

BOARDMAN CITY COUNCIL- REGULAR MEETING MINUTES– JULY 11, 2023

BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM

Mayor Keefer called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

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

Staff: Rick Stokoe-City Manager Pro Tem, Jackie McCauley-Acting Recorder, Loren Dieter-Interim Police Chief, Marta Barajas-Finance Director, Carla McLane-Planning Official, Rolf Prag-Public Works Director, and Luis Campos-Public Works

Audience: Elaine Howard-Elaine Howard Consulting, LLC, Dawson Quinton, Brandon Hammond, Mike Lees-Anderson Perry & Associates, Kallie Davis-Amazon Web Services, Jonathan Tallman, and L. Anders

APPROVAL OF MINUTES

March 8, 2023 City, County, Port Meeting

Councilor Profitt made a motion to approved the March 8, 2023 City, County, Port Meeting Minutes as presented. Councilor Williams seconded the motion. The motion passed 7-0.

June 6, 2023 Regular Meeting

Councilor Baumgartner made a motion to approved the June 6, 2023 Regular Meeting Minutes as presented. Councilor Cuevas seconded the motion. The motion passed 7-0.

June 21, 2023 Special Meeting

Acting Recorder McCauley said the times on these minutes are off by one hour. The meeting was called to order at 4:46pm, not 5:46pm. The minutes for signature tonight have already been corrected. Councilor Baumgartner made a motion to approved the June 21, 2023 Special Meeting Minutes as corrected. Councilor Williams seconded the motion. The motion passed 7-0.

June 21, 2023 City, County, Port Meeting

Councilor Profitt made a motion to approved the June 21, 2023 City County Port Meeting Minutes as presented. Councilor Williams seconded the motion. The motion passed 7-0.

FINANCIAL REPORT

Ending April 30, 2023

Finance Director Barajas thanked the council for their patience on the financial reports as she is still catching up from being gone for a family emergency. She said there is nothing out of the ordinary in April's report. The city has started to receive transient room taxes and franchise fees. The big expense was for the G.O. Bond. As the building department expansion picks up pace, there are more expenses. Councilor Profitt asked about some of the line items being over percentage on what was budgeted. Finance Director Barajas said those are budget items where income is harder to predict such as the water fund. From year to year its hard to predict how much water would be used.

PREARRANGED PRESENTATIONS

Kalie Davis – Amazon Web Services Update

Kalie Davis said she wanted to share updates with the council and answer questions about Amazon Web Services.

She presented the council with a brand-new Economic Transformation Analysis Report outlining some of the stories of economic mobility in Eastern Oregon and showed a 5-minute video about a local bakery who has benefited from doing business with Amazon.

She talked about an upcoming opportunity for grants based on community impact. She said 95% of enterprise zone funds came from Amazon last year. Amazon ambassadors have volunteered over 2300 hours last year. The ambassadors are always looking for other opportunities to volunteer.

She spoke of the career and education opportunities Amazon offers. She relayed more stats pertaining the impact Amazon has on the region.

Mayor Keefer said it is really cool Amazon offers the training opportunities. If kids are willing to put in a bit of work to get in the door, the opportunity is there.

Mike Lees – Anderson Perry & Associates – Construction Update

Mike Lees gave the council a handout outlining his update of city construction projects.

The water system improvements for phase 1 is 95% complete. There will be a final performance test to complete the project. Phase 2 is 5% complete. The booster pump station is cleared and the reservoir foundation has been excavated. The scheduled completion date is July 2024.

The wastewater system improvements are 95% complete. The contractor owes the city the Operations and Maintenance Manual and as-built drawings. Anderson Perry will submit the final dam safety report to OWRD before using the new lagoon.

The city hall expansion is 39% complete. Framing is 80% complete. The trades will move inside once the roof is dried in. Scheduled completion is March 2024.

Mr. Lees then discussed upcoming construction projects:

- SE Front Street and SE 1st Street Improvements
- Septage receiving station
- NW Columbia Avenue improvements.
- N. Main Street Improvement

PUBLIC COMMENT

Jonathan Tallman

Jonathan Tallman asked for a copy of the city council packet. He said he cannot make public comment on the public records resolution unless he is able to see the packet ahead of time. He said he had asked five years ago to be added to the council packet list, but was denied. Mayor Keefer asked if the packet could be added to the website.

ACTION ITEMS

RESOLUTIONS

Resolution No. 14-2023 – Public Records Requests

City Manager Pro Tem Stokoe said the city's attorney recommended an update to comply with current public records law. The resolution is from a template provided by the League of Oregon Cities.

