

**BOARDMAN CITY COUNCIL
REGULAR MEETING – JANUARY 5, 2021**

Mayor Sandy Toms called the meeting to order at 7:01 p.m. and she led the group in the Pledge of Allegiance.

Justice of the Peace Glen G. Diehl swore in newly elected Mayor Paul Keefer. Justice of the Peace Glen G. Diehl swore in newly elected councilors Paul Beagle, Katy Norton, and Brenda Profitt and appointed councilor Isaac Williams. Mayor Paul Keefer took his place at the dais. Outgoing Mayor Sandy Toms was presented with a certificate of appreciation by Council President Roy Drago Jr. and thanked for her years of service. Outgoing Councilor David Jones was presented with a certificate of appreciation by Council President Roy Drago Jr. and thanked for his years of service.

Roll call was taken.

Councilors Present: Leslie Pierson, Paul Beagle, Katy Norton, Roy Drago Jr., Isaac Williams, Brenda Profitt, Paul Keefer

Councilors Absent: None

Staff: Barry Beyeler – Community Development Director (via Zoom), Heather Baumgartner – City Recorder, Karen Pettigrew – City Manager, Rick Stokoe – Chief of Police, Glenn McIntire – Building Official (via Zoom), Kevin Kennedy – Public Works Director (via Zoom)

Audience: In person: Sandy Toms, David Jones, Kimberly Lindsey
Via Zoom ID: Torrie Griggs, Adam Cole, Brandon Hammond, Jackie McCauley, Melissa Keefer, Monique McMillan, Toni Connell, Tonieshia Williams, Lisa Young, Matilda Ritter, Tom Baumgartner, Jonathan Tallman, David Norton, Luis Campos, Ruth Beagle

APPROVAL OF MINUTES – December 8, 2020

Minutes were not available for approval.

INTRODUCTIONS

The City Council Meeting was held via Zoom.

FINANCIAL REPORT

Ending December 31, 2020

City Manager Pettigrew gave a summary of the financial report.

Councilor Drago moved to approve the Financial Report Ending December 31, 2020 as presented.

Councilor Beagle seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Yes, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 7-0-0 absent

Mayor Keefer recessed the Regular Meeting at 7:19 p.m.

Mayor Keefer called the Public Hearing to order at 7:19 p.m.

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FORMAL PROCEEDINGS

Public Hearing – PAPA-01-2020 – Zone Change Request

Mayor Keefer announced the purpose of the hearing was to take public comment concerning a request for a Zone Change and Map Amendment for tax lot #1600 of Morrow County Tax Map 4N 25 9CC. This property is currently zoned Tourist Commercial and is a parcel of 9.24 acres. The proposed request would create 7.41 acres of manufactured Home Park Sub-District zoned land and 1.83 acres of Light Industrial zoned land.

There were no abstentions from the council or objections to the jurisdiction.

Mayor Keefer asked for the staff report. Community Development Director Beyeler presented the staff report. He said most of changes were in Goal 10 – Housing. He read from the November 12, 2020 Amended Staff Report. He said the application could provide an additional single-family housing alternative should it be approved through the hearings and approval. Review of Chapter 10 Housing Policies #11 states, "The City shall encourage residential development within the city limits in areas which are appropriate for urban development." The requested Manufactured Home District is residential, which is usually located in the Residential District. In 2010 the city identified all of the vacant lots within the city and updated it in 2018. It does not include the count for the Manufactured Park Sub Districts, or Future Urban. The City has in excess of 200 acres of Residentially zoned land and nearly 200 acres of Future Urban zoned land, which Residential is the underlying preferred use.

The city has three manufactured home parks and all of them are full. Currently there are 7.79 acres of manufactured home park available for development.

