



## Springfield Economic Development Agency

### Agenda

City Hall

225 Fifth Street

Springfield, Oregon 97477

541-726-3700

Online at [www.springfield-or.gov](http://www.springfield-or.gov)

*Chair:* Kori Rodley

*Vice Chair:* Victoria Doyle

#### *Board Members*

Sean VanGordon

Michelle Webber

Steve Moe

Beth Blackwell

Joe Pishioneri

David Loveall

#### **City Manager:**

Nancy Newton

#### **City Recorder:**

Allyson Pulido

541-726-3700

These meetings will be available via phone, internet using Zoom and in person. Members of the public wishing to attend these meetings electronically can call in or attend virtually by following the directions below. This information can also be found on the City's website.

The meeting location is wheelchair-accessible. For the hearing-impaired, an interpreter can be provided with 48 hours' notice prior to the meeting.

**Meetings will end prior to 10:00 p.m. unless extended by a vote of the Board.**

These proceedings before the Springfield Economic Development Agency are recorded.

November 25, 2024

Monday

7:00 p.m. Regular Meeting  
City Council Meeting Room  
or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 891 6892 2998

[https://us06web.zoom.us/webinar/register/WN\\_4wpugohWRFGaSX5Kfu3tXw](https://us06web.zoom.us/webinar/register/WN_4wpugohWRFGaSX5Kfu3tXw)

To dial in using your phone in Listen Only Mode:

Dial 1 (971) 247-1195

Toll Free 1 (877) 853-5247

Oregon Relay/TTY: 711 or 800-735-1232

#### **CALL TO ORDER**

**ROLL CALL** -- Board Members: VanGordon \_\_, Webber \_\_, Moe \_\_, Rodley \_\_, Blackwell \_\_, Doyle \_\_, Pishioneri \_\_ and Loveall \_\_\_\_.

#### **CONSENT CALENDAR**

##### **1. Minutes**

- a. October 14, 2024 SEDA Regular Meeting Minutes
- b. November 12, 2024 SEDA Meeting Minutes

## **2. Resolutions**

- a. SEDA Contracts Over Winter Recess

## **COMMUNICATIONS**

1. Business from the Audience: Please limit comments to 3 minutes. Request to Speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others and the Board cannot engage in discussion/conversation with the individual providing comment/testimony.
2. Correspondence
3. Business from the Staff

## **REPORT OF CHAIR**

## **REPORTS OF COMMITTEES**

**PUBLIC HEARINGS** - Please limit comments to 3 minutes. Request to speak cards are available at the entrance. Please present cards to City Recorder. Speakers may not yield their time to others.

## **NEW BUSINESS**

## **OLD BUSINESS**

## **ADJOURNMENT**

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY, OCTOBER 14, 2024

The Springfield Economic Development Agency (SEDA) met in person and via Zoom on Monday, October 14, 2024, Chair Rodley presiding.

**CALL TO ORDER**

Chair Rodley called the meeting to order at 5:30 p.m. with a roll call. A quorum was present.

**ATTENDANCE**

Present were Chair Kori Rodley, Vice Chair Victoria Doyle, Board Members Sean VanGordon, Michelle Webber, Steve Moe, Joe Pishioneri, and David Loveall

ABSENT: Board Member Beth Blackwell

**STAFF PRESENT**

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, Jessica Mumme, Budget and Procurement Manager, Economic Development Manager Allie Camp, and City Recorder Allyson Pulido.

Chair Rodley stated there were two opportunities for public comment at tonight's meeting and provided instructions for comment.

**CONSENT CALENDAR**

1. Minutes

a. September 23, 2024 Regular Session Minutes

2. Resolutions – None

**MOTION: BOARD MEMBER DOYLE MOVED, SECONDED BY BOARD MEMBER LOVEALL, TO APPROVE THE CONSENT CALENDAR**

**The motion passed with a vote of 6 for, 0 against, 1 unanswered. (Board Member Pishioneri had technical difficulties and his vote was not heard on the record).**

**COMMUNICATIONS**

1. Business from the Audience

Ms. Daphne Mantis stated she was a resident of Springfield and was concerned about the lack of information regarding the status of the Glenwood Refinement Master Plan.

2. Correspondence – None

3. Business from the Staff – None

**REPORT OF CHAIR** - None

**REPORTS OF COMMITTEES** - None

## **PUBLIC HEARINGS**

### **1. FY25 SEDA Supplemental Budget**

Jessica Mumme, Budget and Procurement Manager, introduced the agenda item. The SEDA Board has been requested to adjust the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required changes. She highlighted changes in the budget, including a carryover of Bond proceeds not spent in FY24, an adjustment of the cash balance to report the actual balance, and an adjustment to reflect funds internally borrowed relating to downtown property.

