



CITY COUNCIL MEETING

November 04, 2025 at 7:00 PM

Boardman City Hall Council Chambers

AGENDA

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

4. APPROVAL OF MINUTES

[A.](#) Joint City Council/Planning Commission Workshop Minutes October 7, 2025

[B.](#) City Council Meeting Minutes October 7, 2025

5. FINANCIAL REPORT

[A.](#) Financial Report September 2025

6. INTRODUCTIONS

[A.](#) Public Works - Erik Ruiz

7. PUBLIC COMMENT

[A.](#) Prearranged Presentation - Morrow County Schools, Boardman

[B.](#) Prearranged Presentation - Urban Forms

[C.](#) Prearranged Presentation - Sanitary Disposal

[D.](#) Other Public Comment - Chamber & BCDA October Report Only

8. ACTION ITEMS - ORDINANCES

[A.](#) Ordinance 9-2025 An Ordinance Amending the Boardman Municipal Code Title 5 Business Regulations

In accordance with City of Boardman Charter of 2024 Section 4.2 b, the Boardman Mayor, City Councilors, and City Staff will assemble on this date to consider Ordinance 9-2025 An Ordinance Amending the Boardman Municipal Code Title 5 Business Regulations.

9. ACTION ITEMS - RESOLUTIONS

[A.](#) Resolution 26-2025 Special Resident Goose Population Control

10. ACTION ITEMS - OTHER BUSINESS

[A.](#) Boardman Community Development Association - Pickleball Court Property Lease

[B.](#) Columbia River Health Clinic Letter of Support

11. 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.

12. DOCUMENT SIGNATURES

13. 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
- G.** Councilors
- H.** Mayor

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.

Upcoming Dates:

11/13-14 City Hall Closed - Record Retention

11/18 City Council Workshop & SPECIAL Meeting



JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP

October 07, 2025 at 6:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

Mayor Keefer called the workshop to order at 6:02 PM.

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

Councilors Present: Mayor Paul Keefer, Councilor Brenda Profitt, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

Councilors Absent: Councilor Heather Baumgartner, Councilor Ethan Salata

Planning Commissioners Present: Commissioner Irons, Commissioner TenEyck, Commissioner Jones, Commissioner Connell, Commissioner Leighton

Planning Commissioners Absent: Commission Chair Barresse, Commissioner Carbray

4. REPORTS, CORRESPONDENCE, AND DISCUSSION

A. Comprehensive Plan/Development Code – Timestamp 1:55

Planning Official McLane introduced the consulting team from Cascadia Partners, Angie Martinez and Anais Mathez.

5. ADJOURNMENT

Mayor Keefer adjourned the workshop at 6:52 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk



CITY COUNCIL MEETING W/ EXECUTIVE SESSION

October 07, 2025 at 7:00 PM

Boardman City Hall Council Chambers
MINUTES

1. CALL TO ORDER

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

2. FLAG SALUTE

3. ROLL CALL/EXCUSED ABSENCES

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

Councilors Absent: Councilor Heather Baumgartner

4. APPROVAL OF MINUTES

A. TSP Joint City/County Workshop August 26, 2025 – Timestamp 1:30

Motion to approve the minutes of August 26, 2025 TSP Joint City/County Workshop as presented.

Motion made by Councilor Salata, Seconded by Councilor Cuevas.

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

B. Council Meeting Minutes September 2, 2025 – Timestamp 1:59

Motion to approve the minutes of September 2, 2025 Regular Council Meeting as presented.

Motion made by Councilor Salata, Seconded by Councilor Profitt.

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

5. FINANCIAL REPORT

A. Finance Report August 2025 – Timestamp 2:20

Finance Director Barajas gave the Financial Report.

6. PUBLIC COMMENT

A. Prearranged Presentation - Morrow County Schools, Boardman – Timestamp 4:40

Sam Boardman Elementary student gave an update on school happenings.

B. Prearranged Presentation - Jonathan Tallman, The Real 'Missing Housing' Funds: Where They Are—and How to Unlock Them for Boardman – Timestamp 6:38

Jonathan Tallman gave his presentation.

7. ACTION ITEMS - ORDINANCES

- A. Ordinance 7-2025 Amending the Boardman Development Code Adding Shipping Container Standards - Timestamp 21:38

Motion to approve the reading by title only of Ordinance 7-2025 Amending the Boardman Development Code Adding Shipping Container Standards.

Motion made by Councilor Rockwell, Seconded by Councilor Cuevas.

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

City Manager Hammond read the title.

Motion to adopt Ordinance 7-2025 Amending the Boardman Development Code Adding Shipping Container Standards.

Motion made by Councilor Cuevas, Seconded by Councilor Rockwell.

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

- B. Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations – Timestamp 28:30

Motion to approve the reading by title only of Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations.

Motion made by Councilor Salata, Seconded by Councilor Rockwell.

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

City Manager Hammond read the title.

8. ACTION ITEMS - RESOLUTIONS

- A. Resolution 24-2025 Park Naming – Timestamp 30:48

Motion to approve Resolution 24-2025 a Resolution Naming Parks.

Motion made by Councilor Rockwell, Seconded by Councilor Profitt.

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

9. ACTION ITEMS - OTHER BUSINESS

- A. Appoint CREZ II Members – Timestamp 41:50

Motion to appoint Mayor Keefer and Karen Pettigrew with alternate Ethan Salata as members to represent the City of Boardman for CREZ II.

Motion made by Councilor Rockwell, Seconded by Councilor Salata.

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

- B. Appoint CREZ III Members – Timestamp 53:51

Motion to appoint Councilor Rockwell, Councilor Salata, and Mayor Keefer with alternate Councilor Profitt as members to represent the City of Boardman for CREZ III.

Motion made by Councilor Rockwell, Seconded by Councilor Cuevas.

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

- C. Housing Advisory Committee - Comprehensive Real Estate Development Master Plan – Timestamp 1:05:10

Motion to rescind the previous motion in the September 2, 2025 meeting, and move to approve the Housing Advisory Committee to spend up to \$50,000 out of the current Housing Initiative Fund to hire a consultant to develop and prepare a Comprehensive Real Estate Development Master Plan with the intent the Housing Advisory Committee will seek additional funding from external sources for any cost exceeding \$50,000.

Motion made by Councilor Profitt, Seconded by Councilor Rockwell.

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

- D. Housing Advisory Committee - Moderate Income Revolving Loan Fund – Timestamp 1:06:14

Motion to approve the Housing Advisory Committee to use \$5,000 of the current Housing Initiative fund to access the Moderate-Income Revolving Loan Fund the State of Oregon has set up for housing.

Motion made by Councilor Rockwell, Seconded by Councilor Cuevas.

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

- E. City Attorney Services – Timestamp 1:15:10

Motion to approve City Manager Hammond to sign the amended Personal Services Agreement for Berry, Elsner & Hammond, LLP for City Attorney services.

Motion made by Councilor Profitt, Seconded by Councilor Rockwell.

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

10. OTHER PUBLIC COMMENT – Timestamp 1:15:10

There were none.

11. DOCUMENT SIGNATURES

12. REPORTS, CORRESPONDENCE, AND DISCUSSION

- A. Police Report – Timestamp 1:15:23

Police Chief Stokoe gave his report.

- B. Building Department Report – Timestamp 1:21:05

Building Official McIntire gave his report.

- C. Public Works Department Report – Timestamp 1:22:10

Public Works Director Drago gave his report.

- D. Planning Department Report – Timestamp 1:28:51

Planning Official McLane gave her report.

- E. Committee Reports

There were none.

F. City Manager – Timestamp 1:38:36

City Manager Hammond gave his report.

G. Councilors – Timestamp 1:41:48

Councilors gave comment.

H. Mayor – Timestamp 1:52:03

Mayor Keefer gave comment.

13. EXECUTIVE SESSION – Timestamp 1:55:18

Mayor Keefer resumed the regular meeting and adjourned at 9:38 PM.

- A. 192.660 (2)(d) The purpose of this executive session is for the City Council members to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

14. ADJOURNMENT

Mayor Keefer resumed the regular meeting and adjourned at 9:38 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk

City of Boardman
Finance Report
As of September 30, 2025

General Fund: In terms of revenues, September is a slow month for the general fund. It marks the end of the first quarter of the fiscal year, and quarterly fees will be received next month. The largest expense category, besides personnel, was for consultant fees. This includes the consultants of records retention (\$17,950), Anderson Perry for planning services (\$5,772.50), and GPTS (GPT AI) services (\$1,500). The bulk of the Christmas decorations have been ordered, and a few have been fabricated by one of our employees. Approximately \$32,000 have been spent on these decorations, with some being "life size." The video/audio in the Council Chambers is almost completely installed. This project cost approximately \$75,700.

Water Reserve Fund: We made a payment of approximately \$143,400 towards the water system improvements along SW Front Street (and the new loop) and S Main ST. The remainder was for collector well improvements and water system improvements.

Sewer Reserve Fund: The Sewer Reserve had a payment for the Lagoon Bio-Solids Removal design and bid in the amount of \$2,900, and approximately \$36,600 for the wastewater system improvements in the SW Front Street (and the new loop) and S Main ST project area.

Street Reserve Fund: Payments were made to Anderson Perry for their work on the following projects: NE Front St, S Main Street, and SW Front Street (aka SW Loop Road improvements). Payment for street work on the S Main Street and SW Front Street (aka SW Loop Road improvements) was issued to Premier Excavation for approximately \$121,500.

CITY OF BOARDMAN
Monthly Council Financial Statement
Period Ending September 30, 2025
Fiscal Year Elapsed 25.00%

Section 5, Item A.

FISCAL YEAR 2025-2026

REVENUE

EXPENDITURES

		A	B	C	D	E	F			G	H	I	J	
						(B+C)	(A-D)	(D/A)			(G/A)			
FUND	CITY	2025-2026	Revenue		Year to Date	Remaining		% of	Expenditures	Year to Date	(A-G)	% of	(D-G)	
#	Fund Description	BUDGET	Beginning Cash C/Over	Received This Month	Revenue	Total Revenue	Expectations (over budget)	Budget Received	This Month	Expenditures	Unexpended Budget	Expended Budget	Fund Balance	Fund #
100	General Government	1,073,010							84,709	277,854	795,156	25.89%		100
110	Public Safety - Police	3,634,175							222,761	973,711	2,660,465	26.79%		110
125	Code Compliance	152,415							9,652	33,235	119,180	21.81%		125
130	Planning	476,075							38,668	159,612	316,463	33.53%		130
180	Facilities	382,100							38,849	144,481	237,619	37.81%		180
195	Non-Departmental	7,312,225							0	0	7,312,225	0.00%		195
100	GENERAL FUND	13,030,000	1,627,329	116,120	992,802	2,620,131	10,409,869	20.11%	394,640	1,586,613	11,441,107	12.18%	1,033,518.51	100
220	WATER FUND	1,779,200	354,770	148,772	403,526	758,296	1,020,904	42.62%	100,015	379,680	1,399,520	21.34%	378,615.68	220
230	SEWER FUND	1,310,250	144,527	76,903	237,158	381,686	928,564	29.13%	64,892	279,997	1,030,253	21.37%	101,689.07	230
240	GARBAGE FUND	1,671,000	453,732	112,423	312,078	765,810	905,190	45.83%	101,924	286,978	1,384,022	17.17%	478,831.61	240
250	STREET FUND	712,800	452,738	41,669	115,160	567,897	144,903	79.67%	53,759	168,552	544,248	23.65%	399,344.99	250
260	BUILDING FUND	26,423,100	17,000,001	528,184	1,357,504	18,357,506	8,065,594	69.48%	76,069	792,960	25,630,140	3.00%	17,564,545.58	260
300	GENERAL RESERVE FUND	14,090,000	9,286,602	17,100	77,224	9,363,826	4,726,174	66.46%	0	4,739,226	9,350,774	33.64%	4,624,599.47	300
320	WATER RESERVE FUND	2,074,500	1,545,203	30,494	74,900	1,620,103	454,397	78.10%	146,761	327,192	1,747,308	15.77%	1,292,911.10	320
330	SEWER RESERVE FUND	4,825,000	3,237,965	32,381	81,819	3,319,784	1,505,216	68.80%	39,458	367,116	4,457,884	7.61%	2,952,668.07	330
350	STREET RESERVE FUND	19,095,000	12,860,099	46,328	381,346	13,241,445	5,853,555	69.35%	198,172	910,804	18,184,196	4.77%	12,330,640.84	350
415	CONGRESSIONAL CMTY PJCT FUND	1,575,900	1,545,325	5,773	15,975	1,561,300	14,600	99.07%	0	0	1,575,900	0.00%	1,561,300.09	415
418	HOUSING INICIATIVE FUND	1,033,000	0	3,674	1,003,674	1,003,674	29,326	97.16%	5,000	15,000	1,018,000	1.45%	988,674.33	418
510	GO BOND FUND	1,647,050	264,170	0	2,422	266,593	1,380,457	16.19%	0	0	1,647,050	0.00%	266,592.74	510
CITY TOTAL		89,266,800	48,772,461	1,159,823	5,055,590	53,828,051	35,438,749	60.30%	1,180,689	9,854,119	79,410,401	11.04%	43,973,932.08	
815	CENTRAL UR DISTRICT	7,946,400	505,558	1,942	6,243	511,801	7,434,599	6.44%	0	0	7,946,400	0.00%	511,801	815
816	NORTH UR DISTRICT	4,314,350	86,875	319	1,080	87,956	4,226,394	2.04%	0	0	4,314,350	0.00%	87,955.60	816
819	WEST UR DISTRICT	209,125	211,241	401	1,477	212,718	(3,593)	101.72%	0	0	209,125	0.00%	212,717.72	819
URA TOTAL		12,469,875	803,674	2,662	8,800	812,474	11,657,401	6.52%	0	0	12,469,875	0.00%	812,474	
CITY OF BOARDMAN GRAND TOTALS		101,736,675	49,576,136	1,162,484	5,064,390	54,640,526	47,096,149		1,180,689.41	9,854,119.26	91,880,275.68	11.04%	44,786,406	

CASH REPORT:

		as of 9/30/25	Current Month Net Cash Change (No URA)	
		Interest Rate	(20,867)	
	Amount		Year to Date Net Cash Change	
Bank of Eastern Oregon Police	\$7,356	4.60%	(4,789,729)	
Banner Bank Checking	\$291,764	-		
Banner Bank Savings	\$248,801	4.87%		
Bank of Eastern Oregon	\$481,322	4.60%		
OR Government Pool	\$42,894,248	4.60%		
CURD Government Pool	\$352,651	4.60%		
WURD Government Pool	\$104,598	4.60%		
NURD Government Pool	\$167,697	4.60%		
Xpress Online Clearing	\$234,285	-		
Bank of Eastern Oregon - Rotschy	\$0	0.10%		
Bank of Eastern Oregon - Culbert	\$3,683	0.10%		
TOTAL CASH		\$44,786,406		
Cash Clearing - Utilities		\$0.00		
Total		\$44,786,406		

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Urban Forms

Category: Public Comment- Prearranged Presentation

Staff Contacts: Brandon Hammond, City Manager

Summary:

Starting November 5, 2025, the City of Boardman will launch an innovative housing-production tool: UrbanForm has digitized the City’s 1,496 parcels, providing an accurate, verifiable, and easy-to-use zoning platform that helps officials, developers, and architects collaborate, improve permit quality, reduce delays, and save weeks of effort. This project—recommended by the Boardman Housing Advisory Committee to address the community’s housing affordability and availability crisis—is a partnership among UrbanForm, the nonprofit Missing Middle Housing Fund (MMHF), and the City of Boardman, with funding from the City’s Building Department. The platform is expected to add staff capacity and speed delivery of much-needed homes in the region.

