



CITY COUNCIL MEETING W/PUBLIC HEARING & EXECUTIVE SESSION

May 06, 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.](#) City Council Meeting Minutes, April 1, 2025

5. FINANCIAL REPORT

A. Financial Report - March 2025

[B.](#) Purchasing Policy Discussion

6. FORMAL PROCEEDINGS

[A.](#) Supplemental Budget Hearing FY 2024-25

7. PUBLIC COMMENT

A. Prearranged Presentation - Morrow County Schools, Boardman

[B.](#) Report Only - Chamber/BCDA Report, April 2025

8. ACTION ITEMS - RESOLUTIONS

[A.](#) Resolution 11-2025 Declaring Surplus Personal Property

9. ACTION ITEMS - OTHER BUSINESS

A. Capital Improvement Plan Adoption

[B.](#) IGA - Boardman Park & Rec District

[C.](#) Boardman Housing Initiative - RFQ

[D.](#) Letter of Support - Morrow County School District Bond Measure 25-104

10. 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.

11. DOCUMENT SIGNATURES

12. REPORTS, CORRESPONDENCE, AND DISCUSSION

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

13. EXECUTIVE SESSION

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

14. ACTION ITEMS - OTHER BUSINESS

- A. Executive Session Decision

15. 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.



CITY COUNCIL MEETING

April 01, 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 Heather Baumgartner, Councilor Brenda Profitt, Councilor Ethan Salata, Councilor Cristina Cuevas, Councilor Richard Rockwell, Councilor Karen Pettigrew

4. APPROVAL OF MINUTES

A. Joint City Council Workshop w/Planning Commission, February 27, 2025 - Timestamp 1:09

Motion to approve the minutes of February 27, 2025 Joint City Council and Planning Commission workshop as presented.

Motion made by Councilor Profitt, Seconded by Councilor Cuevas.

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

B. City Council Workshop Minutes, March 4, 2025 - Timestamp 1:33

Motion to approve the minutes of March 4, 2025 City Council Workshop as presented.

Motion made by Councilor Salata, Seconded by Councilor Profitt.

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

C. City Council Meeting Minutes, March 4, 2025 - Timestamp 1:52

Motion to approve the minutes of March 4, 2025 regular meeting as presented.

Motion made by Councilor Salata, Seconded by Councilor Baumgartner.

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

D. City Council Special Meeting Minutes, March 10, 2025 - Timestamp 2:09

Motion to approve the minutes of March 10, 2025 special meeting as presented.

Motion made by Councilor Baumgartner, Seconded by Councilor Salata.

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

5. FINANCIAL REPORT - Timestamp 2:51

Finance Director Marta Barajas gave the financial reports.

A. Financial Report - January 2025

B. Financial Report - February 2025

6. INTRODUCTIONS - Timestamp 7:30

City Manager Hammond introduced new City Staff.

A. Norma Ayala, Code Compliance/Animal Control

B. Roy Drago, Jr., Public Works Director

7. PUBLIC COMMENT

A. Prearranged Presentation - Morrow County Schools, Boardman - Timestamp 9:22

Sam Boardman Elementary students Allison and Mason gave a report.

B. Prearranged Presentation - Morrow County Assessor - Timestamp 13:34

Morrow County Tax Assessor Mike Gorman gave his presentation.

C. Prearranged Presentation - Morrow County Public Transit - Timestamp 1:10:38

Morrow County Public Transit Manager Steven Davis gave a presentation.

D. Prearranged Presentation - Boardman Rent Report 2024-2025 - Stephen Fuss - Timestamp 1:34:27

Stephen Fuss gave a presentation.

E. Other Public Comment - Report Only - Boardman Chamber/BCDA March Monthly Report

8. ACTION ITEMS - RESOLUTIONS

A. Resolution 8-2025 ROW Fees - Timestamp 1:54:45

Motion to approve Resolution 8-2025 a resolution adopting fees pursuant to the Boardman Municipal Code Chapter 12.16 Utility Use of the Rights-Of-Way.

Motion made by Councilor Baumgartner, Seconded by Councilor Salata.

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

B. Resolution 9-2025 Establishing Park Facility Rental Fees - Timestamp 1:56:45

Motion to approve Resolution 9-2025 a resolution establishing park facility rental fees.

Motion made by Councilor Profitt, Seconded by Councilor Baumgartner.

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

9. OTHER PUBLIC COMMENT

Timestamp 2:04:03

Mayor Keefer opened Public Comment, then extended the meeting past 9:00 (Timestamp 2:05:06).

Deeno Leighton gave comment regarding shipping containers.

10. REPORTS, CORRESPONDENCE, AND DISCUSSION - Timestamp 2:08:02

Mayor Keefer paused the meeting for a 5 minute recess at 9:08 PM, resumed the meeting at 9:14 PM.

Mayor Keefer asked if there were any questions on presented staff reports as they would not review each one prior to executive session. Councilors held discussion regarding multiple topics.

- A. Police Report
- B. Building Department Report
- C. Public Works Department Report
- D. Planning Official Report
- E. Committee Reports - TSP & EOA
- F. City Manager
- G. Councilors
- H. Mayor

11. EXECUTIVE SESSION – Timestamp 2:22:57

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

Mayor Keefer paused the regular meeting for Council to hold Executive Session at 9:30 PM.

Mayor Keefer resumed the regular meeting at 9:53 PM.

12. ACTION ITEMS - OTHER BUSINESS -Timestamp 2:24:10

Motion to authorize City Manager Hammond to continue with potential property purchase negotiations and perform a development analysis on properties located at 4N 25E 09DA, lots 800, 100, 101 and 4N 25E 16B, lots 401 and 402.

Motion made by Councilor Cuevas, Seconded by Councilor Baumgartner.

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

13. ADJOURNMENT

Mayor Keefer adjourned the meeting at 9:54 PM.

Paul Keefer, Mayor

Amanda Mickles, City Clerk

**CITY OF BOARDMAN
RESOLUTION NO. 10-2025**

**A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES INCLUDING A SCHEDULE
OF SIGNATURE AUTHORITY**

WHEREAS, The Oregon Public Contracting Code ("Code"), codified in ORS chapters 279A, 279B and 279C, governs most public contracting and procurement; and

WHEREAS, The Code requires local governments to adopt rules governing personal service contracts, or else default to the Model Rules (defined below); and

WHEREAS, The Oregon Attorney General's Office promulgates rules implementing the Code (the "Model Rules"). The Model Rules are found in Oregon Administrative Rules Chapter 137, divisions 46, 47, 48 and 49. The Model Rules are applicable to the City's contracting and procurement unless the City adopts alternative rules that are consistent with the Code; and

WHEREAS, The City previously housed its public contracting rules in the Boardman Municipal Code at Chapter 2.12, Contract Review Board; and

WHEREAS, The City desires greater flexibility in amending those rules and as such has completely repealed Chapter 2.12 via Ordinance No. 4-2025, to be replaced with **Exhibit A** to this Resolution; and

WHEREAS, Recently the Oregon Public Contracting Code has been amended and the City want to update its rules to respond to changes in Oregon law; and

WHEREAS, The City desires through Public Contracting Rules to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by: promoting impartial and open competition; using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and taking full advantage of evolving procurement methods that suit the contracting needs of the City as they emerge within various industries.

NOW, THEREFORE, BE IT RESOLVED, the City of Boardman hereby adopts the Public Contracting Rules attached as Exhibit A.

Section 1. This Resolution is and shall be effective from and after its adoption by the City Council.

Section 2. If any provision, section, phrase, or word of the Public Contracting Rules or its application to any circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

Section 3. A scrivener’s error in any portion of the Public Contracting Rules may be corrected by the City Manager during codification.

Dated this ____ day of ____ 2025.

CITY OF BOARDMAN

Mayor – Paul Keefer

Council President – Ethan Salata

Councilor – Karen Pettigrew

Councilor – Richard Rockwell

Councilor – Brenda Profitt

Councilor – Cristina Cuevas

Councilor – Heather Baumgartner

ATTEST:

Amanda Mickles – City Clerk

Exhibit A

Boardman Public Contracting Rules

1.10.010 General provisions

- (1) Except as provided within these rules, City public contracting is governed by the Code and the Model Rules. These rules will prevail in the case of a conflict between them and the Model Rules.
- (2) The Boardman City Council is the City's Contract Review Board ("Board"). Except as otherwise provided in these rules, the powers and duties of the Board under the Code and Model Rules will be exercised by the Board and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the City Manager acting as the City's contracting agent.
- (3) For the purposes of these rules, "City Manager" means the City Manager for the City of Boardman, or the City Manager's designee.
- (4) For the purposes of these rules, "emergency" means circumstances that:
 - (a) Could not have been reasonably foreseen;
 - (b) Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
 - (c) Require prompt execution of a contract to remedy the condition.

1.10.020 Personal service contracts

- (1) Definition. "Personal service contract" means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, performers, property managers and consultants. The City Manager has discretion to determine whether a particular contract or service falls within this definition. For the purposes of this section, personal services contracts do not include contracts for construction-related personal services when only such professionals may legally provide the service. The procedures for construction-related personal service contracts are found below at section 1.10.025.

(2) Small Procurements. The City Manager may enter into personal service contracts not exceeding an estimated \$25,000 in any manner, including direct selection. However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet the City's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(3) Intermediate Procurements. The following informal selection procedure may be used when the estimated payment to the contractor is equal to or less than \$250,000. The City Manager will contact a minimum of three prospective contractors qualified to offer the services sought. The City Manager will request an estimated fee, and make the selection consistent with the City's best interests, as determined in the City Manager's sole and exclusive discretion. If three quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.

(4) Formal Procurements. Contracts for personal services for which (1) the estimated contract price exceeds \$250,000 in total, or (2) the City anticipates executing as an on-call, master, or other contract form with an indefinite value, shall be awarded under either a publicly advertised request for proposals (in accordance with ORS 279B.060) or invitation to bid (in accordance with ORS 279B.055). The City may adopt further guidelines to support this process.

(5) Direct Selection. The following classes of personal service contracts may be selected in any manner which the City Manager deems appropriate to the City's needs, regardless of the estimated contract price:

- (a) City attorneys, special counsel, city prosecutors, litigators, and hearings officers.
- (b) Software as a service providers.
- (b) Auditors.
- (c) Information technology support service providers.
- (d) Advertising agencies.

1.10.025 Contracts for construction-related personal services

(1) Purpose. This section implements ORS 279C.100 to 279C.125. The City will rely on this subsection, not the Model Rules, when it seeks to contract with an architect, engineer, photogrammetrist, land surveyor or (in very narrow instances) a transportation planner (collectively, "construction-related personal services").

(2) Applicability. This section applies only to services meeting the following criteria:

(a) A contract with an Estimated Fee that exceeds \$100,000; and

(b) The contract is for a service that is *legally required* to be provided or performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or hiring an engineer to design a wastewater system. Because the law requires licensed professionals to design buildings and infrastructure, the City would rely on this subsection to hire someone to perform those services. However, if the City were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under section 1.10.020 of these rules. See definition of "Related Services" below.

(c) If either (a) or (b) above is not satisfied, then the City may rely on section 1.10.020 of these rules to solicit and award the contract.

