

---

**CITY OF MILTON-FREEWATER GOVERNING BODY**

Damien Reino At Large, Position 1  
Steve Irving - Council President At Large, Position 2  
Vacant At Large, Position 3

Lewis S. Key Mayor  
John Lyon Ward 1  
Bradley J. Humbert Ward 2  
Jose Garcia Ward 3

---

**CITY OF MILTON-FREEWATER  
CITY COUNCIL MINUTES****July 12, 2021**

The Council of the City of Milton-Freewater met Monday, July 12, 2021 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 Steve Irving, Brad Humbert, John Lyon, Damien Reino and Jose Garcia. Councilor at Large Position #3 was vacant.

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

Guests and citizens present were: Kandy Pressnall, Ed Chesnut, Ryan Westman, Marlene McClinlock, Wes Koklich, Cindy Timmons, Suni Danforth and Ann Jolly.

Representing the news media were: Sherrie Widmer of the Valley Herald and Sheila Hager of the Walla Walla Union Bulletin.

**CONSENT CALENDAR ITEMS:**

The consent calendar items consisted of:

- Council Minutes from June 14, 2021
- Executive Session Minutes from June 14, 2021
- Accounts payables from June 8, 2021 through June 14, 2021
- Accounts payables from June 15, 2021 through July 6, 2021
- Liquor license, Taqueria Mi Pueblito Mexican Food, LLC located at 105 N. Columbia Street
- Resolution No. 2462, Authorizing Signature to the Special Transportation Fund Services Agreement-Formula Grant with Umatilla County for a Biennium total amount of \$63,715 for the Senior and Disabled Taxi Program
- Resolution No. 2463, Authorizing Signature to Oregon Department of Transportation Grant Agreement No. 35179, to receive Grant Funds up to \$177,315 for the Senior and Disabled Taxi program and Fixed-Route Bus Program

Councilor Irving motioned to adopt the consent calendar items. Councilor Humbert seconded the motion which passed with Councilor Reino abstaining from the vote as he arrived at the end of Mayor Key presenting the consent calendar items.

## **BUSINESS ITEMS:**

### **RESOLUTION NO. 2464, HONORING FORMER COUNCILOR CHESNUT**

Mayor Key, on behalf of the entire council and staff presented former Councilor Ed Chesnut with a plaque for his length of service for serving on the City Council as a Councilor, Council President and for his time as a Planning Commissioner. He resigned due to moving outside city limits.

Councilor Humbert motioned to adopt Resolution No. 2464, Resolution Honoring Edwin E. Chesnut. Councilor Irving seconded the motion which passed unanimously.

### **DECLARING CITY COUNCILOR AT LARGE POSITION 3 VACANT AND CHOOSING A METHOD TO FILL THE VACANCY**

City Manager Linda Hall stated at the last council meeting Ed Chesnut who represented the City Councilor At Large Position #3 submitted a resignation letter effective midnight June 14, 2021 stating he was moving to a new home outside city limits. Manager Hall explained that council needed to make a motion to accept his resignation letter and declare the position vacant.

Councilor Lyon motioned to accept Edwin E. Chesnut's formal resignation and declared City Councilor At Large Position #3 to be vacant. Councilor Reino seconded the motion which passed unanimously.

Manager Hall went on to explain there were four options to fill the vacancy; 1) fill the vacancy by direct appointment to a specific individual who meets qualifications to serve, 2) leave the seat unfilled until its term naturally expires and the vacancy is then filled by the regular election process, 3) advertise and solicit applications for the vacancy and make an appointment from among the applicants or 4) use the current candidate recruitment list of the last council vacancy recruitment as it is less than six months old and there was one candidate still available for consideration on the list which was Wes Koklich.

A discussion ensued regarding the options for filling the vacancy.

Councilor Lyon motioned to use the current candidate recruitment list of the last council vacancy recruitment as it is less than six months old. Councilor Humbert seconded the motion which passed unanimously.

Wes Koklich was the sole eligible applicant from the last recruitment therefore, he was appointed to fill the remaining term of City Councilor At Large Position #3 with the term ending December 31, 2022. He will be sworn into office at the August council meeting and Manager Hall will perform his orientation prior to that meeting.

