

**BOARDMAN CITY COUNCIL  
REGULAR MEETING – APRIL 6, 2021  
VIDEO CONFERENCING MEETING**

Mayor Paul Keefer called the meeting to order at 7:00pm and lead the group in the Pledge of Allegiance. Roll call was taken.

**Councilors Present:** Leslie Pierson, Paul Beagle, Katy Norton, Isaac Williams, Brenda Profitt, and Paul Keefer (in person)

**Councilors Absent:** Roy Drago, Jr.

**Staff:** Karen Pettigrew – City Manager, Rick Stokoe – Chief of Police, Glenn McIntire – Building Official, Barry Beyeler – Community Development Director, Toni Connell – Acting City Recorder (in person) and Marta Barajas – Finance Director (via Zoom)

**Audience:** Torrie Griggs – Boardman Chamber of Commerce (in person), Jackie McCauley, Luis Campos, Jonathan Tallman, Doug Johnson, and Melissa Keefer (via Zoom)

**APPROVAL OF MINUTES – March 2, 2021 Regular Meeting**

Councilor Profitt motioned to approve the minutes of the March 2, 2021 regular meeting as presented.

Councilor Pierson seconded the motion.

Councilor Beagle said he would like to see grammar consistency in the minutes. He gave the example of the number three being both spelled out and the numeral being used in these minutes. Councilors' Pierson, Norton, Williams, Profitt and Mayor Keefer voted yes, Councilor Beagle voted no.

Motion passed 5-1 with 1 absent

**FINANCIAL REPORT – Ending March 31, 2021**

Finance Director Barajas asked if there were any questions in regard to the financial report submitted. Mayor Keefer asked what was OR Government Pool. Finance Director Barajas explained it is the State Treasury and is usually where municipalities have their money without worrying about being FDIC insured.

*2019-2020 Audit Report*

The 2019-2020 Audit Report was given to the council for review. Finance Director Barajas stated the report came in the mail today and she sent out the electronic version to the council earlier today as soon as she received it. She stated it was a clean audit and due to COVID with people working from home and remotely, the city received the audit report much later than anticipated.

Councilor Beagle saw in the audit report the expenditures exceeded appropriation in the Garbage Fund and the transferred amounts exceeded the adopted appropriations in the State Tax Street Fund. He asked Finance Director Barajas if she could talk about that. Finance Director Barajas replied she would have to look in to the exact details since it was a while ago and to be exact, she would like to do some research and get back to the council with an accurate response. Councilor Beagle also asked about the section under Internal Control where it stated a weakness or deficiency in Internal Control. Finance Director Barajas explained she believes there was a misunderstanding of the paragraph. It is only defining what a deficiency is in Internal Control and down further in the report it explains during their audit, they did not identify any deficiencies in Internal Control they would consider to be a weakness. Councilor Beagle recommended since the report was just handed out and there wasn't enough time to review the entire report, to table the audit report discussion until the next meeting. Mayor Keefer tabled the audit report and told council to review the report and if there were any questions to submit them to Finance Director Barajas no later than April 21<sup>st</sup>.

## **PREARRANGED PRESENTATION**

Torrie Griggs gave a presentation to the council on behalf of the Boardman Community Development Association (BCDA). Ms. Griggs asked the council if they would partner with BCDA and the Port of Morrow on the new NE Front Street Dog Park. Ms. Griggs asked if the city would put in their budget to help with the costs as the Port would be doing all the ground work for the park and the gravel parking lot as their contribution. After further discussion, Councilor Profitt motioned to budget \$30,000 to support the NE Front Street Dog Park project. Councilor Beagle second the motion.

Motion passed 6-0 with 1 absent

## **PUBLIC COMMENT**

### Jonathan Tallman – Citizen

Mr. Tallman addressed the council regarding an easement with Umatilla Electric on the Tallman's property by the Farmers Cup and stated he wanted to explain his side of the story. City Manager Pettigrew stated real estate is one of the topics to be discussed in Executive Session.

