



# CITY COUNCIL MEETING W/ EXECUTIVE SESSION

December 03, 2024 at 7:00 PM

Boardman City Hall Council Chambers  
**AGENDA**

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**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL/EXCUSED ABSENCES**

**4. APPROVAL OF MINUTES**

[A.](#) Joint Cities, County, Port Meeting Minutes, October 29, 2024

[B.](#) City Council Workshop Minutes, November 5, 2024

[C.](#) City Council Meeting Minutes, November 5, 2024

**5. FINANCIAL REPORT**

[A.](#) Financial Report - October 2024

**6. PUBLIC COMMENT**

**A.** Prearranged Presentation - Morrow County Schools, Boardman

**B.** Prearranged Presentation - Shipping Containers

**7. ACTION ITEMS - OTHER BUSINESS**

[A.](#) Resolution 27-2024 - Inclusion Under the State of Oregon Deferred Compensation Plan

**8. ACTION ITEMS - OTHER BUSINESS**

[A.](#) Planning Commission Appointments

[B.](#) Housing Investment Advisory Committee Selection

[C.](#) Economic Opportunity Analysis PAC Appointment

**9. 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.](#) October 2024 Chamber/BCDA Report

[B.](#) November 2024 Chamber/BCDA Report

**10. DOCUMENT SIGNATURES**

**11. REPORTS, CORRESPONDENCE, AND DISCUSSION**

- [A.](#) Police Report
- [B.](#) Building Department Report
- [C.](#) Public Works Department Report
- [D.](#) Planning Department Report
- E. Committee Report - Parks Master Plan
- F. Committee Report - Transportation System Plan
- [G.](#) City Manager
- H. Councilors
- I. Mayor

## **12. EXECUTIVE SESSION**

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

## **13. ACTION ITEMS - OTHER BUSINESS**

- A. Decision from Executive Session

## **14. 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. Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To make your request, please contact a city clerk at 541-481-9252 (voice), or by e-mail at [city.clerk@cityofboardman.com](mailto:city.clerk@cityofboardman.com).



# JOINT CITIES, COUNTY, PORT MEETING

October 29, 2024 at 6:00 PM

Boardman City Hall Council Chambers  
**MINUTES**

## 1. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order at 6:00 PM.

Members Present:

City of Boardman: Councilor Heather Baumgartner, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

City of Heppner: John Doherty, Chad Doherty

City of Irrigon: Aaron Palmquist, Heather Bishop, Evan Purves

Town of Lexington: Autumn Crumpton, Katie Imes

Morrow County: Commissioner Jeff Wenholtz, Commissioner David Sykes, Administrator Matthew Jensen

Port of Morrow: Commissioner Rick Stokoe, Commissioner Joe Taylor, Executive Director Lisa Mittelsdorf

Audience: Tom Baumgartner

## 2. FUTURE MEETINGS DISCUSSION

## 3. CITY OF BOARDMAN UPDATE

## 4. CITY OF HEPPNER UPDATE

## 5. CITY OF IONE UPDATE

## 6. CITY OF IRRIGON UPDATE

## 7. TOWN OF LEXINGTON UPDATE

## 8. MORROW COUNTY UPDATE

## 9. PORT OF MORROW UPDATE

## 10. GOOD OF THE ORDER

## 11. ADJOURNMENT

The meeting was adjourned at 7:50 PM.

Paul Keefer – Mayor

Amanda Mickles – City Clerk



# CITY COUNCIL WORKSHOP

November 05, 2024 at 6:00 PM

Boardman City Hall Council Chambers

## MINUTES

**1. CALL TO ORDER**

Mayor Keefer called the meeting to order at 6:01 PM.

**2. FLAG SALUTE**

**3. ROLL CALL/EXCUSED ABSENCES**

Councilors present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

**4. REPORTS, CORRESPONDENCE, AND DISCUSSION**

A. Strategic Plan

Discussion around Strategic Plan Update - Timestamp 1:44

B. Missing Middle Housing Fund

Discussion around Missing Middle Housing Fund advisory committee - Timestamp 6:28

**5. ADJOURNMENT**

Mayor Keefer adjourned the meeting at 6:54 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk





# CITY COUNCIL MEETING W/PUBLIC HEARING

November 05, 2024 at 7:10 PM

## Boardman City Hall Council Chambers MINUTES

### 1. CALL TO ORDER

Mayor Keefer called the meeting to order at 7:10 PM.

### 2. FLAG SALUTE

### 3. ROLL CALL/EXCUSED ABSENCES

Councilors present: Mayor Paul Keefer, Councilor Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

### 4. APPROVAL OF MINUTES

#### A. City Council Workshop Minutes, October 1, 2024 – Timestamp 1:56

Motion to approve the minutes of October 1, 2024 City Council Workshop as presented.

Motion made by Councilor Cuevas, Seconded by Councilor Profitt.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

#### B. City Council Meeting Minutes, October 1, 2024 – Timestamp 2:22

Motion to approve the minutes of October 1, 2024 City Council Regular Meeting as presented.

Motion made by Councilor Salata, Seconded by Councilor Rockwell.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

### 5. FINANCIAL REPORT

#### A. Financial Report - September 2024 – Timestamp 2:44

Finance Director Marta Barajas gave her report.

### 6. PUBLIC COMMENT

#### A. Prearranged Presentation - Morrow County Schools, Boardman – Timestamp 7:00

Students from Sam Boardman and Windy River Elementary gave a presentation.

### 7. FORMAL PROCEEDINGS

#### A. Public Hearing - Supplemental Budget 2024-25 – Timestamp 12:58

Mayor Keefer opened the public hearing at 7:23 PM.

Finance Director Barajas gave the staff report.

There was no public comment.

Mayor Keefer closed the public hearing at 7:28 PM.

**B. Public Hearing - Appeal of CUP24-000001 (Continued) – Timestamp 19:26**

Mayor Keefer called the public hearing to order at 7:29 PM

Planning Director McLane gave the staff report.

Appellant testimony: Jennifer Brager - Attorney, Rick Nys - Traffic Engineer, Alex Hattenhauer - Hattenhauer Distributing

Testimony in support of appeal - Ivonne Navarro - Owner Cafe Cultura

Testimony in favor of project - George Shimer, Jennifer Leighton - C & D Drive In

Neutral Testimony - Lisa Mittelsdorf

Mayor Keefer closed the public comment portion of the hearing at 8:32 PM.

