

**PRELIMINARY AGENDA  
CITY OF BOARDMAN  
CITY COUNCIL MEETING  
BOARDMAN CITY HALL COUNCIL CHAMBERS  
7:00 P.M.  
NOVEMBER 7, 2023**

- **CALL TO ORDER**
- **FLAG SALUTE**
- **ROLL CALL/EXCUSED ABSENCES**
- **APPROVAL OF MINUTES**
  - October 3, 2023 – Regular Meeting
  - November 1, 2023 – Council Workshop
- **FORMAL PROCEEDINGS**
  - Public Hearing – Surplus Real Property
- **INTRODUCTIONS**
  - New City Employees
- **FINANCIAL REPORT**
  - Month Ending August, 2023
- **PUBLIC COMMENT**
  - **PREARRANGED PRESENTATION**
    - Presentation to Windy River Elementary
    - Presentation to Riverside Jr/Sr High School
    - Presentation to Ethan Salata
  - **OTHER PUBLIC COMMENT**

INVITATION FOR PUBLIC COMMENT – The mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.

- **ACTION ITEMS**
  - **RESOLUTIONS**
    - 20-2023 – Declaring Real Property as Surplus
  - **OTHER BUSINESS**
    - Update Bank Signers
    - Appointment of Planning Commissioners
    - City Meeting Videos on Website/Social Media
    - Council Rules
- **DOCUMENT SIGNATURES**
- **REPORTS, CORRESPONDENCE AND DISCUSSION:**
  - **POLICE REPORT**
  - **BUILDING DEPARTMENT REPORT**
  - **PUBLIC WORKS DEPARTMENT REPORT**
  - **COMMITTEE REPORTS**
  - **CITY MANAGER**
  - **COUNCILORS**
  - **MAYOR**
- **ADJOURNMENT**

Zoom Meeting Link: <https://zoom.us/j/2860039400>

This meeting is being conducted with public access in-person and virtually in accordance with Oregon Public Meeting Law. If remote access to this meeting experiences technical difficulties or is disconnected and there continues to be a quorum of the council present, the meeting will continue.

The meeting location is accessible to persons with disabilities. Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To make your request, please contact a city clerk at 541-481-9252 (voice), or by e-mail at: [city.clerk@cityofboardman.com](mailto:city.clerk@cityofboardman.com).

**BOARDMAN CITY COUNCIL- REGULAR MEETING MINUTES– OCTOBER 3, 2023  
BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM**

Mayor Paul Keefer called the meeting to order at 7:00pm and led the Pledge of Allegiance.

**Councilors Present:** Brenda Profitt, Heather Baumgartner, Cristina Cuevas, Karen Pettigrew, Richard Rockwell, and Paul Keefer

**Staff:** Brandon Hammond – City Manager, Rick Stokoe – Chief of Police, Marta Barajas – Finance Director, Toni Connell – Acting Recorder/Utility Clerk, Nancy Orellana – Associate Planner, and Jose Fernandez – Code Compliance Official

**Audience:** George Shimer - Boardman Parks & Rec District, Ethan Salata, Stephen Fuss, Eddy Ramos, Julia Williams, Ragna TenEyck, Sean Ferguson, Laura Torres, Tom Baumgartner, L. Anders and Mary Jones

**CANDIDATE INTERVIEWS & APPOINTMENT**

Mayor Keefer stated the council will conduct interviews for the vacant council seat with the term ending December 2026. There were five candidates to be interviewed. Mayor Keefer explained how the interview and voting process was going to happen. There were four questions the councilors asked the candidates then the council voted and turned in their ballots to Mayor Keefer. Mayor Keefer read off the ballots. Councilor Profitt – Laura Torres, Councilor Baumgartner – Sean Ferguson, Councilor Cuevas – Laura Torres, Councilor Rockwell – Ethan Salata, Councilor Pettigrew – Ethan Salata, Mayor Keefer – Ethan Salata. Ethan Salata received the most votes. Ethan Salata was sworn in by Mayor Keefer and took his seat on the dais.

**APPROVAL OF MINUTES**

September 5, 2023 Workshop

Councilor Profitt moved to approve the minutes of the September 5, 2023 workshop as presented. Councilor Rockwell seconded the motion.

All were in favor.

Motion passed. 7-0

September 5, 2023 Regular Meeting

Councilor Baumgartner moved to approve the minutes of the September 5, 2023 regular meeting as presented.

Councilor Profitt seconded the motion.

All were in favor.

Motion passed. 7-0

September 19, 2023 Workshop

Councilor Profitt moved to approve the minutes of the September 19, 2023 workshop meeting as presented.

Councilor Cuevas seconded the motion.

All were in favor.

Motion passed. 7-0

### September 20, 2023 City, County, Port Meeting

Councilor Baumgartner moved to approve the minutes of the September 20, 2023 City, County, Port meeting as presented.

Councilor Rockwell seconded the motion.

All were in favor.

Motion passed. 7-0

### **FINANCIAL REPORT**

#### Ending June 30, 2023

Finance Director Barajas stated the fiscal year ending June 30, 2023 are unaudited and she is currently in the process of working with the auditor. The auditor spent some time at City Hall in September and is planning on coming back in October to finish up.

Finance Director Barajas pointed out the General Fund looks like a lot of money was spent in June but that is not the case. She stated there are several prepayments for July's fiscal year paid out in June every year. She also pointed out to the council in the GO Bond Fund, the payments come out of that fund every June and December and there wouldn't be any expenditures in the fund until December.

Finance Director Barajas stated the Net Cash Change Fund will have a negative number for a while. Some of the city's huge projects like the GO Bond, City Hall Expansion, the water project phase 2 and the American Rescue Plan Act (ARPA) Funds, the expenses are starting to be paid out now.

Finance Director Barajas stated the Budgeted Interfund Transfers for the Central Urban Renewal District paid the city the final payment of \$65,210 and is now fully paid off.

#### Ending July 31, 2023

Finance Director Barajas stated the interest rates have been holding steady. She stated the expenditures are normal except for the Capital Project Fund and the Building Fund which are the construction cost for the big projects that are happening right now.

She continued stating the ARPA Fund is slowly being expended out. The project has begun but the supplies are slow getting here but the project is moving forward. There are currently ten meters with the sensors and Finance Director Barajas and Utility Clerk Toni Connell have been working together creating electronic files and submitting them for testing to make sure they are reading without any issues.

There were no questions asked by the council regarding the financial reports.

### **PUBLIC COMMENT**

#### Eddie Ramos & Julia Williams – Riverside High School

Mr. Ramos introduced Julia Williams to the council. Julia updated the council of the upcoming events happening at the high school. Mr. Ramos explained the goal is to improve student involvement and raise the school spirit in a positive way. He stated Julia is part of the leadership group and is in charge of planning events. Mr. Ramos stated he wants to get the whole community involved and not just the students.

#### George Shimer – CEO BPRD

Mr. Shimer updated the council of all the activities happening at the Marina Park & the Pool & Rec Center in the past and upcoming events. He wants to gear towards more kid-oriented activities. He stated the pool is now opened at 5:30am and reservations for the marina park starts on December 1<sup>st</sup> for next year's stays.

### **ACTION ITEMS**

#### Resolution 19-2023 – Declare Surplus Property

Chief Stokoe explained to the council this property is a 2010 Charger used as a patrol car. Councilor Baumgartner moved to approve the adoption of Resolution 15-2023, a resolution to Declare Surplus Property. Councilor Rockwell second the motion. Mayor Keefer asked for discussion and there was none.

All were in favor.  
Motion passed. 7-0

## **OTHER BUSINESS**

### Boardman Youth Advisory and Outreach

City Manager Hammond stated he wants to bring back Boardman Youth Advisory and Outreach. The high school will come to every council meeting and share the happenings at the high school. The Windy River Principal wants to do the same thing starting in November. Sam Boardman will be more of a recognition. This concept is to try and create more student and community involvement.