Attachment: NA

Budget/Fiscal Impact: NA

Recommendation: NA

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Sanitary Disposal Recycling Program

Category: Public Comment- Prearranged Presentation

Staff Contacts: Brandon Hammond, City Manager

Summary:

Sanitary Disposal will brief Council on Oregon’s newly updated recycling framework, including the Opportunity to Recycle Act and how this connects to the community of Boardman. The presentation will cover: (1) what “opportunity to recycle” means in law—including the requirement that cities over 4,000 provide recycling service and public education programs; (2) core program elements (depot and curbside service, contamination-reduction education, and related local program duties); (3) the uniform statewide collection list that begins in July 2025; and (4) what changes residents and businesses should expect in service, materials accepted, and outreach.

Attachment:

Acceptance List

Opportunity to Recycle Act Fact Sheet

Recycling Modernization Act and Local Government Opportunity to Recycle Requirements

Budget/Fiscal Impact: NA

Recommendation:

Direction to Sanitary Disposal for the procurement of recycling components

Recycling is Changing in Boardman

Section 7, Item C.





Some Background



Senate Bill 582



- Signed into law 8/2021
- Planning and outreach 2022-2025
- RMA begins 7/1/2025

What Are The Goals Of The RMA?

Real Recycling, Not Hope Recycling	Make recycling easier, cut contamination, and guarantee responsible end markets.
Producers Help Fund the System	Packaging producers now share the cost of recycling, not just local ratepayers.
Consistency For All	All cities in Oregon will have the same recycling guidelines.
Smarter Education & Outreach	Clear visuals and tools will help people know what goes where.
A System Built to Improve	The new law allows for updates, research, and innovation over time.

Who's Paying For This?

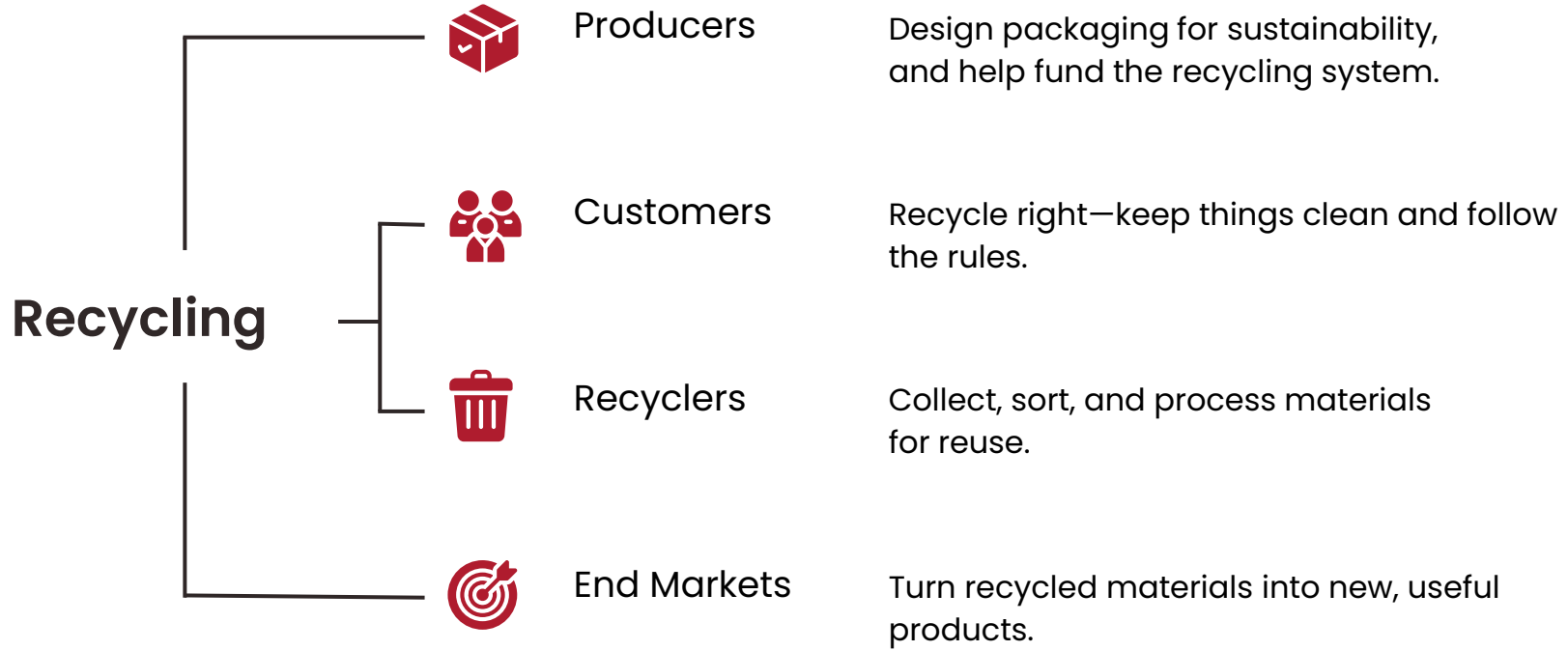
Under the new law, plastic and paper packaging producers must:

- Join a Producer Responsibility Organization (PRO)
- Help fund collection, education, and transportation
- Support depot systems and recycling infrastructure



This shared responsibility means less burden on ratepayers, and more system-wide accountability.

What Does this Look Like?





Thanks!

Let's keep recycling simple, clean, and strong.

Waste Connections of Oregon, Inc.
dba Sanitary Disposal
Proposed 2026 City of Umatilla Recycling Rates

SERVICE	Proposed RATE
RESIDENTIAL	
ROLLCARTS - Per Pickup \$4	
Every other Week- 95 Gal Cart	
- (1) cart	\$8.00
- (2) carts	\$16.00
- (3) carts	\$24.00
COMMERCIAL	
ROLLCARTS - Per Pickup \$12	
Every other Week- 300 Gal Cart	
- (1) cart	\$24.00
- (2) carts	\$48.00
- (3) carts	\$72.00
- (4) carts	\$96.00
Weekly- 300 Gal Cart	
- (1) cart	\$48.00
- (2) carts	\$96.00
- (3) carts	\$144.00
- (4) carts	\$192.00

Make Up of Current Rate

Make Up of New Rate

Local Government Recycling Acceptance List

Updated Aug. 4, 2025

As of July 1, 2025, Oregon local governments and their service providers will begin transitioning to collecting a consistent list of materials curbside/on-route and at depots as part of their Opportunity to Recycle obligations. The materials on this list may change over time.

Curbside/On-Route Collected Materials

This list currently coincides with the Uniform Statewide Collection List, which represents those materials that are suitable for commingled collection.

Paper

Material preparation: Empty and dry materials, flatten boxes, place loose in curbside cart



Corrugated cardboard, clean pizza boxes
(No wax coating)



Non-metalized gift wrap and packaging tissue
(No ribbons or bows)



All kraft paper, brown paper bags, mailers
(Not plastic lined)



Paperboard packaging, e.g., cereal and cracker boxes
(No packaging meant for refrigeration or freezer)



Office paper, newspaper, newsprint, other printing and writing paper, e.g., junk mail, envelopes, greeting cards



Magazines, catalogs and similar glossy paper, telephone books, paperback books



Translation or other formats

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800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Molded pulp packaging, e.g., egg cartons
(No food serveware or flowerpots)

Aseptic and gable-top cartons
e.g., milk, juice, broth cartons

Plastic

Material preparation: Empty and dry materials, place loose in curbside cart



Plastic tubs larger than 2 inches by 2 inches, made of PET #1, HDPE #2, and PP #5, including caps if screwed on



Bottles and jugs larger than 2 inches by 2 inches, made of clear or transparent blue or green PET #1, HDPE #2, and PP #5, including caps if screwed on



Buckets, pails, and storage containers made of HDPE #2 and PP #5 that fit loosely in the curbside cart, including lids if snapped on securely



Nursery packaging and trays made of HDPE #2 and PP #5

Metal

Material preparation: Empty and dry materials, place loose in curbside cart



Cans made of aluminum and steel



Scrap metal weighing less than 10 pounds and smaller than 18 inches in length. No items that are sharp or likely to cause tangling, such as knives, bicycle chains or wire.

Curbside/On-Route Contaminants

Top contaminants: Bagged materials, plastic bags/film plastic, batteries, hoses, cords, wires, food and liquid, glass (keep glass separate from commingled materials).

High risk contaminants: Syringes/sharps, medical waste/red bags, human and animal waste, batteries, mercury containing items, weapons, explosives, sharp tools, non-empty pressurized gas cylinders, non-empty aerosol containers with "Danger" on label.

Depot Collected Materials

In addition to paper, plastic, and metal from curbside/on-route list above:



Motor oil
(free of water and debris)



All scrap metal, made of ferrous and non-ferrous metal, including appliances

Metro Region ONLY Depot Materials

In addition to paper, plastic, and metal from curbside/on-route list above:



Motor oil
(free of water and debris)



All scrap metal, made of ferrous and non-ferrous metal, including appliances



Yard debris: Leaves, branches, sticks, grass clippings

Metro Region ONLY Additional Curbside/On-Route Collected Materials



Yard debris:
Leaves, branches, sticks, grass clippings
On-route from residential and non-residential customers



Glass bottles and jars
On-route from non-residential customers

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).



Recycling Modernization Act and Local Government Opportunity to Recycle Requirements

Dear local governments and service providers,

Hello and welcome to Update #3 of the Local Government Opportunity to Recycle Requirements information document. If this is the first time you are seeing this document, we have retained the background information for your reference. If you read our information documents from June and October of 2024, this continues to serve as a reminder of the upcoming changes for local governments due to the Recycling Modernization Act, known as RMA. Please note that the RMA is still evolving and DEQ recognizes the challenges associated with planning for requirements that are under development. However, to keep you up to date with the latest changes, we will continue to send this informational document to local governments and service providers and indicate any changes or important new information in **red**.

As a reminder, DEQ will be providing technical assistance during initial implementation to these new OTR requirements in lieu of enforcement to help local governments come into compliance with the regulations through Dec. 31, 2025. This will allow local governments, if needed, 6 months to roll out new programs. The specific OTR requirements that the technical assistance period will apply to are marked with a ****Red****.

Background: RMA was signed into law in 2021 and requires producers of packaging, printing and writing paper, and food serviceware to share responsibility for effective management of their products after use. Producers will be required to join and pay a membership fee to a Producer Responsibility Organization, referred to as a PRO, and the funding generated from membership fees will be used to finance improvements to Oregon's recycling system, making recycling programs more convenient, accessible, and responsible. The prospective PRO in Oregon is Circular Action Alliance, or CAA.

RMA requires local governments to improve recycling services beginning July 1, 2025. This document is a summary of new Opportunity to Recycle, or OTR, requirements for local governments resulting from the enactment of the RMA. The complete Opportunity to Recycle rules as well as other administrative rules cited in this document may be found on the [Oregon Secretary of State's website](#).

How RMA Will Impact Your Communities

The RMA creates new requirements for cities 4,000 and greater in population, the areas within their urban growth boundaries (which counties are responsible for), and all cities in the Portland Metro Regional Service District. For cities with less than 4,000 people and unincorporated communities, there are just a few new requirements. The RMA builds upon existing standards and requirements contained in Oregon's Opportunity to Recycle Act in Oregon Revised Statute 459A.005 and .007. The new requirements are in addition to the current Opportunity to Recycle requirements. Regional Specialists around the state will continue to work closely with local governments on the Opportunity to Recycle requirements.

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Part 1 – For all Local Governments regardless of population

✓ **Ensure that commingled materials are directed to approved processors (OAR 340-090-0030(2)): Begins July 1, 2025**

- Commingled recyclables collected under the Opportunity to Recycle Act will be prohibited from being delivered to commingled processing facilities unless such facilities have a valid Commingled Recycling Processor Facility permit for an in-state facility, or an approved and certified facility out of state. Oregon processors will be ready to accept commingled recyclable materials by July 1, 2025.

✓ **At recycling depots at permitted facilities or more convenient locations, begin collecting materials on acceptance list for depots (OAR 340-090-0030(1)): Beginning July 1, 2025**

- Permitted disposal sites, such as landfills and transfer stations, that provide a place for collecting source-separated recyclable materials at the disposal site **or** a more convenient location will begin collecting materials identified on the recycling acceptance list for depots in 340-090-0630(4)(a).

Note: OAR 340-090-0630 (4) (f) states that a local government may submit a request for additional time to meet the obligation to collect materials on the Uniform Statewide Collection List to DEQ for approval, if the local government's ability to successfully collect the materials is dependent on the local government receiving funding for trucks, containers, or a reload facility requested from a producer responsibility organization through the 2023 needs assessment, pursuant to ORS 459A.890(8), and the local government has not yet received the funding.

