



Springfield Economic Development Agency

Agenda

City Hall

225 Fifth Street

Springfield, Oregon 97477

541-726-3700

Online at www.springfield-or.gov

City Manager:

Nancy Newton

City Recorder:

Allyson Pulido

541-726-3700

Chair: Kori Rodley

Vice Chair: Beth Blackwell

Board Members

Sean VanGordon

Michelle Webber

Steve Moe

Alan Stout

David Loveall

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.

All proceedings before the Springfield Economic Development Agency are recorded.

October 13, 2025

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: 880 7409 8330

Copy the link below into your browser to register

https://us06web.zoom.us/webinar/register/WN_fYzfTde0T52e3berk1q_yQ

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____, Stout____ and Loveall____.

CONSENT CALENDAR

1. Minutes

- a. DRAFT- September 22, 2025 SEDA Meeting Minutes

2. Resolutions

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.

1. FY26 Supplemental Budget #1
[Jessica Mumme] (5 minutes)

MOTION: Adopt/not adopt A Resolution Adjusting Resources and Requirements in the Following Funds:
SEDA Glenwood General Fund And SEDA Downtown General Fund.

NEW BUSINESS

1. SEDA SDCs Downtown per Resolution 2024-03
[Allie Camp] (10 minutes)

OLD BUSINESS

ADJOURNMENT

AGENDA ITEM SUMMARY	Meeting Date:	10/13/2025
	Meeting Type:	Springfield Economic Development Agency-Regular Meeting
	Estimated Time:	Consent Calendar
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY		

ITEM TITLE:
DRAFT- September 22, 2025 SEDA Meeting Minutes

	Attachments
DRAFT- September 22, 2025 SEDA Meeting Minutes	

MINUTES OF THE MEETING OF THE
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY
HELD MONDAY, SEPTEMBER 22, 2025

The Springfield Economic Development Agency (SEDA) in person and via zoom on Monday, September 22, 2025.

CALL TO ORDER

Chair Rodley called the meeting to order at 7:04 p.m.

ATTENDANCE

Present: Chair Kori Rodley, Vice Chair Beth Blackwell, and Board Members David Loveall, Sean VanGordon, Michelle Webber, Steve Moe, and Alan Stout.

STAFF PRESENT

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

CONSENT CALENDAR

1. Accept ODOT Offer for a Temporary Easement on SEDA-Owned Property
2. Resolutions – None
3. Minutes
 - a. September 8, 2025 SEDA Meeting Minutes

MOTION: VICE CHAIR BLACKWELL MOVED, SECONDED BY BOARD MEMBER STOUT TO APPROVE THE CONSENT CALENDAR.

The motion passed (7:0), with Chair Rodley, Vice Chair Beth Blackwell, and Board Members Sean VanGordon, Michelle Webber, Steve Moe, David Loveall, and Alan Stout voting yes.

COMMUNICATIONS

1. Business from the Audience

Mike Cleveland provided comment on the use of City parking lots for new development.

2. Correspondence – None
3. Business from staff – None

REPORT OF THE CHAIR – None

REPORTS OF COMMITTEES – None

NEW BUSINESS

1. 437 Main Street Vision

Ms. Camp invited the Board to provide high-level input on process steps, development vision, and role of the Board for the SEDA property at 437 Main Street. She said the SEDA Board identified the property as a priority project at its retreat on February 8, 2025.

OLD BUSINESS – None

ADJOURNMENT

Chair Rodley adjourned the meeting at 7:43 p.m.

(Minutes prepared by Pam Berrian, LCOG)

Attest:

Allie Camp

AGENDA ITEM SUMMARY	Meeting Date:	10/13/2025
	Meeting Type:	Springfield Economic Development Agency- Regular Meeting
	Staff Contact/Dept:	Jessica Mumme, Budget & Procurement Manager/Finance
	Staff Phone No:	541-736-1032
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY	Estimated Time:	5 Minutes

ITEM TITLE:

FY26 Supplemental Budget #1

ACTION REQUESTED:

Conduct a public hearing and adopt/not adopt the following resolutions:

A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA GLENWOOD GENERAL FUND AND SEDA DOWNTOWN GENERAL FUND.

