
CITY OF MILTON-FREEWATER GOVERNING BODY

Verl Pressnall At Large, Position 1
Steve Irving At Large, Position 2
Edwin E. Chesnut At Large, Position 3

Lewis S. Key Mayor
Orrin Lyon (CL President) Ward 1
Bradley J. Humbert Ward 2
Jeff Anliker Ward 3

**CITY OF MILTON-FREEWATER
CITY COUNCIL MINUTES****May 8, 2017**

The Council of the City of Milton-Freewater met Monday, May 8, 2017 at 7:00 p.m. in the Albee Room of the Library, 8 SW 8th Avenue, Milton-Freewater, Oregon.

The following City Council members were present: Mayor Lewis Key, Councilors Brad Humbert, Steve Irving, Verl Pressnall, Ed Chesnut and Orrin Lyon.

Councilor Jeff Anliker was absent.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Finance Director Dave Richmond, Police Chief Doug Boedigheimer and Public Works Technician Brian Steadman.

Citizens and Guests present were: Kandy Pressnall and Christine Boedigheimer.

Representing the news media was Sherrie Widmer of the Valley Herald.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council Minutes from April 10, 2017
- Executive Session Minutes from April 10, 2017
- Accounts payables from April 5, 2017 through April 17, 2017
- Accounts payables from April 18, 2017 through May 2, 2017

Councilor Humbert motioned to adopt the consent calendar items. Councilor Pressnall seconded the motion which passed unanimously.

BUSINESS ITEMS:**ANNUAL REVIEW OF THE CITY'S INVESTMENT POLICY**

Finance Director Dave Richmond reported that the city updated its investment policy and council originally approved it on May 9, 2005. In the policy it states that it must be reviewed annually. Mr. Richmond gave an overview of where the funds were invested and what the balance was for each account. He explained the city's main objectives were: 1) safety, 2) liquidity, and 3) rate of return. He reported over the past five years the city had received over \$311,817 in interest. Staff's recommendation was to leave the policy as is with no amendments as well as the designating parties responsible to serve in the roles of Investment Manager and Investment Controller. Mr. Richmond stated that the representative of Vision Capital, Don Leek who staff has worked with for over 14 (fourteen) years was moving on to a different company. He also stated that staff was investing more funds into the Government Pool account as the interest rate has improved. He also stated that staff would continue investing in local banks as well.

A discussion ensued regarding the individual accounts interest rates.

Councilor Chesnut motioned to approve the City's Investment Policy as is with no amendments. Councilor Humbert seconded the motion which passed unanimously.

RESOLUTION NO. 2340, WRITING OFF UNCOLLECTIBLE ACCOUNTS

Finance Director Dave Richmond reported that each year the city removes from its books accounts that have been determined to be uncollectible. All feasible attempts to collect these accounts have been pursued. The accounts have either been at the Collection Bureau for more than one year, with no commitment to pay, or the balances are under twenty dollars. The only other exceptions are the accounts returned to the City by the credit bureau for reasons of bankruptcy or death. As of January 1, 2004 the Collection Bureau adds their fee in addition to what is owed the city. This has decreased the City's dollar amount of uncollectable debt. Mr. Richmond said the total amount of requested write offs was \$20,804.42. This equated to .002% substantially less than 1% of the city's \$10,000,000 in receivables.

A discussion ensued regarding previous years write offs and the policy changes that have been made to help reduce the amount written off.

Councilor Chesnut motioned to adopt Resolution No. 2340, Resolution Authorizing the Finance Director to Write off Uncollectible Accounts. Councilor Humbert seconded the motion which passed unanimously.

BID AWARD – CONTRACT 270 – PAVEMENT MARKING PROGRAM

City Manager Linda Hall reported staff advertised and accepted bids for the pavement marking program. There were two bids received, one from Tino's Painting and one from C.R. Contracting, LLC. During the bid review staff identified a calculation error on the extension of the total amounts for Tino's Painting. Tino's Painting overall unit prices were lower than the other bidder C.R. Contracting, LLC. Staff's recommendation was to award the contract at the unit prices as bid to Tino's Painting.

