



Springfield Economic Development Agency

Agenda

City Hall

225 Fifth Street

Springfield, Oregon 97477

541-726-3700

Online at www.springfield-or.gov

Chair: Victoria Doyle

Vice Chair: Kori Rodley

Board Members

Sean VanGordon

Michelle Webber

Steve Moe

Beth Blackwell

Alan Stout

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. For meetings in the Council Meeting Room, a "Personal PA Receiver" for the hearing impaired is available, as well as an Induction Loop for the benefit of hearing aid users.

To arrange for these services, call 541-726-3700.

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

All proceedings before the Springfield Economic Development Agency are recorded.

March 10, 2025

Monday

7:30 p.m. Regular Meeting
City Council Meeting Room

or

Virtual Attendance

Registration Required:

Attend from your computer, tablet or smartphone:

Zoom

Meeting ID: 821 8849 7313

https://us06web.zoom.us/webinar/register/WN_zel22Qq_QAiPaYoqtL0gzQ

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___, Stout___ and Loveall___.

CONSENT CALENDAR

1. Minutes
2. Resolutions

- a. SEDA contracts over spring recess

4. MOTION: APPROVE/REJECT THE CONSENT CALENDAR

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

1. Downtown Leased Property
[Allie Camp] (5 minutes)

ADJOURNMENT

AGENDA ITEM SUMMARY	Meeting Date:	03/10/2025
	Meeting Type:	Springfield Economic Development Agency- Regular Meeting
	Staff Contact/Dept:	Jessica Mumme, Budget & Procurement Manager/Finance
	Staff Phone No:	
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY	Estimated Time:	Consent Calendar

ITEM TITLE:

SEDA contracts over spring 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 March 11, 2025, and continuing through April 13, 2025, while the Board is in spring 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 spring 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. Springfield Municipal Code section 2.704 allows the City Manager to enter into contracts only up to \$100,000 without SEDA Board authorization. Springfield Municipal Code section 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 spring 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 service 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 Springfield 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.

Attachments

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

The following is a list of contract awards currently anticipated during spring recess. Other contracts or amendments may come up during recess which will need to be actioned. The SEDA Board is in recess March 11, 2025 through April 13, 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 MARCH 11, 2025 AND CONTINUING THROUGH
APRIL 13, 2025, WHILE THE BOARD IS ON SPRING 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 April 14, 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 spring recess commencing March 11, 2025, and continuing through April 13, 2025; and

WHEREAS, there may occur the need to amend contracts where the amended cost exceeds certain specified limits during the Board's spring recess commencing March 11, 2025, and continuing through April 13, 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 spring 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 March 11, 2025 and expires after April 13, 2025.

ADOPTED by the Board of the Springfield Economic Development Agency, an Urban Renewal Agency of the City of Springfield, this 10th day of March 2025 by a vote of _____ for and _____ against.

ATTEST:

Allie Camp, Staff Liaison
Springfield Economic Development Agency

AGENDA ITEM SUMMARY	Meeting Date:	03/10/2025
	Meeting Type:	Springfield Economic Development Agency- Regular Meeting
	Staff Contact/Dept:	Allie Camp, Economic Development Manager/City Manager's Office
	Staff Phone No:	
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY	Estimated Time:	5 Minutes

ITEM TITLE:

Downtown Leased Property

ACTION REQUESTED:

To authorize the City Manager to negotiate a tenant improvement allowance up to a specified amount for leasing of SEDA-owned property.

ISSUE STATEMENT:

Upon offering 236 and 240 Main Street for lease a tenant improvement allocation was not discussed by the Board.

DISCUSSION/FINANCIAL IMPACT:

The Springfield Economic Development Agency (SEDA) offered for lease two properties in June 2024, 236 and 240 Main Street (ATT 1). The Board provided the direction to seek a tenant that brings a positive use to downtown and to utilize Campbell Commercial as the experts on terms. The Board also indicated that they would like to know the proposed use prior to establishing a lease. Any future leases will come to the Board for review and decision.

Campbell Commercial, SEDA's property management company, has heard from prospective tenants that the storefronts will need some degree of improvement to meet the needs of the current tenant market. Tenant improvements are dependent on the proposed use- a retail facility would likely have fewer tenant improvements than a specialty office/service facility or a restaurant. Tenant improvements are a standard negotiating point between owners and potential tenants.

Providing the City Manager the authority to negotiate tenant improvements up to a certain value will offer more information to Campbell Commercial to assist in finding viable tenants for SEDA's properties. The Downtown Urban Renewal Plan identifies that tax increment can be utilized to improve the building stock, increase vitality, and support public/private investments. Improvements to the building will improve the quality of SEDA's asset. A consideration for the Board will be to understand the potential return on investment of costs towards a tenant improvement balanced with rent over time.

Because the properties are owned by SEDA, any improvements to the building over \$50,000 are subject to prevailing wage. Funds of a public agency contributed over \$750,000 also subject a project to prevailing wage.

Attachments

1. Listing Flyer

FOR LEASE



236 - 240 MAIN STREET - SPRINGFIELD, OREGON

MAIN STREET, SPRINGFIELD PRIME RETAIL CORRIDOR

- SIZE(S): 2,619 SF - 5,739 SF
- EXCELLENT FRONTAGE ON MAIN STREET
- OFF-STREET PARKING
- JOIN TAVERN ON MAIN, WASHBURNE CAFE, PLANKTOWN & MORE!

Lease Rates: \$1.03/PSF, NNN



For more information contact:

BEN WANICHEK
benw@campbellre.com | (541) 520-0067
Licensed in the State of Oregon

BILLY POLLOCK
billyp@campbellre.com | (541) 285-8865
Licensed in the State of Oregon

TIM CAMPBELL
timc@campbellre.com | (541) 484-2214
Licensed in the State of Oregon

236 MAIN STREET

- 236 MAIN STREET (FORMER VINO & VANGO)
- SIZE: 2,619 SF*
- LEASE RATE: \$1.03/SF, NNN
- SPACE DETAILS:
 - OPEN FLOOR RETAIL CONCEPT
 - MAIN STREET FRONTAGE AND SIGNAGE

**Can be combined with 240 Main for a total of 5,739 SF, subject to permits and the Owner's approval.*



The information in this package was obtained from sources deemed reliable, and is not guaranteed by agent. Package is subject to change, error or omission, prior sale or lease, correction or withdrawal. Any party contemplating purchase is urged to conduct their own independent study and inspection.

240 MAIN STREET

- 240 MAIN STREET
- SIZE: 3,120 SF*
- LEASE RATE: \$1.03/SF, NNN
- SPACE DETAILS:
 - MULTIPLE GARAGE DOORS FACING 2ND STREET
 - OFF-STREET ADJACENT PARKING
 - OPEN FLOOR RETAIL CONCEPT
 - ON SIGNALIZED CORNER
 - MAIN STREET FRONTAGE AND SIGNAGE
 - POTENTIAL FOR INDOOR/OUTDOOR AREA WITH MULTIPLE GARAGE DOORS ADJACENT TO SURFACE LOT



**Can be combined with 236 Main for a total of 5,739 SF, subject to permits and the Owner's approval.*



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236 - 240 MAIN ST. AERIAL



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PROPERTY LOCATION AERIAL



Main Street - Springfield, Oregon

In the heart of downtown Springfield, Oregon, Main Street combines historic charm with a vibrant, local feel. Lined with unique shops, inviting cafes, and popular restaurants, this lively street draws steady foot traffic from community events and festivals. Your retail space will be part of a thriving community that values and supports local businesses.

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