ISSUE STATEMENT:

At various times during the fiscal year, the SEDA Board is asked to adjust the annual budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required adjustments. These adjustments to resources and requirements change the current budget and are processed through supplemental budget requests scheduled by the Finance Department on an annual basis.

The supplemental budget being presented includes adjusting resources and requirements in both the SEDA Glenwood General Fund and SEDA Downtown General Fund.

The SEDA Board is asked to approve the attached Supplemental Budget Resolution.

DISCUSSION/FINANCIAL IMPACT:

This supplemental budget includes proposed changes to the budget as outlined in the commentary section of Exhibit A in the attached resolution.

SEDA Glenwood General Fund Summary:

This supplemental budget increases beginning cash by \$694,119 and increases reserves by \$694,119 as the result of adjustments to beginning cash to the actual ending FY25 fund balance.

SEDA Downtown General Fund Summary:

This supplemental budget increases beginning cash by \$236,979 and increases reserves by \$236,979 as the result of adjustments to beginning cash to the actual ending FY25 fund balance.

Attachments

1. FY26 Supplemental Budget 1 Resolution and Exhibit A

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY
RESOLUTION NO. _____**

SUPPLEMENTAL BUDGET #1

**A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING
FUNDS: SEDA GLENWOOD GENERAL FUND AND SEDA DOWNTOWN GENERAL FUND.**

WHEREAS, the Board of the Springfield Economic Development Agency has adopted the budget and made appropriations for Fiscal Year 2025-2026 through Resolution No. SEDA2025-04 adopted June 23, 2025;

WHEREAS, ORS 294.471(1)(a) permits a supplemental budget due to an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning;

WHEREAS, the Board of the Springfield Economic Development Agency is requested to make adjustments to the Fiscal Year 2025-2026 budget as described in Exhibit A, which is attached and incorporated by reference;

WHEREAS, this supplemental budget is being presented for consideration at a regular meeting of the Board of the Springfield Economic Development Agency; and

WHEREAS, notice of a supplemental budget, including information regarding such revenues and expenditures was published in a newspaper of general circulation not less than 5 days prior to the public meeting,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY, An Urban Renewal Agency of the State of Oregon, as follows:

Section 1: The Fiscal Year 2025-2026 budget and appropriations, as adopted by Resolution No. SEDA2025-04 are hereby adjusted as provided in Exhibit A.

Section 2: This Resolution will take effect upon adoption by the SEDA Board.

ADOPTED by the Board of the Springfield Economic Development Agency this ____ day of _____, _____, by a vote of _____ for and _____ against.

ATTEST:

Allie Camp, Staff Liaison
Springfield Economic Development Agency

REVIEWED & APPROVED
AS TO FORM

Kristina Kraaz

DATE: 10/6/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE

Exhibit A
FY2025-26 (FY26)
SUPPLEMENTAL BUDGET #1

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>FY26 Revised Budget</u>
<u>SEDA Glenwood General Fund - 229</u>			
Department Operating			
City Manager's Office	\$ 333,918	\$ -	\$ 333,918
Finance	12,000	-	12,000
Total Department Operating	345,918	-	345,918
 Total City Manager's Office Capital Projects	 1,000,000	 -	 1,000,000
 Non-Departmental			
Debt Service	579,591	-	579,591
Reserves	827,051	694,119	1,521,170 (1)
Total Non-Departmental	1,406,642	694,119	2,100,761
 Total SEDA Glenwood General Fund	 \$ 2,752,560	 \$ 694,119	 \$ 3,446,679

SEDA Glenwood General Fund Commentary:

1.) Begning cash balance.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>FY26 Revised Budget</u>
<u>SEDA Downtown General Fund - 230</u>			
Department Operating			
City Manager's Office	\$ 1,454,137	\$ -	\$ 1,454,137
Finance	12,000	-	12,000
Total Department Operating	1,466,137	-	1,466,137
 Non-Departmental			
Debt Service (Interfund)	420,000	-	420,000
Reserves	1,991,435	236,979	2,228,414 (1)
Total Non-Departmental	2,411,435	236,979	2,648,414
 Total SEDA Downtown General Fund	 \$ 3,877,572	 \$ 236,979	 \$ 4,114,551

SEDA Downtown General Fund Commentary:

1.) Begning cash balance.

