

**BUSINESS ASSISTANCE COMMITTEE
MEMBERS:**

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

GINA HALEY-MORRELL
MCKENZIE GIBSON

MINUTES

Business Assistance Committee
Friday, July 25, 2025 9:00 AM
Veneta City Hall – J.W. “Bill” Smigley Room
88184 8TH Street, Veneta, Oregon

Present: Chair Maureen Wright (phone), Member McKenzie Gibson, (presiding member) Member Gina Haley-Morrell
Absent: Vice-Chair Brittany Lehman, Member Larissa Mayfield
Staff: Management Analyst (MA) Jacob Thode, City Recorder (CR) Jennifer Mirabile
Attendees: None

1. CALL TO ORDER

Chair Wright asked Member Gibson to preside over the meeting as Chair Wright was participating by phone.

Presiding Member Gibson called the Business Assistance Committee meeting to order at 9:00 a.m.

Presiding Member Gibson asked if there were any additions to the agenda. There were none.

2. PUBLIC COMMENTS

None.

3. EXECUTIVE SESSION

Presiding Member Gibson called for a recess of the regular meeting to go into an Executive Session based on ORS 192.355 (17)(a) Records, communication, and information submitted to ...a City governing body...., by applicants for investment funds, grants, loans, services or economic development moneys, support or assistance.

Presiding Member Gibson called the Executive Session to order at 9:01 a.m.

Presiding Member Gibson asked for the staff report.

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MA Thode reviewed both the Commercial Development Incentive Program application and the Business Grant Program application for Delphi Engineering.

Discussion ensued about the CDIP application from Delphi Engineering.

Discussion ensued about the Business Grant Program application from Delphi Engineering.

The Business Assistance Committee reached consensus regarding the Delphi Engineering applications.

Presiding Member Gibson closed the Executive Session and returned to the regular Business Assistance Committee Meeting at 9:24 a.m.

4. ADMINISTRATIVE

- a. Approve Minutes of May 30, 2025

Moved to approve the May 30, 2025 minutes as presented.

Moved by Chair Wright. Second by Presiding Member Gibson.
The motion passed unanimously (3-0).

5. NEW BUSINESS

- a. Delphi Engineering Company Commercial Development Incentive Program Application

MA Thode presented his memorandum on the Delphi Engineering Company Commercial Development Incentive Program application.

MA Thode shared that Delphi Engineering applied for the CDIP program as a new firm intending to start operations in Veneta and would be bringing two to four new jobs to the City. He further stated this application was in alignment with the goals of the CDIP program.

Moved to recommend Veneta City Council approve Delphi Engineering Company to receive a \$9,000 Transportation SDC fee reduction through the Commercial Development Incentive Program (CDIP).

Moved by Chair Wright. Second by Presiding Member Gibson.
The motion passed unanimously (3-0).

- b. Delphi Engineering Business Grant Program Application

MA Thode presented his memorandum on the Delphi Engineering Business Grant Program application.

MA Thode shared Delphi Engineering was seeking this award to help start their business and renovate their business site.

Member Haley-Morrell wondered if the applicant defaults on the award would the City be able to recoup the money.

MA Thode responded that this program was a reimbursement-based program.

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Moved to recommend Delphi Engineering Company's \$25,000 Business Grants Program application be approved by City Council.

**Moved by Chair Wright. Second by Member Haley-Morell.
The motion passed unanimously (3-0).**

MA Thode stated he was very excited about this new company starting in Veneta. He further stated he would have the applicant present to the Committee in six months.

MA Thode shared the applicant may be interested in some of the City's other grant funding including signage and façade funding.

Presiding Member Gibson thanked MA Thode for his work on the Delphi Engineering application information.

6. OPEN DISCUSSION

Member Haley-Morell shared the Chamber was hosting a Pickleball Tournament tomorrow and all tournament brackets were full.

Presiding Member Gibson noted that a sex offender was arrested at Lot #400.

MA Thode shared that Veneta's LCSO deputies did a check-in at Lot #400 and identified and arrested this offender.

Interim-Chair Gibson was very concerned about suspects hiding out at Lot #400.

MA Thode shared the City was working to update their policies on Lot #400, which was used by the unhoused group in Veneta.

Chair Wright stated she would discuss this issue with Mayor McCoy.

7. OTHER

a. Harvest Festival

MA Thode stated the Collaborative Economic Development Oregon (CEDO) would attend the Harvest Festival and host a job fair; he further stated they would be located near the gym and have about thirty tables.

Member Haley-Morell was aware that this event would take place at the Harvest Festival and shared there would also be a Corn Hole Tournament.

MA Thode shared that the "No Drama Llama" may also make an appearance.

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MA Thode asked if members would like to table at this event along with the Park Board.

MA Thode also mentioned he was hoping to give out City regional identity merchandise at this event.

Member Haley-Morrell shared she would not be able to commit to participating; Presiding Member Gibson and Chair Wright stated they would participate at the Harvest Festival tabling event.

MA Thode stated he would work on raffle ideas and talking points for the event.

MA Thode shared he would speak with the Mid Lane Cares Executive Director about the need for an additional table.

MA Thode announced National Night Out was scheduled for Tuesday, August 5th and members were invited to participate there as well.

b. Attic Extension Request

MA Thode shared the Smith Family would attend next month's meeting to discuss their needed extension.

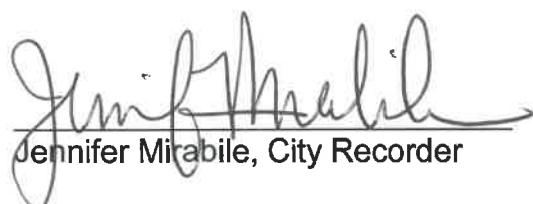
8. NEXT MEETING

The next meeting was scheduled for Friday, August 29, 2025, 9:00 a.m.

9. ADJOURN

Presiding Member Gibson adjourned the meeting at 9:51 a.m.

ATTEST:


Maureen Wright, Chair
Jennifer Mirabile, City Recorder