
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
Vacant Ward 3

**CITY OF MILTON-FREEWATER
CITY COUNCIL MINUTES****April 9, 2018**

The Council of the City of Milton-Freewater met Monday, April 9, 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: Council President Orrin Lyon, Councilors Steve Irving, Verl Pressnall, Ed Chesnut and Brad Humbert.

Mayor Lewis Key was absent and Ward 3 council seat is vacant.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Police Chief Doug Boedigheimer, Public Works Superintendent Brian Steadman, Library Director Erin Wells, Police Department Emergency Communication Specialists Rebecca Thompson and Megan Hoel.

Citizens and Guests present were: Kandy Pressnall, Paul Seaquist, Carl Wheeler, Wes Koklich, Jacque Fox, David Fox, Doug Henrichs, Ann Jolly, Suni Danforth, Charlie Danforth, Lindsay Winsor and Christine Boedigheimer. Representatives from Oregon Department of Transportation were Paul Howland, Daniel Fine, Feather Huesties and Jeff Wise.

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 March 12, 2018
- Accounts payables from March 8, 2018 through March 21, 2018
- Accounts payables from March 22, 2018 through April 3, 2018

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

PRESENTATION ITEM:**RECOGNITION – APRIL EMPLOYEE OF THE MONTH – POLICE DEPARTMENT
COMMUNICATION SPECIALIST REBECCA THOMPSON**

Councilor Humbert, on behalf of the City Council and staff, recognized Rebecca Thompson as the April 2018 employee of the month. He relayed the nomination. Rebecca joined our City team as an emergency dispatcher in our police department in October of 2013 and in those years Rebecca has proven herself to be invaluable as a member of Milton-Freewater Police Department and our city team. Nominated by her co-workers, Rebecca is touted for being ultra-dependable in our critical dispatch center, and is known for filling in on a moment's notice for ailing co-workers or those who have experienced personal emergencies. To anyone's memory, she has never complained, and you are hard-pressed to find her without her smile and cheerful attitude. She

shirks no task, no extra duty and takes on extra shifts even when she is sleep-deprived herself. Rebecca is an excellent dispatcher and we are very proud of the job she does for our citizens.

INFORMATION – FROM OREGON DEPARTMENT OF TRANSPORTATION ON 3 LANE NARROWING OF HIGHWAY 11/SOUTH MAIN

Oregon Department of Transportation (ODOT) District 12 Operations Coordinator Feather Sam Huesties, thanked the council for allowing them to come and speak about their proposal of reducing the lanes of travel from 4 lanes to 3 lanes between 12th Street and 3rd Street on Hwy 11 also known as South Main. She explained the redevelopment would combine converting Main Street to a 3 lane facility through the Downtown District while keeping the remaining corridor 4 lanes and improving it with traffic calming features. She described traffic calming as a tool used to reallocate existing roadway right-of-way to better serve pedestrians, bicycles and transit while continuing to adequately accommodate the automobile traffic. The proposed project is to install 3 lanes with traffic striping with paint. There would be enhanced crosswalk legends on 10th Street, new school zone designation from 12th Street to 9th Street and new applicable permanent signage.

ODOT Engineer Dan Fine stated the original design was a bit less but at the City's request is proposed to be from 12th Street to 3rd Street, just past the Y intersection. He stated statistics show a reduction in crashes with a 3 lane design. According to crash data history for years 2012 – 2016 on Main Street between 3rd Street and 14th Street there were 27 reported crashes with one involving a pedestrian. A similar design has been done recently in LaGrand/Island City area. He stated the traffic calming design was safer for pedestrians because it helps avoid inclusion blocking. He reported that the traffic on South Main is under the states threshold of 17,000 cars per day that would warrant a traffic signal with the south end running approximately 8,000 – 9,000 and on the north end running approximately 10,000 – 12,000 cars per day. If there is a pedestrian crossing then there might be a slight backup due to traffic stopping. He explained that the 3 lane gives a more downtown look to the area.