Community Development Director Beyeler said Goal 12 – Transportation is another section in the staff report amended. He said the application will be subject to traffic studies and is projected to trigger actions in the Interchange Area Management Plan (IAMP). The estimated number of trip ends at buildout is approximately 880 trip ends per day. This was taken from the Boardman Development Code Chapter 4.7. He thinks the calculation is pretty high compared to the International Transportation Engineers (ITE) manual where he calculated approximately 550 trip ends per day. This application will be subject to the IAMP provision for connector streets to provide adequate access and egress alternatives to SW Front Street. This request will also be subject to the Transportation Planning Rules of the State. The valuations listed in the Goal 9 section of this report indicate the revenues of the requested Manufactured Home and Light Industrial Districts would fall short of meeting the required mitigations of streets needed.

The proposed would need to have a dedicated right-of-way on the east side of the property to make a connector road, however it would need to include another property owner to provide the extension to Oregon Trail Boulevard.

Development Code Chapter 4.10 requires a traffic impact study. Before any building could begin, it would need to be taken care of along with any other conditions at that time.

Community Development Director Beyeler said a park for children would be a requirement of the Oregon Specialty Code, which is administered by the building department. On manufactured home parks, the city can designate access and egress, however all else is administered by the building codes.

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Community Development Director Beyeler read the rest of the November 12, 2020 Amended Staff Report.

Mayor Keefer called for any proponents. David Jones, the applicant, introduced himself. He owns Frontier Trailer Park. In the last 5 years he has noticed an uptick in the demand for housing. He has 4 or 5 people a week asking for housing. Currently the cheapest housing in Boardman is within the \$200,000 to \$250,000 price range. He wants to bring in manufactured homes in the \$18,000 to \$25,000 price range. He pointed out the new Port View Apartment's one-bedrooms are \$850 a month. His residents would be able to rent space for about \$350 a month. His customers could make payments on the price of the home for about \$300 per month, bringing the total monthly cost to \$600 per month, plus electrical.

There is a need in Boardman for affordable housing. His proposed manufactured home park would have a park area, double the size of the required area. The spacing between the trailers would be 30 feet. The lots would be 3,000 to 3,500 square feet in size, big enough for double or triple-wide. He believes he meets Goals 9, 10 and 12 of the Comprehensive Plan. Bringing more housing will bring more jobs for the economic development. His preliminary plans show a 60-foot easement on the north and south sides for the loop road. To the north would be storage units, which would act as a buffer between the freeway and the homes. The proposed manufacture home park would be very well maintained and would be 100% up to code and meet all fire codes. There will be between 58-62 spaces in the park.

Mr. Jones has looked all around Boardman for land to develop a manufactured home park, but he has been unable to find it. He has put bids in on land and the sellers will not sell, or will not sell right now.

There were no opponents or public agencies to speak at the hearing.

Jonathan Tallman asked if he could read over the staff report. He stated that it was not on the agenda. Mayor Keefer responded that it was on the agenda. Mr. Tallman asked where the documentation was located. He was directed to the City of Boardman website where the staff report was posted.

Mayor Keefer closed the Public Hearing at 7:54 p.m.

Mayor Keefer reconvened the Regular Meeting at 7:54 p.m.

Mayor Keefer opened the floor for deliberation and questions.

Sandy Toms asked Mr. Jones what year of mobile homes would be placed in the manufactured home park. Mr. Jones responded that mobile homes built from 1985 and newer would be purchased and remodeled before sold. He further explained that mobile homes built after 1985 would not have asbestos and would be better insulated. Mr. Jones stated that homes newer than 1990 would be preferred.

Councilor Pierson asked Mr. Jones if he had any plans for Covenants, Conditions and Restrictions (CC&R) or Home Owner Associations (HOA) in the manufactured home park. Mr. Jones responded that there were no plans for HOA's, but there would be CC&R's to maintain

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the park. A portion of the monthly rent would be used to maintain the roads and common areas in the park.

Councilor Beagle asked Mr. Jones if he had read or was aware of what the ODOT requirements are for frontage roads. If so, where is the secondary road going to be tying into? Mr. Jones responded that this is only a preliminary plan and they would hire an engineer to map out the final plan. There was additional discussion in regard to ODOT, EPA, UEC, and BPA requirements.

