



## 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)

### WORK SESSION MINUTES

Park Board Meeting  
Wednesday, November 12, 2025 3:30 PM  
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8<sup>TH</sup> Street, Veneta, Oregon

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

Chair Miller called the meeting to order at 3:32 p.m. and reviewed the agenda.

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#### **2. ROLL CALL**

**Present:**, Chair Tressa Miller, Vice Chair Crystal Donagan, Member Rebecca Cox  
Member Tory Macklin, Member Joanna Richa

**Absent:** Member Craig Soderberg, Council Liaison: Alexa Benson, Member John  
Tribolet, Student Member Aubree Rogers, Member Darlene Harris; Student Member  
Kendal Moeller,

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

**Guests:**

Heather Blake, Fern Ridge Events

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### **WORK SESSION MEETING**

#### **3. PARK BOARD BUDGET CONSTRUCTION DISCUSSION**

Chair Miller stated the Park Board would review their event schedule to determine if there were event level changes needed. Events were to be Level 1 through Level 4.

CDD Urban explained the difference between Level 1 events (fully city-run and funded) and Level 2 events (partner-run with city grant funding). He noted that Level 1 events require city staff to handle all purchasing and logistics, while Level 2 events allow more autonomy for organizers, but require them to obtain their own insurance.

The Board conducted an extensive review of park board events to determine their classification for budget purposes.

Chair Miller introduced the Easter Egg Hunt as the first event and asked for discussion on its Level 1 standing.

Chair Miller shared the Easter Egg Hunt event was well-known and always very well attended. She recommended there be no changes to this event for next year.

*Board consensus was the Easter Egg Hunt would continue as a Level 1 event.*

Chair Miller introduced the next event, Earth Day at the Veneta Elementary School.

The board determined this event called for very few volunteers and was easy to support. The board agreed there should be no changes to this event for next year.

*Board consensus was Earth Day would continue as a Level 1 event.*

Chair Miller introduced Arbor Day as the next event up for discussion.

CDD Urban stated the City needed this event to remain a "Tree City" and recommended this event also remain the same for next year.

*Board consensus was Arbor Day would continue as a Level 1 event.*

3:44 pm. Joanna Richa entered the meeting

Chair Miller introduced the Bark and Whistle Dog Parade, and discussion ensued about this event and members agreed it could be removed from the list of events for next year.

*Board consensus was Bark and Whistle Dog Parade would be eliminated as an event.*

Chair Miller introduced the Pickleball Tournament as the next event up for discussion.

Discussion ensued about this event and it was determined that the Veneta Fern Ridge Chamber of Commerce was utilizing the pickleball tournaments for events.

*Board consensus was the Pickleball Tournament would be eliminated as an event.*

Chair Miller introduced Veneta Fourths as the next event up for discussion.

The board discussed Veneta Fourths and the insurance involved for the inflatable slide rented for this event. The Board determined this event could be funded by the Park Board in the future, but not as a Level 1.

*Board consensus was Veneta Fourths would be budgeted as a Level 2 event.*

The Park Board discussed Movies in the Park.

*Board consensus was Movies in the Park would be budgeted as a Level 2 event.*

4:01 p.m. Member Macklin entered the meeting.

Chair Miller stated National Night Out was an annual event organized by the City's Management Analyst; as such it would remain on the event schedule for next year with no changes.

*Board consensus was National Night Out would be budgeted as a Level 3 event.*

Chair Miller shared that the Veneta Celebration Run was originally gifted from the city to the Park Board with the understanding it wouldn't continue without Park Board involvement. The Board concluded that the event's low attendance (63 participants) didn't justify the significant staff time required and the event should be removed from next year's schedule.

*Board consensus was Veneta Celebration Run would be eliminated as an event.*

Chair Miller stated the next event up for discussion was Veneta Haunts.

Vice-Chair Donagan shared she would be giving an event update at the regular meeting and that while the weather was bad, this was a successful event as far as attendance. She further stated there were a number of challenges encountered this year.

*Board consensus was Veneta Haunts would be budgeted as a Level 2 event.*

Chair Miller reported that the Tree Lighting and Light Parade were well established events with support from Public Works and the Fern Ridge Chamber of Commerce and should remain on the Park Board schedule for next year without changes.

*Board consensus was Tree Lighting would be budgeted as a Level 4 event.*

*Board consensus was The Light Parade would be budgeted as a Level 4 event.*

Member Cox asked if the Park Board would be a sponsor of Level 2 events.

CDD Urban confirmed the Park Board would be a sponsor of any Level 2 events and shared that sponsorship money would be placed in a budget line item for park improvements.

CA Michel reminded Park Board members City Council increased the Park Board budget to help support their events.

Member Cox stated she was confused about the budget model. Discussion ensued about the budget and the schedule and process for annual sponsorship requests.


Member Cox was concerned that she couldn't tell sponsors which events the Park Board would sponsor because Level 2 events were unknown.

Member Macklin stated the Park Board could use this type of language, "we sponsor events such as....." to let sponsors know what types of events they supported in the past.

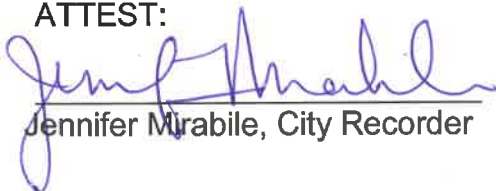
Member Donagan stated Member Soderberg was able to engage 85% of the sponsors and she wondered who would step in for him when he steps down from the Park Board.

#### **4. ADJOURN**

Chair Miller adjourned the meeting at 4:37 p.m.