✓ **A material may not be collected as part of the commingled recycling program unless the material is identified for collection on the Uniform Statewide Collection List, or USCL. (OAR 340-090-0030(5)). Beginning July 1, 2025**

- Local governments should begin transitioning commingled collection programs to include the materials on the USCL. Cities below the population of 4,000 will not be required to collect every material on the list.

Note: OAR 340-090-0630(7) If, prior to July 1, 2025, a local government is collecting materials listed in Section (3) of this rule (materials on the PRO acceptance list) as part of a commingled recycling program, the local government may submit a request to continue to collect such materials in commingled recycling until such time as the producer responsibility organization has met the convenience standard pursuant to OAR 340-090-0640(2) and OAR 340-090-0640(6).

✓ **Newly purchased roll carts, bins and containers shall contain at least 10% post-consumer recycled content. (OAR 340-090-0030(4)): Beginning Jan 1, 2026**

- New roll carts, bins and containers purchased by the local government or service providers will need to contain at least 10 percent verified post-consumer recycled content.

Part 2 – For cities 4,000 and greater, areas inside the UGB of those cities, and cities in the metro service district

✓ **Collect on-route materials designated for recycling collection from collection service customers at least monthly (OAR 340-090-0030 (7)(a)): Beginning July 1, 2025 - ****Dec. 31, 2025******

- Begin promoting and collecting materials on the local government's acceptance list identified in 340-090-0630(4)(b) as conditions allow.
- Materials on this list may be commingled together (but commingling is not required). Additional materials may be collected separately (e.g., motor oil), but not commingled with the USCL materials.
- Inside the **Portland Metro region only**, local governments are also required to provide for the on-route collection of glass from non-residential sources, such as bars and restaurants.
- Inside the **Portland Metro region only**, local governments are also required to provide collection of yard debris as part of the opportunity to recycle.

Note: OAR 340-090-0630 (4) (f) states that a local government may submit a request for additional time to meet the obligation to collect materials on the Uniform Statewide Collection List to DEQ for approval, if the local government's ability to successfully collect the materials is dependent on the local government receiving funding for trucks, containers, or a reload facility requested from a producer responsibility organization through the 2023 needs assessment, pursuant to ORS 459A.890(8), and the local government has not yet received the funding.

✓ **Implement new contamination reduction programs (OAR 340-090-0030 (7)(c)) Begins as PRO funding becomes available starting July 1, 2025 – ****Dec. 31, 2025******

- Set contamination reduction goals consistent with statewide goal(s).
- Choose and implement contamination reduction program elements from a DEQ-approved list, including at least one element from each of the three categories:
 1. Provide customer-facing contamination reduction materials and methods that are responsive to diverse populations.
 2. Standards for providing feedback to generators who contribute to contamination that is responsive to diverse populations.
 3. Standards for providing financial or service consequences to generators that are significant and repeated sources of contamination despite receiving feedback. Consequences must be responsive to diverse populations.
- At least every five years, review and revise as appropriate the local contamination reduction goals and elements being implemented.
- ~~Periodically evaluate source-separated recyclable materials for quality and contamination if sent to a recycling reload facility in accordance with forms and procedures established by the Department.~~
Rule clarification: DEQ will establish contamination evaluation procedures to meet the

requirements of periodic evaluation that will be conducted by the PRO. Therefore, the PRO will implement the periodic evaluation of contamination requirement for the entire state.

NOTE: DEQ is in the process of establishing a statewide contamination reduction goal and the list of approved contamination reduction program elements for each of the three categories. A local government will be required to choose one element from each category to implement OR use materials or methods that are at least as effective as materials or methods approved by DEQ.

Stay tuned for more information. The PRO will compensate local governments or their service providers \$3 per capita per year for contamination reduction programming. Local governments are only required to implement contamination programming to the extent that such funding is provided.

✓ **Use education resources created by the PRO (OAR 340-090-0030 (8)(h)):
Beginning July 1, 2025**

The PRO is required to develop and make available to local governments culturally responsive educational resources to promote the uniform statewide collection list. These materials will be available to local governments through CAA's portal by mid-May.

- **Local governments and service providers must use the PRO's educational materials when possible and appropriate. During the first program plan period local governments and service providers may choose to use their own images/photos or CAA-provided illustrations. Local governments will need to pay to print and disseminate materials that do not meet the standards developed by the PRO.**
- Local governments will maintain their existing responsibilities to conduct other community education about recycling and waste prevention as specified in the Opportunity to Recycle requirements.

✓ **If a local government chooses any of the following recycling program elements from OAR 340-090-0040 (3), specific materials are required for collection:
Beginning July 1, 2025 – ****Dec. 31, 2025******

- Provide collection of materials identified in 340-090-0630(4)(b) on the local government's acceptance list.
 - (b)** weekly same day as garbage residential curbside collection
 - (d)** multifamily dwelling recycling
 - (f)** commercial and institutional recycling
- Provide collection of materials identified in 340-090-0630(4)(a) on the local government's acceptance list; however, there could be exceptions for used oil and appliances.
 - (g)** Expanded recycling drop-off depot

✓ **Ensure adequate collection and access for multifamily residents (OAR 340-090-0030 (7)(b)): ~~Begin July 1, 2026*~~ Rule has been revised.**

- ~~Ensure there is adequate space onsite for collection of recyclables at multifamily properties.~~
- ~~Demonstrate a plan to ensure that newly constructed properties and properties that undergo significant remodeling provide adequate space for recycling.~~
- ~~Establish or ensure that service standards for collection include standards for adequate collection through volume, collection frequency or a combination of both.~~
- ~~Ensure containers are accessible to children and people using wheelchairs.~~
- **(b) To comply with the requirements of ORS 459A.911 to ensure adequate space for the recycling collection of materials identified on the uniform statewide collection list at multifamily properties, submit an implementation plan to DEQ by November 1, 2027 in a manner and form prescribed by DEQ, report on activities undertaken to execute the implementation plan in the periodic report submitted according to the requirements of OAR 340-090-0100, and initiate plan implementation no later than July 1, 2028. The implementation plan shall describe how the city, county, or metropolitan service district will:**
 - (A) Ensure adequate space for collection and access for collection vehicles after new construction or significant remodels.**
 - (B) Ensure adequate space for collection in existing buildings.**
 - (C) Update or establish service standards for service providers to provide adequate service volume or collection frequency, or a combination of both.**
 - (D) Ensure that container placement is accessible to residents, including children and individuals who use a wheelchair, while giving consideration to resident and user safety considerations.**

Part 3 – Optional for all communities

- ✓ **Participate in future needs assessments to expand recycling collection (ORS 459A. 890 (8)): First assessment completed in April 2023, will be repeated periodically.**
 - DEQ completed the first statewide needs assessment in 2023 and worked with local governments and service providers around the state to determine interest in adding or expanding recycling programs. For those local governments that identified eligible cost in the initial needs assessment, funding from the PRO is planned to begin no earlier than July 1, 2025.

Note: Local governments seeking compensation from the PRO for equipment and infrastructure expenses identified in the needs assessment **should not purchase or order equipment without first entering into a contract or formal agreement with the PRO.**

- ✓ **Authorize service providers or other entities that may receive compensation directly from the PRO (ORS 459A.890): Compensation begins July 1, 2025; funding authorization process begins earlier**
 - Local governments that choose to seek compensation from the PRO shall identify which service providers (if any), or other entities are authorized to receive compensation directly from the PRO on the local government's behalf. The official funding authorization form was sent to local

governments in December of 2024 and is due back to DEQ March 31, 2025. Please see information below for the RMA TA in each of DEQ's geographic regions.

Eastern Region: Rachel VanWoert 971-269-7671 or Rachel.VanWoert@deq.oregon.gov

Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Milton-Freewater, Morrow, Umatilla, Sherman, Union, Wasco, Wallowa and Wheeler counties or wastesheds

Northwest Region: Steven Chang at 971-803-2493 or Steven.Chang@deq.oregon.gov

Clatsop, Columbia, Tillamook, and Portland Metro Area (Clackamas, Multnomah, and Washington) counties

Western Region: Telicia Hixson at 503-995-9491 or Telicia.I.Hixson@deq.oregon.gov

Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, and Yamhill counties

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

Opportunity to Recycle Act Fact Sheet

A shortage of landfill space encouraged the Oregon legislature to pass the Opportunity to Recycle Act in 1983. The law established solid waste management policies that recognized the environmental benefits of waste prevention, reuse and recycling. The law also requires permitted disposal sites to have recycling depots and cities with populations over 4,000 to provide monthly curbside recycling collection service to all garbage service customers. Counties are responsible for the area between the city limits and urban growth boundaries.

The 1991 Oregon Recycling Act (Senate Bill 66) strengthened and broadened recycling requirements and set requirements for recycling rigid plastic containers to promote market development by: setting a statewide recovery goal of 50 percent by 2000; requiring the Oregon Department of Environmental Quality to conduct regular waste composition studies and develop a solid waste management plan; and, by creating the first eight recycling program elements which the legislature later increased to 13. In 1997 the Oregon Legislature changed some of those elements and added a ninth, and in 2015 increased it to thirteen.

Today, local governments can meet the requirements in one of two ways: using standard program elements established by DEQ or applying for alternative programs as defined in [OAR 340-090-0080](#).

Cities with over 4,000 people are required to choose from the following list of 13 recycling program elements. The number of programs required for implementation is determined by population size and the distance to markets.

1. Provide curbside recycling container.
2. Provide weekly curbside recycling.
3. Expanded education and promotion program.
4. Multi-Family recycling.
5. Yard debris collection and composting.
6. Commercial recycling.
7. Expanded recycling depots.
8. Weight-based garbage collection rates.
9. Institutional and commercial food waste collection and composting.
10. Mandatory commercial recycling program.
11. A food waste collection program for residential customers.
12. Mandatory recovery program for construction and demolition debris.
13. Required commercial food waste collection program.

Cities with over 10,000 people and with a county population of over 100,000 are required to choose from the following list of seven waste prevention program elements. Counties are responsible for the area between the city limits and Urban Growth Boundary.

1. City or county-wide education and promotion program (plan is required)
2. Residential waste prevention campaign focused on a toxic, energy intensive material

- or purchasing practice (campaign plan is required)
- 3. Commercial waste prevention campaign focused on a toxic, energy intensive material or purchasing practice (campaign plan is required)
- 4. A waste prevention and reuse program in schools(plan is required)
- 5. Funding or infrastructure support program for reuse, repair, leasing or sharing activities.
- 6. Technical assistance program to promote for reuse, repair, leasing or sharing activities
- 7. Support for local food rescue program

Where to find more information?

General Requirements - [340-090-0030](https://www.deq.oregon.gov/340-090-0030) (all wastesheds)

Local Government Recycling Program Elements – [340-090-0040](https://www.deq.oregon.gov/340-090-0040) (cities over 4,000)

Waste Prevention and Reuse Program Elements – [340-090-0042](https://www.deq.oregon.gov/340-090-0042) (cities over 10,000)

Have questions?

For information on how the OTR act pertains to your local community, contact a DEQ Regional Specialist.

- **Northwest Region**
 - Clatsop County
 - Lexi Meek, 503-229-5790, Lexi.Meek@deq.oregon.gov
 - Columbia and Tillamook Counties
 - Gretchen Sandau, 503-915-6786, Gretchen.Sandau@deq.oregon.gov
- **Western Region**
 - Coos, Curry, Douglas, Jackson, Josephine and Lane Counties
 - Cathy Brown, 541-687-7325, Cathy.Brown@deq.oregon.gov
 - Benton, Lincoln, Linn, Marion, Polk and Yamhill Counties
 - Cat Rhoades, 503-378-5089, Cathie.Rhoades@deq.oregon.gov
- **Eastern Region**
 - Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Milton-Freewater, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler Counties
 - Laurie Gordon, 541-633-2029, Laurie.Gordon@deq.oregon.gov

Announcements and updates

Sign up for DEQ's GovDelivery [email list](#).

Alternate formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.

El DEQ puede proporcionar los documentos en un formato alternativo o en un idioma distinto al inglés si así lo solicita. Llame al DEQ al 800-452-4011 o envíe un correo electrónico a deqinfo@deq.oregon.gov

DEQ 可以根據要求提供另一種格式的文件或英語和西班牙語以外的語言。請致電 DEQ : 800-452-4011 或發送電子 郵件至 : deqinfo@deq.oregon.gov.

ДЭК может предоставить документы в другом формате или на другом языке, помимо английского и испанского, по запросу. Позвоните в ДЭК по телефону 800-452-4011 или свяжитесь по электронной почте deqinfo@deq.oregon.gov.

Tùy theo yêu cầu, cơ quan DEQ có thể cung cấp các tài liệu ở định dạng thay thế hoặc bằng ngôn ngữ khác ngoài tiếng Anh và tiếng Tây Ban Nha. Liên hệ với DEQ theo số 800-452-4011 hoặc gửi email đến deqinfo@deq.oregon.gov



October 2025 Report

Executive Summary

September was a productive month for the Boardman Chamber of Commerce, with events and outreach efforts delivering both community engagement and measurable economic value.

Chamber Talk w/ Torrie featured the Oregon Wheat Growers League, drawing participation from regional partners and generating meaningful exposure for Boardman's role in agriculture and rural development. Marketing campaigns launched this month for upcoming fall and winter events—including the Morrow County Harvest Festival, Community Candy Crawl, Community Christmas Celebration, and the 4th Quarter Luncheon—reached thousands of viewers online and in print, boosting early registrations and sponsorship commitments.

Chamber-led activities in August and September supported local businesses and visitor spending, with early indicators showing increased dining, retail, and lodging use tied to event attendance, that includes Event Center events. Based on attendance patterns and visitor origin surveys, these events and programs are estimated to have generated over \$45,000 in direct economic impact through food, retail, and service purchases, along with additional overnight stays and fuel spending by out-of-area guests. These outcomes align with TRT goals by expanding Boardman's visibility, creating positive visitor experiences, and leveraging events to strengthen the local economy. September's results demonstrate clear momentum as we move into the holiday season, ensuring continued growth in community engagement and tourism-driven economic vitality.

