
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****March 12, 2018**

The Council of the City of Milton-Freewater met Monday, March 12, 2018 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, Human Resource Officer Teresa Dutcher, Public Works Superintendent Brian Steadman and Parks Maintenance Worker Celso Flores.

Citizens and Guests present were: Kandy Pressnall, Ben Currin and Paul Seaquist.

Representing the news media were Sherrie Widmer of the Valley Herald and Andy Monserud of the Walla Walla Union Bulletin.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council Minutes from February 12, 2018
- Executive Session Minutes from February 12, 2018
- Accounts payables from February 7, 2018 through February 20, 2018
- Accounts payables from February 21, 2018 through March 7, 2018
- Resolution No. 2357, Amendment of Employee Pay Plan for the Aquatic Center to Reflect Increase in Oregon State Minimum Wage effective June 1, 2018

Councilor Pressnall motioned to adopt the consent calendar items. Councilor Chesnut seconded the motion which passed unanimously. Councilor Lyon was not present for the vote.

PRESENTATION ITEM:**RECOGNITION – MARCH EMPLOYEE OF THE MONTH – PARKS MAINTENANCE WORKER – CELSO FLORES**

Councilor Chesnut, on behalf of the City Council and staff, recognized Celso Flores as the March 2018 employee of the month. He relayed the nomination. Celso is new to our team, having started with us only 8 months ago. He is a member of our Parks Maintenance Crew where he comes to work every day with a smile on his face and an encouraging word on his lips. Celso has quickly become considered to be a very valued co-worker as there is no task he does not heartily take on with enthusiasm. He is no stranger to the community either and is active in his neighborhood assisting his neighbors with a helping hand often. He is also a volunteer Chamber Board member and is making a valuable contribution with his service there.

Celso thanked the council and staff for the nomination and he stated he appreciated working for the city.

BUSINESS ITEMS:

RESOLUTION NO. 2358, AUTHORIZING RESOLUTION FOR THE FEDERAL TRANSIT ADMINISTRATION GRANTS

Manager Hall announced, while Human Resource Officer Teresa Dutcher was making her way to the podium that Ms. Dutcher would be retiring at the end of June 2018. Manager Hall stated that Teresa has done a very good job in her position of Human Resource Officer and Public Transportation. The Public Transportation has grown into a huge job once the city was required to be part of the Metropolitan Planning Organization (MPO), which has made it very complex with more regulation. She has been invaluable in Human Resources, with the most recent of completing nineteen recruitments in the last six months alone with a few more to go before she retires. Manager Hall commended Ms. Dutcher for all her hard work and wishes her the best in retirement.

Human Resource Officer Teresa Dutcher reported the city has been doing business direct with the Federal Transit Administration (FTA) since the inception of the Metropolitan Planning Organization (MPO). There are a number of documents necessary to move forward with the grant application process. One of these documents is an authorizing resolution which allows the filing of applications with the FTA.

Councilor Humbert stated he was not comfortable with one of the sentences on the resolution. He said he interpreted it as allowing the city manager or his/her designee to execute grants with the FTA without bringing them to council.

Manager Hall explained that city grants, contracts or agreements go hand in hand with the city's adopted purchasing procedures. Staff cannot sign an agreement, contract or grant above their purchasing authority.

Councilor Humbert said he was comfortable with that explanation.

Councilor Irving motioned to adopt Resolution No. 2358, a Resolution in the Matter of Adopting an Authorizing Resolution for the Federal Transit Administration in Accordance with all City Purchasing and Procurement Policies. Councilor Pressnall seconded the motion which passed unanimously.

BID AWARD – DRIVING SERVICES WITH CITY-OWNED BUS FOR FIXED-ROUTE TRANSPORTATION

Human Resource Officer Teresa Dutcher stated the vendor contract for driving services with the city-owned bus for fixed-route transportation expires on March 31, 2018. The bus currently operates Monday through Friday with three trips daily from Milton-Freewater to Walla Walla. Staff advertised for request for proposals in a formal process. There were two proposals received, GG Taxi and Limo Service and MV Transportation, Inc. The proposal submitted from GG Taxi and Limo Service was not a complete proposal and therefore could not be considered. Staff's recommendation is to award bid to MV Transportation, Inc. at \$6,821 per month for the first year, \$6,964 per month for the second year, \$7,217 per month for the third year. Ms. Dutcher stated the funding for costs associated with this program will be received through grants and state funds.

Councilor Humbert disclosed he was approached by German Graves who is the operator of GG Taxi and Limo Service with regards to his proposal for the service. He stated he did not help Mr.

Graves with the proposal and he suggested that Mr. Graves speak to Ms. Dutcher if he had questions. Councilor Humbert stated he was not intending to abstain from the vote due to the contact.

