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**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

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**CITY OF MILTON-FREEWATER  
CITY COUNCIL MINUTES****May 14, 2018**

The Council of the City of Milton-Freewater met Monday, May 14, 2018 at 7:00 p.m. in the Albee Room of the Library, 8 SW 8<sup>th</sup> Avenue, Milton-Freewater, Oregon.

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

Councilor Brad Humbert was absent and Ward 3 council seat is vacant.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Finance Director Dave Richmond and Public Works Superintendent Brian Steadman.

Citizens and Guests present were: Mark Gomes, Gerry Seagrave, Suni Danforth and Ann Jolly.

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

**CONSENT CALENDAR ITEMS:**

The consent calendar items consisted of:

- Council Minutes from April 9, 2018
- Accounts payables from April 4, 2018 through April 16, 2018
- Accounts payables from April 17, 2018 through May 7, 2018

Councilor Pressnall had one correction to a description on the accounts payable register.

Councilor Chesnut had one spelling correction to the minutes.

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

**PRESENTATION ITEM:****APPRECIATION AND RECOGNITION TO DON JACKSON AND CREW OF DON JACKSON EXCAVATION LLC FOR THEIR GENEROSITY, TIME AND TALENT IN HELPING STAFF AT THE AQUATIC CENTER**

City Manager Linda Hall stated she wanted to publically thank Don Jackson and his crew for helping staff locate a broken pipe at the bottom of the swimming pool. The pipe has been replaced and staff will not know if the pool will maintain the water level until the concrete is patched and the pool is filled with water. Manager Hall stated even though this leak was found, the pool still has a lot of repairs needed and there still could be other pipe issues.

Mayor Key asked how big the pipe was.

Public Works Superintendent Brian Steadman stated it was two inch in diameter and approximately fifteen to twenty feet long.

There were no representatives of Don Jackson Excavation present.

## **PRIORITIZATION INPUT PROCESS – RECREATIONAL FACILITIES**

Public Works Superintendent Brian Steadman stated this was the fourth public meeting but the second city council meeting held to gain citizen input on recreational facility priorities. He shared the compilation of the votes from the four meetings and asked those in attendance who had not voted at any of the other meetings and who lived in city limits if they wanted to vote. He received a couple more votes from citizens and stated that he will add them to the list.

## **BUSINESS ITEMS:**

### **REQUEST – GUNS AND HOSES FUNDRAISING REPRESENTATIVES ASKING FOR A WAIVER TO CITY ORDINANCE TO ALLOW ALCHOL IN YANTIS PARK FOR THEIR FUNDRAISING EVENT ON JUNE 9, 2018**

Mark Gomes stated that Guns and Hoses is a fundraising event made up of local law enforcement and firefighting agencies. They are raising funds for the benefit of Summer Youth programs ran by the YMCA for local Milton-Freewater children. He said this was their fifth year of fundraising. In years past they held football and softball games but this year they wanted to try something different. They are planning a party in the park. They have four bands who have agreed to donate their time and talent to entertain and they would like to have a beer and wine garden which they have Dragon's Gate Brewery, Watermill Winery and Blue Mountain Hard Cider on board to serve. Mr. Gomes stated they were requesting to have the party in Yantis Park and were asking for a waiver to the city ordinance which prohibits alcohol in the park. He explained the entire area will be fenced off and admission will be required to get in the main gate and there would be a separate fenced off area for the beer and wine garden with another admission fee and license check at the entrance. Both areas would be monitored and controlled.

Councilor Chesnut asked if the beer and wine would be required to stay within the designated beer garden area.

Mr. Gomes replied yes it would. He also stated that last year they raised \$6,000 and their goal this year is \$8,000.

Councilor Pressnall stated he had an issue with beer/wine being promoted for youth programs.

Councilor Chesnut stated he understood Councilor Pressnall's concern but that he didn't share it.

Councilor Irving stated that council has allowed an exemption to the city code in the past for other organized groups and didn't see how they could deny this request. He said from his understanding with the past events there have been very little problems if any.

Councilor Chesnut stated even with the exemption to the code Mr. Gomes would still be required to meet the Oregon Liquor Control Commissions requirements.

Councilor Chesnut motioned to allow the Guns and Hoses request for an exemption to City Code 8-2-19, allowing them to lawfully sell and consume alcohol in Yantis Park on June 9, 2018 between the hours of 5:00 p.m. to 11:30 p.m. for their 5<sup>th</sup> Annual Fundraising Event. Councilor Irving seconded the motion which passed by majority with Councilor Pressnall being the dissenting vote.

### **RESOLUTION NO. 2363, DECLARING VEHICLES AND EQUIPMENT SURPLUS**

Public Works Superintendent Brian Steadman stated that staff has identified some vehicles and equipment that is no longer needed and he was asking the council to declare them surplus. The list

included a 1991 GMC Lift truck, a Jacobsen 5-Gang Mower, two used tires and a glass crusher. Mr. Steadman stated staff will try and recover as much funding as the market will allow.