Note: Attendance is based on registrations, counts, and booth participation; out-of-area visitation is estimated using collected ZIP codes. Room nights are calculated from the share of visitors traveling 50+ miles. Economic impact reflects average visitor spending on lodging, dining, retail, and fuel, with adjustments for out-of-area guests. Sponsorship, volunteer hours, and marketing reach are tracked through Chamber records and analytics.

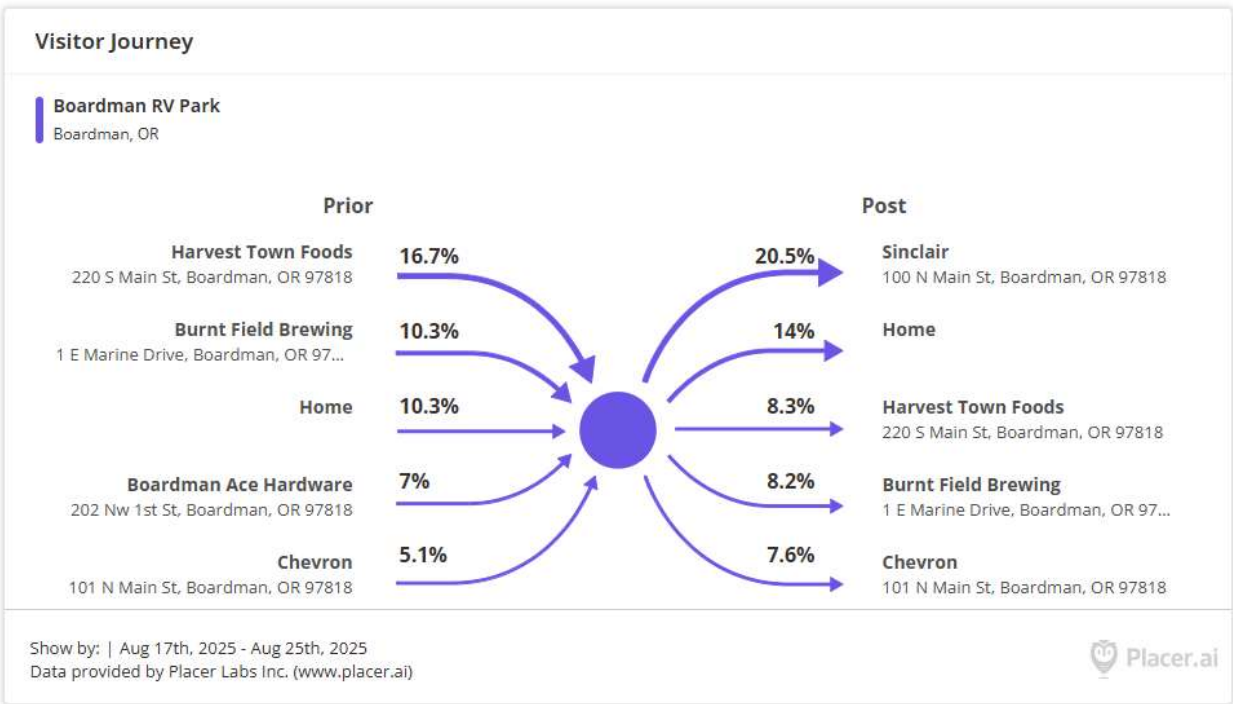
Analysis Statement – End of Summer Celebration & BAM Fishing Tournament

The End of Summer Celebration and BAM Fishing Tournament successfully combined recreation, community engagement, and economic impact for Boardman. Placer.ai mobility data from the Boardman RV Park illustrates how visitors paired their attendance with local spending at nearby businesses. Prior to the events, the top destinations included Harvest Town Foods (16.7%), Burnt Field Brewing (10.3%), and Boardman Ace Hardware (7%), while post-event

activity showed a notable shift toward fuel and convenience services such as Sinclair (20.5%) and Chevron (7.6%), alongside continued patronage of dining and retail.

This visitor flow demonstrates that the events not only generated high participation but also directly influenced local commerce by driving purchases in grocery, dining, retail, and fuel sectors. Out-of-area attendees, particularly those utilizing the RV Park and lodging, contributed additional overnight stays and tourism spending. Conservative estimates suggest the combined events generated more than \$55,000 in direct local economic activity through retail, food/beverage, and service purchases, with secondary impacts in lodging and fuel. These findings underscore how Chamber-led signature events serve as catalysts for tourism-related spending, aligning directly with TRT goals and reinforcing Boardman’s reputation as a vibrant destination for both recreation and family-oriented community gatherings.

Visitor Journey
Aug 17 - Aug 25, 2025



Upcoming Events and Programs

Boardman Community Candy Crawl (formerly Trunk-or-Treat)

The Boardman Chamber of Commerce is excited to host the annual *Community Candy Crawl* on **Friday, October 31, 2025, from 5:30–7:30 PM** at the Sage Event Center. This family-friendly Halloween tradition, formerly known as Trunk-or-Treat, brings together more than 800 children and their families for an evening of safe, festive fun.

The Chamber will welcome guests at the first booth with a special goodie bag that includes a free book for kids. Local businesses and community groups will line the SAGE Center & Event Center with decorated booths, costumes, and plenty of candy, prizes, and treats. Guests can also enjoy complimentary hot chocolate from Boardman Jumpstart Java and cheese snacks provided by Tillamook.

Community members and businesses are encouraged to join the fun by decorating a booth, dressing up, and helping distribute candy. Booth registration is open now at <https://form.jotform.com/252105192497155>.

The Candy Crawl is a cherished celebration of Boardman's community spirit—providing families and children of all ages with a safe and memorable Halloween experience.

Chamber Talk w/ Torrie

Join us for upcoming editions of *Chamber Talk w/ Torrie*, where we highlight leaders and organizations making an impact in our community.

Teresa Parson, Board Member of the Boardman Senior Center, will share the Senior Center's programs and resources, including free equipment such as wheelchairs and beds, meal support for veterans, and their much-anticipated annual Thanksgiving Dinner.

We'll also welcome Eastern Oregon University President Kelly A. Ryan, Ph.D., who will discuss EOU's role as Oregon's Rural Institution, providing affordable education, strong mentorship, and hands-on learning opportunities for students across our region. This conversation will take place on November 10 at 12:00 p.m. on Facebook Live.

Be sure to tune in, ask questions in the comments, and watch for another special edition featuring Laura Moreno with Santiago in the near future.

Boardman Community Christmas Celebration: The Boardman Chamber of Commerce will host the annual Community Christmas Celebration on Saturday, December 6, 2025. The evening will begin with the Fire Department heading towards the SAGE Center at 4:45 PM, where Santa will arrive.

Following the arrival of Santa, the program will feature a children's concert and nativity scene, leading into the annual Christmas Tree Lighting Ceremony and fireworks at 6:00 PM. Festivities will continue inside the SAGE Center with a holiday performance by the Inland Northwest Musicians, along with complimentary hot chocolate, cookies, and photos with Santa.

This free, family-oriented celebration highlights the spirit of the holiday season with music, community traditions, and activities for all ages.

4th Quarter Luncheon: The Boardman Chamber of Commerce will host the 4th Quarter Luncheon on Wednesday, December 17, 2025. We are pleased to announce **Amazon** as the title sponsor. The event will feature guest speakers from Amazon, providing insights and opportunities for discussion. Attendees will have the chance to connect with sponsors, speakers, and other local businesses.

Registration is open until Monday, December 16, 2025, through the Chamber website – <https://business.boardmanchamber.org/events/details/4th-quarter-chamber-luncheon-1486>

36th Annual Distinguished Citizens Awards Banquet: The Boardman Chamber of Commerce will host the 36th Annual Distinguished Citizens Awards Banquet on Friday, March 6, 2026, at 6:00 PM at the SAGE Event Center. Planning for the event is well underway, with advertising and promotional efforts actively conducted on social media.

Nominations for the Distinguished Citizens Awards opened in August and have been successful, with most categories already receiving nominees. All event advertising has been created and is currently being used to promote the banquet.

Upcoming Chamber & SAGE Hosted Events:

- SAGE Center: Harvest Festival – October 4, 2025
- Chamber Talk:
 - Satiago Village – October 16, 2025
 - Boardman Senior Center – October 23, 2025
 - Eastern Oregon University – November 10, 2025
- Candy Crawl (Trunk or Treat) – October 31, 2025
- SAGE Center's Holiday Makers Market – November 7-8, 2025
- Boardman Community Christmas Celebration – December 6, 2025
- 4th Quarter Luncheon – December 17, 2025
- 36th Annual Distinguished Citizens Awards Banquet – March 6, 2026

For more information, please contact **Torrie Griggs, CEO**, at **541-571-2394** or email torrie@boardmanchamber.org. Visit www.boardmanchamber.org or call our office at **541-481-3014** for further details.



Boardman Community Development Association

September 2025 Report

BCDA Reaffirms Commitment to Housing, Business Growth, and Community Enhancement

The Boardman Community Development Association (BCDA) remains dedicated to advancing quality of life and sustainable growth in Boardman through strategic investments in housing, business development, recreation, and community infrastructure.

Continued Housing Investment in 2025

BCDA continues its successful Home Buyers Incentive Program in 2025 with an investment of \$250,000 to support new homebuyers and attract residents to Boardman. In 2025, \$195,000 in housing grants have already been awarded to new homeowners, underscoring the program's effectiveness and the region's increasing appeal to Boardman.

Pickleball Court Development

The Boardman Community Development Association (BCDA), in partnership with the City of Boardman, is excited to announce the approval of \$350,000 in funding from the Morrow County Unified Recreation District (MCURD) to develop a new pickleball court facility. This project will expand recreational opportunities for residents of all ages, support healthy lifestyles, and add to the amenities that make Boardman a vibrant and active community. Construction planning will move forward in coordination with the city to ensure the courts are a lasting asset for Boardman's families and visitors.

Business Opportunity Incubator Moves Forward

Construction planning is underway on the Boardman Business Opportunity Incubator, supported by a \$1.5 million grant from the U.S. Small Business Administration. This facility will provide affordable, flexible space for small and medium-sized businesses, with a strong focus on supporting women-, minority-, and low-income entrepreneurs. The incubator will serve as a critical launchpad for innovation and local economic growth.

Expansion of Retail and Office Space

To meet the growing demand for commercial services, BCDA is actively exploring development opportunities along NE Front Street to add retail storefronts and executive office spaces, strengthening Boardman's business ecosystem and enhancing local access to goods and services.

Community Beautification & Facility Upgrades

Upgrades to the Boardman Field House are in progress for the winter months, including:

- Turf replacement
- Modernization of the lighting system
- Extension of interior wood paneling to the ceiling for improved aesthetics and insulation protection

These improvements will enhance the functionality, safety, and appeal of this popular community facility.

Focused on a Thriving Boardman

BCDA remains focused on four key areas:

- Housing development
- Community Beautification
- Commercial and retail expansion
- Educational Support

With ongoing collaboration between municipalities, businesses, and residents, BCDA is committed to fostering a vibrant, forward-thinking Boardman.

BCDA Board of Directors:

- President: John Christy
- Vice President: Lisa Mittelsdorf
- Secretary/Treasurer: Karen Pettigrew
- Board Member: Krista Price

For more information, please contact Torrie Griggs at (541) 571-2394 or email torrie@boardmanchamber.org. Visit www.boardmanchamber.org or call (541) 481-3014 for additional details.

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations

Category: Action Items- Ordinance

Staff Contacts: Carla McLane, Planning Official

Summary:

This chapter sets rules for **transient merchants** (people or businesses selling goods temporarily) in Boardman. Its purpose is to make sure they follow federal, state, and city laws, protect public health and safety, keep streets and sidewalks safe and clear, and help the city collect fees and useful information.

Key points:

- Anyone selling as a transient merchant in Boardman must have a **city license or permit**, unless specifically exempt.
- Exemptions include sales to wholesalers, schools, charitable organizations, political groups, or sales right next to a brick-and-mortar business.
- Each merchant on the same site must have a separate license. Employees or agents must also be licensed if acting on behalf of someone else.
- Applications are submitted online with required fees and must include details about the business.
- Transient merchants are **not allowed in residential areas**, and additional information about location, operations, and approvals may be required.

Attachment:

- Ordinance 9-2025 BMC Amendment Title 5 Business Regulations to add Transient Merchants
- Title 5 Transient Merchants DRAFT 09302025

Budget/Fiscal Impact: NA

Recommendation: Adopt

Proposed Council Motion:

Step 1 – Reading into the record

I move to approve the reading by title only of Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations.

Step 2 – Staff member reads title of ordinance

Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations.

Step 3 – Adoption

I move to adopt Ordinance 9-2025 Amending the Boardman Municipal Code Title 5 Business Regulations.

CITY OF BOARDMAN
ORDINANCE NO. 9-2025

AN ORDINANCE AMENDING THE BOARDMAN MUNICIPAL CODE
TITLE 5 BUSINESS REGULATIONS

WHEREAS, the City of Boardman ("City") has authority granted by the Boardman Charter of 2024; and

WHEREAS, the City has an adopted Municipal Code; and

WHEREAS, the City has identified a need to amend provisions of the Boardman Municipal Code, creating Title 5 Business Regulations, to add provisions to regulate Transient Merchants; and

WHEREAS, the Boardman City Council considered similar provisions various times through 2024 and 2025; and

WHEREAS, the Boardman City Council working through the City Manager directed proposed regulations to focus on Transient Merchants with a focus to protect City of Boardman rights-of-way and pedestrian use of sidewalks.

NOW THEREFORE, THE PEOPLE OF BOARDMAN DO ORDAIN AS FOLLOWS:

Section 1 Affected and Attached Document. After full consideration of the matter, the City Council of the City of Boardman adopts the amendment to Title 5 Business Regulations of the Boardman Municipal Code attached as Exhibit A.

Section 2 Readings. The reading of this Ordinance shall be on October 7, 2025 and November 4, 2025.

Section 3 Effective Date. This ordinance shall take effect 30 days after its reading and passage.

Passed by the Council and approved by the Mayor, this 4th day of November, 2025.

