



CITY COUNCIL MEETING

April 02, 2024 at 7:00 PM

Boardman City Hall Council Chambers MINUTES

1. CALL TO ORDER

Mayor Keefer called the meeting to order at 7:00 PM.

Mayor Keefer stated there was a last minute item to add to the agenda, under Action Items - Other Business 10-D Plan of Action presented by Finance Director Barajas.

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

Councilors Present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

Staff Present: Brandon Hammond - City Manager, Glenn McIntire - Building Official, Carla McLane - Planning Official, Rolf Prag - Public Works Director, Marta Barajas - Finance Director, Loren Dieter - Interim Chief of Police, Amanda Mickles - City Clerk.

4. APPROVAL OF MINUTES

A. City Council Workshop Minutes - March 5, 2024

Motion to approve the minute of March 5, 2024 City Council Workshop as presented.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

B. City Council Meeting Minutes - March 5, 2024

Motion to approve the minute of March 5, 2024 City Council Regular Meeting as presented.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

5. FINANCIAL REPORT

Finance Director Barajas stated the report is listed as preliminary as she was working on finishing with the Auditor and did not have a chance to verify the figures as normal. Big expenditures are in the Capital Project Fund, last month there were questions on how much is remaining on the bill, she stated there is about 36% left to pay. The other construction project is the in the Building Fund and is wrapping up, there is about 12.5% remaining to pay. 5% of the total construction cost remains in a retainer account until the entire project is complete and the City accepts, at that point, the final amount is released

as payment. Interest rates have increased a little, expecting to see a decline in June. The interest rates on the Bank of Eastern Oregon accounts have yet to be verified, the City's main contacts at the bank are out of office. Finance Director Barajas stated that each account type has different interest rates, even though they are with the same bank.

6. FORMAL PROCEEDINGS

A. Public Hearing - Naming Unity Loop in the Malhi Manufactured Home Park

Mayor Keefer opened the public hearing on the naming of Unity Loop, a proposed street within the Malhi Manufactured Home Park at 7:05 pm.

Mayor Keefer outlined the conduct of hearing.

Staff Report - Planning Official McLane stated the manufactured home park application was approved by the planning commission several months ago. Infrastructure construction is beginning, manufactured homes are being purchased. Part of the process for getting permits for the homes is having an address. Access permits from Wilson Lane were granted by the County, dispatch did not respond with any concerns about the street name. The applicant originally requested Unity Lane, however it will be Loop since this is the same street connecting to itself in the property.

Mayor Keefer asked for any proponent comments. There were none.

Mayor Keefer asked for any opposing comments. There were none.

Mayor Keefer asked for any neutral comments. There were none.

There was no testimony, so there is no rebuttal.

Mayor Keefer closed the public hearing at 7:10 pm.

7. PUBLIC COMMENT

A. Prearranged Presentation - Morrow County Schools, Boardman

Sam Boardman Elementary - Teacher Melissa Keefer, Olivia Christy, and Finlee Connell presented various events happening at Sam Boardman in the month of April. Highlights are 4/6 - Young Entrepreneur Market, 4/18 2nd/3rd grade Spring Concert Kindergarten and 1st grades will be in May.

Windy River Elementary - Bella Brons presented various events at Windy River. March included a successful art show, parent teacher conferences, and 5th grade completing their state science testing. April will begin Math and Reading OSAS testing and a student body assembly with mini games and a guest speaker.

B. Prearranged Presentation - Motto Winner

Mayor Keefer announced the winning motto for the City of Boardman, "Small town, big dreams", submitted by Hadley Coleman. She was presented with a certificate, trophy, a check for \$300, and t-shirts for the family. The trophy and t-shirts will be completed once the new logo is selected.