Councilor Humbert said he was concerned with the calculation error but knows that in bid documents the unit price out trumps the extended price.

Manager Hall suggested moving forward on the bid award and confirming with Tino's Painting. She noted that Tino's Painting incorrect extension amounts were still less than the other bidders total bid.

Councilor Humbert motioned to award unit prices as bid for Contract 270 for Pavement Marking Service Contract Program to Tino's Painting of Milton-Freewater, Oregon as they were the apparent low bidder with an effective date of May 9, 2017. Councilor Irving seconded the motion which passed unanimously.

BID AWARD – CONTRACT 271 – 2017 PAVING PROJECT

Manager Hall reported staff advertised and accepted bids for 2017 Paving Project, Contract 271, 2015 and 2016 STP Fund Exchange Agreements plus City Streets funding as well as Electric Department and Warehouse funding for repairs to the warehouse parking lot. There were two bids received, one from Humbert Asphalt, Inc. and one from Central Washington. Staff's recommendation was to award the bid to Humbert Asphalt, Inc. as they were the apparent low bidder.

Councilor Humbert stated he noticed that the low bid came in over the dollar amount budgeted for paving, his concern was that the city was going to get behind on street maintenance.

Public Works Technician Brian Steadman stated there were more streets listed on the bid than what the city will be able to pave this year. He listed the streets that will be a priority.

Manager Hall explained that there were two Fund Exchange Agreements previously executed by the city and additional funds were identified to allocate for street improvements. This is done in order to allow for a larger project. This year's paving projects will total \$311,519.

Councilor Humbert motioned to award unit prices as bid for the 2017 Paving Project, Contract 271, to Humbert Asphalt, Inc. of Milton-Freewater, Oregon, as they were the apparent low bidder. Councilor Irving seconded the motion which passed unanimously.

MANAGER'S REPORT

Manager Hall stated there was an addition to the agenda a resolution which amends the aquatic center employee pay plan.

RESOLUTION NO. 2341, AMENDING THE AQUATIC CENTER EMPLOYEE PAY PLAN DUE TO OREGON STATE MINIMUM WAGE INCREASE

Manager Hall reported this was a resolution which amends the aquatic center employee pay plan due to the Oregon State mandated minimum wage increase. The increase will affect the positions of cashier/concession, lifeguard, lifeguard instructor and lifeguard lead. There would be an approximate \$2,500 increase in total wages for the season and the increases would take effect June 1, 2017.

Councilor Irving motioned to adopted Resolution No. 2341, Resolution Amending the Aquatic Center Employee Pay Plan. Councilor Pressnall seconded the motion which passed unanimously.

MANAGER'S REPORT CONTINUED

Manager Hall reported that she was informed that the City of Milton-Freewater was this year's Junior Show Honoree. There will be a presentation on Sunday, May 14, 2017 at 10:00 a.m. at the Pioneer Posse Show Grounds. Councilor Lyon has agreed to be the city's representative for community support during the livestock sale and Councilor Pressnall volunteered to be there for the presentation as well. She listed the six department positions that are currently being recruited for. She then gave some follow up from information that Councilor Irving had received regarding information that the State of Oregon was going to proceed with drilling a well at Locust Mobile Village instead of considering the city to provide infrastructure. She contacted Melissa Drugge with the State department to find out what the status was on this project and she said she was surprised to hear that information. Ms. Drugge stated she would get back to Manager Hall but that her understanding was that the state was still in the process of writing the grant and gathering cost information to present to the city council. Manager Hall stated she told Ms. Drugge that staff still wants Outwest Motel to be included in that project.

COUNCIL ANNOUNCEMENTS

Councilor Irving reported that the Golf Course Restaurant operator's mother-in-law passed away and she didn't miss a beat with running the restaurant. He highly recommended visiting the restaurant.

There being no further business the meeting was adjourned at 7:35 p.m.

Lewis S. Key, Mayor