### City Logo and Motto Update

City Manager Hammond stated it was brought to his attention that the logo and motto needs some updating. He wanted to discuss this with the council. There is a lot of signage around Boardman but the city's logo in nowhere on the signage. He asked the council if they would like for him to move forward with this and bring them ideas. Discussion was made on ideas of coming up with the new logo and motto.

### Surplus Old City Shop

City Manager Hammond stated he wanted to talk with the council regarding the old city shop. He said this was prime real estate right on Main Street. He has been approached by several people regarding this piece of property. The city wants more amenities and this piece of property is a great location. Currently the city uses the two bays to store equipment but by next year there would be a facility to store the equipment and will no longer be needed. There are still several things needed to do before it sells. The city would need to move the storage buildings and the lot would need to be sub-divided because of the water tower. Chief Stokoe explained what the city needs to do first is declare it as surplus property then move to the next step of selling it or trading it, whatever would benefit the city. The council had discussion on different options regarding that piece of property. City Manager Hammond wanted to bring this topic up for the council to think about and possibly consider.

## **REPORTS, CORRESPONDENCE AND DISCUSSION**

### Police Report

Chief Stokoe stated the number of calls for service and incidents for the month of September have skyrocketed; close to a hundred more than the previous months. Chief Stokoe reported DUI's are still on an increase. The department is doing emphasis patrols, they are bringing in outside agencies and trying to educate the community to reduce the number of DUI's and will continue to enforce it. Chief Stokoe asked the council if they had any questions regarding the report. Councilor Rockwell asked where the city is in comparison to other neighboring towns. Chief Stokoe stated he assumes it is about the same all over. Chief Stokoe reported he was at the Fall Joint Chiefs Sherriff's (OACP/OSSA) Conference in Salem where Ballot Measure B110 was a major topic. There are two amendments and are working on a third to that ballot to try to address the issues. Narcotics would be recriminalized and then if you go into a substance abuse rehab and show it was completed then the citation would be dismissed instead of it being dismissed before they do anything. He believes this would help people get the rehab they need to try to get off of narcotics.

### Building Department Report

Building Official McIntire stated building permits have been up and down and the department is still working on bugs in the new software Citizenserve. He asked if there were any questions. Mayor Keefer asked about the progress on the new City Hall Expansion. Building Official McIntire stated it is roughed in and when the sheet rock goes up it will be half way finished. He stated it is going slow but is because of supply chain issues.



### Public Works Department Report

Public Works Director Prag asked the council if they had any questions regarding the report given to them. Councilor Pettigrew wanted an update on the radio reads. Public Works Director Prag stated the antenna is up on the water tower. Public Works is currently installing the radios and replacing meters that are not compatible. Councilor Pettigrew asked if the city has received all the radio's yet and Public Works Director Prag stated not all but they do have several boxes in. His goal is to have the radios in by the end of November.

### City Manager Report

City Manager Hammond stated before the city can update the charter, LOC said the city should do a council rules update. He asked the council if they would want to do a regular monthly workshop to be able to talk about various things that come up throughout the month. Mayor Keefer suggested having a workshop quarterly. City Manager Hammond wanted to share that sometimes things come up and it would be hard to have to wait a whole quarter to discuss with the council. He tries to give as much information as possible and needs some input and direction from the council and the only way he can do that is through a meeting or a workshop. It is really hard to go into depth like he needs to. Councilor Rockwell suggested having a workshop every other month. Councilor Profitt suggested the mayor create a committee to do all the leg work and then bring it back to the council for discussion. City Manager Hammond said there are a few things coming up. They are the CIP, charter which needs to be complete by May and the other is the council rules. Mayor Keefer suggested the entire council review the council rules and make their suggestions on what to keep, what to remove, or add. Councilor Cuevas would still like to do a workshop quarterly. City Manager Hammond acknowledged Planning Official McLane for applying and receiving the Transportation & Growth Management Grant of \$223,000. City Manager Hammond updated the council on the stop light project on the corner of N. Main Street and Boardman Avenue. He explained the city has gone back and forth with ODOT and they gave the city two items to be in charge of. Planning Official McLane explained it has to show the light is consistent with the IAMP and meets established warrants. She continued stating the city will continue working on those items to make the case then go back to ODOT and see what happens.

### Councilor Report

Councilor Rockwell stated he was confused on what the City, County, Port meetings were for. He asked if the meetings were to inform each entity with what is happening in their area or are they supposed to be brainstorming ideas and have discussions. He felt if every entity was just updating one another of what is happening in their areas, it could be done through email instead of a meeting.

### Mayor Report

Mayor Keefer thanked everyone for coming.

**The meeting was adjourned at 8:59pm**

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Paul Keefer – Mayor

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Toni Connell – Acting Recorder

## **BOARDMAN CITY COUNCIL WORKSHOP – NOVEMBER 1, 2023**

Mayor Keefer called the meeting to order at 6:02pm and lead the group in the Pledge of Allegiance. Roll call was taken.

**Councilors Present:** Karen Pettigrew, Brenda Profitt, Heather Baumgartner, Cristina Cuevas, Richard Rockwell, and Paul Keefer

**Staff:** Brandon Hammond – City Manager and Toni Connell – Acting Recorder/Utility Clerk

**Audience:** Mike Lees – Anderson Perry

### **GENERAL DISCUSSION – CAPITAL IMPROVEMENT PLAN & COUNCIL RULES**

City Manager Hammond addressed the council explaining the reason for this workshop is to prioritize the projects listed on the Capital Improvement Plan (CIP) and to update the Council Rules.

City Manager Hammond asked Mr. Lees to explain the projects on the CIP. City Manager Hammond asked the council to decide which projects they consider are a high priority, medium priority and low priority. The council discussed the projects with Mr. Lees and City Manager Hammond and came to a consensus on which were a priority and which were less of a priority. Mr. Lees will start working on the financial analysis to present to the council.

City Manager Hammond stated the last time the Council Rules were updated was in 2004. He provided the council a few examples of what other cities have in their Council Rules. City Manager Hammond asked if there was anything the council noticed in the examples they would like to add to the city's council rules. The council made recommendations of what they would like to add or remove from the Council Rules and ask City Manager Hammond to make the changes. City Manager Hammond stated he would work on these changes and have a draft for the council to review at the November 7<sup>th</sup> council meeting.

**The meeting was adjourned at 8:09pm.**

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Paul Keefer – Mayor

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Toni Connell – Acting Recorder



## City of Boardman

200 City Center Circle  
P.O. Box 229  
Boardman, OR 97818  
Phone (541) 481-9252  
Fax (541) 481-3244  
TTY Relay 711  
[www.cityofboardman.com](http://www.cityofboardman.com)

# **PUBLIC NOTICE**

## **NOTICE OF PUBLIC HEARING IS HEREBY GIVEN:**

**THE BOARDMAN CITY COUNCIL WILL CONDUCT  
A PUBLIC HEARING  
TUESDAY, NOVEMBER 7, 2023  
7:00PM  
CITY HALL COUNCIL CHAMBERS**

This hearing is to receive public comment concerning declaring surplus real property located on Parcel 1 of PARTITION PLAT 2014-5, in the County of Morrow and State of Oregon. This property is approximately 307 acres located on Tower Road.

The registered voters and public of the City of Boardman are invited to appear at the hearing and be heard on the above-mentioned question.