Councilor Williams made a motion to adopt Resolution No. 14-2023, a resolution of the Boardman City Council adopting a city-wide public records request and repealing Resolution No. 8-2006. Councilor Baumgartner seconded the motion. The motion passed 7-0.

Resolution No. 15-2023 – City Fee Schedule

City Manager Pro Tem Stokoe said this resolution is an annual update of the city's fees. He recommends approval.

Councilor Cuevas asked if there were new fees in the fee schedule. City Manager Pro Tem Stokoe said yes. There is a placeholder for business license fees. He anticipates an ordinance this year for this. The fees are set at \$25 per annual license. Previously the council has expressed they do not want to make

money from the program, but wants to utilize the program for keeping track of companies doing business within Boardman.

Councilor Proffitt asked if temporary sign fees applied to campaign signs. They do not. She also questioned why there is not a fee for impounding cats. The city code does not extend to cats. City Manager Pro Tem Stokoe said the city tries not to transport cats.

Mayor Keefer asked if the purpose of a business license was to be aware of who is doing business in Boardman or to curb the problems with businesses such as the ones setting up on properties without permission. City Manager Pro Tem Stokoe said the program is multi-purpose. Planning Official McLane relayed to the council the business license fee amounts other communities in our area are charging. She said the fees on this fee schedule are just a placeholder for when the ordinance gets passed. They may be different once the ordinance is passed.

Councilor Pettigrew asked if any of the other fees had changed. She wants better information ahead of time to see what is different from the last fee schedule.

Acting Recorder McCauley said the fee changes reflect fees such as the garbage increase and the per square foot valuation of a building permit already voted on by council in other resolutions.

City Manager Pro Tem Stokoe said the council could table this resolution until the next meeting to provide the council with information on all of the fee changes. There was council consensus to do so.

Resolution No. 16-2023 – Declare Surplus Property

City Manager Pro Tem Stokoe said the police department has a 2014 Charger they no longer need. He said the City of Nyssa, Oregon needs a car and they are willing to trade a light bar the Boardman Police Department needs in exchange.

Councilor Baumgartner made a motion to approved Resolution No. 16-2023, a resolution declaring City of Boardman public property as excess. Councilor Cuevas seconded the motion. The motion passed 7-0.

OTHER BUSINESS

Hiring of City Manager

City Manager Pro Tem Stokoe said the city was able to negotiate a contract with Brandon Hammond and the contract has been signed. Mr. Hammond plans on beginning work at the city on August 1st.

Councilor Rockwell made a motion to appoint Brandon Hammond as city manager and further moved to approve the negotiated contract, approved by council, with Mr. Hammond for that position. Councilor Baumgartner seconded the motion. The motion passed 7-0.

Brandon Hammond said he has been in contact with the city manager of Hermiston as is working with him to organize meetings with other managers in the region. He plans on attending training for his role and invited councilors to do the same to learn more about the roles of a councilor.

REPORTS, CORRESPONDENCE AND DISCUSSION:

Police Report

Interim Police Chief Dieter said of last month's police report, the numbers are down in all categories, except arrests. The department has been seeking applicants for a lateral police officer's position since January. On Friday July 14th they will be testing five applicants for the position.

Building Department Report

Building Clerk McCauley said most all contractors are liking the new building permit portal, although some still like their paper plans.

Public Works Department Report

City Manager Pro Tem Stokoe said Rolf Prag has been promoted to public works director, replacing Kevin Kennedy. Kevin is continuing to work at the city during the transition.

City Manager Report

City Manager Pro Tem Stokoe said staff at city hall is busy all of the time.

He reminded councilors of the upcoming League of Oregon Cities Annual Conference October 12-14 in Eugene. Registration opens on July 13th and is very competitive to get a hotel room at the venue hosting the conference. Interested councilors should contact Acting Recorder McCauley for registration.

Boardman is hosting the League of Oregon Cities Small Cities Meeting on July 19th at the Senior Center.

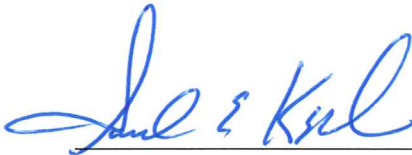
Councilors

Councilor Proffitt reported on the City-wide Safety Fair held on June 15th. She was appreciative of all of the participants such as the police department and the fire department. Although it was not a big turn out, they gave away 60 bike helmets, 31 car seats and 32 life jackets.

Mayor

Mayor Keefer asked who owned Marine Drive. He is frustrated that it is closed during the summer. The road is owned by the Port of Morrow. They did open it for the 4th of July celebration.

The meeting was adjourned at 8:46pm.



Paul Keefer – Mayor



Jackie McCauley – Acting Recorder