



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
VACANT
JOANNA RICHA
KENDALL MOELLAR (STUDENT)
AUBREE ROGERS (STUDENT)

MINUTES

Park Board Meeting

Wednesday, October 1, 2025 4:33 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 4:33 p.m. and reviewed the agenda.

2. ROLL CALL

Present: Chair Tressa Miller, Vice Chair Crystal Donagan, Joanna Richa (phone), Member Tory Macklin, Student Member Kendal Moeller Council Liaison: Alexa Benson (phone), Member Darlene Harris; Member John Tribolet (phone), Student Member Aubree Rogers, Member Rebecca Cox

Absent: Member Craig Soderberg (excused)

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

Guests:

Heather Blake, Fern Ridge Events

3. PUBLIC COMMENTS

Heather Blake, Fern Ridge Events

Ms. Blake provided a brief report on Music in the Park stating the event was successful, with four weekly Thursday night sessions held in August. Average attendance was about 40 people per event, with total attendance reaching approximately 75 people throughout each evening as attendees came and went.

Ms. Blake mentioned the only issue they encountered was that park restrooms were locking before the event concluded. She stated she had spoken with park staff about adjusting the timing for future events. She also suggested possibly renting the community center to utilize those restrooms for at least the contracted talent.. The consistency of weekly events helped build awareness and attendance as people realized it would be a recurring event.

4. BOARD BUSINESS & REPORTS

a. Approval of September 3, 2025, Regular and Work Session Minutes

Motion to approve the September 3, 2025 Regular and Work Session Minutes.

**Moved by Member Cox. Second by Member Donagan.
Motion passed unanimously (9-0).**

b. Action Items

1. Park Board Overall Budget

The Chair noted that the budget worksheet was on page 11 of the packet. The Board reviewed the event levels, with the Chair noting that Music in the Park was very successful and required minimal engagement from the Park Board.

CDD Urban clarified that after discussions with CIS (the city's insurance provider), Level 2 events require the organizers to get insurance. He mentioned that for events like Veneta Haunts, the bounce house alone required \$1,000 in additional insurance, but sometimes insuring the whole event could be more cost-effective.

CDD Urban explained that the blue line on the budget worksheet (below the grants contingency line) separated what was already budgeted and spent from what had not yet been budgeted. He recommended that the Board finalize the budget for the remainder of the current year and then work on budgeting for the fiscal year to align with

the city's budget cycle. This alignment would make financial tracking clearer since the city operates on a July 1 fiscal year rather than a calendar year.

CDD Urban suggested developing a more detailed budget for each event to better understand how funds were being allocated. He used the Easter Egg Hunt as an example, noting they should itemize expenses for candy and other supplies.

The Chair directed the Board members to review the budget worksheet before the next meeting, looking at current events, budgeted amounts, and event levels. The Chair suggested discussing event levels at a future meeting, noting that Alexa had introduced several new events that might work better as Level 2 events. They agreed to address this at the December meeting, as the Chair would be in Italy during November.

Chair Miller asked if November 12th they could schedule a work session and the regular meeting. Work Session 3:30 p.m. and the Regular Session at 4:30 p.m.

CONSENSUS: The Board decided to hold a work session on November 12 at 3:30 PM, followed by their regular meeting at 4:30 PM, to discuss event levels and budgeting.

c. Event Planning

1. Veneta Haunts

Alexa reported that the event preparations were going well, stating it would be "the hit of the season." She requested assistance with setting up and taking down the large city canopy, noting that a practice session might be needed. She mentioned the next planning meeting would be Monday, October 6, at 12:30 PM at Crystal's house.

Board members had picked up flyers for the event. There was some discussion about event promotion, with the Chair noting it would have been beneficial to have the flyers available for the Harvest Festival. Alexa mentioned that flyers would be distributed at the Farmers Market and that Honors Club students at the high school were aware of the event.

Regarding vendors, Crystal noted that Grocery Outlet was working on finding staff for a wine bar, but this hadn't been confirmed and might not happen if staffing couldn't be arranged. Alexa also mentioned that the high school's Myra Film Club would be filming the event to create a 30-second and 5-minute promotional video.

A question was raised about sponsors not being listed on the event posters. The group noted this was an oversight that should be addressed for future events, though it was too late to reprint the current posters as a thousand had already been printed.

5. STAFF REPORTS

a. Community Development Director

1. Veneta Event Overview Page

CDD Urban presented a draft of the first page of what would become an event "cookbook" for the Park Board. He explained this would be the front page for each event, with all relevant information for that year's event. The following year, a new front page would be created while all other materials for the event would remain in the notebook. He invited Board members to review and provide feedback on the draft.