(S) Toni Connell  
Acting City Recorder

**CITY OF BOARDMAN**  
Monthly Council Financial Statement  
Period Ending August 31, 2023  
Fiscal Year Elapsed 16.67%

**FISCAL YEAR 2023-2024**

**REVENUE**

FUND #	Fund Description	A 2023 - 2024 BUDGET	B			C		D		E		F	
			Beginning Cash C/Over	Revenue Received This Month	Year to Date Revenue	(B+C) Total Revenue		(A-D) Remaining Expectations (over budget)		(D/A) % of Budget Received			
100	General Government	805,595	2,919,837	874,625	967,423	3,887,259		11,705,641	24.93%				
110	Public Safety - Police	3,105,745	518,446	152,733	276,705	795,151		809,350	49.56%				
125	Code Compliance	139,045	1,000,998	70,266	135,514	1,136,512		633,138	64.22%				
180	Facilities	281,670	252,165	70,078	136,641	388,806		938,894	29.28%				
195	Non-Departmental	11,260,845	175,434	18,106	48,819	224,253		420,647	34.77%				
100	GENERAL FUND	15,592,900	11,835,455	498,924	1,174,434	13,009,889		2,670,981	82.97%				
220	WATER FUND	1,604,500	5,309,649	19,132	37,255	5,346,903		1,965,597	73.12%				
230	SEWER FUND	1,769,650	2,106,646	18,115	29,292	2,135,939		954,572	69.11%				
240	GARBAGE FUND	1,327,700	2,462,152	17,801	30,074	2,492,226		1,227,024	67.01%				
250	STREET FUND	644,900	4,636,638	16,581	32,288	4,668,926		6,410,099	42.14%				
260	BUILDING FUND	15,680,870	10,721,051	35,888	72,511	10,793,563		(186,448)	101.76%				
300	GENERAL RESERVE FUND	7,312,500	4,865	437	1,430	6,295		1,588,103	0.39%				
320	WATER RESERVE FUND	3,090,510											
330	SEWER RESERVE FUND	3,719,250											
350	STREET RESERVE FUND	11,079,025											
410	CAPITAL PROJECT FUND	10,607,115											
510	GO BOND FUND	1,594,398											
CITY TOTAL		74,023,318	41,943,335	1,792,686	2,942,386	44,885,721		29,137,597	60.64%				
815	CENTRAL URA DISTRICT	2,222,325	238,210	1,039	2,133	240,343		1,981,982	10.81%				
819	WEST URA DISTRICT	188,575	91,166	431	910	92,075		96,500	48.83%				
URA TOTAL		2,410,900	329,376	1,470	3,043	332,418		2,078,482	13.79%				

**CITY OF BOARDMAN GRAND TOTALS**

76,434,218 42,272,711 1,794,156 2,945,429 45,218,140 31,216,078

**CASH REPORT:**

as of 8/31/2023

Interest Rate

4.50%

Amount

\$6,640

\$2,456,855

\$250,594

\$159,822

\$38,969,126

\$240,462

\$92,075

\$218,991

\$170,958

\$188,795

0.10%

0.10%

**TOTAL CASH**

**\$42,754,317**

**\$0.00**

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**Total**

**\$0.00**

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**Cash Clearing - Utilities**

**EXPENDITURES**

FUND #	Fund Description	A 2023 - 2024 BUDGET	B			C		D		E		F	
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**TOTAL CASH**

**\$42,754,317**

**\$0.00**

**\$42,754,317**

**Total**

**\$0.00**

**\$42,754,317**

**Cash Clearing - Utilities**



## Chamber and BCDA October 2023 Report

- We currently have 264 members and 5 new members for 2023. Our chamber continues to grow and offer support to our community and the businesses to make Boardman a Great Place to Live.
- Our **new member** that joined our chamber in the last month:
  - *Blue Mountain Community College Foundation*
  - *Kayak Public Transit*
  - *ZenBusiness – Help to start a successful business, they make it easy to start, run and grow your business.*
  - *Mid Columbia Concrete*
  - *Northwest Beef Express*

### Upcoming Boardman Chamber of Commerce Events

- **The 4th Quarter Luncheon will be on December 20th:** The Boardman Park & Recreation District is our title sponsor for our luncheon. Members or anyone in the community can register for our luncheon on the Boardman Chamber website. Boardman Park and Marina will provide a business update and the chamber will have a presentation by Lunar Cow Publishing who will be share information about the process and timeline of the new **Chamber Visitor Guide**. If time allows, we will open the floor up to attendees for an open discussion. Registration can be found on our website, under the events tab. Pre-registration is required.
- **Christmas Tree Lighting:** The annual Christmas Tree Lighting will be December 2<sup>nd</sup> at the SAGE Center. We will have pictures with Santa Clause, AWANA will perform their Nativity Pageant, and Learning Adventure Pre-School hold their school Christmas Concert. Mid-Columbia Bus Company will be handing out Hot cocoa and Cookies to everyone while you wait to have pictures with Santa.

### Past Chamber Events:

- **Boardman Community Trunk-or-Treat 2023:** Our annual Boardman Community Trunk-or-Treat was well attended by community members and businesses. We have a great



turn out of our local businesses that handed out pounds and pounds of candy, Lambweston served 159 #’s of potatoes, Tillamook handed out 21 gallons of ice-cream and Boardman Jumpstart Java served 250 hot chocolates. Roger Pope (Celebrity Pumpkin Carver) showcased his craft, and we were entertained watching him create his artwork. We are already looking forward to next year.

- **Chamber Talk w/ Torrie:** Featured Janet Mitchell (Business Developer), & Julissa Arellano (Front Office Coordinator) from Express Employment Professionals. They explained in the podcast how they help people find work and give training classes to get the skills to move up in jobs. An example would be taking a typing class, Word, or excel training classes. Just learning the basics to help them in the future. Another service they provide is working with local businesses find the right individuals to work for them. If you want to rewatch the podcast, it can be found on the Chambers YouTube channel.

**Reminder** If your business wants to join our monthly podcast “Chamber Talk with Torrie”, contact the chamber office to schedule yours today.

We host the podcast on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday at noon monthly.

**ALL VIDEO PODCAST CAN BE SEEN ON THE BOARDMAN CHAMBER YOUTUBE CHANNEL –**  
[Boardman Chamber of Commerce.](#)

## Member Events

- **SAGE Center Events:**
  - The SAGE Center is holding its annual SAGE Center Movie Nights. They have already started and the next one is on Nov. 10th at 6 p.m. showcasing the movie Elemental.
  - The next SAGE Saturday will be Nov. 18 from 11 am – 2 PM during the Winter Market. Bring your kids, they can make crafts in our classroom, while you shop for the holidays.
  - Winter Market will kick off with Ladies Night on Nov. 17 from 6 pm – 8 pm and Winter Market Saturday Social will be Nov. 18 from 11 am – 4 PM.
- **River Lodge** is holding another PaintNite on Nov. 18<sup>th</sup>. The theme is “Thankful Sunflowers”, and the Artis teaching will be Krissy Rawley. More information can be found on their website.
- **BMCC (Blue Mountain Community College) Foundation** is holding its annual BMCC Foundations Giving Day, the official giving day is Nov. 28<sup>th</sup>. Donations are open from November 1<sup>st</sup> to January 31<sup>st</sup>. This is a wonderful event that supports general fund

scholarships, career technical education scholarships and emergency assistance to students.

- **Pacific Northwest Veterans' Alliance:** is holding their Veteran Suicide Awareness 5K / 1-mile Run/Walk on Saturday Nov. 18<sup>th</sup> at 8 am, and it will be at the Umatilla Marina Park. They will also be holding their Dave's Journey on Monday Nov. 20<sup>th</sup> at 7 pm at the Agape House in Hermiston.
- **Community Thanksgiving Dinner:** 15<sup>th</sup> Annual Community Thanksgiving Dinner will be held at the POM Riverfront Center, November 23 from 2-4pm, praise service will be at 1:30pm. This is a free dinner, and everyone is Welcome. If looking to volunteer or sponsor the dinner, you can contact Teresa Parsons at 503-724-8823.

