

**PRELIMINARY AGENDA  
CITY OF BOARDMAN  
CITY COUNCIL MEETING  
BOARDMAN CITY HALL COUNCIL CHAMBERS  
7:00 P.M.  
DECEMBER 5, 2023**

- **CALL TO ORDER**
- **FLAG SALUTE**
- **ROLL CALL/EXCUSED ABSENCES**
- **APPROVAL OF MINUTES**
  - November 7, 2023 – Regular Meeting
- **FINANCIAL REPORT**
  - Month Ending September, 2023
- **PUBLIC COMMENT**
  - **PREARRANGED PRESENTATION**
    - Windy River Presentation
    - ODOT ADA Ramps – Blaise Exon
    - Boardman Parks & Rec – George Shimer
    - Winner of Motto Contest
  - **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**
  - **ORDINANCE**
    - 3-2023 – Council Rules
  - **RESOLUTIONS**
    - Canada Goose Taking Resolution \_\_-2023
  - **OTHER BUSINESS**
    - January City Council meeting date, January 2, 2024
    - Appointment of NEACT Board Member
- **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://us02web.zoom.us/j/2860039400?omn=89202237716>

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

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

**BOARDMAN CITY COUNCIL – REGULAR MEETING MINUTES – NOVEMBER 7, 2023**  
**BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM**

Mayor Paul Keefer called the meeting to order at 7:04 PM and led the Pledge of Allegiance.

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

Staff Present:    ☒ Brandon Hammond, City Manager    ☒ Amanda Mickles, City Clerk  
                         ☒ Rick Stokoe, Police Chief    ☒ Marta Barajas, Finance Director  
                         ☒ Carla McLane, Planning Official    ☒ Rolf Prag, Public Works Director  
                         ☒ Toni Connell, Utility Clerk    ☒ Jackie McCauley, Building Clerk  
                         ☒ Nancy Orellana, Associate Planning    ☒ Luis Campos, Public Works  
                         ☒ Glenn McIntire, Building Official    ☒ Jose Fernandez, Code Compliance Official

Audience: Bella Brons, Kym and David Landstrom, Jaime Escobedo, Cheryl Tallman, Gavin R, Rob Roshon, Raymond Akers, Jonathan Tallman, Laura Torres. Via Zoom: Patricia, L. Anders, Stephen Fuss, Denise Stoltz, 541-720-2968, Samsung SM, Lisa Pratt

**APPROVAL OF MINUTES**

October 3, 2023 Regular Meeting

Councilor Baumgartner moved to approve the minutes of the October 3, 2023 regular meeting as presented. Councilor Cuevas seconded the motion.

All were in favor.

Motion passed 7-0.

November 1, 2023 Council Workshop

Councilor Baumgartner moved to approve the minutes of the November 1, 2023 workshop. Councilor Rockwell seconded the motion. Mayor Keefer asked for discussion, Councilor Salata stated the minutes did not list him as present and asked for a correction to be made. Mayor Keefer asked Councilors Baumgartner and Rockwell if they were agreeable to change the motion to approve them as corrected, they agreed.

All were in favor.

Motion passed 7-0.

**FORMAL PROCEEDINGS**

Public Hearing – Surplus Real Property

Mayor Keefer opened the public hearing on declaring surplus real property located on Parcel 1 of PARTITION PLAT 2014-5, in the County of Morrow and State of Oregon, this property is approximately 307 acres located on Tower Road is called to order at 7:08 PM.

Staff report: City Manager Hammond explained the property was originally intended as an extra site for lagoons and it is no longer needed. For future potential development purposes, he requested the land be surplus. Mayor Keefer outlined the conduct of the hearing.

Mayor Keefer asked councilors to disclose any conflicts of interest. There were none.

Mayor Keefer asked if anyone challenged the impartiality of councilors. There were none.

Mayor Keefer asked to hear from proponents. Stephen Fuss stated it's a great idea because the city can continue to work more toward affordable housing within the community, it would be a great use of that land.

Mayor Keefer asked to hear from opponents. There were none.

Mayor Keefer asked to hear neutral comments. There were none.

Mayor Keefer closed the public hearing at 7:12pm.

## **INTRODUCTIONS**

New City Employees Leticia Hernandez – HR/Payroll Specialist, Nancy Orellano – Planning Associate, and Amanda Mickles – City Clerk.

## **FINANCIAL REPORT**

### Ending August 2023

Finance Director Barajas stated franchise fees came in, checks are cut the last day of July so they arrive in August in the cycle. The capital project fund says over budget for revenue, which was all the timing that has to do with the actual cash carry over for last year and timing of payment which also includes transferring funds. The big checks went out for construction. The city has not had any issues, all projects are moving along very well. The final payment went out to Lane Christensen, so that has been closed, this includes the expansion. Interest rates are increasing; they were trying to slow down how fast they are increasing, but they will continue to increase through the end of the year.

Councilor Pettigrew asked when Lane's check was cut. Finance Director Barajas clarified the check was cut in September, however, the work was completed in August.

## **PUBLIC COMMENT**

### P rearranged Presentation

A Windy River student presented recent and upcoming activities the student body is participating in. Red Ribbon Week had dress up days and safety reviews, coloring and door decorating contests. World Kindness day is November 13 and they are planning on an assembly focusing on kindness.

Presentation to Ethan Salata, Mayor Keefer presented him with a certificate of appreciation for his time on the planning commission.

### Other Public Comment

Jonathan Tallman would like to clarify the public speaking process as it is not clear what can be discussed and when. He asked for the City to clearly show why, how, and what is being discussed; transparency is important.

Stephen Fuss stated there is a very dark section of road at the new crosswalk along NE Columbia Ave. As a pedestrian, he was almost hit. He asked for a light to be installed at that crosswalk for pedestrian safety.

## **ACTION ITEMS**

### RESOLUTION

#### 20-2023 Declaring Real Property as Surplus

Councilor Cuevas made a motion to approve Resolution 20-2023 Declaring Real Property as Surplus. Councilor Baumgartner seconded the motion.

All were in favor.

Motion passed 7-0.

### OTHER BUSINESS

#### Update Bank Signors

Financial Director Barajas asked the Council to update the bank signors to remove Isaac Williams and add City Manager Brandon Hammond and Councilor Ethan Salata.

Council Baumgartner made a motion to update the bank signors and custodians of the city bank accounts to include: City Manager Brandon Hammond, Mayor Paul Keefer, and Councilors: Heather Baumgartner, Cristina Cuevas, Karen Pettigrew, Brenda Proffitt, Richard Rockwell, and Ethan Salata, and remove Isaac Williams. Councilor Cuevas seconded the motion.

All were in favor.

Motion passed 7-0.

#### Appointment of Planning Commissioners

Mayor Keefer asked the Planning Commissioner applicants in attendance to get up and introduce themselves and speak to the council as to why they are a qualified candidate. The Councilors have read the letters of interest, but would like to have a more personal touch.

David Landstrom stated he is new to Boardman a year ago, transitioning from Portland. He was a part of many changes that came up in the City of Portland, as a building owner and resident. He said livability and industry need to work together. This is a great way to fulfill his civic responsibility in the community he lives in.

Raymond Akers stated he is a 45+ year resident, outside city limits, and is eager for growth.

Vote results

Position #1 – Jami Carbray - 5 votes

Position #7 – David Landstrom - 6 votes

#### City Meeting Videos on Website/Social Media

Mayor Keefer asked for discussion on having City Council Meetings posted on the website. Current practice is they are posted, as decided in August 2022. Discussion was held and councilors agreed that keeping videos posted will keep meetings transparent and accessible. There was council consensus to continue posting council meeting videos on the website.

#### Council Rules

City Manager Hammond went over the updated Council Rules with all language changes that were discussed in the November 1, 2023 Workshop. After much discussion, additional changes were made, also about where the Council Rules will be found on the website. City Manager Hammond was asked to present an Ordinance at the next meeting in December to consider the changes.

### **REPORTS, CORRESPONDENCE AND DISCUSSION**

#### Police Report

Police Chief Stokoe stated the DUI citations are staggeringly bad; they are continuing DUI Patrols and enforcements. Hit and runs accidents are high, probably drug and alcohol related. Most of the DUI's reported are male, 18-39 year old age range. Mayor Keefer stated he would be interested to see the stats pre-COVID and post-Covid to see how the world is reacting to what's going on. Chief Stokoe stated that would be difficult to determine as Oregon has decriminalized some substances. Councilor Rockwell asked if neighboring communities have similar increases. Chief Stokoe stated the regional meeting showed there are increases across the state as a whole. Councilor Cuevas asked if it is broken down by residents and non-residents, or if it can be broken down by ethnicities, or gender. Chief Stokoe stated it is not, but can be, it just takes a lot of time.

#### Building Department Report

Building Official McIntire referred to Jackie McCauley, building clerk, for the report numbers. She stated the total permits increased, but are slowing down for the season. Big projects are getting complete. Builders are not building on spec, they are building presold homes. Mayor Keefer stated with as much as the city is building, it is not growing. The Census is not accounting for all the residents. Portview Apartments are maxed



out with a waiting list with the potential of 1000 tenants. The new Tidewater community will allow for approximately 1200. Mayor Keefer states City data shows the numbers are increasing.

#### Public Works Department Report

Public Works Director Prag stated meter installs will not slow down due to the cold weather, however they are waiting for close to 1000 radios to be received. This could be a long process due to waiting for parts.

Mayor Keefer asked how to get a brighter and safer bulb for street lights. LED lights are brighter. Councilor Pettigrew stated there are quite a few LED lights in Boardman, they are less expensive, but illuminate a smaller area. Mayor Keefer asked why they put blue lights out at the rest area, David Landstrom stated they put in blue lights as they are easier on eyesight and illuminates the ground better with less light pollution.

#### City Manager

City Manager Hammond stated the city has received the Small City Allocation awarded at \$250,000. This will be used on the NW Columbia Avenue project. He visited Riverside, Windy River and Sam Boardman schools to tell them about the motto contest. It is now posted on the website to update the motto. The contest has begun, councilors will select a winner at the next City Council Meeting on December 5, 2023. The grand prize winner will receive a \$300 cash prize, laser engraved trophy and shirts. The other 3 prize winners will receive community business gift cards.

Recycle bins will be moved to the end of Tatone, nothing will officially be moved until the city finishes Oregon Trail Blvd to make something more permanent; it will be more visible. The bins are full of trash and cannot be recycled, the area is full of trash and is becoming an eyesore.

