

**PRELIMINARY AGENDA
CITY OF BOARDMAN
CITY COUNCIL MEETING
BOARDMAN CITY HALL COUNCIL CHAMBERS
7:00 P.M.
OCTOBER 3, 2023**

- **CALL TO ORDER**
- **FLAG SALUTE**
- **ROLL CALL/EXCUSED ABSENCES**
- **APPOINTMENT OF COUNCILOR VACANCY**
 - Candidate Interviews
- **SWEAR IN NEW COUNCILOR**
- **AWARD PRESENTATION**
- **APPROVAL OF MINUTES**
 - September 5, 2023 – Workshop
 - September 5, 2023 – Regular Meeting
 - September 19, 2023 – Workshop
 - September 20, 2023 – City County Port Meeting
- **FINANCIAL REPORT**
 - Ending July 31, 2023
- **PUBLIC COMMENT**
 - **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 –**
 - 19-2023 – Declare Surplus Property
 - **OTHER BUSINESS**
 - Boardman Youth Advisory and Outreach
 - City Logo and Motto Update
 - Surplus Old City Shop
- **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.

Sean E Ferguson
PO Box 226
Boardman, Oregon 97818
(541)-310-1656

September 25, 2023
Brandon Hammond
City Manager
Boardman, Oregon

Brandon:

In response to the recent Vacancy of city Councilor in Boardman, Oregon. Please accept this cover letter and resume for the position currently available within the City of Boardman.

As you can see from my enclosed resume, my Leadership skills are lengthy with many years in a manager setting type of role. I do feel that my many years in Boardman Oregon (43), my leadership Experience along with several of my other credentials, put me at an advantage over other candidates. My high charisma, punctuality, and teamwork skills make me a strong candidate for this position and future leadership roles.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.

Respectfully yours,

Sean E Ferguson.
Enclosure: Resume

Sean E. Ferguson

P.o. box 226

Boardman, OR 97818

Seane.ferguson@ofi.com

sean.ferguson22@outlook.com

541-310-1656

OBJECTIVE---seeking full-time position, which will provide challenging opportunities with a high level of responsibility allowing room for advancement.

EDUCATION/Training

- High school
- WSU extension
- BMCC-Behavioral based interviewing, monkey management
- FSPCA-Preventative controls for human food
- OSHA 10 certification
- OSHA 30 Certification
- First aid first responder
- **Process Quality Certification Training Graduate**
- Foundations of leadership
- BRC Global Standards issue 8: sites training.
- Advanced HACCP training
- WSDA and FARRP, food allergen controls
- Food defense training
- Environmental Monitoring
- Allergens and regulatory Affairs
- Applied Microbiology
- sanitation problem solving
- chemistry of cleaning
- Pest elimination
- Confined Space Rescue
- Fall Protection Competent Person

- ASTI 24 hour

EMPLOYMENT HISTORY—

Jan 2012 to March 2023

Production Manager: OFI, Boardman Oregon

My responsibilities as Production Manager include but are not limited to the following.

Oversee 130 production employees and 8 sanitation employees. Set up training courses with employees, approve timecards, coaching and counseling of employees, set up and deliver reports. Create many documents using different forms of Microsoft office, hold web-ex and Microsoft teams meetings, review reports, validate and verify cleanliness of production lines, travel for trainings and meetings, work with governing entities such as USDA, FDA, ODA, department of revenue, department of transportation and Rabbinical. Help Guide facility team members in making safe and healthy food for human consumption. Using Applied microbiology while investigating environmental monitoring and investigations, using my resources, and creating policies and procedures for a food manufacturing facility.

Food safety / Sanitation: LambWeston , Boardman, Oregon

My responsibilities as Sanitation team Lead, include but are not limited to the following, Oversee, and help sanitation employees understand and follow the sanitation policies and procedures. Train employees in sanitation problem solving, help guide our team through safety, quality, and performance. create policies and procedures. Review documents such as pre-ops, concentrations, ATP swabs, APC swabs. Review escalation of Pests and high bacteria counts. Set up and lead Trainings. Verify and validate the cleanliness of the food manufacturing facility. Help prepare the plant for customer audits. Help Guide facility team members in making safe and healthy food for human consumption.

Trend analysis for items such as

- APC counts
- APT trends
- Environmental monitoring
- Pre-operational checklist of findings.

I have been part of or have led food safety audits that take place at our facility. I have filled in for our Quality managers several times during audits. I have been the point of contact for several audits such as.

- BRC
- AIB

- Trader Joes
- Panda express.
- Costco
- Nichirei
- Department of Revenue
- Ajinomoto Foods
- WSDA
- SAI Global
- Oregon Department of Agriculture
- Nestle USA

Feb 2010—Jan 2012

Packaging lead: Lambweston , Boardman, Or

My responsibilities as Area Lead include but are not limited to the following. Shift work, leading operators and general employees through safety and performance.

Complete line set up as graveyard Area Lead, help with line start- ups. Help employees with PERSONAL QUALIFICATION REQUIREMENTS. Fill out daily reports, conduct product grading with lab techs, Work on continuous improvement throughout the plant. Help implement 5's throughout the plant. Help operators improve line attainment by positive interaction at DSC boards, change over huddles, operations meetings and through our PQR program. Assist shift supervisor with day-to-day operations. I have also brought some of my past experiences with inventory to the dry warehouse.

Jan 2008--Feb 2010

PACKAGING OPERATOR: Lambweton, Boardman, OR

My responsibilities as packaging operator at Watts Brothers include but are not limited to the following. Operate the three bulk packaging lines, operate and train associates how to operate packaging equipment. Transport product by means of fork-lift. Hold employees to a high safety standard. keep production manager updated on daily attainment, through meetings and paperwork.

May 2000--Jan 2008

PRODUCTION MANAGER: plant 903 Keystone R.V., Pendleton, OR

My responsibilities as production manager at Keystone R.V include but are not limited to the following. Oversee the day-to-day operations of the production line. Maintain a high quality of excellence in our trailers. Interview applicants through behavioral based techniques. Weekly payroll, filling out online- offline reports, promoting employees as well as demoting employees and terminations. Conducting meetings, such as weekly group leader meetings, product audits, damaged or obsolete audits, chassis audits, weekly safety walks, monthly safety meetings with safety committee and plant and H.R managers.

Conduct safety walks with OSHA and the plant maintenance crew to ensure the safety of our employees. Opened the facility every morning. Closed the facility at night. I Was responsible for the training of group leads, as in the construction of our product as well as managing their teams. I Worked closely with the plant manager and engineer, to keep up with product changes as well as prototype coaches. Oversaw all inventory counts twice a year. I was held responsible for making sure the production line hit its daily goal, in a reasonable amount of time. I also traveled to the Keystone headquarters in Goshen Indiana twice, to get more familiar with our product, and management team.

August 1996--April 2000

PRODUCTION SUPERVISOR: Bigfoot Industries, Boardman OR / Vernon B.C

My responsibilities at Bigfoot Industries include but are not limited to the following.

Constructing all aspects of the "slide in truck camper". I helped train new employees. Helped with the interview process. I opened the facility each morning. I was on call 24 hours a day, to load shippers or to unload freight. I was responsible for having each coach ready for dealer inspection, as well as meeting deadlines, and hitting a daily target. I Traveled to Bigfoot R.V in Vernon British Columbia, to learn fiber glass repair. I also Did occasional fork-lift operation by loading campers onto a truck, move freight and dump garbage hoppers.

March 1992--July 1996

UTILITY WORKER: Fleetwood Travel Trailers of Oregon, Pendleton OR

My responsibilities at Fleetwood were but not limited to the following. Building a recreational vehicle. I started in the sidewall department. My responsibilities were to build and hang the sidewalls. I quickly learned every aspect of the construction of an RV. The last year I was employed there, I moved up to utility work. This position is an employee that can go and work in every department, with few questions about the task at hand.

SKILLS AND STRENGTHS-

I have worked on several food safety audits at several different food manufactures. I have worked on or been a part of several BRC audits at several different plants of Lambweston. I have high charisma. Coaching and counseling employees has always been a strength of mine.

I strive to be the best or the most knowledgeable in the room. I feel I am best at delegating employees to the correct work assignment, and my interest is food safety and every other aspect of the work- place safety programs.

REFERENCES—

- Travis Hyder--Plant manager, LambWeston Boardman Or (541) 314-2930
- Mark Admundson--production manager Outdoors RV (541) 310-0919
- Steven E. Sinor jr.—Owner Sienco construction, Hermiston Oregon (541) 980-1987
- Dinesh Uduwana—Sr Microbiologist, Conagra foods (509) 366-3613
- John Russell—Maintenance specialist, Patterson Washington (541) 561-8595
- Don Kennedy—Engineering Manager, Lambweston (541) 314-2135
- Matt Kritzer—Production Manager, Lambweston (541) 571-7453

September 26, 2023

Greetings Mr. Hammond, Mr. Mayor, and Council Members,

My Name is Stephen Fuss and this is my letter of interest to fill the vacancy on the Boardman City Council.

