



## **AGENDA**

### **VENETA URBAN RENEWAL AGENCY**

**MONDAY, AUGUST 10, 2020, immediately following the City Council meeting**

**Veneta Administrative Center - 88184 8<sup>th</sup> Street - Veneta, Oregon**

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- 1. PUBLIC COMMENT**
- 2. CALL TO ORDER**
- 3. CONSENT AGENDA**
  - a. Minutes for July 13, 2020 (pgs. 3-6)
- 4. FINANCIAL ACTIVITY FUND BALANCE REPORT 4<sup>TH</sup> QUARTER FY2019/20 (pgs. 7-8)**
- 5. OTHER**
- 6. ADJOURN**

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# Minutes of the Veneta Urban Renewal Agency

## July 13, 2020

Present: Keith Weiss, Chair; Thomas Cotter, Member; Robbie McCoy, Member; Pat Coy, Member

Absent: Calvin Kenney, Member

Staff: Matt Michel, City Administrator; Kyle Schauer, Public Works Director; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder

### 1. CALL TO ORDER

Chair Weiss called the Veneta Urban Renewal Agency meeting to order at 8:01 p.m.

### 2. PUBLIC COMMENT

None

### 3. CONSENT AGENDA

**MOTION: Member Thomas Cotter made a motion to approve the Consent Agenda as presented. Member Pat Coy seconded the motion.**

**VOTE: Thomas Cotter, aye; Keith Weiss, aye; Robbie McCoy, aye; Pat Coy, aye.**

### 4. PRIORITIES AND PROPOSALS FOR FY2020-21

Mackenzie said there are only five projects remaining on the project list that are not in the completed or finished categories.

#### **Bolton Hill Sports Complex**

Mackenzie said the Bolton Hill Sports Complex (BHSC) was recently added to the project list as part of the Urban Renewal amendments. Other projects include the Jeans Rd. intersection, underground power lines, and Territorial Hwy improvements. He suggested that because the BHSC was added, it will likely be a high priority. The BHSC Master Plan was adopted in 2011 and things have pretty much stayed the same. He wanted to give the Agency an opportunity to review the plan and ask if there is a reason to update it or are there other reasons to take a look at the Plan. Michel has spoken to Travel Lane County to see if there is a potential to focus on regional sports to possibly bring more dollars into our community. He suggested we have a conversation with Oregon Department of Forestry (ODF) who has some unused space abutting the park which could be used for additional activities or to provide more parking.

#### **Jeans Road Intersection Improvements**

Mackenzie said with the Grocery Outlet in place, it's safe to say we will see an increase in traffic at that intersection. He said whether or not that increase rises to where we need to mitigate it, we won't know until we're a couple months in. He's sure we will document more left turns between 5:00 and 6:00 p.m. but if it becomes a problem, people will turn right out of the parking lot, then take another right back to Hwy 126.

Chair Weiss said that was a priority when they worked on the 25 year Transportation Plan and they talked about a roundabout or moving the shopping center access further north.

Schauer said jurisdiction of Territorial Hwy changed hands from ODOT to Lane County.

Chair Weiss said they knew that when they worked on the 25 year Transportation Plan.

Schauer said it's safe to say no one talked to the County about that because it was news to them.

In response to a question from Chair Weiss, Schauer said the County may have been involved in the discussion, but improvements to that intersection are not on the County Engineer's radar. He said that actually works to our advantage because the County may be more willing to discuss improvements with Veneta.

Chair Weiss said he remembers that when they increased Urban Renewal dollars, one of the priorities was for improvements to the BHSC.

Schauer said it's been a priority in the Parks Master Plan and the Urban Renewal Plan.

MacKenzie said there may be additional information from the public that comes out of the Parks Master Plan that may complement BHSC without taking anything away from it.

### **Underground Power Lines: West Broadway, 4<sup>th</sup> Street to 8<sup>th</sup> Street**

MacKenzie said he's not real familiar with this project.

Schauer said he isn't either and isn't sure why they were pushing for it, but he knows it will be expensive.

### **Territorial Rd. Right of Way Improvements**

MacKenzie said the last two projects are similar and would likely go together. He said the jurisdictional transfer changes things but in the end it would be the County that does the improvements and we become the partner.

Schauer said ODOT said basically, "if you want it, you build it. We're not going to pay for it." He said Lane County may have a different stance. He said these projects have been around for a long time and there has been some design work done over the years but with the jurisdictional change of ownership, it is a new ball game. ODOT only cared about the asphalt, everything else they figured was up to the City.