He thanked the council for their time with the Council Rules. He appreciates Mayor Keefer mentioning the Charter update; the city is working to be more transparent. The safety update is going well; it is very important that workers are trained with procedures and updates will be completed by April.

#### Councilors

Councilor Salata thanked everyone for appointing him to the council. Councilor Pettigrew asked if there would be a Christmas Party. Financial Director Barajas stated the City Clerk started Monday and this is part of their responsibilities. Hopefully the information will be emailed this week to save the date, December 15, 2023, 6pm.

#### Mayor

Mayor Keefer directed the City to put up Christmas lights. If something needs to be replaced, replace them.

**This meeting was adjourned at 8:56 pm.**

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Paul Keefer – Mayor

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Amanda Mickles – City Clerk

CITY OF BOARDMAN  
Monthly Council Financial Statement  
Period Ending September 30, 2023  
Fiscal Year Elapsed 25.00%

FISCAL YEAR 2023-2024

REVENUE

A		B	C	D	E	F
UND #	Fund Description	Beginning Cash C/Over	Revenue	Total Revenue	(A-D) Remaining Expectations (over budget)	(D/A) % of Budget Received
			This Month			
<hr/>						
2023 - 2024 BUDGET	805,595					
00 General Government	3,105,745					
10 Public Safety - Police	139,045					
25 Code Compliance	281,670					
80 Facilities	11,260,845					
95 Non-Departmental						
<hr/>						
00 GENERAL FUND	15,592,900	2,919,836.61	1,003,627	3,923,464	11,669,436	25.16%
220 WATER FUND	1,604,500	518,445.94	167,171	444,336	641,718	60.01%
230 SEWER FUND	1,769,650	1,000,997.97	68,212	203,726	1,204,724	68.08%
40 GARBAGE FUND	1,327,700	252,165.00	76,564	213,204	465,369	35.05%
50 STREET FUND	644,900	175,433.50	28,205	77,024	252,457	39.15%
60 BUILDING FUND	15,680,870	11,835,455.02	326,816	1,501,250	13,336,706	85.05%
000 GENERAL RESERVE FUND	7,312,500	5,309,648.79	18,781	56,036	5,365,684	73.38%
020 WATER RESERVE FUND	3,090,510	2,106,646.02	16,251	45,544	938,320	69.64%
030 SEWER RESERVE FUND	3,719,250	2,462,152.07	15,875	45,950	2,508,102	67.44%
450 STREET RESERVE FUND	11,079,025	4,636,637.51	16,268	48,556	4,685,194	42.29%
010 CAPITAL PROJECT FUND	10,607,115	10,721,051.46	34,668	107,179	10,828,231	102.08%
010 GO BOND FUND	1,594,398	4,865.02	672	2,102	6,967	0.44%
<hr/>						
CITY TOTAL		41,943,335	805,688	3,748,534	45,691,869	61.73%
<hr/>						
15 CENTRAL URA DISTRICT	2,222,325	238,210.19	1,039	3,172	241,382	10.86%
19 WEST URA DISTRICT	188,575	91,165.67	446	1,356	92,521	49.06%
URA TOTAL		329,376	1,485	4,528	333,903	13.85%

CITY OF BOARDMAN GRAND TOTALS

76,434,218 807,173 3,753,062 46,025,773 30,408,445

CASH REPORT:

	as of 9/30/2023	
	Amount	Interest Rate
Bank of Eastern Oregon Police	\$6,665	4.80%
Banner Bank Checking	\$1,451,875	-
Banner Bank Savings	\$250,079	4.91%
Bank of Eastern Oregon	\$160,426	4.80%
OR Government Pool	\$38,064,918	5.00%
CURA Government Pool	\$241,500	5.00%
WURA Government Pool	\$92,521	5.00%
Xpress Online Clearing	\$466,718	-
Bank of Eastern Oregon - Layne	\$170,972	0.10%
Bank of Eastern Oregon - R&G	\$188,811	0.10%
TOTAL CASH		\$41,094,485

Cash Clearing - Utilities

Total

\$41,094,485

EXPENDITURES

G		H	I	J
(A-G)		(G/A)		
Expenditures This Month	Year to Date Expenditures	Unexpended Budget	Expended Budget	Fund Balance
	Fund #			
74,121	131,504	674,091	16.32%	100
228,028	582,543	2,523,202	18.76%	110
16,445	32,317	106,728	23.24%	125
11,216	36,031	245,639	12.79%	180
46,100	59,495	11,201,350	0.53%	195
375,910	841,880	14,751,009	5.40%	100
98,544	226,652	1,377,848	14.13%	220
66,479	145,256	1,624,394	8.21%	230
6,323	64,896	1,262,804	4.89%	240
48,784	108,200	536,700	16.78%	250
266,700	966,720	14,714,150	6.16%	260
0	0	7,312,500	0.00%	300
40,993	42,189	3,048,322	1.37%	320
5,000	8,000	3,711,250	0.22%	330
10,602	48,006	11,031,019	0.43%	350
1,547,391	2,479,489	8,127,626	23.38%	410
0	0	1,594,398	0.00%	510
2,466,725	4,931,287	69,092,020	6.66%	40,760,582
0	0	2,222,325	0.00%	241,382
0	0	188,575	0.00%	92,521
0	0	2,410,900	0.00%	333,903

2,466,725.27 4,931,287.42 71,502,920.06 6.66% 41,094,485

Current Month Net Cash Change (No URA)

(1,661,037)

2023-2024 Year to Date Net Cash Change

(1,178,225)

Finance Department:

The final on-site visit from the auditors, Barnett & Moro, took place 11/15-11/17/23. We should be wrapping up the audit in the next couple of weeks.

Open Enrollment, for the 2024 employee benefits, have closed and it looks like it was a smooth process.

The Utility accounts had their account numbers updated on 11/21/23. This is one step, of many, in preparing for the automated water meter read project.

We have a Sensus Analytics kick-off meeting scheduled for 12/4/23 (automated water meter read project).

Training of our new HR/Payroll Specialist is going great. She's a great fit for our team (City Hall).

We are in the pre-planning stages of transitioning to bi-weekly pay periods.

Marta Barajas

Finance Director

[City of Boardman](#)

PO Box 229


200 City Center Circle

Boardman, OR 97818

PH: (541) 481-9252

FX: (541) 481-3244





Oregon Department of Transportation

# Umatilla/Morrow County Curb Ramps Phase 2

City of Boardman, City Council Presentation  
December 5, 2023

## Schedule

- Currently in final design.
- Advertisement spring of 2024
- Start construction late summer 2024
- Finish construction late summer 2025



4

© 2023

## Agenda

- Project Overview
- Schedule
- Boardman Improvements
- Questions

2

© 2023

## Improvements

- Reconstruction of curb ramps at I-84 and Main St.



5

© 2023

## Project Overview

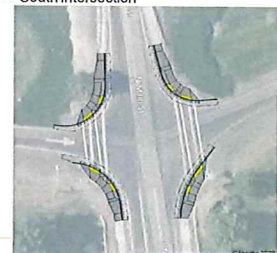
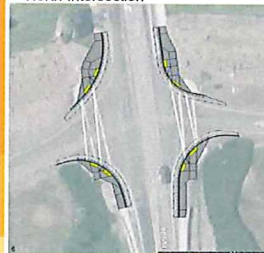


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© 2023

## Improvements

- North Intersection
- South Intersection





## Chamber and BCDA November 2023 Report

### Boardman Chamber Membership

- We currently have 263 members and 1 new member for November 2023. Our chamber continues to grow and offer support to our community and the businesses to make Boardman a Great Place to Live.
- Our **new member** that joined our chamber in the last month:
  - *EOU Small Business Development Center*

### Upcoming Boardman Chamber of Commerce Events

- **Christmas Tree Lighting:** The annual Christmas Tree Lighting will be on December 2<sup>nd</sup> at 6 pm at the SAGE Center. We will have pictures with Santa Claus, AWANA will perform their Nativity Pageant, and Learning Adventure Pre-School will hold their yearly school Christmas Concert. Mid-Columbia Bus Company will be handing out Hot cocoa and Cookies to everyone while you wait to have pictures with Santa.
- **Chamber Talk w/ Torrie:** will feature Suellen Whitlock - Director of Head Start & Early Childhood Services and Bobbie Harrison – Assistant Director of Head Start & Early Childhood Services on Dec. 7<sup>th</sup> at 12 p.m. Learn how they impact children, Families, and the surrounding Communities.
- **The 4th Quarter Luncheon is December 20th:** The Boardman Park & Recreation District is our title sponsor for our luncheon. Members or anyone in the community can register for our luncheon on the Boardman Chamber website. Boardman Park and Marina will provide a business update and the chamber will have a presentation by Lunar Cow Publishing who will share information about the process and timeline of the new **Chamber Visitor Guide**. If time allows, we will open the floor up to attendees for an open discussion. Registration can be found on our website, under the events tab. Pre-registration is required.



## Upcoming Member Events

- **SAGE Center Events:**
  - The SAGE Center is holding two “December SAGE Center Movie Nights” this month on Friday, Dec. 1<sup>st</sup> it will be “It’s a Wonderful Life” and Dec. 15<sup>th</sup> at 6 p.m. “The Grinch”.
  - The next SAGE Saturday will be Dec. 2<sup>nd</sup> from 9 am – 12 P.M. Bring your kids, they can make fun crafts.
- **Boardman Senior Center:** They are holding their Annual “Breakfast with Santa” on Dec. 2<sup>nd</sup> from 7:30 am to 10:30 am. The breakfast includes a wonderful breakfast and a hayride, a goodie bag and you can make a fun Christmas ornament.
- **River Lodge** is holding another PaintNite on Nov. 18<sup>th</sup>. The theme is “Thankful Sunflowers”, and the Artis teaching will be Krissy Rawley. More information can be found on their website.
- **Community Thanksgiving Dinner:** The 15<sup>th</sup> Annual Community Thanksgiving Dinner will be held at the POM Riverfront Center, on November 23 from 2 - 4 pm, praise service will be at 1:30 pm. This is a free dinner, and everyone is welcome. If looking to volunteer or sponsor the dinner, you can contact Teresa Parsons at 503-724-8823.