Ms. Mumme stated there was a scribe's error on Exhibit A and showed a corrected copy as an on-screen slide to include as part of the record

There were no questions or comments from the SEDA Board.

Chair Rodley opened the public hearing. There were no requests to comment. Chair Rodley closed the public hearing.

**MOTION: BOARD MEMBER DOYLE MOVED, SECONDED BY BOARD MEMBER PISHIONERI TO ADOPT RESOLUTION NO. 1, A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA GLENWOOD GENERAL FUND, SEDA DOWNTOWN GENERAL FUND, AND ACCEPT AN UPDATED EXHIBIT A.**

**The motion passed unanimously with a vote of 7 for, 0 against.**

**NEW BUSINESS – None**

**OLD BUSINESS – None**

**ADJOURNMENT**

Chair Rodley adjourned the meeting at 5:42. p.m.

(Minutes recorded by Pam Berrian, LCOG)

Attest:

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Allie Camp, SEDA Staff Liaison

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD TUESDAY, NOVEMBER 12, 2024

The Springfield Economic Development Agency (SEDA) met in person and via Zoom on Tuesday, November 12, 2024, Chair Rodley presiding.

**CALL TO ORDER**

Chair Rodley called the meeting to order at 5:30 p.m. with a roll call. A quorum was present.

**ATTENDANCE**

Present were Chair Kori Rodley, Vice Chair Victoria Doyle, and Board Members Sean VanGordon, Michelle Webber, Beth Blackwell, Steve Moe, Joe Pishioneri, and David Loveall

**STAFF PRESENT**

City Manager Nancy Newton, Assistant City Manager Niel Laudati, City Attorney Mary Bridget Smith, Economic Development Manager Allie Camp, and City Recorder Allyson Polido.

Chair Rodley provided instructions for public comment.

**CONSENT CALENDAR**

- 1. Minutes - None
- 2. Resolutions – None

**COMMUNICATIONS**

- 1. Business from the Audience - None
- 2. Correspondence – None
- 3. Business from the Staff – None

**REPORT OF CHAIR** - None

**REPORTS OF COMMITTEES** - None

**PUBLIC HEARINGS** – None

**NEW BUSINESS**

**1. Glenwood Residential Property Update (attachment)**

Allie Camp provided an update regarding the demolition and site clearing of 11 vacant structures in the proposed Glenwood Master Plan area.

Ms. Camp stated annexation plans would be processed in the next 18-24 months and then Glenwood Master Plan amendments would be processed.

**OLD BUSINESS** – None

**ADJOURNMENT**

Chair Rodley adjourned the meeting at 5:40 p.m.

(Minutes recorded by Pam Berrian, LCOG)

Attest:

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Allie Camp, SEDA Staff Liaison

<b>AGENDA ITEM SUMMARY</b>	<b>Meeting Date:</b>	11/25/2024
	<b>Meeting Type:</b>	Springfield Economic Development Agency- Regular Meeting
	<b>Staff Contact/Dept:</b>	Jessica Mumme, Budget & Procurement Manager/Finance
	<b>Staff Phone No:</b>	
<b>SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY</b>	<b>Estimated Time:</b>	Consent Calendar

#### **ITEM TITLE:**

SEDA Contracts Over Winter Recess

#### **ACTION REQUESTED:**

Adopt/Not Adopt the following Resolution: A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD CONTRACTS EXCEEDING \$100,000 AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS EXCEEDING LEVELS IN SPRINGFIELD MUNICIPAL CODE SECTION 2.706(3) IN CONFORMANCE WITH ALL OTHER APPLICABLE REQUIREMENTS OF THE SPRINGFIELD MUNICIPAL CODE AND OREGON PUBLIC CONTRACTING LAW DURING THE PERIOD COMMENCING NOVEMBER 26, 2024 AND CONTINUING THROUGH JANUARY 5, 2025 WHILE THE BOARD IS IN RECESS.

#### **ISSUE STATEMENT:**

The City of Springfield conducts sourcing activities for SEDA and follows the City of Springfield's Municipal Code Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," and Purchasing Guidelines unless otherwise stated.

During the SEDA Board's winter recess, SEDA may need to award contracts that exceed the City Manager's signature authority and may need to approve amendments to public contracts where the amendment cost exceeds the limits imposed by Springfield Municipal Code Section 2.706 (3). These actions are normally approved by the Board. To allow City business to proceed as usual during the recess, the Board may want to authorize the City Manager to approve such actions.

#### **DISCUSSION/FINANCIAL IMPACT:**

Per Article VII, Section 2 of the SEDA Bylaws, SEDA disbursement of funds must follow the rules and regulations adopted by the City Council. Specifically, procurement by SEDA must adhere to the public contracting code in Springfield Municipal Code Chapter 2. SMC 2.704 allows the City Manager to enter into contracts only up to \$100,000 without SEDA Board authorization. SMC 2.706(3) prohibits amendments to public contracts where the amendment cost exceeds certain limits imposed by the Code without SEDA Board approval.

