



# URBAN RENEWAL AGENCY MEETING

March 03, 2026 at 7:00 PM

Boardman City Hall Council Chambers  
**AGENDA**

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**1. CALL TO ORDER**

**2. ROLL CALL/EXCUSED ABSENCES**

**3. APPROVAL OF MINUTES**

A. Urban Renewal Agency Meeting Minutes January 6, 2026

**4. PUBLIC COMMENT**

INVITATION FOR PUBLIC COMMENT – The commission chair 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 commission chair 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.

**5. ACTION ITEMS - RESOLUTIONS**

A. Resolution 1-2026 A Resolution Amending Governance and Administrative Policy

**6. ACTION ITEMS - OTHER BUSINESS**

A. Appoint Executive Officer

**7. DOCUMENT SIGNATURES**

**8. 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. Upon request of an individual who is deaf or hard of hearing, accommodations such as sign language or equipment for the hearing impaired must be requested at least 48 hours prior to the meeting. To make your request, please contact the City Clerk at 541-481-9252 (voice), or by e-mail at [city.clerk@cityofboardman.com](mailto:city.clerk@cityofboardman.com).



# URBAN RENEWAL AGENCY MEETING

January 06, 2026 at 7:00 PM

Boardman City Hall Council Chambers  
**MINUTES**

**1. CALL TO ORDER**

Commission Chair Keefer called the meeting to order at 7:00 PM.

**2. ROLL CALL/EXCUSED ABSENCES**

Commissioners Present: URA Commission Chair Paul Keefer, URA Commissioner Brenda Profitt, URA Commissioner Ethan Salata, URA Commissioner Heather Baumgartner, URA Commissioner Cristina Cuevas, URA Commissioner Karen Pettigrew  
Commissioners Absent: URA Commissioner Richard Rockwell

**3. APPROVAL OF MINUTES**

A. Urban Renewal Agency Meeting Minutes December 2, 2025 – Timestamp 0:37

Motion to approve the minutes of December 2, 2025, Urban Renewal Agency Special Meeting as presented.

Motion made by URA Commissioner Salata, Seconded by URA Commissioner Profitt.  
Voting Yea: URA Commision Chair Keefer, URA Commissioner Profitt, URA Commissioner Salata, URA Commissioner Baumgartner, URA Commissioner Cuevas, URA Commissioner Pettigrew

**4. ACTION ITEMS - OTHER BUSINESS**

A. Appoint Budget Officer - Budget Committee – Timestamp 1:08

Motion to appoint Finance Director Marta Barajas as Budget Officer for the Urban Renewal Agency.

Motion made by URA Commissioner Baumgartner, Seconded by URA Commissioner Salata.  
Voting Yea: URA Commision Chair Keefer, URA Commissioner Profitt, URA Commissioner Salata, URA Commissioner Baumgartner, URA Commissioner Cuevas, URA Commissioner Pettigrew

B. 2026-2027 Budget Calendar – Timestamp 1:37

Motion to approve the 2026-2027 Budget Calendar for the Urban Renewal Agency.

Motion made by URA Commissioner Baumgartner, Seconded by URA Commissioner Profitt.

Voting Yea: URA Commision Chair Keefer, URA Commissioner Profitt, URA Commissioner Salata, URA Commissioner Baumgartner, URA Commissioner Cuevas, URA Commissioner Pettigrew

**5. OTHER PUBLIC COMMENT – Timestamp 2:13**

Austin Woody asked, "What is a URA?" Finance Director Barajas explained.

**6. ADJOURNMENT**

Commission Chair Keefer adjourned the meeting at 7:03 PM.

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Paul Keefer, Commission Chair

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Amanda Mickles, Agency Clerk

## AGENDA BILL

### Urban Renewal Agency Meeting – March 3, 2026

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**Subject:** URA Resolution 1-2026 A resolution amending governance and administrative policy

**Category:** Action Items- Resolutions

**Staff Contacts:** Brandon Hammond, City Manager

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**Summary:**

Boardman Urban Renewal Agency Resolution 1-2026 amends and updates the Agency’s governance and administrative policy, replacing the policy previously adopted in Resolution 1-2009. It reaffirms that the City’s Mayor and Council serve as the Agency’s governing body (the Commission), sets the Agency’s office at Boardman City Hall, and states the Agency will generally follow the City’s council rules where appropriate. The resolution also establishes that Agency meetings will be held at 7:00 p.m. on the first Tuesday of the month as needed (with special meetings allowed), designates key roles (Chair, Vice-Chair, Clerk), and provides for appointment of an Executive Officer (who will also serve as the Registered Agent) and a Budget Officer. Finally, it confirms the City of Boardman Budget Committee will serve as the Agency’s Budget Committee and that the Agency will follow the annually adopted budget calendar, and it formally repeals the prior 2009 governance policy.

**Attachments:**

URA Resolution 1-2026

**Budget/Fiscal Impact:** NA

**Recommendation:** Approve

**Proposed Council Motion:**

I move to approve Resolution 1-2026 a resolution amending governance and administrative policy.

