

**BOARDMAN CITY COUNCIL
REGULAR MEETING – MAY 4, 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: Roy Drago, Jr., Katy Norton, Isaac Williams, Brenda Profitt, Paul Beagle, Paul Keefer (all in person), and Leslie Pierson (via Zoom)

Councilors Absent: None

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

Audience: Mike Lees – Anderson Perry, America Pacheco, and Teresa Ayala (all in person), Sam Irons, Tonieshia Williams, Torrie Griggs – Boardman Chamber of Commerce, Craig Hrinkevich – Robert W. Baird, Kylie McClintock – Cockburn & McClintock, (all via Zoom)

APPROVAL OF MINUTES – April 6, 2021 Regular Meeting

Councilor Profitt motioned to approve the minutes of the April 6, 2021 regular meeting as presented. Councilor Norton seconded the motion.

Motion passed 7-0.

FINANCIAL REPORT – Ending April 30, 2021

Finance Director Barajas asked if there were any questions in regard to the financial report submitted. She had one correction to note in the cash report under interest rate, Banner Bank is not at 71% but is at 0.71%. Finance Director Barajas explained April is a busy month with paying out quarterly fees for the building department. The activity under the water reserve fund and the sewer reserve fund are preliminary work and design expenditures for the water and waste water projects.

PREARRANGED PRESENTATION

Anderson Perry Scholarship

America Pacheco from Riverside High School was awarded the Scholastic Achievement 2021 Anderson Perry Scholarship for \$1,500 by Mayor Keefer. Ms. Pacheco plans to enroll at OSU in the fall. Mike Lees from Anderson Perry explained there were four applicants for the scholarship and several engineers were involved in the selection. All four applicants had high GPA's but what made America stand out was her essay. The council and Mr. Lees congratulated Ms. Pacheco for her hard work.

Cockburn & McClintock – 2019-2020 Audit Report

Kylie McClintock from Cockburn & McClintock gave a brief financial overview of the audit report. Ms. McClintock stated the city is in great financial condition. She explained the comment in the Oregon Minimal Standards letter about transfers was a mistake on their part. It was a carryover from a comment last year and the comment has been deleted and she resubmitted the letter to the Secretary of State indicating it was their mistake and was no wrong doing of the city. Ms. McClintock stated they issued, for the first time in a very long time, an internal control letter because of a significant deficiency. When they issue something like this, it has to go to the Secretary of State and a corrective action plan has to be put together by the city and adopted by city council. The significant deficiency found was

payroll taxes which hadn't been paid and left as an outstanding item on the bank reconciliation when they came in to complete the audit. The minute it was found, the deposit was made. Several months later, the IRS responded by issuing penalties and its Ms. McClintock's understanding the city is trying to get these fees abated. Finance Director Barajas has put together a corrective action plan which she supplied to Ms. McClintock prior to the meeting. Ms. McClintock has approved the corrective action plan and the next step is the plan needs to be brought before and adopted by council. Ms. McClintock asked if there were any questions and there were none.

Councilor Profitt motioned to approve, with the noted corrections, the 2019-2020 Audit. Councilor Drago seconded the motion.

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

Motion passed 7-0.

Craig Hrinkevich – Bond Process Update

David Ulbricht was not able to attend tonight's meeting due to personal reasons. In his absences, Craig Hrinkevich with Robert W Baird, who is serving as the bond underwriter on the transaction, gave an update on the city's upcoming 2021 General Obligation Bonds. On March 2, 2021 the city authorized the sale of the bonds. Mr. Hrinkevich has been working with Mr. Ulbricht, Finance Director Barajas and City Manager Pettigrew in putting the bond together and sell to investors. In the last two months, they have been working on getting a bond rating for the city. Standard & Poors released the cities inaugural credit rating of "A+" on April 23rd. The city will be selling \$20,320,000 in bonds to fund the improvements to the city's water and wastewater system as well as to pay off the existing bond issue from 2016. The closing is scheduled to be May 20th. Mr. Hrinkevich stated in order to maximize investor interest, they will be wrapping select maturities of the 2021 Bonds with municipal bond insurance from Build America Mutual (BAM). BAM is rated "AA" by Standard & Poors, so the 2021 Bonds will have a "AA" enhanced rating with an "A+" underlying rating. Also, since these bonds will be funding a sustainable water and wastewater management project, BAM has offered their GreenStar "Green Bond" designation. Mr. Hrinkevich went over the upcoming schedule of events with the closing of the sale on May 20th in which the city should have all the proceeds on May 20th. Mr. Hrinkevich stated in February 2020 the tax impact was estimated to be \$1.56 per thousand and right now it is estimated to be \$1.45 per thousand which is a savings of \$.10 per thousand. Mr. Hrinkevich asked if there were any questions from the council and there were none.

PUBLIC COMMENT

Torrie Griggs – Boardman Chamber of Commerce

Ms. Griggs communicated the upcoming events:

The Boardman Chamber Virtual Luncheon is May 19th from 12:00pm to 1:00pm.

The Boardman Chamber had two new members join, Carmen Mendoza, Realtor with Windermere Group One and iPro Building Services.