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

## Boardman Community Development Association

- **Retail Space** – A future building will be built along NE Front Street that will house incubator businesses to help provide more services to our community. This building will also be a place for existing businesses with great freeway visibility and accessibility. The land has been purchased and we are starting on the architectural design of the building.
- **Home Buyers Incentive Program** – We are almost through the year and the Home Buyers Incentive program is still going strong, even with the increase in interest rates, to date, we have paid out \$185,000.00.
- **BCDA** is working on putting together a community planning session for 2024-2025 projects and development work. Please be watching for more information on the date and times of this planning session.

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

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



BOARDMAN COMMUNITY

Christmas Tree Lighting

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

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

ORGANIZED BY:  
BOARDMAN CHAMBER OF COMMERCE

HOT COCOA AND COOKIES  
SPONSORED BY:

MID COLUMBIA  
BUS COMPANY, INC.

BOARDMAN  
Chamber of Commerce



BOARDMAN  
SENIOR CENTER

Breakfast  
WITH  
Santa

Saturday  
December 2nd  
at  
7:30 a.m. - 10:30 a.m.

\$7 Adult  
\$3 kids

Price includes a delicious breakfast of  
pancakes, sausage, drinks.  
Photo with Mr. & Mrs. Claus,  
a Hayride, a goodie bag.  
Make a Christmas ornament to keep.

For more information:  
call Boardman Senior Center  
(541) 481-3257



*It's a Wonderful Life*

SAGE Center Movie Night  
Dec 1st @ 6PM

Bailey Park  
A COMMUNITY CENTER



SAGE  
SATURDAYS  
DECEMBER 2ND  
9AM-12PM  
SAGE CENTER  
FREE ARTS & CRAFTS!





**4TH QUARTER**  
**CHAMBER**  
**LUNCHEON**

**December 20th 2023**

**Sponsored by:**  
**Boardman Park & Recreation District**

**Special Presentation about our**  
**upcoming Interactive Visitor Guide**

**12 PM at POM Riverfront Center**

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



# TRT 3rd Quarter Report

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JULY – SEPTEMBER 2023

Torrie Griggs

BOARDMAN CHAMBER OF COMMERCE | 101 OLSON RD

## **Boardman Chamber of Commerce**

### **TRT 3rd Quarter Report**

**July – September 2023**

**Quarter Numbers** – This quarter we had 9 new members join the Chamber of Commerce:

- Xtreme Housekeeping
- Dave Drotzmann for Senate District 29
- Anderson Boylan Ramos, P.C.
- Nick's Maintenance Services, LLC
- HindSight VIP LLC
- Water for Eastern Oregon (H2OEO)
- Pacific Northwest Veterans Alliance

As of September 30<sup>th</sup>, 2023, we have 259 members, and we continue to grow our membership with our increased social media and member spotlight via Chamber Talk w/ Torrie. As we grow and maintain our 4 email accounts, on average we receive 35-60 emails per email, per day. Phone calls are increasing as travel is increasing in the region again, post covid. Our web-based phone system allows us to receive calls outside of the office during business hours per our personal phones. One of the biggest assets that we are seeing lately, is the number of site hits to our chamber members from our directory list, as of the end of September there was 160,456 direct clicks.

**Projects** – The stage the Chamber purchased has been used for already several community events like Boardman's 4<sup>th</sup> of July Celebration 2023, Boardman Community Night Out End of Summer Celebration, Music in the Park, SAGE Centers Harvest Festival and our Christmas Tree Lighting event. This was the Chambers capital investment for the community for 2023. The stage was built by Oregon Trail Homes and the owner donated his time and labor for the construction of the stage, the stage ended up costing the chamber \$20,00. We are happy to see how much it already is being used.

**BCDA Projects** – BCDA has purchased 2 lots for a retail space that will serve the need of small business locations to allow for new businesses or relocation of other businesses. Business services to our community are very important to keep people living here and draw future residents. This work will be done along with City of Boardman to utilize funds that are being appropriated from the federal budget.

For housing, we have multiple developments happening around the community that will offer different levels of cost to help lower the gap between the number of jobs to the population in Boardman.

Other community projects that have been completed, is the sidewalk project along Columbia Ave. This was a milestone project for BCDA, this had been on the priority list since 2018. This sidewalk will allow for safe passage way for our community members to and from Main Street to Olson Rd.

**Communications to Members** - We continue to communicate with members to keep them updated on events around our community, mass e-mailings to all our members to share opportunities, job openings, and events, and work to get members informed. One of those sources is a Members Information Center (MIC) page, this is a great tool to expand on their membership value by allowing the member to upload their reps, job postings, news alerts, and business notification information. This continues to be a priority for us to educate our members and remind them of everything we have to offer to bring value to their membership.

- **Constant Contact**

- We have 1067 subscribers; this includes 67 new subscribers this past couple of months. We have sent 5,322 emails to our members, they have opened 1,684 (92% Desktop, 8% Mobile), and direct clicks from the emails are 214 (84% Desktop, 16% Mobile).

- **Chamber Social Media**

- Facebook, as of 10/25/2023 we have 2,877 followers, 120 are new followers and reached 57,761K people total, and we have had 10,625 page visits. We do shoutouts for new members, and these always have great feedback. We have even had other chambers & Facebook platforms comment on their pages about how much they appreciate the chamber.
- Instagram, we have 559 followers, 55 new followers, reached 1,021 people, and profile visits 204 times. Our Instagram account has had rapid growth. Our constant post has made our followers grow. There are community members who say they only follow our Instagram page. It makes us work hard on keeping up with our posts to keep the members up to date, on what's happening at the Boardman chamber.
- Twitter as of 10/25/2023 we have 103 Followers and 5 new followers. Tweets 55, earned 4.6K impressions, profile visits 513. We have acquired more subscribers on the Boardman's Chambers Twitter page, and it continues to grow.
- LinkedIn, as of 10/25/2023 we have 283 followers, 9 are new followers, and page views 279. For the months of July - September, we reached 279 page views, reactions at 619, and reposts at 102. We have been posting daily information and events for our member following.
- YouTube following is growing, no data to share at this time.

**Training/Conferences** – I have attended multiple Oregon Economic Development Associations conferences to learn more about ways to support the development of Boardman, find investors that are looking for new locations to build, and bring this information back to Boardman. I continue to tell our story throughout the region and share some of our many success stories. The contacts that I have made will be beneficial for the health of our community and businesses.

## **Events**

- **Boardman 4<sup>th</sup> of July Celebration 2023** - We would like to thank our Community Sponsors, Music line-ups, Vendors, and volunteers, for a fabulous 4th of July Celebration! This was a fun filled day of celebrating our independence. The parade was well attended by participants and viewers, we are finding that the length of the parade might become an issue if the parade continues to grow at the current rate, which is a wonderful problem to have. After the parade, everyone moved down to the park to enjoy the vendors, games, and live music. As we neared the end of the day and the fireworks display, we predicted that around 2500 people was in the park for the fireworks. We sharing an amazing professional video of the Boardman Celebration that was produced by Mario Sepulveda and aired on our social media platforms.
- **Boardman Community Night Out End of Summer Celebration** – Everyone had a wonderful time meeting our First Responders and enjoying the free BBQ and activities. Tillamook served their delicious ice cream, Port View Apartments provided water for the event, and they had a fun corn hole game for the kids, and Lamb Weston served french fries. Amazon Web Services (AWS) sent volunteers to help cook and serve hamburgers and hotdogs to the Boardman community and the First Responders, we appreciated their help. DJ Kora a local DJ from Boardman provided the event with great music. This year we provided a dunk tank and some of the first responders were our selected participants to be dunked, including City Manager Brandon Hammond, and Boardman Park & Recreation District Chief Executive Officer (CEO) George Shimer. The night ended with a wonderful fireworks display funded by the Morrow County Unified Recreation District (MCURD).
- **3<sup>rd</sup> Quarter Luncheon sponsored by Tillamook** – We had over 90 guests for this luncheon, making it our biggest luncheon by far. For this luncheon, we had 2 presentations and a special donation presentation. Tillamook County Creamery Association manager, Michael Graham, gave a wonderful presentation on the Boardman plant location and the amazing cheese it processes every day. Jaimee Stewart, Stewardship Specialist for Tillamook also gave away an amazing cheese basket.

Representative Greg Smith gave an interactive discussion about our State Legislative budget process. Attendees received coffee mugs and T-shirts from Team Smith.

Nick Green gave an informative presentation on the Morrow County Broadband Consortium. A special presentation by Roger Wehne, Director of Economic Development for Amazon Web Services presented the Morrow County Broadband Consortium a \$500,000 donation, that will be used as matching funds for their upcoming grant request to provide broadband to Morrow County.

- **Chamber Talk w/ Torrie –**

- On July 6<sup>th</sup> we featured Alicia Human Resource Office Manager from Walmart DC as one of our newest members to the chamber. She went over all the opportunities they offer with in Walmart DC and Walmart, including Walmart College or how they are being trained for any position on the job. This allows for a smooth transition when you take a new position at Walmart.
- On July 20<sup>th</sup> we featured George Shimer (CEO) from Boardman Park & Recreation District. George went over all the work they did to get the park ready for the 4<sup>th</sup> of July. One of the items on their list to get ready for the 4<sup>th</sup> was to paint the pavilion in a blue color. With their help, the 4<sup>th</sup> of July was a hit. It was great to hear about his career that got him to his current position. George talked about the future projects they have in store at the park, like building a pickleball court. In the summer, the park is busy with many kids activities. George is looking forward to adding and improving what the park offers the kids in the community in the summer season.
- On August 24<sup>th</sup> we featured Kathy Street from the Oregon Trail Library District. Kathy talked about the branches that are part of the OTLD (Boardman, Heppner, & Irrigon), and how you can get a library card if you live in one of those cities. Kathy went over what the library offers to the public, including the opportunity to borrow books from other libraries. They also offer computer uses, printing services, scanning, faxes, free Wi-Fi to go, free professional resume review, reading to kids, Crafty Nights, and Dolly Parton Imagination Library.

The Chamber Talk with Torrie videos are available to watch on the Boardman Chambers YouTube Page. They have so far 807 views on YouTube.

