

BOARDMAN CITY COUNCIL- REGULAR MEETING MINUTES– AUGUST 1, 2023
BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM

Council President Baumgartner called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Councilors present: Richard Rockwell, Karen Pettigrew, Cristina Cuevas, Isaac Williams, Heather Baumgartner and Brenda Proffitt

Absent: Paul Keefer-Excused

Staff: Brandon Hammond-City Manager, Jackie McCauley-Acting Recorder/Building Clerk, Rick Stokoe-Police Chief, Marta Barajas-Finance Director, Carla McLane-Planning Official, Rolf Prag-Public Works Director, and Toni Connell-Utility Clerk

Audience: Elaine Howard-Elaine Howard Consulting, LLC, George Shimer-Boardman Park and Recreation District, Jr. Drago, Dori Drago, Stephen Fuss, Jeffery Thomas, Amy French, and an anonymous Zoom attendee

APPROVAL OF MINUTES

July 11, 2023 Regular Meeting

Councilor Rockwell made a motion to approved the July 11, 2023 Regular Meeting Minutes as presented. Councilor Cuevas seconded the motion. The motion passed 6-0 with 1 absent.

FORMAL PROCEEDINGS

Public Hearing – North Urban Renewal District

Council President Baumgartner opened the public hearing at 7:01pm. She announced the purpose of the hearing was to hear from the public on the proposed North Urban Renewal District. She outlined the conduct of the hearing.

Council President Baumgartner asked for the staff report. Elaine Howard of Elaine Howard Consulting, LLC shared a Powerpoint Presentation regarding the proposed urban renewal district. She showed the process of how the plan is adopted. This is a 20-year plan with a maximum indebtedness of \$27,000,000.00. She explained how the plan is funded.

Ms. Howard reviewed the boundaries of the urban renewal district and the projects within the plan:

1. Transportation Projects

- Extend NE Boardman Avenue to Olson Road, including pavement, curb, gutter, sidewalks and lighting.
- Improve NE Front Street, including pavement, curb, gutter, sidewalks and lighting.
- Alley from 2nd Avenue NE to 3rd Street NE.
- 2nd Avenue NE to Columbia Avenue NE.
- Columbia Avenue NE to Boardman Avenue NE.
- N. Main Street and Boardman Avenue intersection improvements.
- Provide other transportation improvements as necessary.

2. Economic Development Incentives

The estimated costs of these projects are almost \$11,000,000.00.

Council President Baumgartner asked councilors to disclose any conflicts of interest. There were none.

Council President Baumgartner asked to hear from proponents. There were none.

Council President Baumgartner asked to hear from opponents. There were none.

Council President Baumgartner asked for neutral comments.

George Shimer – Boardman Park and Recreation District asked for clarification on the dollar amount his special district would lose over the course of the 20 years of the urban renewal plan. He said \$490,000 would calculate to about \$24,000 per year. Elaine Howard said it would not be an equal amount each year, it would start small, and as the values increase, each year would be more. Chief Stokoe said the district would not lose the tax money, but also would not gain until the end of the urban renewal plan. After the 20 years, all special districts would gain considerably.

Council President Baumgartner closed the public hearing at 7:24pm.

FINANCIAL REPORT

Ending May 31, 2023

Finance Director Barajas said May's biggest revenues were from the General Fund. The city received quarterly transient room tax and franchise fees. The building revenues were lower in May. The building department has spent a lot of money due to the building expansion project. She anticipates these expenditures to get bigger as the project moves along. She said the interest rates are slowly coming up. There were no questions regarding the financial report.

PUBLIC COMMENT

Stephen Fuss

Mr. Fuss reminded council of his request to pass rent protection within the city. He said HB 611 has passed with amendments. He said the Port View Apartments and Tidewater Apartments do not fall under this new law because of the age limit in the law is 15 years from the first residency. He encouraged the council to consider rent protection.

ACTION ITEMS

ORDINANCES

Ordinance 2-2023 – North Urban Renewal District

Councilor Cuevas made a motion to approved the first reading of Ordinance No. 2-2023, an ordinance making certain determinations and findings relating to and approving the North Urban Renewal Plan and directing that Notice of Approval be published. Councilor Rockwell seconded the motion. The motion passed 6-0 with 1 absent.

Acting Recorder McCauley read the ordinance, in its entirety, into record.

RESOLUTIONS

Resolution No. 15-2023 – City Fee Schedule

Councilor Pettigrew wanted to know if the updated fee schedule had been presented to the city manager pro tem prior to presenting it to the council. Chief Stokoe said it had not. He said in all of his discussions with the council, he understood it was the council's wish to keep fees reasonable and as low as possible to encourage growth. He said the city is not in dire straits. He does not recommend passage of these fees because of the increase in planning fees.

Planning Official Carla McLane explained the fees are to capture costs associated with each type of application. Publishing fees have gone up. The cost of mailing notices to property owners has gone up. The proposed planning fees would cover the cost of those fees, and not the staff's time.

Councilor Rockwell asked if the city could use a different newspaper to publish the notices or perhaps to negotiate with the newspaper for a lower fee. Timing on notices do not allow for notices in the North Morrow Times and the publication, by law, must have a large circulation. Councilor Pettigrew reminded the council the city has designated the East Oregonian as the city's paper for publications.

