

**AGENDA**  
**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY (SEDA)**

Library Meeting Room  
225 Fifth Street, Springfield, OR 97477

**January 23, 2012**

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

.....  
**SEDA REGULAR MEETING**  
**7:00 p.m. (approximate time)**

**CALL TO ORDER & ROLL CALL**

Dave Ralston\_\_\_, Hillary Wylie\_\_\_, Sheri Moore\_\_\_, Sid Leiken\_\_\_, Christine Lundberg\_\_\_, Joe Pishioneri\_\_\_, Faye Stewart\_\_\_, Sean VanGordon\_\_\_, Marilee Woodrow\_\_\_.

**APPROVAL OF MINUTES**

- a. Minutes of December 5, 2011 (Attached)

**COMMUNICATIONS**

- a. 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.**
- b. Correspondence
- c. Business from the Staff

**REPORT OF CHAIR**

**REPORTS OF COMMITTEES**

**PUBLIC HEARINGS**

- 1. Supplemental Budget Resolution.  
[Bob Duey] (5 Minutes)

**RESOLUTION NO. 1 – A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS: SEDA GLENWOOD GENERAL, SEDA DOWNTOWN GENERAL, AND SEDA GLENWOOD CAPITAL PROJECTS FUNDS.**

**MOTION: ADOPT/NOT ADOPT RESOLUTION NO. 1.**

**NEW BUSINESS**

- 1. Election of Officers  
[John Tamulonis] (10 Minutes)

**OLD BUSINESS**

**ADJOURNMENT**

MINUTES OF THE MEETING OF THE  
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
HELD MONDAY, DECEMBER 5, 2011

The Springfield Economic Development Agency met in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon on Monday, December 5, 2011 at 8:12 p.m., with Board Chair Dave Ralston presiding.

ATTENDANCE

Present were Board Chair Dave Ralston and Board Members Hillary Wylie, Sheri Moore, Christine Lundberg, Sean VanGordon, and Marilee Woodrow. Also present were City Manager Gino Grimaldi, Assistant City Manager Jeff Towery, Attorney Mary Bridget Smith, Community Development Manager John Tamulonis and City Recorder Amy Sowa.

Board Members Sid Leiken, Faye Stewart, and Joe Pishioneri were absent.

APPROVAL OF MINUTES

- a. Minutes of November 21, 2011.

**IT WAS MOVED BY BOARD MEMBER LUNDBERG WITH A SECOND BY BOARD MEMBER WOODROW TO APPROVE THE NOVEMBER 21, 2011 MINUTES. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST (3 ABSENT – LEIKEN, STEWART AND PISHIONERI).**

COMMUNICATIONS

- a. Business from the Audience - None
- b. Correspondence - None
- c. Business from the Staff.

Community Development Manager and SEDA staff member John Tamulonis said there would be a SEDA meeting after the first of the year. At that time, new officers would be elected.

REPORT OF CHAIR

REPORT OF COMMITTEES

PUBLIC HEARINGS

NEW BUSINESS

OLD BUSINESS

1. Authorizing Property Acquisition.

Mr. Tamulonis presented the staff report on this item. He said staff was looking for SEDA approval to authorize property acquisition of the former Tom's Tapper Tavern property on Franklin Boulevard in Glenwood. The City and SEDA each approved the first formal steps by approving Resolutions authorizing the acquisition through purchase of the property at this property located at 4095 Franklin Boulevard. The environmental and appraisal reports had since been completed. The environmental report was clean and the appraisal report was \$1000 over the market price. He referred to the excerpts from the environmental study which was included in the agenda packet.

Mr. Tamulonis said this purchase was recommended as the property extended into the right-of-way where the new Franklin Boulevard would be built in the future. There were properties on either side of this property that SEDA could also possibly acquire or trade if needed. Staff had received some inquiries about use of the property by real estate agents which could allow some interim uses on the property after some upgrades to the building.

While there were sufficient funds overall in the Glenwood Urban Renewal Plan, the amount budgeted for capital acquisition would need to be increased from \$200,000 to \$249,000 through a supplemental budget authorization by SEDA in January 2012. This would allow completion of this transaction by end of January 31, 2012 as set out in Addendum B, Section 5.

Board Chair Ralston said part of the frontage would be taken up with the expansion of Franklin Boulevard and the remainder of the property could be sold to a developer. This purchase, plus other property acquisitions in this area, would make it easier and profitable as we moved towards redevelopment of Glenwood Boulevard.

Mr. Tamulonis said parking would continue to be behind the building and access would also be from the back of the property.

**IT WAS MOVED BY BOARD MEMBER MOORE WITH A SECOND BY BOARD MEMBER WOODROW TO APPROVE AUTHORIZING THE SEDA PRESIDENT AND CITY MANAGER TO COMPLETE THE ACQUISITION OF THE REAL PROPERTY AT 4095 FRANKLIN BOULEVARD. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST (3 ABSENT – LEIKEN, STEWART, AND PISHIONERI).**

ADJOURNMENT

The meeting was adjourned at approximately 8:17 p.m.

