



CITY COUNCIL MEETING W/PUBLIC HEARING & EXECUTIVE SESSION

June 02, 2026 at 7:10 PM

Boardman City Hall Council Chambers

AGENDA

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL/EXCUSED ABSENCES**
4. **CERTIFICATE OF APPRECIATION - ETHAN SALATA**
5. **APPROVAL OF MINUTES**
 - [A.](#) City Council Meeting Minutes May 5, 2026
 - [B.](#) Budget Committee Meeting Minutes May 12, 2026
 - [C.](#) City Council Workshop Minutes May 13, 2026
6. **FINANCIAL REPORT**
 - [A.](#) Finance Report - April 2026
7. **FORMAL PROCEEDINGS**
 - [A.](#) Public Hearing - Street Naming
8. **PUBLIC COMMENT**
 - A. Prearranged Presentation - Morrow County Schools, Boardman
9. **ACTION ITEMS - ORDINANCES**
 - [A.](#) Ordinance 8-2026 An Ordinance Renaming The Portion Of SW Eagle Drive South Of Goldfinch Lane To Cardinal Drive Within The City Of Boardman
 - [B.](#) Ordinance 9-2026 An Ordinance Establishing Council Rules and Repealing Ordinance No. 3-2023
 - [C.](#) Ordinance 10-2026 An Ordinance Renaming A Portion Of SW Mount Hood Avenue To SW Mesquite Street Within The City Of Boardman
10. **ACTION ITEMS - RESOLUTIONS**
 - [A.](#) Resolution 15-2026 Declaring City of Boardman Personal Property as Excess
 - [B.](#) Resolution 16-2026 Increasing the Rate Structure for Solid Waste Collection in the City of Boardman
 - [C.](#) Resolution 17-2026 Dissolution of West URA
11. **ACTION ITEMS - OTHER BUSINESS**
 - [A.](#) Appoint Main Street Interchange Area Management Plan Public Advisory Committee and Technical Advisory Committee

- B. Dissolve Holiday Decorating Committee
- C. Update Account Signers and Custodians
- D. Intergovernmental Agreement - Lane Council of Governments (LCOG) for Hearings Officer

12. 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.

- A. Public Comment

13. DOCUMENT SIGNATURES

14. REPORTS, CORRESPONDENCE, AND DISCUSSION

- A. Police Report
- B. Building Department Report
- C. Public Works Department Report
- D. Planning Department
- E. Committee Reports
- F. City Manager - Drone Program
- G. Councilors
- H. Mayor

15. EXECUTIVE SESSION

- A. Executive Session 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

16. 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.



CITY COUNCIL MEETING

May 05, 2026 at 7:00 PM

Boardman City Hall Council Chambers

MINUTES

1. CALL TO ORDER

Councilor Baumgartner called the meeting to order at 7:00 PM.

2. ACTION ITEMS - OTHER BUSINESS

A. Oath of Office - Councilor Michael Hughes – Timestamp 0:10

Councilor Baumgartner swore in Michael Hughes and he joined the dais.

3. FLAG SALUTE

4. ROLL CALL/EXCUSED ABSENCES

Council Present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Michael Hughes, Councilor Karen Pettigrew, Councilor Brenda Profitt, Councilor Richard Rockwell

Council Absent: Councilor Cristina Cuevas

5. APPROVAL OF MINUTES

A. City Council Meeting Minutes April 7, 2026 – Timestamp 2:39

Motion to approve the City Council Meeting Minutes April 7, 2026, as presented.

Motion made by Councilor Rockwell, Seconded by Councilor Hughes.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Hughes, Councilor Pettigrew, Councilor Profitt, Councilor Rockwell

6. FINANCIAL REPORT

A. Finance Report - March 2026 – Timestamp 3:12

Finance Director Barajas gave the financial report.

7. PUBLIC COMMENT

A. Prearranged Presentation - Morrow County Schools, Boardman – Timestamp 4:46

Sam Boardman student provided update of school happenings.

B. Prearranged Presentation - Water System Master Plan, Mike Lees, Anderson Perry – Timestamp 6:10

Mike Lees, Anderson Perry, gave an update on the Water System Master Plan.

C. Prearranged Presentation - Sanitary Disposal – Timestamp 18:55

Kevin Miracle, Sanitary Disposal, gave a presentation regarding annual CPI garbage rate increase of 2.99%.

D. Other Public Comment - Chamber BCDA Reports April & May 2026 – Timestamp 21:39

8. ACTION ITEMS - RESOLUTIONS

- A. Resolution 10-2026 A Resolution Establishing Water Utility Fixed Charges and Consumption Rates – Timestamp 22:23

Motion to approve Resolution 10-2026 A Resolution Establishing Water Utility Fixed Charges and Consumption Rates.

Motion made by Councilor Rockwell, Seconded by Councilor Pettigrew.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Hughes, Councilor Pettigrew, Councilor Profitt, Councilor Rockwell

9. ACTION ITEMS - OTHER BUSINESS

- A. Appoint CREZ III Alternate – Timestamp 26:34

Motion to appoint Michael Hughes as an alternate member of CREZ III.

Motion made by Councilor Rockwell, Seconded by Councilor Profitt.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Hughes, Councilor Pettigrew, Councilor Profitt, Councilor Rockwell

- B. Intergovernmental Agreement - Project PATH – Timestamp 28:15

Motion to authorize City Manager Hammond sign the Intergovernmental Agreement for Project PATH.

Motion made by Councilor Rockwell, Seconded by Councilor Hughes.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Hughes, Councilor Pettigrew, Councilor Profitt, Councilor Rockwell

10. OTHER PUBLIC COMMENT

There was none.

11. DOCUMENT SIGNATURES

12. REPORTS, CORRESPONDENCE, AND DISCUSSION

- A. Police Report – Timestamp 31:19

Police Chief Stokoe gave his report.

- B. Building Department Report – Timestamp 33:30

Building Official McLane gave his report.

- C. Public Works Department Report – Timestamp 35:00

Public Works Director Drago gave his report.

- D. Planning Department – Timestamp 38:29

Planning Official McLane gave her report.

- E. Committee Reports

There were none.

- F. City Manager - Council Rules – Timestamp 42:44

City Manager Hammond led a discussion regarding the order of the agenda as prescribed in the Council Rules.

- G. Councilors – Timestamp 59:49

Councilors offered comment.

H. Mayor – Timestamp 1:00:34

Mayor Keefer gave no comment.

13. ADJOURNMENT

Councilor Baumgartner adjourned the meeting at 8:01 PM.

Heather Baumgartner, Council Chair

Amanda Mickles, City Clerk



BUDGET COMMITTEE MEETING

May 12, 2026 at 7:15 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Committee Member Cuevas opened the meeting at 7:19 PM.

2. ROLL CALL/EXCUSED ABSENCES

Committee Members Present: Committee Member Ariana Andrews, Committee Member Dori Drago, Committee Member Stephen Fuss, Committee Member Emerald Lantis, Committee Member Alejandra Mendoza, Committee Member Lisa Mittelsdorf, Committee Member Marie Shimer, Committee Member Paul Keefer, Committee Member Heather Baumgartner, Committee Member Cristina Cuevas, Committee Member Karen Pettigrew, Committee Member Brenda Profitt, Committee Member Richard Rockwell

Committee Members Absent: Committee Member Michael Hughes

3. APPOINT BUDGET COMMITTEE CHAIR

Timestamp 0:20

Motion to appoint Mittelsdorf as the Committee Chair.

Motion made by Committee Member Profitt, Seconded by Committee Member Fuss. Voting Yea: Committee Member Andrews, Committee Member Drago, Committee Member Fuss, Committee Member Lantis, Committee Member Mendoza, Committee Member Shimer, Committee Member Keefer, Committee Member Baumgartner, Committee Member Cuevas, Committee Member Pettigrew, Committee Member Profitt

4. COMMITTEE TO ESTABLISH GROUND RULES FOR MEETING

- A. Length of Meeting – Commission Chair Mittelsdorf stated the meeting should not exceed 9:00 PM.
- B. Breaks – Commission Chair Mittelsdorf stated a 5 minute break will occur at 8:20 PM.
- C. Length of individual speaking time - Commission Chair Mittelsdorf stated individual speaking time will be 3 minutes.
- D. Review process – Commission Chair Mittelsdorf reviewed the process of the meeting.

5. BUDGET OFFICER - BUDGET MESSAGE

Timestamp 2:16

Finance Director Barajas presented the Budget Message and Budget Document.

6. BUDGET OFFICER - PRESENTATION OF BUDGET DOCUMENT

- A. 2026-2027 Budget

7. PUBLIC COMMENT

Timestamp 1:29:27

There was none.

8. MOTION TO APPROVE BUDGET OR PROCESS CONTINUATION

Timestamp 1:29:40

Motion that the City of Boardman Budget Committee approve the proposed City of Boardman Budget for the 2026-2027 fiscal year as presented, in the amount of \$86,133,690 and approve property taxes at the rate of \$4.2114 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$998,000 for the general obligation bond levy.

Motion made by Committee Member Profitt, Seconded by Committee Member Fuss. Voting Yea: Committee Member Andrews, Committee Member Drago, Committee Member Fuss, Committee Member Lantis, Committee Member Mendoza, Committee Member Mittelsdorf, Committee Member Shimer, Committee Member Keefer, Committee Member Baumgartner, Committee Member Cuevas, Committee Member Pettigrew, Committee Member Profitt, Committee Member Rockwell

A. Next Budget Committee Meeting Date: May 19, 2026 7:15 PM

No further meeting is required.

9. ADJOURNMENT

Commission Chair Mittelsdorf adjourned the meeting at 8:57 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk



**CITY COUNCIL
WORKSHOP**

May 13, 2026 at 6:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Mayor Keefer called the meeting to order at 6:00 PM.

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

Councilors Present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Michael Hughes, Councilor Karen Pettigrew, Councilor Brenda Profitt, Councilor Richard Rockwell

Councilors Absent: Councilor Cristina Cuevas

4. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. Water Service Outside City Limits - Morrow County and the Clean Water Consortium will present options to the Council for connecting Boardman water to the West Glen Community. The presentation will provide different options along with known opportunities and challenges for each approach.

City Manager Hammond introduced Jared Tesche at Matthew Jensen, Morrow County Clean Water Consortium and Mike Lees, City Engineer - Anderson Perry.

5. ADJOURNMENT

Mayor Keefer adjourned the meeting at 7:15 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk

City of Boardman
Notes to the Finance Report
 As of April 30, 2026

General Fund: Our intergovernmental agreement for Gilliam County Planning services sent our payment for the quarter ending Mar. 31, 2025, in the amount of \$26,736.63. We can expect one more payment and then this service comes to an end. The lot on the corner of NE Boardman Ave and 1st Street was sold with net proceeds of \$121,191.87. We purchased this lot in March of 2025 for \$121,896.42. The city anticipated having to move a water line that runs diagonally through the property; however the buyers are aware of this water line and the design of their development will leave access to this area; not having to do the work has saved us the cost of that work.