Councilor Irving disclosed he was contacted by the current driver of the bus and he as well did not help with any of the proposal.

Councilor Lyon disclosed he was contacted by German Graves also and he did not help with his proposal.

Manager Hall stated the city has had very good experience with MV Transportation, Inc. as they are the current vendor for driving services.

Councilor Chesnut motion to award bid to MV Transportation, Inc. at \$6,821.00 per month for the first year, \$6,964.00 per month for the second year, \$7,217.00 per month for the third year to provide driving services for our City-owned bus, fixed-route transportation program after a successful background of the company is completed. Councilor Humbert seconded the motion which passed unanimously.

AUTHORIZATION TO PURCHASE REPLACEMENT FORD EXPLORER FOR THE POLICE DEPARTMENT

Public Works Superintendent Brian Steadman stated that last January while out on patrol one of our police officers was driving the 2016 Ford Explorer Police Interceptor and was hit by another driver. The extent of the damage to the police vehicle was so extensive that our insurance company deemed the vehicle totaled. Staff has researched all options and proposed to replace the totaled vehicle with a new 2018 Ford Explorer AWD Police Interceptor. The advantage of replacing the vehicle with another Explorer is that the equipment can be removed from the totaled vehicle and installed into the new vehicle, saving nearly \$9,000. The proposed total cost of the new vehicle is \$33,410.22. The insurance has indicated they will pay \$29,000 for the totaled vehicle which will leave \$4,410.22 which will be paid out of the vehicle replacement fund. Staff's recommendation is to authorize the purchase of a 2018 Ford Explorer AWD Police Interceptor from Power Ford of Newport, Oregon in the amount of \$33,410.22

Councilor Humbert said he believed the city shouldn't have to pay any difference that the insurance company should cover the cost of the replacement vehicle.

A discussion ensued.

Councilor Humbert motioned to award bid for Vehicle 188 to Power Ford of Newport, Oregon for the purchase of one new 2018 Ford Explorer AWD Police Interceptor in the amount of \$33,410.22. Councilor Irving seconded the motion which passed unanimously.

RESOLUTION NO. 2359, AUTHORIZATION TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM OREGON PARKS AND RECREATION DEPARTMENT

Public Works Superintendent Brian Steadman stated the city has very limited funding to update and improve parks and recreation services. The Oregon Parks and Recreation Department operates a Local Government Grant program to help local governments fund outdoor parks, recreation areas and facilities which are open to the public. The grant requires a 40% match based upon the population of Milton-Freewater. Proposed parks and recreation projects were compared to the scoring criteria provided and the following projects appeared to be most likely for funding; Yantis Park Shelter Updates, Yantis Park Playground and Exercise Equipment, Yantis Park Walking Paths Improvement, Joe Humbert Family Aquatic Center Updates and Mel Bennett Tennis Courts

Resurfacing. This would be an important grant to be leveraged with local option tax monies, if approved in May by the voters. All avenues are being sought for funding to help update and improve recreational facilities.

Councilor Humbert motioned to adopt Resolution No. 2359, a Resolution Authorizing Application for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at Yantis Park. Councilor Irving seconded the motion which passed unanimously.

Councilor Chesnut asked if these projects were prioritized.

Mr. Steadman replied no they were not prioritized. The listed projects were those that fit the grant criteria.

Councilor Chesnut said thank you.

RESOLUTION NO. 2360, AUTHORIZING SIGNATURE TO A LEASE AGREEMENT WITH JEANNE LAMON DOING BUSINESS AS SHANGRI-LA SALON & BOUTIQUE LOCATED IN THE CARNEGIE LIBRARY BUILDING

Manager Hall reported this agenda item was for the lease agreement with Jeanne LaMon doing business as Shangri-La Salon & Boutique located in the Carnegie Library Building located at 815 S. Main. Ms. Hall disclosed that City Recorder Steadman had done the lion's share of work on this negotiation and she commended her for a great job. Ms. LaMon has rented the building since February 2005. She has been a very dependable renter, paying her rent and utilities on time. She has been active in the community by donating items to events and fundraisers. She does a lot of advertising for her business which brings people to the community. The lease agreement is for the entire upstairs, a bathroom, massage room and two storage rooms on the bottom floor. The city retains the majority of the bottom floor for other uses. The lease agreement would be for four years with the option of additional years beginning 2/1/2022. The first two years the rent would be \$6,480 per year plus utilities and the second two years would be \$7,500 per year plus utilities.

Councilor Humbert motioned to adopt Resolution No. 2360, Resolution Authorizing Signature to a Lease Agreement with Jeanne LaMon doing business as Shangri-La Salon & Boutique located in the Carnegie Library Building. Councilor Irving seconded the motion which passed unanimously.