Minutes Recorder – Amy Sowa

---

Sheri Moore  
Secretary

---

**AGENDA ITEM SUMMARY**

**Meeting Date:** 1/23/2012  
**Meeting Type:** Regular Meeting  
**Department:** Finance  
**Staff Contact:** Bob Duey  
**Staff Phone No:** 541-726-3740  
**Estimated Time:** 5 Minutes

**S P R I N G F I E L D E C O N O M I C  
D E V E L O P M E N T A G E N C Y**

---

**ITEM TITLE: SUPPLEMENTAL BUDGET RESOLUTION**

---

**ACTION REQUESTED:** Hold a public hearing and adopt/not adopt the following resolutions.

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

**ISSUE STATEMENT:** At various times during the fiscal year the SEDA Board of Directors are requested to make adjustments to 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.

This is first of two scheduled FY12 supplemental budget requests to come before the SEDA Board of Directors. The supplemental budget being presented includes adjusting resources and requirements in the SEDA Glenwood General, SEDA Downtown General, and SEDA Glenwood Capital Project Funds.

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

**ATTACHMENTS:** Attachment A. Supplemental Budget Resolution

**DISCUSSION/  
FINANCIAL  
IMPACT:** The Glenwood District Operating Fund (#229) has a negative beginning cash adjustment of \$5,657 and an increase in its internal borrowing from the City by \$250,000 to facilitate of the purchase of property located at 4095 Franklin Blvd in accordance to Resolution 2011-03 passed on December 5, 2011. The Glenwood Districts Capital Project Fund (#429) is adjusted only for beginning cash in the amount of \$41,189.

The Downtown District Operating Budget (#429) has a negative beginning cash adjustment of \$457 and increases its internal borrowing from the City by \$85,900. The increase in the internal borrowing/debt service does not increase or decrease any of the scheduled activities for the fiscal year. It is an on-paper only budget step to fulfill the requirements of the loan agreement between the SEDA and the City where SEDA must repay to the City each December any property taxes received from the County towards its outstanding loan balance and then in turn borrow additional resources from the City for budgeted activity. The net impact is \$0.

As of December 31, 2011 the outstanding principal balance owed to the City from the Glenwood District is \$510,449 and from the Downtown District is \$82,479 with a budget authorized net additional borrowing by both districts this fiscal year of \$400,000. The maximum borrowing capacity for this loan is \$1.5M.

---

**SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADJUSTING RESOURCES AND REQUIREMENTS IN THE FOLLOWING FUNDS:  
SEDA Glenwood General, SEDA Downtown General and SEDA Glenwood Capital Projects.**

WHEREAS, the 2011-2012 fiscal year appropriations for the Springfield Economic Development Agency (SEDA) were made by Resolution No. 2011-02 dated June 13, 2011; and,

WHEREAS, at various times during the fiscal year the SEDA Board of Directors is requested to make adjustments to the fiscal year budget to reflect needed changes in planned activities, to recognize new revenues, or to make other required adjustments; and,

WHEREAS, the SEDA Board of Directors handles such requests for adjustment to the budget through Supplemental Budget Resolutions presented at public hearings at which the public may comment on such requests; and,

WHEREAS, notice of a public hearing, 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 DIRECTORS OF THE SPRINGFIELD  
ECONOMIC DEVELOPMENT AGENCY, An Urban Renewal Agency of the State of Oregon, as follows:**

Section 1. Supplemental Budget No. 1 for the 2011-2012 Fiscal Year amending Resolution 2011-02 is hereby adjusted as follows:

| <b>SEDA GLENWOOD GENERAL - FUND 229</b> |                          |   |                          |
|---|--------------------------|---|--------------------------|
| <u>Estimated Revenues</u>               |                          | <u>Appropriations</u>                   |                          |
| Beginning Cash Balance                  | \$ (5,657)               | Departmental                            |                          |
| Interfund Loan Received                 | <u>250,000</u>           | City Manager's Office                   | \$ <u>(3,088)</u>        |
|   |                          | Non Departmental                        |                          |
|   |                          | Reserves                                | \$ <u>(2,569)</u>        |
|   |                          | Capital Projects                        | \$ <u>250,000</u>        |
| <b>Total SEDA Glenwood General Fund</b> | <b>\$ <u>244,343</u></b> | <b>Total SEDA Glenwood General Fund</b> | <b>\$ <u>244,343</u></b> |

**SEDA DOWNTOWN GENERAL - FUND 230**

**Estimated Revenues**

Beginning Cash Balance \$ (457)  
Interfund Loan Received 85,900

**Appropriations**

Departmental  
City Manager's Office \$ (110)  
  
Non Departmental  
Debt Services \$ 85,900  
Reserves (347)  
Total Non Departmental \$ 85,553

**Total SEDA Glenwood General  
Fund \$ 85,443**

**Total SEDA Glenwood General  
Fund \$ 85,443**

**SEDA GLENWOOD CAPITAL PROJECTS - FUND 429**

**Estimated Revenues**

Beginning Cash Balance \$ 41,189

**Appropriations**

Non Departmental  
Reserves \$ 41,189

**Total SEDA Glenwood Capital  
Projects Fund \$ 41,189**

**Total SEDA Glenwood Capital  
Projects Fund \$ 41,189**

**Estimated Revenues**

**Total Supplemental Budget \$ 370,975**

**Appropriations**

**Total Supplemental Budget \$ 370,975**

Section 2. This resolution shall take effect upon adoption by the Board of Directors.