**To find information on all of the wonderful events and information on our full list of chamber members, please follow our social media platforms.**

### **Boardman Community Development Association**

- Retail Space – A future building will be built along NE Front Street that will house incubator businesses to help provide more services to our community. This building will also be a place for existing businesses with great freeway visibility and accessibility. The land has been purchased and we are starting on the architectural design of the building.
- Home Buyers Incentive Program – We are over three quarters way through the year and the Home Buyers Incentive program is still going strong, even with the increase in interest rates, to date, we have paid out \$155,000.00, with 5 applications still pending.
- RHS Football Lighting Project – we have partnered with RHS to install a new lighting system around the football and track, this project cost will be \$380,000 and BCDA will contribute \$330,000 to this project which will have a large impact on our youth and community over the coming years.
- Broadband remains a continued effort to keep expanding infrastructure to new developments. As developments are being built out, BCDA is working with local partners to ensure infrastructure is in the ground for future fiber direct to each resident.
- BCDA is working on putting together a community planning session for 2024-2025 projects and development work. Please be watching for more information on date and times of this planning session.

**Thank you for your time. If you have any questions, please feel free to call 541-571-2394 or email [torrie@boardmanchamber.org](mailto:torrie@boardmanchamber.org) anytime.**

**Looking for more information, please visit [www.boardmanchamber.org](http://www.boardmanchamber.org) or call our office at 541-481-3014.**





BOARDMAN COMMUNITY

Christmas Tree Lighting

JOIN US FOR A MAGICAL EVENING OF CHRISTMAS CAROLS, AND TREE LIGHTING. ENJOY HOT COCOA AND COOKIES WITH SANTA CLAUS AND A NATIVITY PAGEANT BY AWANAI

DECEMBER 2ND, 2023 | 6 PM  
SAGE CENTER 101 OLSON RD

ORGANIZED BY:  
BOARDMAN CHAMBER OF COMMERCE

HOT COCOA AND COOKIES  
SPONSORED BY:  
MID COLUMBIA BUS COMPANY, INC.



BOARDMAN  
Chamber of Commerce

4TH QUARTER  
CHAMBER  
LUNCHEON

December 20th 2023

Sponsored by:  
Boardman Park & Recreation District

Special Presentation about our  
upcoming Interactive Visitor Guide

12 PM at POM Riverfront Center

Pre-registration required  
[Boardmanchamber.org/events](http://Boardmanchamber.org/events) to register



15<sup>TH</sup> ANNUAL  
COMMUNITY  
Thanksgiving  
DINNER

Enjoy a dine-in thanksgiving meal at the

23 NOV | Port of Morrow Riverfront Center | 2-4 PM  
2 East Marine Drive  
Boardman

1:30pm Praise Service  
Free Thanksgiving Dinner  
Served 2-4 PM  
Everyone is Welcome!

Sponsored by local area businesses and churches.  
Dine In Only  
For more information:  
Call or Text Teresa Parsons at 503.724.8823



CELEBRATING 15 YEARS!  
COMMUNITY  
Thanksgiving  
DINNER

23 NOV  
2-4 PM

To volunteer call or text  
Teresa Parsons at 503.724.8823





**SAGE Center Movie Night**  
**Nov 10th @ 6PM**



## WINTER MARKET

LADIES NIGHT

**17 NOV**  
**6PM-8PM**

SATURDAY SOCIAL

**18 NOV**  
**11AM-4PM**



**SAGE**  
**SATURDAYS**

**NOVEMBER 18TH**  
**11AM-2PM**

**SAGE CENTER**

**FREE ARTS & CRAFTS!**

**CITY OF BOARDMAN  
RESOLUTION 20-2023**

**A RESOLUTION DECLARING CITY OF BOARDMAN REAL PROPERTY AS SURPLUS**

**WHEREAS,** The City of Boardman published a public notice in the East Oregonian on October 26, 2023 and on their website pursuant to ORS 221.725 requirements to hold a public hearing regarding surplus property; and,

**WHEREAS,** The City of Boardman in accordance with ORS 221.725 has held a public hearing on November 7, 2023 to declare the real property listed in Exhibit "A" as surplus; and,

**WHEREAS,** The City of Boardman owns certain real property listed on the attached Exhibit "A" and shown on the attached Exhibit "B", PARTITION PLAT NO 2014-5; and,

**WHEREAS,** The zoning of the surplus property is zoned Space Age Industrial. The intent of the City Council in determining this property surplus is to make property available to generate land supply inputs into the economic development opportunities; and,

**WHEREAS,** The City Council hereby formally finds that the Property listed in Exhibit "A" and shown on Exhibit "B" is surplus to the needs of the City, and it is reasonable to sell this property to increase business opportunities.

**NOW, THEREFORE, BE IT RESOLVED:**

The property is declared to be surplus real property of the City, and the City Council authorizes the City Administration to dispose of the property through the acceptance of bids, direct for sale with prospective purchaser(s), or a combination thereof.

**BE IT FURTHER RESOLVED** that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

DATED this 7<sup>th</sup> day of November, 2023.

CITY OF BOARDMAN

\_\_\_\_\_  
Mayor – Paul Keefer

\_\_\_\_\_  
Council President – Heather Baumgartner

\_\_\_\_\_  
Councilor – Karen Pettigrew

\_\_\_\_\_  
Councilor – Richard Rockwell

\_\_\_\_\_  
Councilor – Brenda Profitt

\_\_\_\_\_  
Councilor – Cristina Cuevas

---

Councilor – Ethan Salata

ATTEST:

---

Amanda Mickles – City Clerk

**EXHIBIT "A"**

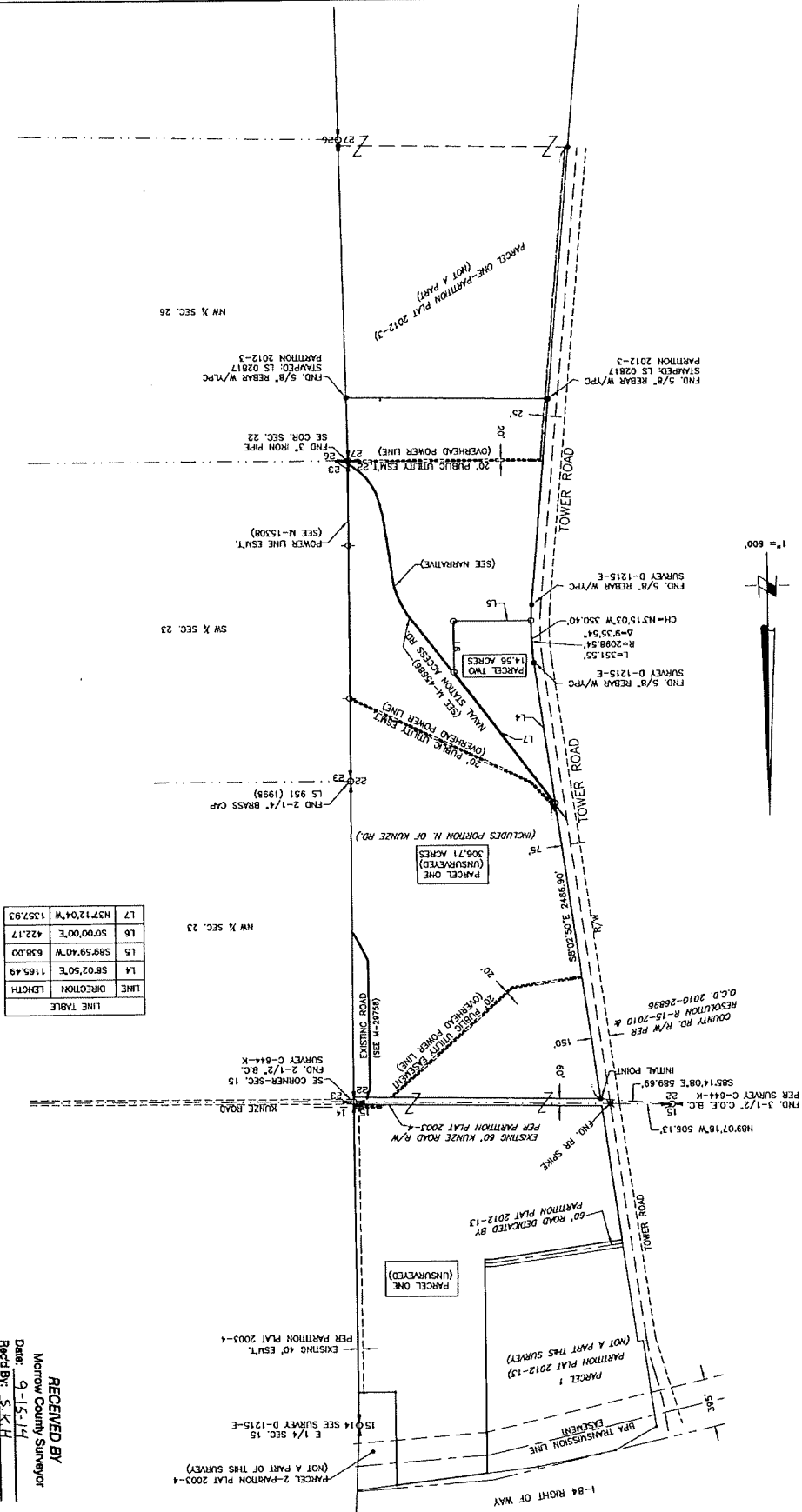
Parcel 1 of PARTITION PLAT 2014-5, in the County of Morrow and State of Oregon.

# EXHIBIT "B"

## SURVEYOR'S NOTES & LEGEND

1. ○ - INDICATES SET 5/8" x 30" IRON REBAR WITH YELLOW PLASTIC CAP STAMPED: WAGNER LS02817.
2. ● - INDICATES FOUND 5/8" x 30" IRON REBAR WITH YELLOW PLASTIC CAP STAMPED: TOWPINS LS 2360
- (R) - INDICATES RECORD BEARING & DISTANCE ACCORDING TO PARTITION PLAT 2012-13.
- (R1) - INDICATES RECORD BEARING & DISTANCE PER RECORD SURVEY D-1215-E

**PARTITION PLAT NO. 2014-5**  
**PARCEL 2, PARTITION PLAT 2012-13**  
 IN THE E 1/2 OF SECS. 15, 22 AND 27  
 TOWNSHIP 4 NORTH, RANGE 24 EAST, W.M.  
 MORROW COUNTY, OREGON



## SURVEYOR'S CERTIFICATION

I, GARY B. WAGNER, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON, HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND INDICATED THE PARCEL SHOWN ON THIS PARTITION PLAT IN ACCORDANCE WITH THE OREGON LAND SURVEYING ACT, CHAPTER 92, AS AMENDED, AND MORROW COUNTY ORDINANCES, SAID PARCEL BEING DESCRIBED AS PARCEL TWO.

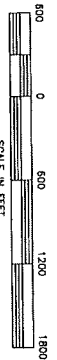
REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR

DATE: 7/14/14

GARY B. WAGNER  
 028175

REVISED 6/20/15

THIS IS AN EXACT COPY OF THE ORIGINAL



**RSI**  
 ROEGERS  
 SURVEYING INC., P.S.  
 1465 COLUMBIA PARK TRAIL  
 SEASIDE, OREGON 97138  
 PHONE: (503) 785-8984  
 FAX: (503) 785-8984  
 www.roegerssurveying.com

CLIENT: CITY OF BOARDMAN  
 PROJECT: PARTITION PLAT  
 PARCEL 2, PARTITION PLAT 2012-13  
 DATE: 06/20/14  
 SCALE: 1" = 200'  
 SHEET: 1 OF 2

RECEIVED BY  
 Morrow County Surveyor  
 Date: 9-15-14  
 Recd By: S.K.H.  
 No: 2014-1215C  
 Folder No: 1175

REV: 07/02/14

JOB  
 11314



## City of Boardman

200 City Center Circle  
P.O. Box 229  
Boardman, OR 97818  
Phone: (541) 481-9252  
Fax: (541) 481-3244  
TTY Relay 711  
[www.cityofboardman.com](http://www.cityofboardman.com)

### MEMORANDUM

To: City Council  
From: Carla McLane, Planning Official  
RE: Two Planning Commission Vacancies  
Date: November 2, 2023

Attached to this memorandum are four letters of interest for the two vacant Planning Commission positions. Based on the Municipal Code one member of the Planning Commission can live outside of the city limits within the influence area (which I would interpret as the zip code area). This position was previously held by Jacob Cain. The other vacancy occurred when Ethan Salata was appointed to the City Council.

Two of the four interested parties reside outside the city limits and would be eligible to serve in one of the positions. The other two interested parties could fill the other vacant position. The interested parties are as follows:

Outside of the city limits: Jeanine Dilley and Raymond Akers (pick one). Inside the city limits: David Landstrom and Jami Carbray (pick one).

I should probably clarify that you are not required to have a Planning Commission member from outside the city limits. It is just that the Municipal Code does allow it.

Be glad to answer any questions.

Jeanine Dilley  
71834 Meadow Loop  
Boardman, OR 97818  
[jeaninedilley@hotmail.com](mailto:jeaninedilley@hotmail.com) 541.281.9310

October 26, 2023

City of Boardman  
Attn: Carla McLane  
PO Box 229  
Boardman, OR 97818

Reference: Boardman Planning Commission Vacancy


Dear Ms. McLane,

Please accept this letter of interest for the advertised vacancy for the at large Planning Commission vacancy.

I am currently retired and reside in County outside the Boardman City Limits. Although I have never served in any capacity related to land development, I do bring a career lifetime of public service in the U.S. Army, Morrow County Sheriff's Office, Klamath 9-1-1 Communications District and Columbia 9-1-1 Communications District. Both Districts were active working members of Special Districts Association Oregon (SDAO) which allowed me the opportunity to work closely with multiple departments and committees at State and local levels.

I believe we live in a world where equality, longevity, economic growth, and quality of life are extremely important. If my background and beliefs can be of assistance to our community, then I offer my services in the capacity of Planning Commission member.

Sincerely,

  
Jeanine E. Dilley



# Raymond M. Akers

78450 Paul Smith Rd. Boardman, OR 97818 · 1-541-371-4990

[RayAkers1972@outlook.com](mailto:RayAkers1972@outlook.com)

City of Boardman  
Attn: Carla McLane  
P.O. Box 229  
Boardman, OR 97818.

November 1, 2023

Dear Ms. McLane,

I am writing to express my strong interest for the open planning commission position at the City of Boardman. I do not live within city limits, but I am eligible for the open position as a resident of the 97818 zip code.

With over 45 years of residency in Morrow County and a deep-rooted connection to the Boardman area where I was raised, I am fully committed to the growth and development of our community.

My journey as a longtime resident has allowed me to witness firsthand the remarkable transformation and growth that our area has experienced over the years. I believe that my dedication and love for Morrow County has solidified my commitment to this region.

I am proud to mention that my wife and I have spent 25 wonderful years together in this community raising our three children who are contributing positively to Morrow County. We also have the joy of being grandparents to one grandchild. My sense of family and connection to Morrow County is something I hold dear.