OPPORTUNITY FOR CITIZENS TO APPROACH THE COUNCIL WITH ISSUES NOT ON THE AGENDA

Ben Currin of Horizon Project stated there have been several projects going on over the past few months and he wanted to thank the city council, city manager and city staff for their commitment. He thanked the city and staff for all their work and collaboration with the Rotary Club on Emma's Place, he stated there was a work party the weekend before where a lot more work was done to move the project along. He stated he was excited to see this project as it will be the first ADA (American with Disability Act) playground in the community and his clients will benefit from it as well. Horizon Project has gone away from the recycling service and stated Brian Steadman and Krista Gannon have done a good job of putting a program together and they will continue to help share the information of the change to the program. He thanked Councilor Chesnut for getting the word out about this change on social media. He stated he wanted to bring to the council and staff's attention the need of repair and upgrades to the high school auditorium, although it isn't the responsibility of the city he felt the community as a whole benefited from it and wanted to bring it to light. He said he appreciated the work from Brian Steadman, Steven Patten and the Public Works Crew for making progress at the golf course improvements of a new ADA ramp and outside deck. The Golf Club has raised \$8,500 in grant sources, and has received funding from Umatilla County, Milton-Freewater Area Foundation and the owner of Munselle Rhodes Funeral

Home. Mr. Currin said the golf club has exhausted all funding resources. He thanked the city again for all the help on this project.

Manager Hall thanked Mr. Currin for all his work on this project as he was the driving force behind it.

MANAGER'S REPORT

Manager Hall first reported she had received an email from Councilor Jeff Anliker, she read it in its entirety, "I will be officially resigning Monday as City Councilor for Ward 3 due to ongoing health issues. I appreciate the concerns shown by my Council Peers the past few months revealing the true spirit and character of MF. Serving on the City Council the past 10-years has been rewarding in many ways and an experience I will never forget. Good luck to all of you!".

Councilor Chesnut stated it is with regret Jeff Anliker has to resign and he wished him well.

Councilor Humbert motioned to accept Jeff Anliker, City Councilor-Ward 3, resignation with regrets he has to resign and best wishes. Councilor Irving seconded the motion which was passed unanimously.

Manager Hall reported there was a substitute garbage truck driver accident where they hit the house eave of the roof while lifting a can with the arms to dump into the truck.

APPROVAL OF PURCHASE ORDER FOR OAKONITE WIRE FOR THE ELECTRIC DEPARTMENT

Manager Hall reported when the electric department groundman position was filled, that position took on the warehouse duties for the electric department. The employee wrote up a purchase order for some Oakonite wire. What he believed he was ordering was \$7,500 worth of wire but when the wire and invoice arrived it was actually \$25,482.60 worth of wire. This amount is above the purchasing authority without the councils' consent. The over purchase was not intentional and all the paperwork is in place which Manager Hall provided for the council to review.

Councilor Humbert stated he could see how this could happen with how the wire is priced and that it can easily be misunderstood.

Councilor Irving motioned to approve the purchase for Oakonite wire in the amount of \$25,482.60. Councilor Pressnall seconded the motion which passed unanimously.

Manager Hall continued with her manager's report and stated she has been asked if the city would jointly sign with the School District a letter to Oregon Department of Transportation (ODOT) strongly encouraging them to install a stop light on South Main in connection with the new school being built.

Councilor Humbert stated he was not totally comfortable with that since the city has a good working relationship with ODOT.

Manager Hall stated there will be ODOT representatives at the April council meeting to explain their suggestion of lane narrowing on South Main.

Councilor Chesnut stated he suspected that there will be teachers and students helping kids across the street even with a stop light.

A discussion ensued.

There was a council consensus to see the letter before agreeing to jointly sign it.

Manager Hall asked Public Works Superintendent to give a brief update on how the new recycling program was going.

Mr. Steadman said he believed the program was going good so far. In six days there has been eighty customers come to the depots. There has been a lot of cardboard recycled and they just finished that day going to all the commercial customers gathering their cardboard. Rite Aid and McDonalds may have to have their own drop box due to the volume of cardboard they recycle.

Councilor Chesnut asked if cereal boxes were recyclable.

Mr. Steadman stated some would be ok, but there is a very low allowance for that type of product.

Councilor Chesnut suggested listing yes or not on whether cereal boxes were allowed.

Manager Hall suggested that if it's not listed then it's not accepted.

Councilor Humbert asked what the current price for cardboard was.

Mr. Steadman stated the price has dropped and currently it is worth a penny a pound.

Manager Hall thanked Mr. Steadman for the update.

COUNCIL ANNOUNCEMENTS

Councilor Pressnall inquired about setting up meetings to prioritize the recreation facility projects.

Manager Hall stated the prioritization would start out at a council meeting.

There being no further business the meeting was adjourned at 7:58 p.m.

Lewis S. Key, Mayor