	<u>FY26 Adopted Budget</u>	<u>Supplemental Budget 1</u>	<u>FY26 Revised Budget</u>
<u>SEDA Glenwood Capital Projects Fund - 429</u>			
Total Development & Public Works Capital Projects	\$ 56,191	\$ -	\$ 56,191
 Non-Departmental			
Reserves	2,416	-	2,416
 Total SEDA Glenwood Capital Projects Fund	\$ 58,607	\$ -	\$ 58,607
 SEDA Glenwood Capital Projects Fund Commentary:			
- No current activity.			
 TOTAL RESOLUTION	\$ 6,688,739	\$ 931,098	\$ 7,619,837

AGENDA ITEM SUMMARY	Meeting Date:	10/13/2025
	Meeting Type:	Springfield Economic Development Agency- Regular Meeting
	Staff Contact/Dept:	Allie Camp, Economic Development Manager/Economic Development
	Staff Phone No:	
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY	Estimated Time:	10 Minutes

ITEM TITLE:

SEDA SDCs Downtown per Resolution 2024-03

ACTION REQUESTED:

To provide direction on repayment to the City of Springfield for two project invoices for System Development Charges (SDCs) in Downtown.

ISSUE STATEMENT:

According to Resolution 2024-03 payments to the City of Springfield from SEDA's SDC Program over \$100,000 require Board direction for how repayment occurs.

DISCUSSION/FINANCIAL IMPACT:

In 2024 the Springfield Economic Development Agency (SEDA) Board approved Resolution 2024-03 (ATT 1) to both extend the Downtown and Glenwood System Development Charge (SDC) Program for five more years and direct how repayment occurs for invoices to the City of Springfield from SEDA's SDC Program.

For repayment to the City, the resolution includes flexibility for Downtown projects that result in charges over \$100,000. This flexibility allows the Board to consider the balance of cash on hand and current project commitments for what makes the most sense for repayment of larger sums.

Since approval of Resolution 2024-03 two project invoices have come in with totals over \$100,000 (ATT 2). Staff bring these to the Board in the fall should they inform the upcoming 2027 budget season planning. Both projects will make a substantial positive impact on the property tax base in the Downtown Urban Renewal District once completed.

The SEDA Board is being asked to determine how repayment to the City should occur. Staff will be available to discuss these two repayments in the context of SEDA's project portfolio and current financial considerations for Downtown.

Since revisiting the SDC Program in late 2023 and 2024, the Board has extended the program for five years, determined how past and future repayments will occur to the City, reviewed the program's impact annually, and budgeted to repay Downtown invoices from 2014 through calendar year 2024.

As a reminder, the SDC Program is also available in Glenwood. Resolution 2024-03 provides different flexibility for project invoices in Glenwood considering the need for funds for the current Glenwood Master Plan work underway. In Glenwood, repayment of any SDC Program invoice is permitted to be deferred to allow strategic leveraging for infrastructure investments in the Glenwood Urban Renewal Area.

Attachments

1. Resolution 2024-03
2. SDC receipts

SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)
RESOLUTION NO. SEDA2024-03

A RESOLUTION INCENTIVIZING DEVELOPMENT IN THE DOWNTOWN URBAN RENEWAL AREA AND GLENWOOD URBAN RENEWAL AREA BY ASSUMING PAYMENT OF CERTAIN SYSTEM DEVELOPMENT CHARGES AS ESTABLISHED BY SPRINGFIELD MUNICIPAL CODE SECTION 3.406 THROUGH THE PERIOD ENDING DECEMBER 31, 2028

WHEREAS, the Downtown Urban Renewal Plan section 600.B and the Glenwood Urban Renewal Plan section 600.B authorize SEDA to provide financial assistance for new construction, redevelopment, and rehabilitation of properties within the respective urban renewal areas;