- **Workforce Wednesday w/ Anna Browne (hosted by Boardman Chamber):**

- On July 19<sup>th</sup> Teri Brown (Regional Workforce and Business Coordinator), and Andrea Rogers (Manager) from ODHS Vocational Rehabilitation Specialists from the Eastern Oregon & Gorge Regions. Went over the services they offered to community members who have disabilities or other barriers and are trying to find work. They talked about all the steps they do to help, and how they help other businesses looking for employees.
- On August 30<sup>th</sup> Anna Browne featured Alma Hernandez from Boardman Foods. Alma went over what Boardman food is and what they do in their facility. She explained how their food goes nationwide, either fresh or frozen vegetables. Alma explained how they are always looking to hire, and if you have a child, they offer help through Families First Childcare. Any community member can apply for any of their available jobs. Boardman Foods is a family-orientated workplace. A great place to work.
- On September 27<sup>th</sup> workforce Wednesday w/ Anna Browne featured Dr. Jeff Wendler from Threemile Canyon Farms. Dr. Jeff went over what different companies are a part of Threemile Canyon Farms, and he explained how you don't have to have an interest in farming to be able to find a job with them. He also went over their internship program and how at the end of summer they give out a \$10,000 scholarship. Dr. Jeff offered great information that is available for everyone on our YouTube page.

Any Facebook live that we have for our events, or our members (Chamber Talk & Workforce Wednesday) gets uploaded to our YouTube page. So, the Boardman community can still get the opportunity to watch them.

**Brochure/Marketing Material** – We always make sure that every business has a visitor guide. We deliver our Visitor Guides and brochures to C&D, The Sunrise Café, the River Lodge & Cabins, Boardman City Hall, Boardman Sleep Inn, and POM Riverfront Center. Dalya Campos Ramos also our Office Manager has been doing a fantastic job with our newsletter, website, Facebook, Instagram, LinkedIn, YouTube, and Twitter accounts to share all our information for our members.

**Bi-Monthly E-Newsletter** – This is an informative email to over 997 recipients that allows communications with members and community members to keep everyone informed about events, opportunities, and information about Chamber happenings. We continue to reach out to our members for information to be placed in these communications, so everyone has an opportunity to share their events. We also keep a lookout for member events that are happening in the upcoming month and make sure to add them to our newsletter.



**NM Times /EO Newspapers/Radio** – we continue to send information to allow for members and chamber events to be available across multiple means of sources. We feel it is important to find multiple ways to communicate/advertise/market to our community. In the month of April we were able to include articles for both the 33<sup>rd</sup> Distinguished Citizens Awards Banquet & the 2<sup>nd</sup> Annual Ryan Neal Golf Tournament on the NM Times.

## **Meetings I Attend to Represent Chamber in our Communities**

City Council / BCDA Monthly Meetings / Port Commissioner's - At these meetings I give updates on events of chamber members and BCDA home buyers and business incentive program. We also give number of calls, walk-ins, or emails about chamber matter, BCDA and Economic Development. These are monthly meetings.

Morrow County Commissioners – I have been able to attend these and keep informed on what is happening with our community and county. This is helpful with the economic development for Boardman. These are virtual and are great to have on in the background while I' am still working. The girls can also listen in and be informed on things in our county.

Morrow County Planning Commission – This goes along with the Commissioners meeting, just gaining knowledge of happenings within Morrow County.

EOVA – They had there Bi-Annual in person meeting here in the Community Room at the SAGE Center. Both Breena and I attending this where we were about to get a few updated brochures for our racks. This was a wonderful meeting full of information and insight.

LUGWAMA – I attend these meetings to keep informed on the latest information regarding nitrates in this area and continue to support the Business Coalition with offering residence with filtration systems to lower their nitrate levels that are above 10 ppm.

Thank you for your time.

Kindly,  
Torrie Griggs

**CITY OF BOARDMAN  
ORDINANCE NO. 3 - 2023**

**AN ORDINANCE ESTABLISHING COUNCIL RULES AND REPEALING ORDINANCE  
NO. 3-2004**

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

**WHEREAS**, on April 20, 2004 the Boardman City Council adopted Ordinance 3-2004 establishing council rules; and

**WHEREAS**, the council now wishes to update these rules.

**NOW THEREFORE THE PEOPLE OF THE CITY OF BOARDMAN DO ORDAIN AS  
FOLLOWS:**

**Section 1. PURPOSE**

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

**Section 2. AUTHORITY**

- 2.1 The Charter of the City of Boardman in Chapter IV Section 13 Rules specifies "The Council shall adopt rules for the government of its members and proceedings".
- 2.2 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.
- 2.3 These rules apply equally to the Mayor and Councilors.
- 2.4 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

**Section 3. THE MAYOR AND COUNCIL**

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

**Section 4. COUNCIL MEETINGS**

- 4.1 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. Regular meetings may be held in the Council Chambers at Boardman City Hall, unless otherwise specified by the Council.

- 4.2 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.
- 4.3 Special meetings of the Council may be called any time on the request of three members of the Council, by the Mayor, or by the President of the Council in the Mayor's absence, by giving notice of the meeting to the Council members and the public at least 24 hours in advance.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 Public meetings of the Council will be held in accordance with ORS 192.695 All regular and special meetings will be open to the public and provide an opportunity for public input.
- 4.8 Councilors should inform the Mayor or City Manager if unable to attend any Council meeting. The Mayor will inform the Council President and City Manager if unable to attend any Council meeting.
- 4.9 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 5. AGENDA AND ORDER OF BUSINESS**

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

5.2 The normal order of business for a regular Council meeting shall be as follows:

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

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

## **Section 6. PROCEDURE FOR COUNCIL MEETINGS**

- 6.1 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.
- 6.2 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.
- 6.3 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.

- 6.4 No motion shall be debated, except by the maker, until it has been seconded and announced by the Chair.
- 6.5 Public comment will be allowed at every regular meeting of the council. Persons will be allowed to make comment on any item, on the agenda or not on the agenda.
- 6.6 Persons wishing to speak during public comment must fill out a public comment/testimony form with the person's name and city of residence and the topic upon which the person wishes to speak, and give to the recorder.
  - a. Speakers are limited to three minutes. Speakers will begin by identifying themselves by their name and city of residence. Speakers are not required to state their home or mailing address.
  - b. The Chair may allow additional persons to speak if they have not filled out a public comment/testimony form and sufficient time is left in the meeting.
- 6.7 Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- 6.8 Members of the council will not discuss topics or make decisions during this time, but may ask clarifying questions, take comments or requests under advisement, assign topics to a future council or standing committee agenda, or request staff to take action. The Chair may intervene if a councilor is violating the spirit of this guideline.
- 6.9 Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.
- 6.10 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.
- 6.11 A quorum is required to conduct official city business. The members of the council are the city councilors and mayor. Fifty percent plus one of the members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- 6.12 Conflicts of interest: In every case in which a Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the nature of the conflict, shall remove themselves from the Council table and refrain from participation in both the discussion and the vote on the issue.

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

b. A potential conflict of interest is defined as any action, decision, or recommendation which could have a private pecuniary benefit on the Councilor or allow the Councilor to avoid a private pecuniary detriment. This standard also applies to relatives of the Council or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(13)).

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

6.14 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 7. DECORUM AND ORDER**

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

7.2 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.

7.3 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.

7.4 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.

7.5 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 8. CENSURE**

- 8.1 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.
- 8.2 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.
- 8.3 No individual Councilor shall have the right to make public any information obtained through such investigation.

## **Section 9. CODE OF ETHICS**

- 9.1 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.
- 9.2 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.
- 9.3 If the Mayor or a Councilor wishes to use social media to present information that is representative of the City, they must always present the majority position of the Council. Social Media includes all forms of electronic communications media.
- 9.4 If the Mayor or Councilor wishes to use social media as a communication tool for their personal opinions and comments, they must include clarification that the statements do not represent the position of the City Council. Social Media includes all forms of electronic communications media.

## **Section 10. COUNCIL RELATIONS WITH CITY STAFF**

- 10.1 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.
- 10.2 The Council sets City policies and goals. The staff implements and administers the policies and goals.



- 10.3 During a City Council meeting, all requests for information go directly to the Chair or City Manager. At other times, if the request for information would entail an effort that would require time to be spent in researching and/or preparing a response, the request goes directly to the City Manager. The City Manager will direct them to other staff, the City Attorney, or deal with them him/herself as appropriate. Questions or complaints regarding staff go directly to City Manager.
- 10.4 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 11. COMMITTEES**

- 11.1 Board, commission, committee and task force members are appointed by the Mayor, with the consent of the Council.
- 11.2 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.
- 11.3 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.
- 11.4 Members of the Council will not attempt to lobby or influence board, committee, task force or commission members on any items under their consideration. It is important for the advisory bodies to make objective recommendations to the Council on items before them. Councilors that attempt to influence board, committee, task force or commission members on any item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.

## **Section 12. CONFIDENTIALITY**

- 12.1 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.
- 12.2 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.

- 12.3 All public statements, information, or press releases on confidential matters will be handled by the Council Spokesperson or designated staff.

### **Section 13. SEVERABILITY**

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

### **Section 14. REPEAL**

- 14.1 Ordinance 3-2004 is repealed by the approval of this ordinance.

PASSED AND ADOPTED by the Boardman City Council this 5<sup>th</sup> day of December 2023 and signed by the mayor in authentication of its passage.

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Paul Keefer, Mayor

Attested:

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Amanda Mickles, City Clerk

**CITY OF BOARDMAN  
RESOLUTION \_\_\_ - 2023**

**A RESOLUTION TO ESTABLISH A SPECIAL CANADA GOOSE TAKING IN SPECIFIC AREAS  
UNDER THE SUPERVISION OF THE LANDOWNER ON TAX LOT 407 OF MORROW COUNTY  
TAX MAP 4N 25 16, AND TAX LOT 101 OF MORROW COUNTY TAX MAP 4N 25 21**

**WHEREAS**, landowner Dan McCarty has found depredation of the crops on tax lot 407 of Morrow County Tax Map 4N 25 16 (Field 137 - Exhibit 1), and tax lot 101 of Morrow County Tax Map 4N 25 21 (Field 88 - Exhibit 2), by resident Canada Goose populations feeding on these lots; and,

**WHEREAS**, Mr. McCarty wishes to reduce or eliminate this crop depredation and is requesting a special permit taking of Canada Geese to reduce Canada Goose population; and,

**WHEREAS**, this special permit taking may be accomplished by legally allowable methods, which may include weapons identified in Oregon Revised Statute 166.220; and,

**WHEREAS**, the City recognizes the special permit taking of Canada Geese as a viable method of reducing the crop depredation identified by Mr. McCarty; and,

**NOW THEREFORE, BE IT RESOLVED** that the Boardman City Council, in regular session on December 5, 2023, assembled, do hereby find, declare, and resolve:

1. The City of Boardman does hereby endorse and support the special taking of Canada Geese causing crop depredation, consistent with Oregon Administrative Rule 635, Oregon Department of Fish and Wildlife "Wildlife Damage Policy", by allowable methods, including weapons, and by holding a special permit, the permittee is allowed to discharge weapons in accordance with Oregon Revised Statute 166.220(2)(d).
2. The landowner coordinates the special taking permit with the Oregon Department of Wildlife consistent with Oregon Administrative Rule 635, and ODFW Wildlife Damage Policy, plus, meeting the provisions of Oregon Revised Statute 166.220(2)(d) for lawful discharge of a weapon within the limits of a city.
3. The taking will be controlled by special permit from Mr. McCarty, for specific dates, times and will have assigned methods of take and locations of take (Dan McCarty Goose Hunting Restrictions – Exhibit 3).
4. The taking of geese will be in accordance of the Oregon Department of Fish and Wildlife hunting regulations and allowable season.
5. The Canada Geese taken shall be used for the beneficial purpose of human consumption.
6. There will be no hunting within 200 feet of any Rights-of-Way or other private property.
7. The landowner will provide the city with proof of liability insurance in the amount of \$1,000,000.00.