Other comments:

The following interfund transfers were made, as budgeted.

* Payment 3 of 10, to Building Fund towards interfund loan for PERS side account.

^ Interfund loan from Building Fund to purchase land in NE Boardman (aka Frederickson property) quadrant.

BUDGETED INTERFUND TRANSFERS

<u>City Budgeted Interfund Transfers From:</u>		<u>City Budgeted Interfund Transfers To:</u>		
100-General Fund	1,760,000	→	300-General Reserve Fund	1,760,000
100-General Fund*	146,114	→	260-Building Fund*	146,114
100-General Fund	500,000	→	320-Water Reserve Fund	500,000
100-General Fund	2,700,000	→	350-Street Reserve Fund	2,700,000
220-Water Fund	18,000	→	100-General Fund	18,000
230-Sewer Fund	18,000	→	100-General Fund	18,000
260-Building Fund^	1,600,000	→	300-General Reserve Fund^	1,600,000
330-Sewer Reserve Fund	76,000	→	350-Street Reserve Fund	76,000
300-General Reserve Fund	1,000,000	→	418-Housing Initiative Fund	1,000,000
TOTAL TRANSFERS FROM	7,818,114		TOTAL TRANSFERS TO	7,818,114

CITY OF BOARDMAN
Monthly Council Financial Statement
Period Ending April 30, 2026
Fiscal Year Elapsed 83.33%

Section 6, Item A.

FISCAL YEAR 2025-2026

REVENUE

EXPENDITURES

FUND #	CITY Fund Description	2025-2026 BUDGET	REVENUE				(A-D) Remaining		EXPENDITURES		(G/A) % of		(D-G) Fund	
			Beginning Cash C/Over	Revenue This Month	Year to Date Revenue	Total Revenue (B+C)	Expectations (over budget)	% of Budget Received (D/A)	This Month	Year to Date Expenditures	Unexpended Budget (A-G)	Expended Budget (G/A)	Balance (D-G)	Fund #
100	General Government	1,073,010							199,147	910,465	162,545	84.85%		100
110	Public Safety - Police	3,634,175							280,050	2,842,883	791,292	78.23%		110
125	Code Compliance	152,415							703	94,258	58,157	61.84%		125
130	Planning	476,075							29,664	270,450	205,625	56.81%		130
180	Facilities	382,100							3,779	269,298	112,802	70.48%		180
195	Non-Departmental	7,312,225							5,106,114	5,106,114	2,206,111	69.83%		195
100	GENERAL FUND	13,030,000	1,706,484	443,937	13,284,350	14,990,834	(1,960,834)	115.05%	5,619,458	9,493,468	3,536,532	72.86%	5,497,366	100
220	WATER FUND	1,779,200	348,253	83,807	1,093,538	1,441,791	337,409	81.04%	90,514	1,060,075	719,125	59.58%	381,716	220
230	SEWER FUND	1,310,250	151,400	82,772	1,307,048	1,458,448	(148,198)	111.31%	87,971	770,113	540,137	58.78%	688,335	230
240	GARBAGE FUND	1,671,000	453,732	174,267	1,141,218	1,594,950	76,050	95.45%	109,727	1,030,399	640,601	61.66%	564,551	240
250	STREET FUND	712,800	452,382	35,653	441,473	893,855	(181,055)	125.40%	27,713	415,566	297,234	58.30%	478,289	250
260	BUILDING FUND	26,423,100	16,920,846	596,799	7,824,251	24,745,097	1,678,003	93.65%	1,668,644	5,843,516	20,579,584	22.12%	18,901,582	260
300	GENERAL RESERVE FUND	14,090,000	9,286,602	1,778,867	3,548,817	12,835,418	1,254,582	91.10%	153,899	5,188,667	8,901,333	36.83%	7,646,751	300
320	WATER RESERVE FUND	2,074,500	1,545,203	504,666	704,346	2,249,549	(175,049)	108.44%	193,776	942,527	1,131,973	45.43%	1,307,021	320
330	SEWER RESERVE FUND	4,825,000	3,237,965	8,786	234,037	3,472,002	1,352,998	71.96%	76,968	1,380,827	3,444,173	28.62%	2,091,175	330
350	STREET RESERVE FUND	19,095,000	12,969,099	2,724,109	3,403,128	16,372,227	2,722,773	85.74%	47,366	5,924,889	13,170,111	31.03%	10,447,338	350
415	CONGRESSIONAL CMTY PJCT FU	1,575,900	1,545,325	4,992	53,050	1,598,375	(22,475)	101.43%	0	0	1,575,900	0.00%	1,598,375	415
418	HOUSING INICIATIVE FUND	1,033,000	0	3,020	1,026,774	1,026,774	6,226	99.40%	5,000	65,000	968,000	6.29%	961,774	418
510	GO BOND FUND	1,647,050	264,170	2,154	1,349,932	1,614,103	32,947	98.00%	0	278,666	1,368,384	16.92%	1,335,437	510
CITY TOTAL		89,266,800	48,881,461	6,443,830	35,411,962	84,293,423	4,973,377	94.43%	8,081,036	32,393,713	56,873,087	36.29%	51,899,710	
815	CENTRAL UR DISTRICT	7,946,400	505,558	2,685	207,054	712,613	7,233,787	8.97%	0	626	7,945,774	0.01%	711,987	815
816	NORTH UR DISTRICT	4,314,350	86,875	1,083	163,765	250,640	4,063,710	5.81%	0	5,939	4,308,411	0.14%	244,701	816
819	WEST UR DISTRICT	209,125	102,241	370	4,943	107,184	101,941	51.25%	5,000	30,693	178,432	14.68%	76,491	819
URA TOTAL		12,469,875	694,674	4,138	375,762	1,070,437	11,399,438	8.58%	5,000	37,258	12,432,617	0.30%	1,033,179	
CITY OF BOARDMAN GRAND TOTALS		101,736,675	49,576,136	6,447,967	35,787,724	85,363,859	16,372,816		8,086,035.72	32,430,970.84	69,305,704.16	36.59%	52,932,889	

Current Month Net Cash Change (No URA) (1,637,206)

Year to Date Net Cash Change 3,356,753

CASH REPORT:

	Amount	as of 4/30/26 Interest Rate
Bank of Eastern Oregon Police	\$7,538	4.00%
Banner Bank Checking	\$865,072	-
Banner Bank Savings	\$250,844	4.24%
Bank of Eastern Oregon	\$251,694	5.00%
OR Government Pool	\$50,425,815	4.00%
CURD Government Pool	\$715,718	4.00%
NURD Government Pool	\$242,326	4.00%
WURD Government Pool	\$107,405	4.00%
Xpress Online Clearing	\$66,476	-
Bank of Eastern Oregon - R&G	\$0	0.10%
Bank of Eastern Oregon - 2KG	\$0	0.10%
Bank of Eastern Oregon - Rotschy	\$0	0.10%
Bank of Eastern Oregon - Granite	\$0	0.10%
Bank of Eastern Oregon - Silver Cree	\$0	0.10%
Bank of Eastern Oregon - Culbert	\$0	0.10%
TOTAL CASH	\$52,932,889	
Cash Clearing - Utilities	\$0.00	
Total	\$52,932,889	

Summary of Budgeted Interfund Transfers, as of 04/30/2026

City Budgeted Interfund Transfers From:		City Budgeted Interfund Transfers To:	
100-General Fund	5,106,114	100-General Fund	36,000
220-Water Fund	18,000	260-Building Fund	146,114
230-Sewer Fund	18,000	300-General Reserve Fund	3,360,000
260-Building Fund	1,600,000	320-Water Reserve Fund	500,000
300-General Reserve Fund	76,000	350-Street Reserve Fund	2,776,000
330-Sewer Reserve Fund	1,000,000	418-Housing Initiative Fund	1,000,000
TOTAL TRANSFERS FROM	7,818,114	TOTAL TRANSFERS TO	7,818,114

**PUBLIC NOTICE
City of Boardman
Public Hearing**

The City of Boardman City Council will hold a of public hearing on Tuesday, June 2, 2026, at 7:00 p.m. at the Boardman City Hall, 200 City Center Circle, Boardman, Oregon 97818 in the Council Chambers. For information on meeting participation via Zoom please visit the City of Boardman’s webpage at www.cityofboardman.com.

The purpose of the public hearing is to consider the renaming of two streets and the naming of a street proposed to be dedicated.

Renaming the portion of SW Eagle Drive South of Goldfinch Lane to SW Cardinal Drive.

Renaming a portion of SW Mount Hood Avenue at the eastern terminus, the portion that runs north to south, changing the name to Mesquite Street.

Name a new street Pacheco Street to connect Oregon Trail Boulevard to Kinkade Road.

Opportunity to voice support or opposition to the above request or to ask questions will be provided. Copies of the proposal are available at City Hall with the Planning Department. For more information, contact Carla McLane, Planning Official, at (541) 481-9252 or by email at mclanec@cityofboardman.com.

Dated this 13th day of May 2026
PUBLISHED: May 20, 2026
Affidavit of Publication

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Ordinance 8-2026 An ordinance renaming the portion of SW Eagle Drive South of Goldfinch Lane to Cardinal Drive within the City of Boardman

Category: Action Items- Ordinances

Staff Contacts: Brandon Hammond, City Manager

Summary:

The City Council will consider Ordinance 8-2026, which renames the portion of SW Eagle Drive located south of Goldfinch Lane to SW Cardinal Drive. The proposed street name change is intended to improve clarity and address identification within the City of Boardman.

The ordinance notes that future addresses on this portion of SW Eagle Drive could conflict with addresses on SW Eagle Court. Renaming the segment to SW Cardinal Drive would remove the potential addressing conflict.

Attachments:

Ordinance 8-2026
Exhibit A

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

Step 1 – Reading into the record

I move to approve the reading by title only of Ordinance 8-2026 An Ordinance Renaming The Portion Of SW Eagle Drive South Of Goldfinch Lane To Cardinal Drive Within The City Of Boardman

Staff Member Reads title of Ordinance

Step 2 - Adoption

I move to adopt Ordinance 8-2026 An Ordinance Renaming The Portion Of SW Eagle Drive South Of Goldfinch Lane To Cardinal Drive Within The City Of Boardman

**CITY OF BOARDMAN
ORDINANCE 8-2026**

**AN ORDINANCE RENAMING THE PORTION OF SW EAGLE DRIVE SOUTH OF GOLDFINCH
LANE TO CARDINAL DRIVE WITHIN THE CITY OF BOARDMAN**

WHEREAS, the City of Boardman operates the public rights-of-way within the City of Boardman; and,

WHEREAS, the City has determined that certain street names should be changed to improve clarity and address identification within the City; and

WHEREAS, potential addresses on the portion of SW Eagle Drive located south of Goldfinch Lane would conflict with addresses on SW Eagle Court; and

WHEREAS, the proposed change would remove potential addressing conflicts.