C. Prearranged Presentation - The Loop Transportation

Benjaman Tucker and Patrick Keely from Morrow County Transportation The Loop presented their updated routes and stop times with details of services they are providing Morrow County Residents. Updated routes are available through their Facebook page and website. January 2024 The Loop hired their first full time

drivers. Routes will be re-evaluated every quarter. This service is fare free through received federal grants. Kayak will be adding a connection route, this will potentially connect Morrow County residents to locations in Idaho and Northeast Washington. ADA compliant services are available within 3/4 mile of a fixed route, riders should notify dispatch of the request.

D. Other Public Comment

There was none.

8. ACTION ITEMS - ORDINANCES

A. ORDINANCE 3-2024 - Naming Unity Loop in the Malhi Manufactured Home Park

Motion to approve the reading by title only of Ordinance No. 3-2024 an ordinance to name the proposed street within the Malhi Manufactured Home Park within the City of Boardman.

Motion made by Councilor Profitt, Seconded by Councilor Cuevas.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

City Manager Hammond read Ordinance No. 3-2024 an ordinance to name the proposed street within the Malhi Manufactured Home Park within the City of Boardman.

Motion to adopt Ordinance No. 3-2024 an ordinance to name the proposed street within the Malhi Manufactured Home Park within the City of Boardman.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

9. ACTION ITEMS - RESOLUTIONS

A. RESOLUTION 8-2024 - Surplus Property Declaration - 2016 Ford Interceptors

Interim Police Chief Dieter stated they have two 2016 Ford Interceptors to surplus, they are being replaced. These vehicles have been stripped of police equipment to transfer to the new vehicles. Nyssa is intending to purchase these vehicles.

Motion to approve Resolution 8-2024 a resolution declaring City of Boardman public property as excess.

Motion made by Councilor Profitt, Seconded by Councilor Cuevas.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

B. RESOLUTION 9-2024 - CREZ III Boundary Expansion

Planning Official McLane stated the CREZ III boundary is changing and the City needs to authorize the boundary expansion as this would be within the Boardman City limits and in the Boardman influence area. A number of the properties within the expanded boundary area are potential hotel sites. The resolution presented fulfills the City's obligation to CREZ III.

Motion made by Councilor Profitt, Seconded by Councilor Rockwell.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

10. ACTION ITEMS - OTHER BUSINESS

A. Planning Commission Vacancy

Mayor Keefer stated there is a vacancy and a letter of interest from David Jones.

Motion to appoint David Jones to the Planning Commission term ending December 31, 2024.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

B. Capital Improvement Plan

City Manger Hammond stated the most recent draft of the CIP is presented. There has been opportunity for community input. He also stated that once the CIP has been approved, the website will go live with all projects visible indicating fund, budget, timeframe, and project description. The City will work on adding completed projects to the page as well.

Councilor Pettigrew stated she thinks the NE Front Street project should take priority over S Main Street. The Council discussed how development of the streets would not take into consideration future business access points and how this situation is the same for each of the street projects. The Council also discussed how projects can change priority based on needs. The CIP is a "living document" that can change as needs and priority change. City Manager Hammond also stated there is a developer that is going to begin construction in May 2025 on S Main Street, and the S Main Street project aligns with this development. There was further discussion about how the City will allow for access points at each of the already developed streets on S Main Street. Finance Director Barajas stated the project cost are estimates and actual cost will be determined when the project is implemented. There was discussion about the street study and needs of improvements.

Motion to adopt the City of Boardman Capital Improvement Plan as presented understanding at the time of project implementation, final cost will be determined.

Motion made by Councilor Rockwell, Seconded by Councilor Profitt.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

C. Letter of Support - Broadband Deployment Program

City Manager Hammond stated PDT Fast is looking to do a grant and they are encouraged to give municipality support. Planning Official McLane stated this grant is federal funds through Business Oregon. When street projects are happening in Boardman, the City is in contact with the utility companies to coordinate efforts. This grand will offer funds to help in the process.