8. The City will be notified each time hunting activities will be conducted.
9. This agreement will expire December 31, 2024.
10. The City at any time can revoke this resolution.

Passed by the Boardman City Council this 5<sup>th</sup> day of December 2023.

CITY OF BOARDMAN

\_\_\_\_\_  
Mayor – Paul Keefer

\_\_\_\_\_  
Councilor – Christina Cuevas

\_\_\_\_\_  
Councilor – Heather Baumgartner

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

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

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

\_\_\_\_\_  
Councilor – Ethan Salata

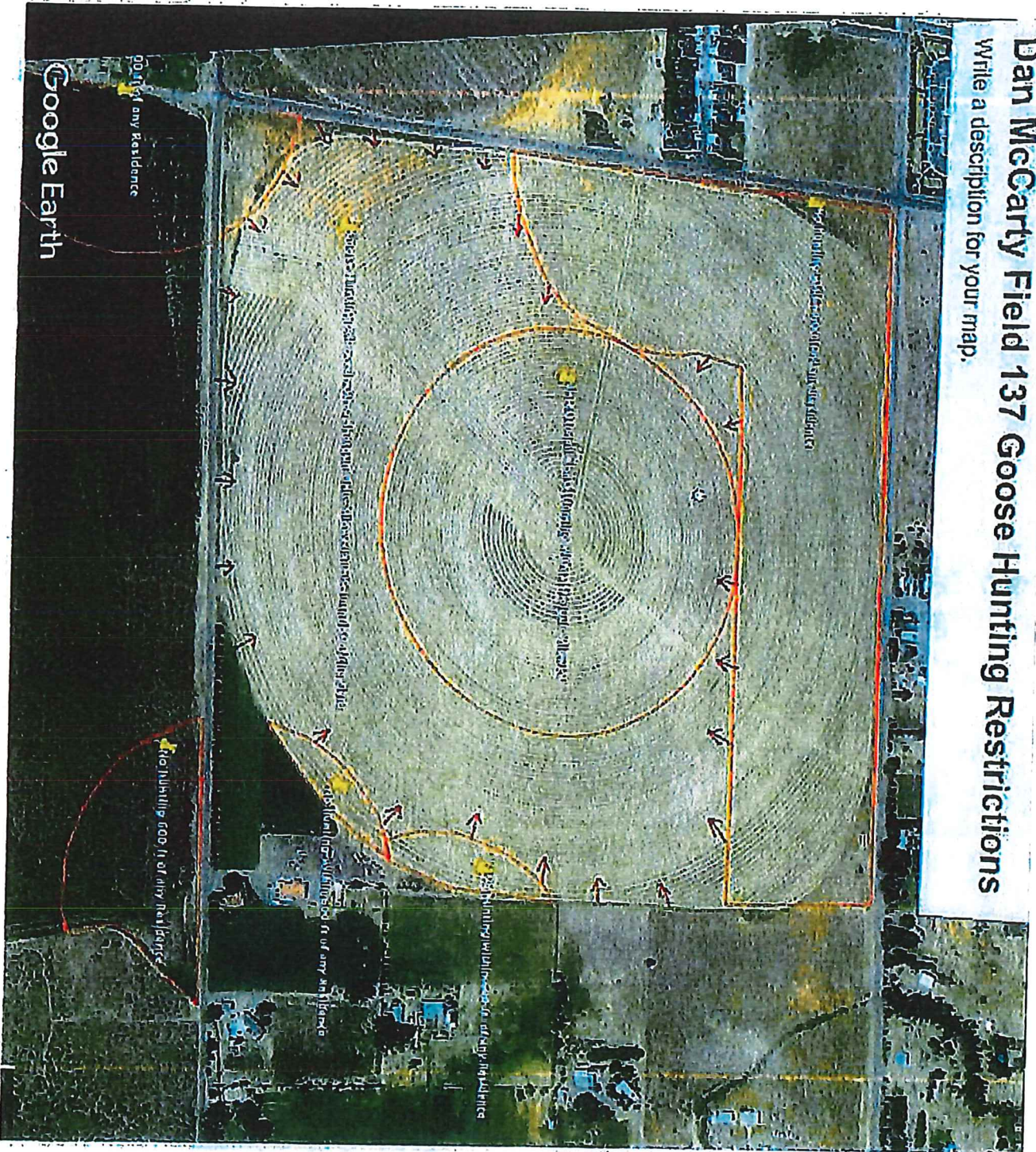
ATTEST:

\_\_\_\_\_  
Amanda Mickles – City Clerk



CITY OF BOARDMAN RESOLUTION \_ - 2023  
EXHIBIT 1

**Dan McCarty Field 137 Goose Hunting Restrictions**  
Write a description for your map.





## Dan McCarty Field 88 Goose Hunting Restrictions

Write a description for your map.



**Exhibit 3**  
**Dan McCarty Goose Hunting Restrictions**

1. Hunters agree not to hunt within 600ft (200 yards) of any residence.
2. Hunters agree not to hunt within 200ft (67 yards) of any rights-of-way, roads, or other private property.
3. Hunters agree to only use a shotgun to hunt geese on properties named Field 88 and Field 137.
4. Hunters agree not to shoot in a direction that would allow pellets to hit a residence, endanger people, pets or livestock, or cross a road.
5. Hunters agree that they have looked at the goose hunting map restrictions and they agree to abide by those restrictions.
6. Hunters agree that they are liable for any and all damages that they cause while hunting properties named Field 88 and Field 137.
7. Hunters agree to abide by all State and Federal Laws while hunting properties named Field 88 and Field 137.
8. Hunters agree to hunt safely while hunting properties named Field 88 and Field 137.
9. Hunters will only hunt properties named Field 88 and Field 137 with prior permission before every hunting event from Dan McCarty. ***A minimum of 24-hour notice to both Dan McCarty and the City of Boardman with dates and times of hunt is required for each hunting event.***
10. Hunters agree that they will not hold Dan McCarty liable for anything that occurs while hunting on properties named Field 88 and Field 137.
11. Hunters agree that by signing, they have read this agreement and will abide to all terms of this agreement.

Hunter 1:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hunter 2:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hunter 3:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hunter 4:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The City of Boardman gives the above-named hunters the authority to lawfully discharge firearms on the properties named Field 88 and Field 137 within the City Limits of Boardman for the purposes outlined in Resolution \_\_\_ - 2023.





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

Statistic	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	334	323	349	418			342	348	430	446	372		
Calls for Service	178	210	182	253			253	242	238	199	216		
Officer Initiated Incidents	156	113	167	165			89	106	192	247	156		
Traffic Stops	53	29	37	35			25	26	48	73	51		
Other OIA Incidents	103	84	130	130			64	80	144	174	105		
Bus/Building Checks	7	3	5	4			4	6	21	17	5		
Veh/Ped Check	43	38	52	51			44	41	68	64	54		
Total Officer Reports	45	42	48	66			35	49	45	59	39		
Cis Conversion	0	0	0	0			0	0	0	0	0		
Crash	2	3	4	2			0	3	1	3	3		
Felony	4	4	5	10			8	8	2	8	5		
Information Case	5	5	8	14			1	7	10	17	9		
Misdemeanor	16	13	13	18			15	19	12	22	17		
Violation	4	7	6	3			1	4	2	1	0		
Voided	2	1	1	3			0	0	0	0	1		
Unclassified Reports	12	9	11	16			10	8	18	8	4		
Total Misdemeanor & Felony Arrests	11	8	6	11			8	12	6	20	16		
Misdemeanor Arrests	9	8	6	8			4	9	4	15	14		
Felony Arrests	2	0	0	3			4	3	2	5	2		
Total Citations	14	15	12	4			3	13	7	15	14		
Code	0	0	0	0			0	0	0	0	0		
Criminal	2	0	0	0			0	0	0	0	1		
Violation	12	15	12	4			3	13	7	15	13		
Unclassified	0	0	0	0			0	0	0	0	0		
Fis	0	0	1	0			0	0	0	0	0		

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

Building Department Report  
2023

2023	Jan.	Feb.	Mar.	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Total Permits Sold	76	35	56	40	45	70	48	74	43	66	42	0	595
Boardman													
Permits Sold	40	8	15	7	19	21	10	30	18	14	11		193
Manufactured Placement Permit	1	0	0	0	2	1	1	1	2	0	0		8
New Home Construction	12	1	2	1	1	2	1	7	2	2	0		31
Multi Family Units						10							10
Morrow County(excludes 97818)													
Permits Sold	26	14	20	24	16	12	3	8	10	19	16		168
Manufactured Placement Permit	0	1	2	0	0	0	0	0	0	0	0		3
New Home Construction	0	1	0	1	1	2	0	0	1	0	0		6
Morrow County - 97818													
Permits Sold (January through June included in Morrow County)						21	30	24	5	18	8		106
Manufactured Placement Permit						1	0	0	0	0	0		1
New Home Construction						0	0	0	0	0	1		1
Irrigon													
Permits Sold	1	2	5	1	4	6	0	7	1	2	2		31
Manufactured Placement Permit	0	0	0	0	0	0	0	0	0	0	0		0
New Home Construction	0	0	0	0	0	0	0	2	0	1	1		4
Multi - Family (units)			4										4
State Electrical													
State Electrical	2	6	8	6	1	2	0	0	0	0	0		25
Gilliam County													
Permits Sold	7	5	8	2	5	8	5	5	9	13	5		72
Manufactured Placement Permit	1	0	2	0	0	0	1	1	0	0	0		5
New Home Construction	0	0	0	0	0	0	0	0	0	2	0		2