Motion to hold the record open until close of business on November 19, 2024, and the staff report completed by close of business on November 26, 2024 and the council continue the hearing to December 7, 2024 at 7PM in the Boardman City Hall Council Chambers.

Motion made by Councilor Profitt, Seconded by Councilor Pettigrew.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

**8. INTRODUCTIONS**

**A. Arely Cambero, Planner 1 – Timestamp 1:44:14**

City Manager Brandon Hammond introduced new city staff.

**9. ACTION ITEMS - ORDINANCES**

**A. Ordinance 6-2024 Adopt Chapter 2.16 of the Boardman Municipal Code – Timestamp 1:46:07**

Motion to approve the second reading by title only of Ordinance 6-2024, and ordinance to approve an amendment to the Boardman Municipal Code Chapter 2.16 Planning Commission.

Motion made by Councilor Cuevas, Seconded by Councilor Rockwell.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

City Manager Hammond read Ordinance 6-2024, and ordinance to approve an amendment to the Boardman Municipal Code Chapter 2.16 Planning Commission.

Motion to adopt Ordinance 6-2024, and ordinance to approve an amendment to the Boardman Municipal Code Chapter 2.16 Planning Commission.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

**10. ACTION ITEMS - RESOLUTIONS**

**A. Resolution 26-2024 Supplemental Budget 2024-25 – Timestamp 1:49:08**

Motion to approve Resolution 26-2024, a resolution to establish a new Congressional Community Project Fund, adopting a supplemental budget for fiscal year 2024-2025, and making supplemental appropriations.

Motion made by Councilor Baumgartner, Seconded by Councilor Profitt.  
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

**11. ACTION ITEMS - OTHER BUSINESS**

A. FEMA – PICM – Timestamp 1:49:50

Based on the fact that the City of Boardman has limited floodplain, none of which is identified within a stream that supports salmonid activity, and that our Development Code will be updated over the next 24 months, I move that the City of Boardman take no action on this request from FEMA.

Motion made by Councilor Profitt, Seconded by Councilor Rockwell.  
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

B. IGA - Parks Master Plan w/Boardman Parks & Rec District – Timestamp 1:53:40

Motion to approve the Intergovernmental Agreement between the City of Boardman and the Boardman Parks and Recreation District and authorize City Manager Brandon Hammond to sign.

Motion made by Councilor Profitt, Seconded by Councilor Salata.  
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

C. Agreement for Consulting Services - Comprehensive Plan & Development Code – Timestamp 1:53:39

Motion to approve the Agreement for Consulting Services between the City of Boardman and Cascadia Partners LLC for \$288,420 and authorize the City Manager to sign.

Motion made by Councilor Salata, Seconded by Councilor Baumgartner.  
Voting Yea: Mayor Keefer, Councilor Baumgartner, Councilor Profitt, Councilor Salata, Councilor Cuevas, Councilor Rockwell, Councilor Pettigrew

**12. OTHER PUBLIC COMMENT** Timestamp - 1:56:14

Jennifer & Dino Leighton spoke regarding shipping containers

**13. ADJOURNMENT**

Mayor Keefer adjourned the meeting at 9:11 PM.

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Paul Keefer, Mayor

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Amanda Mickles, City Clerk

**City of Boardman  
Finance Report  
As of October 31, 2024**

Interest rates have begun declining, with our accounts mostly sitting at 5.0% for October 2024.

**General Fund:** The General Fund housed the U.S. Small Business Administration’s Congressional Community Project funds, of \$1.5M during the month of October. The interest on these funds were prorated and allocated to the new Congressional Community Project Fund, for approximately \$6,275. Interest income for the General Fund was approximately \$16,000.

**Building Fund:** The revenues of the Building Fund are already at 61.5% of expected revenues, with only one-third of the fiscal year gone by. We will keep an eye on these funds, as they are tied to IGA disbursements to neighboring jurisdictions. The final payment for the expansion of City Hall is anticipated to be disbursed by the end of the 2024 calendar year.

**Water Fund:** This month, the fund made disbursements for the NE Columbia Ave. infrastructure project.

**Sewer Fund:** This month, the fund made disbursements for the Septage Receiving Station and the Wastewater Sodium Hypochlorite System.

**Street Fund:** This month, the fund made disbursements on three infrastructure projects. These were for SE Font St., the Wilson Ln & Faler Rd sidewalk improvements, and the NE Columbia Ave. project.

**Capital Project Fund:** The Water System Improvements-Phase II (GO Bond funded) is expected to be completed by the end of this calendar year.

**Congressional Community Project Fund:** This is the new fund that will house the \$1,500,000 grant for the incubator building project that the Boardman Community Development Association will construct on NE Front St.







**CITY OF BOARDMAN**  
**Monthly Council Financial Statement**  
**Period Ending October 31, 2024**  
**Fiscal Year Elapsed 33.33%**

Section 5, Item A.

