
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

November 13, 2017

The Council of the City of Milton-Freewater met Monday, November 13, 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, Library Director Erin Wells, Code Enforcement Officer Jason Schaffner and Communication Specialist Megan Hoel.

Citizens and Guests present was Kandy Pressnall.

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

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council Minutes from October 9, 2017
- Accounts payables from October 4, 2017 through October 16, 2017
- Accounts payables from October 17, 2017 through November 8, 2017

Councilor Chesnut had a correction to the minutes. He wanted clarity of what he spoke about under Council Announcements that it was the City Manager of John Day that was lobbying the Oregon Legislature for Dynamic Boundaries for Urban Renewal Agency's.

Councilor Chesnut motioned to adopt the consent calendar items with the corrections to the minutes. Councilor Humbert seconded the motion which passed unanimously.

PRESENTATION ITEM:

RECOGNITION – NOVEMBER EMPLOYEE OF THE MONTH – JASON SCHAFFNER
CODE ENFORCEMENT OFFICER

Councilor Humbert, on behalf of the City Council and staff, recognized Jason Schaffner as the November employee of the month. He relayed the nomination. Jason is relatively new to our team, starting with the City in June of this year. Jason is our Code Enforcement Officer and anyone who is familiar with city government knows that job can be tough, thankless and stressful. Jason has hit the ground running and his enthusiasm for the job has never waned. Jason has impressed his co-workers and community with his quick responsiveness, great communication style and calm professional demeanor. He has a great positive attitude and he is making a big difference in helping us clean up our city. Thank you Jason and keep up the great work.

Councilor Irving said he appreciated the quick response he has received to his concerns.

City Manager Hall said she was very happy Jason was here and that he was doing a good job.

BUSINESS ITEMS:

APPROVAL OF REVISED LIBRARY COLLECTION DEVELOPMENT POLICY

Library Director Erin Wells presented a revised Library Collection Development Policy. She explained the Collection Development referred to building and maintaining the library's collection. The policy also helps guide library staff in purchasing materials, handling donated items, gives guidelines for removing materials, and a procedure for handling challenges by community members who want an item removed from the library.

Councilor Chesnut motioned to adopt the revised Collection Development Policy. Councilor Humbert seconded the motion which passed unanimously.

APPROVAL OF JOB DESCRIPTION FOR GROUNDMAN POSITION IN ELECTRIC DEPARTMENT

Manager Hall stated it had been at least two decades ago that the Electric Department employed the position of a groundman. The position has remained in the labor contract and in the pay plan all this time in the instance that the City ever wanted to fill it. With a vacancy of a lineman position on the line crew and having seen no applications or interest for the position, staff has decided to fill the groundman position. The groundman position would be charged with moving equipment, getting tools ready, flag for road closures, get the inventory laid out for jobs, gather materials, run the bucket truck for the lineman in the air, and generally assists whatever the line crew needs. The groundman position would also be responsible for inventory tracking and warehouse duties for the electrical portion of the warehouse.

Councilor Irving stated he was once a groundman for a line crew and said he believed this position would be very advantages to the crew and thought it was a good idea to do.

Councilor Humbert motioned to approve the job description for the Groundman Position in the Electrical Department.

APPROVAL OF ADDITION OF PUBLIC WORKS STAFF POSITION, ROTATIONAL CREW MEMBER

Manager Hall stated staff was proposing to add one additional position to public works. The position would be for an entry level position, which would rotate among all the public work crews, at the discretion of the Public Works Superintendent. In the past several years, the work load for public works staff has increased significantly and this Rotating Crew Member (RCM) would be very beneficial. She stated the pay scale for the RCM is designed to top out at the beginning of the parks maintenance worker scale, with the lowest step being slightly higher than the very top of the seasonal laborer scale. She said she agreed to still allow one seasonal worker in the summer months to help out. When Manager Hall previously met with the public works crews they shared concern that all the positions would eventually be replaced with RCM's and she stated she assured them she would not do that. The position would be included in the Public Works bargaining unit. The pay scale and job description was being proposed to be approved.

A discussion ensued on whether or not a Commercial Driver's License (CDL) was a requirement in the job description, which it states that possession of, or the ability to secure possession of, a valid Class B CDL Driver's License within six (6) months with a manual transmission.

Councilor Humbert stated the RCM would benefit from learning all facets in all the different departments within public works.

Councilor Humbert motioned to approve the job description for Public Works Rotational Crew Member. Councilor Irving seconded the motion which passed unanimously.

Councilor Humbert motioned to approve the wage scale for the Public Works Rotational Crew Member. Councilor Chesnut seconded the motion which passed unanimously.

MANAGER'S REPORT

Manager Hall reported that the landfill scraper was delivered and the mechanics were going over it before taking it out to the landfill and putting it into service. All the scrap metal was recycled from the landfill and the city received a check for \$18,000 (eighteen thousand dollars) which will help offset the additional expense to purchase the landfill scraper. She had a meeting with a couple staff members of Horizon Project who disclosed they were struggling with providing the recycling service that they are contractually obligated to do for the City. Manager Hall stated her understanding was that China has stopped all shipments of recyclables from the United States so currently there is no outlet to take the recycling. Staff has met with the Department of Environmental Quality (DEQ) to go over what the city's options will be. The Horizon staff indicated they would send a formal letter of their intent along with an effective date.

COUNCIL ANNOUNCEMENTS

Councilor Irving announced that the city leaf truck is out picking up leaves for the first zone as indicated on the press release.

There being no further business the meeting was adjourned to an executive session at 7:32 p.m. pursuant to 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The council returned to open session at and the meeting was adjourned at 7:58 p.m.



Lewis S. Key, Mayor