WHEREAS, the SEDA Board finds that it is in the public interest to encourage residential, commercial, mixed-use, and industrial development, redevelopment, and rehabilitation in the Downtown Urban Renewal Plan area and the Glenwood Urban Renewal Plan area, for projects that are consistent with the City of Springfield's adopted land use plans and regulations, by reducing the overall costs of development;

WHEREAS, the costs of development include transportation, stormwater and local wastewater system development charges imposed by the City; regional wastewater system development charges imposed by the Metropolitan Wastewater Management Commission; and system development charges for parks and recreation imposed by the Willamalane Parks and Recreation District, for the purposes of funding past and future infrastructure required to meet the needs of community growth;

WHEREAS, on April 19, 2010, the Council adopted Resolution 10-19, amending and adopting the rate structure for systems development charges for stormwater and local wastewater;

WHEREAS, on December 1, 2014, the Council adopted Resolution 2014-38, modifying a methodology for the calculation of transportation system development charges;

WHEREAS, the SEDA Board desires to stimulate development in each of the urban renewal areas by assuming the obligation for certain SDCs imposed by the City of Springfield for the period commencing January 1, 2024 and ending December 31, 2028;

WHEREAS, to ensure adequate financial resources for other projects authorized by the Glenwood Urban Renewal Plan, the amount of SDCs that SEDA may incur for projects within the Glenwood Urban Renewal Area will be limited to a cumulative maximum of \$2,000,000, unless amended by future Board Resolution; and

WHEREAS, the Board wishes to authorize the Springfield City Manager, Finance Director, and Development and Public Works Community Development Division Director to develop and execute an interagency memorandum of understanding between the City and SEDA to provide for SEDA payment of assumed SDCs over time as needed,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SEDA, AN URBAN RENEWAL AGENCY OF THE CITY OF SPRINGFIELD, AS FOLLOWS:

Section 1: For a period beginning on January 1, 2024, and extending through December 31, 2028, the Springfield Economic Development Agency shall assume payment of the transportation,

stormwater, and local wastewater system development charges on new construction, redevelopment, and rehabilitation projects within the Downtown Urban Renewal Area and Glenwood Urban Renewal Area, consistent with the requirements of the Downtown Urban Renewal Plan and Glenwood Urban Renewal Plan, respectively. For the Glenwood Urban Renewal Area only, the amount of SDCs that may be incurred by SEDA under this section shall be limited to \$2,000,000.

Section 2: The City Manager, City Finance Director, and Development and Public Works Community Development Division Director are directed to develop and execute a memorandum of understanding (MOU) between the City and SEDA providing for the payment to the City of SDCs assumed by SEDA as follows:

- A. Within the Downtown Urban Renewal Area, SEDA will pay the amount of assumed SDCs to the City at the time they are incurred by SEDA, up to \$100,000 per project. For projects exceeding \$100,000 in local SDCs, SEDA and the City will mutually agree upon a plan for extended repayment, not to exceed the life of the respective urban renewal plan, as may be directed by the SEDA Board.
- B. Within the Glenwood Urban Renewal Area, SEDA will incur SDCs as a debt owed to the City of Springfield, to be paid to the City upon terms specified in the MOU, to allow SEDA SDC payments to be strategically applied to costs of eligible public improvements in Glenwood Urban Renewal Area.
- C. SEDA's debts incurred under this Resolution will be subordinate to all other indebtedness owed by SEDA to the City and to all other borrowings approved by SEDA that are secured by tax increment revenues.

Section 3: The City Manager and City Attorney are directed to develop and implement an applicant agreement setting forth the terms and conditions by which SEDA will incur the obligation to pay local SDCs on behalf of the applicant. The applicant must agree to abide by the requirements of sections 600.B. and 800 of the applicable urban renewal plan and any other requirements deemed necessary by the City Manager to carry out the purposes of this Resolution.

