

MINUTES OF THE MEETING OF THE
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY
HELD MONDAY, FEBRUARY 7, 2005

The Springfield Economic Development Agency met in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, February 7, 2005 at 6:00 p.m., with Board Chair Tammy Fitch calling the meeting to order.

ATTENDANCE

Present were Board Chair Tammy Fitch and Board Members Sid Leiken, Dave Ralston, Anne Ballew, Christine Lundberg, Joe Pishioneri and John Woodrow. Also present were City Manager Mike Kelly, Assistant City Manager Cynthia Pappas, Economic Development Manager John Tamulonis and City Recorder Amy Sowa.

APPROVAL MINUTES

- a. Minutes of December 6, 2004.

IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER LUNDBERG TO APPROVE THE DECEMBER 6, 2004 SEDA MINUTES. THE MOTION PASSED WITH A VOTE OF 6 FOR AND 0 AGAINST (1 ABSTENTION – BALLEW).

COMMUNICATIONS

1. Business from the Audience
 - a) Steve Ramseur, 1715 Concord Ave., Eugene, OR Mr. Ramseuer asked the SEDA Board to consider extending the recruitment period for the Glenwood Urban Renewal Plan Citizens Advisory Committee. He was unable to fill out an application prior to the original deadline due to a career change. He is very interested and if the recruitment period is extended he would apply.
2. Correspondence – Materials for New Board Members. Mr. Tamulonis said Bill Dwyer and Faye Stewart each received new binders with SEDA information included.
3. Business from the Staff
 - a. Update on Directors/Officers Insurance for Expanded Board.

Mr. Tamulonis said the SEDA Board members who are also members of the Springfield City Council are eligible under the current city's insurance policy with no additional cost. The SEDA Board members who are members of the Lane County Board of Commissioners are eligible under the county's insurance with no additional cost.

REPORT OF CHAIR

REPORT OF COMMITTEES

OLD BUSINESS

1. Discussion Changes to Agency By-Laws.

Mr. Tamulonis presented the staff report on this item. During the SEDA Board and Springfield City Council meetings on December 6, 2004, proposed changes to add two Lane County Commissioners were made as requested by the Lane County Board of Commissioners in the Board's Resolution approving the Glenwood Urban Renewal Plan. City Council approved an ordinance making the changes and the SEDA Board followed by proposing the changes to its by-laws. The SEDA proposal is in Attachment 1 in legislative format and required at least a ten day wait before adoption. Attachment 1 also includes some proposed changes suggested December 6, 2004 to Article VIII – Amendments regarding emergencies. Since then, SEDA's Attorney suggested wording that is in Attachment 2 for consideration.

Proposed changes in the SEDA by-laws made December 6, 2004 may be voted on after at least a 10-day waiting period. The proposed changes could be adopted at the February 7, 2005 SEDA meeting. Once approved the two Lane County Commissioners would be official members of the SEDA Board.

No financial impact is now estimated from changes proposed to the by-laws. The research on the potential impact of Directors' & Officers' liability insurance indicates that there will be no financial impact. SEDA Board members who are Springfield City officials are covered through their existing insurance. SEDA members who are Lane County Commissioners are on SEDA as part of their duties as Lane County Commissioners. Their actions would thus be covered through the county's self-insurance.

Changes to Amendment VIII in Attachment 2 would need to be voted on by the SEDA Board at a SEDA meeting at least ten days after February 7, 2005.

Mr. Tamulonis explained the modifications under Article II and Article XIII.

IT WAS MOVED BY BOARD MEMBER BALLEW WITH A SECOND BY BOARD MEMBER RALSTON TO APPROVE ARTICLE II OF THE SEDA BY-LAWS. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST.

Board Chair Fitch welcomed Faye Stewart and Bill Dwyer (absent) to the SEDA Board.

Board Member Ballew asked if they could approve Article XIII of the by-laws tonight, but not have it go into affect until a later date.

Mr. Tamulonis said they could adopt the changes for Article XIII proposed on December 6 and shown in the by-laws included in the agenda packet, but if they wanted to adopt the change as proposed by the City Attorney, Attachment II in the agenda packet, they would need to wait ten days from tonight.

IT WAS MOVED BY BOARD MEMBER BALLEW WITH A SECOND BY BOARD MEMBER RALSTON TO APPROVE ARTICLE XIII OF THE SEDA BY-LAWS AS WRITTEN.

Discussion was held regarding the changes as listed in the by-laws and the changes as proposed by the City Attorney. The change made by the City Attorney referred more directly to notice being given to Board members.

BOARD MEMBER BALLEW WITHDREW HER MOTION AND BOARD MEMBER RALSTON REMOVED HIS SECOND.

Board consensus was to bring the proposed change as noted in Attachment II back for consideration after ten days.

Mr. Leahy said he talked to Bond Counsel and confirmed that anything done to the by-laws would not have any affect to any bonds sold by the SEDA Board. He made the suggested changes to add more notice requirements to allow all members of the SEDA Board, including the County Commissioners, to receive some type of notification. Mr. Leahy did send a copy of this amendment to the County Counsel and has not heard back from them.

Board Member Lundberg said she was much more comfortable with the second version.