Councilor Profitt asked Mr. Jones if he plans to set up the park in phases and what his timeline is. Mr. Jones responded that he did have a preliminary plan of what he wants the park to look like, but it is subject to change based on what the City of Boardman recommends. He continued by stating that he would like to put the storage units in first and then begin adding homes beginning at the north end of the park and working to the south end of the park. Councilor Profitt asked if he was thinking of 3 phases. He concurred that 3 phases were his plan and it could be a 3–4-year process before completion.

Sandy Toms asked Mr. Jones if he was aware of what the possible income to the city and/or county was going to be compared to commercial property. Mr. Jones responded he was aware that commercial property would generate significantly more revenue for the city and/or county than residential property. He continued by stating a motel was just completed, Devin Oil is planning to put another gas station on the corner of SW Front and Main.

Mayor Keefer stated that he had looked at the preliminary plan and noted there was only one way in and one way out. He expressed concern at whether SW Frontage Road would be able to handle the increase in traffic. Mr. Jones responded that a traffic study would need to be conducted. Mayor Keefer asked who would pay for the traffic study and the upgrade to the roads. Mr. Jones stated he would pay for the traffic study, but the rest of the details would need to be discussed between the developer and the City of Boardman. Mr. Jones stated that he would be the developer. The lot sizes would be 3300 square feet. He used Bella Vista Estates as a comparison for lot sizes. Mayor Keefer asked if Mr. Jones plans were to develop the park similar to Bella Vista Estates or similar to Wilson Trailer Park and Frontier Trailer Park. Mr. Jones responded that his plans were to develop the park similar to Bella Vista Estates.

Building Official McIntire commented that the manufactured home code requires a minimum lot size of 2000 square feet. He stated that Mr. Jones had the potential to put more lots than the 3300 square feet he is proposing. Mr. Jones stated that he could put in a substantial number of homes in that area if he chose to.

Councilor Pierson confirmed that Mr. Jones was planning to put 59-60 homes in that area with 3300 square foot lots. Mr. Jones confirmed, but also stated there would be some lots that would be smaller. Councilor Pierson asked if Mr. Jones would prefer to build on 2000 square foot lots as Building Official McIntire had just presented. Mr. Jones responded that was not his preference. He currently has 2000 square foot lots at Frontier Trailer Park. Councilor Pierson asked Mr. Jones to confirm his statement that he is currently receiving up to 4 requests per week for mobile homes. Mr. Jones confirmed. Councilor Pierson continued by stating that Mr. Jones could potentially fill the 59-60 spaces quickly in less time than the 3-4 years. Mr. Jones stated that the issue is finding the mobile homes. He stated that he could get mobile homes from the dealership for about \$100,000. His clientele would not be able to afford that cost. He

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continued by stating he looks for older mobile homes ranging in cost from \$20,000-\$25,000 and remodel them at a cost of \$5,000-\$15,000.

Councilor Beagle stated that ODOT had restrictions on traffic flow on Frontage Roads. Mayor Keefer expressed concern in regard to what Mr. Jones was presenting based on the minimum guidelines. If the park was approved, Mr. Jones could potentially build the park however he chose and still be within the minimum guidelines. Mayor Keefer was also concerned with how a mobile home park on a Frontage road would make the City of Boardman look to travelers.

Jackie McCauley asked Mr. Jones if he would consider developing it commercially if the zone change was not approved. He said that was not in his plans. He continued by stating the strip mall that was put in on SE Front street sat empty for a long period of time. He felt the demand for a strip mall was not there. He felt another strip mall would also sit empty and it would be a financial hardship. Ms. McCauley asked if any green space was planned. Mr. Jones responded that he would add green space as required.

Tom Baumgartner asked if there was an ordinance with the city or county in regard to the age of a mobile home that can be brought in. Mr. Baumgartner stated that Mr. Jones had plans to bring in mobile homes that are 1985 or newer. Mr. Baumgartner continued by stating the mobile home is 36 years and he was concerned about what the actual value was, even if it was remodeled. Mr. Jones stated that the age limit was 1976. He continued by stating that a 1985 mobile home can be purchased for approximately \$5,000-\$17,000 and then remodeled at a cost of \$5,000-\$15,000.

