

BOARDMAN CITY COUNCIL- REGULAR MEETING – OCTOBER 4, 2022

Mayor Keefer called the meeting to order at 7:01pm and led the Pledge of Allegiance. Roll call was taken:

Councilors present: Paul Keefer, Heather Baumgartner, Cristina Cuevas, Brenda Profitt, Roy Drago Jr., Leslie Pierson (all in person) and Isaac Williams (arrived via Zoom at 7:14pm)

Staff: Karen Pettigrew-City Manager, Jackie McCauley-Acting Recorder, Marta Barajas-Finance Director, Rick Stokoe-Chief of Police/Assistant City Manager (all in person) and Rolf Prag-Special Projects Coordinator (via Zoom)

Audience: Torrie Griggs-Chamber of Commerce/BCDA (in person), Jenn Rollins, and Citizen (via Zoom)

APPROVAL OF MINUTES

August 2, 2022 Minutes

Councilor Drago made a motion to approve the August 2, 2022 minutes as presented. Councilor Profitt seconded the motion. The motion passed 6-0 and 1 absent.

September 6, 2022 Minutes

Councilor Baumgartner made a motion to approved the September 6, 2022 minutes as presented. Councilor Drago seconded the motion. The motion passed 6-0 and 1 absent.

September 14, 2022 Minutes

Councilor Profitt made a motion to approve the September 14, 2022 minutes as presented. Councilor Baumgartner seconded the motion. Motion passed 6-0 with 1 absent.

Mayor Keefer recessed the regular meeting at 7:03pm and opened the public hearing.

FORMAL PROCEEDINGS

Public Hearing Sale of Surplus Property – 300 NE Front Street

Mayor Keefer stated the purpose of the hearing was to receive public comment concerning a request to sell surplus property located at 300 NE Front Street, Map 4N 25 09DB tax lot 4600, to be re-plated as Parcel 1 of the 2nd BMCC Replat, located at the corner of NE Front Street and NE 2nd Street. The property is zoned Commercial Highway Sub District. The City Council has determined it is reasonable to sell this property to increase local business opportunities. Mayor Keefer then read the rules of conduct for the hearing.

Disclosure: Mayor Keefer asked councilors to disclose any ex parte contact, bias or conflicts of interest. Councilor Pierson declared a conflict of interest due to potential financial gain from the sale of the property in her capacity as a realtor. Mayor Keefer asked if anyone from the audience wanted to challenge the council's impartiality. There were none.

Correspondence: There was no additional correspondence.

Public Testimony:

In favor of the application – none.

Opposed to the application – none.

Neutral testimony – none.

Mayor Keefer closed the hearing at 7:06pm and resumed the regular meeting.

Council Deliberation

Councilor Profitt asked about the alley access easement to be given adjacent to this property by the Catholic Church. City Manager Pettigrew said the church has agreed to give a 15-foot easement on their property, and the city will also give a 15-foot easement on this property for an alley. The alley is not intended for public use, it is for the property owners.

City Manager Pettigrew said she has put a copy of the property appraisal and the Purchase and Sale Agreement in the council packet for review. The appraisal came in at \$400,000 and it is the amount of the sale for this property. Councilor Profitt wondered what the term "income approach" means. City Manager Pettigrew did not know; however the number is the amount the city paid for the property.

FINANCIAL REPORT

Month Ending August 31, 2022

Finance Director Barajas said the city has received the second half of the State and Local Fiscal Recovery Funds. The amount is \$416,000 and all of the funds are committed. Like most everyone else, the project is waiting on parts manufacturing to move forward. Also, all of the city's interest rates are now above one percent.

PUBLIC COMMENT

Torrie Griggs – Boardman Chamber of Commerce/BCDA gave the monthly report, a copy of which was handed out at the meeting.

7:14pm – Councilor Williams arrived via Zoom.

ACTION ITEMS

Ordinance 2-2022 – Update to Section 7 of the Port of Morrow Interchange Area Management Plan (IAMP) – 2nd Reading

Councilor Baumgartner made a motion to read Ordinance No. 2-2022, by Title Only to the second reading. Councilor Profitt seconded the motion. A roll call vote was taken: Councilor Baumgartner-yes, Councilor Cuevas-yes, Councilor Profitt-yes, Councilor Drago-yes, Councilor Pierson-yes, Councilor Williams-yes, Mayor Keefer-yes. The motion passed 7-0. City Manager Pettigrew read Ordinance 2-2022 by Title Only.

