

**BUSINESS ASSISTANCE COMMITTEE  
MEMBERS:**

MAUREEN WRIGHT (CHAIR)  
BRITTANY LEHMAN (VICE-CHAIR)  
LARISSA MAYFIELD

GINA HALEY-MORRELL  
MCKENZIE GIBSON

**MINUTES**

Business Assistance Committee  
Friday, May 30, 2025 9:00 AM  
Veneta City Hall – J.W. “Bill” Smigley Room  
88184 8<sup>TH</sup> Street, Veneta, Oregon

Present: Chair Maureen Wright, Vice-Chair Brittany Lehman, Member McKenzie Gibson  
Absent: Member Gina Haley-Morrell (excused), Member Larissa Mayfield  
Staff: Management Analyst (MA) Jacob Thode, City Management Intern (CMI)  
Jillian Liebersbach

Attendees:

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1. **CALL TO ORDER**  
Chair Wright called the Business Assistance Committee meeting to order at 9:00 a.m. and she asked if there were any additions to the agenda.  
There were none.
2. **PUBLIC COMMENTS**  
None.
3. **ADMINISTRATIVE**  
a. Approve Minutes of April 18, 2025

**Moved to approve the April 18, 2025 minutes as presented.**

Moved by Vice Chair Lehman. Second by Member McKenzie.  
**The motion passed unanimously (3-0).**

4. **NEW BUSINESS**
  - a. EDC Revisions to Business Grant Program

MA Thode presented his memorandum on the approved revisions to the Business Grant Program and highlighted the clarifying language.

Member Gibson agreed the language was clearer regarding the FTE requirement.

Business Assistance Committee Minutes  
Friday, May 30, 2025

Discussion ensued about award amounts and language that might assist the Committee in granting specific amounts.

b. EDC Revisions to Commercial Development Grant

MA Thode presented his memorandum on the approved revisions to the Commercial Development Grant which would be presented at the EDC's next meeting on June 16<sup>th</sup>.

Discussion ensued about the award amount for each FTE.

MA Thode stated it would be rare for \$50,000 would be awarded to one business for this grant.

Discussion ensued about the maximum SDC reduction for this program.

Chair Wright asked MA Thode how incentives were given before the BAC was formed.

MA Thode stated likely the Economic Development Committee made recommendations to City Council to award grant funding.

Vice-Chair Lehman believed there were no incentives for bigger companies and Veneta should consider those larger companies that would support Veneta's small town feeling.

Discussion ensued about bigger companies and the demonstration of need requirement.

Chair Wright stated this discussion was an EDC issue and the BAC should wait to review the updated 5-Year Plan.

**The Committee reached consensus to move these approved changes forward.**

Discussion continued about the City's priorities and how these grants could be more of an incentive.

5. OLD BUSINESS

a. Sun Frog Products Business Grant

MA Thode stated the owner of Sun Frog Products was struggling with some building code restrictions and the City was working through these issues with him.

MA Thode shared he would keep members updated on his progress

Member McKenzie asked for an update on the Attic. Project.

The Committee shared their concern about extensions for the Attic project and asked to have future extensions brought forward for their review.

Business Assistance Committee Minutes  
Friday, May 30, 2025

6. OTHER

Chair Wright asked if committee members were interested in tabling at the Harvest Festival.

**The Committee reached consensus to table at the Harvest Festival to promote their goals.**

Vice-Chair Lehman shared she would host a 3<sup>rd</sup> Annual BBQ for Veterans on June 14<sup>th</sup>, Flag Day, from 11:30 a.m. to 2:00 p.m. at City Park.

7. NEXT MEETING

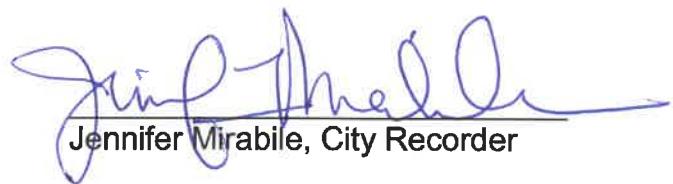
The next meeting was scheduled for Friday, June 26, 2025, 9:00 a.m.

8. ADJOURN

Chair Wright adjourned the meeting at 9:58 a.m.

ATTEST:

  
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Maureen Wright, Chair  
McKenzie Gibson

  
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Jennifer Mirabile, City Recorder