(d) Mixed contracts. Some contracts will contain a mixture of services covered by this section (i.e. services that only the particular consultant may legally perform) and Related Services. Whether the City uses section 1.10.020 or this section to solicit and award a mixed contract will depend upon the contract's predominate purpose. The City will determine the predominant purpose based upon either the amount of money it estimates it will spend for covered services versus Related Services or the amount of time it estimates it the consultant will spend working on covered services versus Related Services. If covered services predominate, the City will solicit the contract under this section. If Related Services predominate, the City will solicit the contract under section 1.10.020.

(3) Definitions. The following definitions apply to this section:

(a) "Construction-Related Consultant" means an architect, engineer, photogrammetrist, land surveyor, a transportation planner in narrow instances defined below or a provider of Related Services.

(b) "Estimated Fee" means the City's reasonably projected fee to be paid for a Construction-Related Consultant's services under the anticipated contract, excluding all anticipated reimbursable or other non-professional fee expenses. The Estimated Fee is used solely to determine the applicable contract solicitation method and is distinct from the total amount payable under the contract.

(c) "Price Agreement" is limited to mean an agreement related to the procurement of construction-related personal services, or Related Services, under agreed-upon terms and conditions and possibly at a set price with:

(A) No guarantee of a minimum or maximum purchase; or

(B) An initial order or minimum purchase, combined with a continuing obligation to provide construction-related personal services or Related Services where the City does not guarantee a minimum or maximum additional purchase.

(d) "Project" means all components of a City-planned undertaking that gives rise to the need for a Construction-Related Consultant's construction-related personal services, or Related Services, under a contract.

(e) "Transportation Planning Services" only includes Project-specific transportation planning required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. and no other types of transportation planning services. By way of example only, Transportation Planning Services do not include transportation planning for corridor plans, transportation system plans, interchange area management plans, refinement plans and other transportation plans not associated with an individual Project required to comply with the National Environmental Policy Act, 42 USC 4321 et. seq.

(f) "Related Services" means personal services, other than construction-related personal services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvements, including, but not limited to, landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services, and owner's representation services or land-use planning services. In other words, personal services that are *not required by law* to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor.

(4) Small Procurements. For clarity's sake, the City Manager may enter into construction-related personal service contracts when the Estimated Fee to the Construction-Related Consultant is equal to or less than \$100,000 in any manner the City Manager finds practical or convenient, including direct selection or award. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.

(5) Intermediate Procurements. The following informal selection procedure may be used when the Estimated Fee to the Construction-Related Consultant is above \$100,000 and equal to or less than \$250,000. The City Manager will contact a minimum of three (3) prospective Construction-Related Consultants qualified to offer the services sought. The City Manager will request an estimated fee and make the selection consistent with the City's best interests, to the most qualified consultant, as determined in the City Manager's sole and exclusive discretion. If

three (3) quotes are not received, the City Manager will make a written record of efforts to obtain three quotes.

(6) Large Procurements.

(a) When the Estimated Fee to the Construction-Related Consultant is above \$250,000, or when the City anticipates executing as an on-call, master, or other form of contract with an indefinite value, the City must award a contract to the most qualified consultant.

(b) Unless the City follows the process set forth in subsection (c) below, the City may only solicit or use pricing policies and pricing proposals, or other price information, including the number of hours proposed for the services required, expenses, hourly rates and overhead, to determine a Construction-Related Consultant's compensation *after* the City has selected the most qualified consultant.

(c) Notwithstanding subsection (b) of this Section, the City may request pricing policies or pricing proposals from prospective consultants, including an estimate of the number of hours that will be needed to perform the work described in the solicitation, and a schedule of hourly rates, if the City:

(A) States in the following in its solicitation document:

- a. That the City will screen and select prospective consultants as provided in ORS 279C.110(5);
- b. How the City will rank proposals from prospective consultants, with a specific focus on:
 - i. Which factors the City will consider in evaluating proposals, including pricing policies, proposals or other pricing information, if the City will use pricing policies, proposals or other pricing information in the evaluation; and
 - ii. The relative weight the City will give each factor, disclosing at a minimum the number of available points for each factor, the percentage each factor comprises in the total evaluation score and any other weighting criteria the City intends to use;
- c. An estimate of the cost of professional services the City requires for the procurement; and

- d. A scope of work that is sufficiently detailed to enable a prospective consultant to prepare a responsive proposal.

- (B) Evaluates each prospective consultant on the basis of the prospective consultant's qualifications to perform the professional services the City requires for the procurement.
- (C) Announces the evaluation scores and rank for each prospective consultant after completing the evaluation described in paragraph (B) of this subsection. The City may determine that as many as three of the top-ranked prospective consultants are qualified to perform the professional services the City requires for the procurement and may request a pricing proposal for the scope of work stated in paragraph (A)(d) of this subsection from each of the top-ranked consultants. The pricing proposal must consist of:
 - a. A schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services the City requires for the procurement, in the form of an offer that is irrevocable for not less than 90 days after the date of the proposal; and
 - b. A reasonable estimate of hours that the prospective consultant will require to perform the professional services the City requires for the procurement.
- (D) Permits a prospective consultant identified as qualified under paragraph (C) of this subsection to withdraw from consideration for the procurement if the prospective consultant does not wish to provide a price proposal.
- (E) Completes the evaluation and selects a consultant from among the top-ranked prospective consultants that have not withdrawn as provided under paragraph (D) of this subsection, giving not more than 15 percent of the weight in the evaluation to each prospective consultant's price proposal.

(d) When soliciting a Construction-Related Consultant under this section, the City will use a Request for Proposals ("RFP") or a Request for Qualifications ("RFQ") followed by a RFP, as described below. The City may advertise RFQs and RFPs in any manner it deems appropriate. If the City directly solicits qualifications or proposals from Construction-Related Consultants, it will attempt to contact at least three consultants.

(e) RFQ. The City may in its sole discretion issue a RFQ to evaluate potential Construction-Related Consultants and establish a short list of qualified Construction-Related Consultants to whom it may issue an RFP for some or all of the construction-related personal services or Related Services described in the RFQ. RFQs may include:

- (A) A brief Project description;
- (B) A description of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services required for the Project;
- (C) Any conditions or limitations that may constrain or prohibit the selected Construction-Related Consultant's ability to provide additional services related to the Project, including but not limited to construction services;
- (D) A response deadline and a description of how or where to submit a response;
- (E) A statement that interested consultants respond solely at their own expense;
- (F) RFQ evaluation criteria; and
- (G) Any other elements the City Manager deems appropriate.

(f) RFP. The City will issue an RFP to select the most qualified Construction-Related Consultant, regardless of whether an RFQ precedes an RFP. RFPs will include:

- (A) A description of the Project and the specific architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services sought for the Project, the estimated Project cost, the estimated time period during which the Project is to be completed, and the estimated time period in which the specific architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services sought will be performed;
- (B) The RFP evaluation process and the criteria that the City will use to select the most qualified Construction-Related Consultant, including the weight, points or other classifications applicable to each criterion. Without limitation, the criteria may include:
 - (i) Proposers' availability and capability to perform the services described in the RFP;

(ii) Experience of proposers' key staff persons in providing similar services on similar projects within the last three years;

(iii) The amount and type of resources, and number of experienced staff persons Proposers will commit to the Project;

(iv) Proposers' demonstrated ability to successfully complete similar Projects on time and within budget, including the hourly rates for key personnel and related cost data for similar Projects in the previous 12 months;

(v) References and recommendations from past clients; and

(vi) Any other criteria the City Manager deems appropriate.

(C) Conditions or limitations, if any, that may constrain or prohibit the selected Construction-Related Consultant's ability to provide additional services related to the Project, including but not limited to construction services;

(D) Whether interviews will or may occur and, if so, how the interview will factor into the City's selection;

(E) A proposal deadline and a description of how or where to submit a proposal;

(F) A statement whether the City will accept proposals in electronic format;

(G) A statement that interested consultants respond solely at their own expense;

(H) A statement reserving the City's right to reject any or all proposals and its right to cancel the RFP at any time if doing either would be in the public interest;

(I) A statement directing proposers to the protest procedures set forth in the RFP;

(J) A statement whether or not the City will hold a pre-proposal meeting for all interested Construction-Related Consultants to discuss the Project and if a pre-Proposal meeting will be held, the location of the meeting and whether or not attendance is mandatory; and

(K) Any other elements the City Manager deems appropriate.

(g) After selecting the most qualified Construction-Related Consultant in accordance with a RFP, the City will notify each proposer accordingly and state that it will begin negotiating a contract with the most qualified consultant. A resulting contract will at least include:

- (A) The consultant's performance obligations and performance schedule;
- (B) Payment methodology and a maximum amount payable to the consultant for the services required under the contract;
- (C) Legally required terms; and
- (D) Any other provisions the City believes to be in its best interest to negotiate.

(h) The City will formally terminate negotiations in writing with the most qualified consultant if it is unable for any reason to negotiate a contract within a reasonable amount of time, as the City may determine in its sole discretion. The city may thereafter negotiate with the second ranked consultant, and if necessary, with the third ranked consultant, and so on, until negotiations result in a contract. If negotiations with any consultant do not result in a contract within a reasonable amount of time, the City may end the particular solicitation. Nothing in this section precludes the City from re-entering negotiations, in its own discretion, with a consultant if negotiations were previously terminated for the same contract.

(7) Price agreements. Solicitation materials and the terms and conditions for a Price Agreement for construction-related personal services or Related Services must:

(a) Include a scope of services, menu of services, a specification for services or a similar description of the nature, general scope, complexity and purpose of the procurement that will reasonably enable a Construction-Related Consultant to decide whether to submit a proposal;

(b) Specify whether the City intends to award a Price Agreement to one consultant or to multiple consultants. If the City will award a Price Agreement to more than one consultant, the solicitation document and Price Agreement will describe the criteria and procedures the City will use to select a consultant for each individual work order or task order. Subject to the requirements of ORS 279C.110, the criteria and procedures to assign work orders or task orders that only involve or predominantly involve architectural, engineering, photogrammetric mapping, transportation planning or land surveying services are at the City's sole discretion.

(c) Specify the maximum term for assigning services under the Price Agreement.

1.10.030 Small procurements (Under \$25,000) for Goods and Services, and Public Improvements

- (1) Any procurement of goods, services, or public improvements not exceeding \$25,000 may be awarded in any manner the City Manager finds practical or convenient, including direct selection or award.
- (2) A small procurement contract may be amended in accordance with OAR 137-047-0800 or OAR 137-049-0910, as applicable, but the cumulative amendments may not increase the total contract price to greater than \$31,250.
- (3) A procurement may not be artificially divided or fragmented to qualify for this section.

1.10.040 Intermediate Procurements for Goods and Services, and Public Improvements

- (1) If a contract for procurement of goods and services estimated to cost between \$25,000 and \$250,000, or a contract for a public improvement that is estimated to cost between \$25,000 and \$100,000, the City Manager will contact a minimum of three (3) prospective contractors qualified to offer the goods or services or public improvement sought. The City Manager will request an estimated fee and make the selection consistent with the City's best interests, as determined in the City Manager's sole and exclusive discretion. If three (3) quotes are not received, the City Manager will make a written record of efforts to obtain three quotes.
- (2) The City may amend a public contract awarded as an intermediate procurement beyond the stated limitations in accordance with OAR 137-047-0800 or OAR 137-049-0910, as applicable, provided the cumulative amendments shall not increase the total contract price to a sum that is greater than \$312,500 for goods or service contracts, or to a sum that is greater than \$125,000 for public improvement contracts.
- (3) A procurement may not be artificially divided or fragmented to qualify for this Section.