Sandy Toms stated she appreciated that Mr. Jones wanted to provide more affordable housing to the community. She asked Mr. Jones why he felt a strip mall would not work in Boardman considering the growth in the area and the community requesting retail space at a reasonable cost. Mr. Jones responded that he wasn't sure what the vacancy rate was, but in the last 5 years there are several retail spaces that have sat vacant. He used the building where Subway was located as an example.

City Recorder Baumgartner read a statement from Luis Campos. "Wouldn't it be an eyesore having them on the main road?" Mr. Jones responded that it was not on the main road. He continued by stating the storage units would be used as a buffer to reduce visibility of the park from the off ramp.

Councilor Drago moved to reject the Zone Change and Map Amendment for Tax Lot #1600 of Morrow County Tax Map 4N 25 9CC.
Councilor Beagle seconded the motion.

Councilor Profitt abstained from voting stating she wished to see the property and plans before making a decision.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Yes, Williams – Yes, Profitt – Abstain, Keefer – Yes

Motion passed. 6-1-0 abstention

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PREARRANGED PRESENTATION

Kimberly Lindsey – Community Counseling Solutions – Kid's Mental Health Center

Ms. Lindsey distributed handouts which contained a summary of the program she was presenting today, potential staffing numbers, and a map to city councilors and city staff. She communicated that she has been working on this project for about 5 years. The Behavioral Rehabilitation Services (BRS) and Psychiatric Residential Treatment Facility (PRTF) is a 14-bed facility focused on the care of children between the ages of 6-11 years of age who are in need of this level of care. For several years, there has been an issue in Oregon being able to place children in the appropriate level of care. There is not enough foster care available. Due to this issue, children decompensate and deteriorate to a point where they need a higher level of care. Many of these children will be held in emergency rooms and sometimes motel rooms for days with therapists, case managers, or child welfare workers until a facility in Oregon with the appropriate level of care has an opening. Oftentimes, these children are sent out of state. She continued by stating that our most vulnerable are the elderly, disabled, and children and we are failing them every single day.

Ms. Lindsey stated that 14 beds may seem like a lot, but it can fill overnight. She stated that on any given day there are about 75 children being held in emergency rooms. She gave the example of a 9-year-old being held in an emergency room with no family contact. The trauma that happened before that child ended up in the emergency room is significant. Being alone in an emergency room is terrifying and they are there for days.

Ms. Lindsey continued by stating that Eastern Oregon does not have 14 children needing placement in these types of facilities at any given time. Many of the children will come from the west side of Oregon State. A facility was proposed on the west side of Oregon, but it fell through. Ms. Lindsey and her team began to look at Morrow County as a possible location for this facility. They have located a piece of property in Boardman.

She directed everyone's attention to the handouts for additional information in regard to the program and facility.

Councilor Norton asked when the facility would be completed. Ms. Lindsey responded that they planned to begin construction this summer and it would take about a year to complete.

Councilor Beagle asked if he could see the architectural plans prior to construction so parking and other factors could be reviewed. Ms. Lindsey responded that she would email those plans to City Manager Pettigrew and Community Development Director Beyeler the following day.

Mayor Keefer stated that this was an exciting project. As an educator, he has seen these children and feels there is a need for this type of facility. He asked what Ms. Lindsey is needing from city council. Ms. Lindsey responded that she wasn't sure if she needed permission, but was more trying to ensure she had provided information to the city.

Councilor Pierson stated that she was 100% on board with this facility and asked Ms. Lindsey what city council could do to help her proceed. Ms. Lindsey responded that she wanted to be able to provide as much information as the city council required and ensure she had community support.