Ms. Huesties shared testimony from residents of Port Orford, Oregon claiming their satisfaction of a similar traffic outlay. She also said they brought the study from Ashland, Oregon that she would leave with Manager Hall.

Mr. Fine said that the signs would be upgraded to the new standard of school zone flashers which are more visible, they would only be in the operation mode during school hours. If signs are inside the school zone they are required to be fluorescent yellow/green color. The 3 lane will tie into the triangle/Y intersection with the north end of Main Street turning into a single lane after the triangle intersection. There would only be a single lane turning south onto Main Street from Columbia Street where there are two lanes now. This area will require upgraded signage.

Councilor Chesnut stated he had concerns with long semi-trucks heading south who may be in the right hand lane or they straddle the center lane in order to control their turn radius. This involves an attentive driver giving room or getting really crowded in their lane.

A discussion ensued with how the intersection could be laid out for trucks to safely maneuver the corner.

A discussion ensued regarding traffic getting out onto Main Street from side streets specifically by McDonalds and Rite Aid.

Lindsay Winsor asked about a sign on the preliminary layout that didn't seem right by the triangle.

Mr. Fine stated it is for the south bound lane and the layout will be corrected.

Councilor Irving stated he still believed there needed to be a “What’s Your Speed” radar sign at the bottom of Milton Hill coming into town to help slow the traffic.

Mr. Fine stated they were looking at installing two school zone flashing speed signs but if the city wanted to do just a black and white sign that flashed the speed instead it would only be \$4,000 instead of \$8,000.

Ms. Huesties stated that ODOT could not purchase the “What’s Your Speed” sign and that the city would have to purchase them if that’s what was wanted.

Councilor Chesnut stated that he and Councilor Irving have both wanted in the past a radar sign at the base of Milton Hill but he said he believed with the proposed traffic revision that may help with that and the radar sign decision could be revisited at a later date.

Manager Hall asked how old the data was for the 8,000 traffic count Mr. Fine mentioned earlier.

Mr. Fine stated it was from 2016.

Councilor Chesnut stated that count he assumed is for over a period of time and doesn’t tell him how many cars in the rush hours of the day.

A discussion ensued regarding how difficult it was to get out on Main Street during rush hour times.

Ms. Huesties reviewed the next steps timeline; stripe and legend work in June, sign installation work in June/July, safety curriculum provided to K-3r grad classes in September/October which also includes the National Walk to School Day 10/3/2018; in partnership with ODOT and local school and law enforcement, local law enforcement will partner with Billie-Jo Deal, Traffic Safety Coordinator to deliver the curriculum, media outreach using local radio ads. In October a traffic and warrant analysis will begin.

Councilor Pressnall asked if the traffic study is broken down to hours.

Mr. Fine stated the traffic study is based on sixteen hours of the day but he stated that it sounded like there was more traffic for Milton-Freewater in the morning and afternoon.

Councilor Chesnut stated the reason why he mentioned how hard it was to get onto the highway was because he was part of the population of the traffic coming off the hill on 8th Street. He said at times it is very difficult to get on the highway with all the traffic.

Doug Henrichs stated for a school bus it’s five times harder getting onto the highway even to turn right and not even crossing the highway. He said the logical thing to do is to take out the island on Columbia Street and Main Street to make a more straight shot for traffic. His stated his biggest fear is that a child gets hurt trying to cross the road.

Councilor Humbert stated there needed to be a traffic light at 10th Street and Main Street and Crockett Road and Hwy 11 to help break up the flow of traffic. He also commented on the ruts getting very deep out on the highway north of the City.

Charlie Danforth stated there just needed to be a stop light for kids to cross at.

Ms. Huesties stated even if the warrants were met by ODOT standards, a stop light project would be six plus years out. It would be developed as a Safe Route to School project and will be in competition with every other Safe Route to School request for all of ODOT Region 5.