1.10.050 Large Procurements for Goods and Services, and Public Improvements

- (1) When the estimated payment to the contractor for goods or services is above \$250,000, or when the City anticipates executing as an on-call, master, or other form of contract with an indefinite value, the City shall either solicit an invitation to bid in accordance with OAR 137-047-0255 or a request for proposals in accordance with OAR 137-047-0260. The City may adopt further guidelines to support this process within the procurement documents approved by the City.

(2) When estimated payment to the contractor for a public improvement is above \$100,000, the City shall follow the solicitation procedures set forth in OAR 137-049-0200.

(3) A procurement may not be artificially divided or fragmented to avoid this Section.

1.10.060 Authority to electronically advertise public contracts

(1) Pursuant to ORS 279C.260 and ORS 279B.055, electronic advertisement of public contracts for goods, services, personal services, construction-related personal services, and public improvements in lieu of newspaper publication is authorized when it is cost effective to do so. As described in OAR 137-046-0110(16), this is an information system accessible through the internet that allows the City to post electronic advertisements and receive electronic offers for goods, services, personal services, construction-related personal services, and public improvements. The City Manager shall have the authority to determine when electronic publication is appropriate, and consistent with the City's contracting policies.

(2) Notwithstanding Section (1), an advertisement for a public improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

1.10.070 Special procurements, sole-source procurements, and exemptions

(1) Special Procurements. The Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods, services, and personal services according to the procedures described in ORS 279B.085. The Board shall document the authorization of a special procurement via written resolution.

(2) Sole Source. The Board may award a contract for goods, services, or personal services from a single source if the goods, services, or personal services are available from only one company, or the prospective company has special skills uniquely required for the provision of the goods or the performance of the services. The City must make written findings to demonstrate why the proposed company is the only company who can provide the goods or perform the services desired, in general compliance with ORS 279B.075, and shall document the authorization of a sole source procurement via written resolution.

(3) Exemption. The Board may exempt certain contracts or classes of contracts for public improvements from the invitation to bid process according to the procedures described in ORS 279C.335. When exempting a public improvement from the invitation to bid process, the Board may authorize the contract to be awarded using a request for proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690. In all instances, the Board shall document the authorization of an exemption via written resolution.

(4) Hybrid Contracts. After seeking and receiving an exemption pursuant to Section (3), the following classes of contracts which include elements of public improvement services as well as construction-related personal services may be awarded under a request for proposals, unless otherwise exempt from competitive solicitation:

- (a) Design/Build and CM/GC Contracts. Contracts for public improvements using a design/build or construction manager/general contractor construction method shall be awarded under a request for proposals.
- (b) Energy Savings Performance Contracts. Unless the contract qualifies for award under another classification in these Public Contracting Rules, contractors for energy savings performance contracts shall be selected under a request for proposals.

1.10.080 Emergency Contracts

- (1) Emergency contracts for procurement of goods, services, and personal services may be awarded pursuant to ORS 279B.080.
- (2) Pursuant to ORS 279C.110(11), the City may directly appoint a construction-related personal service contract in an emergency.
- (3) The City hereby adopts OAR 137-049-0150 as its contracting rules for awarding a public improvement contract under emergency conditions.
- (4) An official who enters into an emergency contract shall, as soon as possible, in light of the emergency circumstances: (1) document in written findings the nature of the emergency, the method used for selection of the particular contractor, and the reason why the selection method was deemed in the best interest of the City and the public; and (2) notify the Board of the facts and circumstances surrounding the emergency execution of the contract.

1.10.090 Notice of intent to award certain contracts

- (1) At least seven days before the award of a public contract solicited under a formal invitation to bid or request for proposals, the City will post or provide to each bidder or proposer notice of the City's intent to award a contract.
- (2) If stated in the solicitation document, the City may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

(3) As an alternative, the City may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

(4) The City may give less than seven days' notice of its intent to award a contract if the City determines in writing that seven days is impracticable.

(5) This section does not apply to public contracts awarded under Sections 1.10.020(2) and (3), 1.10.025(4) and (5), 1.10.030, 1.10.040, 1.10.070, or 1.10.080.

(6) A protest of the City's intent to award a contract may only be filed in accordance with OAR 137-047-0740, OAR 137-048-0240, or OAR 137-049-0450, as applicable.

1.10.100 Procedure for surplus property

(1) Surplus property is personal property owned by the City such as office furniture, computers, equipment, vehicles, excluding real property, that the City Manager determines is surplus and no longer useful to the City. Real property is subject to a different procedure under state law.

(2) The City Manager may authorize the sale, donation, transfer to another government agency, auction, liquidation or fixed price sale, trade-in, or destruction of surplus property. Surplus property may be sold through the informal solicitation of bids or through an auction, including an online auction. The City Manager has the discretion to advertise the sale of surplus property in a newspaper of city-wide circulation or online.

(3) Employees of the City may purchase surplus property, so long as at least three individuals or entities have bid on the property and the employee's bid is the highest bid.

1.10.110 Signature authority

(1) The purpose of this section is to clarify when the City Manager may bind the City to a purchase of, or a contract for, goods, services (including personal services and construction-related personal services) and public improvements (collectively "Purchases") without additional Board authorization. In order to bind the City to a Purchase, the City Manager must sign a document related to the Purchase. For the purposes of this section, "signing" a document includes a digital signature or authorization.

(2) If the City's adopted budget for a given fiscal year includes or anticipates the Purchase and the cost of the purchase does not exceed \$125,000, the City Manager may bind the City without additional Board authorization. For the purposes of this section, the City

Manager may exercise reasonable discretion in determining whether the adopted budget anticipates a Purchase.

(3) For Purchases with a value exceeding \$125,000 or if the City's adopted budget for a given fiscal year does not include or anticipate the Purchase regardless of the dollar amount, the Board must authorize the Purchase in order to bind the City to it.

CITY OF BOARDMAN PUBLIC CONTRACTING RULES – PURCHASING GUIDE

<i>Types of Goods or Services Needed →</i>	Personal Services	Goods and Services	Architects, Engineers & Related Services	Public Improvement
	PCR 1.10.020	ORS 279B PCR 1.10.030-050	ORS 279C PCR 1.10.025	ORS 279C PCR 1.10.030-050
Small Procurement No competitive quotes required. Direct award permitted.	Less than or equal to \$25,000	Less than or equal to \$25,000	Less than or equal to \$100,000	Less than or equal to \$25,000
Intermediate Procurement Obtain at least 3 written quotes.	Less than or equal to \$250,000	Between \$25,001 - \$250,000	Between \$100,001 - \$250,000	Between \$25,001 - \$100,000
Large Procurement Conduct formal procurement (ITB or RFP).	More than \$250,000 (or master agreement/price agreement with indefinite value)	More than \$250,000 (or master agreement/price agreement with indefinite value)	More than \$250,000 (or master agreement/price agreement with indefinite value)	More than \$100,000
Notes	Typically RFP		RFP or RFQ followed by RFP Must use Qualification Based Selection (QBS)	Typically ITB/low bid

**CITY OF BOARDMAN
ORDINANCE No. 4-2025**

AN ORDINANCE ~~TO APPROVE AN AMENDMENT TO~~ REPEALING THE CITY OF BOARDMAN MUNICIPAL CODE ~~REMOVING CHAPTER 12.12,~~ CONTRACT REVIEW BOARD, DECLARING AN EMERGENCY AND STATING AN EFFECTIVE DATE

WHEREAS, the City of Boardman ~~has the authority to...~~ (City) currently houses its public contracting rules within its Municipal Code, Chapter 2.12; and

~~WHEREAS, the City of Boardman adopted contracting regulations by Ordinance 3-2005 which is no longer consistent with Oregon Revised Statute and Oregon Administrative Rules; and~~

~~WHEREAS, the City desires to update the policies and procedures related to public contracting; and~~

WHEREAS, the City ~~finds it is in the public interest to enact policy and procedure updates through~~ desires greater flexibility in amending those rules and as such desires to completely repeal Chapter 2.12, to be replaced with the rules adopted by Resolution No. 10-2025; and

WHEREAS, the City ~~Council of the City has determined that the current Boardman Municipal Code provisions a~~ finds it necessary to repeal Chapter 2.12 CONTRACT REVIEW BOARD ~~should be removed and replaced by current public contracting rules.~~

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

Section 1. This Ordinance shall hereby repeal Boardman Municipal Code Chapter 2.12 shall be REMOVED concurrent with the adoption of Resolution No. 10-2025, CONTRACT REVIEW BOARD.

Section 2. The general welfare of the public will be promoted if this Ordinance takes effect immediately. Therefore, the City Council declares there to be an emergency and this Ordinance shall take effect immediately upon its passage by the Council and approval by the Mayor.

Passed by the Council and approved by the Mayor this 6th day of May, 2025.

Paul Keefer – Mayor

Amanda Mickles – City Clerk

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Boardman
(District Name)

for the current fiscal year will be held at Boardman City Hall, 200 City Center Cir., Boardman, OR.
(Location)

The hearing will take place on May 6, 2025 at 7:00
(Date) (Time)

☐ AM
x PM .

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after 05/01/25 at

(Date)

Boardman City Hall, between the hours of 9
(Location) (Time) and 4 (Time)

☒ AM
☐ PM

☐ AM
x PM

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: GENERAL

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1		1 Materials & Services	142,000
2		2 Operating Contingency	-142,000
3		3	
Revised Total Fund Resources		Revised Total Fund Requirements	0

Explanation of change(s):

Additional legal and expert level consultants and services are needed for reference and recommendations, such as engineering, DEQ consulting, land use and planning services, land partitions, and traffic studies. These will require an increase of \$124,500. We anticipate additional costs in Internet, office supplies, data hosting fees, and computers. Outdated computers may need to be replaced before the fiscal year-end. These expenses are anticipated to be \$17,500. These additional appropriations would come from Operating Contingency.

FUND: WATER

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1		1 Personnel	50,000
2		2 Materials & Services	27,200
3		3 Operating Contingency	-57,000
Revised Total Fund Resources		Revised Total Fund Requirements	0

Explanation of change(s):

The Columbia Ave NW project and multiple water breaks used more public works labor than anticipated, and to have enough for the remainder of the fiscal year, we'll need \$50,000 more. We would like to get four public works employees through the CDL training and license process. This cost will be split between the water, sewer, and street fund, \$9,200 equally. Required water testing fees increased, as did the number of tests, an increase of \$5,000. Groundsmaintenance needs a slight increase of \$3,000. More water meters and radio reads are needed than originally expected with system maintenance needs of \$10,000.

FUND: SEWER

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1		1 Materials & Services	78,000
2		2 Operating Contingency	-78,000

3

Revised Total Fund Resources

3

Revised Total Fund Requirements

Section 6, Item A.

0

Explanation of change(s):

We would like to get four public works employees through the CDL training and license process. This cost will be split between the water, sewer, and street fund, \$9,200 equally. There are also additional DEQ trainings needed, \$1,700. Internet, grounds maintenance, and fuel & oil will need an additional \$8,600. Lift station maintenance is anticipated for this spring/summer, increasing System Maintenance by \$58,500.

FUND: GARBAGE

Resource	Amount
1 Garbage Services Revenue	450,000
2	
3	
Revised Total Fund Resources	450,000

Expenditure - indicate	Amount
1 Materials & Services	556,400
2 Operating Contingency	-106,400
3	
Revised Total Fund Requirements	450,000

Explanation of change(s):

More garbage services have been requested than expected and in turn, so has the cost of solid garbage disposal. This cost is anticipated to be \$552,800 more. Internet services are expected to cost \$3,600 more.