# Public Works Department

## November 2023

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

25 Work Orders

0 New Meter Installs

1054 Meter Reads

72 Radio Reads Installed

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

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

- Replaced 2 post for cable and Anderson and Wilson Rd
- Repaired water leak at Kinkade
- Replaced air vacuum breaker at Lagoon
- Repaired check valve at lift #3
- Closed restrooms at Field House for the winter
- Repaired water leak Olson Road and Columbia Lane
- Winterized water building
- Serviced three city vehicles
- Responded to three dog calls
- Transported one dog to Hermiston Vet
- Put up Christmas lights and decorations



## City of Boardman

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

### **City Manager November Report**

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

1. A special thank you to the public works staff who decorated the city for Christmas.
2. City Hall Christmas party December 15<sup>th</sup>.
3. Newsletter has been completed and will be submitted to the paper for January publishing. The newsletter will contain three main focal areas:
  - a. Message from the Mayor
  - b. Educational information
  - c. Kids' Corner
4. Working on affordable housing options.
5. In process of developing a sidewalk inventory map.
6. Establish committee to update Charter, including timeline and process.
7. Safety Update:
  - a. An upgrade to city office will be installed with a protective barrier, which includes a door entrance.
  - b. TV monitor with security camera will be installed.
8. Community Outreach....(This will be a regular section that I will include with each report. This is a way for myself and the council to keep in mind the importance of ongoing outreach to our community and highlight what has been done and will be upcoming for the future.)
  - a. Visited with Heritage Trail Committee
  - b. Visited with Lexington Recorder
  - c. Visited with Ione City Manager
  - d. Presented to Windy River Elementary School
  - e. Attended LPSCC

## Boardman Projects:

Project	Update
Annual Sidewalk Improvement:	Wilson Rd & Faler Ln
Bella Vista sidewalk:	Project completion during after phase 6 development
Bio-solids removal project from lagoon:	2024 completion
Boardman and Main stoplight:	Under Design
BPA Greenspace project:	Authorization from BPA in process
Capital Improvement Plan:	Under financial analysis
Code Updates:	Audit of development code to be reviewed by Planning Commission
NW Columbia Ave (water/sewer):	In design, January bid
SE Front St paving and sidewalk:	Pre-Bid Meeting (well attended)
Septage Receiving station:	Design in process for headworks screen for all waste water
Water project:	Reservoir constructed, booster pump building under construction, collector well 3 under construction



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### City Grants

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

Congressionally Directed Dollars    \$1.5 million for Incubator Project

#### Awarded

Transportation Growth Management (TGM)  
Small City Allocation (SCA)

\$223,000 for our Transportation System Plan  
\$250,000 for Columbia Ave Project

#### Declined

Technical Assistance (TA)

\$60,000 for City Code Updates



Population Research Center  
Portland State University  
PO Box 751  
Portland, OR 97207-0751

BOARDMAN CITY  
PO Box 229  
BOARDMAN, OR 97818

– IMPORTANT NOTICE –

### **Preliminary 2023 Population Estimate**

November 15, 2023

Listed below is the preliminary population estimate for July 1, 2023. Also included are the Revised 2022 estimate and 2020 Census figure. The July 1, 2023, estimate will be certified following the review period on December 15, 2023.

**PRELIMINARY POPULATION ESTIMATE:**

JULY 1, 2023: 4432

**Revised POPULATION ESTIMATE:**

JULY 1, 2022: 4297

**CENSUS FIGURE:**

APRIL 1, 2020 : 3828

The 2023 CERTIFIED population estimates will be posted on our website by December 15, 2023 at the following page URL:

<https://www.pdx.edu/population-research/population-estimate-reports>

If you have any questions or comments about the preliminary population estimate, please contact:

Huda Alkitkat, Ph.D.  
Population Estimates Program Manager  
Population Research Center  
Portland State University  
E-mail: [alkitkat@pdx.edu](mailto:alkitkat@pdx.edu)

Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee

# City of Boardman Charter Update Timeline

## 1st Meeting

City Council Workshop - 2/6/24 6pm

Prior to meeting - send out Charter/LOC Model Charter for review

Discuss whether or not to use model charter as starting point, or use existing charter as starting point.

Discuss topics brought forward in the past for consideration (pronouns, residency, etc.)

Assign ### sections for review before next meeting

## 2nd Meeting

City Council Workshop - 3/5/24 6pm

Review previous sections assigned, make proposed amendments

## 3rd Meeting

Community Event - March

## 4th Meeting

City Council Workshop - 4/2/24 6pm - FINAL REVIEW

## 5th Meeting

Community Event - April

## Ballot

Deadline to get on the November ballot August 27, 2024



**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**Preamble and Chapter 1 - Name and Boundaries**

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Preamble	TO PROVIDE FOR THE GOVERNMENT OF THE CITY OF BOARDMAN, MORROW COUNTY, OREGON; AND TO REPEAL ALL CHARTER PROVISIONS OF THE CITY ENACTED PRIOR TO THE TIME THAT THIS CHARTER TAKES EFFECT.		
LOC MODEL		Be it enacted by the people of the city of Boardman, Morrow County, Oregon:		
		We, the voters of _____, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state and enact this Home Rule Charter.		
CURRENT CITY	Section 1. - Title of enactment.	This enactment may be referred to as the Boardman Charter of 1985.		
LOC MODEL		This charter may be referred to as the 20____ Charter.		
CURRENT CITY	Section 2. - Name of City.	The city of Boardman, Morrow County, Oregon shall continue to be a municipal corporation with the name "City of Boardman."		
LOC MODEL		The City of _____, Oregon, continues as a municipal corporation with the name City of _____.		
CURRENT CITY	Section 3. Boundaries.	The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified pursuant to law. The custodian of city records shall keep an accurate, up-to-date description of the boundaries and make copies of this charter and the boundary description available for public inspection.		
LOC MODEL		The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.		

# Comparison of Boardman Charter and LOC Charter City of Boardman Charter Review Committee

## CHAPTER II Powers

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 4. Powers of the City.	The city shall have all powers which the constitution, statutes, and common law of the United States and of this state expressly or impliedly grant or allow municipalities as fully as though this charter specifically enumerated each of those powers, and all those powers provided by federal, state, and common law specifically in regard to urban renewal agencies.		
LOC MODEL		The city has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.		
CURRENT CITY	Section 5. Construction of Charter.	In this charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.		
LOC MODEL		The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law. The powers of the city under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. This Charter's interpretation shall be examined in its entirety.		
CURRENT CITY				
LOC MODEL		<b>Section 2.3. Distribution.</b> The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative, and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.		



# Comparison of Boardman Charter and LOC Charter City of Boardman Charter Review Committee

## CHAPTER III Form of Government

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 6. Where Powers Vested.	Except as this charter provides otherwise, all powers of the city shall be vested in the council.		
LOC MODEL		<b>General Powers and Duties.</b> All powers of the city shall be vested in the city council, except as otherwise provided by law or this charter, and the council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law.		
CURRENT CITY	Section 7. Council.	The council shall be composed of a mayor and six council members elected from the city.		
LOC MODEL		The council consists of a mayor and six councilors nominated and elected from the city at large.		
CURRENT CITY	Section 8. Council Members.	Council members in office at the time this charter is adopted shall continue in office each until the end of his or her term of office. At each biennial general election after this charter takes effect, three members shall be elected, each for a term of four years.		
LOC MODEL		The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.		
CURRENT CITY	Section 9. Mayor.	At each alternate biennial general election beginning in 1988 a mayor shall be elected for a term of four years.		
LOC MODEL		The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a four-year term.		
CURRENT CITY	Section 10. Appointive Officers.	Additional officers of the city may be the city manager, city recorder, city attorney, and municipal judge, each of whom the council may appoint and may remove by majority vote of all incumbent members of the council. These officers shall be subject to supervision by the council only, however, the judicial functions of the municipal judge shall not be subject to supervision by any elected or appointed officer.		
LOC MODEL				
CURRENT CITY	Section 11. Salaries.	The council shall fix the amount of compensation for city officers and shall approve a compensation plan for city employees.		
LOC MODEL		<b>Compensation.</b> The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.  <b>Merit Systems.</b> The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.		

<b>Section 12. Qualifications of Officers.</b>				
<b>CURRENT CITY</b>	No person shall be eligible for an elective office of the city unless at the time of their election they are a qualified elector within the meaning of the state constitution and have resided in the city during the 12 months immediately preceding the election. The council shall be the final judge of the qualifications and election of its own members, subject, however, to review by a court of competent jurisdiction.			
<b>LOC MODEL</b>	<p>a) The mayor and each councilor must be a qualified elector under state law and reside within the city for at least one year immediately before election or appointment to office.</p> <p>b) No person may be a candidate at a single election for more than one city office.</p> <p>c) Neither the mayor nor a councilor may be employed by the city.</p> <p>d) The council is the final judge of the election and qualifications of its members.</p>			



**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**CHAPTER IV Council**

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
<b>CURRENT CITY</b>	<b>Section 13. Meetings.</b>	The council shall hold regular meetings at least once a month in the city at a time and at a place that it designates. Regular and additional meetings of the council shall be held in accordance with procedures prescribed by state law and general ordinance. The council shall adopt rules for the government of its members and proceedings.		
<b>LOC MODEL</b>		The council must meet at least once a month at a time and place designated by its rules and may meet at other times in accordance with the rules and laws of the state of Oregon.		
<b>CURRENT CITY</b>	<b>Section 14. Quorum.</b>	A majority of the incumbent members of the council, which may include the mayor, shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.		
<b>LOC MODEL</b>		Except as specifically addressed here and in Section 7.9, a majority of the council members is a quorum to conduct business. In the event of an absence, a smaller number may meet and compel attendance of absent members as prescribed by council rules. In the event of a vacancy due to resignation or other events, the quorum is reduced accordingly solely for the purpose to make necessary appointment(s) to reach the required quorum as outlined in Section 7.9.		
<b>CURRENT CITY</b>	<b>Section 15. Record of Proceedings.</b>	The council shall cause a record of its proceedings to be kept.		
<b>LOC MODEL</b>		A record of council meetings must be kept in a manner prescribed by the council rules and the laws of the state of Oregon.		
<b>CURRENT CITY</b>	<b>Section 16. Meetings to be Public.</b>	All deliberations and proceedings of the council shall be public except as otherwise authorized by state law.		
<b>LOC MODEL</b>				
<b>CURRENT CITY</b>	<b>Section 17. Mayor's Functions at Council Meetings.</b>	The mayor shall be chairman of the council and preside over its deliberations. The mayor shall have a vote on all questions before it, and shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.		
<b>LOC MODEL</b>		The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council and has no veto authority. a) With the consent of the council, the mayor appoints members of commissions and committees established by ordinance or resolution. b) The mayor must sign all records of council decisions. c) The mayor serves as the political head of the city government but shall have no administrative duties.		