Councilor Humbert asked if ODOT had an Immediate Fund budget and if the city has a project and they have a participating partner and the partner can participate and pay half and asked if ODOT would match that.

Ms. Huesties stated she believed Councilor Humbert was referring to the Immediate Opportunity's Fund and that she has never dealt with one of those before but that she could forward the information to Manager Hall. She said that the city had HB 2017 funding available that could be advanced if the city chose to.

Councilor Chesnut stated he felt it was ridiculous that a new school is being built a block off the state highway and the community has shown interest in a stop light and ODOT says they might be able to do that in six years.

Ms. Huesties stated she didn't disagree but the cost of a stop light is \$2 million dollars.

Councilor Chesnut stated that the community has shown interest in sharing the cost.

Ms. Huesties stated the Safe Route to School (SRTS) projects were ODOT funds but if the community was coming to the table with their own funds then it could be amended into the current STP cycle.

Mr. Fine stated it would be more like 2 ½ years.

Ms. Huesties asked if there was anything else they wanted to see from ODOT in the next couple of months.

Councilor Chesnut stated of the alternatives discussed regarding the Y-intersection, which seemed to be the best plan as the one drawn does not seem to be all that workable.

Mr. Fine stated he would take another look at it.

Councilor Humbert asked how much the proposed lane narrowing project would cost.

Ms. Huesties stated it was budgeted for \$150,000 from the Bike/Ped fund.

Manager Hall stated Milton-Freewater has a history of paying for projects themselves that neighbors or others across the great state get paid for them. One example was the levee which she stated she realized is not ODOT jurisdiction but the citizens paid to have it fixed. She said Milton-Freewater is a small city and it gets tiresome and challenging to come up with funding for these huge projects. She stated the citizens of Milton-Freewater usually pay for it themselves including this school. She said she doesn't deal with as large of a budget as ODOT and although its councils decision it would mean staff would have to make a decision to forego street maintenance and construction projects on a system that we've worked very hard to keep up. She said we won't get this chance again with this kind of money and it would take all of what we would be getting from HB 2017 to install a traffic light that is on a state highway. Manager Hall said she appreciates the plans presented and felt there was good discussion and good input.

A discussion ensued regarding traffic lights outside of the city limits and the posted speed limits.

Councilor Irving thanked them for their efforts.

PRIORITIZATION INPUT PROCESS – RECREATIONAL FACILITIES

City Manager Linda Hall stated that Councilor Pressnall asked for a recreational facility prioritization session to allow citizens to prioritize what they felt were the priorities in the event the local option tax measure were to be passed.

Public Works Superintendent Brian Steadman along with the help of his assistant Krista Gannon, presented potential projects of recreational facilities. Mr. Steadman read each facility followed by a brief description of the projects. He asked the audience if there were any other facility projects that were not listed that they felt need to be added.

Megan Hoel stated she would like to see bathrooms and water at the Memorial Field on County Road.

Mr. Steadman added that to the list. He then stated this was an exercise to gain citizen input. He handed out colored dots for those citizens and guests that wanted to participate. He explained that the dots represented their priority of the listed projects. There were sheets of paper with pictures and descriptions of the potential projects taped to the wall. Those citizens that wanted to participate placed the colored dots on each project depicting their priority. At first glance the Aquatic Center appeared to be the highest priority. Mr. Steadman stated this was just the first exercise of prioritizing the potential projects and that the results would be tallied and brought back to another council meeting.

Manager Hall thanked those that participated.

Ms. Hoel asked why the tennis courts were always locked.

Mr. Steadman stated they were locked to help reduce vandalism but that citizens could check out a key to the tennis courts at the Public Works office.

Ms. Hoel asked if the School District helps pay for any maintenance or repairs to the facilities since they use them for P.E. and school sports purposes.

Manager Hall stated there was no financial arrangement with the School District.

