

MINUTES

Springfield Economic Development Agency

September 25, 2006 - 6:30 P.M.

Springfield City Hall – Jessie Maine Meeting Room
225 Fifth Street – Springfield, OR 97477

MEMBERS PRESENT: Tammy Fitch, Chair; Bill Dwyer, Sid Leiken, Christine Lundberg, Joe Pishioneri, Dave Ralston, Faye Stewart, and John Woodrow.

MEMBERS ABSENT: Anne Ballew.

STAFF PRESENT: John Tamulonis, Gino Grimaldi, Cynthia Pappas.

I. CALL TO ORDER

Chairperson Tammy Fitch called the meeting of the Springfield Economic Development Agency (SEDA) to order at 6:40 p.m.

Minutes Recorder Daniel Lindstrom called the roll, noted the absence of Director Anne Ballew, and stated that a quorum was present.

II. APPROVAL OF MINUTES

Director John Woodrow moved, seconded by Director Joe Pishioneri, to accept the minutes of the July 31, 2006, meeting. The motion was adopted unanimously, 8:0.

III. COMMUNICATIONS

A. Business from the Audience

None.

B. Correspondence

None.

C. Business from the Staff

Mr. Tamulonis reminded members that the SEDA Adopted Budget and Financial Statement was sent out as required by State of Oregon of all urban renewal agencies.

Mr. Tamulonis reported that the Oregon Department of Administrative Services had shown some reluctance regarding the sale of parcels to SEDA for the offered prices discussed at the previous meeting.

Mr. Tamulonis reported that the Glenwood Renewal Advisory Committee had met on September 19 and discussed a wide variety of topics. He said two members had been identified and available to serve on the Presentation and Evaluation Committee for developing a recommendation about project proposals for the Glenwood Riverfront redevelopment project.

IV. REPORT OF THE CHAIRPERSON

Chairperson Fitch stated that she had discussed with Mr. Tamulonis the need for SEDA staff assistance since completion of the service of a University of Oregon (UO) intern. She suggested that such staff should be more capable than an Administrative Clerk, but did not need to have Management Analyst skills. She said a half-time planner position would be appropriate and invited member feedback.

Director Bill Dwyer reported that Lane County economic development interests had been served well by interns from the Department of Planning Public Policy and Management (PPPM) from the UO School of Architecture and Allied Arts.

Director Dave Ralston said he supported the proposal to secure the services of another intern. He asked if it would be possible for SEDA to hire a member of the Springfield Planning Department staff half-time to provide a more experienced skill set. Chairperson Fitch replied that she had learned that current Planning Department staff was fully engaged.

Director Faye Stewart said he would support SEDA engaging whatever staff it needed to meet its needs.

Director Christine Lundberg said she would also support whatever solution was found to meet staffing needs. She said such assistance would become increasingly important as responsibilities for overseeing redevelopment projects increased.

Director Pishioneri said he agreed that engaging a UO intern for needed staff support would be most cost effective, but that he would support another solution, if that would be advantageous.

Director Sid Leiken suggested that since SEDA staff would be increasingly called upon to deal with developers, consideration should be given to providing whatever level of skills such responsibilities required.

Director Woodrow said he was concerned that an intern from the UO might require an inordinate amount of supervision from Mr. Tamulonis as SEDA staff responsibilities became increasingly complex.

Mr. Tamulonis said he believed SEDA staff should have planning experience. On the request of Chairperson Fitch, he agreed to prepare a job description and recruitment plan to be discussed at the next meeting of the Agency.

In response to questions from Director Lundberg, Mr. Tamulonis concurred that a SEDA employee would work for the City of Springfield on contract to the Agency. He said such staff would be employed by the City only as long as a contract was in place and SEDA was willing to fund the position.

Director Dwyer suggested that SEDA engage a half-time person with planning experience who would supervise an intern. There appeared to be agreement that Mr. Tamulonis incorporate the suggestion into the job description he developed.