I have lived in Boardman for about four years now, and have been an active part of the community as a teacher and a citizen. I am on the City's budget committee and have been attending the city council meetings since february both in-person and online. I am also a working musician in the community, playing for weddings and at the local farmer's market. In the letter I will outline the reasons I think I would be a good fit for the vacant City Council position.

The first reason that I would be a good choice and want to be a part of this council is that I will be able to be more involved in the processes of making change in our community. As many of you know I am a big advocate for affordable housing and being on the City Council would allow me to learn the process and participate in the making policies that align with the ideas that I have presented to you as part of my rent protection presentation I gave in March. The other big advocacy work that I am doing is about pedestrian safety, having brought it up at the City Council town hall when Councilman Williams and Councilwoman Pettigrew were running a few years ago. I have also been vocal about it in the community facebook group that Boardman has. Being on the Council, I will be able to be a part of the planning and implementation of the ideas that you all have been talking about, especially the ones about sidewalks and traffic lights.

The next reason that I would be a good choice for this position, and why I want to do this, is because I want to/will represent an underrepresented population in Boardman on the council. I am a 26 year-old non-binary gay person. This means that I will be representing the LGBTQ+ community as well as the younger generations while I sit on council. This will allow me to bring a new and unique perspective to the group that otherwise might not be heard.

Some skills that will be beneficial to the council that I possess are that I am punctual, good at doing research, and eloquent when I need to communicate. Most of these qualities come from my teaching and food-service background. This will allow me to be ready with questions and prepared for meetings.

If you choose to appoint me to this position, I will be eager to learn, enthusiastic about helping the city, and dedicated to the City. Thank you for your time, consideration, and support. I look forward to continuing to serve the city with you in our various capacities.

Sincerely,
Mr. Stephen Fuss

Dear City Council and whom it may concern,

I, Ethan Salata am announcing my intent/ interest for the vacant spot on city council. As a planning commissioner for the City of Boardman, I come with some current experience. If appointed to city council, I would be honored to hold the seat and see what us a collective could do in the time we are privileged to have. Since being a resident of Boardman, I understand the culture and concerns, while also perceiving the setting in which currently exists. Being able to give back to the community is huge for me, such as, volunteering, supporting different events and public service. My mission as a counselor, would be to continue the growth, and continue to build this beautiful city we all call home.

Respectfully,

A handwritten signature in black ink, appearing to be 'Ethan Salata', with a long horizontal stroke extending to the right.

-Ethan Salata

RAGNA TENEYCK
740 SW Mt. Adams Ave
Boardman, OR 97818
September 25, 2023

HAND DELIVERED

City of Boardman
200 City Center Circle
PO Box 229
Boardman, OR 97818
Attn: Mr. Brandon Hammond

Dear Mr. Hammond,

I am interested in being considered for the Boardman City Council vacancy. I have been living consistently in Boardman for the previous six years, as I cared for my parents. My parents moved to Boardman 45 years ago and during that time I had been a resident of Boardman for a total of more than 12 years. Even when I wasn't living in Boardman, I had clients in the area.

In 2015, I was diagnosed with Multiple Sclerosis and retired from the practice of law. Currently, I serve as a member of the Oregon Trail Library District Budget Committee, a Commissioner on the Boardman Planning Commission, and member of the Lexington Airport Advisory Board.

Since my father died in March, I have more time to be involved in the community. I would like to encourage more residents and businesses to participate in the future of Boardman outreach to Boardman leaders and stakeholder. I understand the large time commitment required of a Councilmember and I am eager to put the energy into working on behalf of the residents of Boardman.

It seems that many of the residents of Boardman feel divided in the community based on their primary language. As my son starts his Boardman-based company, he hopes potential employees will want to move to Boardman. He wants to point to an integrated community that allows all ideas to be heard and considered. I have many ideas on how to engage community leaders and stakeholders.

I appreciate you considering me for the Boardman City Council vacancy. Please feel free to contact me at 208-412-8008 or ragnalaw@hotmail.com if you have any questions or comments.

Respectfully,



Ragna TenEyck

Laura Torres
110 Pheasant Court,
Boardman, OR
lauratorres.vcc@gmail.com

September 25th, 2023

Boardman City Manager: **Brandon Hammond**, 200 City Center Circle, Boardman, OR 97818

Dear Mr. Hammond and Distinguished City of Boardman Council Members,

I am writing to express my strong interest in serving as a member of the City Council for the City of Boardman. Our city has incredible potential to stand out across Eastern Oregon and become a vibrant community. I am committed to contributing my time, energy, and expertise to help shape a brighter future for our local community.

As a previous resident of the city from 2004 to 2009 and recently returning to reside permanently in 2021, I have had the privilege of witnessing the growth and development of our town over the years. I am deeply invested in its well-being and prosperity and, therefore, committed to being part of the decision-making process that will determine its course in the future.

I bring diverse skills and experiences that will be valuable in supporting the city council and, most importantly, the residents of our community. During my 2004-2009 transmission through the community as a Boardman city resident, I served as PTO president of Sam Boardman Elementary for two years. In addition, in collaboration with our Hispanic Education Liaison for the Morrow County School District, we launched "family education night," supporting local Hispanic residents to access ESL and Citizenship classes. I also worked for the Morrow County Health Department as a home visitor during those years. I supported first-time moms transitioning positively to their new role, adopting best practices, and coaching at-risk teenage moms. This role allowed me to establish wonderful local professional and personal friendships and re-engage with ease as I return to reside permanently.

Throughout my life, I have actively engaged in various community initiatives and volunteered in multiple capacities, regardless of where I resided due to my military lifestyle. In 2020, while an active member of the San Diego, CA, community, I was recognized by Assemblymember **Tasha Boerner**, CA, District 77, as "**Military Spouse of the Year**" for my volunteerism and contributions to her district.

I am dedicated to fostering an inclusive and thriving community where the voices of all residents are heard and considered.

If allowed to serve on the City Council, my priorities will include:

- Promoting economic growth and city initiatives that encourage citizen participation,
- Enhancing public safety and supporting our local law enforcement agencies,
- Supporting our educational systems and expanding opportunities for our youth,
- Ensuring that our city's infrastructure is modernized and well-maintained,
- Preserving our natural resources and promoting environmental awareness,
- Support involvement from our diverse population and expand awareness of critical issues,

I understand that the role of a City Council member is a significant commitment, and I am prepared to dedicate the time and effort necessary to fulfill this crucial responsibility. I look forward to engaging with fellow council members, city staff, and, most importantly, the residents of the City of Bozeman to address the challenges and opportunities that lie ahead collaboratively.

I am available to discuss my candidacy further with you and the members of the City Council. My resume and Bio are attached, which provide additional details about my background and qualifications.

Thank you for considering my application. I am enthusiastic about contributing to the betterment of our city through service on the City Council. I eagerly await the chance to discuss how I can best contribute to the future of the Bozeman community.

Sincerely,

Laura Torres

541-922-8484 Cell

Laura Torres - BIO

Culture Manager (DEIB) | Career Coach & Consultant | Engagement Leader | Partnerships Connector | Talent Pipeline Creator | Trainer Facilitator | B2B | Bilingual Talent Sourcing | #MilSpouse | #LatinaLeader | LIVE Show & Podcast Host 🎙️

Laura currently serves as the Associate Director of Workforce Engagement & Diverse Talent Sourcing for one of the largest National Military Non-profit Organization. In her current role, she supports Military Spouse career initiatives and program growth. She is co-host of the "BadAZZ Military Spouse Connection" Podcast. In addition, she is a certified tax professional, a loyal "Avon Lady" and sales representative. Additionally, Laura is an experienced home-based small business owner, providing direct online sales and B2B solutions. She often facilitates entrepreneurship support through her community involvement to local projects. An enthusiasm for community activism and involvement that can support vibrant communities.

Laura has a strong background in recruiting, business development, workforce training and development, program outreach and networking. She obtained her BA in liberal studies with a concentration in Early Childhood Education from EOU. An MBA with a concentration in Human Resource Management from National University and holds multiple certifications in marketing and IT essentials.

Currently, Laura considers herself a Military Caregiver; she enjoys life in the Eastern Oregon Region with her Retired Veteran husband who served in the Marine Corp for 21 years. She has 4 beautiful grown children and enjoys traveling and exploring her local communities. When time allows it, she volunteers for other SVOs and supports local civilian organizations.



