

Minutes of the Veneta Urban Renewal Agency

April 14, 2014

Present: Sandra Larson, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing

Absent: Brittany Boothe

Staff: Shauna Hartz, City Administrator Pro Tem & Finance Director/City Recorder; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder, Rachel Sykes, Intern, Emily Beezup and John Beezup, Veneta Downtown Farmers' Market; and Michelle Ossowski, Fern Ridge Review

1. CALL TO ORDER

Sandra Larson called the Urban Renewal Agency meeting to order at 8:14 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the Consent Agenda as presented. Thomas Laing seconded the motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye.

Chair Larson suggested the Farmers' Market Vendors request be moved to the beginning of the meeting.

4. a. Request from Veneta Downtown Farmers' Market Vendors

Bork said the Veneta Downtown Farmers' Market (VDFM) Board submitted a request to the City Council for some funding to help with this year's Market. This is a transition year for the Market.

John Beezup said this is the first full year the Market Board has been meeting. He said the Board has been meeting regularly and working on forming a 501c6 status and as most everyone knows the Market is moving to Saturdays.

Bork said this is a transition for the City as well because in previous years, the City would contract directly with Saturn Consulting as the Market Manager and staff wrote the work program and job description. She said it's always been a goal for the Market to become self-sufficient and be a stand-alone entity. She said the Board will take a more active role and dictate day to day Market activity. She said the City would still have to contract with whoever the Market chooses as their Market Manager until the 501c6 status has been accomplished. She said it's very similar but the organizational lines are different. She said the Board is requesting funding up to \$3400 to pay for the Market Manager, funding for the membership to the Oregon Farmers' Market Association as well as some marketing and advertising costs.

In response to a question from Chair Larson, Bork said the request for \$500 additional funds would cover advertising costs which staff is recommending come from the Rural Tourism Marketing Program (RTMP). She said that request would go before the City Council at a later time.

In response to a question from Chair Larson, Mr. Beezup said originally there were two positions; the Market Manager and a manager in charge of the consignment booth. He said it really didn't need to be separated out so the Board combined those two positions as one.

In response to a question from Thomas Laing, Bork said Marie Pickett held the manager position last year.

In response to a question from Chair Larson, Hartz said funds are budgeted in Urban Renewal under the Consultant Fee line. She said we also have budgeted other professional services in Urban Renewal and we have \$8000 unspent on that line item.

Ms. Beezup said the 501c6 status is required before the Board can enter into a contract. She said currently they are essentially volunteers.

In response to a question from Chair Larson, Ms. Beezup said the Board hired an attorney to start the 501c6 process which is somewhat complex. She said the Board is doing some of the work, creating the mission statements, etc. to keep the cost down and vendor and membership fees will cover the attorney fees to finalize the 501c6 status.

Mr. Beezup said a lot of the paperwork has already been completed.

In response to a question from Victoria Hedenstrom, Emily Beezup said Marie Pickett is doing a lot of promotion and helping with the organization of the Market. She said she still wants to manage the Market but she realizes she can't do it all on her own.

Ms. Beezup said she's been running the Market for years and if she's gone, the Market dissipates.

MOTION: Thomas Cotter made a motion to authorize the expenditure \$3,400 from Urban Renewal for Veneta Downtown Farmers' Market Market Manager not to exceed \$3,000 and \$400 for Oregon Farmers' Market membership, and other appropriate Farmers' Market materials and services approved by City Administrator. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

MOTION: Thomas Cotter made a motion to authorize the City Administrator to enter into a contract for a Veneta Downtown Farmers' Market Manager not to exceed \$3,000. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

In response to a question from Thomas Cotter, Bork said funds for the Farmer's Market have mainly come from the Urban Renewal Agency. She said \$1000 of RTMP funds were spent on advertising the Fourth Friday events.

In response to a question from Chair Larson, Mr. Beezup said the Board is hopeful the Oregon Country Fair will continue to provide entertainment at the Saturday Market.

a. Comparison of Budget to Actual through March 31, 2014

Hartz provided the Urban Renewal Agency financial year to date report. She said there hasn't been a lot of activity in the Urban Renewal Agency in terms of money coming in or going out, other than property taxes.

In response to a question from Chair Larson, Hartz said the ending fund balance is always listed as an expenditure because even though we're holding on to it, we have to account for it being used. She said the beginning fund balance is part of the resources along with all of the new revenue coming in. On the expenditure side we need to show what's going out plus what's left over.

b. Blighted Properties Report

Rachel Sykes provided a power point presentation of the blighted properties in Urban Renewal District (URD), specifically in the commercial zones on West Broadway, Dunham, and McCutcheon. She said inventorying blighted properties in Veneta was listed as a goal the Council wanted to complete.

In response to questions from Victoria Hedenstrom, Sykes said the inventory includes abandoned property as well. She said she found that most of the abandoned, blighted property is owned by non-residents of Veneta. She said she's not aware of any environmental hazards at the construction site on W. Broadway but the equipment could be dangerous to children.

In response to a question from Chair Larson, Bork said the construction site on West Broadway doesn't meet the code for storage.

Victoria Hedenstrom said she's concerned about children climbing in the dump truck at that site.

Bork said the City would have to assess whether or not the building is considered dangerous. She said there are several steps to follow and likely the City Administrator will prioritize the properties and develop a strategy rather than just waiting for code complaints to come in.

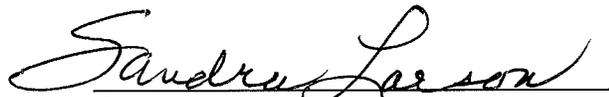
In response to a question from Victoria Hedenstrom, Bork said the City has the right to condemn a property if there is a justifiable reason to do so. She said this could be a work session item and go back to the Urban Renewal Plan to review the priorities and more specifically the Downtown Master Plan.

In response to a question from Chair Larson, Bork said she will look into the house on Hunter Rd. that has a car painting sign in the window.

5. OTHER
None

6. ADJOURN

Chair Larson adjourned the Veneta Urban Renewal Agency at 8:59 p.m.


Sandra Larson, Chair


Darci Henneman, Assistant City Recorder