

MINUTES OF THE MEETING OF THE
SPRINGFIELD ECONOMIC DEVELOPMENT AGENCY
HELD MONDAY, JULY 23, 2012

The Springfield Economic Development Agency met in the Jesse Maine Meeting Room, 225 Fifth Street, Springfield, Oregon on Monday, July 23, 2012 at 6:50 p.m., with Board Chair Hillary Wylie presiding.

ATTENDANCE

Present were Board Chair Hillary Wylie and Board Members Sean VanGordon, Sheri Moore, Christine Lundberg, Marilee Woodrow, Joe Pishioneri and Dave Ralston. Also present were Assistant City Manager Jeff Towery, Attorney Matthew Cox and City Recorder Amy Sowa.

Board Members Sid Leiken and Faye Stewart were absent (excused).

APPROVAL OF MINUTES

- a. Minutes of June 18, 2012.

IT WAS MOVED BY BOARD MEMBER PISHIONERI WITH A SECOND BY BOARD MEMBER RALSTON TO APPROVE THE FEBRUARY 27, 2012 MINUTES. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (2 ABSENT – LEIKEN, AND STEWART).

COMMUNICATIONS

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

REPORT OF CHAIR - None

REPORT OF COMMITTEES - None

PUBLIC HEARINGS - None

NEW BUSINESS

1. Awarding of Competitive Bids During Summer Recess.

RESOLUTION NO. SEDA2012-03 – A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD COMPETITIVE BIDS EXCEEDING \$35,000, REQUESTS FOR PROPOSALS, OTHER PERSONAL SERVICES CONTRACTS EXEMPT FROM BIDDING REQUIREMENTS UNDER THE PURCHASING REGULATIONS, AND APPROVE AMENDMENTS TO PUBLIC CONTRACTS DURING THE PERIOD OF JULY 24, 2012 THROUGH SEPTEMBER 9, 2012 WHILE SEDA BOARD IS IN RECESS.

Purchasing Officer Jayne McMahan presented the staff report on this item. The Municipal Code sets a \$35,000 limit on the City Manager's authority to make purchases and award contracts. The SEDA board authorization was required for amounts greater than \$35,000. Section 2.706(3) of the Springfield Municipal Code prohibited amendments to public contracts where the amendment cost exceeded certain limits imposed by the Code except in certain cases of SEDA board approval. For the duration of the SEDA's 2012 summer recess, staff suggested that the SEDA authorize the City Manager to approve competitive bid contracts greater than \$35,000, Requests for Proposals, other personal services contracts exempt from bidding requirements under the purchasing regulations, and to approve amendments to public contracts where the amendment cost exceeded the limits imposed by Section 2.706 (2)(c) without SEDA board approval, including, but not limited to, the projects and contracts, as well as purchases. All expenditures had been budgeted and all purchasing provisions of the Municipal Code were to be followed. City Manager authorization would allow projects to stay on schedule, public service to continue uninterrupted, and limit the City's exposure.

IT WAS MOVED BY BOARD MEMBER PISHIONERI WITH A SECOND BY BOARD MEMBER RALSTON TO ADOPT RESOLUTION NO. SEDA2012-03. THE MOTION PASSED WITH A VOTE OF 7 FOR AND 0 AGAINST (2 ABSENT – LEIKEN AND STEWART).

Councilor Moore said she would like to be informed when the contract was awarded.

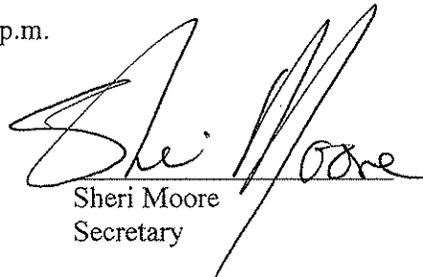
Mr. Towery said it could be included in the Communication Packet or staff could contact councilors directly.

OLD BUSINESS - None.

ADJOURNMENT

The meeting was adjourned at approximately 6:52 p.m.

Minutes Recorder – Amy Sowa


Sheri Moore
Secretary