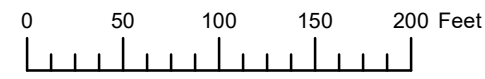
NOW THEREFORE BE IT ORDAINED the portion of SW Eagle Drive located south of Goldfinch Lane shall be renamed SW Cardinal Drive.

Passed by the Council and approved by the mayor this 2nd day of June 2026

Paul Keefer – Mayor

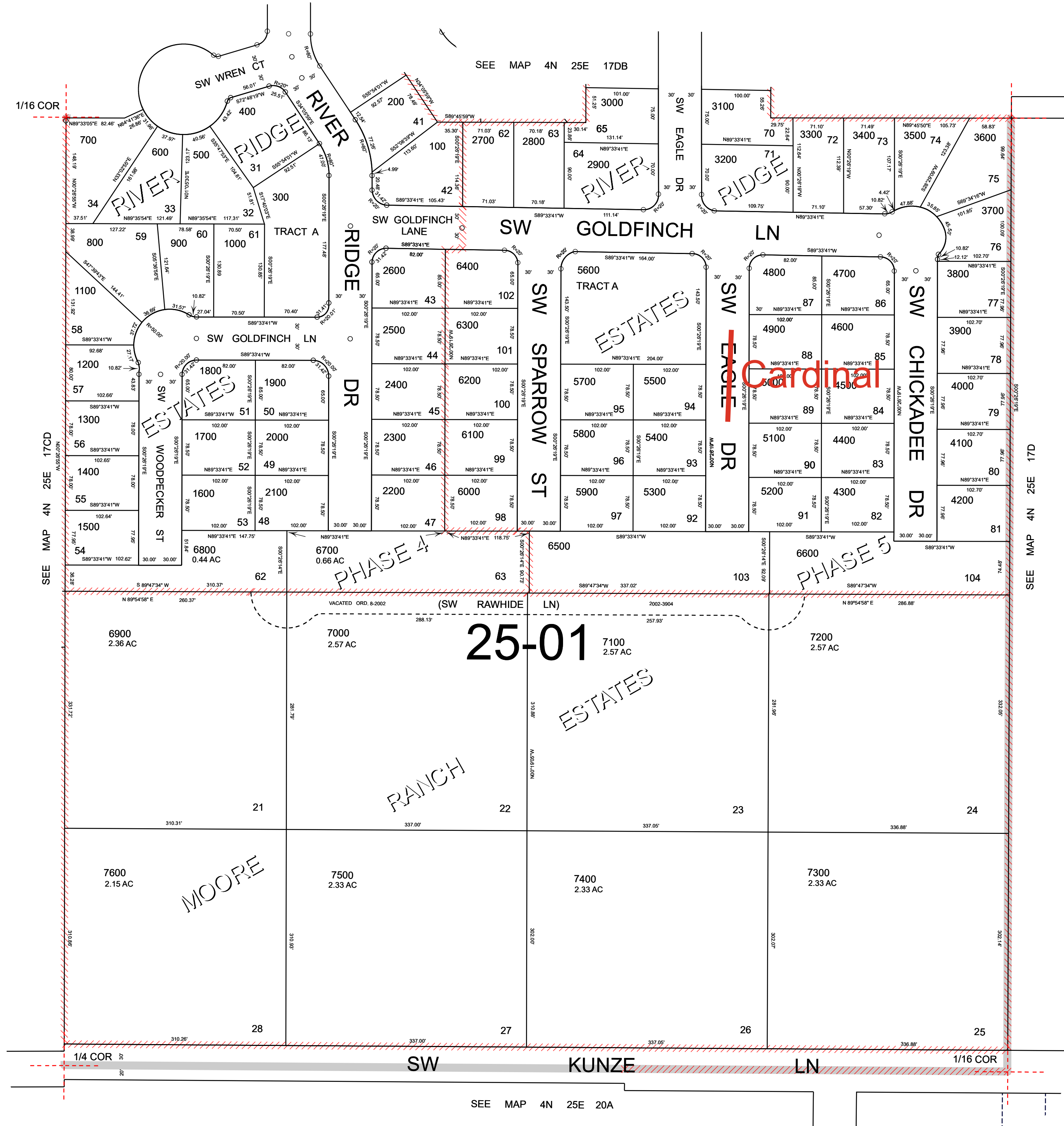
Amanda Mickles – City Clerk

THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



S.W.1/4 S.E.1/4 SEC.17 T.4N. R.25E. W.M. MORROW COUNTY 1" = 100'

04N25E17DC BOARDMAN



SEE MAP 4N 25E 17CD

SEE MAP 4N 25E 17D

25-01

ESTATES RANCH

MOORE

Cardinal

SEE MAP 4N 25E 20A

Revised: EB 01/02/2024

BOARDMAN 04N25E17DC

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Ordinance 9-2026 An ordinance establishing council rules and repealing ordinance 3-2023

Category: Action Items- Ordinances

Staff Contacts: Brandon Hammond, City Manager

Summary:

Ordinance No. 9-2026 updates and establishes the City of Boardman’s Council Rules and repeals Ordinance No. 3-2023. The ordinance provides rules governing City Council meetings, agenda preparation, public comment, decorum, voting procedures, conflicts of interest, censure, ethics, Council relations with staff, committee appointments, confidentiality, and severability. It also confirms that Council rules are to be reviewed during the first quarter of odd-numbered years and must remain consistent with the City Charter and applicable law.

Attachments:

Ordinance 9-2026

Budget/Fiscal Impact: NA

Recommendation:

Approve

Proposed Council Motion:

Step 1 – Reading into the record

I move to approve the reading by title only of Ordinance 9-2026 An Ordinance Establishing Council Rules And Repealing Ordinance No. 3-2023.

Step 2 – Staff member reads title of ordinance

Ordinance 9-2026 An Ordinance Establishing Council Rules And Repealing Ordinance No. 3-2023.

Step 3 – Adoption

I move to adopt Ordinance 9-2026 An Ordinance Establishing Council Rules And Repealing Ordinance No. 3-2023.

**CITY OF BOARDMAN
ORDINANCE NO. 9-2026**

**AN ORDINANCE ESTABLISHING COUNCIL RULES AND REPEALING ORDINANCE
NO. 3-2023**

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

WHEREAS, on December 5, 2023 the Boardman City Council adopted Ordinance 3-2023 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
 - INTRODUCTIONS
 - PREARRANGED PRESENTATION
 - COMMITTEE REPORTS
 - PETITIONS
 - FORMAL PROCEEDINGS
 - 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.
- CONSENT AGENDA
 - ORDINANCES
 - RESOLUTIONS
 - OTHER BUSINESS ACTION ITEMS
 - FINANCE REPORT
 - CITY MANAGER REPORT
 - MAYOR AND COUNCIL COMMENTS
 - 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 Councilor 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 3-2023 is repealed by the approval of this ordinance.

PASSED AND ADOPTED by the Boardman City Council this 2nd day of June 2026 and signed by the mayor in authentication of its passage.

Paul Keefer, Mayor

Attested:

Amanda Mickles, City Clerk

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Ordinance 10-2026 An ordinance renaming the portion of SW Mount Hood Avenue to SW Mesquite Street within the City of Boardman

Category: Action Items- Ordinances

Staff Contacts: Brandon Hammond, City Manager

Summary:

The City Council will consider Ordinance 10-2026, which renames the eastern terminus of SW Mount Hood Avenue to SW Mesquite Street. The affected segment is the north-south portion of SW Mount Hood Avenue at its eastern end.

The proposed change is intended to improve clarity for addressing purposes, remove potential confusion about the terminus of SW Mount Hood Avenue, and align the street name with Phase 2 of the Chaparral Subdivision.

Attachments:

Ordinance 10-2026
Exhibit A

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

Step 1 – Reading into the record

I move to approve the reading by title only of Ordinance 10-2026 An Ordinance Renaming A Portion Of SW Mount Hood Avenue To SW Mesquite Street Within The City Of Boardman

Staff Member Reads title of Ordinance

Step 2 - Adoption

I move to adopt Ordinance 10-2026 An Ordinance Renaming A Portion Of SW Mount Hood Avenue To SW Mesquite Street Within The City Of Boardman

**CITY OF BOARDMAN
ORDINANCE 10-2026**

**AN ORDINANCE RENAMING A PORTION OF SW MOUNT HOOD AVENUE TO SW
MESQUITE STREET WITHIN THE CITY OF BOARDMAN**

WHEREAS, the City of Boardman operates the public rights-of-way within the City of Boardman; and,

WHEREAS, the City has determined that certain street names should be changed to improve clarity and address identification within the City; and

WHEREAS, to remove potential confusion about the terminus of SW Mount Hood Avenue for addressing purposes, it is proposed to rename the portion of SW Mount Hood Avenue, specifically the segment running north to south at its eastern terminus, to SW Mesquite Street, to be consistent with Phase 2 of the Chaparral Subdivision; and

WHEREAS, the proposed change would remove potential addressing conflicts.

NOW THEREFORE BE IT ORDAINED that the eastern terminus of SW Mount Hood Avenue, consisting of the segment running north to south, shall be renamed SW Mesquite Street.

Passed by the Council and approved by the mayor this 2nd day of June 2026

Paul Keefer – Mayor

Amanda Mickles – City Clerk

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Resolution 15-2026 A resolution declaring City of Boardman personal property as excess

Category: Action Items- Resolution

Staff Contacts: Brandon Hammond, City Manager

Summary:

Resolution No. 15-2026 declares two City-owned vehicles as excess personal property because they no longer have effective use remaining or the cost of repair/renovation exceeds their value to City operations. The vehicles identified for disposal are a 2018 Ford F150, VIN 1FTEX1EP3JKF30160, and a 2014 Chevrolet Silverado, VIN 3GCUKSECXEG504875. The resolution authorizes City Administration to dispose of the surplus property through donation to nonprofit entities, acceptance of bids, direct sale to prospective purchasers, or a combination of those methods.

Attachment:

Resolution 15-2026

Budget/Fiscal Impact:

Based on value estimated during transaction

Recommendation:

Approve

Proposed Council Motion:

I move to approve Resolution 15-2026 A Resolution Declaring City Of Boardman Personal Property As Excess

**CITY OF BOARDMAN
RESOLUTION 15-2026**

A RESOLUTION DECLARING CITY OF BOARDMAN PERSONAL PROPERTY AS EXCESS

WHEREAS, the City of Boardman owns and operates equipment and vehicles; and

WHEREAS, certain equipment which may not have effective use remaining has become excess to the needs for which it was acquired and utilized; and

WHEREAS, in the interest of cost efficiency, equipment which the expense of repair/renovation exceeds the value of the equipment to the operations of the City, is judged by the City Council to best be disposed of.

NOW, THEREFORE BE IT RESOLVED, that the following items currently owned and operated by the City of Boardman is declared EXCESS and shall forthwith be disposed.