Councilor Drago made a motion to approved Ordinance No. 2-2022, and ordinance approving an update to Section 7 of the Port of Morrow Interchange Area Management Plan. Councilor Baumgartner seconded the motion. A roll call vote was taken: Councilor Baumgartner-yes, Councilor Cuevas-yes, Councilor Profitt-yes, Councilor Drago-yes, Councilor Pierson-yes, Councilor Williams-yes, Mayor Keefer-yes. The motion passed 7-0.

Resolution 19-2022 – Authorizing Transfer of City of Boardman Surplus Property

Councilor Profitt made a motion to adopt Resolution No. 19-2022, a resolution authorizing transfer of City of Boardman surplus property. Councilor Drago seconded the motion. A roll call vote was taken: Councilor Baumgartner-yes, Councilor Cuevas-yes, Councilor Profitt-yes, Councilor Drago-yes, Councilor Pierson-abstain, Councilor Williams-yes, Mayor Keefer-yes. The motion passed 6-0 with 1 abstention.

OTHER BUSINESS

Council Signatures for Bank Accounts

Finance Director Barajas said the signers on the city's bank account needs updated as Councilors' Beagle and Norton have resigned and Councilors' Baumgartner and Cuevas have been appointed. Councilor Drago made a motion to remove Katy Norton and Paul Beagle as signers for the city's bank accounts and to add Cristina Cuevas and Heather Baumgartner as signers and account custodians. The other councilors to remain as signers are Paul Keefer, Brenda Profitt, Leslie Pierson, Roy Drago, Jr., Isaac Williams and Karen Pettigrew. Councilor Baumgartner seconded the motion. The motion passed 7-0.

Job Description for City Manager Position

Councilor Williams said the committee has met with the Police Chief/Assistant City Manager Stokoe and City Manager Pettigrew to work on the job description. Councilor Profitt said there are additions to the last draft and some word-smithing was done. This draft represents the city charter and is in the city's job description format.

Mayor Keefer asked if the draft has been reviewed by the city labor attorney or the CIS attorney. City Manager Pettigrew said she will not send it to the attorney until after comments from tonight's meeting have been included. She said tonight's the night to make those comments. It might be a difficult time to send it to the CIS attorney as this week is the League of Oregon Cities annual conference.

Councilor Williams reminded the council the verbiage has already been read by an Oregon State lawyer. Mayor Keefer said he thinks it is important for the city attorney to read it over also.

Councilor Pierson thanked Finance Director Barajas for her assistance with the job description. She appreciated her great insight.

Mayor Keefer has researched and found either a bulleted or a paragraph format for a job description is pretty standard. He has no preference.

City Manager Pettigrew said if the draft is approved tonight and the lawyer has a change, the council could approve an addendum to the job description. She pointed out the CIS attorney Sharon Harris wants the city to use the job description format CIS has provided.

Councilor Pierson asked if the attorney suggests major changes, will it hold up the process of hiring a city manager. City Manager Pettigrew said it would not.

Police Chief/Assistant City Manager Stokoe suggested a motion to approved could include the verbiage "with approval of legal counsel".

Councilor Drago made a motion for the draft job description to be looked at by legal for approval and to be brought back to city council. Councilor Cuevas seconded the motion. The motion passed 7-0.

Salary Range and Benefits for City Manager Position

Councilor Profitt said she had read recently in the newspaper Umatilla County is looking for a new county administrator. They anticipate the cost of \$200,000 a year in wages plus benefits at 30% and additional staff at \$350,000 a year.

Finance Director Barajas said the city has budgeted \$150,000 a year for wages, plus benefits at the family level to be paid 100% by the city. Optional health care would be paid by the employee. There is a possibility for a new vehicle for the city manager, although there is no budget yet for the vehicle. It could perhaps be added to next year's budget and the city could do a mileage reimbursement in the meantime.

Mayor Keefer said he does not want the salary to be more than \$150,000 a year; that is his max, plus benefits. He feels the city should also provide a cell phone.

Councilor Profitt said the committee recommended \$135,000 to \$165,000 a year based upon salaries of city managers of other communities of the same size. She felt the recruiting firm could help with determining the salary based on the candidate's qualifications.

Marta Barajas provided the council with a spreadsheet showing salary ranges between \$135,000 to \$165,000 a year which included all benefits. She noted the cost difference between \$150,000 a year and \$165,000 a year is only the cost of the wages and PERS, as the healthcare costs stay the same.

Mayor Keefer asked if the council needed to settle this during this meeting. City Manager Pettigrew said the recruiting firm would be here this week and she wanted him to have the information for the recruiting brochure.