### **APPROVAL OF ADDITIONAL COSTS ASSOCIATED WITH EMERGENCY REPAIRS FOR WELL #1**

Public Works Superintendent Brian Steadman stated that Well #1 went out of service towards the end of March of this year. The original quote for repairs was brought before council at the May meeting for a repair amount of \$77,482.38. Since that time, it has been determined that there was an additional cost of \$8,200 mostly due to the job qualifying as a prevailing wage job as required under Oregon Bureau of Labor and Industries (BOLI) and the cost of their boom truck.

A brief discussion ensued.

Councilor Humbert motioned to approve the additional funding of \$8,200 for Well #1 emergency repair. Councilor Irving seconded the motion which passed unanimously.

**APPROVAL OF ADDITIONAL COSTS TO THE JOE HUMBERT FAMILY AQUATIC CENTER RESURFACING PROJECT**

Mr. Steadman stated when bids were originally received and approved on November 9, 2021 it was unknown at that time the exact quantity of some of the bid items in regards to the Aquatic Center resurfacing project. Unit prices were awarded and since that time quantities of items have changed in that some were lower than originally estimated and some quantities increased. There was an additional \$1,113.30 for added tiles and labor.

Councilor Humbert motioned to approve the additional funding of \$1,113.30 for added tiles, labor and shipping for a total Joe Humbert Aquatic Center Resurfacing Project cost of \$173,807.30 for work done by The Anderson Group doing business as Anderson Poolworks of Wilsonville, Oregon. Councilor Irving seconded the motion which passed unanimously.

**AWARD OF CONTRACT 298 – HEATING SYSTEM FOR THE JOE HUMBERT FAMILY AQUATIC CENTER**

Mr. Steadman stated that the pool resurfacing project is complete. The next step is to purchase the required heat pumps to keep the water from freezing in the winter. Staff advertised and accepted sealed bids. There was only one bid received, Mill Creek Mechanical of Walla Walla, Washington. He said after the bids were let, the company's engineer told staff that the two units requested for the bid would not be enough due to our Pacific Northwest weather. Staff researched the owner manuals of when the pool was first built along with the representative of the company and both concurred that two units would suffice.

Manager Hall stated that the renovation of the pool could have very easily been a complete demo project. The winter temperatures are coming and the city will need to have units installed to heat the water to avoid freezing. Since there was only one bidder, staff has the latitude to negotiate with this company if more units are needed. She suggested to the council to allow for staff to negotiate with the provider for the best price possible once there is clarification on the number of units. She said another issue is the delivery time schedule of the units. She said she would report back to council at a future meeting.

Councilor Lyon asked if there was a backup plan if the units were not here in time.

Manager Hall said the city has a very good working relationship with the YMCA and she would reach out to them to see if they could help.

Councilor Humbert asked if the bid received included everything, unit, delivery and installation.

Mr. Steadman stated that it did include everything.

A brief discussion ensued.

Councilor Humbert motioned to award Contract 298 Heating System for the Joe Humbert Family Aquatic Center to Mill Creek Mechanical of Walla Walla, Washington to be negotiated by the City Manager and Public Works Superintendent based on information provided by consultant with required equipment needs. Councilor Irving seconded the motion which passed unanimously.

**RESOLUTION NO. 2465, AUTHORIZING THE SALE OF GENERAL OBLIGATION BONDS AND RELATED MATTER**

Manager Hall stated the citizens of Milton-Freewater approved a ballot measure on May 18, 2021 authorizing the city to issue general obligation bonds to finance capital costs associated with constructing a new police station for police, dispatch personnel and the public. In working with bond counsel and financial advisors, staff is recommending that the bonds be put out for sale as soon as possible before interest rates start to rise. She said in order to proceed, Council must not only authorize the action, but stipulate how the bonds may be sold and issued. The proposed resolution addresses all the requirements and was drawn up and vetted by the City's bond counsel, Gulgan Ugur of Hawkins Delafield & Wood, LLP. Staff also reviewed the resolution and was recommending adoption.

Councilor Humbert agreed that the bonds need to be sold as quickly as possible.

Manager Hall agreed. She said the city has not sold bonds for many years. Staff is working on providing information to Matt Donahue of D.A. Davidson who is putting together the Preliminary Official Statement (POS) which is a disclosure document released prior to the sale that describes the proposed new issue of bonds and gives a potential investor information on the City which includes its financial standing and history.