Manager Hall thanked Lindsay Windsor for the good information and idea of specific criteria to assign the recreational facilities to also help prioritize them. Her suggestion was to look at each facility and determine whether it was a maintenance item, how much money would it save, how many people use it, what will it cost to maintain it and what is the risk and liability. All of which were good ideas.

BUSINESS ITEMS:

PUBLIC HEARING – TO GAIN CITIZEN INPUT REGARDING SURPLUS PROPERTY, A HOUSE LOCATED AT 716 S. COLUMBIA STREET

Council President Orrin Lyon opened the public hearing by reading the public hearing rules and stated this was a public hearing to consider comments from citizens regarding the proposed sale of the surplus building, a house, currently located on the lot of 716 South Columbia Street. Staff was proposing the sale of the building as it has never been used and have no current plans for utilization in the future. Removal of the building is necessary in order to clear the property for

future public uses and utilization. According to current Umatilla County Tax Assessor's records, the building has a market value of \$36,080.

No member of the council disclosed ex parte contact and no audience member challenged any council member's right to participate in the hearing.

City Recorder Leanne Steadman stated the hearing had been published according to law and there were no written comments on file.

Council President Lyon opened the floor for citizen comments.

Paul Seaquist asked if it was just the house and not the land.

Manager Hall replied yes, just the house.

Mr. Seaquist stated there is no lot to move the house to, it would have to be brought up to code and he suggested making kindling out of it.

Charlie Danforth suggested using it for fire training.

Manager Hall stated it would be hard to get the Department of Environmental Quality to approve that.

Mr. Seaquist stated it probably has asbestos in it and that it should just be torn down and taken to the dump.

Megan Hoel stated that the Rural Fire Department burns a house for practice at least once a year and allows people to watch.

Manager Hall said according to Umatilla County's tax records the house was built in 1909.

Councilor Humbert stated it probably doesn't have asbestos in it unless it was remodeled.

Manager Hall stated staff was first proposing to go out for bid to see if there was anyone interested in buying the house and moving it.

Councilor Humbert stated there were four homes moved to other locations when Walla Walla St. Mary's Hospital needed them moved so it was possible someone might want to do the same.

There were no other comments so the hearing was declared closed.

Councilor Irving stated the Friends of the Library were storing their books in the shed but they have found another location thanks to the City. He said the shed just needs to be torn down.

Councilor Chesnut motioned to declare the buildings located on the lot of 716 South Columbia Street to be unneeded for public use and directed staff to proceed with seeking bids for their sale. Councilor Humbert seconded the motion which passed unanimously.

APPROVAL OF LIBRARY MEETING ROOM POLICY

Library Director Erin Wells stated the Meeting Room Policy is to establish guidelines and procedures for those who use the meeting rooms. The policy currently in use has not been adopted by council, and this policy serves to update the existing policy and to have a formal policy

adopted. The Albee Room and Monahan Room are heavily used by the community members, and are one of the few meeting room spaces in town available for rent. The updated policy adds fees and deposits for food left in the room, cleanup that requires library or city staff time, and for lost keys. The library uses a master key system so to re-key the library would be expensive. Fees for renting the rooms have remained the same. Staff's recommendation was to add a \$50 dollar food deposit and in the case of a lost key, charge the actual cost of re-keying the library.

Councilor Chesnut motion to adopt the Library Meeting Room Policy as orally presented. Councilor Humbert seconded the motion which passed unanimously.

RESOLUTION NO. 2361, AMENDING THE CITY FEE SCHEDULE TO REFLECT THE CHANGES TO THE LIBRARY FEES

Ms. Wells stated this resolution was to amend the city fee schedule to reflect the changes to the library fees as discussed in the previous item.

Councilor Chesnut motioned to adopt Resolution No. 2361, Resolution Amending the City Fee Schedule to Reflect the Changes to the Library Fees. Councilor Humbert seconded the motion which passed unanimously.

