



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, September 3, 2025 4:30 PM
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8TH Street, Veneta, Oregon

1. CALL TO ORDER & REVIEW AGENDA

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

2. ROLL CALL

Present:, Chair Tressa Miller, Member Craig Soderberg, Vice Chair Crystal Donagan, Joanna Richa (phone/in person), Student Member Kendal Moeller; Council Liaison: Alexa Benson, Member Darlene Harris; Member Bob Reeves, Member John Tribolet, Student Member Aubree Rogers

Absent: Member Tory Macklin, (excused) Member Rebecca Cox (excused)

Staff Present: City Administrator (CA) Matt Michel, Community Development Director (CDD) Kevin Urban, City Recorder (CR) Jennifer Mirabile

Guests:

Heather Blake, Fern Ridge Events
Robbie McCoy, Mayor

3. PUBLIC COMMENTS

None.

4. BOARD BUSINESS & REPORTS

a. Approval of August 6, 2025, Minutes

Motion to approve the August 6, 2025 meeting minutes as presented.

Moved by Member Donagan. Second by Member Harris.

Motion passed unanimously (8-0).

b. Action Items

1. Park Board Budget Policy

CDD Urban stated in previous board meetings there had been discussion about using fundraising funds to support events. He further stated he wanted the Board members to consider adopting a formal policy about how the fundraising dollars should be used.

CDD Urban shared the Board received a \$14,000 budget for this fiscal year starting July 1, 2025; this budget was typically used to support events. He further stated the account currently had \$10,000 available for funding up to June 30, 2026

CDD Urban asked that the Board keep some money in their fundraising account in order for him to cite small amounts in grant submissions.

Member Soderberg shared that he was confused about why the fundraising money would be used for events; he further stated it had always been earmarked for park improvements.

Member Rogers entered the meeting at 4:41 a.m.

Member Donagan asked for further clarification on the grant applications and how much money the Board should retain in their fundraising account to cover the allotted grant amounts.

Member Richa entered the meeting at 4:45 p.m.

Heather Blake left the meeting at 4:46 p.m.

CA Michel stated staff was asking for a policy regarding the Park Board's fundraising account and how the board could use this money

CA Michel offered three different types of policies:

- Support Events
- Purchase Park Improvements
- Grant Matching Opportunities

Chair Miller shared the different policy options and asked members for their preference.

Discussion ensued about the policy options.

Member Soderberg asked what the minimum amount staff needed in the fundraising account for grants

CDD Urban stated he typically uses about \$3,000 in his grant submissions.

Motion to adopt a policy to use 100% of the Park Board's fundraising account for park improvements and grants.

**Moved by Member Donagan. Second by Member Tribolet.
Motion passed unanimously (8-0).**

2. Support for Recreational Trails Program

CDD Urban reviewed his agenda item summary and explained he was applying for a grant to extend the Brooker Lane Trail to the intersection of 7th and Broadway. He further stated this extension was a part of Veneta's Master Plan.

Motion to support a grant application to the Oregon Parks & Recreation Department for a Recreational Trails Grant to extend Brooker Lane Trail.

**Moved by Member Donagan. Second by Member Soderberg.
Motion passed unanimously (8-0).**

c. Event Planning

1. Harvest Festival

Chair Miller asked for information about the Harvest Festival.

Liaison Benson asked CDD Laird if he could pick up three trees for Park Board Raffle at the Harvest Festival on September 13th.

Member Donagan stated she would work with CDD Urban on procuring the trees.

Chair Miller asked for volunteers at the Harvest Festival:

Members Soderberg, Harris volunteered; Members Miller and Macklin would attend the event representing their own agencies.

Member Harris believed making the bird feeders would be a good idea.

2. Veneta Haunts

Liaison Benson reported her subcommittee met twice and they are on track for their event.

Liaison Benson asked for volunteers for the event, setting up signs for parking, set-up and break-down, and setting up canopies.

Members Soderberg and Rees left 5:25 p.m.

6. STAFF REPORTS

1. City Administrator

a. Park Board Policy

CA Michel believed it was in the best interest to move this discussion to the next meeting or after Veneta Haunts since the Board has a bit of a hiatus after the Veneta Haunts event.

CA Michel summarized how he sees the Park Board working on their events in the future; punch list and cook book for every event.

CA Michel stated it was an invitation to manage these events and anyone could execute these events. He further stated that was the definition of a sustainable event.

Liaison Benson shared her frustration with the amount of help from Park Board members.

CA Michel stated if volunteers are not forthcoming a few of these events may not deserve the Level 1 event status.

Student members left at 5:32 p.m.

Mayor McCoy left the meeting at 5:42 p.m.

Further discussion ensued about Park Board Level 1 events vs. Park Board Level 2 events.

Chair Miller stated moving to a Level 2 event might allow Liaison Benson to host her own events without the communication and funding requirements of a City event.

CA Michel shared the grant program was reimbursement based and event organizers would need to follow their budgeted plan.

CDD Urban encouraged members to ensure every event had an itemized budget.

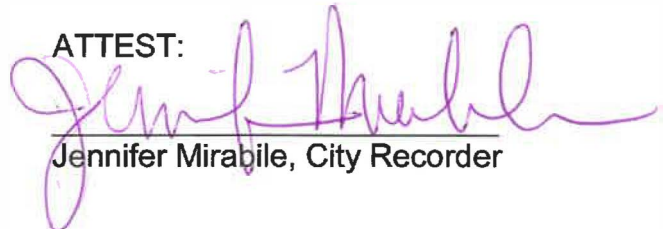
Discussion ensued about a date for a budget meeting.

9. ADJOURNMENT

Chair Miller adjourned the meeting at 5:53 p.m.



Tressa Miller, Chair

ATTEST:


Jennifer Mirabile, City Recorder