LAURA TORRES

Boardman, OR ★ (541) 922-8484 ★ lauratorres.vcc@gmail.com
<https://www.linkedin.com/in/lauragtorres1/>

PROFESSIONAL SUMMARY

Strategic DEIB Recruitment Leader, Workforce Development Leader, Event Facilitator & Business Partner: Experienced recruiting manager executing and managing diverse recruitment initiatives for over 10+ years. A strong business demeanor to meet recruitment marketing and employer branding goals. Familiar with sourcing operations while working with partners and stakeholders on critical strategies to attract diverse talent and build robust pipelines. A customer-obsessed innovator who gets excited about delivering value to members, customers, employees, and stakeholders. An adaptable candidate who can work across the enterprise to establish personal credibility while collaborating with others to achieve goals, build strong teams, and influence the thinking of critical decision-makers. Bilingual: read, write, and speak Spanish.

RECENT CAREER ACHIEVEMENTS:

- Since 2016, I have led successful Military Spouse hiring initiatives, infusing over 86 million into local economies across the United States,
- Creator of “*Verano Bilingue/Bilingual Summer*,” targeting bilingual military talent, which grew programs’ bilingual pipeline up to 346%,
- In 2021, led 85 virtual events while coordinating and collaborating on 45 in-person events, securing over 14K registrations with diverse backgrounds (ages, races and ethnicities, genders, and cultures).
- In 2021, secured over 100 essential resources and employer partnerships, meeting fundraising goals.
- Coached teams of 10+ diverse talent recruiters, targeting diverse student enrollment to exceed the recruitment goal by 10%,

PROFESSIONAL EXPERIENCE

ASSOCIATE DIRECTOR OF WORKFORCE ENGAGEMENT & DIVERSE TALENT SOURCING

Blue Star Families, National - Remote

Nov. 2016-Present

Responsible for delivering all facets of recruitment and referrals for the spouse employment initiative, which has infused into local economies 86 million through successful spouse job placements.

- Play a critical role in ensuring successful spousal transition into the workforce hiring initiatives.
- Oversee the training and execution of essential job functions for Workforce Development Consultants or volunteers.
- Maintain, develop, and organize training procedure manuals, SOPs, and guides to execute talent recruitment strategies using employer marketing brands,
- Develop and maintain career marketing materials, website, and Facebook group via quarterly updates.
- Manage inputs for grant submissions and lead career-related grant reports to meet goals.
- Develop, strengthen, and sustain relationships with organizations, agencies, and individuals to increase financial and programmatic support to military spouses and enhance BSF branding.

- In collaboration with key stakeholders, program managers, or employer partners, develop local and national sourcing strategies and recruitment plans to build effective, diverse pipelines.
- Cultivating resources to create new recruiting ideas based on labor projections and growing demographics
- Partner with local workforce development teams, staffing agencies, community organizations, schools, and program managers to leverage sourcing strategies
- Track and monitor statistics, run reports and data analysis to meet grant metrics, and utilize data for presentations to chambers, the Board of Directors, and upper leadership,

CHAPTER LEAD & ENTREPRENEURSHIP TRAINING FACILITATOR

The Rosie Network, National - Remote (contract)

Jan. 2022 to Present

Chapter Lead facilitates all facets of small business creation and is an accountability partner for the success of future cohort participants.

- Facilitate "Entrepreneurship" training for early start-ups and new small business owners with Military connections.
- Leading a cohort of 15 entrepreneurs to launch their businesses and successfully position themselves in the community.
- Support SMEs, collaborate with external partners, and facilitate a rich virtual classroom environment.
- Oversee participant's graduation and delivery of final projects.

CAREER COACH & CONSULTANT,

LHH Recruitment Solutions, National - Remote

May 2023 - Present

- Coach active job seekers: VP and Director level professionals by assisting in determining new career direction.
- Develop and suggest communication strategies for current career translation.
- Utilize and identify networking options to uncover new opportunities.
- Facilitate 1:1 candidate coaching sessions through interviewing and negotiating techniques.
- Utilize technology and social media methodologies for a successful job search strategy.
- As a Consultant, facilitate training and other group sessions to maximize adult learning.

VIRTUAL RECRUITER/SALES MANAGER,

AVON, Inc, Nevada | SoCal Territories - Remote

Nov. 2016 to June 2017

Responsible for the growth of two Nevada districts with 530 active representatives, of which 65% were from diverse backgrounds, age groups, and ethnicities. Achieved revenue growth each campaign, reaching 240K in revenue and maintaining recruitment performance at 98.3%.

- Delivered key sales goals and representative performance by coaching, tracking, and training new representatives while creating future sales leaders' pipelines.
- Developed recruitment initiatives to reach bi-weekly and quarterly goals while building ongoing talent strategies
- Organized social media events through Facebook (Facebook parties) to recruit new representatives
- Collaborated in group engagements/virtual discussions on district topics to coach achieve sales leaders to meet goals and earn incentives,
- Under my direction, one of my districts reached sales goal targets at 100% for ten consecutive campaigns (bi-weekly) and hit recruiting targets at 98.3%,

OFFICE MANAGER,

H&R Block, Oceanside, CA - Hybrid

Dec. 2012 to Nov. 2016,

Supported various roles while leading multiple seasonal projects at H&R Block. From day-to-day office operations, supervised and trained staff to servicing as a marketing coordinator to attract new customers.

- Monitored employee training and development by coaching to achieve tax office sales and revenue product growth,
- Monitored employee training and development by coaching to achieve tax office sales and revenue product growth
- Assisted District Manager in designing office marketing plans to secure new clients and achieve client retention,
- Achieved 500K office revenue growth during three consecutive tax seasons,
- Managed a group of 10 seasonal recruiters during the Income Tax Class outreach (2015), exceeding recruitment goals by 10%,
- During Income Tax Class Recruiting season, responsible for contributing 800 leads with student pipeline, securing 20 students per Income Tax class (16 classes total),

EDUCATION / TRAINING

- New Politics Leadership Academy - Participant Graduate
- DEIB Certification & Training certificate | Talent Acquisition Certificate | Recruitment Analytics Training - Ongoing through AIHR Academy 2022- 2023
- **Master's Degree**, Business Administration with HR Specialization - National University
- **Bachelor's Degree**, Education - Eastern Oregon University
- **Associate Degree**, Arts & Humanities, Delgado Community College
- **Human Resources Training** ★ **CompTIA A+ Training** ★ **Salesforce Training** ★ **CTEC Tax Certified** ★ **Service2CEO** - Entrepreneur training ★ **Diversity Across Generations: Supporting Workplace Inclusion**

COMMUNITY INVOLVEMENT AND PERSONAL LEADERSHIP

- Successfully established over 4500+ combined community relations with Businesses, Employers, Colleges, and Veteran programs to support and exchange community resources.
- Remote Volunteer for the Veteran Chamber of Commerce, Outreach and Fundraising coordinator.
- Member of MANA, participant of the 2nd Cohort Latina Success Leadership Program.
- Entrepreneurship facilitator and trainer for the Rosie Network Service2CEO program.
- Board Member of Parade Deck, Online social platform for military-connected businesses,

Distinguished City Council Members,
City Manager Brandon Hammond,
City of Boardman, 200 City Circle Way,
Boardman, OR 97818,

Dear City Manager Hammond,

I am writing to express my enthusiastic support for Laura Torres who is a dedicated and engaged member of our Boardman community. I am confident that Mrs. Torres would make an excellent addition to our City Council and would work tirelessly to improve our city.

I have known Laura Torres for over 12 years, and have had the privilege of witnessing her passion for our community firsthand. She is a person of integrity, commitment, and strong moral character. I have no doubt, that she has the unwavering dedication to making our city a better place for all of its residents.

She has been actively involved in various community initiatives and organizations, including Sam Boardman PTO. Mrs. Torres also possesses a strong work ethic and a keen understanding of the issues facing our city. I am confident that she would approach their role on the City Council with diligence and an informed perspective.

To conclude, I wholeheartedly endorse Laura Torres as a candidate for our City Council. Her passion, dedication, and commitment to the well-being of our community make them an ideal choice to represent our city's interests. I urge the current voting city council to consider Mrs. Torres for this important role and am confident that she will work tirelessly to make our city an even better place to live.

Thank you for your time and consideration.
Sincerely,

David Boor

Reference Laura Torres

Mr. Brandon Hammond,

I am writing to recommend Laura Torres as an appointment to City Council. Laura is a business owner, has deep roots in the Boardman area and is efficient and professional!

Laura owns her own business and helps many groups. She works tirelessly with military families. She is industrious and a consummate professional!

Laura has been an integral part of the Boardman community. Her children have been enrolled in Boardman schools. Her extended family has been at least two generations in Boardman. She is a knowledgeable community member!

I have known Laura and her family for 20 years. I highly recommend her for a City Council position!

Pamela Files

September 24, 2023

Distinguished City Council Members,
City Manager Brandon Hammond,
City of Boardman
200 City Circle Way
Boardman, OR 97818

Sep 24,2023

Dear City Manager Hammond,

I am expressing my wholehearted support for my colleague, Laura Torres, who is seeking a position on your esteemed city council.