**FISCAL YEAR 2024-2025**

**REVENUE**

**EXPENDITURES**

FUND #	Fund Description	A	B		C	D	E		F	G	H	I		J	
		2024-2025 BUDGET	Beginning Cash C/Over	Revenue Received This Month	Year to Date Revenue	(B+C) Total Revenue	(A-D) Remaining Expectations (over budget)	(D/A) % of Budget Received	Expenditures This Month	Year to Date Expenditures	(A-G) Unexpended Budget	(G/A) % of Budget	(D-G) Fund Balance	Fund #	
100	General Government	976,980							48,235	240,892	736,088	24.66%		100	
110	Public Safety - Police	3,490,500							130,424	818,040	2,672,460	23.44%		110	
125	Code Compliance	124,325							6,346	33,674	90,651	27.09%		125	
130	Planning	530,945							10,245	54,326	476,619	10.23%		130	
180	Facilities	280,250							1,239	36,993	243,257	13.20%		180	
195	Non-Departmental	11,538,950							396	1,914	11,537,036	0.02%		195	
100	GENERAL FUND	16,941,950	1,987,901	117,520	2,455,977	4,443,878	12,498,072	26.23%	197,128	1,186,047	15,756,111	7.00%	3,257,831	100	
220	WATER FUND	2,023,700	675,445	117,810	501,092	1,176,536	847,164	58.14%	59,775	394,696	1,629,004	19.50%	781,841	220	
230	SEWER FUND	2,905,450	310,937	91,174	400,856	711,793	2,193,657	24.50%	44,126	273,687	2,631,763	9.42%	438,106	230	
240	GARBAGE FUND	1,046,500	408,434	120,078	427,256	835,690	210,810	79.86%	107,951	392,949	653,551	37.55%	442,742	240	
250	STREET FUND	727,900	206,047	324	85,918	291,965	435,935	40.11%	21,493	136,598	591,302	18.77%	155,367	250	
260	BUILDING FUND	25,464,800	14,346,611	608,394	1,310,455	15,657,066	9,807,734	61.49%	171,408	1,035,764	24,429,036	4.07%	14,621,302	260	
300	GENERAL RESERVE FUND	10,340,000	8,225,176	34,850	139,385	8,364,562	1,975,438	80.90%	0	0	10,340,000	0.00%	8,364,562	300	
320	WATER RESERVE FUND	2,665,800	2,632,974	15,807	99,371	2,732,345	(66,545)	102.50%	107,698	551,451	2,114,349	20.69%	2,180,894	320	
330	SEWER RESERVE FUND	5,123,500	3,701,630	18,281	109,167	3,810,798	1,312,702	74.38%	31,952	733,513	4,389,987	14.32%	3,077,284	330	
350	STREET RESERVE FUND	16,221,400	9,711,959	38,307	159,492	9,871,451	6,349,949	60.85%	123,421	800,583	15,420,817	4.94%	9,070,868	350	
410	CAPITAL PROJECT FUND	2,400,000	2,524,233	3,149	23,519	2,547,753	(147,753)	106.16%	10,043	1,801,879	598,121	75.08%	745,874.31	410	
415	CONGRESSIONAL CMTY PJCT FUND	1,545,000	0	6,276	6,276	6,276	1,538,724	0.41%	0	0	1,545,000	0.00%	6,275.77	415	
510	GO BOND FUND	1,659,300	254,958	507	4,523	259,481	1,399,819	15.64%	0	0	1,659,300	0.00%	259,481	510	
	<b>CITY TOTAL</b>	<b>89,065,300</b>	<b>44,986,305</b>	<b>1,172,477</b>	<b>5,723,289</b>	<b>50,709,593</b>	<b>38,355,707</b>	<b>56.94%</b>	<b>874,995</b>	<b>7,307,166</b>	<b>81,758,341</b>	<b>8.20%</b>	<b>43,402,427</b>		
815	CENTRAL UR DISTRICT	2,472,000	334,209	1,502	4,034	338,243	2,133,757	13.68%	377,156	377,156	2,094,844	15.26%	(38,913)	815	
816	NORTH UR DISTRICT	65,000	0	126	126	126	64,874	0	0	0	65,000	0.00%	126	819	
819	WEST UR DISTRICT	169,590	87,382	552	2,094	89,476	80,114	1	0	0	169,590	0.00%	89,476	819	
	<b>URA TOTAL</b>	<b>2,706,590</b>	<b>421,591</b>	<b>2,180</b>	<b>6,254</b>	<b>427,845</b>	<b>2,278,745</b>	<b>15.81%</b>	<b>377,156</b>	<b>377,156</b>	<b>2,329,434</b>	<b>13.93%</b>	<b>50,689</b>		
	<b>CITY OF BOARDMAN GRAND TOTALS</b>	<b>91,771,890</b>	<b>45,407,896</b>	<b>1,174,657</b>	<b>5,729,542</b>	<b>51,137,438</b>	<b>40,634,452</b>		<b>1,252,151.22</b>	<b>7,684,321.87</b>	<b>84,087,775.62</b>	<b>22.14%</b>	<b>43,453,116</b>		

**CASH REPORT:**

	Amount	as of 9/30/24 Interest Rate
Bank of Eastern Oregon Police	\$7,016	5.00%
Banner Bank Checking	\$166,182	-
Banner Bank Savings	\$151,843	5.00%
Bank of Eastern Oregon	\$81,770	5.00%
OR Government Pool	\$41,195,039	5.00%
CURD Government Pool	\$336,785	5.00%
WURD Government Pool	\$89,351	5.00%
Xpress Online Clearing	\$564,708	-
Bank of Eastern Oregon - R&G	\$0	0.10%
Bank of Eastern Oregon - 2KG	\$231,017	0.10%
Bank of Eastern Oregon - Rotschy	\$477,876	0.10%
Bank of Eastern Oregon - Granite	\$63,971	0.10%
Bank of Eastern Oregon - Silver Creel	\$87,558	0.10%
<b>TOTAL CASH</b>	<b>\$43,453,116</b>	
Cash Clearing - Utilities	\$0.00	
<b>Total</b>	<b>\$43,453,116</b>	

Current Month Net Cash Change (No URA)

297,482

2024-2025 Year to Date Net Cash Change

(1,954,780)







**CITY OF BOARDMAN  
RESOLUTION 27-2024**

**A RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED  
COMPENSATION PLAN**

The City Council (Governing Body) of the City of Boardman (Employer), pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provides in part that:

“A local government that establishes a deferred compensation plan may invest all or part of the plan’s assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421,”

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

**Be it further resolved** that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478 (1), and

**Be it further resolved** that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the “Plan Document” as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRC), 26 USC 457(g)(2). The Employer certifies it is an “eligible employer” under IRC Section 457 (e)(1) and has received a copy of the Plan Document and TPA Services.

**Be it further resolved** that Employer shall submit a certified copy of this resolution and “Notification Memo” to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

**Be it further resolved** that the Governing Body and Employer, recognize the PERS Board’s responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of an unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5).

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the City Council of the City of Boardman of Morrow County on the 3<sup>rd</sup> day of December 2024 and that this resolution has not been repealed or amended, and is now in full force and effect.

Dated this 3<sup>rd</sup> day of December 2024.



CITY OF BOARDMAN

\_\_\_\_\_  
Mayor – Paul Keefer

\_\_\_\_\_  
Council President – Heather Baumgartner

\_\_\_\_\_  
Councilor – Karen Pettigrew

\_\_\_\_\_  
Councilor – Richard Rockwell

\_\_\_\_\_  
Councilor – Brenda Profitt

\_\_\_\_\_  
Councilor – Cristina Cuevas

\_\_\_\_\_  
Councilor – Ethan Salata

ATTEST:

\_\_\_\_\_  
City Clerk – Amanda Mickles

November 5th, 2024

RE: City of Boardman Planning Commission

Letter of Interest to Continue Service

To whom it may concern,

I've served on several boards and committees over the years - non-profits, and governmental and have, I believe, a thorough understanding of how boards and commissions function most effectively, and legally. I've also gained a good understanding of government transparency requirements through my service on various boards and committees, and by observing numerous government decisions made by local government boards.