CURRENT CITY	Section 18. President of the Council.	At its first meeting after this charter takes effect and thereafter at its first meeting of each year, the council shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over it. Whenever the mayor is unable to perform the functions of office, the president shall act as mayor. In the absence of both mayor and president of the council, the remaining members of the council may elect a president pro tem.		
LOC MODEL		<b>Council President.</b> At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.		
CURRENT CITY	Section 19. Vote Required.	Except as this charter otherwise provides, the concurrence of a majority of members of the council voting when a quorum of the council is present shall decide any question before it. No council member present at the council meeting shall abstain from voting without first stating at the meeting his or her reasons.		
LOC MODEL		The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council. The voting requirement to fill council member vacancies, if there is less than a majority of council member remaining, is separate from the quorum requirement required to conduct all remaining city business unless otherwise stated.		
CURRENT CITY				
LOC MODEL		<b>Rules.</b> The council must by resolution adopt rules to govern its meetings.		



**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**CHAPTER V Powers and Duties of Officers**

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 20. Mayor.	The mayor shall appoint the committees provided by the rules of the council. The mayor shall sign all approved records of the proceedings of the council. The mayor shall have no veto power and shall sign all ordinances passed by the council within three days after their passing.		
LOC MODEL				
CURRENT CITY	Section 21. Recorder.	The recorder shall attend all council meetings unless excused therefrom, and keep an accurate record of its proceedings in a book provided for that purpose.		
LOC MODEL				
CURRENT CITY	Section 22. Municipal Judge.	<p>(1) The council may create a municipal court and appoint a municipal judge and such pro tem judges as it considers necessary, to hold office at the pleasure of the council. Notwithstanding this section or section 10 of this charter, the council may provide for the transfer of powers and duties of the municipal court to the appropriate court of the state of Oregon.</p> <p>(2) A municipal judge shall hold within the city a court known as the municipal court for the city of Boardman, Morrow County, Oregon. The court shall be open for judicial business at times specified by the council. All area within the city and, as provided by law, territory outside the city, is within territorial jurisdiction of the court. All proceedings of the municipal court are governed by the general laws of the state for justice of the peace and justice courts except as this charter or city ordinance prescribe to the contrary. The municipal court has original jurisdiction over all offenses that city ordinances or this charter define and make punishable and over all actions to recover or enforce forfeitures or penalties that city ordinances or this charter define or authorize.</p> <p>(3) A municipal judge may:</p> <p>(a) ;hg;render judgments and impose sanctions for enforcement of judgments on persons and property within its jurisdiction.</p> <p>(b) ;hg;cause the arrest of a person accused of an offense against the city</p> <p>(c) ;hg;commit to jail or admit to bail pending trial a person accused of an offense against the city</p> <p>(d) ;hg;issue and compel obedience to subpoenas</p> <p>(e) ;hg;compel witnesses to appear and testify or jurors to serve in the trial of any cause before the municipal court</p> <p>(f) ;hg;punish witnesses and others for contempt of court</p> <p>(g) ;hg;issue any process necessary to carry into effect the judgment of the municipal court</p> <p>(h) ;hg;issue search warrants</p> <p>(i) ;hg;perform other judicial or quasi-judicial functions as the council prescribes by general ordinance</p> <p>a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.</p> <p>b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.</p> <p>c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.</p> <p>d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.</p> <p>e) The municipal judge may:</p> <ol style="list-style-type: none"> <li>1) Render judgments and impose sanctions on persons and property;</li> <li>2) Order the arrest of anyone accused of an offense against the city;</li> <li>3) Commit to jail or admit to bail anyone accused of a city offense;</li> <li>4) Issue and compel obedience to subpoenas;</li> <li>5) Compel witnesses to appear and testify and jurors to serve for trials before the court;</li> <li>6) Penalize contempt of court;</li> <li>7) Issue processes necessary to enforce judgments and orders of the court;</li> <li>8) Issue search warrants; and</li> <li>9) Perform other judicial and quasi-judicial functions assigned by ordinance.</li> </ol> <p>f) The council may appoint and may remove municipal judges pro tem.</p>		
LOC MODEL				



CURRENT CITY	Section 23. City Manager.	<p>(1) Qualifications. The city manager:</p> <p>(a) shall be the administrative head of the city government</p> <p>(b) ;hg;shall be chosen by a majority vote of all members of the council in office without regard to political considerations and solely with reference to executive and administrative qualifications</p> <p>(c) ;hg;need not be a resident of the city or of the state at the time of appointment but shall promptly thereafter become a resident of the city and remain a resident during his or her employment</p> <p>(2) ;hg;Bond. Before taking office, the manager shall give a bond in an amount and with such surety as is approved by the council. The premiums on the bond shall be paid by the city.</p> <p>(3) ;hg;Term. The manager shall be appointed for an indefinite term and may be removed at the pleasure of the council.</p> <p>(4) Powers and Duties. The manager shall:</p> <p>(a) ;hg;be directly responsible to the mayor subject to the direction of the council as a body and not to other individual council members</p> <p>(b) ;hg;attend all meetings of the council unless excused by the council or mayor</p> <p>(c) ;hg;keep the council advised of the affairs and needs of the city</p> <p>(d) ;hg;make reports annually, or more frequently if requested by the council, about the affairs and departments of the city</p> <p>(e) ;hg;be responsible for enforcement of all ordinances</p> <p>(f) ;hg;see that the provisions of all franchises, leases, contracts, permits, licenses, and privileges granted by the city are observed</p> <p>(g) ;hg;appoint and remove all employees except as otherwise provided by this charter</p> <p>(h) ;hg;generally supervise and control all employees, except as otherwise provided by this charter</p> <p>(i) ;hg;organize and, as necessary, reorganize the various city departments</p> <p>(j) ;hg;prepare the annual budget for transmittal to the council</p> <p>(k) ;hg;be responsible for making all purchases</p> <p>(l) ;hg;supervise the operation of all city-owned public utilities and city-owned property</p> <p>(m) ;hg;perform such other duties as the council directs</p> <p>(5) ;hg;the manager shall not have control over the council, the city attorney, city recorder, or municipal judge</p> <p>(6) ;hg;Participation in Council Meetings. The manager may take part in all council discussions.</p> <p>(7) ;hg;City Manager: Vacancy. If the office of city manager becomes vacant or if the city manager is absent from the city or disabled, the council may designate a city manager pro tem. The city manager pro tem shall perform the duties of city manager but may appoint or dismiss a department head only with the approval of the council. The term of office of the city manager pro tem ends when the city manager returns to the city or takes office, or at the pleasure of the council.</p> <p>(8) ;hg;Interference in Administration and Elections. A member of the council shall not directly or indirectly, by suggestion or otherwise, attempt to influence the manager in making an appointment or in removal of an employee or in purchasing supplies; or attempt to exact a promise relative to an appointment from any candidate for manager. A violation of this subsection forfeits the office of the offending member of the council, who may be removed by the council or a court of competent jurisdiction. The council may, however, in session, discuss with or suggest to the manager anything pertinent to city affairs or the interests of the city. Further, a council member may, at any time, request and receive from the manager</p>	
LOC MODEL		<p>a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies and carry out policies established by ordinances and resolutions.</p> <p>b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.</p> <p>c) The manager need not reside in the city.</p> <p>d) The manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.</p> <p>e) The manager must:</p> <ol style="list-style-type: none"> <li>1) Attend all council meetings unless excused by the mayor or council;</li> <li>2) Make reports and recommendations to the mayor and council about the needs of the city;</li> <li>3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits and other city decisions;</li> <li>4) Appoint, supervise, and remove city employees;</li> <li>5) Organize city departments and administrative structure;</li> <li>6) Prepare and administer the annual city budget;</li> <li>7) Administer city utilities and property;</li> <li>8) Encourage and support regional and intergovernmental cooperation;</li> <li>9) Promote cooperation among the council, staff and citizens in developing city policies and building a sense of community;</li> <li>10) Perform other duties as directed by the council; and</li> <li>11) Delegate duties but remain responsible for actions of all subordinates.</li> </ol> <p>f) The manager has no authority over the council or over the judicial functions of the municipal judge.</p> <p>g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.</p> <p>h) When the manager is temporarily disabled from acting as manager or when the office of the manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.</p> <p>i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.</p>	



# Comparison of Boardman Charter and LOC Charter City of Boardman Charter Review Committee

## CHAPTER VI Elections

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 24. Regulation of Elections Generally.	Except as this charter provides otherwise, and as the council provides otherwise by ordinance, the general laws of the state apply to city elections.		
LOC MODEL				
CURRENT CITY	Section 25. Tie Votes.	In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.		
LOC MODEL				
CURRENT CITY	Section 26. Commencement of Terms of Officer.	The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.		
LOC MODEL		The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election and continues until the successor qualifies and assumes the office.		
CURRENT CITY	Section 27. Oath of Office.	Before entering upon the duties of office, each officer shall take an oath or shall affirm that the officer will support the constitutions and laws of the United States and of the State of Oregon and will faithfully perform the duties of office.		
LOC MODEL		The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.		
CURRENT CITY	Section 28. Nominations.	Nominations for elective office for the city of Boardman shall be made pursuant to the general ordinances of the city.		
LOC MODEL		The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.		