In response to questions from Chair Weiss, Schauer said the County may be more responsive to partnering with the City. He said the railroad crossing on Territorial will be spearheaded by the operator of the rail line and he's not sure where that project is.

Schauer said ODOT was never opposed to it or looking to block us, they just weren't going to contribute any funding.

In response to a question from Chair Weiss, MacKenzie said staff would like the Agency to give some thought to the projects and how to rank them for the remainder of this fiscal year and the remainder of the Urban Renewal. He said if the underground power lines project should drop to the bottom that helps us plan.

Chair Weiss said the Jeans Rd. project is a high priority for him.

In response to a question from Chair Weiss, Schauer said Lane County is taking over jurisdiction of all of Territorial Hwy in phases.

Member Coy said improvements to the BHSC is extremely important to him.

Member Cotter agreed but said there should be more partners involved with BHSC improvements and not just the City funding that project.

MacKenzie said for at least the next year, if there is something specific that should be toward the top or toward the bottom let staff know.

In response to a question from Chair Weiss, MacKenzie said Garbett has spoken to some developers that are still showing interest in residential housing in the Jeans Rd. area.

Schauer said he's fielded a couple of calls from Engineers looking at mixed housing in the area. He said we have no jurisdiction over that intersection but we can try to push the project along.

In response to a question from Member Coy, Schauer said the County will certainly listen to us but as far as the Jeans Rd. intersection being on the County's project list, it's not but we should get it on their list.

Michel said we could do some foundation building for the Jeans Rd. project in getting it on the County's radar and also, the data needs to be mature. Having Grocery Outlet operating for a year or two to provide that traffic flow data is a good idea. He suggested we do some ground work over the next few years which may help bring this project up on the County's priority list.

Schauer said developers of Grocery Outlet were required to conduct a Traffic Impact Study, which resulted in the criteria being met and there was adequate capacity. The only recommendation was for the striping of the left turn/straight lane and a right turn only.

In response to a question from Member Cotter, MacKenzie said the Urban Renewal Plan sunsets in 2028.

Michel said to Schauer's point, we don't own the intersection and our Urban Renewal efforts aren't necessarily dollar driven they're more relationship and data driven. Perhaps in 2026, if we've done our homework and groundwork, the County may plan to put their dollars there and Urban Renewal may add some incentive dollars to move improvements to the Jeans Rd. intersection forward. With measuring the amount of control we have, it starts to migrate further into the future, which leaves the BHSC project at the front of the line. He said it's going to take a year or so to get the energy built up around it and then the design starts. He said it may be that the BHSC is the project because we have control of that and we don't with Jeans Rd.

Schauer said there are a few Urban Renewal projects that aren't listed and we could potentially add projects over the next few years. For example there's still projects in the Downtown Master Plan. Also, the City could add projects to that in the next couple of years, like we've done for the pool and other parks projects.

Chair Weiss said when we were working on updating the Urban Renewal Plan, we hosted an open house. He said before a decision is made, he felt we should review what came from that open house.

Michel said we can't forget that included in the Urban Renewal dollars are continuing incentives like the funds for business incentives. It's around \$90,000 that we re-seed every year in anticipation of someone taking advantage of – like the fermentation folks. He said there's \$100,000 in seed money for miscellaneous fiber and Urban Renewal dollars are also used for the Pop-up Retail District which we'll see how that evolves over time.

Chair Weiss suggested we review what we looked at in the past and bring it to the next meeting.

MacKenzie said given what we have control over, there's really only one thing left to do, of the projects we haven't initiated, and that's BHSC improvements. For ongoing projects, there's nothing to stop us from continuing or modifying existing projects. If there's a project that's ongoing that the Agency thinks we should dedicate more time to or focus on, that input is what staff is looking for.

In response to a question from Chair Weiss, Michel said he felt we've had a good discussion about how these projects stack up. He said it's been about a year since the information was

reviewed and staff wanted the Agency to be familiar with project list. He noted that includes in the adopted budget are funds for consensus gathering and consulting services for BHSC improvements. He said we're a few years away from construction but we need to do some ground work in the community in order to move to the design phase and start planning the conversations to move that project forward.

MacKenzie said he will email the BHSC Master Plan to Agency members.

**5. OTHER**

None

**6. ADJOURN**

Chair Weiss adjourned the Veneta Urban Renewal Agency at 8:29 p.m.