Paul Keefer, Mayor

ATTEST:

Amanda Mickles, City Clerk

Title 5 – BUSINESS REGULATIONS

CHAPTER 5.04 –TRANSIENT MERCHANT PERMITS AND REGULATIONS

Sections:

- 5.04.010 – Purpose.
- 5.04.020 – Applicability.
- 5.04.030 – Definitions.
- 5.04.040 – Activities Required to be Licensed, Permitted, and Regulated.
- 5.04.050 – Exemptions.
- 5.04.060 – Application Requirements.
- 5.04.070 – Reserved.
- 5.04.075 – Reserved.
- 5.04.080 – Transient Merchant Requirements.
- 5.04.085 – Reserved.
- 5.04.090 – Reserved.
- 5.04.100 – Reserved.
- 5.04.110 – Application Review.
- 5.04.120 – Fee Schedule.
- 5.04.130 – Approval Process.
- 5.04.140 – Denial, Suspension, or Revocation.
- 5.04.150 – Appeal.
- 5.04.160 – Posting and Display of License or Permit.
- 5.04.170 – Violations and Penalties.

5.04.010 – Purpose.

This Chapter is enacted to ensure that Transient Merchant activities are conducted in compliance with applicable federal, state, and local laws, regulations and ordinances and in a manner comporting with public health, safety, and the general welfare of the citizens of Boardman; to secure revenue to assist in defraying the city's cost of administering and enforcing its laws and ordinances and the city's provision of certain municipal services; and to obtain valuable information for emergency responders, planning and building personnel, and economic development.

The chapter also acts to authorize and regulate transient merchants on all property, including city rights-of-way, within the City of Boardman.

5.04.20– Applicability.

This Chapter provides reasonable and necessary regulations for the licensing of Transient Merchants located within the City of Boardman as described in this Chapter. Nothing in this Chapter shall be construed to apply to any person transacting and carrying on any business within the City of Boardman which is exempt from taxation or regulation by the city by virtue of the constitutions of the United States or the State of Oregon, or applicable federal or state law.

Through this Chapter reasonable and necessary regulations will maintain the free flow of pedestrian and vehicular traffic on streets, sidewalks and areas open to the public; prevent interference with the peaceful enjoyment of the areas open to the public; and preserve, protect, and enhance the economic, scenic, historic, and aesthetic values and objectives of the city.

The regulations of the chapter are not intended to permit any violation of the provisions of any other law or regulation and apply to activities within the City of Boardman, including City-owned and leased property and rights-of-ways.

These regulations shall not apply to sales conducted by municipal, government, religious, charitable, educational, or other similar organizations, provided that the sale is conducted on premises owned or leased by the applicant for the regular conduct of its business or affairs. Exemption of a use from the provisions of this chapter shall not exempt the use from other applicable provisions of this Code.

5.04.030 – Definitions.

As used in this chapter.

“Applicant” means the person applying for a license to conduct a particular business within the City.

“Business” means any activity, trade, profession, occupation, or pursuit operated, engaged, conducted, or carried on for profit, gain, livelihood, or any other purpose, regardless of the form under which the activity, trade, profession, occupation, or pursuit is operated, engaged, conducted, or carried on within the City.

“License Administrator” is the City appointed authority for reviewing, approving, or denying applications under this Title.

“Day” means a calendar day unless otherwise noted.

“Doing business” means to engage in any activity in pursuit of profit, gain, livelihood, or any other purpose.

“Income” means the net income arising from any business, as reportable to the State of Oregon for personal income, corporation excise or income tax purposes, before any allocation or apportionment for operation out of state, or deduction for net operating loss carry-forward or carry-back.

“License or Permit” means the permission granted by the City under this Title to operate, engage, conduct, or carry on a business within the City.

“Licensee or Permittee” means an applicant who has received a license or permit under this Title.

“Mobile Vending Unit” is a vehicle or other conveyance that is self-propelled, upon a street or highway and within which food is prepared, processed, or dispensed to consumers or other items are available for sale.

“Mobile Vendor” is a mobile vendor which offers food or other items for sale from a Mobile Vending Unit.

“Permanent location” means professions, trades, occupations, shops for every kind of calling carried on for profit, personal gain, trade or barter and livelihood at a fixed or permanently established place of business maintained within the city.

“Person” means the singular and plural of an individual, partnership, corporation, limited company, joint venture, cooperative or any other entity in law or in fact.

“Rights-of-way” means the public streets, alleys, avenues, thoroughfares, highways, places, and grounds located within city which are owned and controlled by city.

“Sidewalk Vendor” is a mobile vendor which offers food or other items for sale from a Mobile Vending Unit, and which can or does routinely change location, and which is located within the public right-of-way and/or property owned by a public entity.

“Sidewalk Vending Unit” is a vehicle or other conveyance that is pushed or can be pulled upon a street or highway and within which food is prepared, processed, or dispensed to consumers or other items are available for sale.

“Transient Merchant” means any person who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked within the City limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.”

5.04.040 – Activities Required to be Licensed, Permitted, and Regulated.

- A. Except as exempt under Section 5.04.050 below, it shall be unlawful for any person to engage in Transient Merchant activity within the City without first having obtained the necessary licenses or permits for the current year as provided under this chapter.
- B. If more than one Transient Merchant is conducting business on the same premises, each must obtain a separate license.
- C. A person representing him or herself or exhibiting any sign or advertisement that he or she is engaged in a Transient Merchant activity within the City of which a license or permit fee as levied by this Chapter shall be deemed to be engaged in such business and shall be liable for the payment of such license or permit fee and will be subject to the penalties for failure to comply with the requirements of this Chapter.
- D. The City may require proof of state registration. An applicant shall possess any county or state license or permit required or shall be awaiting final approval by the state before a City license or permit is issued.
- E. No person shall do Transient Merchant activities within the City as the employee, agent, or representative of another person unless either the principal or the employee, agent or representative has a current, valid City Transient Merchant license or permit, no matter where the principal offices of that business are situated.
- F. Home occupations, as permitted uses or conditional uses in the Boardman Development Code, shall be required to obtain any necessary license or permit in accordance with the provisions of this chapter if they are engaged in Transient Merchant activities.

5.04.050 – Exemptions.

The following are exempt from the licensing and permitting requirements:

- A. Transient Merchants who exclusively or primarily sell to, deliver to, and/or solicit orders from local retailers, businesses, governments, schools, and/or wholesale firms.
- B. The occasional sales of goods and/or services by local school students related to their school and/or school activities, and/or fundraising sales by local service clubs, groups, and/or charitable nonprofit organizations.
- C. Any political group seeking funds or membership.
- D. The sale of goods, merchandise, and/or food in, on, and/or about a right-of-way directly adjacent to the licensed brick and mortar business conducting the sale.

5.04.060 – Application Requirements.

Each person desiring to engage in Transient Merchant activity must apply for a license or permit to operate, engage, conduct, or carry on the activity on such forms and in such manner as the License Administrator may prescribe. Applications are submitted online via the City of Boardman website, through an online application portal. The application must be accompanied by the applicable license or permit fee as established in the City of Boardman Fee Schedule. The application submitted through the online portal shall include the following information:

- A. The date of the application;
- B. The name and address of the applicant and, if the applicant is an entity, the name and address of the authorized agent applying on behalf of the applicant
- C. The name and physical address of the location where the Transient Merchant will engage in its business activity;
- D. A brief description of the nature of the business;
- E. The date that business operations will commence;
- F. The number of persons employed that will be engaged in the Transient Merchant activity;
- G. The person who may be contacted in case of an emergency and the phone number at which that person may be reached;
- H. Identify any local, state, or federal licenses, certificates, registrations, or permits that are required for the business and submit those licenses, certificates, registrations or permits as part of the application;
- I. A verification by signature of the applicant, or authorized agent submitting the application on behalf of the applicant, of the following:
 - 1. The information stated in the application is true, accurate and complete;
 - 2. The business complies with all applicable federal, state, and local laws, regulations, and ordinances;
 - 3. The applicant or authorized agent has read, understands, and agrees to abide by this Chapter; and
 - 4. If the applicant is an entity, the authorized agent has the requisite power and authority to sign and submit the application on behalf of the applicant;
- J. A notice that the application is a public record, and that the City will exempt from disclosure only information of a sensitive and confidential nature to the extent required by the Oregon Public Records Law (ORS 192.410-192.505) and other applicable laws; and
- K. Any other information necessary to enable the License Administrator or designee to review the application to determine whether the application should be approved.
- L. Once the application is received the application fee will be requested and shall be paid prior to any license or permit under this chapter will be issued.

5.04.070 – Reserved**5.04.075 – Reserved****5.04.080 – Transient Merchant Requirements**

Transient merchants shall not be permitted in residential zones within the City of Boardman. In addition to the application requirements stated above the following additional information shall be submitted for review.

- A. A description of the nature of the business operation the applicant will conduct.
- B. If prepared food is offered for sale, evidence that the Morrow County Health Department or other applicable state or local agency has approved of the activity.
- C. The location from which the applicant will operate or the area(s) within Boardman that the Transient Merchant activities will occur.
- D. The length of time the applicant will conduct the business.

- E. The hours of operation.
- F. Authorization of the landowner(s) for placement of a mobile or sidewalk vending unit, if applicable. Mobile vending units cannot be placed in public right-of-way. Sidewalk vending units can be placed on public streets through this permitting process.
- G. A mobile or sidewalk unit, including all items associated with the operation, shall not obstruct pedestrian pathways, driveways, or drive aisles of any off-street parking area, and shall not be located to create a traffic or safety hazards.
- H. Mobile or sidewalk unit operators shall pick up any paper, cardboard, wood, or plastic containers, wrappers, or any litter which is deposited by any person within 20 feet of the mobile unit when conducting business. Trash cans or other trash containers shall be available for customer use.
- I. The use of the right-of-way or public property will not interfere with existing utilities, pedestrian use, or pose a hazard to vehicular traffic. The use shall be consistent with the use for which the property is zoned. The location shall be limited to that which was approved on the permit or license.
- J. Proof of general liability insurance and proof of products liability and errors and omissions insurance if applicable to the type of business being conducted.

5.04.085 – Reserved

5.04.090 – Reserved

5.04.100 – Reserved

5.04.110 – Application Review.

The License Administrator may refer each application to the persons or departments designated by the License Administrator for review. The license or permit may not be issued if the business as described in the application would not comply with this Title, or other City Codes. Issuance of the license or permit itself does not mean the applicant has complied with all Federal or State laws, and if it is later determined that the applicant has failed to comply with any Federal or State law and fails to correct such violation within thirty (30) days the applicant's license or permit may be revoked as described herein.

5.04.120 – Fee Schedule

- A. An annual license or permit fee is imposed on the act of doing business within the city. The City Council will annually establish the fees provided for in this chapter as part of the Master Fee Schedule.
- B. Fees are due at the time of the initial application. Renewal fees are due annually by January 1 of the respective year.
- C. Nothing contained in this chapter shall vest any right in a license or permit as a contract obligation on the part of the city as the amount of the fee. The fees required by this Title may be increased or decreased, additional fees may be imposed, and classifications may be changed.
- D. A person operating more than one business shall pay the license or permit fee prescribed for each of the businesses, except as specifically provided by this Title.

5.04.130 – Approval Process.

- A. Approval of Application.
 - 1. The License Administrator shall issue a decision on an application for a license or permit within 30 days of the submission of a complete application and required fee upon a finding that the applicant has submitted all the necessary application material, met all the

- requirements of this Title, and complied with applicable federal, state, and local laws.
2. The License Administrator shall issue a license or permit renewal upon finding that the applicant has submitted all the necessary application material, met all the requirements of this Title, and complied with applicable federal, state, and local law.
 3. If an application for a new license or permit is approved, the License Administrator shall notify the applicant through CitizenServe, the online application portal. The notice shall state any conditions or limitations placed on the license or permit as a condition of maintaining the license or permit which the License Administrator or other review staff deems necessary to protect the public health, safety, or welfare which is required by this Title and applicable federal, state, or local law.

5.04.140 – Denial, Suspension, or Revocation.

- A. Denial, Suspension, or Revocation of Application. The License Administrator may deny, suspend, or revoke a license or permit issued under this Title upon finding that:
 1. The licensee or permittee fails to meet the requirements of, or is doing business in violation of this Title and/or federal, state, or local laws;
 2. The applicant has provided false or misleading material information, or has omitted disclosure of a material fact on the applications, related materials, or license or permit;
 3. The applicant's past or present violation of law presents a reasonable doubt about their ability to perform the licensed or permitted activity without endangering property or the public health or safety;
 4. The information supplied for the review does not indicate that the applicant has the special knowledge or skill required to perform the licensed or permitted activity; or
 5. The licensed or permitted activity would endanger property or the public health or safety.
- B. Notice. The License Administrator shall provide written notice to the applicant or licensee or permittee of the denial, suspension, or revocation. The notice shall state the reason for the action taken and shall inform the applicant or licensee or permittee of the right to appeal under 5.04.150 of this Title. For suspensions or revocations, the notice shall be given at least 15 days before the action becomes effective. If the violation ends within 15 days, the License Administrator may discontinue the suspension or revocation proceedings.
- C. Reapplication. A person whose application for a business or activity license or permit that has been denied, suspended, or revoked, may, after 90 days from the date of the denial, suspension, or revocation, apply for a license or permit or reinstatement upon payment of the application fee and submission of a complete application.
- D. Disqualification. A person whose application for any license or permit under this Title that has been denied or whose license has been revoked for a total of two times within one year, or who has a total of four denials, suspensions, or revocations, shall be disqualified from applying for a license or reinstatement for a period of two years from the date of the final denial, suspension, or revocation.
- E. Summary Suspension. Upon determining that a licensed or permitted activity presents an immediate danger to a person or property, the License Administrator or designee may summarily suspend the license for the activity. The suspension takes effect immediately upon notice of the suspension being received by the licensee or permittee or being delivered to the licensee or permittee's business address as stated on the application for the license being suspended. Such a notice shall state the reason for the suspension and inform the licensee or permittee of the provisions for appeal as outlined in 5.04.150.

5.04.150 – Appeal.

In the event an applicant for a license or permit under this Title is denied such license or permit, or in the event a license or permit is suspended or revoked, the applicant or licensee or permittee shall have the right to appeal.