I have known Laura Torres for over four years, initially as her direct supervisor, and now as a colleague and as a huge fan! During this time, I have witnessed her unwavering dedication to mission accomplishment and her genuine commitment to improving the lives of others.

Laura possesses a winning combination of skillsets. She's a strategic thinker and thrives in an environment where there are goals to meet and exceed. She excels at connecting people and aligning goals to bring about win-win outcomes. She's dedicated, has unquestionable integrity, and brings a sense of passion to all her undertakings. Laura is also a lifelong learner (workforce development, social media, management, human resources, technology...to name a few) and is one of the most adaptable teammates I have worked with.

Moreover, Laura is an excellent communicator who actively listens to the concerns and ideas of others and is committed to transparency and accountability. One of the qualities that truly stands out about Laura is her tireless advocacy for positive change. Whether volunteering with local organizations or participating in community workforce initiatives, Laura consistently goes above and beyond to make her city a better place for all of us.

Laura's ability to analyze complex issues, collaborate with diverse groups of people, and make well-informed decisions strongly position her for a City Council member position. I kindly request that you give Laura Torres serious consideration when evaluating candidates for the city council. Her passion for community impact and her proven leadership track record of leadership will be an invaluable asset to your city's governance.

Thank you for your time and consideration. If you have any questions or require further information about Laura Torres, please do not hesitate to contact me at 703 407 8449 or denise@stateofmindtravel.com.

Sincerely,

Denise Hollywood, Lieutenant Colonel, USAF (Retired)
Owner, State of Mind Travel

BOARDMAN CITY COUNCIL WORKSHOP – SEPTEMBER 05, 2023

Mayor Keefer called the meeting to order at 6:00pm and lead the group in the Pledge of Allegiance. Roll call was taken.

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

Councilors Absent: Isaac Williams

Staff: Brandon Hammond – City Manager, Rick Stokoe – Chief of Police, Marta Barajas – Finance Director, Carla McLane – Planning Official, Toni Connell – Acting Recorder/Utility Clerk and Nancy Orellana – Associate Planner

Audience: Mike Lees – Anderson Perry

GENERAL DISCUSSION – CITY COUNCIL STRATEGIC PLANNING

City Manager Hammond thanked the council and is excited to have this workshop. He explained the concept of the Strategic Plan came from discussions he has had with the council and city staff and is to give the council and himself a foundation to start with. City Manager Hammond explained the strategic plan has five sections; General Government, Building Department, Planning, Public Works and Public Safety. He wants to use this time for open dialogue and talk about ideas coming to mind when thinking of these sections.

City Manager Hammond went over some of the ideas up for discussion. In General Government, updating the city charter, Capital Improvement Plan (CIP), finance and general policies, personnel job descriptions and handbook, city web page and the franchise fee agreements. He wanted to talk about the city vision and goals, the possibility to surplus the old city shop, doing a monthly newsletter, having mini-workshops to go over the charter, roads and sidewalks, zoning and CIP. He stated he would like to handle several of those ideas himself with the council's approval. For the section of Planning, City Manager Hammond wants to focus on updating the city codes such as the Development Code, Comprehensive Plan, Municipal Codes, Public Works Standards and Transportation System Plan (TSP). For the section on Public Works, he wants to focus on the system development charges for road, sewer, water and sidewalks. And finally for the section on Public Safety, he wants to focus on a safety plan, safe routes to school, safety trainings and an education program.

City Manager Hammond told the council he would like to have some ideas and not necessarily in-depth conversation at tonight's meeting. Mayor Keefer mentioned working with the high school students and start the Student Advisors Program again. Councilor Rockwell brought up wanting to add saving costs on public notices as he mentioned at the last council meeting. There was discussion on when funds are awarded to the city, being able to show the citizens, for example, the city received this amount of money from this agency and it is being applied on this project. Councilor Profitt brought up improving the Dunes Street Park.

Mike Lees with Anderson Perry explained to the council what a CIP meeting generally looks like. It is a five-year projection of projects costing anywhere from \$2,000 to up. The process of going through and developing the CIP would be to have a workshop and come up with a list of projects which usually ends up to be an extensive list of projects and within that meeting, the projects will be prioritize. Cost estimates will be generated for each one of those projects. Another meeting will take place to go over the projects, the cost and how the projects are going to get funded and where the funding comes from. CIPs are primarily spreadsheets, cost estimates and timelines and it is updated by checking off the

projects or adding new projects every couple years. The CIP is an easy shareable document that can be put on the website so there is complete transparency on where the city's funds are going, which fund it is coming out of or what grant is being used so it can be viewed by the public.

Councilor Pettigrew asked what is going to happen to the old CIP; will those projects be discarded. Mr. Lees stated the old CIP will not be discarded. It is a great starting point of what's been accomplished, what hasn't been completed yet and expand and prioritize on that list.

Planning Official McLane commented about 1 ½ years ago, the city was talking about having transportation and parks SDC's but didn't have a plan and we didn't know what was needed. It was brought up to update the SDC charges by adding in transportation and parks. With the new CIP going into place, there are projects that will benefit from having a CIP. Planning Official McLane stated the city documents have not been sufficiently reviewed in probably twenty plus years. She stated to completely go over the development code could take up to five years and possibly cost millions of dollars. Planning Official McLane stated she is currently working on bringing in a consultant to help the city do an initial audit on the development code. She is looking at applying for a departmental land conservation and development technical assistance grant which will help us do some of this work and help pay for it.

City Manager Hammond, Boardman is growing and he wants to help guide the growth and this CIP will help do that. The main concept of a CIP is it is a living five-year document the city reviews every two years and continues to build on.

Councilor Rockwell commented one of the biggest complaints he has received is how bad the internet is in Boardman and what is the city's role in making this better. Councilor Pettigrew stated there are people who are working really diligently at the state level for broadband and maybe the city is not letting the public know how much is being done on this issue.

Councilor Profitt would like to see a strategic plan on building a sense of community and involvement. Councilor Pettigrew commented the Ford Foundation was a community involvement program causing people to be engaged. Planning Official McLane said there are three people in this room, Karen, Brenda and herself, that went through the Ford family program and she got a lot out of that program. The Ford family stopped funding it and they no longer have that program. Councilor Profitt said she isn't sure who to contact but the city may need an expert who could come in and say to build a community it starts with this foundation. Then after doing a few things along the way it will grow and cultivate a sense of community among the people who currently live here and new people who come.

City Manager Hammond would like to schedule another workshop and discuss the CIP and very specific plans moving forward on what projects the city wants to do in the next five years.

The meeting was adjourned at 6:57pm.

Paul Keefer – Mayor

Toni Connell – Acting Recorder

BOARDMAN CITY COUNCIL- REGULAR MEETING MINUTES– SEPTEMBER 5, 2023
BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM

Mayor Paul Keefer called the meeting to order at 7:01pm and led the Pledge of Allegiance.

Mayor Keefer read a prepared statement regarding Councilor Isaac Williams. Councilor Williams turned in his resignation from the council effective immediately and Mayor Keefer accepted his resignation. Roll Call was taken.

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

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

Audience: Justin Nelson - Morrow County DA, Steven Munkers, Stephen Fuss, Lisa Pratt, Scott Vaner Bos, Gerard, and (3) iPhone

APPROVAL OF MINUTES – August 1, 2023 Regular Meeting

Councilor Profitt moved to approve the minutes of the August 1, 2023 regular meeting as presented.

Councilor Baumgartner seconded the motion.

All were in favor.

Motion passed. 6-0 with 1 vacant.

PUBLIC COMMENT

Stephen Munkers – Irrigon Citizen and Morrow County Health District (MCHD) Board Member

Mr. Munkers stated he was representing himself as a citizen of Irrigon and he is also a Morrow County Health District Board Member. He had a handout he wanted to give the council regarding some of the things that has happened with the health district this year. Mr. Munkers invited the council and residents of Boardman to attend the next MCHD Board meeting on September 25, 2023.

Introductions

Chief Stokoe introduced three new hires for the police department. He stated he was very excited to have these gentlemen on board and being involved with the community. Jason Navarro has been with the police department for a while and is currently in the academy. Jason is graduating from the academy on September 15, 2023. Jason addressed the council stating he and his family moved to Boardman when he was about seven years old. He served in the Army during COVID. He always knew he wanted to be an officer and got his break with Boardman and loves it. He stated he wanted to start serving his community the best way he can.

Chief Stokoe introduced Thomas Way. He is a certified officer with five years of experience and will be able to transition easily. Thomas addressed the council stating he has three children who go to school here in Boardman. He started with Morrow County Sheriff's Department then went to the City of Umatilla. Thomas said it has always been his goal to keep his children in Boardman; they have grown up here, their friends are here and it is a good place to raise kids.