- 2018 Ford F150 VIN # 1FTEX1EP3JKF30160
- 2014 Chevrolet Silverado VIN # 3GCUKSECXEG504875

BE IT FURTHER RESOLVED, the City Council authorizes the City Administration to dispose of the property through the donation to not for profit entities, acceptance of bids, direct sale with prospective purchaser(s), or a combination thereof.

Passed by the Boardman City Council this 2nd day of June 2026.

CITY OF BOARDMAN

Mayor – Paul Keefer

Councilor – Heather Baumgartner

Council President– Cristina Cuevas

Councilor – Karen Pettigrew

Councilor – Brenda Profit

Councilor – Michael Hughes

Councilor – Richard Rockwell

ATTEST:

Amanda Mickles – City Clerk

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Resolution 16-2026 A resolution for increasing the rate structure for solid waste collection in the City of Boardman

Category: Action Items- Resolution

Staff Contacts: Brandon Hammond, City Manager

Summary:

Resolution No. 16-2026 adopts an updated rate structure for solid waste collection services in the City of Boardman. The rate increase was requested by Waste Connections of Oregon, an affiliate of Waste Connections doing business as Sanitary Disposal, Inc., to cover operational costs. The requested increase is based on the applicable 2026 Consumer Price Index (CPI) adjustment of 2.99%. The resolution adopts the attached Exhibit A as the new solid waste collection rate schedule, with the updated rates effective July 1, 2026.

Attachment:

Resolution 16-2026
Garbage Rate Increase Exhibit A

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

I move to approve Resolution 16 - 2026 A Resolution For Increasing The Rate Structure For Solid Waste Collection In The City Of Boardman

**CITY OF BOARDMAN
RESOLUTION 16 - 2026**

**A RESOLUTION FOR INCREASING THE RATE STRUCTURE FOR SOLID WASTE
COLLECTION IN THE CITY OF BOARDMAN**

WHEREAS, on May 5, 2026 the city received a request from Waste Connections of Oregon, an affiliate of Waste Connections, doing business as Sanitary Disposal, Inc. requesting a rate increase to cover the cost of operations; and

WHEREAS, Sanitary Disposal, Inc. requested the annual applicable Consumer Price Index (CPI) rate increases for 2026 of 2.99%; and

WHEREAS, based on that request and the CPI changes, a new rate schedule has been prepared by the city and proposed by this resolution as the new rate schedule within the City of Boardman as of July 1, 2026.

IT IS HEREBY RESOLVED that the attached "Exhibit A" is hereby adopted and implemented as the rate structure for the collection of solid waste in the City of Boardman, with said rates to be effective July 1, 2026.

Passed by the Council this 2nd day of June 2025.

CITY OF BOARDMAN

Mayor – Paul Keefer

Councilor– Heather Baumgartner

Council President – Cristina Cuevas

Councilor – Karen Pettigrew

Councilor – Brenda Proffitt

Councilor – Michael Hughes

Councilor – Richard Rockwell

ATTEST:

Amanda Mickles – City Clerk

Waste Connections of Oregon, Inc.
dba Sanitary Disposal
Proposed City of Boardman Rates- With 5% Disposal Increase at Finley Buttes
Effective July 1, 2026

Effective Increase = 2.99%

SERVICE	CURRENT RATE	5.00%	2.68%	TOTAL INCREASE	NEW SDI RATE	NEW CITY RATE
		TOTAL LF INCREASE	SERVICE INCREASE			
RESIDENTIAL						
ROLLCARTS						
Weekly- 35 Gal Cart						
- (1) cart	\$13.61	\$0.11	\$0.30	\$0.41	\$14.02	\$15.85
- Extras	\$3.51	\$0.11	\$0.03	\$0.14	\$3.65	\$4.13
Weekly- 90 Gal Cart						
- (1) cart	\$18.78	\$0.28	\$0.34	\$0.62	\$19.40	\$21.92
- (2) carts	\$37.57	\$0.56	\$0.68	\$1.24	\$38.81	\$43.85
- (3) carts	\$56.34	\$0.83	\$1.02	\$1.85	\$58.19	\$65.75
- Walk-In Charge (All Sizes)	\$8.40	\$0.00	\$0.22	\$0.22	\$8.62	\$9.74
- Extras	\$3.51	\$0.11	\$0.03	\$0.14	\$3.65	\$4.13
- Bulky Item Pickup Small	\$5.00	\$0.11	\$0.07	\$0.18	\$5.18	\$5.85
- Extra Pick Up	\$21.45	\$0.28	\$0.41	\$0.69	\$22.14	\$25.02
COMMERCIAL						
ROLLCARTS						
Weekly- 90 Gal Cart						
- (1) cart	\$27.86	\$0.28	\$0.58	\$0.86	\$28.72	\$32.45
- (2) carts	\$55.71	\$0.56	\$1.15	\$1.71	\$57.42	\$64.89
- (3) carts	\$83.57	\$0.83	\$1.73	\$2.56	\$86.13	\$97.33
- Walk-In Charge (All Sizes)	\$8.40	\$0.00	\$0.22	\$0.22	\$8.62	\$9.74
- Extras	\$3.51	\$0.11	\$0.03	\$0.14	\$3.65	\$4.13
- Extra Pick Up	\$21.45	\$0.28	\$0.41	\$0.69	\$22.14	\$25.02
- Bulky Item Pickup Small	\$10.00	\$0.11	\$0.20	\$0.31	\$10.31	\$11.65
- Bulky Item Pickup Large	\$15.00	\$0.11	\$0.33	\$0.44	\$15.44	\$17.45
CONTAINERS						
(1) 1 1/2 Yd Container						
- Once a week	\$95.60	\$0.75	\$2.09	\$2.84	\$98.44	\$111.23
- Twice a week	\$176.91	\$1.50	\$3.81	\$5.31	\$182.22	\$205.90
- Extra Pick Up	\$29.95	\$0.75	\$0.38	\$1.13	\$31.08	\$35.12
(2) 1 1/2 Yd Containers						
- Once a week	\$191.19	\$1.50	\$4.18	\$5.68	\$196.87	\$222.46
- Extra Pick Up	\$29.95	\$0.75	\$0.38	\$1.13	\$31.08	\$35.12
(3) 1 1/2 Yd Containers						
- Twice a week	\$530.72	\$4.51	\$11.42	\$15.93	\$546.65	\$617.71

(1) 2 Yd Container							
- Once a week	\$123.47	\$1.00	\$2.68	\$3.68	\$127.15	\$143.68	
- Twice a week	\$232.71	\$2.01	\$4.99	\$7.00	\$239.71	\$270.87	
(2) 2 Yd Containers							
- Once a week	\$246.91	\$2.01	\$5.36	\$7.37	\$254.28	\$287.34	
- Twice a week	\$407.79	\$4.01	\$8.48	\$12.49	\$420.28	\$474.92	
(3) 2 Yd Containers							
- Twice a week	\$698.13	\$6.02	\$14.98	\$21.00	\$719.13	\$812.62	
(5) 2 Yd Containers							
- Once a week	\$617.28	\$5.02	\$13.41	\$18.43	\$635.71	\$718.35	
(7) 2 Yd Containers							
- Once a week	\$864.19	\$7.02	\$18.77	\$25.79	\$889.98	\$1,005.68	
- Twice a week	\$1,628.97	\$14.04	\$34.94	\$48.98	\$1,677.95	\$1,896.08	

RECYCLING CONTAINERS

- (1) Recycling Container Once/wk	\$69.14	\$0.00	\$1.80	\$1.80	\$70.94	\$80.16	
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DROP BOXES

- Delivery Fee	\$55.05	\$0.00	\$1.44	\$1.44	\$56.49	\$63.84	
- Haul Fee	\$193.30	\$0.00	\$5.04	\$5.04	\$198.34	\$224.13	
- Disposal Fee (Excl Tires and Asbestos)	\$39.55	\$1.49	\$0.56	\$2.05	\$41.60	\$47.00	
- Wait Time When Servicing	\$108.67	\$0.00	\$2.83	\$2.83	\$111.50	\$126.00	
- Relocation Fee	\$108.67	\$0.00	\$2.83	\$2.83	\$111.50	\$126.00	
- Removal Fee	\$193.30	\$0.00	\$5.04	\$5.04	\$198.34	\$224.12	
- Dry Run	\$108.67	\$0.00	\$2.83	\$2.83	\$111.50	\$126.00	
- Trailer Haul Fee	\$250.00	\$0.00	\$89.44	\$89.44	\$339.44	\$383.57	

COMPACTORS

Compacted dropboxes							
- Haul Fee- Per Hour	\$108.67	\$0.00	\$2.83	\$2.83	\$111.50	\$126.00	
- Disposal Fee (Excl Tires and Asbestos)	\$39.25	\$1.49	\$0.22	\$1.71	\$40.96	\$46.28	
- Demurrage per day after 7 days	\$6.55	\$0.00	\$0.17	\$0.17	\$6.72	\$7.59	

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Resolution 17-2026 A resolution terminating tax increment collections for the West Urban Renewal District

Category: Action Items- Resolution

Staff Contacts: Marta Barajas, Finance Director

Summary:

The City Council will consider Resolution 17-2026, which terminates future tax increment collections for the West Urban Renewal District. The West Urban Renewal Plan was adopted by the City Council on November 18, 2013, and the Boardman Urban Renewal Agency approved Resolution 4-2026 on June 2, 2026, directing staff to begin the process of ending tax increment collections for the district.

Approval of Resolution 17-2026 would confirm the City Council’s concurrence with the Urban Renewal Agency and direct staff to send the resolution to the Morrow County Assessor. Staff would also complete any required Notice to Assessor Form OR-UR-50 indicating that no further division of tax revenues will be collected for the West Urban Renewal District.

Attachment:

Resolution 17-2026

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

I move to approve Resolution 17-2026, A Resolution Terminating Tax Increment Collections For The West Urban Renewal District

**CITY OF BOARDMAN
RESOLUTION 17-2026**

**A RESOLUTION TERMINATING TAX INCREMENT COLLECTIONS FOR THE WEST
URBAN RENEWAL DISTRICT**

WHEREAS, The West Urban Renewal Plan was adopted by the Boardman City Council ("City Council") on November 18, 2013; and,

WHEREAS, The Boardman Urban Renewal Agency ("Agency") after consultation with the City of Boardman City Council ("City Council"), passed Resolution No. 4-2026 on June 2, 2026 directing staff to take all actions to terminate taking division of taxes for the West Urban Renewal Area including preparing a resolution for consideration by the City Council, notifying the Morrow County Assessor, and completing the Notice to Assessor Form OR-UR-50 form to indicate no future division of tax revenues be distributed to the Agency for the West Urban Renewal Plan.

WHEREAS, The City Council concurs with the Agency to terminate all future division of tax collections for the West Urban Renewal District; and,

WHEREAS, The City Council directs staff to complete all actions to terminate division of tax collections for the West Urban Renewal District.