- A. The written notice of appeal to the City Manager shall be filed with the License Administrator within 14 days after the license denial, suspension, or revocation.
- B. The appeal shall state:
 - 1. The name and address of the applicant;
 - 2. The nature of the determination being appealed;
 - 3. The reason the determination is incorrect; and
 - 4. What the correct determination of the appeal should be.
- C. The City Manager or designee shall review and decide in regard to the appeal within 15 days of filing.
- D. Final appeal, if filed by the applicant, shall be filed with the City Manager's office to be heard by the Boardman City Council. The Boardman City Council will hear the appeal at the next regular meeting of the City Council for which there is adequate time to include the appeal information in the Council Packet. The decision of the City Council on the appeal shall be final and conclusive.

5.04.160 – Posting and Display of License or Permit.

A licensee or permittee shall post the license or permit in a conspicuous place upon the business premises, available for inspection by the public and any employees and prospective employees of the business. When the licensee or permittee has no office, business premises or other established place of business within the City, the license must be in the possession of the agent or representative of the business who is present in the City at all times during which business is being transacted by the agent or representative in the City. If a licensed or permitted business is based in a motor vehicle, a photocopy of the license must be carried in the motor vehicle.

5.04.170 – Violations and Penalties.

- A. Any person convicted of violating any of the provisions of this Title shall be punished by a fine as determined in the Consolidated Fee Schedule for any one offense, each day constituting a separate offense.
- B. Offenses under this chapter shall be tried in the Morrow County Justice Court as a violation and not as a crime. As a violation there is no right to a jury trial or court-appointed counsel.
- C. Entity responsibility. An individual person and other entities may act in violation of this Title. If the party acting in violation of this Title is an entity, the entity shall be subject to fine, abatement or other penalties allowed by this Title and by law. In such cases where an entity is the offending party, a citation may be served upon the entity by serving an owner, officer, a person in charge of the premises, or any person or firm designated as an official or agent of the entity. The entity shall be named on the citation. The citation shall require appearance by a representative of the entity at the time indicated on the citation. If a representative fails to appear as required by the citation the city attorney may seek appropriate remedies for the failure to appear and default against the officers, owners and agents of the entity. For application of this section, the term "entity" shall also include corporations, partnerships, limited liability companies or partnerships, associations, sole proprietorships, and other forms of entities.
- D. Evidence of doing business. In a prosecution for a violation of this Title, evidence that the business made a public representation, by way of newspaper, radio, television or similar media advertisement or by signs conspicuously displayed for public view, that the business was being conducted, expressly or impliedly offering to sell goods or services in the course of the business to the public, shall constitute prima facie evidence that the business was transacting the business suggested by the public representation within the city on the date or dates during which the representations were made.

- E. Inspection and Right of Entry. Whenever they shall have cause to suspect a violation of any provisions of this Title, or when necessary to investigate an application to, or revocation of a license under any of the procedures prescribed in this Title, officials for the enforcement or administration of this Title, or their duly authorized representatives, may enter on any site, or into any structure, for the purpose of investigation providing they do so in a reasonable manner. If an owner or occupant denies access for an inspection, the city will seek a warrant. No secured building shall be entered without the consent of the owner or occupant unless under the authority of a lawful warrant.
- F. Abatement. Any business which is established, operated, moved, altered, enlarged, or maintained contrary to the licensing or permitting requirements of this Title shall be, and is hereby declared to be, unlawful and a public nuisance, and may be abated as such.
- G. Legal Proceedings by City Attorney. In addition to the enforcement provisions of this Title, upon request by the City Council, the City Attorney may institute any additional proceedings, including, but not limited to, seeking injunctive relief to enforce the provisions of this Title.

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Resolution 26-2025 A resolution to authorize special Canada goose taking in specific areas

Category: Action Items- Resolutions

Staff Contacts: Brandon Hammond, City Manager

Summary:

A request to the City Council to authorize a limited, controlled effort to reduce Canada geese that are damaging crops on Dan McCarty's fields (two specific tax lots). Mr. McCarty may arrange the taking of geese using methods allowed under state law and ODFW rules, following set dates, times, locations, and methods listed in his hunting restrictions. No hunting may occur within 200 feet of roads or other private property. Mr. McCarty must carry \$1,000,000 in liability insurance and notify the City each time hunting occurs. This authorization takes effect upon Council approval on November 4, 2025, remains in place until March 31, 2026 unless revoked, and replaces Resolution 1-2023.

Attachment:

Resolution 26-2025

Budget/Fiscal Impact: NA

Proposed Council Motion:

I move to approve Resolution 26-2025 a resolution to authorize special Canada Goose taking in specific areas.

**CITY OF BOARDMAN
RESOLUTION 26 - 2025**

Section 9, Item A.

A RESOLUTION TO AUTHORIZE SPECIAL CANADA GOOSE TAKING IN SPECIFIC AREAS

WHEREAS, landowner Dan McCarty has found depredation of the crops on tax lot 407 of Morrow County Tax Map 4N 25E 16 (Field 137 - Exhibit 1), and tax lot 101 of Morrow County Tax Map 4N 25E 21 (Field 88 - Exhibit 2), by resident Canada Goose populations feeding on these lots; and,

WHEREAS, Mr. McCarty wishes to reduce or eliminate this crop depredation and is requesting authorization from the City Council to reduce Canada Goose population on the subject property; and,

WHEREAS, this authorization may be accomplished by legally allowable methods, which include weapons identified in Oregon Revised Statute 166.220 (2)(d) and Oregon Administrative Rule 635-051-0048 (6); and,

WHEREAS, the City recognizes the authorization to allow taking of Canada Geese as a viable method of reducing the crop depredation identified by Mr. McCarty; and,

NOW THEREFORE, BE IT RESOLVED that the Boardman City Council, in regular session on November 4, 2025, assembled, do hereby find, declare, and resolve:

1. The City of Boardman does hereby authorize the special taking of Canada Geese causing crop depredation, consistent with Oregon Administrative Rule 635, Oregon Department of Fish and Wildlife "Wildlife Damage Policy", by allowable methods, including weapons in accordance with Oregon Revised Statute 166.220(2)(d).
2. The taking will be controlled by Mr. McCarty, for specific dates, times and will have assigned methods of take and locations of take (Dan McCarty Goose Hunting Restrictions – Exhibit 3).
3. There will be no hunting within 200 feet of any Rights-of-Way or other private property.
4. The landowner will provide the City with proof of liability insurance in the amount of \$1,000,000.00.
5. The City will be notified each time hunting activities are conducted.
6. This resolution is effective until March 31, 2026 unless revoked by the City.
7. This resolution also repeals Resolution 1-2023.

Passed by the Boardman City Council this 4th day of November 2025.

CITY OF BOARDMAN

Mayor – Paul Keefer

Councilor – Christina Cuevas

Councilor – Heather Baumgartner

Councilor – Ethan Salata

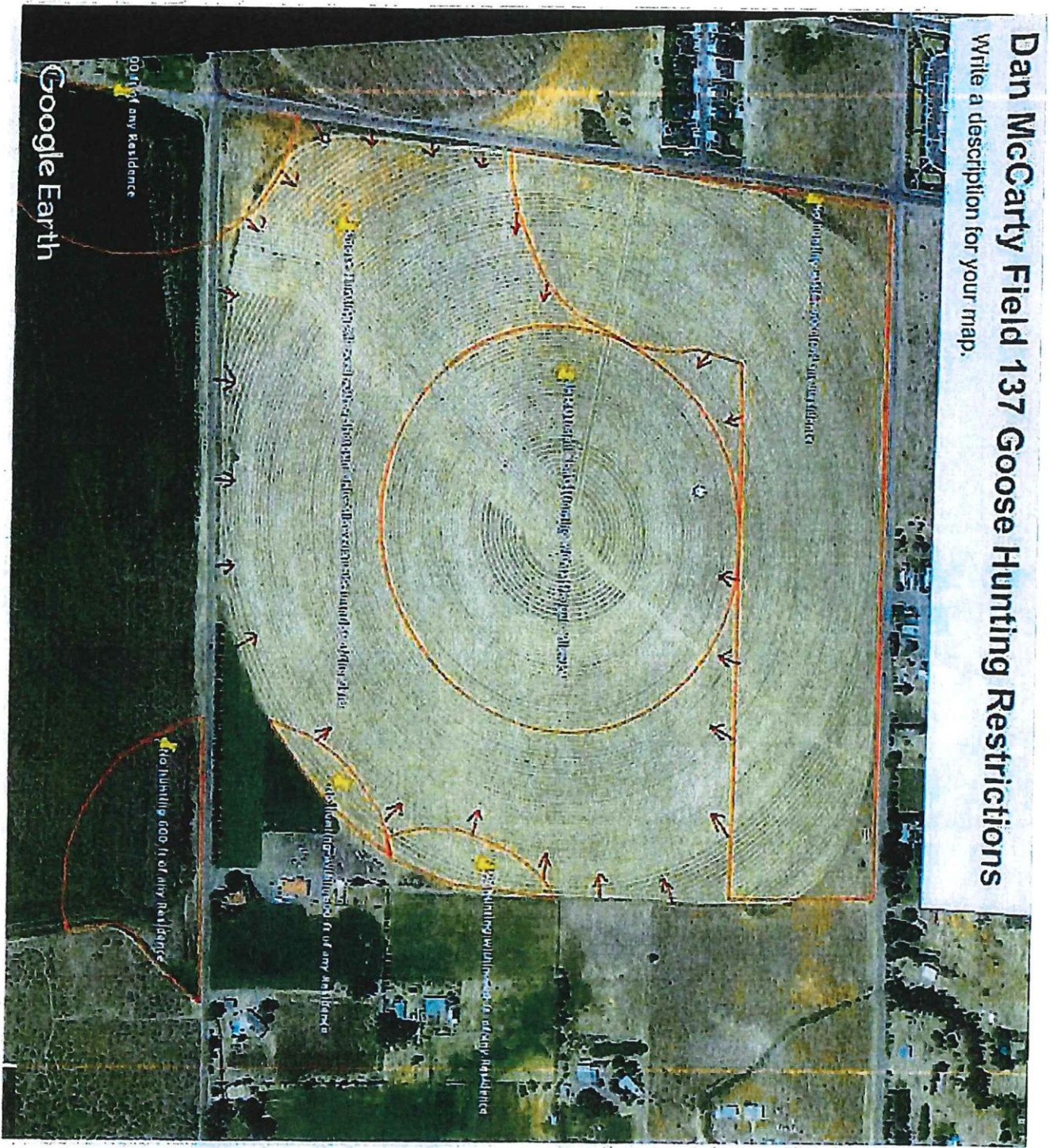
Councilor – Karen Pettigrew

Councilor – Brenda Profitt

Councilor – Richard Rockwell

ATTEST:

Amanda Mickles, City Clerk



CITY OF BOARDMAN RESOLUTION 1 - 2023
EXHIBIT 2

Dan McCarty Field 88 Goose Hunting Restrictions
Write a description for your map.



Exhibit 3

Dan McCarty Goose Hunting Restrictions

1. Hunters agree not to hunt within 600ft (200 yards) of any residence.
2. Hunters agree not to hunt within 200ft (67 yards) of any rights-of-way, roads, or other private property.
3. Hunters agree to only use a shotgun to hunt geese on properties named Field 88 and Field 137.
4. Hunters agree not to shoot in a direction that would allow pellets to hit a residence, endanger people, pets or livestock, or cross a road.
5. Hunters agree that they have looked at the goose hunting map restrictions, and they agree to abide by those restrictions.
6. Hunters agree that they are liable for any and all damages that they cause while hunting properties named Field 88 and Field 137.
7. Hunters agree to abide by all State and Federal Laws while hunting properties named Field 88 and Field 137.
8. Hunters agree to hunt safely while hunting properties named Field 88 and Field 137.
9. Hunters will only hunt properties named Field 88 and Field 137 with prior permission before every hunting event from Dan McCarty. ***A minimum of 24-hour notice to both Dan McCarty and the City of Boardman with dates and times of hunt is required for each hunting event.***
10. Hunters agree that they will not hold Dan McCarty liable for anything that occurs while hunting on properties named Field 88 and Field 137.
11. Hunters agree that by signing, they have read this agreement and will abide to all terms of this agreement.

Hunter 1:

_____	_____	_____
Printed Name	Signature	Date

Hunter 2:

_____	_____	_____
Printed Name	Signature	Date

Hunter 3:

_____	_____	_____
Printed Name	Signature	Date

Hunter 4:

_____	_____	_____
Printed Name	Signature	Date

The City of Boardman gives the above-named hunters the authority to lawfully discharge firearms on the properties named Field 88 and Field 137 within the City Limits of Boardman for the purposes outlined in Resolution 26-2025.

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Boardman Community Development Association- Pickleball Court Property Lease

Category: Action Items- Other Business

Staff Contacts: Brandon Hammond, City Manager

Summary:

The City is proposing a ground lease agreement to support the growth of pickleball in Boardman and the local economic benefits that come from hosting organized tournaments. Under this arrangement, the City will lease the site to the BCDA for the purpose of constructing and maintaining pickleball courts for public recreational use. This ground lease outlines the terms and conditions of the tenancy while enabling the BCDA to invest in and operate high-quality courts that serve residents, attract visitors, and strengthen our community's recreation offerings.

Attachment:

Ground Lease

Budget/Fiscal Impact: NA

Recommendation: Approve

Proposed Council Motion:

I move to approve City Manager Hammond to sign the Pickleball Court Property Lease Agreement with the Boardman Community Development Association.

GROUND LEASE

Effective Date: November 4, 2025

Between: City of Boardman, an Oregon municipal corporation (“LANDLORD”)
And: Boardman Community Development Association, an Oregon nonprofit corporation (“TENANT”)

RECITALS

- A. Landlord owns an approximate 1.31-acre parcel commonly known as tax lot 04N25E090000117 more fully described in Exhibit A (the “**Property**”).
- B. In light of the growing demand for pickleball in the Boardman community and the economic benefits to Boardman resulting from organized tournaments, Landlord desires to lease the Property to Tenant to construct and maintain pickleball courts thereon for recreational use.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein set forth, Landlord leases to Tenant and Tenant leases from Landlord the Property on the terms and conditions stated below.

Section 1. Occupancy

- 1.1 Original Term.** The term of this Lease shall commence November 4, 2025, and continue through November 4, 2075, unless sooner terminated as hereinafter provided (the “**Term**”).