Chief Stokoe introduced Zach Stutzman. Zach is from Heppner and started with the department on August 21st. He will be going to the academy in December. Zach addressed the council stating he moved to Heppner from the valley about two years ago. He has always had an interest in law enforcement and being able to have that interaction with people. He is excited to start serving and building relationships in this community.

Councilor Cuevas asked Chief Stokoe if he has hired a new SRO. He stated they did an assessment and was able to promote within. Officer Cory Rosen was assigned as the SRO but would go more into detail during his report.

ACTION ITEMS

Ordinance 2-2023 – North Urban Renewal Plan 2nd Reading

Councilor Baumgartner moved to approve the second reading, by title only, of Ordinance 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 Profitt second the motion. Mayor Keefer asked for discussion and there was none.

All were in favor.

Motion passed. 6-0 with 1 vacant.

City Manager Hammond read Ordinance 2-2023, by title only, into the record.

Ordinance 2-2023 – North Urban Renewal Plan Adoption

Councilor Baumgartner moved to approve Ordinance 2-2023, adopting the North Urban Renewal Plan and directs the City Recorder to publish the notice of adoption within four days of this adoption. This ordinance shall be effective thirty days after approval. Councilor Cuevas second the motion. Mayor Keefer asked for discussion and there was none.

All were in favor.

Motion passed. 6-0 with 1 vacant.

Resolution 15-2023 – Consolidated Fee Schedule

Councilor Baumgartner moved to approve the adoption of Resolution 15-2023, a resolution adopting a fee schedule to govern fees for city services and repealing Resolution 13-2022. Councilor Profitt second the motion. Mayor Keefer asked for discussion and Councilor Rockwell stated at the last meeting he made his argument if the city didn't have to raise fees he would rather not and the city absorb the cost.

All were in favor.

Motion passed. 6-0 with 1 vacant.

Resolution 18-2023 – CREZ III & Lamb Weston

Councilor Cuevas moved to approve the adoption of Resolution 18-2023, a resolution adopting an agreement between the sponsors of the Columbia River Enterprise Zone III and Lamb Weston, Inc. Councilor Rockwell second the motion. Mayor Keefer asked for discussion and there was none.

All were in favor.

Motion passed. 6-0 with 1 vacant.

OTHER BUSINESS

LOC Voting Delegate Appointment

Councilor Baumgartner moved to appoint Councilor Profitt to serve as the city's voting delegate during the League of Oregon Cities annual business meeting on October 14, 2023. Councilor Cuevas second the motion.

All were in favor.

Motion passed. 6-0 with 1 vacant.

Councilor Williams Resignation - Declaring Vacancy

City Manager Hammond stated in the past the city would issue a public notice and accept letters of interest then interview the candidates during the next meeting. He stated the next council meeting is

October 3rd. There was council consensus to set the deadline for accepting letters of interest by September 26th and to interview on October 3rd.

REPORTS, CORRESPONDENCE AND DISCUSSION

Police Report

Chief Stokoe asked if there were any questions in regard to the report submitted. There were no questions. Chief Stokoe reported DUI's is on a significant increase. He explained these arrests are not necessarily alcohol but also includes narcotics resulting in three to four arrests on a weekend. He stated when narcotics were decriminalized, it became easier for people to think they can do them but it still falls under the DUI statute. The department plans on doing more patrolling for DUI's. Chief Stokoe stated with the increase of DUI's, there is an increase in hit and run accidents. The department is fully staffed with thirteen sworn officers and two reserves. With Officer Rosen taking the position as the SRO, that opened up a narcotics detective position. This open position was filled with someone who has worked previously with the BENT Team for another agency. Chief Stokoe explained he will not disclose this candidate's name allowing him to notify his current employer that he will be joining our team but will let the council know as soon as he is able to.

Building Department Report

There were no questions regarding the report.

Public Works Department Report

There were no questions regarding the report. City Manager Hammond mentioned he would like to start a newsletter going more into depth of exactly what all the Public Works Department does. Councilor Profitt asked if the number of meters installed each month could be added like it was before. Acting City Recorder Connell said she would let Public Works Director Prag know of her request.

City Manager Report

City Manager Hammond ask if there were any questions in regards to the report he submitted. He stated the format of his report was more like discussion points then a written statement. Councilor Profitt mentioned she likes the project update with a list of what's happening and where the city is on the projects. City Manager Hammond stated he would like to establish a vision and goal statement for both council and city staff.

Mayor Keefer stated he was excited about the safe school route at Sam Boardman and asked City Manager Hammond to go into more detail on this project. City Manager Hammond explained it was brought to his attention the concept of kids getting to school and the traffic and parking issue in front of Sam Boardman. The concepts would be to build a retaining wall and move the parking lot up. There will be a sidewalk going to the corner of Sam Boardman along Wilson Road and connect to the sidewalk at Windy River. He had Mike Lees from Anderson Perry start the process of doing the survey and cost analysis and stated there have been entities that have reached out and this project should be fully funded. The city did have the expense of Mr. Lees' time and drawings but everything else should be fully funded by these entities. He is hoping this project will be completed this year.

Council Profitt asked about the Bella Vista sidewalk project. Associate Planner Orellana addressed the council stating the Bella Vista Board and residents are really excited about this project. When she was employed by Bella Vista, she reached out to the city about a pathway for all the children to walk to school. She explained the speed limit between Paul Smith Road and Kunze is forty mph without sidewalks and the children are at risk of being hit as they walk to school. With the new development happening to the east of Bella Vista, the developer is ready and willing to build a pathway at the southeast area of Bella Vista. Regardless of what area you live in Bella Vista, this area will be very convenient for everyone.

The council discussed restarting the Youth Advisory Board for the high school students. This would allow the students to be more involved and learn how the city works, and the students would meet their graduation requirement. City Manager Hammond will speak with Mr. Christy and see what options there may be to get this process going.

City Manager Hammond asked the council if they would be interested in a training from Eileen Howard on Urban Renewal. Ms. Howard is willing to put on a one-to-two-hour course on what urban renewal entails and as a possible option gave a date of October 25th if anyone thinks it would be beneficial. Council Profitt stated the information Ms. Howard went over at the last meeting was great information. Council Rockwell stated the information was in detail and asked if the council could get a copy of what she presented so they could go back and use it as a reference. City Manager Hammond stated he is working on putting a brief summary on the website for the community to be able to understand as well what an Urban Renewal actually is.

City Manager Hammond asked the council if he could have permission to go to CREZ and request a enterprise zone boundary change for proposed development in the down town areas which would qualify an exemption status for potential developers. There are developers who are interested in putting hotels in on NE Front Street and possibly on Olson Road. If the council gives City Manager Hammond permission this would give any hotels a three-year standard tax exemption and would help the development started and would be a good development tool. The council all agreed for City Manager Hammond to move forward on this request.

Councilor Report

Councilor Pettigrew stated she attended the Lower Umatilla Ground Water Management Association (LUBGWMA) meeting and found the meeting to be very interesting and a lot of information was given. She stated JR Cook is willing to come speak to the council about the city's water issues in this area.

Mayor Report

Mayor Keefer stated Senator Bentz will be in Heppner on September 6th at 4:30pm and would like to meet with the leaders of Morrow County communities if anyone would like to meet with him. Mayor Keefer stated the Health District has a bond measure coming up and finds it hard to be supportive because of his mistrust of the CEO of the Health District.

The meeting was adjourned at 8:52pm

Paul Keefer – Mayor

Toni Connell – Acting Recorder

BOARDMAN CITY COUNCIL WORKSHOP – SEPTEMBER 19, 2023

Mayor Keefer called the meeting to order at 6:00pm and lead the group in the Pledge of Allegiance. Roll call was taken.

Councilors Present: Karen Pettigrew (in-person) Brenda Profitt, Heather Baumgartner, Christina Cuevas, Richard Rockwell, and Paul Keefer (via Zoom)

Staff: Brandon Hammond – City Manager (via zoom) and Rick Stokoe – Chief of Police (in-person)

Audience: Jayme Pierce – League of Oregon Cities (via zoom)

GENERAL DISCUSSION – COUNCIL RULES AND RESPONSIBILITIES

Jayme Pierce, General Council for the League of Oregon Cities, conducted an online training workshop offered specifically for the council through the League of Oregon Cities. The topic of the training was on the rules and responsibilities of the council.

The meeting was adjourned at 7:08pm.

Paul Keefer – Mayor

Toni Connell – Acting Recorder

**JOINT MEETING OF CITY, COUNTY, & PORT MINUTES – SEPTEMBER 20, 2023
RIVERFRONT CENTER AND VIA ZOOM**

Mayor Paul Keefer called the meeting to order at 5:30 p.m.