Councilor Williams said perhaps \$130,000 was more approachable.

Councilor Cuevas the city should not go over the budgeted amount of \$150,000, but in the future that amount could change.

Councilor Baumgartner said the council should set the range and then negotiate with the candidate to settle on the number.

Councilor Profit is concerned about how hard it is to hire right now. If the city found someone good, they needed to be able to offer comparable wages to secure them.

Mayor Keefer suggested the range of \$135,000 to \$150,000 and ask if there were ways to go above that. Finance Director Barajas said the city could approve a supplemental budget if they needed to.

Councilor Drago made a motion the council entertain a salary range of \$135,000 to \$150,000 per year plus benefits at 100% depending upon qualifications. Councilor Pierson seconded the motion. The motion passed 7-0.

November's City Council Meeting Date Change

City Manager Pettigrew said staff requested moving the November 1, 2022 meeting to November 8, 2022 as they will be short-handed the week prior for council packet preparations. There was council consensus to do so.

REPORTS, CORRESPONDENCE AND DISCUSSION:

Police Report

Chief Stoke said the police department is getting busier and busier. They have not filled the position for a lateral police officer so they are going to recruit an entry-level position. The process will take about two years to get a certified police officer. Chief Stokoe has sent out a letter to the community regarding the police response to school incidents. The department is having to change tactics and he is trying to educate the community. The department's given presentations to the school staff. Mayor Keefer said he appreciated the letter going out. He has heard it has been well-received.

Building Department Report

City Manager Pettigrew said the city is still selling a lot of permits. Councilor Profitt noted the 144 apartment units sold last month. Mayor Keefer asked if the Tidewater project would be changing the types of housing as he had heard from a planning commissioner during the Port View Apartments project this developer made changes to the original plan. Councilor Pierson encouraged the mayor to contact her outside of council as she is the realtor on the Tidewater project and would show him the plans. She said the developers are open to suggested changes, for instance, recently they had a request for a ground-level unit and are working on drawing up new plans.

Public Works Department Report

City Manager Pettigrew said the public works department has been busy. They have spent a lot of time with the new signage along Laurel Lane with changes to the intersection. Councilor Drago suggested signage showing where the left turn is located because some people may not know where the left turn is.

Committee Report

City Manager Hiring Committee – Councilor Pierson said she appreciated the input the committee's been receiving. Councilor Drago said he appreciated the work the hiring committee has done.

City Manager Report

City Manager Pettigrew said she has shared with the council the Hermiston City Hall Grand Opening on October 10th. She plans on attending.

She reports Mark from SGR will be in town this week and she has scheduled stakeholders to meet with him for information gathering. She read the list of stakeholders to the council who are scheduled to meet with Mark. She wants him to know Boardman appears to be a smaller town, but has a lot going on. She wants to bring up education as Boardman has a lot of programs to offer.

Councilors Report

None

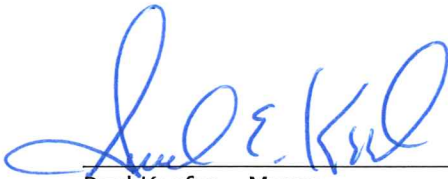
Mayors Report

Mayor Keefer said he wanted to go on record saying the bus located at the Morrow County Health District building should not be there. As a resident, if he were to have a motorhome parked in front of his home, he would have to move it. He feels Boardman pays the most taxes to the health district and deserves more than a bus. If he had his way, he would have it towed every day. City Manager Pettigrew said the bus is allowed by city code. There is nothing in the code to not allow it and the code would need to be changed.

Mayor Keefer said a Boardman Park and Recreation employee contacted him with concerns of the vandalism in the city bathrooms they maintain for the city. It takes a lot of time and effort to clean up; they may need to charge the city more to maintain it. Torrie Griggs suggested better lighting at the marina park's restrooms. Police Chief Stokoe said he has been working with the park and recreation staff regarding the issue at the marina's restrooms. Most of the problems have been there, not at the city restrooms. The park wants to lock up their restrooms at 8:00pm, however Chief Stokoe is trying to convince them to keep them open until 10:00pm. City Manager Pettigrew said there is no more power available at the city's soccer field. UEC said there needs to be more development in order to put in more transformers. Councilor Baumgartner said owners of the food pod on SE Front Street have put up solar lights; they are not as bright, but they do work.

Mayor Keefer wanted to encourage the city to continue to do hydrant flushes as the city needs to have the safest water possible.

The meeting was adjourned at 8:28pm.



Paul Keefer – Mayor



Jackie McCauley – Acting Recorder