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Councilor Beagle stated that he had looked at the staff need in the handouts and noted there was not an educator listed. He asked if children would have separate educators for 1st grade and other grades or be in the same class. Ms. Lindsey stated that there are rules in Oregon that require a dual license by the Oregon Health Authority as well as the Oregon Department of Human Services. Ms. Lindsey stated that educators would teach these students at the facility and the educators would be provided by contract from Morrow County School District.

Councilor Drago asked what the requirements were to be a volunteer for this facility. Ms. Lindsey responded that a very thorough background check is conducted. Councilor Drago stated he was 100% on board with the facility.

PUBLIC COMMENT

Torrie Griggs – Boardman Chamber of Commerce

Ms. Griggs communicated that January 20, 2021 is the chamber live at noon. The topic of the lunch and learn with Cathi Hight is: A Key to a High Performing Culture.

The next chamber live event is Boardman Child Care Opportunities. It is going to be a combination presentation from Family First Childcare Center, Preschool Promise, and Umatilla/Morrow County Head Start.

The Awards Banquet is scheduled for March 6, 2021. The Chamber of Commerce is requesting the community to submit nominations for Distinguished Citizen for 2020. A google form is available on the Chamber Facebook page and website. The nomination deadline is January 15, 2021. The banquet will be a virtual hybrid platform this year.

Columbia Works Internship Program for 2021 is now open and accepting applications.

Sleep Inn had a Grand Opening on Tuesday, January 5, 2021. A virtual tour was conducted and the video is available on the Chamber Facebook page.

BCDA has a community enhancement project survey on the Chamber Facebook. The community is asked to submit ideas for the next 2 years. There will be a zoom meeting in the future to discuss those ideas.

The Chamber is looking forward to continuing the home buyer and business incentive programs.

Councilor Drago left the meeting at 9:05 p.m.

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ACTION ITEMS

System Development Charge (SDC) Waivers

City Manager Pettigrew recommended tabling this action item until after the city council workshop. The city council agreed unanimously.

Election of Council President

Councilor Norton moved to nominate Councilor Drago as Council President

Councilor Pierson seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

Re-Appointment of Budget Committee Members – Ted Lieurance and Lisa Mittelsdorf

Councilor Beagle asked if Julie Gisi was interested in being re-appointed. City Manager Pettigrew responded that she was not. This would leave the position vacant at this time.

Councilor Profitt moved to re-appoint Ted Lieurance as a Budget Committee Member

Councilor Williams seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

Councilor Profitt moved to re-appoint Lisa Mittelsdorf as a Budget Committee Member

Councilor Williams seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

Re-Appointment of Planning Commissioners – Zack Barresse and Ragna TenEyck

Councilor Profitt moved to re-appoint Zack Barresse as Planning Commissioner

Councilor Beagle seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

Councilor Profitt moved to re-appoint Ragna TenEyck as Planning Commissioner

Councilor Beagle seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

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Appointment of Budget Officer – Marta Barajas

Councilor Profitt moved to appoint Marta Barajas as Budget Officer

Councilor Williams seconded the motion.

All were in favor.

Roll Call: Pierson – Yes, Beagle – Yes, Norton – Yes, Drago – Absent, Williams – Yes, Profitt – Yes, Keefer – Yes

Motion passed. 6-0-1 absent

Annual City Council Workshop

City Manager Pettigrew communicated that the councilors need to have a workshop soon. She asked if the councilors wanted to meet in the evening during the week or the morning on a weekend. There was discussion in regard to having the city council take a tour of Boardman to see all the new development.

The City Council Workshop was scheduled for Saturday, January 23, 2021 from 8:00 a.m. to 2:00 p.m.

REPORTS, CORRESPONDENCE AND DISCUSSION

Police Report

Chief Stokoe asked if there were any questions in regard to the report. The numbers are not accurate due to the police department office manager being off on leave.

Councilor Beagle asked about the total incidences and he stated he saw a pattern from May to August of over 300. In September, the numbers dropped and then came back up in October. He asked if those numbers could be attributed to one particular incident. Chief Stokoe stated that there are many factors that affect the number of incidents such as weather and staffing.