City Councilors in Attendance: Richard Rockwall, Karen Pettigrew, Brenda Profitt, Heather Baumgartner and Paul Keefer

City Councilors Absent: Cristina Cuevas

County Commissioners in Attendance: Dave Sykes and Jeff Wenholz

County Commissioners Absent: Roy Drago, Jr.

Port Commissioners in Attendance: John Murray, Rick Stokoe, and Kelly Doherty

Port Commissioners Absent: Joe Taylor

Others in Attendance: Brandon Hammond – City Manager, Matthew Jensen – County Administrator, Lisa Mittelsdorf – Port Manager, Eileen Hendricks, Mark Patton, Brandi Warburton, Lisa & Jerry Reitman, George Shimer, Rayna TenEyck, (In-person) Lisa Pratt, Jose Fernandez and Tami (via Zoom)

The City of Boardman gave a report on the projects and plans of the city.

Morrow County gave a report on the projects and plans of the county.

The Port of Morrow gave a report on the projects and plans of the port.

Next City County Port Meeting will be January 10, 2024 hosted by the Port starting with dinner at 5:30pm and the meeting following at 6:00pm.

The meeting was adjourned at 6:20 p.m.

Paul Keefer – Mayor

Toni Connell – Acting Recorder

CITY OF BOARDMAN
Monthly Council Financial Statement
Period Ending July 31, 2023
Fiscal Year Elapsed 8.33%

FISCAL YEAR 2023-2024

REVENUE

FUND #	Fund Description	A		B		C	D	E	(A-D)		F
		2023 - 2024		Beginning Cash C/Over	Revenue		Total Revenue	Remaining Expectations (over budget)	(D/A)		% of Budget Received
		BUDGET			This Month	Year to Date					
100	General Government	805,595			92,948	92,798	3,007,547	12,585,353			19.29%
110	Public Safety - Police	3,105,745		517,871.25	124,407	124,407	642,278	962,222			40.03%
125	Code Compliance	139,045		1,000,422.83	65,248	65,248	1,065,671	703,979			60.22%
180	Facilities	281,670		252,165.00	66,562	66,562	318,727	1,008,973			24.01%
195	Non-Departmental	11,260,845		175,304.33	30,714	30,714	206,018	438,882			31.95%
100	GENERAL FUND	15,592,900		11,835,621.28	675,510	675,510	12,511,132	3,169,738			79.79%
220	WATER FUND	1,604,500		5,309,646.79	18,123	18,123	5,327,770	1,984,730			72.86%
230	SEWER FUND	1,769,650		2,076,273.02	11,177	11,177	2,087,451	1,003,059			67.54%
240	GARBAGE FUND	1,327,700		2,462,152.07	12,274	12,274	2,474,426	1,244,824			66.53%
250	STREET FUND	644,900		4,601,800.51	15,707	15,707	4,617,507	6,461,518			41.68%
260	BUILDING FUND	15,680,870		10,721,051.46	36,623	36,623	10,757,675	(150,560)			101.42%
300	GENERAL RESERVE FUND	7,312,500		4,865.02	993	993	5,858	1,588,540			0.37%
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		41,871,923	1,150,287	1,150,137	43,022,060	31,001,258			58.12%
815	CENTRAL URA DISTRICT	2,222,325		303,539	1,094	1,094	304,632	1,917,693			13.71%
819	WEST URA DISTRICT	188,575		91,166	479	479	91,644	96,931			48.60%
URA TOTAL		2,410,900		394,704	1,572	1,572	396,277	2,014,623			16.44%

CITY OF BOARDMAN GRAND TOTALS 76,434,218 42,266,627 1,151,859 1,151,709 43,418,336 33,015,882

CASH REPORT:

	Amount	as of 7/31/2023 Interest Rate
Bank of Eastern Oregon Police	\$6,615	4.05%
Banner Bank Checking	\$583,246	-
Banner Bank Savings	\$249,623	4.29%
Bank of Eastern Oregon	\$159,221	4.05%
OR Government Pool	\$39,295,787	4.05%
CURA Government Pool	\$239,422	4.05%
WURA Government Pool	\$91,644	4.05%
Xpress Online Clearing	\$665,832	-
Bank of Eastern Oregon - Layne	\$170,944	0.10%
Bank of Eastern Oregon - R&G	\$188,779	0.10%
TOTAL CASH	\$41,651,113	
Cash Clearing - Utilities	\$0.00	
Total	\$41,651,113	

EXPENDITURES

FUND #	Fund Description	G		H	I	J
		Expenditures		(A-G)		(D-G)
		This Month	Year to Date	Unexpended Budget	% of Expended Budget	Fund Balance
100	General Government	36,617	36,617	768,978	4.55%	
110	Public Safety - Police	204,337	204,337	2,901,408	6.58%	
125	Code Compliance	7,146	7,146	131,899	5.14%	
180	Facilities	7,083	7,083	274,587	2.51%	
195	Non-Departmental	5,408	5,408	11,255,437	0.05%	
100	GENERAL FUND	260,592	260,592	15,332,308	1.67%	2,749,136
220	WATER FUND	54,404	54,404	1,550,096	3.39%	588,590
230	SEWER FUND	36,411	36,411	1,733,239	2.06%	1,029,976
240	GARBAGE FUND	1,911	1,911	1,325,789	0.14%	317,114
250	STREET FUND	18,854	18,854	626,046	2.92%	187,319
260	BUILDING FUND	626,851	626,851	15,054,019	4.00%	11,884,304
300	GENERAL RESERVE FUND	0	0	7,312,500	0.00%	5,327,772
320	WATER RESERVE FUND	0	0	3,090,510	0.00%	2,087,451
330	SEWER RESERVE FUND	0	0	3,719,250	0.00%	2,474,426
350	STREET RESERVE FUND	0	0	11,079,025	0.00%	4,617,507
410	CAPITAL PROJECT FUND	772,171	772,171	9,834,944	7.28%	9,985,504
510	GO BOND FUND	0	0	1,594,398	0.00%	5,858
CITY TOTAL		1,771,194	1,771,194	72,252,124	2.39%	41,254,955
815	CENTRAL URA DISTRICT	0	0	2,222,325	0.00%	304,514
819	WEST URA DISTRICT	0	0	188,575	0.00%	91,644
URA TOTAL		0	0	2,410,900	0.00%	396,158

1,771,193.83 1,771,193.83 74,663,024.17 2.39% 41,651,113

Current Month Net Cash Change (No URA)

2023-2024	Year to Date Net Cash Change
	(615,514)

**CITY OF BOARDMAN
RESOLUTION NO. 19-2023**

**A RESOLUTION DECLARING CITY OF BOARDMAN
PUBLIC PROPERTY AS EXCESS**

WHEREAS, the City of Boardman owns and operates equipment and vehicles; and

WHEREAS, certain equipment which may not have effective use remaining has become excess to the needs for which it was acquired and utilized; and

WHEREAS, in the interest of cost efficiency, equipment which the expense of repair/renovation exceeds the value of the equipment to the operations of the City, are judged by the City Council to best be disposed of.

NOW, THEREFORE BE IT RESOLVED, that the following items of equipment currently owned and operated by the City of Boardman as declared EXCESS and shall forthwith be disposed:

- 2010 Dodge Charger- VIN # 2B3AA4CV6AH269151.

Dated this 3rd day, October 2023.

CITY OF BOARDMAN

Mayor – Paul Keefer

Council President – Heather Baumgartner

Councilor – Cristina Cuevas

Councilor – Karen Pettigrew

Councilor – Brenda Profitt

Councilor – Vacant

Councilor – Richard Rockwell

ATTEST:

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

Boardman Youth Outreach

To assist with developing a community outreach regarding Boardman youth the following plan has been created:

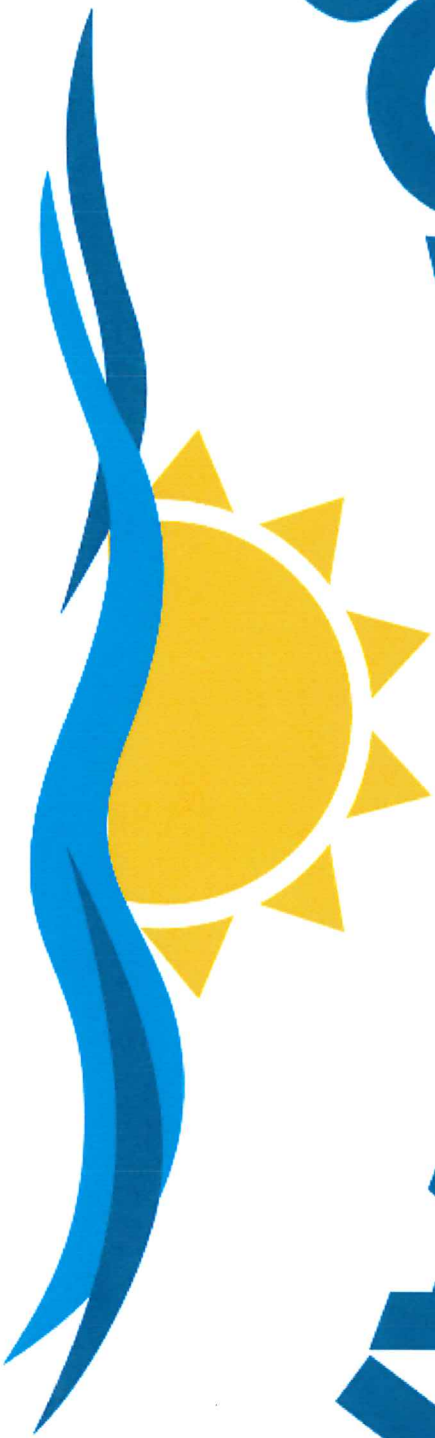
RHS:

- ❖ Riverside will send two students each month to city council and share information from the high school during public comment.
- ❖ City Council will reach out and invite RHS students to advisory councils as needed.