**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**CHAPTER VII Vacancies in Office**

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 29. What Creates a Vacancy.	An office shall be deemed vacant upon the incumbent's death, adjudicated incompetence, conviction of a felony, resignation, or recall from office; upon the incumbent's ceasing to possess the qualifications necessary for office; or upon the failure of the person elected or appointed to an office to qualify therefor within three days after the time for his term of office to commence; and, in the case of the mayor or a council member missing three (3) consecutive regular council meetings without the council's consent, and upon the council's declaration of the vacancy.		
LOC MODEL		<p>The mayor or a council office becomes vacant:</p> <ol style="list-style-type: none"> <li>a) Upon the incumbent's: <ol style="list-style-type: none"> <li>1) Death;</li> <li>2) Adjudicated incompetence; or</li> <li>3) Recall from the office.</li> </ol> </li> <li>b) Upon declaration by the council after the incumbent's: <ol style="list-style-type: none"> <li>1) Failure to qualify for the office within 10 days of the time the term of office is to begin;</li> <li>2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period;</li> <li>3) Ceasing to reside in the city;</li> <li>4) Ceasing to be a qualified elector under state law;</li> <li>5) Conviction of a misdemeanor or felony crime;</li> <li>6) Resignation from the office; or</li> <li>7) Removal under Section 8.1(i).</li> </ol> </li> </ol>		
CURRENT CITY	Section 30. Filling of Vacancies.	Vacancies in elective offices of the city shall be filled by appointment by a majority of the remaining members of the council. The appointee's term of office shall begin immediately upon appointment and shall continue through the unexpired term of the predecessor. During the temporary disability of any officer or during an absence temporarily from the city for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently.		
LOC MODEL		A mayor or councilor vacancy shall be filled by appointment by a majority of the remaining council members. Notwithstanding the quorum requirement set forth in Section 3.7, if at any time council membership is reduced to less than ____ [insert number based on total council membership required for majority], the remaining members may, by majority action, appoint additional members to raise the membership to ____ [insert majority council number]. As little as a single council member may constitute a majority for purposes of filling vacant council seat(s), if all other council seats are vacant. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.		



**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**CHAPTER VIII Ordinances**

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 31. Enacting Clause.	The enacting clause of all ordinances hereafter enacted shall be: "The people of Boardman do ordain as follows."		
LOC MODEL		<u>Ordinances.</u> The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of _____ ordains as follows:"		
CURRENT CITY	Section 32. Mode of Enactment.	<p>(1) Except as paragraph (2) or (3) of this section provides to the contrary, every ordinance of the council shall, before final passage, be read fully and distinctly in one open council meeting, and by title only at a second meeting; (2) an ordinance may be enacted at a single meeting of the council by majority vote of all council members, upon first being read by title only if:</p> <p>(a) ;hg;a copy is provided for each council member and copies provided for the public in the office of the custodian of city records not later than one week before the reading of the title of the ordinance; and</p> <p>(b) ;hg;notice of availability of the ordinance is posted at the city hall and two other public places in the city; and</p> <p>(c) ;hg;copies are made available for public use in the council chambers at the meeting of the council; and</p> <p>(d) ;hg;provided no member of the council requests the ordinance be read in full</p> <p>(3) an ordinance may be adopted after being read by title only at two separate meetings when unanimous attendance of the council cannot be obtained provided the provisions of paragraph (2) of this section are met.</p> <p>(4) Any section of an ordinance changing substantially the legal effect of the ordinance as previously circulated shall be read in full in open council meeting prior to being adopted by the council.</p> <p>(5) Upon the final vote of an ordinance, the ayes and nays of the council members shall be taken and entered in the record of the proceedings.</p> <p>(6) Upon the enactment of an ordinance, the Mayor shall sign it with the date of its passage and the mayor's name and title of office, and immediately thereafter the recorder/clerk shall sign it with the date of the recorder/clerk's signature and the title of the office. All ordinances enacted by the council shall take effect thirty days after their passage unless a later date is fixed therein, in which event they shall take effect at such later date, subject to referendum if legislative. Provided, however, an ordinance (a) making appropriations and the annual tax levy; (b) relative to local improvements and assessments thereof; or (c) emergency ordinance, shall take effect immediately upon their passage, or any special date less than thirty days after passage, specifically fixed in such ordinance. The council may, by declaring an emergency, provide an earlier effective date for an ordinance or that it take effect immediately upon its final passage upon a unanimous vote of the members present and voting.</p> <p><u>Ordinance Adoption.</u></p> <p>a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.</p> <p>b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.</p> <p>c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.</p> <p>d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.</p> <p>e) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title.</p>		
CURRENT CITY				
LOC MODEL		<u>Effective Date of Ordinances.</u> Ordinances normally take effect thirty days after adoption or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than thirty days after adoption if it contains an emergency clause.		



# Comparison of Boardman Charter and LOC Charter City of Boardman Charter Review Committee

## CHAPTER IX Public Improvements

	SECTION		APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 33. Condemnation.	Any necessity of taking property for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.		
LOC MODEL				
CURRENT CITY	Section 34. Improvements.	The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. A remonstrance by the owners of two-thirds of the property to be specially assessed for the proposed public improvement shall suspend action regarding the improvement for six months. For the purpose of this section "owner" shall mean the record holder of legal title to the land, except that if there is a purchaser of the land according to a recorded land sale contract or according to a verified writing by the record holder or legal title to the land filed with the city, the purchaser shall be deemed to be the "owner."		
LOC MODEL		The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.		
CURRENT CITY	Section 35. Special Assessments.	The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.		
LOC MODEL		The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.		
CURRENT CITY	Section 36. Bids.	Except as otherwise authorized by state law or general ordinance, all municipal contracts shall be based on competitive bids.		
LOC MODEL				



**Comparison of Boardman Charter and LOC Charter  
City of Boardman Charter Review Committee**

**CHAPTER X Miscellaneous Provisions**

	SECTION	APPROVED LANGUAGE	JUSTIFICATION
CURRENT CITY	Section 37. Debt Limit.	Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed \$75,000 nor its bonded indebtedness \$50,000 at any one time. For purposes of calculating the limitations, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.	
LOC MODEL		City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.	
CURRENT CITY	Section 38. Existing Ordinances Continued.	All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.	
LOC MODEL		All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.	
CURRENT CITY	Section 39. Repeal of Previously Enacted Provision	All charter provisions of the city enacted prior to the time this charter takes effect are hereby repealed.	
LOC MODEL		All charter provisions adopted before this charter takes effect are repealed.	
CURRENT CITY	Section 40. Severability.	If any provision of this charter is held invalid, the other provisions of the charter shall not be affected. If the application of the charter or any of its provisions to any person or circumstance is held invalid, the application of the charter and its provisions to other persons or circumstances shall not be affected.	
LOC MODEL		The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.	
CURRENT CITY	Section 41. Time of Effect of Charter.	This charter shall take effect on the first day of January, 1985.	
LOC MODEL		This charter takes effect _____, 20 .	



# Comparison of Boardman Charter and LOC Charter City of Boardman Charter Review Committee

CURRENT CITY		APPROVED LANGUAGE	JUSTIFICATION
LOC MODEL	<p><b>QUASI-JUDICIAL AUTHORITY</b></p> <p>Section 6.1. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of _____ orders as follows:"</p> <p>Section 6.2. Order Approval.</p> <p>a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.</p> <p>b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.</p> <p>c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.</p> <p>d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.</p> <p>Section 6.3. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.</p>		
CURRENT CITY	<p><b>ELECTIONS</b></p> <p>Section 7.1. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.</p> <p>Section 7.2. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a four-year term.</p> <p>Section 7.3. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.</p> <p><b>Section 7.4. Qualifications.</b></p> <p>a) The mayor and each councilor must be a qualified elector under state law and reside within the city for at least one year immediately before election or appointment to office.</p> <p>b) No person may be a candidate at a single election for more than one city office.</p> <p>c) Neither the mayor nor a councilor may be employed by the city.</p> <p>d) The council is the final judge of the election and qualifications of its members.</p> <p><b>Section 7.5. Nominations.</b> The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.</p> <p><b>Section 7.6. Terms.</b> The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election and continues until the successor qualifies and assumes the office.</p> <p><b>Section 7.7. Oath.</b> The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.</p> <p><b>Section 7.8. Vacancies.</b> The mayor or a council office becomes vacant:</p> <p>a) Upon the incumbent's:</p> <ol style="list-style-type: none"> <li>1) Death;</li> <li>2) Adjudicated incompetence; or</li> <li>3) Recall from the office.</li> </ol> <p>b) Upon declaration by the council after the incumbent's:</p> <ol style="list-style-type: none"> <li>1) Failure to qualify for the office within 10 days of the time the term of office is to begin;</li> <li>2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period;</li> <li>3) Ceasing to reside in the city;</li> <li>4) Ceasing to be a qualified elector under state law;</li> <li>5) Conviction of a misdemeanor or felony crime;</li> <li>6) Resignation from the office; or</li> <li>7) Removal under Section 8.1(i).</li> </ol> <p>Section 7.9. <b>Filling Vacancies.</b> A mayor or councilor vacancy shall be filled by appointment by a majority of the remaining council members. Notwithstanding the quorum requirement set forth in Section 3.7, if at any time council membership is reduced to less than _____ [insert number based on total council membership required for majority], the remaining members may, by majority action, appoint additional members to raise the membership to _____. [insert majority council number]. As little as a single council member may constitute a majority for purposes of filling vacant council seat(s), if all other council seats are vacant. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.</p>	<p>(Items in bold are discussed in other areas of the contract so they have already been addressed. This model creates a section directly related with all things election.)</p>	
LOC MODEL			



# City of Boardman

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Press Release  
For Immediate Release

by: Amanda Mickles – 541-481-9252  
Date: November 8, 2023

## **BOARDMAN APPOINTS PLANNING COMMISSIONERS**

At their November 7, 2023 council meeting, Boardman City Councilors appointed Jami Carbray and David Landstrom to fill vacancies on the Boardman Planning Commission. Jami Carbray will finish the vacant three year term ending December 31, 2025. In her letter of interest, Ms. Carbray stated she is hoping Boardman will be a long term home for her and her family so she would like to be involved in the community. David Landstrom will finish the vacant three year term ending December 31, 2024. In his letter of interest Mr. Landstrom says livability, community, and safety are important. Planning Commission can advise the City Council with well thought out recommendations to ensure these values are always considered.

The Planning Commission is comprised of seven members appointed by the city council and is a permanent advisory body to the council on matters related to planning and development. The commission holds monthly public meetings to consider land use and zoning matters presented by staff, such as plan amendments, zone changes, conditional use permits, variances, and tentative subdivision projects. Meetings are the third Wednesday of each month at 7pm at Boardman City Hall and are open to the public.

In other city business, the council declared surplus real property of approximately 307 acres located on Tower Road for future development. The council also heard from a Windy River Elementary student about ways they have participated in Red Ribbon Week, and the upcoming World Kindness Day on November 13.

The next Boardman City Council meeting will be Tuesday, December 5, 2023 at 7pm at the Boardman City Hall Council Chambers.

##cofb##