NOW, THEREFORE, BE IT RESOLVED: The Boardman City Council directs staff to send a copy of this Resolution to the Morrow County Assessor to instruct them to terminate all future division of tax collections for the West Urban Renewal District;

AND BE IT FURTHER RESOLVED: The Boardman City Council directs staff to complete any future Notice to Assessor Form OR-UR-50 for this urban renewal area to state no further division of taxes will be collected for the West Urban Renewal District;

DATED this 2nd day of June 2026.

CITY OF BOARDMAN

Mayor – Paul Keefer

Councilor – Heather Baumgartner

Councilor – Karen Pettigrew

Councilor – Cristina Cuevas

Councilor – Brenda Proffitt

Councilor – Michael Hughes

Councilor – Richard Rockwell

ATTEST:

Amanda Mickles – City Clerk

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Main street interchange area management plan, appointment of public advisory committee and technical advisory committee

Category: Action Item-Other Business

Staff Contacts: Brandon Hammond, City Manager

Summary:

Staff is requesting City Council appointment of members to the Public Advisory Committee (PAC) and Technical Advisory Committee (TAC) for the Main Street Interchange Area Management Plan (MS IAMP) Refinement project. The City has selected Kittelson & Associates, Inc. to lead the refinement work, with the Project Management Team already established and initial advisory committee meetings anticipated in mid-June. The project schedule anticipates adoption of the MS IAMP Refinement in January 2027.

The proposed PAC includes representatives from the City Council, residential landowners, food pods, developers, hotel development, restaurants, fueling industry, and special districts. The proposed TAC includes representatives from the Port of Morrow, ODOT, DLCD, Morrow County Public Transit, Boardman Fire Department, Boardman Police Department, and the City Engineer – Traffic.

Attachment:

PAC Appointment Memorandum

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

I move to appoint _____(Councilor), David Jones, Marci Rodelo, Hardeep Singh, Bob Dayal, Jennifer Leighton, Alex Hattenhauer, and George Shimer to the Main Street Interchange Area Management Plan Public Advisory Committee and Jacob Cain, Tim Helbig, Marlo Stanton, Brian Wood, Dawn Hert, Steven Davis, Jeremy Gierke, Rick Stokoe/Loren Dieter, and Andy Lindsey to the Technical Advisory Committee until the completion of the project in January 2027

MEMORANDUM

To: Mayor Keefer and City Council
cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: May 25, 2026
RE: Main Street Interchange Area Management Plan (MS IAMP) Refinement
 Appointment of the Public Advisory Committee (PAC)
 Appointment of the Technical Advisory Committee (TAC)

Early this calendar year staff initiated the procurement of the right consultant team to lead our Refinement of the Main Street Interchange Area Management Plan (MS IAMP). I am excited to share with you all that Kittelson & Associates, Inc. has been selected with Matt Hughart and Eza Andrews leading the work. By the time you read this the Project Management Team (PMT) Kick Off Meeting will have been held, and the first work product will be available. With the appointment of the Advisory Committees, both the Public Advisory Committee (PAC) and the Technical Advisory Committee (TAC), the first meetings will happen in mid-June. The project schedule anticipates adoption of the MS IAMP Refinement in January of 2027.

The PMT was established as part of the project scoping and includes the following: Carla MaLane, Planning Official; Roy Drago, JR, Public Works Director; Mike Lees, City Engineer; and Teresa Penninger, ODOT Region 5 Planning Manager.

A necessary task for the City Council is the appointment of the PAC and TAC. Staff have identified the following individuals from a variety of businesses and organizations to serve in the important role representing a business sector (PAC) or public organization (TAC).

The requested action is to appoint this slate of individuals to the MS IAMP PAC and TAC.

PUBLIC ADVISORY COMMITTEE (PAC)	
NAME	ORGANIZATION
TBD	Boardman City Council
David Jones	Residential Landowners
Marci Rodelo	Food Pods
Hardeep Singh	Developers
Bod Dayal	Hotel Development
Jennifer Leighton	Restaurants
Alex Hattenhauer	Fueling Industry
George Shimer	Special Districts
TECHNICAL ADVISORY COMMITTEE (TAC)	
Jacob Cain	Port of Morrow
Tim Helbig	Port of Morrow
Marlo Stanton	ODOT Region Traffic Engineer
Brian Wood	ODOT Interchange Engineer
Dawn Hert	DLCD Regional Representative
Steven Davis	MC Public Transit
Jeremy Gierke	Boardman Fire Department
Rick Stokoe/Loren Dieter	Boardman Police Department
Andy Lindsey	City Engineer – Traffic

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Update Account Signers and Custodians

Category: Action Item-Other Business

Staff Contacts: Marta Barajas, Finance Director

Summary:

Staff is requesting City Council authorization to update the authorized signers and account custodians for City bank accounts held with Bank of Eastern Oregon and Banner Bank. The updates would remove Ethan Salata as a signer and account custodian and add Michael Hughes as a signer and account custodian. Existing authorized signers to remain include Paul Keefer, Mayor; Brenda Profitt; Heather Baumgartner; Cristina Cuevas; Richard Rockwell; Karen Pettigrew; and Brandon Hammond.

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

I move to update the account signers and custodians on City of Boardman accounts at Banner Bank and Money Market Account at the Bank of Eastern Oregon by removing Ethan Salata and adding Michael Hughes.

AGENDA BILL

City Council Meeting – June 2, 2026

Subject: Intergovernmental Agreement for Hearing Officer Services

Category: Action Item-Other Business

Staff Contacts: Brandon Hammond, City Manager

Summary:

The City Council will consider approving an intergovernmental agreement with Lane Council of Governments for hearings officer services. The agreement authorizes LCOG to provide administrative and quasi-judicial hearings officer services for the City, including hearings under Chapter 1.20 of the Boardman Municipal Code and other City matters as requested.

The agreement would take effect once signed by both parties and continue through June 30, 2027, with automatic one-year renewals unless either party provides at least 60 days' notice of non-renewal. Either party may also terminate the agreement with 30 days' written notice.

LCOG will bill the City quarterly for services at its regular hourly attorney rate, currently \$175 per hour, plus any other staff time and direct expenses. Hearings are expected to be conducted primarily by videoconference, with in-person hearings in Boardman possible depending on availability.

Attachment:

IGA Agreement

Budget/Fiscal Impact:

NA

Recommendation:

Approve

Proposed Council Motion:

I move to authorize City Manager Hammond sign the Intergovernmental Agreement with Lane Council of Government for a Hearings Officer.

**CITY OF BOARDMAN-LCOG
INTERGOVERNMENTAL AGREEMENT FOR HEARINGS OFFICER SERVICES**

This **Agreement** is entered into between Lane Council of Governments (“**LCOG**”), an ORS 190 intergovernmental entity, and the City of Boardman, an Oregon municipal corporation (“**CITY**”), each a “**party**” and referred to collectively in this Agreement as “**the parties.**”

RECITALS

- A.** ORS 190.010 provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers, or agents have the authority to perform.
- B.** Provision of services for the remuneration specified in this Agreement will mutually benefit the parties.
- C.** CITY and LCOG desire to enter into an agreement wherein LCOG will provide the services described in this Agreement and in Attachment A (attached hereto and incorporated herein by this reference).

AGREEMENT

- 1. Term and renewal.** The Agreement’s Term will take effect upon signature of both parties, and continue until June 30, 2027. At the end of this initial Term, and at the end of each subsequent Term thereafter, this Agreement will automatically renew for one fiscal year (July 1 through June 30 of the following year), unless either party gives notice of its intent to not renew the agreement not less than 60 days’ prior to the end of the then-current Term.
- 2. Services to be provided.** LCOG agrees to provide hearings officer services to CITY as set forth in Attachment A.
- 3. Compensation.** CITY will pay LCOG upon receipt of its invoices, which will be issued quarterly unless otherwise agreed to by the parties in writing. Each invoice will reflect hourly rates for LCOG personnel plus any direct expenses associated with the work performed.
- 4. Termination.** Either party may terminate this Agreement upon thirty days’ written notice delivered to the other party.
- 5. Amendments.** This Agreement may be modified or extended only by a written amendment executed by both parties.
- 6. Authorized representatives and Notice.** Each party designates the following named individual as its representative for purposes of administering this Agreement. Either party may designate a new representative by written notice to the other.

a. LCOG’s Authorized Representative:

Michael Wisth
Deputy Director
859 Willamette St., Ste. 500
Eugene, OR 97401

Email mwisth@lcog-or.gov
Telephone 541-682-2019

b. CITY’s Authorized Representative:

Brandon Hammond
City Manager
200 City Center Cir.
P.O. Box 229
Boardman, OR 97818

Email hammondb@cityofboardman.com
Telephone 541-481-9252

Any notice, demand, consent, approval, or other communication to be given under this Contract must be in writing and provided by email addressed to the party’s authorized representative, except as provided below in this section. However, if, in either party’s discretion, email is not the most appropriate method for providing notice, then notice may be provided by personal delivery; certified mail, postage prepaid, return receipt requested; or

nationally recognized overnight courier. The effective date of notice will be: for notice by email, the date and time sent if sent between the hours of 8 am and 5 pm, otherwise effective at 8am the following Business Day; for notice delivered in person, the date and time of delivery; for notice by U.S. mail, three days after the date of certification; and for notice by overnight courier, the next business day after deposit with the courier.

- 7. **Records/Inspection.** LCOG and CITY must each maintain records of its costs and expenses under this agreement for a period of not less than three full fiscal years following termination of this Agreement. Upon reasonable advance notice, either party or its authorized representatives may from time to time inspect, audit, and make copies of the other party's records related to this Agreement.
- 8. **Indemnification.** To the extent allowed by the Oregon Constitution and the Oregon Revised Statutes, each of the parties hereto agrees to indemnify, defend, and hold harmless the other party from any claims, liability or damages including attorney fees, at trial and on appeal, arising out of any error, omission or act of negligence on the part of the indemnifying party, its officers, agents, or employees in the performance of this Agreement.
- 9. **Disputes.**
 - a. **Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Contract. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Contract. In the event that the parties alone are unable to resolve any conflict under this Contract, they are encouraged to resolve their differences through mediation or another cooperative dispute resolution process.
 - b. **Attorney Fees.** In the event an action, suit or proceeding, including appeals, is brought for failure to observe any of the terms of this Contract, each party will be responsible for that party's own attorney fees, expenses, costs and disbursements for the action, suit, proceeding or appeal.
- 10. **Subcontracting.** LCOG may not subcontract any the work of this Agreement, in whole or in part, without CITY's prior written approval. LCOG will require any approved subcontractor to agree, as to the portion of the work subcontracted, to comply with all obligations of LCOG specified in this Agreement. Notwithstanding CITY's approval of subcontracting, LCOG will remain obligated for full performance of its obligations under this Agreement and CITY will incur no obligation to any subcontractor.
- 11. **Assignment.** Neither party may assign this Agreement in whole or in part, or any right or obligation hereunder, without the other party's written approval.
- 12. **Compliance With Laws.** At all times during the term of this Agreement, the parties agree to comply with all applicable federal, state, and local laws, rules, ordinances, and regulations.
- 13. **Integration.** This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either oral or written, between the parties.