SBE/WRE:

- ❖ Windy River and Sam Boardman will highlight a variety of students and/or staff during city council meetings during public comment.
- ❖ At times, students from Windy River and Sam Boardman may present information to city council during public comment.

BOARDMAN



Chamber of Commerce





BOARDMAN COMMUNITY DEVELOPMENT ASSOCIATION



STAFF VISION & GOALS

Through a collaborative and unified effort, working to help the community of Boardman to thrive!

Accomplished by...

- ❖ Providing quality services
- ❖ Striving for clear communication
- ❖ Being a prepared and organized staff
- ❖ Creating a safe, clean and friendly community



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				
Calls for Service	178	210	182	253			253	242	238				
Officer Initiated Incidents	156	113	167	165			89	106	192				
Traffic Stops	53	29	37	35			25	26	48				
Other OIA Incidents	103	84	130	130			64	80	144				
Bus/Building Checks	7	3	5	4			4	6	21				
Veh/Ped Check	43	38	52	51			44	41	68				
Total Officer Reports	45	42	48	66			35	49	45				
Cis Conversion	0	0	0	0			0	0	0				
Crash	2	3	4	2			0	3	1				
Felony	4	4	5	10			8	8	2				
Information Case	5	5	8	14			1	7	10				
Misdemeanor	16	13	13	18			15	19	12				
Violation	4	7	6	3			1	4	2				
Voided	2	1	1	3			0	0	0				
Unclassified Reports	12	9	11	16			10	8	18				
Total Misdemeanor & Felony Arrests	11	8	6	11			8	12	6				
Misdemeanor Arrests	9	8	6	8			4	9	4				
Felony Arrests	2	0	0	3			4	3	2				
Total Citations	14	15	12	4			3	13	7				
Code	0	0	0	0			0	0	0				
Criminal	2	0	0	0			0	0	0				
Violation	12	15	12	4			3	13	7				
Unclassified	0	0	0	0			0	0	0				
Fis	0	0	1	0			0	0	0				

Note: Calendar year end summary report will project slightly different totals due to RIMS variations.

Building Department Report
2023

2023	Jan.	Feb.	Mar.	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Boardman													
Total Permits Sold	76	35	56	40	45	70	48	74	43	0	0	0	487
Permits Sold													
Manufactured Placement Permit	40	8	15	7	19	21	10	30	18				168
New Home Construction	1	0	0	0	2	1	1	1	2				8
Multi Family Units	12	1	2	1	1	2	1	7	2				29
						10							10
Morrow County(excludes 97818)													
Permits Sold													
MF Placement Permit	26	14	20	24	16	12	3	8	10				133
New Home Construction	0	1	2	0	0	0	0	0	0				3
	0	1	0	1	1	2	0	0	1				6
Morrow County - 97818													
Permits Sold													
Manufactured Placement Permit						21	30	24	5				80
New Home Construction						1	0	0	0				1
						0	0	0	0				0
Irrigon													
Permits Sold													
Manufactured Placement Permit	1	2	5	1	4	6	0	7	1				27
New Home Construction	0	0	0	0	0	0	0	0	0				0
Multi - Family (units)	0	0	0	0	0	0	0	2	0				2
			4										4
State Electrical													
	2	6	8	6	1	2	0	0	0				25
Gilliam County													
Permits Sold													
Manufactured Placement Permit	7	5	8	2	5	8	5	5	9				54
New Home Construction	1	0	2	0	0	0	1	1	0				5
	0	0	0	0	0	0	0	0	0				0

Public Works Department

September 2023

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

5 Work Orders

3 New Meter Installs

1057 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				31

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

- Repaired the Brine Tank leak in the Water Building
- Repaired the fence at Collector #2
- Repaired the toilet and locker at the Police Department
- Repaired the sign on Yates Lane
- Repaired the sign on NW Front Street
- Completed annual site inspection with the Army Corp
- Sewer overflow at POM
- Anchored down and added trim to the new hickory shed behind City Hall
- Installed water cooler at City Hall
- Assisted Riverside High School with the VAC Truck to vac out the long jump pits
- Pulled weeds along City Center Drive and City Center Circle
- Repaired two (2) water leaks along Boardman Avenue
- Repaired water leak on Eldridge Drive
- Repaired water leak in the Water Building
- Completed a hot tap on Willowfork Drive
- Serviced two (2) vehicles for the Police Department and the Code Enforcement vehicle
- Filled potholes on Faler Road



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

City Manager September Report

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

1. A city staff vision and value statement was completed. This was done by a collaborative effort as a staff:
 - a. Through a collaborative and unified effort, working to help the community of Boardman thrive!***
 - i. By providing quality services
 - ii. By striving for clear communication
 - iii. By being a prepared and organized staff
 - iv. By creating a safe, clean and friendly community
2. Translation link was added to our website. In addition, the following materials will be translated:
 - a. Water shut off door hangers, press releases and public notices
3. An internal process for the planning department, public works and building department has been completed. This assists with department protocols and overall procedures.
4. The city is working on updating our safety protocols by:
 - a. Creating a management system to track trainings and safety classes
 - b. Implementing trainings for all staff
 - c. Reviewing and updating procedures to align with state standards
5. **City Council Rules update.** This would be a two-step process and begin with a work session. Need to schedule a date for this session, then have a concluding session prior to November's council meeting. (see attachment)
6. Finalizing monthly newsletter. This will be specifically formatted with the following information: message from the mayor, calendar of events, employee highlight, legal notices, kids section, community education, project updates...
7. Grants update- Transportation Growth Management (TGM) awarded. (see attachments)
8. Healthy Community Project, in conjunction with Morrow County Health Department. This is an educational outreach program to assist our community members.
9. **Monthly work sessions?**
10. 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.)

Project Updates:

1. Capital Improvement Plan- meeting with department heads
2. Septage Receiving station- going out for bid in October
3. BPA Greenspace project overview
4. Boardman and Main stoplight update
5. Safe school route (see attachment)
6. Water project- reservoir walls complete, roof to be poured in three weeks.
Booster pump building foundation poured, working on underground utilities.

Ongoing Projects:

1. Bio-solids removal project from lagoon (2024 completion)
2. NW Columbia Ave (water/sewer) in design
3. SE Front St paving and sidewalk (January Bid)
4. Bella Vista sidewalk

**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:

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 ~~vo~~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 shall be held in the Council Chambers at the Boardman City Hall.
- 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 at 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, City Manager or City Recorder if unable to attend any Council meeting. The Mayor will inform the Council President 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 Mayor or the City Council may direct that 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

Preliminary matters:

Flag Salute

Approval of Minutes

Introductions

Formal Proceedings:

Public Hearings

Public Comment:

Pearranged Presentations

Petitions

Other Public Comment

Action Items:

Resolutions

Ordinances

Other Action Items

Reports, Correspondence and Discussion:

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 Members of the public desiring to address the Mayor and Council shall first be recognized by the Chair and then state their name and address for the record. Each person shall have up to three minutes to present their comments. Groups with like comments should choose a spokesperson who will present their joint remarks.
- 5.6 Councilors should refer people with questions or complaints to the City Manager, explaining that if they are not satisfied with the results of that meeting, they should ask to be put on a council meeting agenda or present their issue during the public input portion at a future council meeting.
- 5.7 City Councilors normally should not directly respond to a public comment during the public open comment period. Councilor comments should be held until the Councilor comment period later in the meeting or referred to the City Manager for a response at a subsequent time.
- 5.8 Remarks by members of the public shall be limited to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor. Any remarks and questions regarding personnel or administration of the City shall be referred to the City Manager by the Chair. The Chair may redirect other questions to a City Councilor or the City Manager, as appropriate.
- 5.9 Every Councilor may address questions directly to the City Manager, who may either answer the inquiry or designate a staff member to do so. Councilors are encouraged to present their questions to the City Manager prior to the meeting when possible.
- 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 When a quorum is present, a majority of the Council present and voting shall decide a motion. A Councilor who is present but abstains from voting is still counted in the quorum. A Councilor must be present to vote.
- 5.12 Councilors should abstain from voting only when they have a conflict of interest. Councilors must state the basis for abstaining, which basis shall be recorded in the minutes.
- 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.