FUND: STREET

Resource	Amount
1	
2	
3	
Revised Total Fund Resources	

Expenditure - indicate	Amount
1 Personnel	70,000
2 Materials & Services	13,700
3 Operating Contingency	-83,700
Revised Total Fund Requirements	0

Explanation of change(s):

Coverage for Interim Public Works Director has increased our personnel costs, as has additional work in the street department by the public works crew, \$70,000. We would like to get four public works employees through the CDL training and license process. This cost will be split between the water, sewer, and street fund, \$9,200 equally. Grounds maintenance for weed spraying along walkways will need \$2,500 and we anticipate an increased need of \$2,000 for fuel and oil.

FUND: BUILDING

Resource	Amount
1	
2	
3	
Revised Total Fund Resources	

Expenditure - indicate	Amount
1 Materials & Services	44,000
2 Operating Contingency	-44,000
3	
Revised Total Fund Requirements	0

Explanation of change(s):

Internet is anticipated to cost \$9,500 more, with office equipment costing \$7,500 more. The final invoice for the Building Dept. expansion was received, as the company had overlooked it, and the final billing is \$27,000.

FUND: WATER RESERVE

Resource	Amount
1	
2	
3	
Revised Total Fund Resources	

Expenditure - indicate	Amount
1 Interfund Transfer to Capital Project Fund	290,300
2 Operating Contingency	-290,300
3	
Revised Total Fund Requirements	0

Explanation of change(s):

The water reserve will cover the overage cost of the G.O. Bond water improvement project, phase II. The transfer to the Capital Project Fund will need to be increased by \$290,300.

FUND: CAPITAL PROJECT FUND

Resource	Amount
1 Beginning Cash	494,200

Expenditure - indicate	Amount
1 Capital Outlay: Water Project	810,000

2 Other Income: Interest
3 Interfund Transfer: Water Reserve

25,500
290,300

2
3

Section 6, Item A.

Revised Total Fund Resources

810,000

Revised Total Fund Requirements

810,000

Explanation of change(s):

The final cost of the G.O. Bond Water Improvement Project, Phase II, came in at \$810,000 over the G.O. Bond proceeds and interest earned. Beginning Cash was \$494,200 more than budgeted, interest income is \$25,500 more than anticipated, and we would like to increase these unanticipated revenues to appropriate to the capital outlay. The interfund transfer from the Water Reserve of \$290,300 would help fill the funding gap of this project.



Chamber / BCDA April 2025 Report

Boardman Chamber Membership Updates

We extend a warm welcome to our newest members and encourage everyone to support these local businesses! With 260 members as of March 2025, our Chamber continues to grow and strengthen our business community.

- **New Members:**
 - B.R.E Truck Repair
 - Rustic Charcuterie Ci LLC

Boardman Chamber of Commerce Events

Business Education Event

Looking for insights on the MCSD Bond? Our Business Education Event is the perfect opportunity to hear from MCSD representatives, gain valuable knowledge, and ask important questions. Don't miss out on this chance to stay informed and engaged with the community!

- **Date:** April 10, 2025, from 3:00 - 4:00 PM
- **Speaker:** MCSD representatives
- **Register Now:** <https://boardman.chambermaster.com/eventregistration/register/2860>

Candidate Forums for Pom Commission and MCHD

Join us for a joint Candidate Forum featuring individuals running for both the Port of Morrow Commission and the Morrow County Health District Board. This event offers a valuable opportunity for the community to hear directly from the candidates about their goals, priorities, and vision for the future. Each candidate will give a two-minute opening statement, respond to a series of moderated questions (with one-minute answers and no questions provided in advance), and conclude with a two-minute closing statement. Speaking order will rotate throughout the forum to ensure fairness. Don't miss this chance to stay informed and engaged in your local leadership.

- **Date:** April 21, 2025, for POM Commission Forum from 6:00 – 7:30 PM
- **Date:** April 22, 2025, for MCHD Board Forum from 6:00 – 7:30 PM
- **Location:** SAGE Event Center | 101 Olson Rd, Boardman OR 97818

Iceland's Magical Northern Lights Tour

Imagine standing beneath the breathtaking Northern Lights in Iceland! This adventure is a once-in-a-lifetime opportunity for our community to travel together and experience nature's most incredible light show. Secure your spot before it's too late!

- **Registration Deadline:** May 11, 2025
- **Trip Dates:** November 10-17, 2025
- **Package Includes:**
 - 11 meals (6 breakfasts, 5 dinners)
 - Round-trip airfare from Portland International Airport (PDX)
 - Motorcoach transportation from Boardman Chamber of Commerce to PDX
 - Hotel accommodations and transfers
- **Register Now:** [Click here to sign up](#)

Ryan Neal Invitational Golf Tournament

Get ready for a day of competition, camaraderie, and community support at the Ryan Neal Invitational! This premier golf tournament honors Ryan Neal's legacy while raising funds for local scholarships. Gather your team, enjoy a round of golf, and contribute to a great cause!

- **Date:** April 25-26, 2025
- **Location:** Marker 40 Golf Course, Boardman, OR
- **Register Now:** <https://www.jotform.com/240326697173158>

Upcoming Chamber Hosted Events

- **2nd Quarter Luncheon** – June 18, 2025
- **Boardman 4th of July Celebration** – July 4, 2025
- **3rd Quarter Business Education Event** – July 16, 2025
- **End of Summer Celebration** – August 22, 2025
- **3rd Quarter Luncheon** – September 17, 2025
- **Harvest Festival** – October 4, 2025
- **4th Quarter Business Education Event** – October 15, 2025
- **Community Christmas Celebration** – December 6, 2025
- **4th Quarter Luncheon** – December 17, 2025

Past Chamber Events

35th Annual Distinguished Citizens Awards Banquet

It was a night to remember as we gathered to celebrate Boardman's most outstanding community members at the 35th Annual Distinguished Citizens Awards Banquet! With heartfelt speeches, laughter, and recognition, the evening was a beautiful tribute to those who make our town shine.

- **Date:** March 7, 2025
- **Location:** SAGE Event Center
- **Impact:** Raised net profit of \$10,000 for Riverside Senior Scholarships.

1st Quarter Luncheon

Our Annual Membership Luncheon was a fantastic gathering where members reflected on the highlights of 2024, received updates from Community Counseling Solutions, and discussed the MCSD Bond. Attendees enjoyed a delicious meal while networking and setting the stage for another successful year together!

- **Date:** March 19, 2025
- **Sponsor:** Community Counseling Solutions
- **Location:** SAGE Event Center
- **Catering:** Boardman Senior Center (Lasagna, Garlic Bread, Salad, Dessert)

Boardman Community Development Association

New Play Structure at SAGE Center

Excitement is building as we are preparing to unveil a brand-new play structure at the SAGE Center! Designed to enhance educational programs and provide a fun, safe space for children, this project will be a cherished addition to our community.

- **Investment:** \$250,000
- **Funding Contributions:**
 - Threemile Canyon Farms – \$50,000
 - AWS – \$50,000
 - AgWest – \$2,500 grant
- **Estimated Completion:** April 2025 (pending suitable weather for flooring installation)

Home Buyers Incentive Program

Helping families achieve their dream of homeownership is a priority in Boardman! Our Home Buyers Incentive Program continues to make settling in our community easier and more affordable. We have already distributed \$50,000 in housing grants for 2025, further supporting new residents in their journey to homeownership.

- **Investment:** \$250,000
- **Last Fiscal Year Funds Allocated:** \$245,000 in housing grants for 2024
- **This Fiscal YTD Funds Allocated:** \$50,000 in housing grants for 2025

Boardman Business Opportunity Incubator

A bright future awaits local entrepreneurs with the launch of the Boardman Business Opportunity Incubator! This space will empower small and medium-sized businesses, with a focus on women- and minority-owned enterprises, as well as low-income entrepreneurs.

- **Funding:** \$1.5 million from the U.S. Small Business Administration
- **Objective:** Support and grow new businesses in our community

BCDA remains committed to making Boardman a vibrant and thriving place to live, work, and grow!

Contact Information

- **Chamber Office:** 541-481-3014
- **Torrie Griggs:** 541-571-2394 | torrie@boardmanchamber.org
- **Website:** www.boardmanchamber.org
- **Stay Connected:** Follow us on social media for the latest updates on events and community projects!

Upcoming Events



Iceland's Magical Northern Lights

Trip:
November 10th to November 16th, 2025

Scan to Reserve
your spot or get
more info.







Bond Discussion



April 10, 2025
3:00- 4:00 PM

Hosted by:




SAGE Event Center
101 Olson Rd Boardman, OR 97818



Est. 2022

**3rd ANNUAL
RYAN NEAL
INVITATIONAL
GOLF TOURNAMENT**



THE SAGE CENTER PRESENTS


SCIENCE FRIDAYS

HALF-DAY STEAM CAMPS
FOR GRADES 1ST-3RD & 4TH - 6TH
NO ADMISSION FEE!

April 25, 2025

8:00-11:00 1st-3rd

12:00-3:00 4th-6th



CITY OF BOARDMAN
RESOLUTION 11-2025

A RESOLUTION DECLARING CITY OF BOARDMAN
PUBLIC PROPERTY AS EXCESS

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

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

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

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

- 2016 Ford Interceptor Utility, 111,480 miles – VIN # 1FM5K8AR9GGA63185
- 2018 Ford Interceptor Utility, 49,686 miles - VIN # 1FM5K8AR9JGB34781

Dated this 6th day, May 2025.

CITY OF BOARDMAN

Mayor – Paul Keefer

Council President – Ethan Salata

Councilor – Cristina Cuevas

Councilor – Karen Pettigrew

Councilor – Brenda Profitt

Councilor – Heather Baumgartner

Councilor – Richard Rockwell

ATTEST:

Amanda Mickles – City Clerk

AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF BOARDMAN AND BOARDMAN PARK AND RECREATION
DISTRICT FOR DEVELOPMENT AND ADOPTION OF A PARK MASTER PLAN TO
SERVE BOTH

This amended and restated Intergovernmental Agreement is made and entered into between the City of Boardman, hereinafter “City” and the Boardman Park and Recreation District, hereinafter “District.”

RECITALS

WHEREAS, the District has a 2012 Parks Master Plan that is out of date and needs to be updated; and

WHEREAS, the City and District both need a Parks Master Plan to govern development of new park and recreation systems and facilities and to manage and maintain the current inventory; and

WHEREAS, the City needs a Park Master Plan to meet the needs of our System Development Charges program renewal; and

WHEREAS, pursuant to ORS 190.010, units of local government may enter into agreement with other units of local government for the performance of any or all functions and activities that the parties to the agreement, its officers and agents have the authority to perform; and

WHEREAS, each party is a unit of local government authorized to enter into this Agreement pursuant to ORS 190.010; and

WHEREAS, City and District entered into an Intergovernmental Agreement dated August 2, 2023 (the “2023 IGA”), to provide services for the care and maintenance of City parks and recreational facilities; and

WHEREAS, the parties wish to amend and restate the 2023 IGA as set forth in this Intergovernmental Agreement.

NOW, THEREFORE, the parties agree as follows:

1. Term

This Intergovernmental Agreement shall be effective upon date of execution by both parties and shall continue for a period of two (2) years unless terminated earlier as provided herein. The term is anticipated to provide the necessary time for the Scope of Work to be accomplished which is designed to conclude with both the City and District adopting a Parks Master Plan.