SIGNATURES

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THE AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

LCOG

CITY

By: Brenda Moore, Executive Director

By: Brandon Hammond, City Manager

Date: _____

Date: _____

ATTACHMENT A

DESCRIPTION OF SERVICES

A. Hearings Officer Duties

1. Conduct certain administrative and quasi-judicial infraction public hearings as provided in Chapter 1.20 of the Boardman Municipal Code. The Code Hearings Officer may also conduct administrative hearings relating to other CITY matters, if requested by CITY.
2. Receive and examine testimony and available information and provide findings of fact, conclusions of law, judgments, and orders.
3. Maintain records of the Hearings Officers' findings, recommendations and determinations, which records will be a public record and follow all applicable State of Oregon retention laws under Oregon Public Records Law (ORS chapter 192).
4. Conduct hearings at times scheduled by CITY. It is expected that such hearings will be conducted using internet-based videoconferencing, within the hours of 8:00 a.m. to 5:00 p.m. From time to time, subject to Hearings Officer availability, hearings may be conducted in-person in the City of Boardman.
5. Provide additional related services when requested, such as preparation of transcripts, on such terms as are negotiated at the time of the request.

B. Conduct of Hearings Officers

1. Observe high standards of conduct such that the integrity, impartiality, and independence of the CITY's hearings process is preserved, and act at all times in a manner that promotes public confidence in the conduct of the hearings.
2. Manifest no bias or prejudice based upon sex or gender, race, national origin, religion, sexual orientation, marital status, disability, age, or socioeconomic status.
3. Disclose potential conflicts of interest, and recuse themselves from matters creating an actual conflict of interest.
4. Disclose any discussion, other than at a public hearing, between the Hearings Officer and any person or entity appearing before the Hearings Officer, or any person with a direct interest in the outcome of a specific case while such matter is scheduled or likely to come before the Hearings Officer. The substance of any such discussion must be disclosed at the beginning of the public hearing and entered into the record.
5. Comply with CITY's adopted policies as set forth in Ordinances 2024-01 and 2024-02.

C. Coordination and Compensation

1. The Hearings Officer will coordinate the services and report through the City Manager.
2. LCOG will invoice for its regular hourly attorney rates for the services, currently \$175.00 per hour; other staff time, if any, at the then-current billing rates; and direct expenses such as copying, filing fees, etc. If hearings are held in-person in Morrow County, reasonable expenses arising out of the in-person attendance such as mileage, meals, or accommodations may be billed.



Fwd: URA & Council Meetings June 2, 2026

From The Farmers Cup <thefarmerscup@gmail.com>

Date Mon 6/1/2026 6:23 AM

To Brandon Hammond <HammondB@cityofboardman.com>; Amanda Mickles <micklesa@cityofboardman.com>

Brandon,

I would like this statement entered into the public record regarding the proposed Hearings Officer Agreement between the City of Boardman and LCOG.

Item 11. D.

I respectfully ask why this agreement is being advanced so quickly, and why it is being brought forward now, while ongoing enforcement matters involving The Farmer’s Cup (a tenant) operating on private property owned by a separate landowner entity , remain pending and unresolved.

My understanding from prior communications was that these matters were effectively on hold or still pending further review and discussion. Now, suddenly, a new quasi-judicial hearings structure is being proposed while those same matters remain unresolved. That timing raises legitimate public questions regarding process, fairness, independence, and the scope of authority being created through this agreement. This was never mentioned to The Farmer's Cup when we submitted paperwork and you said you would get back to us.

Accordingly, I would like the City to clarify on the record:

1. What is the exact status of the pending enforcement matters involving The Farmer’s Cup and related property interests?
2. If those matters were considered pending or on hold, why is this hearings officer agreement now being advanced before those issues are resolved?
3. Will this new hearings officer system apply to pending enforcement matters already underway?
4. What exact appeal rights will exist after a hearings officer decision involving sign enforcement or other code enforcement matters?
5. What qualifies as “other CITY matters” under the agreement?
6. What safeguards exist to ensure true independence and neutrality if the hearings officer coordinates through the City Manager/City Planner while the City itself initiates enforcement actions —particularly where broader development interests, data center-related growth, NDAs involving major private entities such as Amazon, and discussions involving potential "Amazon funded" RV park or workforce housing development affecting my property may create perceived conflicts or overlapping interests?
7. Has the City already discussed pending enforcement matters, including The Farmer’s Cup sign issues, in relation to this agreement?
8. Will all ex parte communications, staff coordination, and outside discussions involving pending cases be publicly disclosed and preserved in the administrative record?

9. How many sign enforcement actions has the City pursued over the last five years, against businesses, and under what circumstances? There has been many other circumstances already and we have more pictures to show perceived selective enforcement especially after a non-binding/contingent offer for the property in question. Section 12, Item A.

I would also like clarification regarding consistency of enforcement within the same corridor and surrounding commercial areas.

The attached photo example appears to show other commercial signage and sign structures located within the same general interstate/commercial corridor area involving similar sign concerns. To my understanding, certain signs associated with nearby properties may have been handled differently, resolved informally, voluntarily removed, or not pursued through the same escalating enforcement process as The Farmer's Cup matter. Just like past meetings that have not been properly documented or announced on the loop road from the April 21st meeting without our knowledge or notification(s).

I am therefore requesting clarification on the following additional questions:

- What objective standards are being used for sign enforcement?
- Were similar cure periods, notice procedures, and enforcement timelines applied consistently to all property owners and tenants?
- What criteria determine whether the City pursues voluntary compliance versus formal escalating enforcement?
- How does the City ensure equal application of enforcement standards among similarly situated properties and businesses? Please see pictures below.

I support fair and consistent code enforcement. However, the public deserves transparency, due process, equal application of the law, and a complete understanding of how this proposed process may affect existing disputes, businesses, tenants, and property rights before it is adopted.

I respectfully request these questions and concerns be addressed on the record prior to any final approval.

Sincerely,

Cheryl Tallman
The Farmer's Cup

Laurel lane south end signs



One taken down the other not?



Good afternoon,

Packets for the meetings scheduled on [Tuesday, June 2, 2026](#) are available for your review. Additional documents will be added as they become available. Watch for an email update.

- [Workshop 6:00 PM](#)
- [URA Meeting 7:00 PM](#)
- [Council Meeting 7:10 PM](#)

As always, please let me know if you have any questions or concerns. See you on Tuesday!

Amanda Mickles
City Clerk | [City of Boardman](#)



PO Box 229 | [200 City Center Circle](#)
[Boardman, OR 97818](#)
PH: (541) 481-9252



Fwd: URA & Council Meetings June 2, 2026

From Jonathan Tallman <1stjohn217llc@gmail.com>

Date Mon 6/1/2026 6:52 AM

To Brandon Hammond <HammondB@cityofboardman.com>

Cc Derrin Tallman <derrin@tallman.cx>; Amanda Mickles <Amanda@cityofboardman.com>; The Farmers Cup <thefarmerscup@gmail.com>

1 attachment (395 KB)

April 21st meeting.pdf;

Brandon, Amanda, Mayor, and Council,

Please add this statement to the public record regarding the proposed Hearings Officer Agreement and the pending enforcement matters involving The Farmer’s Cup and property owned by 1st John 2:17 LLC.

As the property owner and landlord, I am concerned not only about the impact these actions may have on my tenant, but also on the underlying property interests and future use of the property.

I continue to seek a practical and cooperative resolution with the City. My goal is not conflict, but clarity, consistency, and a path forward that protects both the City’s interests and private property rights.

However, I would be remiss if I did not note the timing of these events. The City previously presented a non-binding Letter of Intent regarding acquisition of the property. The City thereafter continued separate planning and development discussions involving the area, including the April 21, 2026 development meeting concerning Laurel Lane, pedestrian improvements, development code requirements, and future timing considerations.

Against that backdrop, the current sign enforcement matter, coupled with the proposed Hearings Officer Agreement, creates an appearance that deserves public discussion and transparency. I am not asserting improper motives; however, a reasonable property owner could perceive these events as connected and could question whether enforcement actions are being applied consistently across similarly situated properties around town or in the immediate area in question.

The photographs previously submitted raise legitimate questions regarding equal treatment, consistency of enforcement, and the standards being applied within the same commercial corridor. These are questions that deserve answers before additional enforcement authority is delegated or expanded.

I respectfully request that the City address these concerns openly and work toward a constructive resolution. I remain willing to discuss in documented solutions that avoid unnecessary disputes,

protect local businesses, respect private property rights, and maintain public confidence in of City processes.

I further request that this correspondence be included in the record and considered prior to any final action on the proposed Hearings Officer Agreement.

Thank you for your consideration.

Sincerely,

Jonathan Tallman
1st John 2:17 LLC

----- Forwarded message -----
From: **The Farmers Cup** <thefarmerscup@gmail.com>
Date: Mon, Jun 1, 2026 at 6:37 AM
Subject: Fwd: URA & Council Meetings June 2, 2026
To: Jonathan Tallman <1stjohn217llc@gmail.com>

Jonathan,

Just wanted to keep you in the loop. This is the email I sent to the City of Boardman this morning regarding the sign enforcement issue involving The Farmer's Cup.

As the landlord, I think this is something that needs to be addressed because it could impact the business and potentially create damages if it isn't handled fairly and consistently.

See below.

Thanks,

Cheryl Tallman
The Farmer's Cup

----- Forwarded message -----
From: **The Farmers Cup** <thefarmerscup@gmail.com>
Date: Mon, Jun 1, 2026 at 6:22 AM
Subject: Fwd: URA & Council Meetings June 2, 2026
To: Brandon Hammond <HammondB@cityofboardman.com>, Amanda Mickles <micklesa@cityofboardman.com>

Brandon,

I would like this statement entered into the public record regarding the proposed Hearings Officer Agreement between the City of Boardman and LCOG.

Item 11. D.

I respectfully ask why this agreement is being advanced so quickly, and why it is being brought forward now, while ongoing enforcement matters involving The Farmer’s Cup (a tenant) operating on private property owned by a separate landowner entity , remain pending and unresolved.

My understanding from prior communications was that these matters were effectively on hold or still pending further review and discussion. Now, suddenly, a new quasi-judicial hearings structure is being proposed while those same matters remain unresolved. That timing raises legitimate public questions regarding process, fairness, independence, and the scope of authority being created through this agreement. This was never mentioned to The Farmer's Cup when we submitted paperwork and you said you would get back to us.

Accordingly, I would like the City to clarify on the record:

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7. Has the City already discussed pending enforcement matters, including The Farmer’s Cup sign issues, in relation to this agreement?
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- How does the City ensure equal application of enforcement standards among similarly situated properties and businesses? Please see pictures below.