The City of Boardman has been working through the OSHA required guidance for staffing levels which has been very difficult.

Over the last couple of years, the police department has been working on their accreditation. This is an ongoing project.

He reminded everyone that there are individuals who have been Christmas shopping at others expense by taking packages off porches and entering unlocked houses.

Building Department Report

Building Official McIntire communicated that the city has hired a part time plumbing inspector. Ken Wilson started today. He has been in the area for 50 years and is well respected.

Building Official McIntire has been working with Gilliam County to provide building inspections services. An IGA is near completion and the hope is to have it finalized soon.

Building Official McIntire also reported that the PDX campus has 1.5 buildings of 4 completed, the sidewalk is completed at Port View Apartments, the Neal Early Learning Addition is complete and daycare services are being provided, the Sleep Inn has a Temporary Certificate of Occupancy due to the swimming pool still needing completion, and the Family Dollar will begin breaking ground soon just across from City Hall and behind Napa Auto Parts.

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Building Official McIntire directed everyone's attention to the Building Department Report in the packet.

Councilor Profitt asked how many houses were built within the Boardman Urban Growth Boundary. Building Official McIntire said he would find out.

Committee Report

None

City Manager Report

City Manager Pettigrew communicated that Columbia River Health will be renting space at the City of Boardman Annex building. A sign will be ordered and placed outside the building.

Finance Director Barajas is still out on leave. Tom Kligel has been asked to come back in a couple days a week to assist in the finance department.

City Recorder Baumgartner is back to work. Mayor Keefer and Councilor Beagle mentioned they received several emails yesterday and today.

The reader board on North Main Street in front of the old city hall has stopped worked. A new reader board has been ordered and will be placed on South Main Street in front of Napa Auto Parts.

Independent Transport was recognized for bringing porta-potties to the community during an extended water outage.

The City of Boardman received double the funding from CREZII as last year. The City will put \$1,145,035.21 in a reserve account to be used as needed. The Police Department was awarded \$165,000.00

The grant deadline of December 31, 2020 for the Broadband Project has been met. PDTFast.net is now concentrating on hooking up services to customers.

City Manager Pettigrew recognized Toni Connell for her dedication to the city during other staff members absence. City Recorder Baumgartner left for a family emergency on October 15, 2020 and returned on January 4, 2021. Jackie McCauley was on leave from November 27, 2020 to December 21, 2020. Finance Director Barajas had a family emergency on December 7, 2020 and is still out. City Manager Pettigrew was ill and out of work for 3 weeks.

Councilor Report

Councilor Beagle directed everyone's attention to Ordinance 3-2004 passed on April 20, 2004 establishing council rules. He pointed out an error in Section 1, Subsection 1.1. It refers to the Charter of the City of Boardman Chapter IV Section 14 rules. It should be, The Charter of the City of Boardman Chapter IV Section 13 rules. He stated it was an administrative error that needs to be corrected. He continued by pointing out the 2015 Oregon Blue Book publication that listed Sandy Toms as mayor. He stated it needed to be updated to reflect Paul Keefer as mayor. Councilor Williams stated that at the time of printing Sandy Toms was mayor.

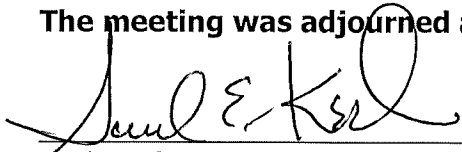
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Councilor Beagle also requested that any letter or publication presented to the public or posted to the website be correct and professional. City Manager Pettigrew spoke up in regard to the letters that she sends to city councilors in the council packet. There was discussion in regard to job descriptions, what documents go to the public, and what documents go to city councilors.

Mayor Report

Mayor Keefer requested that public notices and other communications from the City of Boardman to the public be translated into Spanish and posted next to the English notice.

The meeting was adjourned at 9:53 p.m.


Paul Keefer – Mayor


Heather Baumgartner – Recorder