Throughout my professional life I have accumulated extensive experience in the construction industry. I have also served as an operations manager for West Extension Irrigation District, which has deepened my understanding of infrastructure and the development of projects crucial to our region's growth. Furthermore, I have dedicated my time to serve on the International Union of Operating Engineers Local 701 executive board serving all of Oregon in five counties in southwest Washington.

My diverse background and problem-solving skills make me well suitable to work with the planning commission and tackle the challenges facing our community's growth. I look forward



to the opportunity to work with the existing planning commission members, and bring my expertise in construction, operations, maintenance, and capital improvement projects to the table.

Thank you for considering me for the open planning commission position. I am enthusiastic about the chance to contribute to the growth and prosperity of our beloved county. I would welcome the opportunity to discuss my qualifications and further participate in the selection process.

Please feel free to contact me at 541-371-4990 or via e-mail at [rayakers1972@outlook.com](mailto:rayakers1972@outlook.com) To arrange an interview or to request any additional information.

Sincerely,

Raymond M. Akers

October 31, 2023

City of Boardman Oregon  
Attn: Carla McLane, Planning Official  
200 City Center Dr.  
Boardman, Oregon 97818

Ms. McLane,

Please accept this letter of interest for the vacant Planning Commission Position 1 and 7. As the City Council debates on the appointments, I bring valued interest to this community.

Livability, community, and safety are import. Though the Planning Commission it is one small part to implore these values. The Commission review can advise the City Council with well thought out recommendations to ensure these values are always considered.

Boardman is growing and I see the Planning Commission a vital role to ensure the growth is reflective to the needs of the community. Through the Commission input it will assist the City Council to grow and manage the city successfully. Boardman has already many wonderful qualities that should be considered when reviewing items before the Planning Commission.

I work and live within the City of Boardman and look forward to taking a small role in my civic duties to help the community in which I live on the Planning Commission.

Regards,  
David Landstrom  
205 River Ridge Dr. SW  
Boardman, OR 97818

## Toni Connell

---

**From:** Carla McLane  
**Sent:** Friday, November 3, 2023 7:09 AM  
**To:** Toni Connell  
**Subject:** Fw: Planning Commission

Toni,  
Please replace the current email from Jami with this one.  
Thanks,  
Carla

---

**From:** Jami Carbray <[carbrayjami2343@gmail.com](mailto:carbrayjami2343@gmail.com)>  
**Sent:** Thursday, November 2, 2023 1:07 PM  
**To:** Carla McLane  
**Subject:** Re: Planning Commission

This is my 3rd year in Boardman. I'm the principal at Sam Boardman Elementary and I'm looking for some ways to be more involved in the Boardman community. I'm hoping that Boardman will be a long-term home for me and my family so being involved in the Planning Commission is of interest to me.

On Mon, Oct 30, 2023 at 9:56 AM Carla McLane <[mclanec@cityofboardman.com](mailto:mclanec@cityofboardman.com)> wrote:

Jami,

Can you provide a bit of information about yourself and your reason for your interest?

Thanks,

Carla

**From:** Jami Carbray <[carbrayjami2343@gmail.com](mailto:carbrayjami2343@gmail.com)>  
**Sent:** Friday, October 27, 2023 10:17 AM  
**To:** Carla McLane <[mclanec@cityofboardman.com](mailto:mclanec@cityofboardman.com)>  
**Subject:** Re: Planning Commission

Carla, I would be interested in serving in one of the positions on the planning commission.

Thank you.

Jami Carbray

On Tue, Oct 17, 2023 at 1:58 PM Carla McLane <[mclanec@cityofboardman.com](mailto:mclanec@cityofboardman.com)> wrote:

Jami,

Good afternoon.

Just wanted to reach out to share that we now have two vacancies on the Planning Commission. Please do submit a letter of interest?!

Carla

The information contained in this e-mail message and any attachments may be privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by replying to this e-mail and delete the message and any attachments from your computer.



DRAFT

Rules of Order and Procedure  
For the City Council  
Of  
The City of Boardman, Oregon

CITY OF BOARDMAN  
ORDINANCE NO. 3 - 2004

AN ORDINANCE ESTABLISHING COUNCIL RULES

WHEREAS, the City recognizes the value of well conducted meetings and guidelines of conduct;  
and

WHEREAS, the City now wishes to establish Council Rules to ensure such conduct;

THE PEOPLE OF THE CITY OF BOARDMAN DO ORDAIN AS FOLLOWS:

**PURPOSE**

The Council shall review its rules during the first quarter of odd-numbered years. Amendments shall be adopted by a majority vote. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinance or policies, or provisions of the City Charter.

**Section 1. AUTHORITY**

- 1.1 The Charter of the City of Boardman in Chapter IV Section 14 Rules specifies “The Council shall adopt rules for the government of its members and proceedings” .
- 1.2 The rules adopted in this ordinance shall be in effect upon their adoption by the council and until such time as they are amended, added to, deleted or replaced in the manner by these rules.
- 1.3 These rules apply equally to the Mayor and Councilors.
- 1.4 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

**Section 2. THE MAYOR AND COUNCIL**

- 2.1 The Mayor and Council (hereafter, Council) are the policy making body of the City. The Council speaks on policies and issues with one voice or not at all. Council decisions may not be unanimous, but once decided, become the policy of the City.

**Section 3. COUNCIL MEETINGS**

- 3.1 Regular meetings of the Council will be held the first Tuesday of each month at 7:00 p.m. and at such other additional dates and times as the Council shall determine. Regular meetings shall normally continue no later than 9:00 p.m. unless extended or adjourned by the Council. Unless



otherwise provided, regular meetings may be held in the Council Chambers at the Boardman City Hall, unless otherwise specified by the Council.

- 3.2 Time and date of the regular Council meetings may be changed for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements must be followed.
- 3.3 Special meetings of the Council may be called any time on the request of three members of the Council, by the Mayor, or by the President of the Council in the Mayor's absence, by giving notice of the meeting to the Council members and the public at least 24 hours in advance.
- 3.4 An emergency meeting of the Council is a Special Meeting which can be called when less than 24 hours' notice can be given. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors. An attempt must be made to notify the public or the press of the need for this emergency meeting. Only the emergency matter(s) giving rise to the need for an emergency meeting may be considered.
- 3.5 Workshop or Training meetings of the Council may be held at the convenience of the Council at a time when as many as possible can attend. These meetings may be held for Council goal setting, new Councilor training, or longer workshops for planning programs or projects. Goal setting retreats may be held out of town so long as no decision-making or discussion toward decisions occurs. Any goals arrived at by any process should be confirmed in public at a regular Council meeting. The Council may decide if the public is welcome at any of these meetings and they may be held without opportunity for public input.
- 3.6 Executive sessions may be held by the Council pursuant to ORS 192.640, 650, 660 and 670. Staff members may be permitted to attend. Normally the City Manager and City Recorder are required to attend.
- 3.7 Public meetings of the Council will be held in accordance with ORS 192.610-7.10 All regular and special meetings will be open to the public and provide an opportunity for public input.
- 3.8 Councilors should inform the Mayor or City Manager if unable to attend any Council meeting. The Mayor will inform the Council President and City Manager if unable to attend any Council meeting.
- 3.9 The Mayor may excuse the attendance of a member of the Council at any meeting for illness, vacation or other reasonable cause. Only a majority of the Council shall determine an absence is unexcused. The absence of a member of the Council shall be recorded in the minutes as either excused or unexcused.