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Sincerely,

Cheryl Tallman
The Farmer's Cup

Laurel lane south end signs



One taken down the other not?



Good afternoon,

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- [URA Meeting 7:00 PM](#)
- [Council Meeting 7:10 PM](#)

As always, please let me know if you have any questions or concerns. See you on Tuesday!

Amanda Mickles
City Clerk | [City of Boardman](#)



PO Box 229 | [200 City Center Circle](#)
[Boardman, OR 97818](#)
PH: (541) 481-9252

Boardman Police Department

Monthly Report to City Council

Reporting Period: May 2026

Prepared By: Chief Richard A. Stokoe

Date: May 26, 2026

Overview

During May 2026, the Boardman Police Department continued to provide consistent law enforcement services with a strong emphasis on public safety, proactive patrol, and community engagement. Officers remained active throughout the reporting period balancing calls for service, proactive enforcement, and continued visibility within the community.

Department activity levels remained steady with continued focus on traffic enforcement, criminal deterrence, and neighborhood patrols.

Calls for Service and Patrol Activity

Total Incidents: 445

- Calls for Service: 229
- Officer-Initiated Incidents: 216

Officers maintained proactive patrol efforts while continuing to respond effectively to citizen-generated calls for service.

Proactive Enforcement Activity

- Traffic Stops: 144
- Vehicle / Pedestrian Checks: 48
- Bus / Building Checks: 22
- Other Officer-Initiated Incidents: 72

These activities reflect the department’s continued efforts to deter criminal activity, improve traffic safety, and maintain a visible law enforcement presence throughout the community.

Reports Generated

Total Officer Reports: 52

- Felony Reports: 2
- Misdemeanor Reports: 18
- Information Reports: 23
- Violation Reports: 2
- Crash Reports: 0
- Unclassified Reports: 6

Arrest Activity

Total Arrests: 15

- Misdemeanor Arrests: 15
- Felony Arrests: 0

Citations Issued

Total Citations: 19

- Violation Citations: 19
 - Criminal Citations: 0
 - Code Enforcement Citations: 0
-
-

Summary

The Boardman Police Department maintained stable operational performance throughout May 2026. Officers continued proactive enforcement efforts while responding effectively to community needs and maintaining a visible presence within the City of Boardman.

During the reporting period, the department experienced a staffing transition with the departure of one officer to another law enforcement agency. The department also welcomed a new bilingual officer, which will enhance communication and service capabilities within the community.

Department equipment and operations remained stable during the reporting period, and officers continued to focus on proactive policing, traffic safety, and public service.



Respectfully submitted,

Rick Stokoe
Chief of Police



BOARDMAN POLICE DEPARTMENT
PATROL STATISTICS (UNAUDITED)
CALENDER YEAR 2026

Statistics	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	304	346	337	472	445								
Calls for Service	186	145	158	192	229								
Officer Initiated Incidents	118	201	179	280	216								
Traffic stops	75	137	131	182	144								
Other OIA Incidents	43	64	48	98	72								
Bus/Building Checks	2	1	2	5	22								
Veh/Ped check	32	35	35	68	48								
Total Officer Reports	33	36	43	36	52								
CIS Conversion	0	0	0	0	0								
Crash	1	1	2	1	0								
Felony	4	3	3	0	2								
Information Case	8	12	10	18	23								
Misdemeanor	15	14	14	9	18								
Violation	0	3	5	2	2								
Voided	0	0	1	0	0								
Unclaissified Reports	5	2	6	6	6								
Total Misdemeanor & Felony Arrest	13	11	12	8	15								
Misdemeanor Arrests	10	11	10	8	15								
Felony Arrests	3	0	2	0	0								
Total Citations	21	20	17	24	19								
Code	0	0	0	0	0								
Criminal	0	0	0	1	0								
Violation	21	20	16	21	19								
Unclassified	0	0	1	0	0								
FI's	1	0	1	0	0								

Note: Stats are from the 23rd of prior month to 22nd of current month.

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

2025 - 2026

25-May 25-Jun 25-Jul 25-Aug 25-Sep Oct-25 Nov-25 Dec-25 Jan-26 Feb-26 Mar-26 Apr-26

Section 14, Item B.

Total Permits Sold 83 38 89 54 59 47 41 65 52 117 82 46 68 816

Boardman

Permits Sold 27 3 14 21 8 12 23 18 8 53 18 10 23 238

Manufactured Placement Permit 1 0 0 16 6 12 0 16 0 6 0 0 0 57

New Home Construction 7 1 2 0 0 0 3 0 1 0 3 1 5 23

Multi Family Units 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Morrow County (Excludes 97818)

Permits Sold 8 5 11 7 16 5 12 16 6 6 10 10 12 124

Manufactured Placement Permit 0 0 0 1 0 0 1 0 0 0 0 0 2 4

New Home Construction 1 0 0 0 3 1 0 0 0 0 1 0 0 6

Multi - Family (units) 0 0 0 0 0 2 0 0 0 0 0 0 0 2

Morrow County - 97818

Permits Sold 32 4 39 12 22 18 1 22 28 45 39 11 8 281

Manufactured Placement Permit 0 0 0 0 0 0 0 0 0 0 0 0 0 0

New Home Construction 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Multi - Family (units) 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Irrigon

Permits Sold 11 5 13 4 8 7 3 4 5 5 8 5 7 85

Manufactured Placement Permit 0 0 0 0 0 1 0 0 0 0 0 0 0 1

New Home Construction 1 1 2 0 0 2 0 4 0 0 6 1 1 18

Multi - Family (units) 6 2 0 0 0 0 0 0 0 0 0 0 0 8

State Electrical

3 2 4 1 1 1 1 2 1 2 1 2 4 25

Gilliam County

Permits Sold 2 19 8 9 4 4 1 3 4 6 6 8 14 88

Manufactured Placement Permit 0 0 0 2 0 0 0 0 0 0 0 0 0 2

New Home Construction 0 0 0 0 0 1 1 0 0 0 1 0 0 3

Multi - Family (units) 0 0 0 0 0 0 0 0 0 0 0 0 0 0

- Duplex Mobile Homes (12 Units)
- Duplex Mobile Homes (24 Units)
- Duplex Mobile Homes (32 Units)
- Duplex Mobile Homes (12 Units)

Building Department Report – May 2026

For May 2026, building permit activity in Boardman and Morrow County–97818 decreased compared with May 2025. Combined permits sold for the two areas dropped from **59 permits in May 2025 to 31 permits in May 2026**, a decrease of **47.5%**. The largest decline occurred in Morrow County–97818, where permits fell from **32 to 8**, a decrease of **75.0%**. Boardman also saw a decrease, but it was smaller, with permits sold declining from **27 to 23**, or **14.8%**. Even with the decline, Boardman remained the main source of activity in May 2026, accounting for **23 of the 31** permits included in this review.

New home construction in Boardman remained active but was lower than the prior year, decreasing from **7 permits in May 2025 to 5 permits in May 2026**, a decline of **28.6%**. No manufactured placement permits were reported in May 2026 for either Boardman or Morrow County–97818, compared with **1** manufactured placement permit in Boardman in May 2025. Multi-family activity was unchanged, with **0** multi-family units reported in both areas for both May 2025 and May 2026. Overall, the data shows that May 2026 had noticeably lower permit activity than May 2025, driven primarily by the sharp reduction in the 97818 area.

City of Boardman

Public Works Department – Monthly Report

May 2026

Water Department

- Replaced 10 inch meter at PGE valve.
 - Tie in on NE front and 4th street
 - Tie in on NE 3rd Street.
 - Continue troubleshooting and replacing inoperable meters throughout city.
 - Had training for new meters from Furgeson.
 - Install new meter vault at NE First and NE Boardman.
 - Army Corpse of Engineers inspection of City water system with no issues.
-

Wastewater / Collections

- Continue lift station washdowns.
 - Prepping for new manhole configuration for extension of NE Boardman to Olsen.
 - Automation system for chlorine system at lagoon.
 - Preparing for new head works at lagoon.
 - Continue irrigation from wastewater lagoons.
 - Continue receiving waste water to lagoon from AWS by truck.
 - Continue with collections survey throughout City mapping pipe size and material.
-

Streets, Parks & Facilities

- Continue work on street lamps and irrigation for North Main Street and NE Front.
 - Vacuum testing on man holes on streets at Chapparral.
 - Replaced regular lights with LED at waste water facilities.
 - Running irrigation at city parks and mowing, (we have over 20 acres of grass to mow weekly).
 - New mower was delivered and is being used with older mower to keep up.
 - Continue NE Front Street improvements.
 - Continue NE Boardman Ave, NE 3rd Street, and NE 4th Street connections.
 - Brush hogging of City Properties.
 - Opened splash pad for Summer.
-

Fleet & Equipment

- Maintained and serviced equipment.
 - Serviced two **police vehicles**.
 - Purchased new tractor and attachments for clearing and Bio-solid removal.
 - Getting work orders set up through iamGIS system.
-

Training & Certifications

- Continuing CIS training for 2026.
 - Continuation of water and wastewater treatment training.
 - Training on new I-pearl meters and auto-read.
-

Code & Animal Control

- 3 dogs transported to Hermiston.
 - Continue working with local vendors on compliance with permitting.
 - County weed control sprayed for weeds on City Properties.
 - Tree removal on NW Boardman Ave from windstorm.
-

General Operations

Public Works completed daily tasks including locates, utility checks, work orders, rounds and regular system monitoring to keep city operations running smoothly. Working with contractors on Main Street improvement, and with contractors on Collector 2 improvements.

MEMORANDUM

To: Mayor Keefer and members of the City Council
Cc: Brandon Hammond, City Manager
From: Carla McLane, Planning Official
Date: May 21, 2026
RE: Planning Department Monthly Update

The Planning Department continues to be busy. Boardman is growing and we are feeling it here in the Planning Department with new inquiries on a daily basis. There are several plats that are ready for signatures and recording over the next month or so which will result in more development, both residential and commercial.

My time as the Planning Official is winding down. My last day in this role will be June 30, just 40 days away. Planning staff are working to achieve a smooth transition which will see Stephanie step into the role of Planning Official and Arely promoted to Planner II, both on July 1. When I come in on July 1 my focus will be the Strategic Planning Program, updating the SDC methodology and establishing the fee schedule, and updating the Municipal Code. Are we having fun yet!?

Strategic Planning Program: You can follow these projects at [this location](#) on the City’s website. For more information on the various projects, see below:

Completed or Nearly Completed Projects:

- **Transportation System Plan (TSP):** Both the City’s TSP and the County’s co-adoption have been appealed. You can follow the TSP Update [here](#).
- **Parks Master Plan (PMP):** The PMP has been appealed. You can follow the PMP [here](#). You can find the new Parks Page on the City of Boardman website [here](#)!
- **Economic Opportunity Analysis (EOA):** The adoption documents are posted [here](#).