Section 2. Rent

- 2.1 Base Rent.** In lieu of rent Tenant shall be obligated to construct pickleball courts on the Property for use by the general public in accordance with Section 4 herein.
- 2.2 Additional Rent.** Insurance costs, utility charges that Tenant is required to pay by this Lease, and any other sum that Tenant is required to pay to Landlord or third parties shall be additional rent.

3.1 Permitted Use. The Property shall be for the construction and operation of pickleball courts and for no other purpose without the written consent of Landlord in its sole discretion.

3.2 Restrictions on Use. In connection with the use of the Property, Tenant shall:

(1) Conform to all applicable laws and regulations of any public authority affecting the Property and the use and correct at Tenant's own expense any failure of compliance created through Tenant's fault or by reason of Tenant's use.

(2) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the Property.

(3) Maintain and enforce operational hours as designated by Landlord and Tenant to prevent noise levels from interfering with neighboring premises use and enjoyment of their property.

(4) Not charge to use the Property, as the term "charge" is defined in ORS 105.672, without first obtaining the written permission of the Landlord. In the event that Landlord allows Tenant to charge for use of the Property, Tenant agrees to fully defend and indemnify the Landlord against any and all claims, demands, and/or other liabilities that are would otherwise be protected under ORS 105.668 – 105.700.

Section 4. Improvements

4.1 Pickleball Court. Tenant shall construct pickleball courts in compliance with USA Pickleball specifications and related improvements commensurate with and necessary for the authorized use of the Property and for the conduct of its operations there. All improvements shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. Tenant will be responsible for the acquisition and maintenance of any and all permits and licenses for the construction of the improvements to and upon the Property. Tenant shall be responsible to pay one-half the cost for storm water and dry well improvements necessary for development of the Property for its permitted use. The Tenant shall maintain all improvements and structures in good condition and repair.

4.2 Improvements upon Expiration or Termination. Upon expiration or termination of the Lease, all improvements shall automatically become the property of the Landlord and shall thereafter be surrendered to the Landlord as permanent fixtures of the Property.

5.1 Landlord's Obligations. Landlord shall be under no obligation to make or perform any repairs, maintenance, replacements, alterations, or improvements on the Property.

5.2 Tenant's Obligations. Tenant, at its expense, shall maintain, repair, and replace the Property and any improvements placed thereon as necessary to keep them in good order, condition, and repair, operating condition, working order, and appearance and accordance with all Landlord standards. Tenants' obligations shall extend to both structural and nonstructural items and to all maintenance, repair, and replacement.

5.3 Inspection of Property. The right is hereby reserved to Landlord, its officers, agents, and employees, to enter upon the Property at all reasonable times and for any purpose necessary or convenient and inspect the same in order to determine whether Tenant is complying with the terms and conditions of this Lease or for any other purpose reasonably required by the Landlord in the exercise of its duties under the law.

Section 6. Waste

Tenant shall not do or suffer any strip, waste or damage of the Property or improvements and alterations and will comply at Tenant's expense with all statutes, ordinances, rules, regulations, restrictive covenants, notices, orders, and other requirements of any governmental authority.

Section 7. Liability Insurance

Before the beginning of the Term, Tenant shall procure and thereafter during the term of the Lease shall continue to carry the following insurance at its cost Public liability and property damage insurance in a responsible company with limits of not less than \$1,000,000.00 for injury to one person, \$2,000,000.00 for injury to two or more persons in one occurrence, and \$1,000,000.00 for damage to property. Such insurance shall cover all risks arising directly or indirectly out of Tenant's activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by the Landlord's negligence, shall protect against the claims of the Landlord on account of the obligations assumed by Tenant under Paragraph 10, and shall protect the Landlord and Tenant against claims of third persons. Certificates evidencing such insurance and bearing endorsements requiring ten days' written notice to the Landlord prior to any change or cancellation shall be furnished to the Landlord prior to Tenant's occupancy of the property.

Section 8. Liens.

Tenant shall pay as due all claims for work done and/or for services rendered or

materials furnished to the Property and shall keep the Property free from any and liens.

Section 9. Taxes; Utilities

9.1 Taxes. Tenant shall pay to the proper authority, when and as the same become due and payable, all taxes, assessments, and similar charges, which, at any time during the term of this Lease, may be taxed, assessed, or imposed upon the Landlord or upon Tenant with respect to or upon the Property or improvements thereon.

9.2 Payment of Utilities Charges. Tenant shall pay when due all charges for services and utilities incurred in connection with the use, occupancy, operation, and maintenance of the Property.

Section 10. Indemnity

Tenant agrees to save and keep harmless and indemnify the Landlord from any and all costs, expenses, and damages and any and all claims, demands, or liability, on account or by reason of any act or omission, negligent or otherwise, of Tenant or any of its employees, officers, agents, contractors, or licensees, and in the event that any proceeding or suit is instituted against the Landlord or any of its officers or agents on account of any such claim as herein mentioned, then Tenant shall defend the same therein on behalf of the Landlord or any of its officers, employees or agents. If Tenant refuses or neglects to so defend any and all such actions, it shall pay all costs, expenses, and attorney's fees which the Landlord or its officers, employees or agents are subject to in the defense of the same. Landlord shall have no liability to Tenant for any injury, loss, or damage caused by third parties, or by any condition of the Property.

Landlord shall have no liability for the failure or interruption of utilities.

Section 11. Assignment and Subletting

No part of the Property may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the Property be conferred on any third person by any other means, without the prior written consent of Landlord in its sole discretion. This provision shall apply to all transfers by operation of law. If Tenant is a corporation or partnership, this provision shall apply to any transfer of a majority voting interest in stock or partnership interest of Tenant. No consent in one instance shall prevent the provision from applying to a subsequent instance. Landlord shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstances.

The following shall be events of default:

12.1 Default in Rent. Failure of Tenant to pay any sums required under this Lease within 10 days after it is due.

12.2 Default in Other Covenants. Failure of Tenant to comply with any term or condition or fulfill any obligation of this Lease (other than the payment of rent or other charges) within 30 days after written notice by Landlord specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 30-day period, this provision shall be complied with if Tenant begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to affect the remedy as soon as practicable.

Section 13. Remedies on Default

13.1 Termination for Default. In the event of a default the Lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not the Lease is terminated by the election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the Property, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.

13.2 Other Remedies. Landlord shall have all remedies available under applicable law in the event of Tenant's default.

13.3 Right to Sue More than Once. Landlord may sue periodically to recover damages during the period corresponding to the remainder of the Term, and no action for damages shall bar a later action for damages subsequently accruing.

13.4 Landlord's Right to Cure Defaults. If Tenant fails to perform any obligation under this Lease, Landlord shall have the option to do so after 30 days' written notice to Tenant. All of Landlord's expenditures to correct the default shall be reimbursed by Tenant on demand with interest at the rate of 9% annum from the date of expenditure by Landlord. Such action by Landlord shall not waive any other remedies available to Landlord because of the default.

13.5 Remedies Cumulative. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord under applicable law.

Section 14. Surrender at Expiration

14.1 Condition of Property. On or before 15 days after the expiration of this

Lease or its termination by either party, Tenant shall, at its expense, vacate the Property, remove its property therefrom, and restore the Property to as good order and condition as that existing upon the date of the commencement of the term of this Lease, less ordinary wear and tear to the Property. If Tenant shall fail or neglect to remove its property and so restore the Property, then, at the option of the Landlord, the property of Tenant shall either become the property of the Landlord without compensation therefor, or Landlord may cause it to be removed and Property to be so restored at the expense of Tenant, and no claim for damages against the Landlord or its officers or agents, shall be created by or made on account of such removal and restoration work.

14.2 Holdover

(1) If Tenant does not vacate the Property at the time required, Landlord shall have the option to treat Tenant as a tenant from month-to-month, subject to all of the provisions of this Lease except the provisions for term and renewal, or to eject Tenant from the Property and recover damages caused by wrongful holdover. Failure of Tenant to remove fixtures or trade fixtures that Tenant is required to remove under this Lease shall constitute a failure to vacate to which this section shall apply if the property not removed will substantially interfere with occupancy of the Property by another tenant or with occupancy by Landlord for any purpose including preparation for a new tenant.

(2) If a month-to-month tenancy results from a holdover by Tenant under this Section 15.2, the tenancy shall be terminable at the end of any monthly rental period on written notice from Landlord given not less than 10 days before the termination date which shall be specified in the notice. Tenant waives any notice that would otherwise be provided by law with respect to a month-to-month tenancy.

Section 15. Miscellaneous

15.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision. The acceptance of a late payment of rent shall not waive the failure to perform an obligation under this Lease except for the failure to pay the rent so accepted when due and shall not affect Landlord's remedies for failure to perform such other obligations.

15.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

15.3 Notices. A written letter delivered by a party to this Agreement to the other party by both electronic mail and first-class US mail to the appropriate individual listed below, who shall be responsible for and shall be the contact persons for their

respective party for all communications regarding the performance of this Agreement. Notice shall be deemed effective as of the date of the electronic mail so long as receipt is confirmed by the receiving party with a reply electronic mail, or in any event, three days following mailing by first class US mail. The designated contact person for each party is as follows:

City of Boardman Attn.: City Manager
P. O. Box 229
Boardman, OR 97818
Email: _____

Boardman Community Development Association Attention: Executive Director
P.O. Box 227
Boardman, OR 97818
Email: _____

Either party may change its respective contact person or address listed above by written notice to the other party.

15.4 Succession. Subject to the above-stated limitations on transfer of Tenant’s interest, this Lease shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

15.5 Time of Essence. Time is of the essence of the performance of each of Tenant’s obligations under this Lease.

15.6 Representations. Tenant acknowledges that it has examined the Property and accepts it “As Is” and “With All Faults.” Tenant further acknowledges that no representations as to the condition of the Property have been made by Landlord or any agent or person acting for Landlord. Landlord shall not be liable for injury or damage to person or property occurring within the Property, unless caused by or resulting from an affirmative act of negligence on the part of Landlord.

15.7 Captions. The captions heading the sections and subsections of this Lease are inserted for convenience of reference only, and are not to be used to define, limit, construe or describe the scope or intent of any term, provision or section of this Lease.

15.8 Integration. This Lease contains the final and exclusive agreement and understanding of the parties with respect to the subject matter of it, and supersedes all prior and contemporaneous agreement, oral or written. Except as set forth in this Lease, there are no promises, representations, agreements, or understandings, oral or written, among the parties relating to the subject matter of this Agreement.

15.9 Modification. This Lease may not be amended or modified except by written agreement executed by the parties affected thereby.

15.10 Counterparts. This Lease may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument. Electronic signatures transmitted either via facsimile or electronic mail in portable document format (pdf) are binding on the party providing the facsimile or electronic mail signatures.

LANDLORD:

City of Boardman

By: _____ Brandon Hammond, City Manager

TENANT:

Boardman Community Development Association

By: _____ Torrie Griggs, Executive Director

EXHIBIT A
(Legal Description)

Parcel 2 of Partition Plat No. 2003-15

AGENDA BILL

City Council Meeting – November 4, 2025

Subject: Columbia River Health Clinic Letter of Support

Category: Action Items- Other Business

Staff Contacts: Brandon Hammond, City Manager

Summary:

We request Council approval to send a support letter for Columbia River Health (CRH) to aid their pursuit of continued grant funding. The letter affirms the City's partnership with CRH and aligns with our strategic goal to provide adequate public facilities and services that improve community well-being. CRH's funding sustains care for patients with little or no insurance and supports essential services beyond primary healthcare—removing barriers, addressing health inequities, and ensuring access close to home. Together, the City and CRH deliver inclusive outreach and events that connect residents with resources and strengthen our community. Approving this letter will help CRH continue and expand these vital services for those who need them most.

Attachment:

Letter of Support

Budget/Fiscal Impact: NA

Recommendation: Approve

Proposed Council Motion:

I move to approve Mayor Keefer to sign the letter of support for the Columbia River Health Clinic.

November 4, 2025

Dear Sheila Corpus,

On behalf of The City of Boardman, I am writing to express our strong support for Columbia River Health (CRH) as you seek continued grant funding that enables care for patients with little or no health insurance and sustains essential services beyond primary healthcare.

As a city, we're dedicated to serving our residents and strengthening the well-being of our community. To guide that work, we recently adopted five strategic goals rooted in our shared commitment to "serve our citizens with the shared goal toward the betterment of our community." One of these objectives—providing adequate public facilities and services—aligns directly with our partnership with Columbia River Health, reflecting our shared focus on access, quality, and care close to home.

It is an honor to work side by side with CRH to support those we serve and advance the wellbeing of our community. Through this funding, CRH removes barriers to care, addresses health inequities, and ensures that our most vulnerable neighbors can access the services they need to thrive.

The City of Boardman and Columbia River Health are working together to strengthen community well-being through regular, inclusive events that connect residents with resources and one another. Through coordinated outreach in neighborhoods and online, we ensure every family stays informed, supported, and welcomed.

We respectfully urge continued support for Columbia River Health so that this vital work may continue to grow and serve those who need it most.

With appreciation,

Paul Keefer
Mayor, City of Boardman

October 2025 Patrol Synopsis – Boardman Police Department

During October, the Boardman Police Department handled a total of **317 incidents**, including:

- **317** calls for service
- **148** officer-initiated activities, consisting of:
 - 57 traffic stops
 - 91 other officer-initiated incidents
 - 2 bus/building checks
 - 41 vehicle/pedestrian checks

Officers generated **42 reports**, consisting of:

- 2 felony reports
- 17 misdemeanor reports
- 12 information cases
- 9 unclassified reports

Arrests totaled **6 (6 misdemeanors)**.

Officers also issued **18 citations** (all violations).

There were **2 serious injury/fatal (FI) incidents** for the month.

This summary reflects the department's ongoing balance of proactive policing, responsive service to the community, and case follow-up.

The department remains **short-staffed**, which continues to constrain proactive enforcement and requires periodic overtime to maintain 24/7 coverage. Despite staffing limitations, officers continue to provide effective service and maintain community presence.