I would like to express my interest to continue serving on the City of Boardman Planning Commission. After being appointed in April of 2021, I have learned a lot and would like to continue learning and working with the community.

**Board & Leadership Experience**

Boardman Firefighters' Association 2012-Current (President, Vice President, Currently Secretary)

City of Boardman Planning Commission Appointed 2021-Current

Umatilla Morrow Radio & Data District- Appointed 2022, Elected 2023-Current

Respectfully,

Sam Irons

503 Juniper Dr

Boardman, OR 97818

541-571-6295

irons308@gmail.com

**Carla McLane**

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**From:** David Jones  
**Sent:** Tuesday, November 12, 2024 2:38 PM  
**To:** Carla McLane  
**Subject:** Re: Planning Commission - end of term letter - response required

Dear Carla

I am interested in continuing in the position of Planning Commission member for the upcoming term.

Sincerely,  
David Jones

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**From:** Carla McLane <mclanec@cityofboardman.com>  
**Sent:** Friday, October 25, 2024 10:26 AM  
**To:** David Jones <JonesD@cityofboardman.com>  
**Subject:** Planning Commission - end of term letter - response required

David,  
Good morning.

Please see the attached letter. Hope to hear from you soon!

Carla

## **Housing Advisory Committee Selections**

### **Council**

Brenda Profitt  
Karen Pettigrew  
Richard Rockwell

### **Community/Business**

JR Drago  
Nicolas Quiroga-Negrete  
Bobby Barnes  
Brian Mendoza  
Michael Graham  
Marisela Rodelo  
Stephen Fuss  
Ivonne Navarro  
Ricardo Rosales

**MEMORANDUM**

To: Mayor Keefer and City Council  
 From: Carla McLane, Planning Official  
 Date: November 26, 2024  
 RE: Economic Opportunities Analysis (EOA)  
       Appointment of the Public Advisory Committee (PAC)

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The Economic Opportunities Analysis (EOA) is a bit slow getting off the ground with the focus on our Strategic Planning efforts and the survey work but we are getting things underway. An important component is to appoint the Public Advisory Committee (PAC) for this work. The list below represents input from the selected contractor and includes individuals from a variety of organizations as well as some citizens to serve in this important role. The requested action is to appoint this slate of individuals to the EOA PAC.

Please reach out if you have any questions. Thanks much.

NAME	ORGANIZATION
TBD	Boardman City Council
Jennifer Leighton	Boardman Planning Commission
Leslie Pierson	Local Real Estate Agent
Isaias Valencia	Local Builder/ Woodhill Homes
Debbie Radie	Boardman Foods
Kalie Davis	AWS
Joe Young	Harvest Town Foods
Mark Patton	Port of Morrow
Michael Hughes	Chamber Board Member
Carla McLane	Boardman Planning Official
Ryan DeGrofft	Business Oregon
Dawn Hert	DLCD



## Chamber / BCDA October 2024 Report

### Boardman Chamber Membership Updates

- We currently have 257 members for October 2024.

### Boardman Chamber of Commerce Events

- **Christmas Tree Lighting:** The annual Christmas Tree Lighting will be on December 7th at 6 pm at the SAGE Center. We will have pictures with Santa Claus, AWANA will perform their Nativity Pageant, and Learning Adventure Pre-School will hold their school Christmas Concert. Mid-Columbia Bus Company will be handing out Hot cocoa and Cookies to everyone while you wait to have pictures with Santa. Like last year we will be handing out Christmas books to the kids who take pictures with Santa.
- **Chamber Talk:** Our next Chamber talk will be on Thursday, November 14, 2024, and it will feature 2 guests, Matt Combe & Gabe Hansen from the Morrow County School District. An overview of the bond goals, timeline and key milestones, and the support for infrastructure improvements and educational facilities.
- **Quarter Luncheon:** Our 4<sup>th</sup> Quarter Luncheon will be held on Wednesday, December 18, 2024. We are pleased to announce that Shari, the owner of Perfect Shade LLC, will be our title sponsor. The luncheon will feature guest speakers from the U.S. Chamber of Commerce, who will provide a timely legislative update. Following this, Collette Travel will present an exciting travel opportunity to see Iceland's Northern Lights, as well as offer details on future travel options. We look forward to hearing from our sponsors, speakers, and attendees, and learning more about your business. Registration is available on the Boardman Chamber of Commerce website.
- **35<sup>th</sup> Annual DCA Banquet:** Our event will be held on March 7<sup>th</sup>, at 6:00 PM at the new SAGE Event Center. We have started to organize our event. Including posting on social media that we are accepting nominees for Distinguished Citizens. We have booked Party Poppin' by

Rosa (balloon Decorations). We have also confirmed with Lucky Star Mobile Bar our new member and they offer bartending services. All our advertising has been created and is being used to advertise the event.

## Past Chamber Events:

- Boardman Community Trunk-or-Treat was on Thursday, October 31, 2024, at 5:30 pm:** Despite the rainy weather, this year’s Boardman Community Trunk-or-Treat was another success! We moved the event indoors to the SAGE Center, where local businesses and community booths were set up inside the museum. To guide participants, we created a “ghost path” with booths along the way. Highlights included: Tillamook handing out delicious cheese, Lamb Weston planned to serve fries but had technical issues and switched to handing out candy instead. The Boardman Chamber of Commerce distributed Halloween books, which were especially popular with the kids. Boardman Jumpstart Java handed out a toasty cup of hot chocolate to 350 trick-or-treaters. We were excited to welcome 1,422 attendees from our community, and the event continues to grow each year. Thank you to everyone who joined us for this fun and festive evening! We look forward to seeing you next year!
- Chamber talk with Torrie:** our last chamber talk was with Daniel Wattenburger who spoke about Measure 118 and the impact it would have on small business and Oregon residents. A very insightful discussion on the reasons why Oregon residents need to vote No on Measure 118. This video is available on YouTube. We were happy to hear that this measure did not pass.
- Drain Raider Pro Team Series Championship:** A championship that brings together local fishermen from Oregon to our own Boardman Marina. This is a fun event for our community, and we look forward to having them come to boardman again next year. Heather from the Boardman Chamber was one of the singers who sang the National Anthem. The Boardman Chamber was the host for this event.