**BOARDMAN URBAN RENEWAL AGENCY  
RESOLUTION 1-2026**

**A RESOLUTION AMENDING GOVERNANCE AND ADMINISTRATIVE POLICY**

**WHEREAS,** The City of Boardman "City" established an urban renewal agency through Ordinance 1-2009 known as the Boardman Urban Renewal Agency (URA) "Agency", and

**WHEREAS,** The City of Boardman designated the Mayor and Council of the City of Boardman as the governing body of the Agency, and

**WHEREAS,** The Agency established certain Policy regarding its Governance and Administration in Resolution 1-2009, and

**NOW THEREFORE THE AGENCY AMENDS THE POLICY REGARDING GOVERNANCE AND ADMISTRATION:**

**Section 1.** The Agency and City adopted joint URA Resolution 2-2009 and City Resolution 7-2009, a resolution providing staff support and collaboration, as required by law, agreeing to conform its projects to City plans, ordinances, and other requirements.

**Section 2.** The Office of the Agency is located at Boardman City Hall, 200 City Center Circle, Boardman, OR 97818.

**Section 3.** To the extent appropriate, the Agency shall abide by Ordinance No. 3-2023 An Ordinance Establishing Council Rules.

**Section 4.** The Agency determines its meetings will be scheduled at 7:00 p.m. on the first Tuesday of the month, as needed. The Chair, in consultation with the Executive Officer, may schedule a special meeting as needed.

**Section 5.** The Agency hereby designates the Mayor and Councilors of the City of Boardman as its governing body to be known as the Agency's Commission.

**Section 6.** The Agency hereby designates the Mayor of the City of Boardman as the Commission's Chair, the President of the Council as the Commission's Vice-Chair and the City Clerk as the Agency's Clerk.

**Section 7.** The Agency shall appoint an Executive Officer on such terms as it shall determine who shall serve at the pleasure of the Agency. The Executive Officer shall be listed as the Registered Agent for the Agency.

**Section 8.** The Agency shall appoint a Budget Officer on such terms as it shall determine who shall serve at the pleasure of the Agency.

**Section 9.** The Agency designates the City of Boardman Budget Committee as the Agency’s Budget Committee.

**Section 10.** The Agency shall abide by the Budget Calendar adopted annually.

**BE IT FURTHER RESOLVED** the Agency Governance and Administrative Policy adopted by Resolution 1-2009 is hereby repealed in its entirety.

DATED this 3rd day of March 2026.

BOARDMAN URBAN RENEWAL AGENCY

\_\_\_\_\_  
Commission Chair – Paul Keefer

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Commissioner – Heather Baumgartner

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Commissioner – Karen Pettigrew

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Commissioner – Richard Rockwell

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Commissioner – Brenda Profitt

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Commissioner – Cristina Cuevas

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Commissioner – Ethan Salata

ATTEST:

\_\_\_\_\_  
Amanda Mickles – Agency Clerk

## AGENDA BILL

### Urban Renewal Agency Meeting – March 3, 2026

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**Subject:** Appoint Executive Officer

**Category:** Action Items- Other Business

**Staff Contacts:** Brandon Hammond, City Manager

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**Summary:**

This action item is to formally appoint an Executive Officer for the Boardman Urban Renewal Agency, as required by Resolution 1-2026, which states the Agency “shall appoint an Executive Officer” to serve at the pleasure of the Agency and to act as the Agency’s Registered Agent. Because there is no record of a prior appointment, this step ensures the Agency is aligned with its adopted governance policy and has an officially designated officer to carry out administrative duties and serve as the point of contact.

**Attachments:**

Registered Agent Form

**Budget/Fiscal Impact:** NA

**Recommendation:** Approve

**Proposed Council Motion:**

I move to appoint City Manager Brandon Hammond as the executive officer of the Urban Renewal Agency.

**NOTICE OF DESIGNATION  
OF SPECIAL DISTRICT  
REGISTERED OFFICE AND REGISTERED AGENT**

I, Paul Keefer, Commission Chair of this agency, a municipal corporation, organized under the provisions of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the agency commission, duly adopted, the registered office of this agency is:

200 City Center Circle, Boardman, OR 97818  
\_\_\_\_\_  
(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

City Manager Brandon Hammond  
\_\_\_\_\_  
(Name of Registered Agent)

IN WITNESS WHEREOF, this agency has caused this instrument to be executed in its name by the Commission Chair of the Agency this 3<sup>rd</sup> day of March, 2026.

Boardman Urban Renewal Agency  
\_\_\_\_\_  
(Name of Agency)

By: \_\_\_\_\_  
Paul Keefer, Commission Chair

STATE OF OREGON )  
 ) ss.  
County of MORROW )

Signed before me on March 3, 2026 by Paul Keefer.

\_\_\_\_\_  
Notary Public – Oregon  
My Commission Expires: \_\_\_\_\_

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the registered office. There is no fee for filing this form. Please send the form to:

Secretary of State  
Archives Division  
800 Summer St. NE  
Salem, OR 97310  
503-373-0701