



Springfield Economic Development Agency

Agenda

City Manager:
Nancy Newton
City Recorder:
Allyson Pulido
541-726-3700

City Hall
225 Fifth Street
Springfield, Oregon 97477
541-726-3700
Online at www.springfield-or.gov

Chair: Kori Rodley
Vice Chair: Beth Blackwell

Board Members
Sean VanGordon
Michelle Webber
Steve Moe
Andrew Buck
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.

December 8, 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: 872 4341 5269

Copy the address below into an internet browser to register

https://us06web.zoom.us/webinar/register/WN_GN7nVX3DSNavJEg6nBpUqw

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 ____, Buck ____, Stout ____, and Loveall ____.

CONSENT CALENDAR

1. SEDA Contracts Over Winter Recess
2. Minutes
3. 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.

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

AGENDA ITEM SUMMARY	Meeting Date:	12/08/2025
	Meeting Type:	Springfield Economic Development Agency- Regular Meeting
	Staff Contact/Dept:	Jessica Mumme, Budget & Procurement Manager/Finance
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY	Staff Phone No:	541-736-1032
	Estimated Time:	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 \$250,000 AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS EXCEEDING LEVELS IN SPRINGFIELD MUNICIPAL CODE SECTION 2.706(3) AND 2.707(3) IN CONFORMANCE WITH ALL OTHER APPLICABLE REQUIREMENTS OF THE SPRINGFIELD MUNICIPAL CODE AND OREGON PUBLIC CONTRACTING LAW DURING THE PERIOD COMMENCING DECEMBER 9, 2025 AND CONTINUING THROUGH JANUARY 11, 2026 WHILE THE BOARD IS ON WINTER 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 2.706 "Source Selection for Goods and Services other than Personal or Professional 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. 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 in the amount of \$250,000 or less without SEDA Board authorization.

For the duration of the SEDA Board's winter recess, staff recommends that the Board authorize the City Manager to approve and amend all competitive bid contracts, contracts awarded under Requests for Proposals, and other contracts exempt from bidding requirements under the purchasing regulations. 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 Winter Recess
- 2. Resolution SEDA Contracts Over Winter Recess

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

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD AND AMEND
CONTRACTS EXCEEDING \$250,000 IN CONFORMANCE WITH ALL OTHER
APPLICABLE REQUIREMENTS OF THE SPRINGFIELD MUNICIPAL CODE AND
OREGON PUBLIC CONTRACTING LAW DURING THE PERIOD COMMENCING
DECEMBER 9, 2025 AND CONTINUING THROUGH JANUARY 11, 2026 WHILE THE
BOARD IS ON WINTER RECESS.**

WHEREAS, the City of Springfield conducts procurement activities for SEDA and follows the City of Springfield Municipal Code Chapter 2, Public Contracts, Section 2.706 "Source Selection for Goods and Services other than Personal or Professional 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," allows the City Manager to award and enter into contracts and amendments, and purchase goods, services and/or property when the contract amount is \$250,000 or less, without additional authorization from the Board acting as the local contract review board;

WHEREAS, delaying approval for all purchases and agreements until the Board meeting on January 12, 2026 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 \$250,000 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 December 9, 2025, and continuing through January 11, 2026; 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 December 9, 2025, and continuing through January 11, 2026,

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 winter recess, provided that all other applicable requirements in the Springfield Municipal Code and Oregon Public Contracting Code are followed:

- A. Contracts in excess of \$250,000 based on competitive sealed bids or competitive sealed proposals; and
- B. Contracts in excess of \$250,000 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.

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 December 9, 2025 and expires after January 11, 2026.

ADOPTED by the Board of the Springfield Economic Development Agency, an Urban Renewal Agency of the City of Springfield, this ____ day of December 2025 by a vote of ____ for and ____ against.

ATTEST:

Allie Camp, Staff Liaison
Springfield Economic Development Agency

REVIEWED & APPROVED
AS TO FORM
Kristina Kozak
DATE: 12/2/2025
SPRINGFIELD CITY ATTORNEY'S OFFICE