## Member Events

- SAGE Event Center Dedication:** The SAGE Center will be holding a Grand Opening for the new SAGE Event Center. This is a much-needed venue in Morrow County. The Grand Opening will be on Friday, November 15, 2024. This exciting event will have ribbon cutting, facility tours, and snacks and refreshments. The Boardman Chamber will be there to celebrate this momentous event, and we hope to see you there.
- EUVALCREE:** Is spreading joy this holiday season by hosting a program created by the United States Marine Corp Reserve called Toys for Tots. They aim to ensure that every

child up to 12 years old receives a gift for Christmas. The last day to register for the Holiday event will be on Friday, November 22, 2024.

- **Boardman Jumpstart Java:** They will be holding their 11<sup>th</sup> Annual Customer Appreciation Day on Monday, November 11<sup>th</sup>, 2024, from 5:00 am to 7:00 pm. If you drop by and purchase a beverage or food item, you will receive a chance to win an amazing prize. This is a way for them to show appreciation to all their regular and new customers.
- **Riverside Baseball Team:** Is hosting a four-person golf scramble on November 16, 2024. They are still looking for teams and sponsors, call the chamber and sign up today. The proceeds will support the RHS Baseball team.

**To find more information on events and information, please follow our social media platforms, website, and YouTube.**

### **Boardman Community Development Association**

The BCDA Board is pleased to continue supporting various initiatives in Recreation, Education, Beautification, and Community projects.

Our next major endeavor is the construction of a new play structure at the SAGE Center. With a \$250,000 investment, this project will accommodate the increasing number of students participating in our year-round educational programs and benefit the wider community. We are excited to share the progress of this project with the community. We are thankful for the additional support from Threemile Canyon Farms in the value of \$50,000 and AWS for their recent contribution of \$50,000 to help support the overall cost of this project and the community. Estimated completion date is April 2025, due to temperatures falling below acceptable temps to allow for the pour of the fall protection floor!

Additionally, we are maintaining our Home Buyers Incentive program, with an investment of \$250,000 to encourage new residents to settle in Boardman. We currently have spent \$155,000 in housing grants for 2024.

We recently received \$1.5 million dollars from the US Small Business Administration to build the Boardman Business Opportunity Incubator building that will be a dedicated space for small and medium sized businesses with a particular emphasis on supporting women and minority owned business enterprises and low-income populations.

BCDA remains committed to making Boardman a wonderful place to live, work, and play.

**Should you have any inquiries, please don't hesitate to reach out to me at 541-571-2394 or via email at [torrie@boardmanchamber.org](mailto:torrie@boardmanchamber.org) at your convenience.**



For further details, please visit [www.boardmanchamber.org](http://www.boardmanchamber.org) or contact our office directly at 541-481-3014. We're here to assist you!

Section 9, Item A.

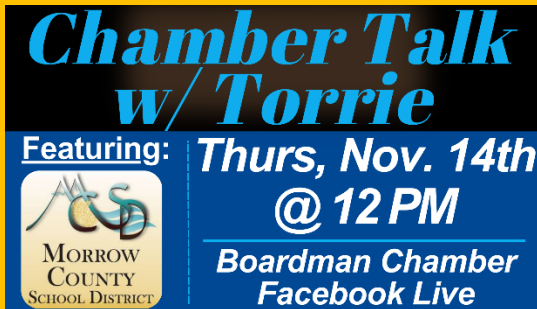
## Upcoming Chamber Events



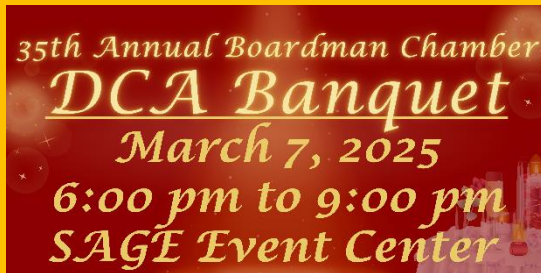
BOARDMAN COMMUNITY  
Christmas Tree Lighting  
DEC. 7, 2024 | 6:00 PM  
@SAGE CENTER



**BOARDMAN**  
Chamber of Commerce  
4TH QUARTER  
**CHAMBER LUNCHEON**  
DECEMBER 18, 2024  
Title Sponsor:  
**Perfect Shade LLC**  
12:00-1:30 pm  
Location: SAGE Event Center  
*Round Table Discussion*



**Chamber Talk  
w/ Torrie**  
Featuring: **Thurs, Nov. 14th  
@ 12 PM**  
MORROW COUNTY SCHOOL DISTRICT  
Boardman Chamber Facebook Live



35th Annual Boardman Chamber  
**DCA Banquet**  
March 7, 2025  
6:00 pm to 9:00 pm  
SAGE Event Center



**collette** Iceland's Magical Northern Lights  
Trip: November 10th to November 16th, 2025  
Scan to Reserve your spot or get more info.

# Upcoming Member Events

★★★★★

## Grand Opening


### Dedication

# SAGE EVENT CENTER



5:30 PM | November 15 | 101 Olson Road | Boardman, Oregon  
Light Refreshments Provided

### "Putts for Pirates"



Marker 40 Golf Club—Boardman, OR  
Four-person scramble  
\$50 / Person — \$200 / Team  
Includes greens fees for 18 holes  
9 a.m.—Check in  
10 a.m.—Shotgun Start

Chili & Cornbread will be served at the finish

All proceeds will support our  
RHS Baseball team  
Contact: JC Noeling 541.571.2818

**NOTE: Limited Cart Rental**  
call Marker 40 to reserve yours today 541.481.4311

Putts for Pirates—November 16, 2024  
Entry Deadline—November 2, 2024

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Please list team member's names: \_\_\_\_\_

Please make checks payable to: Boardman Chamber of Commerce

Return to: Torrie Griggs - torrie@boardmanchamber.org  
Boardman Chamber of Commerce, PO Box 1, Boardman, OR 97818



## 11th Annual Customer Appreciation



### MARINE CORPS RESERVE TOYS FOR TOTS

## RECEIVE FREE TOYS FOR CHRISTMAS!!

If you have children 12 years of age or younger, register them in Toys for Tots to receive free toys for Christmas!

Toys for Tots is a program created by the United States Marine Corp Reserve to ensure every child 12 years of age and younger is able to receive a gift for Christmas.

For the first time in Umatilla County, EUVALCREE is bringing the Toys for Tots Program!

Registration is easy!  
Come visit or call our office!

**LAST DAY TO REGISTER FRIDAY, NOVEMBER 22**



**EUVALCREE** Office 236 E Newport Ave Hermiston, OR 97838  
Office Hours Monday - Friday 8 am - 6 pm  
For more information call **541-567-1185**



## Chamber / BCDA November 2024 Report

### Boardman Chamber Membership Updates

- We currently have 257 members for November 2024.