For the duration of the SEDA Board's winter recess, staff recommends that the Board authorize the City Manager to approve competitive bid contracts that exceed the intermediate procurement threshold, Requests for Proposals, other personal services contracts exempt from bidding requirements under the purchasing regulations, and to approve amendments to public contracts where the amendment cost exceeds the limits imposed by Section 2.706 (2)(c) without Board approval. All expenditures have been budgeted and all purchasing provisions of the Municipal Code are to be followed. City Manager authorization will allow projects to stay on schedule, public service to continue uninterrupted, and limit SEDA's exposure.

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#### **Attachments**

1. SEDA Contracts Over Winter Recess
2. Resolution SEDA Contracts Over Winter Recess

The following is a list of winter recess contract awards currently anticipated. Other contracts or amendments may come up during recess which will need to be actioned. **The SEDA Board is in recess November 26, 2024 through January 5, 2025.**

				Date contract would be ready for award:
Project Name	Approximate Dollar Value	Department	Contact	
Currently, there are no contracts anticipated.				



**SPRINGFIELD DEVELOPMENT AGENCY, AN URBAN RENEWAL AGENCY OF THE CITY  
OF SPRINGFIELD  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD CONTRACTS  
EXCEEDING \$100,000 AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS  
EXCEEDING LEVELS IN SPRINGFIELD MUNICIPAL CODE SECTION 2.706(3) IN  
CONFORMANCE WITH ALL OTHER APPLICABLE REQUIREMENTS OF THE  
SPRINGFIELD MUNICIPAL CODE AND OREGON PUBLIC CONTRACTING LAW  
DURING THE PERIOD COMMENCING NOVEMBER 26, 2024 AND CONTINUING  
THROUGH JANUARY 5, 2025 WHILE THE BOARD IS IN RECESS.**

**WHEREAS,** SEDA and the City of Springfield have an agreement dated November 20, 2005 and amended July 21, 2008, November 21, 2011, and June 20, 2016 to advance and repay funds needed for Urban Renewal Projects;

**WHEREAS,** the City of Springfield conducts procurement activities for SEDA and follows the City of Springfield Municipal Code Chapter 2, Public Contracts, Section 2.704 "Public Contracts for Goods and Services," and Purchasing Guidelines unless otherwise stated as provided in Article VII, Section 2 of the SEDA Bylaws (adopted by SEDA Resolution 2013-06);

**WHEREAS,** Springfield Municipal Code (SMC) section 2.704(1)(a), "Contracting Authority and Responsibilities," limits the City Manager's authority to make purchases and award contracts to those less than \$100,000, without additional authorization from the Board acting as the local contract review board;

**WHEREAS,** SMC 2.706(3) and 2.706(4) prohibit amendments to public contracts where the amendment cost exceeds certain limits, except when approved by the Board acting as the local contract review board;

**WHEREAS,** delaying approval for all purchases and agreements until the Board meeting on January 13, 2025 may waste valuable time, increase SEDA's exposure to delays, increase costs, and reduce public service;

**WHEREAS,** there may occur the need to execute contracts exceeding \$100,000 for which funds have been budgeted and that for reasons of public welfare, safety, and cost effectiveness need to be awarded during the Board's winter recess commencing November 26, 2024 and continuing through January 5, 2025; and

**WHEREAS,** there may occur the need to amend contracts where the amended cost exceeds certain specified limits during the Board's winter recess commencing November 26, 2024 and continuing through January 5, 2025,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SEDA AS FOLLOWS:

Section 1: The City Manager is hereby authorized to award the following contracts and contract amendments for which funds have been budgeted, and that for reasons of public welfare, safety, and cost effectiveness need to be awarded during the Board's summer recess, provided that all other applicable requirements in the Springfield Municipal Code and Oregon Public Contracting Code are followed:

A. Contracts in excess of \$100,000 based on competitive sealed bids or competitive sealed proposals;

B. Contracts in excess of \$100,000 that are otherwise exempt from being awarded based on competitive sealed bids or competitive sealed proposals by applicable provisions of the Springfield Municipal Code or Oregon Public Contracting Code; and

C. Amendments to contracts that exceed the monetary limits imposed by SMC 2.706(3).

Section 2: The authorization provided in Section 1 supplements and is in addition to, and not in lieu of, the Board's authority.

Section 3: This Resolution will take effect on November 26, 2024 and expires after January 5, 2025.

ADOPTED by the Board of the Springfield Economic Development Agency, an Urban Renewal Agency of the City of Springfield, this 25th day of November 2024 by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

ATTEST:

\_\_\_\_\_  
Allie Camp, Staff Liaison  
Springfield Economic Development Agency