2. Scope of Work

City shall lead the process to develop a shared Parks Master Plan. That process has included drafting the Scope of Work and associated Request for Proposals, working with the District to choose a contractor, and will include managing the work of the consultant team in the development of the Parks Master Plan, and coordinate the adoption of the Park Master Plan by both the City and District.

3. Cost Sharing

The City will accept responsibility for the cost of the development and adoption of the Parks Master Plan with the following identified items to be shared: Task 8 Operations Assessment will be shared equally, and Task 9 Market Assessment will be shared 1/3 by the City and 2/3 by the District.

4. Termination

This Intergovernmental Agreement may be terminated by either party giving ninety (90) days prior written notice to the other party.

5. Notice

Any notice required by or given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the other party or by certified mail, return receipt requested, addressed to a party at the following addresses:

City of Boardman
Post Office Box 229
Boardman, Oregon 97818

Boardman Park and Recreation District
Post Office Box 8
Boardman, Oregon 97818

Either party may change its address provided herein by giving notice of the change in accordance with this paragraph.

6. Applicable Law

This Intergovernmental Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

7. Waiver

Waiver of either party of strict performance of any provision of this Intergovernmental Agreement shall not be a waiver of or prejudice the party's right to require strict

performance of the same provision in the future or any other provision.

8. Modification

This Intergovernmental Agreement may not be amended or modified except by written agreement executed by the parties.

9. Entire Agreement and Amendment

This document is the entire, final and complete agreement between City and District regarding the subject matter contained in it and supersedes and replaces all prior or existing written and oral agreements between the City and District concerning the subject matter including the 2023 IGA. No amendment to this Intergovernmental Agreement shall be effective unless first reduced to writing and signed by the parties.

10. Severability

The parties agree that if any term or provision of this Intergovernmental Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining provisions shall not be affected.

11. Attorney Fees

If litigation between the parties is initiated arising directly or indirectly out of this Intergovernmental Agreement, the losing party shall pay to the prevailing party the prevailing party's attorney fees and court costs as determined by the court at trial, or any appeal therefrom.

12. Counterparts

This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

IN WITNESS WHEREOF, the parties to this Intergovernmental Agreement have caused it to be executed by their duly appointed officers as of the date of their signatures.

[Signature page follows]

Boardman Park & Recreation District

By: _____ Date: _____
Chief Executive Officer

City of Boardman

By: _____ Date: _____
City Manager



Missing Middle Housing Fund

CEO

Nathan Wildfire

April 1, 2025

Coms & Mktg

Amy Snyder

Brandon Hammond

City Manager, City of Boardman

Via Email: hammondb@cityofboardman.com

RE Development

Ryan Olsen

Finance

Kelli Bagby

Bethany Lashbrook

Dear Brandon,

Thank you for the opportunity to submit this Statement of Qualifications in support of the Boardman Housing Initiative. We are eager to roll up our sleeves with your team and accelerate workforce housing development and tools that will serve as models for the rest of the state.

Contract

Design Partner

Iris Design Group

President

Jeff Gaus

Please find enclosed a Scope of Work (SOW) and summary of work tasks, budget, and team member qualifications for the Missing Middle Housing Fund's (MMHF) proposal.

Secretary

Abisha Stone

Brandon, we look forward to answering any questions you might have. The need for housing in Boardman is acute, but the stakeholders and resources you have assembled are a credit to City leadership and the commitment of your partners. Thank you for the collaboration and vision, and for working with us in 2024.

Treasurer

Peter Clarke

Working Advisor

Charles Voloshin

Sincerely,

Advisors

Lindsay Nelson

Alana

Mongkhounsavath

Miguel Higgins

Moy

Nathan Wildfire

CEO

MMHF

HOUSING BIG PICTURE

Boardman’s housing production, like almost every city in Oregon, has not kept up with demand, placing tremendous economic stress on residents, employers, and civic leaders. Boardman’s lack of workforce housing is leading to higher housing costs, preventing its citizens and economy from reaching their full potential.

Over the course of 2024, the Missing Middle Housing Fund (MMHF) was hired by the City of Boardman to investigate Boardman’s housing needs, educate key stakeholders like employers, City staff, and City Council, and facilitate a housing solutions summit for Boardman stakeholders last August 6, 2024. Titled “[Let’s Build Boardman](#),” the all-day workshop generated six recommended action plans, including the establishment of a revolving investment fund to support housing production and innovation. The MMHF is pleased to see Boardman now formally launching this Fund and is excited to continue our relationship with the many stakeholders we have met.

Housing is the largest check almost every Oregon household writes every month, whether for rent or for mortgage. A stable, affordable home enables Oregonians to invest in their educations, start businesses, and move up career ladders, and create inter-generational wealth. *Every* traded sector relies on a supply of workforce housing near economic opportunity. Limited access to workforce housing is the most significant barrier to hiring, growth, and economic vitality.

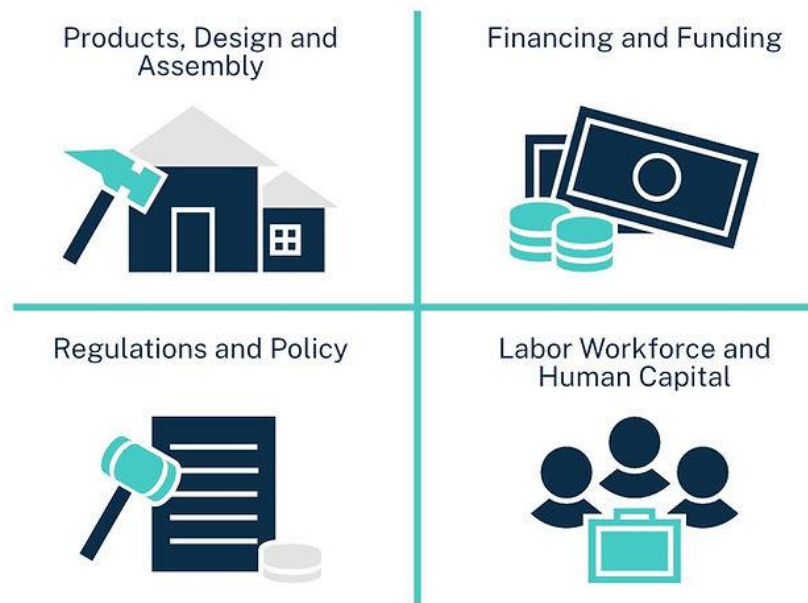
As a state, we have under-produced every kind of housing for years, and especially workforce housing targeted to middle income earners. The consequences of underproduction include:

- Increased housing costs, which impact those with lower incomes the most
- An imbalance between housing supply and demand, which prevents communities from growing to their full potential
- Slower employer growth since potential hires cannot find or afford places to live near economic opportunity
- Supply-driven housing cost-burdens, which impact rural communities, people of color, and immigrants disproportionately

The obstacles to workforce housing production are well known, and generally fall into four categories:

1. High material, design, and assembly costs
2. High labor costs due to skilled labor shortages
3. Restrictive, confusing, and geographically unique regulatory and policy environments, which includes “shovel ready” land availability
4. Lack of simple appropriately scaled financing options

Broadly speaking, we understand Boardman’s goal in launching this Fund is to engage local capacity and leadership, align employers, and leverage assets like capital, land, and innovation to change how workforce housing is prioritized and created in Boardman – and ultimately build housing.



Building housing for less time and cost requires innovation and integration across these four usually disconnected components. That's the MMHF's specialty. And Boardman has some unique enabling factors for this work. The **ONLY** way to change the status quo is for those disconnected parts of the ecosystem to collaborate and think radically differently.

Over the last year, the MMHF learned from over 100 stakeholder interviews, meetings with staff, and our Let's Build event that Boardman (and, more broadly Morrow County) desperately need workforce housing. Boardman's largest employers have recently shared many of their challenges in hiring and retaining skilled workers. Like most of the state, Boardman:

- Lacks sufficient housing to support economic growth
- Lacks enough housing at middle-income price points
- Is constrained by the same usual challenges: land availability, material and labor costs, regulatory hurdles, and access to innovative financing specifically for workforce housing and "out-of-the-box" innovation.

Unlike the rest of the state, however, Boardman has unique assets:

- The largest employers and civic institutions at the table, thanks to City leadership
- City leadership motivated to think outside-the-box, putting resources like this \$1M revolving Fund on the table
- A booming economy, driven in part by a best-in-class Port and industry partners

The MMHF proposes to first guide the newly established Housing Committee in setting up the Fund; and second, help identify and lead projects to collectively increase housing production in Boardman. Ultimately, Boardman will serve as a guide for the rest of the state as it creates systems change, supports innovation, and builds housing the Boardman community will be proud of.

SCOPE OF WORK

The MMHF recommends the following tasks as soon as both parties sign a contract:

1. Create a strong Fund framework – *“get the Fund up and running”*
 - Identify what problems you are trying to solve, articulate goals, and establish protocols
 - Create standardize government policy and governance
 - Build awareness of best practice models for other funds
 - Create a process to identify potential projects/partners/resources and choose initial projects
2. Implementation: fund projects to both change systems, AND support housing development
 - Hire external capacity to augment Housing Committee and City staff capacity to accomplish the goals of the Housing Committee and manage the Fund
 - Identify, review, and support projects that reduce the time and cost to build housing and/or give strategic direction and education to the rest of City government and broader Boardman stakeholders
 - Work with housing professionals to support housing creation
 - Provide ongoing assistance to the Housing Committee to identify additional capital and partners for the Housing Committee’s initiatives

Tasks

Task	Timeline
Host 3 Housing Committee meetings; meet with each committee member individually; meet multiple times with City staff to: <ul style="list-style-type: none"> • Determine goals and parameters for the Fund • Review models and best practices • Create protocols for the use of funds • Standardize governance and policy • Create policy documents for goals, parameters, protocols, and governance 	May - June
Create a process to identify potential projects, partners, and resources and then choose first projects/investments (evaluate options like RFP, direct solicitation, advance City priorities first, etc.). MMHF will work directly with the Housing Committee and City staff to identify first potential projects and the mechanisms to support them. These could include projects to address systemic barriers and/or actual housing development projects.	June - July
Work with the Committee and City Staff to create a system to track Funds; provide consistent reporting to important stakeholders; and create consistent messaging for City stakeholders, all on an ongoing basis	ASAP



Work on behalf of the Housing Committee to continually source project/investment ideas, present to the Committee, and then provide capacity to support project implementation on an ongoing basis.	ASAP
Work with the Housing Committee and Staff to expand capital and partnership resources for projects	August onward

Budget Narrative/Payment Schedule/Milestones:

- MMHF proposes a monthly fee of \$5,000 to provide the services identified above on an ongoing basis.

QUALIFICATIONS

The [Missing Middle Housing Fund](#) is an Oregon-based statewide 501c3 nonprofit dedicated to solving the housing underproduction crisis. We are a catalyst that focuses on:

- Reducing or eliminating barriers that increase the time and cost to create housing
- Introducing innovation into the marketplace in policy, financing, labor and design, products, and assembly

Over the past 4+ years, we have worked with hundreds of developers, community leaders, contractors, financiers, government officials, workforce professionals, and housing innovators across Oregon and beyond.