Motion to have Mayor Keefer sign the letter in support of the Broadband Deployment Program.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

D. Plan of Action for City of Boardman

Finance Director Barajas stated the 2022-2023 Audit has been finalized. In the final information received this morning, the garbage fund was overspent by \$257. The Plan of Action must be approved by the governing body, signed by the Mayor, Council President, and City Manager to be submitted to the Oregon Secretary of State.

Motion to approve the Plan of Action for the City of Boardman.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

11. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. Police Report

Interim Police Chief Dieter stated the start to the year has been busy. He shared the stats from 2022 total incidents of 4128, and in 2023 total incidents of 4637. Calls for service 2022 had 2577, 2023 had 2673. He also shared there was an incident this weekend, Officer Way arrested a DUI and the suspect was placed in the back of the patrol vehicle. Another DUI struck the patrol vehicle. Officer Way was not in the patrol vehicle but at the suspects vehicle, the impact moved the patrol vehicle 15-20 feet. The suspect in the patrol vehicle was transported to the hospital with minor injuries, cited and released. The second suspect was arrested and taken to jail with multiple charges. This happened early Saturday morning. Interim Police Chief Dieter stated he is unsure if the vehicle is totaled, but the officer is fine, and the police department is now short vehicles until the new are received from the up fitters.

Councilor Cuevas asked if there was any concerns with the increase in public transportation. Interim Police Chief Dieter stated there is some concern with larger vehicles on the road, also there are chances of problems when you put 32 people on a bus. Public Transportation is definitely a need, the affects it has on law enforcement is yet to be seen. Planning Official McLane stated the transportation plan is getting updated and public transit is part of the plan. There is no internal process that talks about public transit standards, so the stops and routes have not been approved from the Planning perspective.

B. Building Department Report

Building Official McIntire stated he had a conversation with Pro Homes, they have purchased the remaining lots in the Tuscany development, they are a high production builder. When they are ready, they could be submitting one building permit a day.

C. Public Works Department Report

Public Works Director Prag discussed the radios, said over half the meters have been installed. Finance Director Barajas said over 400 radios have been installed and are being read. The software training has been completed and the City has been able to identify when radios are getting disconnected, this generally happens when the lid is opened. The new system updates every 4 hours, and will notify of a continuous flow concern, this will save the customer money on their water bill due to early detection.

Councilor Rockwell mentioned the benches around town that were built and installed by the Eagle Scouts, the bench in front of Ace Hardware is tilted and could use some attention.

Councilor Salata asked why the ditch on the corner of N Main Street and NE Columbia Ave was filled in. Public Works Director Prag stated the asphalt was getting undermined from snow and vehicles going off the road into the ditch. The project is not complete, there will be gravel and eventually K-Rail installed to protect the sidewalk. The dirt came from a bio swell dig project and did not cost any additional funds.

Councilor Pettigrew clarified the repairs done on the lift stations. Public Works Director Prag stated they were minor repairs, such as replacing a monitor.

D. Planning Department

Planning Official McLane stated there has been a lot of activity regarding use of shipping containers and would like to get support and direction regarding policy writing on container use. Two separate requests have been submitted to the Planning Department, one for residential use, the other for converted use in a commercial zone. The residential use request was denied based on internal conversations regarding historic decisions on use.

Historically, shipping containers have not been allowed in residential areas, but are allowed in commercial and industrial zones with no standards associated. There is at least one container in a residential area that the City is aware of. Building Official McIntire stated the building code has very clear guidelines to follow to comply with building permit requirements to utilize a shipping container as a building, he shared the clear guidelines make the process doable. Planning Official McLane asked the Council to look at the 3 items under the requested action of her staff report around shipping container use in the 3 separate zones. Councilor Profitt asked about containers being converted into homes. Planning Official McLane stated this has not been approached yet, would like to get through the initial discussion and consider taking baby steps to eventually get to that conversation.