Councilor Irving asked if the aerial lift truck meets the safety code.

Mr. Steadman stated it did not for public employees and that is the reason for asking it to be deemed surplus.

Councilor Pressnall asked if the glass crusher left the glass pieces sharp or smooth.

Mr. Steadman stated it left the glass sharp. The glass crusher was originally purchased to be used by Horizon Project when they were the recycling service provider. Since the city now does its own recycling, the glass is hauled to the landfill and is crushed by the CAT and is being used for road bedding material. This procedure is allowed by the Department of Environmental Quality (DEQ).

Manager Hall stated staff will work with Horizon Project on advertising the glass crusher along with a hopper specifically fabricated to work with the glass crusher. Horizon Project owns the hopper and the city owns the glass crusher but they really need to be kept together and both items will be more valuable as a set unit.

Councilor Pressnall motioned to adopt Resolution No. 2363, Resolution Declaring Property to be Surplus as outlined on "Exhibit A". Councilor Chesnut seconded the motion which passed unanimously.

#### **RESOLUTION NO. 2364, WRITE 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 \$18,348.53. This equated to .002% substantially less than 1% of the city's \$10,000,000 in receivables.

Manager Hall stated Mr. Richmond and his crew do a very good job. The resolution will take the proposed write off amount off the city financial records but there are times that the city will see some of these funds being paid back. All eligible accounts will be sent to the collection bureau and if an individual on the list wants to start services again with the city they must first pay their delinquent account at the collection bureau.

Councilor Chesnut asked if revenues do come back in then do they get accounted for under unanticipated revenue.

Mr. Richmond replied they get accounted for under miscellaneous revenues.

Councilor Chesnut motioned to adopt Resolution No. 2364, Resolution Authorizing the Finance Director to Write off Uncollectible Accounts. Councilor Pressnall seconded the motion which passed unanimously.

## **ANNUAL REVIEW OF INVESTMENT POLICY AND INTEREST EARNINGS UPDATE**

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, in that order. He reported over the past five years the city had received \$321,289 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. He stated the policy was working well, allowing staff to maximize interest while investing with local banks and liquidity with the Local Government Investment Pool (LGIP).

Councilor Chesnut stated it looked like the investment policy was working well and that he liked seeing the investment in local banks.

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

## **RESOLUTION NO. 2365, AUTHORIZING SIGNATURE TO AN INVESTMENT AGREEMENT WITH LONE PINE ADVISORY SERVICES**

Finance Director Dave Richmond stated that on August 16, 2004 Don Leek from Seattle NW Securities gave a presentation on investing before the council. Mr. Leek was very helpful in drafting a new investment policy to replace, at that time, the City's thirteen year old one. The city currently has money invested with local banks, local credit union, the state investment pool and Fidelity Investments. Mr. Leek moved to Vision Capital Management in 2008. At that time Vision Capital became the investment advisor keeping the investments with Fidelity Investments. In 2017 Mr. Leek branched out on his own, starting Lone Pine Advisory Services. Staff is proposing to change from Vision Capital Management to Lone Pine Advisory Services and keeping the investment with Fidelity Investments. Mr. Richmond stated the change would continue with the same investment objectives of: 1) safety, 2) liquidity, and 3) rate of return.

Manager Hall stated that Mr. Leek has done the City a very good job of investing in the past. She stated that the reason for the change is due to her and Mr. Richmond not being comfortable with the amount of transactions being done without them being notified in a timely manner. She assured the council that there were no bad trades performed and the account was still in good standing but that they were uncomfortable with the amount of transactions and the lapse in communication.

Councilor Chesnut motioned to adopt Resolution No. 2365, Resolution Authorizing Signature to enter into a Discretionary Investment Advisory Agreement with Lone Pine Advisory Services. Councilor Irving seconded the motion which passed unanimously.

## **MANAGER'S REPORT**

Manager Hall stated there was a power outage that day that affected half the city due to a squirrel getting into Freewater substation. She reported the deadline to apply for the vacant Ward 3 City Council position closed that day at 11:00 a.m. There was one application received and that was from Jose Garcia. She asked how the council wanted to proceed.

Councilor Chesnut stated he was thrilled that he had applied.

Councilor Irving asked if he could be appointed that night since he was the only applicant.

Councilor Pressnall asked if he could be invited to the next council meeting so all the council that didn't know him could meet him.

Manager Hall stated that Mr. Garcia will be invited to attend the June 11, 2018 council meeting so those who don't know him can meet him. This will be listed as an agenda item and will be advertised as well so citizens have a chance to come to the meeting and meet him as well. At that point then council can proceed from there. She stated she would arrange to have a notary present in case there was a need for one.

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

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Lewis S. Key, Mayor