Demonstrated experience advising fund creation and management

In the Fall of 2023, MMHF took over management of a \$3M revolving investment fund on behalf of the largest employers in Newberg, OR. The dollars were raised through the efforts of the Strategic Economic Development Corporation (SEDCOR) and Oregon Representative Anna Scharf. The Workforce Housing Investment Fund's (WHIF-Newberg) purpose is to reduce systemic barriers to middle income housing production in Newberg, and to introduce housing innovation into the marketplace while building new housing. MMHF does the following on behalf of the WHIF Newberg:

- Manages a Fund Advisory Committee, which sets goals, parameters for investment, and reviews investment/project proposals
- Provides oversight and accounting services for the Fund, tracking milestones, disbursements, investment returns, and contracts.
- Source investment and project ideas and brings them to the Committee for review
- Works with partners to implement the projects supported by the Fund

To date, the WHIF-Newberg has:

- Invested in two companies (HumanKind Homes and Unbrick) to build their first housing prototypes in Newberg



- Invested in predevelopment work for a cottage cluster development of for-sale homes that will showcase at least 3 different build and financing innovations; and will feature a three weekend long exhibition in the Fall of 2025 to display up to 20 additional build innovations.
- Led an 11 jurisdiction (every city in Yamhill County, and the County itself) zoning code digitization effort with private company UrbanForm – the first of its kind in the county – in an effort to support faster, higher quality zoning permit applications. The project is complete.
- Led an education process for Newberg’s six largest employers about how they can use their capital, land, and political standing to promote housing development and innovation in Newberg. Multiple employers are now seriously considering pre-leasing, co-investing, and contributing land to innovative housing projects.

In addition to our work in Newberg, the MMHF is also:

- Assisting South Coast Regional Housing, which represents the communities of Coos and Curry Counties, in creating a similar revolving investment fund based off the success of WHIF-Newberg. MMHF is providing technical capacity to the Working Group launched to eventually oversee this fund.
- Working on a collaborative proposal with Coos Bay and Lincoln City to provide support to rural Oregon communities to access and take advantage of the State’s new Middle Housing Revolving Loan Fund.
- Having conversations with COLPAC (the Economic Development District/EDD that supports northwest Oregon) about creating a for-profit fund to support land development.

Demonstrated experience identifying barriers to housing production

The MMHF has spent the last 5 years identifying barriers to housing production, and generally puts them in the following four categories:

- **Policy/Regulations/Red-tape** –adds time, uncertainty, and cost
- **Labor/Workforce** – construction worker, front line planning staff, and contractor shortages contribute to higher cost estimates and time to completion, especially in rural areas
- **Financing/Funding** – no commercial loan exists for middle income housing, and there are precious few dollars to fund housing innovation of any kind
- **Design/Materials/Assembly** – new ideas have trouble getting funding, permits, and people who are willing to build with new technology

In local jurisdictions, we identify these barriers through collaborative processes that include:

- **Centering local employers:** We survey employers about their needs and the needs of their employees, since we know housing cost and availability is now the most significant barrier to hiring and retaining workers. We also do employer round tables everywhere we work, including in Boardman during the Spring of 2024.
- **Workforce Housing Summits and Workshops:** Titled “Let’s Build” events, we run six hour workshops that welcome developers, contractors, housing innovators, finance professionals, elected officials, government staff, economic development stakeholders, and more to identify key barriers in local jurisdictions, and then create action plans to address them via working groups. To date, we have held Let’s Build events in:
 - Spring 2022 Portland, OR ~ 40 attendees

- Spring 2023 Newberg, OR ~ 45 attendees
- Spring 2023 Bend, OR ~ 75 attendees
- Spring 2024 Portland, OR ~ 60 attendees
- Summer 2024 Boardman, OR ~ 85 attendees
- This Spring, we will host:
 - April 2025 - “Let’s Build Mid-Valley” for Polk, Marion, and Yamhill Counties with partnership from the Mid-Willamette Council of Governments (MWVCOG) and SEDCOR
 - June 2025 - “Let’s Build Oregon,” a housing innovation trade show for the entire state, featuring innovators from across the country
 - August 2025 – “Let’s Build South Coast” for Coos and Curry Counties
- Critically, in EVERY jurisdiction we work, we partner with a local organization as “boots on the ground.” While barriers to housing are similar across geographies, each place has local culture, actors, and resource realities that local partners know best. Some of those include:
 - Yamhill, Polk, and Marion Counties – both SEDCOR and MWVCOG
 - Bend – Bend Chamber of Commerce
 - Coos and Curry Counties – CCD and South Coast Regional Housing
 - NW Oregon – COLPAC
 - Boardman – City Government
 - Douglas County – CCD and Umpqua Economic Development Partners

Demonstrated experience introducing innovations to jurisdictions with limited capacity

To date, most of the MMHF’s work has been in smaller, rural communities with limited capacity. These include:

- Boardman, 2024: Consensus building, research, employer engagement, education, a Let’s Build Summit, presentations, and helping to launch efforts for a revolving investment fund
- Newberg, 2023-present: Consensus building, launching a revolving investment fund, multiple investments in innovation companies building in Newberg, introducing new land development models, employer engagement, many presentations to stakeholder groups about innovation, partnership building
- Yamhill County, 2024-2025: Launch of the nation’s first county-wide zoning digitization project, working with 11 jurisdictions
- Polk, Marion Counties, 2025: Employer engagement, organizing a Let’s Build summit, and bringing innovation companies to more communities
- Coos Bay, 2025: Consensus building, launching a revolving investment fund, coordinating innovation companies to deploy innovations, introducing new land development models, employer engagement, many presentations to stakeholder groups about innovation, partnership building, standing up innovation working groups with core stakeholder groups
- Statewide, 2025: Working on a model to provide assistance to smaller communities to access statewide revolving loan funds for middle income and innovation-based housing development

Demonstrated experience working with housing innovators who prioritize middle housing

MMHF facilitates innovation pilot projects by providing resources, support, and real-world applications for entrepreneurs to advance innovations that reduce the time and cost to build. A short sample of this work includes:

- [HumanKind Homes](#): Direct investment, mentorship, partnership building, and assistance bringing their first product to market, which will be workforce units in Newberg, OR made of fire resistant, zero emissions, geopolymers concrete.
- [UnbrickUSA](#): Direct investment, mentorship, partnership building, and assistance bringing their first product to market in the United States, which will be middle income units deployed across rural Oregon made of cross laminated timber.
- [UrbanForm](#): Assembling grant funding to deploy their zoning code digitization and access product to all 11 jurisdictions in Yamhill County, the first project of its kind nationally; and now expanding to 3 communities in Coos County and 3 communities in Polk County.
- [Charitable Partnership Fund](#): Working on a collaborative project to bring technical assistance to rural communities to help them access financing for middle housing.
- [Alphaledger](#): Bringing their innovation to fund small-community infrastructure to potential partners state-wide. We helped introduce them to the State Treasury, who now partners with them on bonding projects.
- [Autodesk](#): Close partner on their R&D residency team, which connects innovation companies globally with each other. Autodesk has sponsored multiple Let's Build events, and will be the primary sponsor Let's Build Oregon. They create the manufacturing and construction software of the future.
- [Cedar Stone](#), [Freres Engineered Wood](#), [Tallwood Design Institute](#), [MODSPDX](#), and more: Working with multiple mass timber and cross laminated timber manufacturers and developers to deploy their products across Oregon.
- [Elemental](#): Considering an investment in a steel frame modular company to deploy their first middle income housing units in Oregon.

Familiarity with Boardman's housing needs, challenges, and political landscape

In 2024, the MMHF worked directly with the City of Boardman, reporting to City Manager Brandon Hammond to:

- Research Boardman's housing production, challenges, and stakeholders: We interviewed over 30 different stakeholders and held two stakeholder roundtables in order to better understand Boardman's housing landscape. Participants included but aren't limited to:

Michael Graham, Tillamook	John Doherty, Heppner	Jamie Stewart, Tillamook
Carla McLane, City Planner	Aaron Palmquist, Irrigon	Rick Stokoe, Police Chief
Matt Jensen, County Admin	Daisy Goebel, County	Leslie Pierson, Realtor
Jeff Wendler, 3 Mile Canyon	George Shimer, Parks&Rec	Robert Echenrode, UEC
Amanda Mickles, City Clerk	Ethan Salas, Council	Katrina Ward, UEC








Brandon Hammond, City Mgr	Brenda Profitt, Council	Mayor Paul Keefer
Debbie Radie, Boardman Foods	Cristina Cuevas, Council	Mike Lees, Anderson Perry
Heather Baumgarner, Council	Richard Rockwell, Council	Torrie Griggs, Chamber
John Wilson, Beef Northwest	Karen Pettigrew, Council	Carmen Mendoza, Realtor
Lisa Mittelsdorf, Port	Anna Brown, Port	Angie Sullivan, Landwise

- Build consensus and educate stakeholders: We presented to City Council multiple times on our findings about housing needs, the marketplace, barriers, and opportunities.
- Plan and facilitate the August 6, 2024 Let's Build Summit in Boardman: Over the course of 6 hours, MMHF introduced housing innovation concepts and the importance of middle income housing to 84 attendees who developed Action Plans to solve housing underproduction – one of which was to launch a revolving investment fund.
- Helped to launch efforts for a revolving investment fund: MMHF worked with City stakeholders to introduce the concept of a revolving investment fund, made presentations to the City Council, and has spoken to every member of the Housing Advisory Committee.

THE MMHF TEAM and IRIS DESIGN GROUP

The MMHF has the experience to deliver on the goals and tasks identified in the Request for Qualifications, and is partnering on the submission with the Iris Design Group to further bring capacity to the team. Over the course of the past year, it has become clear that so much of Boardman's housing needs are tied to the lack of a development master plan, AND the need for specific site planning across the city. Iris Design Group is partnering to bring that capability in-house for the MMHF on a "as needed" basis. MMHF plans to contract directly with Iris Design Group for design and planning expertise where identified by the Housing Advisory Committee on a contract/case-by-case basis. Their fee is not included in this proposal since their tasks will be discrete and project-based as need arises, and as recommended for approval by the Committee.

	<p>Nathan Wildfire, CEO: Primary point of contact, project lead Nathan is the co-founder of MMHF and has worked on all of the projects listed in this Proposal. He has a 20+ year background in community development and managing investment funds on behalf of nonprofits, a city government, and the State of Oregon.</p>
	<p>Amy Snyder, Mkt/Coms: Facilitation, event preparation, communications, project management assistance Amy has led most of MMHF's event planning, Advisory Group coordination, and communications for the last two years. She has a deep background in corporate marketing and branding, including for a large production home builder.</p>
	<p>Ryan Olsen, Real Estate Development and Innovation Ryan has been a real estate developer for over 30 years, creating thousands of housing units in Oregon. Additionally, he is the founder of Quantum Assembly, a former steel frame modular company based in Portland. He advises our portfolio companies.</p>
	<p>Kelli Bagby, Finance: Financial tool review and operationalization Kelli is the founder and CEO of Truly Accounting, which provides all bookkeeping and financial tracking services for MMHF, including our work for the Newberg Workforce Housing Investment Fund. She creates tools to easily understand our portfolio of investments.</p>
	<p>Bethany Lashbrook, Finance: Bookkeeping Bethany is our contracted accountant with Truly Accounting who has managed the books for the WHIF-Newberg fund since its inception.</p>

	<p>Gary Reddick, Iris Design Group: Master planning, design</p> <p>Gary will join our team on an “as needed” basis, pending contract approval from the Housing Advisory Committee. He brings almost 50 years of design experience in communities large and small across the globe. He will fill the role of site design, leading design charrettes, and assisting with architecture planning where needed. His resume is included for reference.</p>
	<p>Jeff Gaus, Board President: High level connection to state and federal funding sources</p> <p>Jeff is a co-founder of MMHF. As Board President, we call on him when getting to high level stakeholders is needed. He is a connector and catalyst throughout Oregon and beyond.</p>

NOTE: Depending on the complexity of the project, the MMHF may bring on additional team members to assist with the approval of the City of Boardman.