RESOLUTION NO. 2362, AUTHORIZING STAFF TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM OREGON PARKS AND RECREATION DEPARTMENT TO DEVELOP A PARKS AND RECREATION MASTER PLAN

Public Works Superintendent Brian Steadman stated the city has very limited funding to update and improve parks and recreation services. He credited Public Works Technician Steven Patten for seeking this grant out to help with some funding. The Oregon Parks and Recreation Department operates a Local Government Grant program to help local governments fund outdoor parks, recreation areas and facilities as well as planning projects. The grant requires a 40% match based upon the population of Milton-Freewater. The application would be for a Small Community Planning Grant. Planning Grants are limited to a maximum grant request of \$40,000. If the application requested the full amount allowed, the City would be required to provide at least \$26,667 in matching funding. The proposed planning process would involve hiring a professional planning services consultant to help the City complete the following: assessment of past planning efforts and community demographics, parks system inventory and condition assessment, gap analysis, needs assessment, prioritized recommendations for park improvements and final Parks and Recreation Master Plan document. Mr. Steadman stated this would be an important grant to be leveraged with local option tax monies, if approved in May by the voters.

Manager Hall stated this has been a long term goal of Councilor Chesnut's to have a Parks and Recreation Master Plan.

Councilor Pressnall motioned to adopt Resolution No. 2362, Resolution Authorizing Application for a Local Government Grant from the Oregon Parks and Recreation Department for Development of a Parks and Recreation Master Plan. Councilor Chesnut seconded the motion which passed unanimously.

DISCUSSION ON OPTIONS FOR FILLING WARD 3 COUNCIL SEAT VACANCY

Manager Hall reported Councilor Jeff Anliker provided notification that he was resigning at the last council meeting effective March 12, 2018 due to ongoing health issues. This results in a city council seat vacancy for Ward 3. She stated council's options to fill the vacancy were, (in no specific order) to fill the vacancy by direct appointment to a specific individual who meets qualifications to serve, to leave the seat unfilled until its term naturally expires on December 31, 2020 and the vacancy is then filled by the regular election process or to advertise and solicit

applications for the vacancy and make an appointment from among the applicants. She stated this is one of those times where staff is not making a recommendation because it's completely up to Council's discretion. She explained per the City Charter the qualifications for the candidate is that they must be a registered voter residing inside the city limits, be a qualified elector under the Oregon State Constitution, and must have resided within the boundaries of the subject ward or city at large, depending upon the position, for a full six months prior to appointment or election. The last vacancy on the Council was in 2014 when Councilor Hopkins-Hubbard resigned and at that time the Council chose the option to advertise the vacancy and seek applications. The applicants were then interviewed during a public meeting.

Councilor Irving stated he preferred seeking applications.

There was a consensus from the council to seek applications for the vacant Ward 3 position.

A discussion ensued regarding which application to use.

There was a consensus to use the application labeled, "Declaration of Interest".

As for the time to keep the application period open, it was decided to look at the last time we filled a council position and do approximately the same time. It was also decided to have the applicants interviewed at a public meeting.

Manager Hall stated staff will get this vacancy advertised to start the process.

UPDATE/PROGRESS REPORT – CITY COUNCIL GOALS ADOPTED JANUARY 9, 2017

The Council President declared a recess at 8:55 p.m.

The meeting was reconvened at 9:00 p.m.