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 the Mayor or 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 an 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. SUSPENSION OR AMENDMENT OF COUNCIL RULES

- 12.1 Any provision of these rules not governed by State law or the City Charter may be temporarily suspended by a majority vote of the Council.
- 12.2 Amendments, deletions or additions to these Council Rules shall be by Ordinance approved by the City Council.

Passed by the Council and approved by the Mayor this 20th day of April, 2004.

Mayor

Attested:

City Recorder



Oregon

Tina Kotek, Governor

Transportation & Growth Management Program

555 13th Street, Suite 2

Salem, OR 97301-4178

FAX (503) 986-4174

<http://www.oregon.gov/lcd/TGM>

September 28, 2023

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

Re: City of Boardman
Transportation System Plan Update

Dear Carla McLane:

We are pleased to inform you that the Transportation and Growth Management (TGM) Program has selected the Transportation System Plan Update to move forward to the next stage of the grant award process. TGM will focus on updating the TSP; the amending of other plans will be included as funds allow and as needed to be consistent.

Our grant manager for the project will contact you within the next week to set a date for a first meeting and start developing a statement of work. Your grant manager is Cheryl Jarvis-Smith (541-963-1574; cheryl.jarvis-smith@odot.oregon.gov).

The attached 2023 Grantee Packet covers a number of important points common to all projects – statement of work writing, project management and the particulars of executing and managing the IGA and consultant contracts; Cheryl will go over them with you at your first meeting. Please keep in mind that, with a few exceptions, projects are expected to be complete by June 30, 2026 and all projects must be completed by May 31, 2027. Therefore, it is very important to complete the statement of work and the negotiation process as quickly as possible in order to leave sufficient time for the project itself.

Congratulations once again. We look forward to working with you on your project.

Sincerely,

Matthew Crall
TGM Program Manager, DLCD

Michael Rock
TGM Program Manager, ODOT

cc: Cheryl Jarvis-Smith, TGM
5.01 - 23/5A-23 File

Attachments
2023 Grantee Packet

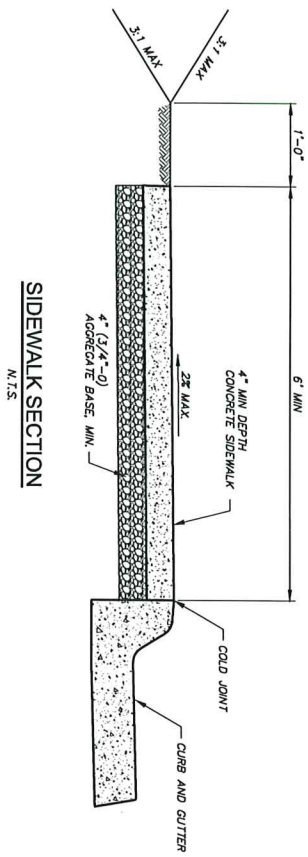
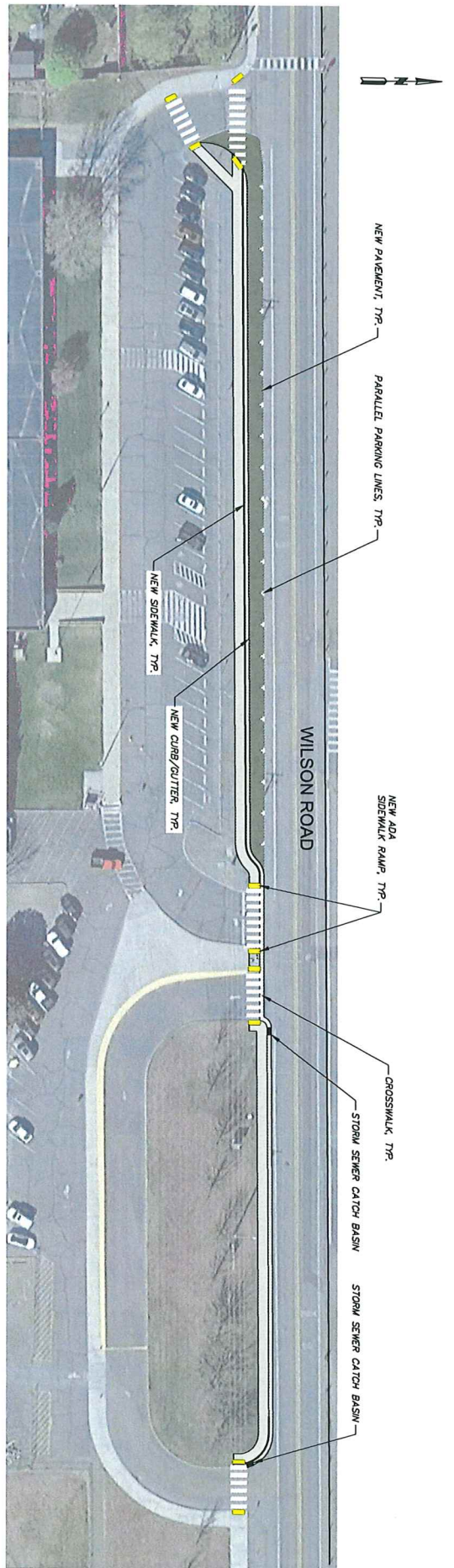


City of Boardman

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

City Grants

Sustainable Infrastructure Planning Projects (SIPP)	\$20,000 for Water Feasibility Study
Technical Assistance (TA)	\$60,000 for City Code Updates
Transportation Growth Management (TGM)	\$223,000 for our Transportation System Plan (awarded)
Small City Allocation (SCA)	\$250,000 for Columbia Ave Project
Congressionally Directed Dollars	\$1.5 million for Incubator Project



anderson
perry

CITY OF
BOARDMAN, OREGON
SAB BOARDMAN ELEMENTARY
SIDEWALK AND PARKING LOT IMPROVEMENT
CONCEPTUAL PLAN

FIGURE
1



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

Press Release
For Immediate Release

by: Toni Connell – 541-481-9252
Date: September 6, 2023

BOARDMAN TO FILL COUNCIL VACANCY IN OCTOBER

The Boardman City Council is seeking letters of interest from individuals willing to be considered for appointment to fill a vacancy on the City Council. The person appointed will fill Isaac Williams's seat, who resigned on September 5, 2023 and was accepted at that night's City Council Meeting. This term expires December 31, 2026.

Those interested must have resided in the City of Boardman during the twelve months immediately preceding the appointment. Letters of interest must be received no later than 5:00pm, Tuesday, September 26, 2023 to City Manager Brandon Hammond at Boardman City Hall, for consideration. The City Council will interview the candidates, and appoint the new Councilor at the October 3, 2023 City Council meeting.

#C of B##



City of Boardman

200 City Center Circle
P.O. Box 229
Boardman, OR 97818
Phone (541) 481-9252
Fax (541) 481-3244
TTY Relay (800) 735-2900
www.cityofboardman.com

PUBLIC NOTICE

The Boardman City Council is seeking letters of interest from individuals willing to be considered for appointment to fill a vacancy on the council. The person appointed will fill the term to expire December 31, 2026.

Those interested must have resided in the city during the twelve months immediately preceding the appointment.

Letters of interest must be received no later than 5:00pm, Tuesday, September 26, 2023 to:

Brandon Hammond, City Manager
Boardman City Hall
PO Box 229
200 City Center Circle
Boardman, Oregon 97818
hammondb@cityofboardman.com

(s) Toni Connell
Acting City Recorder

Posted – September 7, 2023



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

Press Release
For Immediate Release

by: Toni Connell – 541-481-9252
Date: September 7, 2023

CITY OF BOARDMAN ADOPTS NEW URBAN RENEWAL PLAN

At their September 5, 2023 meeting, the Boardman City Council approved the ordinance to form the North Urban Renewal District on the north side of Boardman which will go into effect in thirty (30) days on October 5, 2023.

The North Urban Renewal District consists of approximately 181 total acres, 145.55 acres of land in tax lots and 35.55 acres of public rights-of-way. The primary purpose of the North Urban Renewal Plan is to address infrastructure deficiencies and provide economic development tools to promote future development. The funding mechanism for Urban Renewal does not increase taxes to property owners, instead receives its revenue by how taxes are disbursed to other taxing districts. With the tax revenue the district would create, much of the funds would be spent on transportation needs such as improvements on NE Front Street, and an extension on NE Boardman Avenue to Olson Road. The plan also included new roadways connecting NE Columbia Avenue to NE Boardman Avenue and connecting NE 2nd Street to NE Columbia Avenue.

##C of B##