#### Section 4. AGENDA AND ORDER OF BUSINESS

- 4.1 An agenda for each regular Council meeting shall be prepared by the City Manager. The Chair may direct specific items be included on the agenda. The City Manager should be given enough time to do necessary research or prepare necessary reports to address the agenda items. Agendas and informational material should be distributed to the Council at least 4 days prior to the meeting.
- 4.2 The normal order of business for a regular Council meeting shall be as follows:

- CALL TO ORDER
- FLAG SALUTE
- ROLL CALL/ECUSED ABSENCES
- CONSENT AGENDA
  - APPROVAL OF MINUTES
  - FINANCIAL REPORT
- FORMAL PROCEEDINGS
- INTRODUCTIONS
- PUBLIC COMMENT
  - PREARRANGED PRESENTATION
  - PETITIONS
- ACTION ITEMS
  - ORDINANCES
  - RESOLUTIONS
  - OTHER BUSINESS
  - OTHER PUBLIC COMMENT
- DOCUMENT SIGNATURES
- REPORTS, CORRESPONDENCE AND DISCUSSION:
  - POLICE REPORT
  - BUILDING DEPARTMENT REPORT
  - PUBLIC WORKS DEPARTMENT REPORT
  - COMMITTEE REPORTS
  - CITY MANAGER
  - COUNCILORS
  - MAYOR
- EXECUTIVE SESSION
- ADJOURNMENT

- 4.3 The Chair may consider agenda items out of order as he deems necessary to facilitate the efficient management of the agenda.



## Section 5. PROCEDURE FOR COUNCIL MEETINGS

- 5.1 Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert' s Rules of Order. The Chair, may utilize Robert' s Rules of Order as necessary.
- 5.2 Council Meetings shall be Chaired by the Mayor, if present, if not, the President of the Council shall serve as Chair. If neither the Mayor nor the President of the Council are present, the remaining members shall elect a Chair pro tem for that meeting. At any meeting, the Chair may appoint another member of the Council to serve as Chair for part or all of the meeting.
- 5.3 Every Councilor desiring to speak should first address the Chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Chair.
- 5.4 No motion shall be debated, except by the maker, until it has been seconded and announced by the Presiding Officer.
- 5.5 Public comment will be allowed at every regular meeting of the council. Persons will be allowed to make comment on any item, on the agenda or not on the agenda.
- 5.6 Persons wishing to speak during public comment must sign the "speaker' s roster" with the person' s name and city of residence and the topic upon which the person wishes to speak, not later than the call to order.
  - a. Speakers are limited to three minutes. Speakers will begin by identifying themselves by their name and city of residence. Speakers are not required to state their home or mailing address.
  - b. The presiding officer may allow additional persons to speak if they have not signed the speaker' s roster and sufficient time is left in the meeting.
- 5.7 Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- 5.8 Members of the council will not discuss topics or make decisions during this time, but may ask clarifying questions, take comments or requests under advisement, assign topics to a future council or standing committee agenda, or request staff to take action. The presiding officer may intervene if a councilor is violating the spirit of this guideline.

5.9 Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.

5.10 Prior to a vote, the Chair shall restate the motion or have the maker of the motion restate it to assure clarity of the issue.

5.11 A quorum is required to conduct official city business. The members of the council are the city councilors and mayor. Fifty percent plus one of the members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.

5.12 Conflicts of interest: In every case in which a Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the nature of the conflict, shall remove themselves from the Council table and refrain from participation in both the discussion and the vote on the issue.

a. An actual conflict of interest is any action, decision, or recommendation that would grant a private pecuniary benefit to the Councilor or help the Councilor avoid a private pecuniary detriment. This same standard applies to relatives of the Councilor or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(1)).

b. A potential conflict of interest is defined as any action, decision, or recommendation which could have a private pecuniary benefit on the Councilor or allow the Councilor to avoid a private pecuniary detriment. This standard also applies to relatives of the Councilor or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(12)).

5.13 A motion fails in the event of a tie vote.

5.14 A Councilor who votes on the prevailing side of a motion may move for reconsideration of any vote. This motion must occur during the meeting or at the very next scheduled Council meeting.

## Section 6. DECORUM AND ORDER

6.1 The Chair shall preserve a decorum and decide all points of Order, subject to appeal to the Council.

6.2 The Councilors shall help the Chair preserve decorum during Council meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the directions of the Chair or these Council Rules. Councilors shall, when addressing staff or members of the



public, confine themselves to questions or issues then under discussion, shall not engage in personal attack, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

- 6.3 Members of the administrative staff, employees of the City and other Persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.
- 6.4 Any person who makes personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Council or attending a Council meeting may be removed from the room, after fair warning, if the Chair so directs. In case the Chair should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, the person or persons shall be removed as if the Chair so directed. Stamping of the feet, whistles, yells and clapping are similarly not permitted. Such persons may be barred from further audience before the Council and, in aggravated cases, an appropriate complaint shall be issued by the Chair to prosecute this person or persons.
- 6.5 If a meeting is disrupted by members of the audience, the Chair may order that the Council Chamber be cleared and a recess called until order is restored.

## Section 7. CENSURE

- 7.1 The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Councilor to the extent provided by law, including public reprimand.
- 7.2 To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Council as a whole in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred.
- 7.3 No individual Councilor shall have the right to make public any information obtained through such investigation.

## Section 8, CODE OF ETHICS

- 8.1 Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station or economic position.
- 8.2 If the Mayor or Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the position of the City Council. Communication of personal opinions and comments should not be accompanied with a statement of the author's status as a member of the Council.
- 8.3 If the Mayor or a Councilor wishes to use social media to present information that is representative of the City, they must always present the majority position of the Council. Social Media includes blogs, twitter, Facebook and all forms of electronic communications media.
- 8.4 If the Mayor or Councilor wishes to use social media as a communication tool for their personal opinions and comments, they must include clarification that the statements do not represent the position of the City Council. Social Media includes blogs, twitter, Facebook and all forms of electronic communications media.

## Section 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both Councilors and staff of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- 9.2 The Council sets City policies and goals. The staff implements and administers the policies and goals.
- 9.3 During a City Council meeting, all requests for information go directly to the Chair or City Manager. At other times, if the request for information would entail an effort that would require time to be spent in researching and/or preparing a response, the request goes directly to the City Manager. The City Manager will direct them to other staff, the City Attorney, or deal with them him/herself as appropriate. Questions or complaints regarding staff go directly to City Manager.
- 9.4 The City Councilors may seek information from staff members regarding the operation of their department, but will not attempt to change or interfere with the operation or practice of any City department or personnel except by directing their concerns to the City Manager.



## Section 10. COMMITTEES

- 10.1 Board, commission, committee and task force members are appointed by the Mayor, with the consent of the Council.
- 10.2 A Task Force may be appointed for the length of time necessary to accomplish their mission. The appropriate number of appointees may be determined at the time of appointment.
- 10.3 The Mayor, with the consent of the Council, may remove a member from any City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meetings of the committee or commission, disruptive or inappropriate behavior prior to, during, or after committee or commission meetings which prohibit the advisory body from completing its business in a timely manner, or not acting in the best interest of the citizens or city.
- 10.4 Members of the Council will not attempt to lobby or influence board, committee, task force or commission members on any items under their consideration. It is important for the advisory bodies to make objective recommendations to the Council on items before them. Councilors that attempt to influence board, committee, task force or commission members on any item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.

## Section 11. CONFIDENTIALITY

- 11.1 Councilors must keep in complete confidence all written materials and verbal information provided to them on matters that are confidential under law, to insure that the City's position is not compromised. No mention of confidential information read or heard should be made to anyone other than other Councilors, the City Manager, or City Attorney.
- 11.2 If the Council, in executive session, provides opinions or information to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, a proposed, pending or likely claim or litigation, and/or employee negotiations, all contact with the other parties shall be made by the designated staff representative handling the negotiations or litigation. A Councilor shall not have any contact or discussion with the other party or its representative involved with the issue nor communicate any discussion conducted in executive session.
- 11.3 All public statements, information, or press releases on confidential matters will be handled by the Council Spokesperson or designated staff.