2. Park Board Levels

CDD Urban also encouraged the Park Board to consider their events for the year and identify the level of support for each event. He further stated he wanted to tighten up the event levels because there were some events at Level 1 that just did not have the support or volunteers to support that level.

3. Grant Updates

CDD Urban announced that the city had secured an additional \$100,000 grant for playground equipment at Bolton Hill, with a 50/50 match from one of the playground manufacturers. He noted this would allow for the purchase of substantial climbing equipment, with the most expensive option being approximately \$315,000.

CDD Urban also informed the Board about a \$500,000 green infrastructure grant the city was pursuing for wetland restoration along Jack Kelly Road. The project would include stormwater facilities and wetland enhancements to make more land usable. Potential partners included ODOT, Oregon Department of Forestry, and the high school science department. He shared that high school students could potentially earn credit or wages by participating in tree inventories and wetland biology projects.

CDD Urban mentioned that the grant application was due in about a week, and if successful, it could transform the area on the other side of Eighth Street. He added that Disciples of Dirt, a mountain bike club, was interested in creating a mountain bike skills park and pump track in the area, which could be connected to existing trails.

4. Fern Ridge Master Plan

CDD Urban explained that the Corps of Engineers would be developing a new master plan for the Fern Ridge Reservoir over the next two years. He encouraged Board members to attend future Corps meetings to advocate for recreational opportunities,

noting that while flood control was the Corps' primary mission, recreation was also part of their mandate.

Chair Miller introduced Zorbing as a new recreational park that might be an option for Veneta.

Discussion ensued about possible park ideas, disc golf, zorbing and the additional park land the City had acquired over the last few years.

6. BOARD REPORTS

a. Harvest Festival

Chair Miller shared the Harvest Festival was very well attended and it was a much larger event than last year. She also manned the Park Board table for a few hours.

CDD Urban stated the Park Board raffle for trees was successful and the trees were picked up by the winners. He further stated the new Park Board Event Overview form would help him understand what needed to happen for each event i.e. contact all the winners from the Harvest Festival Park Board Raffle.

b. Board Updates

Chair Miller asked if members could update the group on their parks.

Chair Miller also mentioned that Territorial Skate Park continued to be active with pickleball and skateboarding. There was discussion about whether the presence of pickleball players had reduced problematic behavior at the skate park. Chair Miller noted that while adult presence helped, there were still issues with misuse of the pickleball courts when adults weren't present.

CDD Urban added that new security cameras had been installed and PWD Schauer was working to ensure that they could zoom in on faces to identify people vandalizing the facilities.

Member Macklin reported on Bolton Hill Sports Complex, which was under construction. He shared there was a Facebook group called "Bolton Hill Sports Complex" that shared weekly construction progress photos. The contractors expected to install turf for the baseball infields in early November, with hydroseeding of the natural grass outfields and soccer fields potentially happening in late October.

c. Member Questions

Chair Miller asked when the playground at Bolton Hill Sport Complex will be built.

CDD Urban responded that Public Works Director Kyle Schauer will be responsible for that timeline.

Member Cox shared that it would be nice if there was better signage in town to highlight events that are scheduled.

CDD Urban responded that signage on Territorial HWY must be approved through Lane County; he also shared the City has an off-premise bill board permit for a certain size sign to be placed on a road other than HWYs 126 and Territorial

CDD Urban stated the City was also working with ODOT on the 126 HWY plan and hoped to consider possible signage options.

Member Macklin and Council Liaison Benson shared it was next to impossible to use Lane Fire Authorities event sign as they placed requests for event program that were not supported.

Ms. Blake shared she was interested in identifying grant funding for event kiosks in the City; similar to a bulletin board with plexiglass.

Chair Miller announced Bob Reeves resigned from the Park Board and the Board would consider next steps at the next board meeting.

Student Member Kendal Moeller and Student Member Aubree Rogers left the meeting at 5:41 p.m.

7. OTHER

Council Liaison Benson asked if the Parks and Trails Master Plan could be added to the agenda to consider what kind of grant money would be needed to update this plan.

Chair Miller encouraged members to review the Parks and Trails Master Plan.

CDD Urban agreed the Parks and Trails Master Plan needed to be updated.

Member Donagan and Member Richa left the meeting at 5:48 p.m.

Member Macklin asked about the progress of the path from Elmira to Veneta.

8. ADJOURNMENT

Chair Miller adjourned the meeting at 5:52 p.m.

Tressa Miller
Tressa Miller, Chair

ATTEST:

Jennifer Mirabile
Jennifer Mirabile, City Recorder