Councilor Humbert motioned to adopted Resolution No. 2465, Resolution Authorizing the Sale of General Obligation Bonds and Related Matters. Councilor Irving seconded the motion which passed unanimously.

**RESOLUTION NO. 2466, AUTHORIZING SIGNATURE TO AGREEMENT WITH FFA ARCHITECTURE AND INTERIORS, INC. FOR THE POLICE STATION PROJECT**

Manager Hall stated staff has been working with FFA Architecture & Interiors, Inc. for several months to develop a preliminary design, illustrative sketches, cost estimates and overall input in preparation to go out for a bond measure to build a police station and dispatch center. This team was selected when bids were sought for an architecture/engineering initially and they were chosen. She said staff was recommending continuing on with this professional architecture and design firm. They specialize in designing and building police and emergency dispatch centers and have built many large and small law enforcement stations in Oregon. The city's Local Public Contracting resolution and purchasing rules allow for the direct appointment of a professional services firm such as architecture and design in the interest of saving time and money if they are a continuation of the work and project. FFA Architecture & Interiors, Inc. has submitted a proposal to continue their design, architectural, engineering, and project management services.

Councilor Humbert stated he noticed the agreement had many exclusions one being as-built drawings.

Manager Hall said on their budget page some of the exclusions were included back in on the budget page. She assured Councilor Humbert that there would be an as-built drawing for the project.

Wes Koklich asked if the personnel of the police and dispatch departments had any say in the project.

Manager Hall said all members of the department have been and will continue to be involved in the planning process of the project.

Councilor Humbert motioned to adopt Resolution No. 2466, Resolution Authorizing Signature to Agreement with FFA Architecture and Interiors, Inc. for architecture, design engineering, project management, etc. of the Police Station Project. Councilor Irving seconded the motion which passed unanimously.

Councilor Lyon asked if the city attorney reviewed the agreement.

Manager Hall stated that he had.

### **APPROVAL OF UPDATED JOB DESCRIPTION FOR THE FINANCE DIRECTOR**

Manager Hall stated that the Finance Director Dave Richmond has announced his intent to retire within the foreseeable future. He has served the city in this role for almost 20 years. He has brought many positive changes to the city's financial standings. Mr. Richmond has revised the investment strategies and policies, turning interest earnings into a major revenue source for the city. He has strengthened the financial reporting, earning consecutive governmental accounting excellence awards for the city's budget and comprehensive financial reports. She said when a position becomes vacant the job description is looked at and updated if needed. This job description has been reviewed by the Finance Director, City Manager and Human Resource Officer. The changes suggested were not comprehensive, but would understand the responsibilities included risk management, issuance of debt, and municipal court oversight. Manager Hall stated that Mr. Richmond has agreed to train the new person once selected.

Councilor Irving motioned to approve the revised job description for the Finance Director. Councilor Humbert seconded the motion which passed unanimously.

### **RESOLUTION NO. 2467, AUTHORIZING SIGNATURE TO UMATILLA COUNTY HAZARDS MITIGATION PLAN**

Manager Hall stated a committee to review Umatilla County's Natural Hazards Mitigation Plan (NHMP) was appointed and the group has been updating this plan for several months. The NHMP is a key factor in establishing eligibility for certain FEMA grants. The city has not requested any FEMA grants but this plan is a benefit to have in place. She said the plan is over 800 pages for anyone interested in viewing the complete document but that an executive summary of the plan was provided with the council packet.

Councilor Humbert said the steering committee for this plan has done a great job.

Councilor Reino motioned to adopt Resolution No. 2467, Resolution Authorizing signature to the Umatilla County Natural Hazards Mitigation Plan. Councilor Lyon seconded the motion which passed unanimously.

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

Ann Jolly, 225 Maple - thanked the council for making the decision to fill the vacant council seat.

## **MANAGERS REPORT**

Manager Hall stated that Councilor Reino asked to have the fire fighters present to thank them for their work on the recent fire. She said she would like to invite a representative from all the agencies that helped to thank them at a future meeting.

A discussion ensued regarding what agency pays for emergency aid.

Mayor Key said he had been approached about banning fireworks.

Manager Hall stated that even though the City didn't ban fireworks, all those that go aerial are illegal in the State of Oregon. She said if the council wished, that could be discussed at a future meeting.

There being no further business the meeting was adjourned at 8:12 p.m.

---

Lewis S. Key, Mayor