Manager Hall reported that council has asked for an update on their adopted goals every other month. She reported on those goals that had an update. The first goal that had an update was the succession planning for retiring staff and evaluate department organizational structures, she reported that an internal candidate was chosen for the Human Resource Officer position which will be vacated by Teresa Dutcher's retirement at the end of June. The successful candidate was Laurie Bubar, our current payroll clerk. This has caused yet another recruitment to begin for the replacement of Laurie's position, which was a full inside and outside recruitment. The Electric Superintendent recruitment is showing an extreme amount of interest both inside and outside. Rick Rambo is the current Electric Superintendent and will be retiring at the end of June. The goal of technological improvements in all departments, she reported the SCADA system upgrade and update has been installed and is now being tested in the field to be sure it is reacting and recording and operating as it should. She reported the goal to increase the percentage of use of e-bills continues but along with more customers paying on-line and by credit card that increases the fees the city pays for processing the credit cards. The fees range from \$50,000 to \$60,000 per year for the city. The goal to continue to partner/cooperate/collaborate with Milton-Freewater Downtown Association (MFDA) and Milton-Freewater Chamber of Commerce (MF Chamber) continues with the latest round table discussion on March 27th. Those invited were the directors of MFDA and the MF Chamber and also included the new Eastern Oregon Governor's field Representative and Senator Hansell. The goal of implementing a point of sale software for the Golf Course was looking like it was progressing but upon further use the finance staff reports that some of the things that the Golf Pro was hoping, like tracking "partial payments" with the point of sale software are looking to not be feasible. The finance staff will continue to research this, but

may have to move forward without this practice. The goal of exploring the possibility of placing a Parks and Recreation Local Option Tax measure on the ballot is in progress. The adopted ballot measure and explanatory statement have been filed with the Umatilla County Elections Division and will appear on the May 15, 2018 ballot. The Public Works Superintendent and his staff have presented information on the potential projects along with presenting a public input process for prioritizing the projects. Staff is also applying for several state and federal Parks and Recreation grants that could be leveraged with the ballot measure funds if it were to be passed to be able to do more projects. The next goal of plan for funding of bicycle and walking path lanes within the City was better described by the presentation at this meeting by Oregon Department of Transportation and their proposal for traffic lane revision to slow traffic down on South Main throughway, as well as safety measures with school children crossing Hwy 11/South Main to get to the new school, Gib Olinger, being built on Mill Street. The goal of exploring the feasibility of construction of a new police station on city property, the lot west of City Hall is still being considered and a public hearing was held earlier at this meeting to gain citizen input and have the house on the lot declared surplus so the lot can be cleared. The goal of exploring the feasibility of partnering with Milton-Freewater School District in implementing a School Resource Officer has not happened as fast as everyone had hoped for. She reported that the city was unsuccessful in obtaining the federal grant application for the Cops More grant but she stated the city and school district is still committee to continuing to seek cost effective ways of establishing a consistent presence of police officers in schools. For now, when able to do so, a police officer will make their presence by walking through the schools and just being there for the students to see and talk to. Revitalization of the Reserve Police Officer program goal is in progress and with a printed article and sign up information from MFDA in the City newsletter that will be going out in the mailing cycles this spring. The last goal update was the elevator project for city hall. Staff has interviewed and is in the process of selecting a project manager who will oversee the project. Staff will procure a low interest loan with Community Bank to match the grant funding of \$189,345 for the project.

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

Doug Henrichs, 217 SW 6th – encouraged the council to seek diversity when filling the vacant council seat. He thanked the council for asking tough questions of ODOT and he stated he felt that you got a different answer every time you asked ODOT a question.

Manager Hall thanked Mr. Henrichs for his involvement for getting the new school built and the Milton-Freewater Library.

Mr. Henrichs stated it was all due to Tammy Valley and her love for the town.

MANAGER'S REPORT

Manager Hall stated the Milton-Freewater Junior Show was next month and asked if there was a council member who wanted to volunteer to represent the city.

There was a consensus that Council President Lyon would be the representative.

She reminded the council that the Oregon Government Ethics report was due by April 15th.

COUNCIL ANNOUNCEMENTS

Councilor Chesnut stated he is the council liaison for the MFDA, MF Chamber and City roundtables meetings but that he missed the meeting on March 27th that Manager Hall spoke about earlier due to being out of town.

Councilor Irving reported that Bonneville Power Administration has announced the repair work to the McNary Dam will cost an approximate \$15 billion dollars. He wondered what that will do to the power rates.

A discussion ensued.

There being no further business the meeting was adjourned at 9:23 p.m.

Lewis S. Key, Mayor