There was discussion about different types of applications and the potential cost to the city to respond to the applications.

Councilor Cuevas asked if the proposed fees were estimates based upon fees in neighboring cities and counties. Planning Official McLane said the fees align with what the county and Umatilla and Hermiston charge.

Finance Director Barajas said that some of the applications involve legal fees also. Councilor Williams asked her if any of the city departments are losing money because of the fees charged. He said the fees need to generate enough to cover the costs associated with the applications.

Chief Stokoe said the council could pass the resolution, amending the fees schedule to keep them the same as the 2022 fees. He wants the new city manager to evaluate the fees. Planning Official McLane said the fee schedule does not only set the fees, but clears up an issue of the types of fees the city charges. For instance, the city has a fee for a zoning permit, but the city code does not say the city issues zoning permits. The code specifies the different types of applications and these are the applications proposed in the new fee schedule.

Acting Recorder McCauley suggested the council table the resolution, rather than pass an amended resolution. This would give the city manager and planning official time to review the fees and bring the resolution back before council at the next meeting.

Councilor Rockwell does not want to raise fees.

Council President Baumgartner said the city should balance the fees to recoup the cost of function.

Councilor Pettigrew thanked Planning Official McLane for the explanation of the fee increases. She said it was helpful to have the conversation. She said it is fair to have the new city manager and the planning official review the fees and bring the resolution back to council. Councilor Cuevas also felt the conversation helped her understand the fees and they seemed more reasonable. Councilor Profitt also felt the conversation was helpful.

There was council consensus to table the resolution until such time as the new city manager and the planning official could review the fees and bring the resolution back to council.

Resolution No. 17-2023 – Establish Escrow Account for Rotschy, Inc.

Councilor Profitt made a motion to adopt Resolution No. 17- 2023, a resolution establishing an interest-bearing escrow account for Rotschy, Inc. for work on water system improvements. Councilor Pettigrew seconded the motion. The motion passed 6-0 with 1 absent.

OTHER BUSINESS

Update Bank Signer

Council President Baumgartner explained the bank accounts will need to be updated since hiring the new city manager. Councilor Cuevas made a motion to update the bank signers and custodians of the city bank accounts to include City Manager Brandon Hammond, Mayor Paul Keefer, and Councilors Heather Baumgartner, Cristina Cuevas, Karen Pettigrew, Brenda Profitt, Richard Rockwell, and Isaac Williams. Councilor Profitt seconded the motion. The motion passed 6-0 with 1 absent.

Assign Bank Signers on 2KG Contractors Escrow Account

Councilor Rockwell made a motion to have Paul Keefer, Isaac Williams, and Brandon Hammond be the account signers for the 2KG Contractors Retainage Escrow Account. Councilor Williams seconded the motion. The motion passed 6-0 with 1 absent.

Assign Bank Signers on Rotschy, Inc. Escrow Account

Councilor Cuevas made a motion to have Paul Keefer, Isaac Williams, and Brandon Hammond be the account signers for the Rotschy, Inc. Retainage Escrow Account. Councilor Rockwell seconded the motion. The motion passed 6-0 with 1 absent.

REPORTS, CORRESPONDENCE AND DISCUSSION:

Police Report

Chief Stokoe gave the council a copy of the monthly police report. He said the department is staying busy. The amount of DUI's has gone up, so he has invited Oregon State Police to help. He has made two conditional offers to fill positions within the department, however they both will need to go through the academy, which will require about two years to get them fully trained. He has made a conditional offer for a lateral police officer also. Councilor Cuevas asked how many officers the city has. Chief Stokoe said 12, and with the new lateral officer, 13.

Building Department Report

Building Clerk McCauley said she was unable to put together a monthly report in time for the meeting. She said the new software is working well, with still some minor adjustments. The planning department recently began using the program also.

Public Works Department Report

Acting Recorder McCauley said she had distributed the public works report just prior to the meeting. There were no questions.

City Manager Report

City Manager Hammond said he had held a staff meeting this morning. He plans on meeting with all of the staff one-on-one to talk about shared goals and visions. He would like to do the same with the council. He wants to work with staff and council to create a mission statement to put on the website. He is excited about that.

There were 67 garbage vouchers issued in July for the community-wide clean up.

He and Planning Official McLane had a good discussion today about the green space under the BPA powerlines. They would like to get the map BPA has and the city map to align. They also discussed updating of all of the city's plans and codes.

Chief Stokoe said the city needs to get the deeds done for the Oregon Trail to Front Street roadway project. Those will be moving forward soon. He said the League of Oregon Cities Small Cities meeting in Boardman went well. It was well attended and is appreciative of the seniors for the use of the building and lunch.

Councilors

Councilors Cuevas welcomed Brandon Hammond. She suggests the city arrange a community welcome meeting for him. Councilor Pettigrew suggested perhaps during the Community Night Out. Councilor Cuevas said she would like to meet the new police officers also. Chief Stokoe said he would have them come to council when they can attend.

The meeting was adjourned at 8:40pm.


Paul Keefer – Mayor
Jackie McCauley – Acting Recorder