### Boardman Chamber of Commerce Events

- **Christmas Tree Lighting:** The annual Christmas Tree Lighting will be on December 7th at 6 pm at the SAGE Center. We will have pictures with Santa Claus, AWANA will perform their Nativity Pageant, and Learning Adventure Pre-School will hold their school Christmas Concert. Mid-Columbia Bus Company will be handing out Hot cocoa and Cookies to everyone while you wait to have pictures with Santa.
- **Chamber Talk:** Our next edition of Chamber Talk will be on Tuesday, November 26, 2024, at 12:00 PM. We are pleased to welcome Brandon Hammond, City Manager for the City of Boardman, as our featured guest. Brandon will provide an overview of upcoming community projects and discuss the Strategic Plan Survey. Learn how you can share your feedback and ensure your voice contributes to shaping the future of our community. Don't miss this opportunity to stay informed and get involved!
- **Quarter Luncheon:** Our 4<sup>th</sup> Quarter Luncheon will be held on Wednesday, December 18, 2024. We're excited to share that Sheri, owner of Perfect Shade LLC, will be joining us as our title sponsor. The luncheon will feature guest speakers from the U.S. Chamber of Commerce, who will provide a timely legislative update. Following this, Andy Boone from Collette Travel will present an exciting travel opportunity to see Iceland's Magical Northern Lights, as well as offer details on future travel options. We look forward to hearing from our sponsors, speakers, and attendees, and learning more about their business. Registration is available on the Boardman Chamber of Commerce website.
- **35<sup>th</sup> Annual DCA Banquet:** Mark your calendars! Our event is scheduled for Thursday, March 7th, at 6:00 PM at the new SAGE Event Center. Planning is well underway, and we

are actively promoting the event on social media, including a call for nominees for our Distinguished Citizens recognition. We are thrilled to announce that Party Poppin' by Rosa will be providing stunning balloon decorations, and Lucky Star Mobile Bar, our newest member, will offer professional bartending services for the evening. Additionally, all advertising materials have been finalized and are being used to promote this exciting occasion.

- **Iceland's Magical Northern Lights:** The next fun adventure that we are offering to Boardman and surrounding communities. This trip will take guests to Iceland and experience the Magical Northern Lights in person. It will be an unforgettable Journey. The community has a chance to reserve this trip until May 11<sup>th</sup>, 2025. The trip itself will take place on November 10, 2025.

This incredible 7-day getaway includes:

- 11 meals (6 breakfasts, 5 dinners)
- Round-trip air from Portland International Airport (PDX)
- Motorcoach transportation from Boardman Chamber of Commerce to PDX
- Hotel accommodations and transfers
- Breathtaking sights and experiences

For this trip, we will be placing an even greater emphasis on advertising, and we look forward to seeing your sign-ups!

### Past Chamber Events:

- **Chamber talk with Torrie:** Our last Chamber talk w/ Torrie featured Matt Combe from the Morrow County School District. He shared details on the upcoming General Obligation/Capital Construction Bond — how it will improve school infrastructure, support community growth, and enhance education. The MCS D has shared a feedback form with the community, providing an opportunity for individuals to voice their opinions on the matter. A video explaining the form and its purpose is available on YouTube.
- **Explore the French Riviera with Collette:** This was an excellent opportunity offered to the community, with a registration deadline of November 9, 2024. Unfortunately, we did not receive any sign-ups. We remain optimistic and look forward to greater participation in our next trip.

### Member Events

- **The Holiday Light Show** will start at the SAGE Center on December 2, 2024, and will continue until the end of the year. Bring your family to view our wonderful lights around the SAGE Center.
- **SAGE Saturdays hosted by the SAGE Center**
  - The next SAGE Saturday will be December 7, 2025, from 10:00 AM – 1:00 PM. Bring your kids, they can make fun crafts.



## Boardman Community Development Association

The BCDA Board is pleased to continue supporting various initiatives in Recreation, Education, Beautification, and Community projects.

Our next major project is the construction of a new play structure at the SAGE Center. This \$250,000 investment is designed to support the growing number of students participating in our year-round educational programs while also serving the broader community. We are thrilled to keep you updated on the progress of this initiative.

We extend our heartfelt gratitude to Threemile Canyon Farms for their generous contribution of \$50,000 and to AWS for their recent \$50,000 donation, both of which significantly support the overall cost of this important project. Additional financial support from AgWest of \$2500 for a grant to support this wonderful project.

The estimated completion date is April 2025, as we wait for temperatures to rise to suitable temperatures to safely pour the fall-protection flooring. Thank you for your continued support as we work toward this exciting addition to our community!

Additionally, we are maintaining our Home Buyers Incentive program, with an investment of \$250,000 to encourage new residents to settle in Boardman. We currently have allocated \$225,000 in housing grants for 2024.

We recently received \$1.5 million dollars from the US Small Business Administration to build the Boardman Business Opportunity Incubator building that will be a dedicated space for small and medium sized businesses with a particular emphasis on supporting women and minority owned business enterprises and low-income populations.

BCDA remains committed to making Boardman a wonderful place to live, work, and play.

**Should you have any inquiries, please feel free to reach out to me at 541-571-2394 or via email at [torrie@boardmanchamber.org](mailto:torrie@boardmanchamber.org) at your convenience.**

**For further details, please visit [www.boardmanchamber.org](http://www.boardmanchamber.org) or contact our office directly at 541-481-3014. We're here to assist you!**

# Upcoming Chamber Events

Section 9, Item B.




BOARDMAN COMMUNITY  
Christmas Tree Lighting  
DEC. 7, 2024 | 6:00 PM  
@SAGE CENTER



**BOARDMAN**  
Chamber of Commerce  
4TH QUARTER  
**CHAMBER LUNCHEON**  
DECEMBER 18, 2024  
Title Sponsor:  
**Perfect Shade LLC**  
12:00-1:30 pm  
Location: SAGE Event Center  
*Round Table Discussion*



**Chamber Talk**  
*w/ Torrie*  
Featuring: **Tues, Nov. 26th**  
**@ 12 PM**  
Boardman Chamber  
Facebook Live



35th Annual Boardman Chamber  
**DCA Banquet**  
March 7, 2025  
6:00 pm to 9:00 pm  
SAGE Event Center



**collette** Iceland's Magical Northern Lights  
Trip: November 10th to November 16th, 2025  
Scan to Reserve your spot or get more info.

