,000.00 | 32338 | \$ 10,985.02 |
| 7/7/2025 | VPR 2025 | Grateful Graffiti (supplies) | | \$ 370.00 | 32331 | \$ 10,985.02 |
| 7/14/2025 | | Christina Thompson (VPR trophies) | | \$ 240.00 | 32376 | \$ 10,375.02 |
| | Remainder of VPR 2025 | | \$ 4,390.00 | | | \$ 4,390.00 |
| | Music in the Park | | \$ 2,400.00 | | | \$ 2,400.00 |
| | Harvest Festival | | \$ 250.00 | | | \$ 250.00 |
| | Veneta Haunts | | \$ 1,800.00 | | | \$ 1,800.00 |
| | Easter Egg Hunt | | \$ 1,000.00 | | | \$ 1,000.00 |
| | Earth Day | | \$ 50.00 | | | \$ 50.00 |
| | Arbor Day | | \$ 250.00 | | | \$ 250.00 |
| | Bark & Whistle Parade | | \$ 150.00 | | | \$ 150.00 |
| | Veneta 4ths | | \$ 3,100.00 | | | \$ 3,100.00 |
| | | | \$ 13,390.00 | | | (-3014.98) |

| "SAVINGS" | | | | | | |
|---------------------------|----------------------|--------------------------------------|------------------------|-----------------|---|---------|
| Date Funds Received | | Purpose of Funds | Actual amount received | | Running Amount of Current Year Funds Raised | |
| BUDGET: | Donations Account: | 130-000-46110 | \$0.00 | | FY 25-26 Starting Amount: | |
| | Fundraising Account: | 130-000-46115 | \$8,800.00 | | \$11,377.00 | |
| 7/2/2025 | | Sierra Pacific | \$2,500.00 | | \$2,500.00 | |
| 7/10/2025 | | Spay Inc (Registration Fee) | \$35.05 | | \$2,535.05 | |
| 7/16/2025 | | Veneta Serves Sign (Craig Soderberg) | \$250.00 | | \$2,785.05 | |
| 7/18/2025 | | Key Bank | \$100.00 | | \$2,885.05 | |
| Running Total: | | | | | \$14,262.05 | |
| Date Approved / Purchased | | Project or Item | Purpose of Request | Approved Amount | Amount Spent | Check # |
| | | Park Board Use of Fundraising | 130-130-54650 | \$6,700.00 | \$ | |
| | | | | | Beginning Budget: \$6,700.00 | |

VENETA

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Inc. 1962

CITY OF VENETA PARK BOARD

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TORY MACKLIN
KENDALL MOELLER

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JOHN TRIBOLET
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ALEXA BENSON (LIAISON)
JOANNA RICHARDS
AUBREE ROGERS

PUBLIC COMMENT SIGN-IN SHEET Wednesday, August 6, 2025

| NAME | ADDRESS | EMAIL ADDRESS | TOPIC | PUBLIC HEARING (yes/no) | PUBLIC HEARING -In Favor -Against -Neutral |
|--------------|---------|-------------------------|-------|----------------------------|---|
| Jadzia Engle | | jadziae@orchidhealth.or | | | |