Adopted by the Board of Directors of the Springfield Economic Development Agency this 23rd day of January, 2012, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

---

Dave Ralston - Chair  
Springfield Economic Development Agency  
Board of Directors

ATTEST:

---

Sheri Moore - Secretary  
Springfield Economic Development Agency  
Board of Directors

---

**AGENDA ITEM SUMMARY**

**Meeting Date:** January 23, 2012  
**Meeting Type:** Regular Session  
**Department:** CMO  
**Staff Contact:** John Tamulonis  
**Staff Phone No:** 541-726-3656  
**Estimated Time:** 10 Minutes

**SPRINGFIELD ECONOMIC  
DEVELOPMENT AGENCY**

---

**ITEM TITLE: ELECTION OF NEW SEDA BOARD OFFICERS**

---

**ACTION REQUESTED:** Each year the SEDA Board members shall elect a chair, vice chair, and secretary, as stated in the SEDA By-Laws.

**ISSUE STATEMENT:** The chair, vice chair, and secretary shall be elected annually by the Agency from among the Board members at the first regular meeting of the Agency each year, and shall hold office for one year or until their successors are elected and qualified. (SEDA Bylaws – Art III, Sec 6). Nothing in the SEDA by-laws prohibits current officers from being re-elected to positions for another year.

---

**ATTACHMENTS:** 1. SEDA Bylaws – Article III, Sections 1-8

---

**DISCUSSION/  
FINANCIAL  
IMPACT:** The chair (currently Dave Ralston) shall be elected by the Board members of the Agency and shall preside at all meetings of the Agency. After approval by the Board members, except as otherwise authorized by resolution of Board members, the chair shall sign all contracts, deeds and other instruments made by the Agency. At each meeting, the chair shall submit such recommendations and information as the chair may consider proper concerning the business, affairs, and policies of the Agency. (SEDA Bylaws – Art III, Sec 2)

The vice chair (currently Hillary Wylie) shall be elected by the Board members of the Agency and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the Board shall elect a new chair. (SEDA Bylaws – Art III, Sec 3)

The secretary (currently Sheri Moore) shall be elected by the Board members of the Agency and shall perform the duties of the chair in the absence or incapacity of both the chair and the vice chair, and shall perform the duties of the vice chair when the latter acts as chair. In coordination with the staff liaison, the secretary shall keep the records of the Agency, act as secretary of the meetings of the Agency and record all votes, keep a record of the proceedings of the Agency, perform all duties incident to the office, and keep in safe custody all records confirmed by the Board members of the Agency. (SEDA Bylaws – Art III, Sec 4)

---

URBAN RENEWAL AGENCY RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY

APPROVING AND ADOPTING AGENCY BY-LAWS

ARTICLE III - OFFICERS

Section 1. Officers: The officers of the Agency shall be chair, vice chair, secretary, and any other officer whom the Agency deems necessary.

Section 2. Chair: The chair shall be elected by the Board members of the Agency and shall preside at all meetings of the Agency. After approval by the Board members, except as otherwise authorized by resolution of Board members, the chair shall sign all contracts, deeds and other instruments made by the Agency. At each meeting, the chair shall submit such recommendations and information as the chair may consider proper concerning the business, affairs, and policies of the Agency.

Section 3. Vice Chair: The vice chair shall be elected by the Board members of the Agency and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the Board shall elect a new chair.

Section 4. Secretary: The secretary shall be elected by the Board members of the Agency and shall perform the duties of the chair in the absence or incapacity of both the chair and the vice chair, and shall perform the duties of the vice chair when the latter acts as chair. In coordination with the staff liaison, the secretary shall keep the records of the Agency, act as secretary of the meetings of the Agency and record all votes, keep a record of the proceedings of the Agency, perform all duties incident to the office, and keep in safe custody all records of the Agency. The staff liaison shall be recommended by the City Manager and confirmed by the Board members of the Agency.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or by the by-laws or rules and regulations of the Agency.

Section 6. Election or Appointment: The chair, vice chair, and secretary shall be elected annually by the Agency from among the Board members at the first regular meeting of the Agency in January of each year, and shall hold office for one year or until their successors are elected and qualified. Provided that the officers initially elected shall hold office or until the first regular meeting of the Agency in 1988, or until their successors are elected and qualified.

Section 7. Vacancies: Should the offices of the chair, vice chair, or secretary become vacant, the Agency shall elect a successor from its Board members at the next regular meeting and such election shall be for the unexpired term of such office.

Section 8. Removal: The chair, vice chair, or secretary may be removed at any time by a vote of a majority of the entire Agency.