### Ed Glenn - Citizen

Mr. Glenn sent a memorandum to the council regarding system development charges and building fees. Mr. Glenn was not in attendance at this meeting.

### Torrie Griggs – Boardman Chamber of Commerce

Ms. Griggs communicated the upcoming events:

The Boardman Chamber Virtual Luncheon is April 21<sup>st</sup> from 12:00pm to 1:00pm.

The Boardman Chamber had three new members join, Oregon Hay, Boardman Liquor Store and A & A Roofing.

2021 Virtual Oregon Legislative Affairs Discussion is every Wednesday morning at 7:00am via Zoom with local legislators, Senator Hansel and Representative Levy, to discuss bills and to give the opportunity to ask questions.

A Morrow County COVID Vaccine Event is happening at the SAGE Center. There are 1,000 vaccines to give out.

The SAGE Center is scheduled to reopen on May 3<sup>rd</sup>.

2021 Virtual Career Connect College & Job Fair will be April 28<sup>th</sup>.

Ms. Griggs said for more information on any of these events, and other information around the community, to visit their website.

## **ACTION ITEMS**

### Ordinance 1-2021 – Adopting a Cross Connection Control Program of the City of Boardman and Repealing Ordinance No. 2-2001

Councilor Beagle motioned to read Ordinance 1-2021, by title only, for the seconding reading and to approve Ordinance 1-2021, an ordinance adopting a cross connection control program of the City of Boardman and repealing Ordinance No. 2-2001. Councilor Profitt seconded the motion.

Motion passed 6-0 with 1 absent

City Manager Pettigrew read Ordinance 1-2021, by title only, for the record.

### Resolution 5-2021 – A Resolution to Accept a Columbia River Enterprise Zone II Grant to the Boardman Police Department

Councilor Profitt motioned to approve Resolution 5-2021, a resolution to accept a Columbia River Enterprise Zone II Grant to the Boardman Police Department. Councilor Norton seconded the motion.

Motion passed 6-0 with 1 absent

Resolution 6-2021 – A Resolution to Accept a Grant from the State of Oregon, Under the Federal Cares Act, Section 601(a) and (d) of the Social Security Acts, Section 5001

Councilor Profitt motioned to approve Resolution 6-2021, a resolution to accept a grant from the State of Oregon, under the Federal Cares Act, Section 601(a) and (d) of the Social Security Acts, Section 5001.

Councilor Beagle seconded the motion.

Motion passed 6-0 with 1 absent

## **OTHER BUSINESS**

Approval of 2021-2022 Budget Calendar

The Budget Calendar was presented to the city council as a formality and is one of the requirements of the Oregon Budget Law. There was a discussion on the process of the meetings and hearings. The first meeting is scheduled for May 18<sup>th</sup>. If approved, another meeting will not be necessary and the Budget Hearing will be on June 8<sup>th</sup>.

Appoint CREZ III Representatives

City Manager Pettigrew made recommendations of who to appoint to the CREZ III Board. She would like to stay on the board and has been part of CREZ for many years. The mayor is usually a member and she would like Councilor Profitt to be a member with Councilor Williams as an alternate. After discussion, Councilor Williams motioned to nominate City Manager Pettigrew, Mayor Keefer, Councilor Profitt and himself, as the alternate, for Boardman representation on the CREZ III Board. Councilor Norton seconded the motion.

Motion passed 6-0 with 1 absent

Change of Meeting Date Discussion

City Manager Pettigrew explained this was put back on the agenda because it was tabled at the last meeting.

Break 8:15pm-8:19pm

Discussion continued and Community Development Director Beyeler stated he would speak with the Planning Commission about changing the date of their meetings. Councilor Pierson asked if one of Community Development Director Beyeler's concerns in moving the council meeting date was a time frame conflict for notification to the public of public hearings and in the past, has he seen where changing the council meeting date could have caused a time frame conflict. He explained as the city continues to grow, he feels it would cause an issue with the required time frame notifications to the public about these hearings.