  
Tressa Miller, Chair

ATTEST:

  
Jennifer Mirabile, City Recorder



# City of Veneta PARK BOARD

TRESSA MILLER (CHAIR)  
CRYSTAL DONAGAN (VICE CHAIR)  
REBECCA COX  
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TORY MACKLIN  
JOHN TRIBOLET  
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JOANNA RICHA  
KENDALL MOELLAR (STUDENT)  
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## REGULAR MEETING MINUTES

Park Board Meeting  
Wednesday, November 12, 2025 3:30 PM  
Veneta City Hall — J.W. "Bill" Smigley Room 88184 8<sup>TH</sup> Street, Veneta, Oregon

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

Chair Miller called the meeting to order at 4:37 p.m. and reviewed the agenda.

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### **2. ROLL CALL**

**Present:** Chair Tressa Miller, Vice Chair Crystal Donagan, Member Joanna Richa, Member Tory Macklin, , Member Rebecca Cox,

**Absent:** Member Craig Soderberg , Council Liaison: Alexa Benson, Member John Tribolet, Student Member Aubree Rogers, Member Darlene Harris; Student Member Kendal Moeller

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

**Guests:**  
Heather Blake, Fern Ridge Events

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### **3. PUBLIC COMMENTS**

None.

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#### **4. BOARD BUSINESS & REPORTS**

##### **a. Approval of October 1, 2025, Meeting Minutes**

**Motion to approve the October 1, 2025 meeting minutes.**

**Moved by Vice Chair Donagan. Second by Member Macklin.  
Motion passed unanimously (5-0).**

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##### **b. Action Items**

###### **1. Park Board Budget Construction**

CDD Urban summarized the discussion from the Park Board work session regarding the event schedule for next year. He shared that board members decided there would be no changes to the Easter Egg Hunt, Earth Day, Arbor Day, National Night Out and Harvest Festival events. He further stated that the board decided to reclassify Veneta Fourths, Movies in the Park and Veneta Haunts to Level 2 events. The board also decided to remove the Bark and Whistle Dog Parade, Pickleball Tournament and Veneta Celebration Run from next year's schedule.

**Moved to approve the reclassifications of events for calendar year 2026 as discussed above.**

**Moved by Member Richa. Second by Vice Chair Donagan.  
The motion passed unanimously (5-0).**

CDD Urban shared that next month the Park Board will develop their budget for the 2026 event season.

###### **2. PURCHASE PLASTIC EGGS**

**Motion to direct staff to purchase 6000 plastic eggs (\$510) for the 2026 Easter Egg Hunt.**

**Moved by Member Richa. Second by Member Macklin.  
Motion passed unanimously (5-0).**

#### **4. STAFF REPORTS**

##### **a. Community Development Director**

## 1. Grant Updates

CDD Urban shared the Trails Grant would be submitted on Friday, November 14, 2025.

## 2. Fern Ridge Master Plan Updates

CDD Urban reported that the Fern Ridge Master Plan was on hold due to the federal government shutdown. He noted that all Board members should have a copy of the plan for review.

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## 5. BOARD REPORTS

### a. Veneta Haunts

Vice Chair Donagan reported on the Veneta Haunts event on behalf of Council Liaison Benson. Despite challenging weather conditions with rain and wind, approximately 300 people attended the event. About 90 children participated in the costume contest. She noted that they had successfully created a carnival atmosphere with games and scary tents, though there were some logistical challenges with volunteers being unable to take breaks.

Ms. Blake shared that signage was needed for the restrooms at City Park.

Vice-Chair Donagan agreed signage for the restrooms would be a good improvement to City Park.

Vice Chair Donagan stated the organizers of Veneta Haunts were disappointed with the advertising for the event. The problems encountered this year were listed below:

- 1) Advertising was not great on the City event page.
- 2) Limited social meeting posts
- 3) The event poster was not sent in a mailer to residents
- 4) Organizers were unsure if staff could print flyers for the event
- 5) Radios needed by volunteer staff for communication purposes

CA Michel acknowledged that there had been a frustrating disconnect between staff and event organizers regarding advertising needs and timelines.

Member Richa suggested the board utilize their sponsorship money to purchase a permanent sign for City Park event advertising.

Discussion ensued about a location for a reader board in town.

Member Cox mentioned a City reader board would be so important for the Veneta community.

CDD Urban shared the city owned an area where a reader board could be placed.

CA Michel mentioned a concept design for sponsorship signs at City Park which would allow the sponsorship advertising to be placed for the entire year.

Member Macklin believed TSP banners would be available for advertising purposes.

Vice Chair Donagan asked that the storage shed located in the Public Works yard be added to the next meeting agenda.

- a. Board Member Updates  
None.
- b. Member Questions  
None.

## 7. OTHER

- a. Next meeting scheduled for Wednesday, December 3, 2025.

The Board discussed moving the next meeting date due to scheduling conflicts. Several members indicated they could not attend on December 3rd.

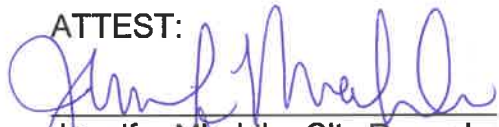
**Consensus:** Members reached consensus to move the next meeting to December 10, 2025, at 4:30 PM.

CDD Urban noted that two Park Board applications would be going to City Council for approval in December to fill one vacancy.

## 8. ADJOURNMENT

Chair Miller adjourned the meeting at 5:15. p.m.

  
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Tressa Miller, Chair

ATTEST:  
  
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Jennifer Mirabile, City Recorder