## Section 12. SEVERABILITY

- 12.1 The Councilors agree that if any term or provision of the rules is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be constructed and enforced as if the rules did not contain the particular term or provision held to be invalid.

Passed by the Council and approved by the Mayor this 5<sup>th</sup> day of December, 2023.

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Mayor

Attested:

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City Recorder



**BOARDMAN POLICE DEPARTMENT**  
**PATROL STATISTICS (UNAUDITED)**  
**CALENDAR YEAR 2023**

Statistic	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	334	323	349	418			342	348	430	446			
Calls for Service	178	210	182	253			253	242	238	199			
Officer Initiated Incidents	156	113	167	165			89	106	192	247			
Traffic Stops	53	29	37	35			25	26	48	73			
Other OIA Incidents	103	84	130	130			64	80	144	174			
Bus/Building Checks	7	3	5	4			4	6	21	17			
Veh/Ped Check	43	38	52	51			44	41	68	64			
Total Officer Reports	45	42	48	66			35	49	45	59			
Cis Conversion	0	0	0	0			0	0	0	0			
Crash	2	3	4	2			0	3	1	3			
Felony	4	4	5	10			8	8	2	8			
Information Case	5	5	8	14			1	7	10	17			
Misdemeanor	16	13	13	18			15	19	12	22			
Violation	4	7	6	3			1	4	2	1			
Voided	2	1	1	3			0	0	0	0			
Unclassified Reports	12	9	11	16			10	8	18	8			
Total Misdemeanor & Felony Arrests	11	8	6	11			8	12	6	20			
Misdemeanor Arrests	9	8	6	8			4	9	4	15			
Felony Arrests	2	0	0	3			4	3	2	5			
Total Citations	14	15	12	4			3	13	7	15			
Code	0	0	0	0			0	0	0	0			
Criminal	2	0	0	0			0	0	0	0			
Violation	12	15	12	4			3	13	7	15			
Unclassified	0	0	0	0			0	0	0	0			
Fis	0	0	1	0			0	0	0	0			

Note: Calender year end summary report will project slighty different totals due to RIMS variations.

Building Department Report  
2023

2023	Jan.	Feb.	Mar.	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Total Permits Sold</b>													
<b>Boardman</b>													
Permits Sold	40	8	15	7	19	21	10	30	18	14			182
Manufactured Placement Permit	1	0	0	0	2	1	1	1	2	0			8
New Home Construction	12	1	2	1	1	2	1	7	2	2			31
Multi Family Units						10							10
<b>Morrow County(excludes 97818)</b>													
Permits Sold	26	14	20	24	16	12	3	8	10	19			152
Manufactured Placement Permit	0	1	2	0	0	0	0	0	0	0			3
New Home Construction	0	1	0	1	1	2	0	0	1	0			6
<b>Morrow County - 97818</b>													
Permits Sold						21	30	24	5	18			98
Manufactured Placement Permit						1	0	0	0	0			1
New Home Construction						0	0	0	0	0			0
<b>Irrigon</b>													
Permits Sold	1	2	5	1	4	6	0	7	1	2			29
Manufactured Placement Permit	0	0	0	0	0	0	0	0	0	0			0
New Home Construction	0	0	0	0	0	0	0	2	0	1			3
Multi - Family (units)			4										4
<b>State Electrical</b>													
	2	6	8	6	1	2	0	0	0	0			25
<b>Gilliam County</b>													
Permits Sold	7	5	8	2	5	8	5	5	9	13			67
Manufactured Placement Permit	1	0	2	0	0	0	1	1	0	0			5
New Home Construction	0	0	0	0	0	0	0	0	0	2			2



# Public Works Department

## October 2023

28 Locates to mark water and sewer lines for customers prior to digging

15 Work Orders

8 New Meter Installs

1086 Meter Reads

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total New Meters Installed
0	2	2	1	3	3	3	14	3	8			39

Besides our daily work routines, Public Works also did the following throughout the month:

- Installed 167 radios for the new radio read
- Replaced 25 meters not compatible for the radio reads
- Training on Forklift and Fall Protection
- Repaired the stop sign on Boardman Avenue & N Main Street
- Repaired Chlorine leak in the Water Building
- Replaced windsock at the Soccer Field on E Front Street
- Pick-up glass on Columbia Avenue
- Repaired the stop sign on Juniper Drive and Wilson Road
- Filled in holes at the Doggie Park on E Front Street
- Repaired leak at BVE Space# 21
- Setup flags on Main Street for Riverside Homecoming
- Shut off all irrigation meters for Riverside, Windy River and Sam Boardman
- Hauled sand in preparation for winter sanding
- Repaired leak at BVE
- Repaired leak on Eldrige Drive
- Blew out all of the city's irrigation lines
- Serviced three city vehicles
- Responded to three dog calls
- Transported one dog to the Hermiston Vet
- Transported one unclaimed dog from the Hermiston Vet to Pet Rescue
- Lowered the cities flags to half-staff for the victims of the Maine Shooting
- Replace light bulbs at the cross walk on N Main Street and Boardman Avenue



# City of Boardman

200 City Center Circle  
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TTY Relay 711  
[www.cityofboardman.com](http://www.cityofboardman.com)

## **City Manager October Report**

The following October report will give an overview of the objectives accomplished this past month, as well as future plans:

1. City website is under construction and will be completed and running by February.
2. Safety Update:
  - a. Quarterly safety inspection completed for city facilities.
  - b. Safety Calendar has been developed for the year.
  - c. Management system for monitoring safety training has been implemented.
  - d. Reviewing and updating standard operating procedures, to be completed by April.
3. City Council Rules were reviewed and ideas presented to update.
4. Recycle area has been an area of concern. Bins are being mistreated and trash is being left around the site. Temporary cameras were placed to monitor area.
5. Beginning April 2024, the city will begin a six-month garbage voucher as follows:
  - a. April and May
  - b. July and August
  - c. October and November
6. Grants update- Small City Allocation awarded, \$250,000. (see attachments)
7. Boardman rebranding competition beginning and will end December 1<sup>st</sup> at noon. Selections may be announced during December 5<sup>th</sup> council meeting.
8. Community Outreach....(This will be a regular section that I will include with each report. This is a way for myself and the council to keep in mind the importance of ongoing outreach to our community and highlight what has been done and will be upcoming for the future.)
  - a. Visited with Heppner City Manager
  - b. Visited with Irrigon City Manager
  - c. Visited with Rec District CEO George Shimer

## Boardman Projects:

Project	Update
Bella Vista sidewalk:	Project completion during after phase 5 development
Bio-solids removal project from lagoon:	2024 completion
Boardman and Main stoplight:	Analysis of IAMP requirements underway
BPA Greenspace project:	Authorization from BPA in process
Capital Improvement Plan:	Under financial analysis
Code Updates:	Audit of development code is underway
NW Columbia Ave (water/sewer):	In design, January bid
SE Front St paving and sidewalk:	Advertise for bid posted, opens December 14th
Septage Receiving station:	Project completion early 2024
Water project:	Reservoir constructed, booster pump building under construction, collector well 3 under construction



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## City Grants

Sustainable Infrastructure Planning Projects (SIPP)    \$20,000 for Water Feasibility Study

Technical Assistance (TA)    \$60,000 for City Code Updates

Congressionally Directed Dollars    \$1.5 million for Incubator Project

### Awarded

Transportation Growth Management (TGM)    \$223,000 for our Transportation System Plan  
Small City Allocation (SCA)    \$250,000 for Columbia Ave Project