Vacation of Easement Rights

Community Development Director Beyeler gave a staff report stating the city received a request from the owner of Columbia Basin Self Storage to vacate a utility easement. This easement runs through the middle of his two tax lots and will need this easement granted in order to expand his business. Community Development Director Beyeler asked council for direction. If the council approves pursuing the request for this vacation of easement, an ordinance will be brought before the council to vacate the easement. After further discussion, Councilor Beagle made a motion to approve proceeding with the vacation request. Councilor Pierson seconded the motion.

Motion passed 6-0 with 1 absent

Council Training

A 20-minute video from the League of Oregon Cities was played for the council on the "Roles and Authority of a High Functioning Council".

## **REPORTS, CORRESPONDENCE AND DISCUSSION**

Police Report

Chief Stokoe asked if there were any questions in regard to the report submitted. There were none. Chief Stokoe informed the council Detective Greg Sherman, who was the city's BENT Team representative, has

retired as of April 1<sup>st</sup>. There were two applicants within the city's police department who were interested in the detective position for the BENT Team. Both candidates did an exceptional job in the interview process and Officer Cory Rosen was selected to fill the open detective position.

#### Building Department Report

Building Official McIntire gave a report on behalf of the building department. A total of 52 permits were sold in the month of March. The Intergovernmental Agreement (IGA) with Gilliam County is almost complete. Family Dollar is moving right along across from City Hall and there is a lot of residential construction happening in Boardman.

#### Public Works Department Report

City Manager Pettigrew gave a report on behalf of the public works department. Irrigation was turned on around the city. Crosswalks and signs were put up for the Disc Golf Course on Marine Drive. There was a total of 952 meter reads with seven new meter installs. The tap and service were completed for the Family Dollar Store and the NE Front Street Dog Park.

#### Committee Reports

City Manager Pettigrew reported to the council Cynthia Navarro resigned from the Planning Commission and if the council knows anyone who may be interested to have them put their letter of interest in. Councilor Williams asked when the Planning Commission meets and Community Development Director Beyeler replied their meetings are the third Wednesday of each month.

#### City Manager Report

City Manager Pettigrew gave a short report to the council. The doors to City Hall were opened on March 18<sup>th</sup>. The city's free garbage month starts on April 1<sup>st</sup>. The residences appreciate this program the city offers. She reported the majority of city staff have received their first and second COVID 19 vaccines. City Manager Pettigrew informed the council if they know of anyone wanting a COVID 19 vaccine to let the city know as the city receives calls everyday looking for people to give the vaccine to. She and Community Development Director Beyeler have had several meetings with Mike Lees with Anderson Perry. City Clerk Baumgartner's last day was the 31<sup>st</sup> and she is willing to come back and help with payroll until the position is filled. She is going to put the job posting in the paper right away. City Manager Pettigrew reminded the councilors, who were on the council last year, to file their ethics form before April 15<sup>th</sup>.

Discussion was made on the new reader board and the council chambers' evacuation routes.

Mayor Keefer announced a decision was not anticipated following the Executive Sessions and recessed the regular meeting at 8:59pm.

#### **EXECUTIVE SESSION**

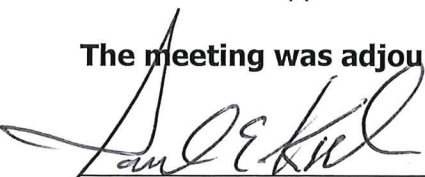
Mayor Keefer called for an Executive Session according to ORS 192.660 (2)(a) – Personnel and ORS 192.660 (2)(e) - Real Estate at 9:00pm.

Mayor Keefer reconvened the regular meeting at 9:56pm

#### **DOCUMENT SIGNATURES**

All documents approved were signed.

**The meeting was adjourned at 9:58pm**

  
Paul Keefer – Mayor  
Toni Connell – Acting City Recorder