Mr. Tamulonis introduced Courtney Griesel UO PPPM student and SEDA Intern until Last Friday. He expressed appreciation for her work as did the Board. Director Dwyer suggested a suitable award expressing the organization's appreciation and to memorialize her efforts.

V. REPORT OF COMMITTEES

None.

VI. OLD BUSINESS

A. Development Proposals for Glenwood Riverfront Plan

Mr. Tamulonis referred to displays of architectural concepts submitted by Apex Investment Group and Glenwood Riverfront Company LLC in response to the Request for Qualifications for the Glenwood Riverfront Redevelopment project. He noted that the proposals would be considered by the presentations Evaluation Committee at its meeting on October 2. He said complete project proposals, statements of financial capacity, and other support material were Internet available, ftp://ftp.ci.springfield.or.us/outgoing/glenwood/glenwood_proposals/.

B. Presentations and Evaluation Committee

Mr. Tamulonis referred to an Agenda Item Summary regarding the presentations Evaluation Committee. He noted that it had been previously agreed that its membership would be comprised, as follows:

- SEDA Board Members – Tammy Fitch and Faye Stewart
- City Manager – Gino Grimaldi
- Development Service Department Director – Bill Grile
- Finance Director – Bob Duey
- Glenwood Redevelopment Advisory Committee (GRAC) Representative – to be named on recommendation of the GRAC
- Staff – John Tamulonis

Mr. Tamulonis reported that the Advisory Committee had recommended three persons to serve on the presentations Evaluation Committee – Joan Armstead, Dave Carvo from the Glenwood Renewal Advisory Committee and Len Goodwin from the City's Public Works.

Director Woodrow moved, seconded by Director Pishioneri, to accept the recommendation of the Glenwood Redevelopment Advisory Committee and appoint Joan Armstead, Dave Carvo, and Len Goodman as additional representatives on the presentations Evaluation Committee. The motion was adopted unanimously, 8:0.

Mr. Tamulonis stated that SEDA would receive a recommendation from SEDA staff that would include, in addition to a recommendation from the presentations Evaluation Committee, reports from the City's Planning and Public Works Departments and an evaluation from a group of financial advisors.

Director Pishioneri said he hoped any recommendation received from the presentations Evaluation Committee include details of the reasons and process used to arrive at a choice.

In response to a question from Director Ralston, Mr. Tamulonis explained that SEDA was scheduled to receive initial reports regarding proposals at its meeting scheduled on October 9. He said Directors could decide at that time on further processes to be used to make a final decision about designating a development partner for the Riverfront area. He suggested that presentations from one or both of the firms submitting proposals would be possible.

Director Dwyer stated that he would be out of the area throughout the month of October. He said he would consider an invitation to participate in the October 9 meeting via telephone speakerphone.

Chairperson Fitch invited Directors to submit specific questions to be included in the evaluation of the Committee to Mr. Tamulonis.

Director Woodrow stated that he would like the Committee to ask how the submitting firms would work with Willamalane and with Springfield citizens in developing their proposals.

Director Lundberg asked that, with the existence of mobile homes in the redevelopment area, the Committee discuss issues related to relocation of existing residents and property owners.

Chairperson Fitch stated that meetings of the Committee would not be open to the public. Mr. Tamulonis said there were plans for its initial meeting to be video recorded and made available to SEDA Directors as they needed to see the presentations.

Mr. Tamulonis reported that a Glenwood Riverfront Redevelopment Technical Advisory Group was scheduled to meet on September 29.

Director Lundberg stated that she believed that all material used in presentations made to the Committee by submitting firms should be provided to SEDA Directors.

VII. NEW BUSINESS

None.

VIII. PUBLIC HEARING

None.

The meeting adjourned at 7:15 p.m.

(Recorded by Daniel Lindstrom)

Christine Lundberg
Secretary