Projects Underway or Soon To Be:

- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** This work is ramping up. There are three more PAC meetings over the next six months or so. There are also two or three joint Planning Commission/City Council workshops in that same timeframe. I will be in touch soon to get those on your calendars. You can follow the CP/BDC PAC [here](#).
- **Housing Capacity Analysis (HCA):** The second meeting of the HCA PAC has been scheduled for June 22. You can follow the HCA [here](#).
- **Main Street Interchange Area Management Plan Refinement (MS IAMP):** Kittelson and Associates has been engaged to do this project. A PAC and a Technical Advisory

Committee (TAC) are scheduled to be appointed at your June 2 City Council meeting. Look for a MS IAMP PAC page on the Strategic Plan webpage soon.

Other Programmatic work: Work is also progressing on other projects with a planning focus. Those include the:

- **System Development Charge (SDC) Update:** We have submitted most of the requested information to the consultant team. If all goes well we should have a new SDC program in place by this Fall!
- **Boardman Municipal Code (BMC):** Work continues and will become more focused after July 1.

Planning Reviews and Approvals: My intent here will be to add Planning Department actions that end in an approval for development. I will be cautious to protect the City Council’s role as the appeal body for any local decisions. And if there haven’t been any decisions this section may be blank.

- ✓ **Homes, homes, and more homes:** We are gearing up for the Chaparral Subdivision next with 65 buildable lots. That Plat should be signed in the next month or so.
- ✓ **Community Development:** Our focus these days appears to be on Food Trucks.



City Manager May Report

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

Community Involvement

City staff are looking for ways to actively participate with our local schools by becoming more involved in outreach and education. This could include visiting classrooms, meeting with student groups, and helping students understand how cities function, what services local government provides, and how decisions are made. By connecting with schools, staff can help students learn about public service, community involvement, and the important role local government plays in everyday life. This effort would also help build stronger relationships between the city, students, teachers, and families while encouraging future civic engagement in our community.

Keep Boardman Clean

The City of Boardman's garbage voucher program helped residents dispose of unwanted items and supported ongoing efforts to keep our community clean and attractive. Through the program, 181 vouchers were distributed at a total cost of \$7,800. This service provides residents with an opportunity to properly dispose of garbage and larger items, helping reduce clutter, improve neighborhood appearance, and maintain the beauty of our city. The City Council will continue to evaluate the program to ensure it remains effective, financially responsible, and available to all Boardman residents.

Community Safety

City staff have been looking into implementing a hearings officer to help the City of Boardman handle code enforcement matters in a more efficient and consistent way. This would create a local process for reviewing code violations while still giving residents and property owners a fair opportunity to be heard. A hearings officer would listen to both the city and the property owner or resident, review the facts, and make a written decision about whether a code violation occurred and what needs to be done to fix it. This process would help address routine code issues without sending every case to court or requiring City Council to hear each matter. Using a hearings officer would help the city resolve code concerns more quickly and fairly, while still providing notice, a hearing, and the ability to appeal. It would also allow City Council to focus on larger community issues, while routine code matters are handled through a clear and professional process.

Betterment of our Community

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.

- | | |
|--|---|
| <ul style="list-style-type: none"> A. Community Development B. Senator Nash Summit C. Stormwater Bid Opening D. Clean Water Consortium E. Fire District Board Mtg F. Budget Committee Mtg G. Chamber Board Mtg H. Port of Morrow I. Council Workshop J. BCDA Monthly Mtg | <ul style="list-style-type: none"> K. Boardman Feasibility Study L. Morrow County Commissioner Mtg M. Boardman Housing Committee N. Development Code Open House O. Blue Mountain Community College P. City Hall Front Counter Construction Q. Boardman Splash Pad R. Local Public Safety Coordinating Council S. Boardman Rec District Board Mtg T. PATH Advisory Board |
|--|---|

CAPITAL IMPROVEMENT PROJECTS

2025-26

General	Status	Timeline	Cost Estimate
BPA Greenspace	Completed	Fall 2025	\$390,000
Splash Pad	In Progress	Current	\$700,000
Planning			
Economic Opportunity Analysis	Completed	Feb-26	\$60,000
Transportation System Plan	Completed	Jan-26	Grant Funded
Parks Master Plan	Completed	Jan-26	\$40,000
Development Code/Comp Plan	In Progress	December 2026	\$150,000
Municipal Code	In Progress	December 2026	-----
Streets/Sidewalk			
S Main Project	Completed	May-26	\$5,400,000
Annual Street Improvements	Bid Process	Current	\$2,000,000
Storm Water Flow	In Progress	Current	\$300,000
Water/Wastewater			
NE Front Sewer	Completed	Jul-26	\$160,000
Bio Solids Removal	Construction	Summer 2026	\$1,250,000
Headworks Screen & Septage Receiving Station	Bid Process	Current	\$1,050,000
Hypochlorite System	Completed	Dec-25	\$380,000
Collector 2 Improvements	Completed	Current	\$150,000
Kunze Well	In Design	Current	\$1,000,000

UNMANNED AIRCRAFT SYSTEMS (UAS) POLICIES AND PROCEDURES

Adopted: [Insert Date]

Last Reviewed: [Insert Date]

Summary

This policy outlines the City of Boardman Building Department’s conditions and guidelines for the use of UAS (Unmanned Aircraft Systems), commonly referred to as drones, as a tool for completing building department inspections and occasionally assisting other City of Boardman departments such as emergency response, damage assessment, or other authorized city functions.

Background

UAS are becoming an essential tool for conducting certain types of building inspections. As this technology continues to evolve, jurisdictions are increasingly adopting it due to significant advantages, including:

- Speed and time savings
- Improved inspector safety
- Enhanced visual clarity and inspection accuracy
- Effective use in post-disaster response

The City of Boardman Building Department has established a UAS program to support safe, efficient, and compliant building inspection operations. UAS technology is intended to supplement—not replace—traditional inspection methods.

Inspectors should use conventional inspection methods when safe and practical. UAS should be used when conditions present safety risks or access limitations.

Applicable laws, regulations, and standards to the Building Department’s UAS program include:

- [CFR Title 14, Part 107](#)
- [ORS 837.360](#), [ORS 837.362](#), and [ORS 192.345](#)
- [OAR 166-200-250](#)
- [NFPA 2400 \(2024 Edition\)](#)
- CIS Unmanned Aircraft Flight Operations Manual

UAS program resources include:

- [FAA Part 107 Remote Pilot in Command – Student Study Guide](#)
- [FAA Part 107 Remote Pilot in Command – UAS Airman Certification Standards](#)
- [NIST standards for flight proficiency](#)
- [NIST course guidelines](#)
- Future UAS User Guide and Maintenance

Policy

All City of Boardman staff operating UAS equipment must comply with all applicable laws, regulations, and this policy.

Key Personnel Roles

- Remote Pilot in Command (RPIC): FAA-certified pilot responsible for all flight operations, including pre-flight and post-flight activities. This individual is the person responsible for all aspects of the flight.
- UAS Coordinator: The Building Official or Designee (in most cases the RPIC)
- Crew Members: City staff assisting with operations, safety, or logistics.
- Visual Observer: Assists the RPIC in maintaining visual line of sight and situational awareness.

Pilot Standards

- All UAS operators must hold a valid FAA Part 107 Remote Pilot Certificate. Once certified, each UAS drone pilot must complete the NIST (National Institute of Standards and Technology) agility training to demonstrate piloting proficiency skills.
- All UAS pilots must complete continuing education to maintain the FAA part 107 license. A UAS pilot may complete NIST agility and proficiency training on an annual basis in-house or through a qualified third party.

Flights and Operations

UAS may be used for inspections including, but not limited to:

- Roof inspections and nailing verification
- Solar installations
- Cell tower antennae installation and replacement
- Structural framing
- High-Piled storage warehouse inspections
- Fire sprinkler systems
- Rooftop mechanical systems
- Final inspections

Pre-Flight Safety Check

The RPIC must complete a pre-flight safety checklist prior to every flight.

Flight Log

The RPIC must ensure all flights are logged and recorded, including:

- Date, time, and location
- Pilot name
- Purpose of flight
- Any incidents or anomalies
- Incident Reporting
- Report all accidents immediately to supervisor
- Follow FAA reporting requirements
- Inspect and repair equipment before reusing

Operational Constraints

All flights must comply with FAA regulations, including:

- Airspace restrictions
- Weather conditions
- Visual line-of-sight requirements
- Avoidance of manned aircraft

Altitude Limits

Flights are limited to 400 feet Above Ground Level (AGL) or no more than 400 feet above the top of structures like communications towers.

Special consideration must be given to nearby airports or restricted airspace affecting Boardman.

Risk Mitigation

Prior to flight, the RPIC must plan for:

- Safe launch and landing
- Lost communication link event
- GPS failure
- Emergency procedures

Pre-Mission Briefing

If crew members are involved, the RPIC must conduct a briefing covering:

- Roles and responsibilities
- Safety procedures
- Communication protocols

Operations Over People

UAS operations must NOT:

- Fly over unprotected individuals (unless a specific waiver is requested through FAA).
- Pose hazards to people, property, or aircraft
- Be conducted recklessly

If safety conditions cannot be met, the flight must not occur or must be terminated.

Privacy

The City recognizes the privacy protections established under Oregon law and will ensure that UAS operations are conducted only for lawful governmental purposes associated with building inspection activities, emergency response, damage assessment, or other authorized city functions.

Photos and videos may be taken during UAS operations when necessary for official inspections or other authorized purposes. UAS operators will take reasonable precautions to avoid inadvertently recording or transmitting images where there is reasonable expectation of privacy unless otherwise authorized by law.

Photos, videos, and other records obtained through UAS operations shall be retained in accordance with Oregon public records retention schedules, including OAR Chapter 166. Unless otherwise required for enforcement, litigation, or permanent building records:

- Final inspection images and records shall be retained for the life of the structure;
- Routine inspection images and videos shall be retained for a minimum of two (2) years;
- Records associated with active investigations, claims, or litigation shall be retained until final resolution.

Insurance

Coverage is subject to the terms, conditions, and exclusions under the CIS Liability Coverage Document.

Training, Certification, and Licensing

Training, certification, and licensing records for all operators shall be maintained by the City.

Maintenance

The UAS Coordinator is responsible for ensuring the City's drone fleet is maintained at intervals designated by the drone manufacturer and that staff perform routine maintenance which include:

- Battery and equipment condition checks
- Inspecting propellers
- Cleaning the UAS

Any damaged equipment must be repaired before further use. The UAS Coordinator is responsible for coordinating manufacturer repairs.

Battery Safety

- Batteries must be stored safely and monitored during charging
- Charging must occur during business hours only
- Batteries must be removed once fully charged

Community Concerns

The City of Boardman recognizes public concerns regarding drone use. The Building Department inspectors ascribe to high ethical standards, including the [ICC Code of Ethics](#), in the conduct of their duties as public officials. All complaints relating to the use of UAS technology will be taken seriously. Alternative inspection methods will be considered when feasible.