Nate Wildfire

March 30, 2025

RE: BOARDMAN RFQ

Dear Nate,

I wanted this letter to you, and intended as well for the folks in Boardman, to hear from me directly about the pending opportunity. First, I am honored by our collaboration. At this stage of my career, like you, I am focused on delivering dignified and thoughtful places to live for our workforce populations.

As I was revisiting my resume a couple of days ago, a couple of things stood out. One, I've had a lot of fun and satisfaction doing master plans, urban design and architecture over many years, much of it as very large projects far from home. Two, a resume doesn't communicate the priceless connections made with a particular community and the people who live there. The shared humanity in these places became my fuel for only wanting to get down where people lived, and to have a chance to improve their living condition, whether it has been in China or Dubai or Minot, North Dakota or McMinnville, Oregon. My discovery has been, at a most basic level, we all want the same thing. We want to be close to our friends, in a place of safety and dignity. And when you understand that, and you design as if you are going to live there, great places happen. And the ultimate gift is given in the form of lifelong friendships.

Back in the years 2010-2018 North Dakota was experiencing a huge oil boom in the Bakken Oil Region of western North Dakota. Some small towns were doubling in size in less than a year. I was invited into this supercharged place to help solve some of their housing crisis. I was working on the ground there, for half of my time between 2012-2016, in small towns of less than 25,000 population. I was invited to work with the people of Dickinson, North Dakota on a revitalization plan for their city and it brought me into frequent contact with private citizens and public officials, especially the city manager and city council. I was there enough to be greeted all over town and developed a number of friendships. One of those was a city council member, Carson Steiner. We developed a lasting friendship. Carson is retired now, living at the lake, but every year, out of the blue, I'll get a call from him, to ask "How am I doing".

My affection for working in small towns is real. I trace that back to my upbringing in Baker, Oregon. I love the sustaining virtues of a village. Even when I've been master planning very large projects, in my mind, I break it down to many smaller parts, so that each of the parts become personalized for the eventual user.

I've seen a lot, and unfortunately one of the things I see, is that most communities just grew.....untethered to any thoughtful framework or comprehensive masterplan. A city, ultimately, "gets what they want, or gets what they get". I'm encouraged that Boardman will get the City of Boardman they want.

All My Best

Gary



Gary Reddick is a recognized expert in urban planning and smart growth. He has dedicated his career to helping build quality architecture and increase the livability of communities throughout the United States, Southeast Asia, and the Middle East. He has led the design on all of the featured projects in China and Vietnam and led a multi-national team for the Dubai Creekfront Redevelopment. He has used his passion for creating great communities to position IRIS as a leader in urban infill design and mixed-use urban development. Gary and the firms' projects have been featured in numerous publications; including Commence Magazine, the Urban Land Institute (ULI) Magazine, the Oregonian, Architectural record, Daily Journal of Commerce, Multi-housing news, and Business Week. Gary has received numerous local, residential, and national awards from the American Institute of Architecture (A.I.A.), and the Congress of New Urbanism (C.N.U.).

EXPERIENCE

49 years

EDUCATION

Bachelor of Architecture
(University of Oregon)

AFFILIATIONS

American Institute of
Architects, Portland
Chapter, President 1984

Architecture Foundation of
Oregon, President, 2004
and 2005

ACADEMIC/TEACHING EXPERIENCE

Adjunct Professor, Guest
Lecturer, University of
Oregon

Teacher for summer
session courses on smart
growth and livability,
Harvard University
Graduate School of Design

Adjunct Professor, Guest
Lecturer, Portland State
University

Guest Lecturer at
numerous colleges and
universities

Selected Project Experience

Eagle Landing; Happy Valley, OR

Project Designer—In 2020, a Master Plan was approved for a 38-acre Mixed-Use community in Happy Valley. This space was designed where people can live, work, shop, and worship in a pedestrian-oriented community. The Master Plan was approved for 2.1 million sf of phased development offering retail professional offices, both rental and for sale residential, a Civic Center and Auditorium, hotels, and a church. Located throughout the site are easily accessible parking for 5,000 vehicles. Phase one construction will begin in September of 2022, occupying the middle one-third of the Master Plan, and will include uses totaling 800,000 sf of construction.

Phoenix Town; Linyi City, China

Principal in Charge of Design/Designer—Phoenix Town is a new master-planned community position at the convergence of 2 rivers in Linyi City, China. Gary developed the early concepts during several on-site charrettes and presented his final master plan to the press at the groundbreaking ceremony in 2007. The team completed design for the retail village, 5-star hotel, and condominiums. The project consists of more than 20 high-rise residential towers totaling 5.5 million square feet; 1 million square feet of low-rise residential; 500,000 square feet of 5-star hotel and hotel-condo; and 350,000 square feet of village retail and preschool. The two podium levels in the hotel consists of guest services including restaurants, spa, and meeting rooms.

Qingdao Lakes; Qingdao, China

Principal in Charge of Design/Designer—Gary led the design charrette and development of a detailed master plan for a land area of 918 hectares (2,267 acres), stretching over 2 1/2 miles; the master plan illustrated a mixed-use development of 23 million square feet. Project elements included a visitor center, central retail village and residential development, hotel and conference center with retail component, golf course and clubhouse, resort hotel with waterfront cottages, apartment lagoon, kindergarten, wetlands and bird sanctuary and neighborhood park.

Dubai Creekfront Redevelopment with 5-Star Hotel; Dubai, U.A.E.

Principal in Charge of Design/Designer—Gary collaborated with an international and technical team to plan and design a cultural and heritage destination comprising both sides of Dubai Creek for 1-1/2 miles through the historic center of Dubai. The project consists of 143 separate buildings including retail, residential, hospitality, cultural, and entertainment uses, connected by a network of public spaces, covered "souks", and marinas. Parking garages, parking access, and vertical circulation were designed to accommodate 12,000 cars in 2 levels for the entire length of the redevelopment. In January 2008, the government mandated that all future buildings would achieve LEED Gold Certification (US Green Building Council designation) and Gary was in charge of this separate contract and to assist the United Arab Emirates to draft the

Gary Reddick, AIA
Architect, Director of Design

"Emirates Green Building Council" documents, establishing the local criteria for LEED status. In 2009, Dubai Creek Redevelopment was considered the world's largest LEED certified project.

Harbin Urban Village; Harbin, China

Principal in Charge of Design/Designer—Gary designed the new community master plan and all commercial, retail, and hotel structures for a new 325-acre urban community featuring retail clusters, low-, mid-, and high-rise residential towers, school with athletic fields, a 5-story shopping mall, and a 22-story 5-star hotel.

Additional Selected Project Experience By Type:

Master Planning

Eagle Landing Village – Happy Valley, OR
 Beaverton City Center Master Plan - Beaverton, OR
 Kahneeta Gaming Center - Warm Springs, OR
 Carruthers Crossing Light Rail Workshops - Portland, OR
 Quinton Block Master Plan- Seattle, WA
 Kirkland Downtown Development- Kirkland, WA
 Mt. Rainer Resort Planning – Mt. Rainier, Washington
 Lake Oswego Town Center Master Plan – Lake Oswego, OR
 Light Rail Planning Workshops - Seattle, WA
 Lakeview Village Mixed-use - Lake Oswego, OR
 City of Hue Urban Village – Hue, Vietnam
 Paradise Valley Master Plan – Nha Trang, Vietnam
 Lu Zhou Park Master Plan, 1,000 acres - Chengdu, China
 Peking University Science Park - Beijing, China
 Guangzhou Lakes Master Plan - Guangzhou, China
 Huayuan Village - Chengdu, China
 Yangzhou Master Plan - China
 Tianjin Villas, 400 acres - China
 Tai-an Retail Village – Tai-an, China
 Qingdao Lakes, 920 hectares - Qingdao, China
 Harbin Village - Harbin, China
 Jinan Olympic Plaza Office Village - Jinan, China
 Jing Yu Riverside Master Plan - Beijing, China
 Commodities Exchange Center - China
 Tianjin Farms, 750 acres – China
 Guangzhou Hillside Master Plan, 300 acres – China
 Sichuan Evergreen, 175 acres – China
 Seven Seas, 1,800 acres – China
 Panlong Lake, 1,350 acres – China
 Sawari Residential/Hotel Towers – Saudi Arabia
 Design Competition for Tower Project – HCMC, Vietnam
 Dubai Creekside Redevelopment – Dubai, United Arab Emirates

Morrow County School District's Board of Directors has voted to place a General Obligation Bond for the district on the May 2025 ballot - Measure 25-104.

We are requesting your public support in helping to inform voters about Bond Measure 25-104. Ways to offer support could include writing a letter of support and submitting it to the local papers, allowing us to post your letter on our website or sharing our posts on your social media accounts.

Placing the bond on the ballot follows a year of work by the district's Community Bond Advisory Committee (CBAC), which presented their final bond recommendation to the board in January. The CBAC's work included comprehensive reviews of all MCSD schools and facilities that were conducted by certified assessors from the Oregon Department of Education. CBAC members reviewed these facility assessments, toured buildings with school principals, reviewed bond financial options and prioritized projects. The CBAC pointed out that their proposed projects do not cover the total facility needs of the district; these projects are the most crucial ones right now. The public was able to provide feedback about the draft recommendations for several weeks in November and December.

Proposed bond projects include:

Irrigon Jr/Sr High School (built 1978) – due to severity of structural issues, replace school to provide modern educational environment for students

Riverside Jr/Sr High School (built 1968) – remodel and build addition for more classroom space & gym to support future enrollment

Heppner Jr/Sr High School (built 1962 with later additions/remodels); **Heppner Elementary** (built 1954 with later additions/remodels) – remodel Jr/Sr High to become a K-12 campus with thoughtful grade level separation, resulting in operational savings and safer location for elementary students

Sam Boardman Elementary - make parking/traffic flow improvements including dedicated bus loop for safety

District-wide -- make security & safety improvements including secure main entry, cameras & door access control at A.C. Houghton Elementary, Irrigon Elementary, Morrow Education Center, and Windy River Elementary

The district qualified for a matching grant of \$6 million from the Oregon School Capital Improvement Matching Program (OSCIM). This grant would be provided if the proposed bond is approved by Morrow County voters in May.

The amount of the proposed bond is \$204.4 million. The estimated bond rate would be \$2.99 per \$1,000 assessed value and the bond would be for 20 years. Taxpayers in Morrow County School District are not currently paying for a school district bond nor levy. The last general obligation bond was passed in 2001 and expired in 2021. The last operating levy (which was not for facility construction or upgrades) passed in 2012 and expired in 2016.

According to county tax records, in Morrow County industrial and utility companies pay approximately 72% of the taxes on assessed property values due to the amount of property they own. The Morrow County School Board and CBAC feel that the current situation for funding projects in Morrow County is a positive one for individual taxpayers because a majority of the current tax base is companies.