River Lodge and Grill Restaurant has changed its name to Two Barrels Taps & Grill.

Water Safety Day is May 15th at the Boardman Pool & Rec. Center.

28th Annual Good Shepherd Community Health Foundation Scramble for Scholarships is June 11th at Big River Golf Course in Umatilla.

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.

Riverside Jr/Sr High Booster Club presents Booster Bash, a live outdoor dinner event and auction, on May 15th from 5:00pm to 7:00pm.

The SAGE Center will reopen on May 10th and will be following the OHA guidelines.

Science Friday events will be happening at the SAGE Center in June, July & August for 3rd through 6th graders. These events are all day from 8am-5pm.

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

ACTION ITEMS

Appoint Planning Commissioners

Mayor Keefer stated Jennifer Leighton and Sam Irons submitted their letters of interest in the Planning Commission and needs to be appointed by the council. Councilor Beagle motioned to appoint Jennifer Leighton to the Planning Commission. Councilor Drago second the motion.

Motion passed 7-0.

Councilor Profitt motioned to appoint Sam Irons to the Planning Commission. Councilor Beagle second the motion.

Motion passed 7-0.

Finance Director Barajas asked Mayor Keefer since the council is in the corrective action section of the city council meeting and to be able get the audit for 2019-2020 completed, if she could read the corrective action plan and ask the council to approve so it can be submitted to the Secretary of State. Finance Director Barajas read the corrective action plan to the council. Councilor Profitt motioned to approve the corrective action plan. Councilor Drago seconded the motion.

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

Motion passed 7-0.

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 the department is currently at full staff and busy.

Building Department Report

Building Official McIntire gave a report on behalf of the building department. A total of 97 permits were sold in the month of April. He informed the council the building department has been very busy this past month with another PDX campus site getting ready to be built, three commercial projects in south county happening right now and six new house plans in Boardman were just submitted for review.

Public Works Department Report

City Manager Pettigrew gave a report on behalf of the public works department. She wanted to point out in the report it states there were 956 meters read in April. City Manager Pettigrew asked staff to see how many meters were read in the past and in 2019 there were 850 meters read. This gives the council an idea of how much Boardman has grown in the past two years. Councilor Profitt wanted to point out she has noticed Public Works has done a good job keeping the litter and debris picked up even with all the wind we have had. She also commented on the Splash Pad being opened and the number of kids playing there already. City Manager Pettigrew commented on behalf of Councilor Pierson on the Community Garden. Councilor Pierson asked City Manager Pettigrew to let Public Works employee Guy Marzek know how great the Community Garden looks and wanted to let him know she appreciates all his time and hard work he puts into it every year. Councilor Drago commented he had stopped by there and personally thanked Guy for his time and labor in the garden.

City Manager

City Manager Pettigrew gave her report to the council. She asked the council to move the next council meeting to June 8th because the budget hearing is scheduled for the 8th. Finance Director Barajas stated the budget committee meeting is on May 18th at 7:00pm and on June 8th is the budget hearing which is held during the council meeting. Mayor Keefer asked what the expectations are by the end of the May 18th meeting. City Manager Pettigrew replied she hoped the council will be ready to approve the budget

and if it isn't then another meeting will be held on May 25th because the budget needs to be adopted by June 30th. Finance Director Barajas explained the budget committee is all the city council, the mayor and Boardman citizens who make up the budget committee. The budget committee has to approve the budget then during the budget hearing, the council adopts the budget for the next fiscal year. If the council doesn't adopt the budget, by law the city is not allowed to spend any money and it has to be adopted by June 30th because July 1st starts the next fiscal year. City Manager Pettigrew informed the council she has withdrawn the city clerk positions. The job description and title will be different and once it is completed the position will be advertised again. City Manager Pettigrew informed the council the city purchased three new traffic counters and they are being placed throughout the city.

Councilors

Councilor Beagle wanted to have a discussion regarding the recommendation he brought to the council on moving the council meeting day. He also wanted to discuss receiving additional documents after the packet has been sent to the council. City Manager Pettigrew explained the only way to not receive documents, right up to the meeting, is to not have updated information to discuss until the following meeting. After discussion, it was voiced the council wanted to receive all information as it is currently happening to be able to discuss at the present council meeting and not a month later. During the discussion regarding changing the council meeting day, the council asked City Manager Pettigrew to make sure it is on the agenda for the next meeting.

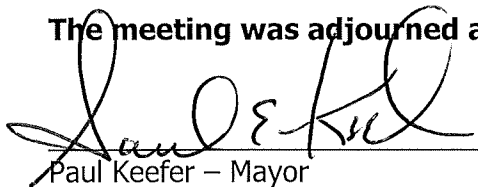
Mayor Keefer announced a decision was not anticipated following the Executive Sessions and recessed the regular meeting at 8:22pm.

EXECUTIVE SESSION

Mayor Keefer called for an Executive Session according to ORS 192.660 (2)(a) – Personnel and ORS 192.660 (2)(h) - Litigation at 8:25pm.

Mayor Keefer reconvened the regular meeting at 8:57pm

The meeting was adjourned at 8:57pm


Paul Keefer – Mayor
Toni Connell – Acting City Recorder