2. Glenwood Urban Renewal Advisory Committee Recruitment.

Mr. Tamulonis presented the staff report on this item. Composition of the Glenwood Advisory Committee was approved by SEDA December 6, 2004. There are nine positions to be filled on the Glenwood Urban Renewal Advisory Committee with ties to the Glenwood area. By the January 31, 2005 deadline, the city received one application for each of the following Positions #2, #3, #4, #5, and 2 applications for Position #7. An additional application arrived February 1, 2005 for Position #9.

Lane County received 5 applications for Positions #1 and #2 though some may be eligible for other available slots on the committee.

The Lane County Commissioners appoints two members:

Position #1: Resident of a mobile home in the unincorporated area of Glenwood

Position #2: Homeowner in the unincorporated area of Glenwood

The City of Springfield appoints two members:

Position #3: Retail business owner/operator in the unincorporated area of Glenwood

Position #4: Industrial business owner/operator in the unincorporated area of Glenwood

SEDA appoints five members:

Position #5: Glenwood Water District Board Member.

Position #6: Resident in a mobile home in the City (incorporated) area of Glenwood

Position #7: Homeowner in the City (incorporated) area of Glenwood or for the area at-large

Position #8: Retail businesses in the City (incorporated) area of Glenwood

Position #9: Industrial business owner/operator in the City (incorporated) area of Glenwood.

In addition, to using both the City's standard recruitment process and that used by Lane County, at the suggestion of the SEDA Board, applications were delivered to several business and gathering spots in Glenwood.

Board Member Ballew asked if we should extend the deadline to February 28, 2005.

Mr. Tamulonis said that would be a good idea. Staff would go out and contact people in Glenwood to try to get additional applicants.

Board Member Woodrow asked if all nine positions would be advertised or just specific positions.

Mr. Tamulonis said we could advertise for all.

Board Member Pishioneri said he would agree that all positions should be advertised in case people that may have missed the deadline would have the opportunity to apply for any of the positions.

Board Member Ballew recommended highlighting on the news release the positions that did not receive applications.

Board Member Ralston asked what would happen if all positions were not filled and if it would put the Board in violation of anything.

Board Member Fitch said the intent was to do as much outreach as we could. The first recruitment was during the holiday, which made it difficult to get applicants. By extending the recruitment, there is a better chance to get applicants for all positions.

Discussion was held regarding additional applications received once the recruitment was over.

Mr. Tamulonis said that if they were not able to fill all positions, the Board could move forward with what they have

Discussion was held regarding the outreach to the mobile home parks and businesses.

Board Member Lundberg noted that there has been good response when people have been personally notified.

Mr. Tamulonis noted that ten applications were placed at five businesses in the Glenwood area and many of those applications were taken.

Board Member Stewart asked if the outreach would include incorporated and unincorporated sections of Glenwood Mobile Home parks.

Mr. Tamulonis said it would include both.

IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER PISHIONERI TO EXTEND THE RECRUITMENT TO FEBRUARY 28, 2005. THE MOTION PASSED WITH A VOTE OF 8 FOR 0 AGAINST (1 ABSENT – DWYER)

Board Chair Fitch asked if Board Member Stewart would check with the county to see if they would also extend their recruitment to February 28, 2005. He said he would.

Board Chair Fitch asked the Board if they would agree to select the Citizen Advisory Committee (CAC) as soon after the February 28 deadline. Consensus was to select them as soon as possible.

Board Member Ralston asked if any of the applicants could qualify for more than one position. They could. He asked that the Board be provided with a matrix which would reflect that to help with the selection of the CAC.

Mr. Tamulonis said he would prepare that matrix.

Board Chair Fitch asked that the applicant who turned in their application late could still be considered. Board members and staff agreed.

NEW BUSINESS

Mr. Tamulonis distributed an outline showing topics that would come before the SEDA Board over the next several months. They included:

- Prepare SEDA Budget/Urban Renewal
- Prepare and present SEDA Budget to council for remainder of fiscal year 2004/05.
- Schedule out activities now through June including but not limited to:
 - Development strategies and alternatives
 - Budget presentation
 - Appointment of Advisory Committee
 - Meeting with Advisory Committee and setting tasks.
 - SEDA outreach meetings to Glenwood and possible schedule
 - Outline contracts (staffing, timing, etc.)
 - Recognition of revenue and contracts
 - Prepare and plan for budget for FY2005/06
 - Develop details of relationship between the city and SEDA.

Mr. Tamulonis said the Board's next meeting would include discussion of the plan and timeline. He discussed the presentation from the gentleman from Medford regarding urban renewal in Medford. It remained focused at the beginning and he said he hopes the Board will choose such a focus.

Board Member Woodrow asked if the SEDA Board officers needed to be re-elected.

Mr. Tamulonis said they are scheduled to be re-elected in January of each year. There was no meeting in January, so if the Board would like to vote to keep the officers, they could do so at this time.

IT WAS MOVED BY BOARD MEMBER WOODROW WITH A SECOND BY BOARD MEMBER LUNDBERG TO RETAIN THE OFFICERS AS ELECTED IN 2004. THE MOTION PASSED WITH A VOTE OF 8 FOR 0 AGAINST (1 ABSENT – DWYER)

RESOLUTIONS

ADJOURNMENT

The meeting was adjourned at 6:27 pm.

Minutes Recorder – Amy Sowa

Christine Lundberg
Secretary