Morrow County School District is currently running an information campaign to inform stakeholders about the scope of the bond, its costs and what it will mean for the success of students in the district.

The best place to find updated information about the bond is on the website page at mcsdbond.org. Or you can email bondinfo@morrowsd.org or contact the District Office at 541-676-5705.

We appreciate your consideration in supporting our bond efforts and hope you will reach out with questions or access the resources above.

Respectfully submitted,

Morrow County School Board members

Becky Kindle

Richard Cole, Chair

Brian Kollman, Vice-Chair

Rosie Delgado

Ashley Lindsay

Erin Anderson

Mary Killion



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									
Calls for Service	163	136	180	199									
Officer Initiated Incidents	282	268	253	312									
Traffic stops	157	131	126	174									
Other OIA Incidents	125	137	127	138									
Bus/Building Checks	7	14	13	14									
Veh/Ped check	59	81	70	79									
Total Officer Reports	51	43	47	51									
CIS Converstion	0	0	0	0									
Crash	3	2	0	1									
Felony	7	3	4	5									
Information Case	17	15	13	22									
Misdemeanor	18	16	21	15									
Violation	0	0	1	0									
Voided	3	2	1	1									
Unclaissified Reports	3	5	6	7									
Total Misdemeanor & Felony Arrest	18	10	22	14									
Misdemeanor Arrests	14	9	15	10									
Felony Arrests	4	1	7	4									
Total Citations	17	27	26	40									
Code	0	0	0	0									
Criminal	7	2	0	3									
Violation	16	25	26	37									
Unclassified	0	0	0	0									
FI's	1	1	1	1									

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,.

	Mar 28 to Apr 22	Apr 23 to May 22	May 23 to June 22	June 23 to July 22	July 23 to Aug 22	Aug 23 to Sept 22	Sept 23 to Oct 22	Oct 22 to Nov 22	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	Totals
2024 - 2025														
Total Permits Sold	33	28	39	42	46	80	67	142	66	28	27	40	100	856
Boardman														
Permits Sold	7	14	21	26	23	36	28	29	14	11	7	7	14	237
Manufactured Placement Permit	0	1	1	0	1	0	0	1	0	0	0	0	1	5
New Home Construction	0	1	5	5	7	11	5	6	4	4	1	3	3	55
Multi Family Units	0	0	0	0	0	0	4	0	0	0	0	0	0	4
Morrow County (Excludes 97818)														
Permits Sold	8	0	10	7	10	33	10	22	13	8	3	5	12	141
Manufactured Placement Permit	0	0	0	0	0	0	1	1	1	0	0	0	1	4
New Home Construction	1	0	1	0	0	0	1	2	0	3	0	1	0	9
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Morrow County - 97818														
Permits Sold	33	44	34	11	15	1	10	54	36	1	8	9	50	306
Manufactured Placement Permit	0	0	1	0	0	0	1	0	0	0	0	0	0	2
New Home Construction	0	0	1	0	0	0	0	0	0	0	0	0	2	3
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Irrigon														
Permits Sold	2	3	4	0	1	7	2	15	1	1	3	5	7	51
Manufactured Placement Permit	0	0	1	0	0	0	0	0	0	0	0	0	0	1
New Home Construction	0	2	0	0	0	2	0	0	0	0	0	0	4	8
Multi - Family (units)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
State Electrical	4	1	0	0	3	4	3	13	1	1	0	1	1	32
Gilliam County														
Permits Sold	16	11	4	9	12	4	14	9	1	6	6	13	16	121
Manufactured Placement Permit	2	1	1	2	1	0	0	0	0	0	0	0	1	8
New Home Construction	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Multi - Family (units)	0	6	0	0	0	0	0	0	0	0	0	0	0	6

Public Works Department Report

Staffing & Training

- Hired a new Public Works employee
 - Provided CIS training to new hire
 - Initiated CDL training for staff
 - Started internship program with a high school student
-

Operations & Maintenance

- Troubleshoot operational issues at Lift Stations 1, 2, and 3
 - Continued troubleshooting on the new pump station and chlorine system
 - Performed maintenance and service on the vac truck, including fan repair
 - Serviced four police vehicles and the PD Hummer
 - Moved all materials out of the old Public Works shop
 - Completed sidewalk inspection and water pressure test inspections on Kunze and Yates Lane
 - Addressed water leaks at the Lagoon and Olive Ct
 - Re-energized the irrigation system around city parks
 - Added salt in the brine tank
 - Moved the sodium hypochlorite generator to the lagoon
-

City Parks and landscaping

- Repaired potholes throughout the city
 - Sprayed weeds citywide
 - Removed benches at the city park
 - Painted the pavilion and picnic tables
 - Opened and cleaned park restrooms
 - Planted bushes at Collector 3
 - Removed bushes and trees along SW Front and SE Front Streets
 - Poured a 4x12 concrete slab
 - Re-energized lagoon irrigation for Circle 52
-

Projects & Installations

- Installed multiple smart points throughout the city (67)
 - Installed new meters around the city (7)
 - GIS mapping completed on Kunze and Yates Lane
-

Sampling & Compliance

- Collected water and wastewater samples for OSU, DEQ, and OHA
-

Conferences & Development

- Luis Campos and Juan Cambero attended a four-day conference for continued education and networking

MEMORANDUM

To: Mayor Keefer and members of the City Council
 Cc: Brandon Hammond, City Manager
 From: Carla McLane, Planning Official
 Date: April 29, 2025
 RE: Planning Department Monthly Update

Strategic Planning Program: We are in the thick of it, for sure. Various PAC meetings continue with the Parks Master Plan process wrapping up this July, the Economic Opportunities Analysis concluding by September, and the Transportation System Plan being finalized by Christmas. I share this with you to let you know that there will be several adoption processes coming your way over the next six to eight months. You can follow all of this at [this location](#) on the City’s website.

- Transportation System Plan (TSP):** The TSP consultant team continues to be busy in the background working on the next Technical Memorandum. The next TSP PAC meeting is scheduled for the morning of May 13. You can follow the TSP Update and the PAC [here](#).
- Economic Opportunity Analysis (EOA):** We have had the first EOA PAC with the next one scheduled for the afternoon of May 5. You can follow the EOA PAC [here](#).
- Housing Needs Analysis (HNA):** This activity continues to be on hold for a bit longer. A recent conversation with staff at the Department of Land Conservation and Development tells me that we should be able to kick this off in January 2026 which is good news. It originally looked like it might be late 2026 before we could get started. I will be asking for the HNA PAC to be appointed sometime in the next couple of months to do some preliminary work related to the Buildable Lands Inventory that is being done connected to the EOA that will also look at residential lands.
- Parks Master Plan (PMP):** This project is moving fast. Some changes have been made to both the Park Design and Park Naming projects with only the Park Naming happening in the near term. Park Design will be incorporated into follow-up work. You can follow the PMP PAC [here](#).
- Boardman Development Code (BDC) and Comprehensive Plan (CP):** A community outreach activity is scheduled for this coming Saturday, May 3, with the next PAC meeting in early June. You can follow the CP/BDC PAC [here](#).
- System Development Charge (SDC) Update:** This remains in a bit of a holding pattern as other projects are getting underway. Once we have the Parks Master Plan and

Transportation System Plan adopted, we will have the necessary inputs to complete this project.

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

- **Boardman Municipal Code (BMC):**
 - Addressing Ordinance: Work continues at the staff level.
 - Business License Ordinance: Work continues at the staff level.
 - Shipping Containers: Work continues at the staff level.
- **Tower Road:** We have a decision from the Morrow County Board of Commissioners on the Partition Plat with the next step getting it recorded to create the three proposed parcels.
- **Code Enforcement and Animal Control Program:** Several focus areas have been identified that will be our priority for the next several months. Those include abandoned vehicles, noise related to special events, and what to do with vacant lots. More to come on these and other issues.

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:** The next focus areas for residential development include the next phase of River Ridge and Chaparral Phase II.
- ✓ **Commercial Development:** Two upcoming Planning Commission meetings will see no fewer than three developments with four actions to be reviewed for approval. Once those make it through the Planning Commission process I will share more.



City Manager April Report

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

1. A business license community input session was held on March 18th. As we continue to look for solutions with supporting local businesses, as well as ensuring a safe community, I would like to propose a possible plan moving forward. Regional cities have developed code that enforces solicitors licensing and restricting vendors selling in the right of way.
2. With an ever-growing community it has been suggested that the council participate in a Port and water tour. This tour would take place at the end of June and would allow council members to see various aspects of the Port, as well as our recently completed water project.
3. On April 22nd a community wide clean up took place throughout Boardman. I would like to give a special thanks to Sam Boardman, Windy River and Riverside students for their participation. Over 700 students participated throughout the day! (Thank you school staff for coordinating student efforts). This event also included the Fire Department, Lamb Weston and Tillamook who supported with food donations and time!
4. Municipal code 9.42.030 states, "It is unlawful for any person to camp upon city properties, facilities, sidewalks, right-of-way, parks and similar location, unless otherwise authorized by law or by declaration of the city manager". There have been recent incidents of unlawful camping in our bathroom facilities at city park. Signs will be posted throughout city park, as well as the soccer field on Front Street.
5. The council recently approved a Right of Way license ordinance. City staff will be sending correspondence letters to current franchise holders. As each franchise approaches their expiration, staff will work to assist with their transition to a right-of-way license.
6. Safety Update:
 - a. Monthly safety committee meetings are held to review accident reports, near misses and overall safety related for the city.
 - b. Registered for the annual Blue Mountain Occupational Safety & Health conference.
 - c. Annual evacuation drill was held.
7. 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. Eastern Oregon Region AWWA/PCWA B. Community Developer, NE Front Hotel C. South Main Bid Awarding D. Portland General Electric collaboration E. Boardman Development Consultant F. Urban Renewal Specialist	G. Port Commission Meeting H. BCDA monthly meeting I. Clean Water Consortium J. Morrow County Land Use Hearing K. Development Analysis consultant L. EPA Region 10 meeting M. Missing Middle Housing N. NEACT
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CAPITAL IMPROVEMENT PROJECTS
2024-25

General	PROGRESS	Cost Estimate
BPA Greenspace	May 15 th est. start	\$390,000
Planning		
Economic Opportunity Analysis	Aug 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-House	-----
Streets/Sidewalk		
S Main	Bid Awarded	\$5,000,000
Water/Wastewater		
Bio Solids Removal	Summer 2025	\$1,250,000
Headworks Screen & Septage Receiving Station	2025-26 Budget	\$1,050,000

PUBLIC NOTICE / AVISO PÚBLICO

The Boardman City Council will hold an Executive Session in accordance with ORS 192.660 (2)(e)

El Concejo Municipal de Boardman celebrará una Sesión Ejecutiva de acuerdo con ORS 192.660 (2)(e)

**Tuesday May 6, 2025, at 7:00 p.m.
At Boardman City Hall
200 City Center Circle, Boardman, OR**

**Martes 6 de mayo de 2025 a las 19:00 horas.
En el Ayuntamiento de Boardman
200 City Center Circle, Boardman, Oregon**

The purpose of this executive session is for the City Council members to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

El propósito de esta sesión ejecutiva es que los miembros del Concejo Municipal lleven a cabo deliberaciones con las personas designadas por el órgano rector para negociar transacciones de bienes inmuebles.

(s) Amanda Mickles
City Clerk

Posted: April 29, 2025