BOARDMAN POLICE DEPARTMENT
PATROL STATISTICS (UNAUDITED)
CALENDER YEAR 2025

Statistics	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Total
Total Incidents	445	404	433	511	491	557	616	484	386	317			
Calls for Service	163	136	180	199	189	241	284	222	241	169			
Officer Initiated Incidents	282	268	253	312	302	316	332	262	145	148			
Traffic stops	157	131	126	174	160	151	157	133	54	57			
Other OIA Incidents	125	137	127	138	142	165	175	129	91	91			
Bus/Building Checks	7	14	13	14	7	14	14	9	7	2			
Veh/Ped check	59	81	70	79	73	103	96	81	44	41			
 Total Officer Reports	 51	 43	 47	 51	 51	 68	 58	 51	 44	 42			
CIS Conversion	0	0	0	0	0	0	0	0	0	0			
Crash	3	2	0	1	1	3	1	0	0	0			
Felony	7	3	4	5	3	7	2	5	3	2			
Information Case	17	15	13	22	18	15	20	9	20	12			
Misdemeanor	18	16	21	15	21	23	27	30	18	17			
Violation	0	0	1	0	1	1	0	1	0	0			
Voided	3	2	1	1	2	1	1	1	0	0			
Unclaissified Reports	3	5	6	7	5	18	6	5	3	9			
 Total Misdemeanor & Felony Arrest	 18	 10	 22	 14	 21	 19	 21	 27	 15	 6			
Misdemeanor Arrests	14	9	15	10	19	15	20	24	11	6			
Felony Arrests	4	1	7	4	2	4	1	3	4	0			
 Total Citations	 17	 27	 26	 40	 34	 46	 48	 36	 20	 18			
Code	0	0	0	0	0	0	0	0	0	0			
Criminal	7	2	0	3	3	1	7	4	0	0			
Violation	16	25	26	37	29	45	41	32	20	18			
Unclassified	0	0	0	0	2	0	0	0	0	0			
 FI's	 1	 1	 1	 1	 2	 0	 0	 2	 0	 2			

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,.

In October 2025, the Building Department issued **47 permits** across jurisdictions.

- **Boardman** accounted for **12 permits**, all for manufactured home placements.
- **Morrow County (ZIP 97818)** recorded **18 permits** with no new single-family or multi-family units, while **Morrow County (excluding 97818)** issued **5 permits**, including **1 new home** and **2 multi-family units**.
- **Irrigon** issued **7 permits**—**2 new homes** and **1 manufactured placement**.
- **Gilliam County** issued **4 permits**, including **1 new home**.
- There was also **1 state electrical** permit.

Overall activity was led by manufactured placements, with modest single-family construction and limited multi-family development outside ZIP 97818.

	Sept 23 to Oct 22	Oct 22 to Nov 22	Nov 23 to Dec 22	Dec 23 to Jan 22	Jan 23 to Feb 22	Feb 23 to Mar 22	Mar 23 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	Oct-25	Totals
2024 - 2025														
Total Permits Sold	67	142	66	28	27	40	100	83	38	89	54	59	47	808
Boardman														
Permits Sold	28	29	14	11	7	7	14	27	3	14	21	8	12	195
Manufactured Placement Permit	0	1	0	0	0	0	1	1	0	0	16	6	12	37
New Home Construction	5	6	4	4	1	3	3	7	1	2	0	0	0	36
Multi Family Units	4	0	0	0	0	0	0	0	0	0	0	0	0	4
Morrow County (Excludes 97818)														
Permits Sold	10	22	13	8	3	5	12	8	5	11	7	16	5	125
Manufactured Placement Permit	1	1	1	0	0	0	1	0	0	0	1	0	0	5
New Home Construction	1	2	0	3	0	1	0	1	0	0	0	3	1	12
Multi - Family (units)	0	0	0	0	0	0	2	0	0	0	0	0	2	4
Morrow County - 97818														
Permits Sold	10	54	36	1	8	9	50	32	4	39	12	22	18	295
Manufactured Placement Permit	1	0	0	0	0	0	0	0	0	0	0	0	0	1
New Home Construction	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irrigon														
Permits Sold	2	15	1	1	3	5	7	11	5	13	4	8	7	82
Manufactured Placement Permit	0	0	0	0	0	0	0	0	0	0	0	0	1	1
New Home Construction	0	0	0	0	0	0	4	1	1	2	0	0	2	10
Multi - Family (units)	0	0	0	0	0	0	0	6	2	0	0	0	0	8
State Electrical	3	13	1	1	0	1	1	3	2	4	1	1	1	32
Gilliam County														
Permits Sold	14	9	1	6	6	13	16	2	19	8	9	4	4	111
Manufactured Placement Permit	0	0	0	0	0	0	1	0	0	0	2	0	0	3
New Home Construction	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

City Council Public Works Report

Public Works – General Maintenance

- Serviced **Public Works Shop (PWS)**, two **Police Department vehicles**, **Public Works Director’s truck**, **Big Red**, **sander**, **lift boom**, and **forklift**.
 - Performed **general equipment inspections**, fluid checks, and preventive maintenance on fleet vehicles.
 - Cleaned and inspected **solar panels** and **city security cameras** for optimal operation.
 - Conducted **facility checks** and cleaned up shop areas and storage yards.
-

Streets & Transportation

- Contractor completed **crack sealing** on various city streets to extend pavement life.
 - Applied **Perma-Stripe crosswalks and stop bars** for improved traffic safety and visibility.
 - Continued **street sweeping** throughout the city.
 - Cleaned and inspected **storm drains**; completed a **storm drain survey** in collaboration with Anderson Perry.
 - Hauled **sand** for upcoming **winter road maintenance** operations.
-

Parks & Public Spaces

- Installed 2 new **10-foot gate** at the **dog park** for improved access and safety.
 - Installed a **4-inch water meter** at the new dog park.
 - Created for installation a **“Happy Holidays” sign** for the downtown area.
 - Conducted **general park maintenance**, including litter pickup and playground inspections (added to enhance presentation).
-

Water Department

- Repaired **four (4) water leaks** around town.
 - Completed **meter reading** and **re-reads** for the monthly billing cycle.
 - Installed **4-inch water meter** at dog park (listed here as well for utility tracking).
 - Performed **backflow testing** citywide to ensure compliance.
 - Provided **cross-connection control training** for Public Works staff.
 - Serviced and maintained **new hypochlorite (hypo) system**.
 - Completed **regulatory reporting** for the State.
-

Sewer & Lift Stations

- Performed **winterization** of all city lift stations.
 - Serviced **lift station generator** to ensure emergency reliability.
 - Conducted **manhole flushing** for routine maintenance and odor control.
-

Administration & Training

- Conducted **Cross-Connection Training** for Public Works employees.
 - Participated in **coordination meetings** with contractors and consultants for infrastructure maintenance.
 - Updated **safety documentation** and reviewed **emergency preparedness plans** (added for completeness).
-

Upcoming / Ongoing Projects

- Continue **street sweeping** and **storm drain monitoring** during fall weather.
- Prepare **snow removal equipment** and supplies for winter operations.
- Plan for **holiday lighting installation** and **seasonal decorations**.

MEMORANDUM

To: Mayor Keefer and members of the City Council
 Cc: Brandon Hammond, City Manager
 From: Carla McLane, Planning Official
 Date: October 27, 2025
 RE: Planning Department Monthly Update

Strategic Planning Program: As shared last month, three projects are nearing completion – the Transportation System Plan, Parks Master Plan, and the Economic Opportunities Analysis. The TSP left the Planning Commission on October 16, headed to the City Council with a “do adopt” recommendation for the Public Hearing scheduled for November 18. The DRAFT Parks Master Plan has been submitted to the Department of Land Conservation and Development (DLCD) and is scheduled for a Planning Commission public hearing on October 20 which will be followed by a joint City Council/Boardman Park and Recreation District Board public hearing in January. You can follow these projects at [this location](#) on the City’s website. We are also actively working towards the kickoff of UrbanForm which will happen on November 5, bringing the development of this project to implementation. For a bit more information on the various projects, see below:

- Transportation System Plan (TSP):** The Planning Commission public hearing that was held on October 16 resulted in a recommendation to the City Council “to adopt.” The City Council public hearing is scheduled for November 18. You can follow the TSP Update and the PAC [here](#).
- Economic Opportunity Analysis (EOA):** A second DRAFT of the EOA, along with additional information concerning Goal 9 Comprehensive Plan Policies and Development Code amendments, will be reviewed by the PAC on Tuesday, October 28. Depending on the outcome of that discussion, notice to DLCD and the required public hearings could be scheduled. There is a joint City Council/Planning Commission workshop scheduled for the evening of November 18. You can follow the EOA PAC [here](#).
- Housing Capacity Analysis (HCA):** The Scope of Work for this project has been drafted and refined. We have been targeting November 1 as the kickoff date for the project, and we will be a bit late, but should see kick off soon. The appointment of the PAC would be an early action and could be on the City Council agenda in December.
- Parks Master Plan (PMP):** The final DRAFT of the PMP has been submitted to DLCD anticipating a Planning Commission public hearing on November 20 with adoption anticipated in January 2026 with a joint public hearing with the City Council and the Board of the Boardman Park and Recreation District. You can follow the PMP PAC [here](#).
- Boardman Development Code (BDC) and Comprehensive Plan (CP):** The fourth PAC meeting was held October 13 which saw some good discussion around the community outreach that has occurred and next steps. There is also a change in project

management for the project by the consultant team which I support. My takeaway is that we are going to get this project more focused with a change in schedule to acknowledge that the inputs from the HCA need to be accounted for, delaying the conclusion of this project but with a better overall project outcome. You can follow the CP/BDC PAC [here](#).

- **System Development Charge (SDC) Update:** We have reached out to the contractor and requested that this project be reengaged with the adoption of the Parks Master Plan and Transportation System Plan pending as significant input.

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

- **Boardman Municipal Code (BMC):**
 - Addressing Ordinance: Work will continue at the staff level, but with other projects and current development it is currently stalled.
 - Business License Ordinance: This regulation has changed focus to transient merchants with a second reading and adoption at this month’s (November 4) City Council meeting.
 - Park Regulations: With the new Parks Master Plan coming on board there are several items that need to be clarified which can be incorporated into the Municipal Code. More on this topic soon.
- **Code Enforcement and Animal Control Program:** Focus areas have been around junk, garbage, and debris; abandoned vehicles; and working to address chronic dogs at large. To assist homeowners with violations concerning junk, garbage, and debris, vouchers have been provided to help assist with compliance.

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:** I think the most important topic for conversation here is the kickoff of the Housing Capacity Analysis which will occur in November if all the parts and pieces come together. As we see River Ridge moving to their final phases and the development of Chaparral, there will be a significant number of single-family lots become available. But those are potentially the last until we see new land become available. The HCA will better clarify those needs and assist in identifying a realistic timeline to add land to the inventory.
- ✓ **Commercial Development:** Planning Commission met in October to review the Transportation System Plan. They will continue to be busy in both November and December with the Parks Master Plan and other projects related to residential, commercial, and industrial activity. Staff have been busy with a variety of pre-application meetings on all those fronts which will lead to eventual applications and public hearings. In other words, we are getting busy.



City Manager October Report

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

1. Keeping Boardman Clean: 2025 Season Wrap-Up

The City’s Keeping Boardman Clean initiative has wrapped for the 2025 season. Thank you to every community member who showed up for our clean-up events throughout the year.

This season’s efforts included:

- April: Community clean-up with local students and Tillamook staff
- August: Clean-up with various service agencies and business partners
- October: Citywide fall clean-up

The City distributed 220 vouchers in April and 163 in October. Your hard work is making a visible difference—together, we’re Keeping Boardman Clean!

2. With the Park Master Plan approaching completion, I propose establishing a Park Advisory Committee to support the next phase of work. The committee would provide consistent community input; help prioritize projects; and advise on design, programming, accessibility, and funding opportunities. This ongoing partnership will ensure our parks continue to improve and reflect the needs of Boardman now and into the future.
3. At a recent Health District Board of Directors meeting, the Board invited Boardman residents to share ideas on how the District can better support our community. A community listening session will be held on Monday, November 24 at 6:30 p.m. at the Port of Morrow. Additional details will follow. This is a valuable opportunity to voice your needs and priorities. Thank you to the Board for opening this dialogue with our community. **If you’re unable to attend, instructions for submitting written comments will be provided in advance.**
4. The City of Boardman is partnering with the Port of Morrow to construct a pump station on City-owned property off Kunze Lane. This intergovernmental agreement provides the infrastructure needed to support the City’s future municipal well site, improving system capacity and reliability for planned development.

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.)

- | | |
|--------------------------------|--|
| A. Smart Tech Support | M. Emergency Table Top Discussion |
| B. Amazon Solar Ribbon Cutting | N. Small Cities LOC |
| C. Chamber Board Meeting | O. West Glenn Community Mtg |
| D. Port of Morrow | P. Planning Commission Mtg |
| E. BCDA Monthly Mtg | Q. Safety Walkthrough |
| F. Columbia River Health | R. SWAC |
| G. Business Development | S. Food Pantry Board Mtg |
| H. Development Code PAC | T. CREZ II/III |
| I. Morrow County SD Board Mtg | U. Morrow County Health District Board |
| J. Hermiston Herald | V. Boardman Park & Rec District Board |
| K. Clean Water Consortium | W. Boardman Community Candy Crawl |
| L. Fire District Board Mtg | |

CAPITAL IMPROVEMENT PROJECTS

2025-26

<u>General</u>	PROGRESS	Cost Estimate
BPA Greenspace	Oct. est. completion	\$390,000
Splash Pad	Summer 2026	\$550,000
<u>Planning</u>		
Economic Opportunity Analysis	Nov est. completion	\$60,000
Transportation System Plan	Dec est. completion	Grant Funded
Parks Master Plan	July est. completion	\$40,000
Development Code	May 2026	\$150,000
Municipal Code	In progress	-----
<u>Streets/Sidewalk</u>		
S Main Project	In progress	\$5,000,000
Annual Street Improvements	Est February 2026	\$2,000,000
Storm Water Flow	TBD	\$600,000
<u>Water/Wastewater</u>		
NE Front Sewer	Completed	\$160,000
Bio Solids Removal	Summer 2026	\$1,250,000
Headworks Screen & Septage	2025-26 Budget	\$1,050,000
Receiving Station		
Hypochlorite System	Est December 2025	\$380,000
Collector 2 Improvements	Est December 2025	\$150,000