Section 4: The SEDA Staff Liaison is directed to annually report to the Board to allow the Board to assess the impact of this program on SEDA's financial resources including each urban renewal area's maximum indebtedness, to assure the program is operating as intended, and to allow the Board to amend or extend this Resolution as development opportunities change.

ADOPTED by the Board of the Springfield Economic Development Agency this 8th day of January, 2024, by a vote of 6 for and 0 against. One Absent (Doyle),
and one abstention due to
a direct conflict, (Loveall)

ATTEST:

Victoria M. Doyle

Board Secretary

REVIEWED & APPROVED
AS TO FORM

Kristina Kraaz
DATE: 1/8/2024
SPRINGFIELD CITY ATTORNEY'S OFFICE



Transaction Receipt
Record ID: 811-24-002983-STR
Receipt Number: 496620
Receipt Date: 3/7/25

City of Springfield
Development and Public Works
225 Fifth Street
Springfield, OR 97477
541-726-3753
permitcenter@springfield-or.gov
Website: springfield-or.gov

Worksite address: 2509 MAIN ST, SPRINGFIELD, OR 97477
Parcel: 1703360000100

Fees Paid					
Transaction date	Units	Description	Account code	Fee amount	Paid amount
3/7/25	24,315.16 Amou	SDC: Reimbursement Cost - Local Wastewater	611-00000-448024-8800	\$24,315.16	\$24,315.16
3/7/25	11,871.76 Amou	SDC: Improvement Cost - Local Wastewater	611-00000-448025-8800	\$11,871.76	\$11,871.76
3/7/25	15,492.30 Amou	SDC: Reimbursement - Transportation SDC	434-00000-448026-8800	\$15,492.30	\$15,492.30
3/7/25	294,319.69 Amo	SDC: Improvement - Transportation SDC	434-00000-448027-8800	\$294,319.69	\$294,319.69
3/7/25	15,490.60 Amou	SDC: Total Transportation Administration Fee	719-00000-426604-8800	\$15,490.60	\$15,490.60
3/7/25	1,809.35 Amoun	SDC: Total Sewer Administration Fee	719-00000-426604-8800	\$1,809.35	\$1,809.35
Payment Method: Internal transfer from: Payer: SEDA Payment Amount: \$363,298.86					
230-01100-1007-6470					
09					
Transaction Comment: SEDA funds to pick up local SDC charges in downtown					
Cashier: Steve Petersen			Receipt Total:		\$363,298.86



Transaction Receipt
Record ID: 811-24-001447-STR
Receipt Number: 496883
Receipt Date: 4/4/25

City of Springfield
Development and Public Works
225 Fifth Street
Springfield, OR 97477
541-726-3753
permitcenter@springfield-or.gov
Website: springfield-or.gov

Worksite address: 525 MILL ST, SPRINGFIELD, OR 97477
Parcel: 1703352304503

Fees Paid					
Transaction date	Units	Description	Account code	Fee amount	Paid amount
4/4/25	69,376.56 Amou	SDC: Reimbursement Cost - Local Wastewater	611-00000-448024-8800	\$69,376.56	\$69,376.56
4/4/25	33,875.16 Amou	SDC: Improvement Cost - Local Wastewater	611-00000-448025-8800	\$33,875.16	\$33,875.16
4/4/25	3,596.21 Amoun	SDC: Reimbursement - Transportation SDC	434-00000-448026-8800	\$3,596.21	\$3,596.21
4/4/25	68,329.56 Amou	SDC: Improvement - Transportation SDC	434-00000-448027-8800	\$68,329.56	\$68,329.56
4/4/25	5,162.59 Amoun	SDC: Total Sewer Administration Fee	719-00000-426604-8800	\$5,162.59	\$5,162.59
4/4/25	3,596.29 Amoun	SDC: Total Transportation Administration Fee	719-00000-426604-8800	\$3,596.29	\$3,596.29
Payment Method: Internal transfer from: 230-01100-1007-6470 09				Payer: SEDA	Payment Amount: \$183,936.37
Transaction Comment: SEDA funds to pick up local SDC charges in downtown					
Cashier: Steve Petersen			Receipt Total:		\$183,936.37