# Upcoming Chamber Events

**Themed slime every month!!**

**SAGE SATURDAYS**

*Free family arts and crafts!*

For more information:  
[www.visitsage.com](http://www.visitsage.com)  
(941) 481-7243

NOV	DEC	JAN	FEB
<b>NOV. 2ND</b> 10AM-1PM	<b>DEC. 7TH</b> 10AM-1PM	<b>JAN. 4TH</b> 10AM-1PM	<b>FEB 1ST</b> 10AM-1PM
<b>Balloon Turkey Racing</b>	<b>Tic-Tac-Toe Stones</b>	<b>Salt Painting</b>	<b>Painting Flower Pots</b>

**ACTIVITY FOR AGES 3+ CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT**

**SAGE CENTER**  
101 OLSON RD  
BOARDMAN, OR



**BOARDMAN POLICE DEPARTMENT  
PATROL STATISTICS (UNAUDITED)  
CALENDER YEAR 2024**

Statistics	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	339	345	312	409	443	516	492	457	507	460	449		4729
Calls for Service	182	180	160	211	225	287	222	242	262	207	193		2371
Officer Initiated Incidents	157	165	152	198	218	229	270	215	245	253	256		2358
Traffic stops	48	73	56	79	92	85	135	84	88	118	120		978
Other OIA Incidents	102	92	96	119	126	144	135	131	157	135	136		1373
Bus/Building Checks	0	3	2	3	14	7	3	7	4	9	11		63
Veh/Ped check	44	48	56	65	88	98	81	94	94	84	89		841
Total Officer Reports	42	43	43	52	55	44	45	58	62	56	44		544
CIS Converstion	0	0	0	0	0	0	0	0	0	0	0		0
Crash	2	0	1	1	1	0	3	2	2	1	2		15
Felony	7	6	5	7	7	2	2	5	9	6	3		59
Information Case	9	12	9	13	15	10	15	20	14	17	16		150
Misdemeanor	14	14	18	23	23	24	19	22	29	23	19		228
Violation	1	7	5	5	1	0	0	0	0	0	0		19
Voided	5	2	1	2	0	1	3	1	2	3	0		20
Unclaissified Reports	4	2	4	1	8	7	3	8	6	6	4		53
Total Misdemeanor & Felony Arrest	8	9	16	11	13	19	14	18	27	19	16		170
Misdemeanor Arrests	7	5	12	8	9	18	12	14	22	17	13		137
Felony Arrests	1	4	12	3	4	1	2	4	5	2	3		41
Total Citations	5	15	15	17	31	19	36	18	25	11	19		211
Code	0	0	0		0	0	0	0	0	0	0		0
Criminal	0	0	0		0	2	3	2	4	2	1		14
Violation	5	15	15	14	31	17	33	16	21	9	17		193
Unclassified													0
FI's	3	1	0	0	2	0	3	2	3	0	1		15

Note: Beginning in April stats are from the 23rd of prior month to 22nd of current month.  
 Note: March 2024 stats are as of 3/28/24 at 11:25 am.  
 Note: Calender year end summary report will project slight different totals due to RIMS variations,.



1/2/2024



# Building Department Report 2024

Section 11, Item B.

2024	Nov '23	Dec '23	Jan '24	Feb '24	Mar 1 to Mar 27	Mar 28 to Apr 22	Apr 23 to May 22	May 23 to June 22	June 23 to July 22	July 23 to Aug 22	Aug 23 to Sept 22	Sept 23 to Oct 22	Oct 22 to Nov 22	Totals
<b>Total Permits Sold</b>	34	31	26	23	26	33	28	39	42	46	80	67	142	446
<b>Boardman</b>														
Permits Sold	11	10	6	8	4	7	14	21	26	23	36	28	29	196
Manufactured Placement Permit	0	0	0	0	0	0	1	1	0	1	0	0	1	4
New Home Construction	0	0	1	0	0	0	1	5	5	7	11	5	6	40
Multi Family Units	0	0	0	0	0	0	0	0	0	0	0	4	0	4
<b>Morrow County (Excludes 97818)</b>														
Permits Sold	16	12	10	8	10	8	0	10	7	10	33	10	22	118
Manufactured Placement Permit	0	1	1	1	0	0	0	0	0	0	0	1	1	3
New Home Construction	0	1	1	0	0	1	0	1	0	0	0	1	2	5
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Morrow County - 97818</b>														
Permits Sold	8	5	12	7	39	33	44	34	11	15	1	10	54	248
Manufactured Placement Permit	0	0	0	0	0	0	0	1	0	0	0	1	0	2
New Home Construction	1	0	0	0	0	0	0	1	0	0	0	0	0	1
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Irrigon</b>														
Permits Sold	2	2	3	2	5	2	3	4	0	1	7	2	15	41
Manufactured Placement Permit	0	0	0	0	0	0	0	1	0	0	0	0	0	1
New Home Construction	1	0	0	2	0	0	2	0	0	0	2	0	0	6
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>State Electrical</b>														
Permits Sold	0	0	1	1	4	4	1	0	0	3	4	3	13	33
<b>Gilliam County</b>														
Permits Sold	5	7	7	5	7	16	11	4	9	12	4	14	9	91
Manufactured Placement Permit	0	0	2	0	0	2	1	1	2	1	0	0	0	7
New Home Construction	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Multi - Family (units)	0	0	0	0	0	0	6	0	0	0	0	0	0	6

# Public Works Report

## Nov-24

- 17 Locates (mark water and sewer lines for customers prior to digging)
- 11 Work Orders
- 4 New Meter Installs
- 365 Meter Reads
- 450 New Radio Reads Installed

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	New Meters Installed
<b>2023</b>	0	2	2	1	3	3	3	14	3	8	0	0	39
<b>2024</b>	0	0	2	2	0	0	4	8					16

**Besides daily work routines, Public Works also completed the following:**

**Lead and Copper Reporting:** Public Works completed the lead and copper report, which involved inventorying the city’s water service lines in compliance with the Oregon Health Authority (OHA) requirements.

**Repaired Water Leaks** at 717 Mt. Hood and 105 Cottonwood Loop.

**Fire Hydrant installation** at the intersection of Wilson and Mt. Adams.

**Winter Preparations** - Began winterizing all city facilities, including: Blowing out irrigation systems, turning off water systems in city parks, maintenance on sand trucks and plows, including oil changes and inspections, and prepared equipment for the winter season.

**Seasonal Operations:** Utilized the street sweeper multiple times this month to manage leaf accumulation. Began preparation for the holiday season, retrieved decorations and lighting, and installed Christmas decorations across the city.