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Keith Weiss, Chair

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Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

Veneta Urban Renewal Agency  
 Financial Activity and Fund Balance Report  
 2019-20 Fiscal Year to Date through:

June 30, 2020

*PRE YEAR-END ADJUSTMENTS AND AUDIT*

	Adopted Budget	Actual Results	Variance
<b>GENERAL FUND</b>			
<b>RESOURCES</b>			
Beginning Fund Balance	622,257	67,896.19	554,361
Available from Loan/Grant Proceeds	600,000	600,000.00	-
Interest Income	13,500	1,199.13	12,301
<b>TOTAL RESOURCES</b>	<b>1,235,757</b>	<b>669,095.32</b>	<b>566,662</b>
<b>EXPENDITURES</b>			
<b>Materials and Services:</b>			
Administrative Supplies	3,000	1,867.69	1,132
Public Relations/Marketing	2,000		
Re-Development Toolkit	91,500	1,355.80	90,144
Debt Issuance Costs	1,000		1,000
Farmer's Market Operations	3,000		3,000
COV Administrative Services	10,000	10,000.00	0
Legal Fees	1,000		1,000
Audit Fees	500	500.00	-
Downtown Retail Implementation	5,000		5,000
Other Professional Services	20,000	10,989.66	9,010
<b>Total Materials and Services</b>	<b>137,000</b>	<b>24,713.15</b>	<b>110,287</b>
<b>Transfers:</b>			
COV Water	93,312	93,312.00	0
COV Parks and Pool Facilities	150,000	150,000.00	0
COV Street Improvements (Downtown)	461,000	356,000.00	105,000
COV Personal Services (General Fund)	60,000	2,510.59	10,000
<b>Total Transfers</b>	<b>764,312</b>	<b>601,822.59</b>	<b>115,000</b>
<b>Contingency</b>	<b>10,000</b>	-	10,000
<b>Appropriated Expenditures</b>	<b>911,312</b>	<b>626,535.74</b>	<b>235,287</b>
<b>Ending Fund Balance</b>	<b>324,445</b>	<b>42,559.58</b>	<b>331,375</b>
<b>TOTAL EXPENDITURES</b>	<b>1,235,757</b>	<b>669,095.32</b>	<b>566,662</b>

Veneta Urban Renewal Agency  
 Financial Activity and Fund Balance Report  
 2019-20 Fiscal Year to Date through:

June 30, 2020

*PRE YEAR-END ADJUSTMENTS AND AUDIT*

	Adopted Budget	Actual Results	Variance
<b>DEBT SERVICE FUND</b>			
<b>RESOURCES</b>			
Beginning Fund Balance	692,482	1,348,022.58	(655,541)
Interest Income	12,880	23,807.77	(10,928)
Previously Levied Taxes	15,000	11,259.07	3,741
Interest on Taxes (with regular payments)	1,000	1,597.15	(597)
Investment Income on Property Taxes	50	460.31	(410)
Foreclosures	-	340.80	(340.80)
In-Lieu Taxes	1,446	1,271.49	175
<b>Total Resources Except Taxes</b>	<b>722,858</b>	<b>1,386,759.17</b>	<b>(663,901)</b>
<b>Tax Increment Revenues</b>	<b>643,958</b>	<b>753,145.85</b>	<b>(109,188)</b>
<b>TOTAL RESOURCES</b>	<b>1,366,816</b>	<b>2,139,905.02</b>	<b>(773,089)</b>
<b>EXPENDITURES</b>			
<b>Debt Service:</b>			
<b>"Du Jour" Loan</b>			
Loan Principal & Interest	602,500	600,000.00	2,500
<b>Water Bonds: Issued Feb 15, 2001</b>			
Series 2001 Bond Principal	250,000	250,000.00	-
Series 2001 Bond Interest	28,970	28,968.76	1
Bond Agent Fees	500	500.00	-
<b>Total Debt Service</b>	<b>881,970</b>	<b>879,468.76</b>	<b>2,501</b>
<b>Appropriated Expenditures</b>	<b>881,970</b>	<b>879,468.76</b>	<b>2,501</b>
<b>Ending Fund Balance</b>	<b>484,846</b>	<b>1,260,436.26</b>	<b>(775,590)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,366,816</b>	<b>2,139,905.02</b>	<b>(773,089)</b>
<b>TOTAL AGENCY RESOURCES</b>	<b>2,602,573</b>	<b>2,809,000.34</b>	
<b>TOTAL AGENCY EXPENDITURES</b>	<b>2,602,573</b>	<b>2,809,000.34</b>	