Mayor Keefer stated he is opposed to the idea of shipping containers, regardless of location, if someone wants to use the container for a different purpose, but storage purposes needs to have strict guidelines where it does not look like a shipping container. Councilor Baumgartner stated she is opposed to using containers for purposes beyond storage, citing aesthetic concerns and does not match the Council's vision of the community. She also mentioned Hickory Sheds is a more aesthetically pleasing option. Councilor Rockwell agreed and stated this is a slippery slope where they may begin showing up everywhere. Planning Official McLane discussed the process for getting a Hickory Shed. Anything over 200 square feet (sq ft) requires a building permit. The applicant will purchase the shed, then will need to request the engineered plans to submit for the building permit which will cost another 2-3 thousand dollars. The requirements and cost for the Hickory Shed are much greater than the cost of a shipping container. Councilor Rockwell stated there are options besides shipping containers or Hickory Sheds, they can be personally built to specifications within the requirements for much cheaper and engineered plans are available for free online.

Councilor Profitt stated she built her own shed, and is open to the idea of repurposing shipping containers for potential dwelling units as she's seen them in person. She mentioned they are not as awful as might be envisioned.

Councilor Pettigrew mentioned the store on Kinkade had a shipping container for storage and had it removed, and brought another one in. She stated she does not think residential lots are big enough for a shipping container and does not feel they match what the City wants to look like. She can understand commercial and industrial use, but not residential use.

Planning Official McLane clarified the Council is opposed to residential. She mentioned the use in commercial use will need to meet development code standards. Councilor Baumgartner and Councilor Rockwell agreed that the potential of shipping containers converted to house a business is not something they would like to see happen. Councilor Cuevas stated that she would like more information and to research on her own before she makes a decision. Councilor Pettigrew mentioned the process of converting a shed into a business and how the City staff are involved in ensuring the process meets standards.

City Manager Hammond asked the Council to give clarification on the next steps for Planning Official McLane to proceed with policy writing. A clear yes or no to shipping containers in residential, commercial, or industrial zones. Council agreed not allowing shipping containers in residential zones, however, commercial and industrial zones use for storage with applicable permits would be allowable.

E. Committee Reports

F. City Manager

City Manager Hammond gave kudos to the City Staff as they are smart, experienced and knowledgeable in their positions. The City staff is working on finding ordinances and resolutions that have fees embedded within them to be extracted and put into a consolidated fee schedule, this will be presented in June. He reminded Councilors to complete their SEI Filing by April 15th. Thanks to Chief Stokoe for writing the manual and Amanda - City Clerk, for compiling documents for the emergency and evacuation plan. The City is working on updating the state required recycle program, curbside bins are coming in 2025. City Manager Hammond asked the council to select a logo of the options provided, there was discussion but no decision was made. The etched glass currently in the Council Chambers can be auctioned off and City of Boardman will be etched in the glass behind the dais. A City Facebook page has been created, messaging and commenting has been turned off. April 22nd is Earth and Arbor Day, there is a group already invited and assigned to locations, next year the City would like to do a community wide clean up day. Councilor Rockwell asked if there would be an opportunity to do clean up days quarterly or more than once a month. Garbage Vouchers are available for a 2 month duration 3 times this year, results of impact will be presented in June.

G. Councilors

Councilor Rockwell mentioned an issue with the off ramps from the interstate. At certain points of the day, there are multiple lanes created and traffic laws are not necessarily being followed. He asked for police presence to remind people of traffic laws. Interim Police Chief Dieter stated creating 2 lanes is allowed, however he would be willing to work on getting the area patrolled during peak hours.

Councilor Profitt stated she loves how clean the streets are looking.

H. Mayor

Mayor Keefer stated the Council needs to choose a City Committee member for the ambulance service provider selection. He stated Councilor Profitt was the only person that reached out as interested. Requirements restrict fire or ambulance affiliates. There were no objections to Councilor Profitt so she was selected.

Mayor Keefer reminded Councilors of the Annual LOC Conference in October.

12. ADJOURNMENT

Mayor Keefer adjourned the meeting at 9:19 PM.

Paul Keefer – Mayor

Amanda Mickles – City Clerk