**Training and Development:** Two employees attended specialized training sessions this month to enhance their skills and ensure compliance with industry standards.

**Equipment Maintenance:** Performed oil changes and general servicing on Big Red (Public Works truck), three police vehicles, and completed the winterization of all lift stations to prepare them for colder temperatures.

**Tatone Road:** Cut and prepped pavement for patch sealing with Granite.

**Police Department Shed:** Installed sheetrock and panels in the new PD shed.

**Challenges and Next Steps:** Continue preparing city infrastructure and equipment for winter, complete the installation of holiday decorations, monitor seasonal maintenance needs, including street sweeping and addressing any further water system issues.

**Animal control:** Help chase dogs back home

**MEMORANDUM**

To: Mayor Keefer and members of the City Council  
Cc: Brandon Hammond, City Manager  
From: Carla McLane, Planning Official  
Date: November 25, 2024  
RE: Planning Department Monthly Update

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Welcome to Chapter 3 – the November update of Planning Department and Strategic Planning happenings.

**Strategic Planning Program:**

- **Transportation System Plan (TSP):** The first Public Advisory Committee (PAC) meeting was held on November 4. You can follow the TSP PAC [here](#) or at <https://www.cityofboardman.com/community-development/page/transportation-system-plan-0>.
- **Economic Opportunity Analysis (EOA):** Background work by the consultant team is ongoing and Technical Memorandums will be coming soon. As part of the agenda the appointment of the PAC for this group will be appointed.
- **Housing Needs Analysis (HNA):** This activity is still on hold for a bit longer.
- **Parks Master Plan (PMP):** The first PAC meeting was held November 20<sup>th</sup>. You can follow the PMP PAC [here](#) or at <https://www.cityofboardman.com/community-development/page/parks-master-plan>.
- **Boardman Development Code (BDC) and Comprehensive Plan (CP):** The consultant team has been selected and the agreement is in place. A kick off meeting with the Project Management Team has been scheduled for early December.
- **Strategic Planning:** The survey has been deployed and responses are coming in (including a version sent to High School students).
- **System Development Charge (SDC) Update:** This remains in a bit of a holding pattern as other projects are getting underway.

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

- **Boardman Municipal Code (BMC):** We have moved the next City Council Work Session to January to focus on a couple of specific parts of the Municipal Code – business licenses, addressing, and one or two other areas.

- **Tower Road:** Morrow County should be processing the Land Partition and our chosen consultant is working on the Traffic Impact Analysis to support our application for the needed zone change. If all goes well we will be in the public hearings process by mid-winter.
  
- **Park Blocks – East and West:** Work continues to further divide the property that the City recently acquired under the BPA lines both east and west of South Main Street. The land divisions will be completed by staff with notice to adjoining property owners. The change in zoning has been initiated the first Planning Commission public hearing held on November 21. The public hearing has been continued due to comments from the Oregon Department of Transportation (ODOT) based on the need to address traffic impacts. To answer the ODOT comment Anderson Perry traffic engineers are completing a Trip Generation Letter which should be done prior to the December Planning Commission public hearing.
  
- **Code Enforcement and Animal Control Program:** The December city newsletter includes a short article encouraging new dog owners (those Christmas puppy presents) to get their animals rabies shots and licenses to be compliant by the time they are six months old.

**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:** Homes continue...





## City Manager November Report

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

1. The city has accomplished much within our CIP and continues to work on these established projects. During 2025 the city plans to begin on the following endeavors:
  - a. Wastewater Sodium Hypochlorite Improvements
  - b. Lagoon 1 bio-solids removal
  - c. Headworks and septage receiving station
  - d. Source Water Protection Plan
  - e. Water system master plan
  - f. NE Front St Design
  - g. S. Main and SW loop roads
  
2. As we move closer with the South Main project the city will be holding a community forum to gather input and present the overall design. I am requesting January 14th for this proposed meeting.
  
3. Over the years the city has consistently had a holiday decorating committee. I would like to encourage the council to reestablish this practice for the 2025 holiday season. Creating the committee now would allow members ample time to evaluate and consider the necessary updates to decorations throughout the city.
  
4. On November 14<sup>th</sup> and 15<sup>th</sup> city staff began the arduous process of organizing and evaluating the archive records. The two days offered a tremendous start, but there is still much more to accomplish. We are working on next steps, which will entail onsite support.
  
5. Safety Update:
  - a. *The city continues to strive and ensure safety protocols and procedures are completed at the highest level. I work regularly with CIS to review and evaluate our safety training classes. A recent update was made, which will begin in January 2025.*
  
6. Community Outreach....(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.)
 

<ol style="list-style-type: none"> <li>A. CIS Training Review</li> <li>B. Riverside Jr/Sr High School</li> <li>C. Strategic Planning Consult</li> <li>D. Heritage Trail</li> <li>E. Safety Committee</li> <li>F. BCDA</li> <li>G. Improvement Final Walkthrough</li> </ol>	<ol style="list-style-type: none"> <li>H. County Commissioner</li> <li>I. Archive Consultant</li> <li>J. Communications Advisors</li> <li>K. LPSCC</li> <li>L. Chamber Talk</li> <li>M. Boardman Healthy Community Project</li> </ol>
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# CAPITAL IMPROVEMENT PROJECTS

## 2024-25

<u>General</u>	<b>PROGRESS</b>	<b>Cost Estimate</b>
BPA Greenspace	In Design	\$440,000
Surplus Old City Shop	Complete	\$75,000
<u>Planning</u>		
Strategic Planning	In Process	\$50,000
Economic Opportunity Analysis	PAC Appointment	\$60,000
Transportation System Plan	In Process	Grant Funded
Parks Master Plan	In Process	\$40,000
Development Code	PAC Selection	\$150,000
Municipal Code	In-House	-----
Housing Need Analysis	Waiting for state final requirements	
<u>Public Works</u>		
Maintenance Shop	In Construction	\$350,000
<u>Streets/Sidewalk</u>		
SE Front St	Complete	\$1,500,000
Wilson & Faler Sidewalk	Complete	\$400,000
S Main	Developing scope	\$2,500,000
Boardman Ave & N Main	Approval process	\$1,000,000
<u>Water/Wastewater</u>		
Bio Solids Removal	Summer 2025	\$1,250,000
Headworks Screen & Septage Receiving Station	Ordered headworks	\$1,050,000
NW Columbia Ave	Complete	\$1,300,000