
CITY OF MILTON-FREEWATER GOVERNING BODY

Damien Reino At Large, Position 1
Steve Irving - Council President At Large, Position 2
Wes Koklich 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****May 9, 2022**

The Council of the City of Milton-Freewater met in regular session on May 9, 2022 in the Albee Room of the City Library, 8 SW 8th Avenue at 7:00 p.m.

The following members were present: Mayor Lewis Key, Councilors John Lyon, Wes Koklich, Damien Reino, Jose Garcia, Steve Irving and Brad Humbert who arrived at 7:04 p.m.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Public Work Superintendent Brian Steadman, Police Chief Doug Boedigheimer, Sergeant Joe Shurtz, Public Works Supervisor Nathan Lyon, Emergency Communication Specialists Nicole Pippin, Gina Laib and Mitch Gibson, Police Officers Danny Lackey, Dylan Garcia, Anthony Martinez, Craig Robinson and Kevin Cuellar, Code Enforcement Officer Jason Schaffner, Conservation Specialist Ryan Westman and Municipal Court Clerk Tracy LeGore.

Guests and citizens present were: Christine Boedigheimer, Jackie Fogg, Emily Cuellar, Luis Cuellar and Vanesa Salazar.

Representing the news media were: Sherrie Widmer of the Valley Herald, Sheila Hagar and Max Ericson of the Walla Walla Union Bulletin.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council minutes from April 11, 2022
- Executive session minutes from April 11, 2022
- Accounts Payable April 5, 2022 – April 18, 2022
- Accounts Payable April 19, 2022 – May 2, 2022
- Resolution No. 2489, Amending the Aquatic Center Employee pay plan due to increase in Oregon State minimum wage
- Resolution No. 2490, Authorizing signature to amendment with Umatilla County Special Library District

Councilor Irving motioned to approve all items in the Consent Calendar. Councilor Garcia seconded the motion which passed unanimously. Councilor Humbert was absent for the vote.

PRESENTATION ITEMS:**OATH OF OFFICE – KEVIN CUELLAR – POLICE OFFICER**

City Manager Linda Hall administered the oath of office to Kevin Cuellar who is the newest Police Officer with the department.

Police Chief Doug Boedigheimer introduced the newest members of the police department; Kevin Cuellar, Police Officer, who was just sworn in, Emergency Communication Specialists Nicole Pippin, Gina Laib and Mitch Gibson. He also introduced Jason Schaffner who is the Code Enforcement Officer even though he has been with the department for a few years, he had not been formally introduced at a council meeting.

BUSINESS ITEMS:

BID AWARD 2022 POWELL RD IMPROVEMENTS

Public Works Superintendent Brian Steadman stated the Powell Road improvement project entails roadway reconstruction, installation of curb, sidewalk and ADA ramps, stormwater improvements, irrigation pipe, structure and landscape restoration impacted by street construction and replacement of an existing bridge and irrigation diversion over the Little Walla Walla River. The project was advertised and there were six bids that were received. They were from Eastern Oregon Contracting, LLC, Don Jackson Excavation, LLC, Premier Excavation, Inc., Humbert Asphalt, Inc. Nelson Construction Corporation and Bolen Construction, LLC. The project will be funded through Oregon House Bill 2017.

Councilor Humbert disclosed he had financial ties with one of the bidders, Eastern Oregon Contracting LLC and was recusing himself from discussion and the vote.

Councilor Reino motioned to award unit prices as described on Eastern Oregon Contracting, LLC's bid dated April 29, 2022 for the 2022 Powell Road Improvements, funded by House Bill 2017 to Eastern Oregon Contracting, LLC of Milton-Freewater, Oregon as they were the apparent low bidder. Councilor Lyon seconded the motion which passed unanimously. Councilor Humbert recused himself for reasons stated earlier.

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH MIDEA DEVELOPMENT LLC FOR THE BRAEBURN LIFT STATION REPLACEMENT AND IMPROVEMENTS

Public Works Superintendent Brian Steadman stated the Braeburn Lift Station was constructed about 20 years ago. With the design being underground, it makes it very difficult to pull pumps and perform maintenance and falls into confined space protocols which requires more than one person to do any of the work. Staff has been working with Midea Development LLC who has designed a replacement lift station. Staff recommended moving forward with the project as with most other construction projects materials are increasing in cost and there has been a pattern of long lead times on delivery of those materials.

A brief discussion ensued regarding the project.

Councilor Lyon motioned to authorize City Manager Linda Hall to negotiate terms of an agreement with Midea Development, LLC out of Corvallis, Oregon for the Bidding, Construction, Commission and Closeout of the Braeburn Lift Station Replacement and Improvement up to a maximum amount of \$403,104. Councilor Garcia seconded the motion which passed unanimously.

EMERGENCY REPAIR TO WELL #3

Public Works Superintendent Brian Steadman stated that well #3, which is located on NE 3rd behind the old PGG building, was in need of an emergency repair. Bids were sought and staff recommended going with the bid that offers the same brand of pump motor as in two other wells that have recently

been replaced. The job would entail removing the old gear, furnish and install a new 200HP drive. The estimated lead time on materials is nine to eleven weeks.

A discussion ensued regarding ordering an additional drive to have on hand.

Councilor Reino motioned to award bid to Doyle Electric for the repair work for well #3 in the amount per their bid of \$58,656.62. Councilor Humbert seconded the motion which passed unanimously.

RESOLUTION NO. 2491, ADOPTION OF PURCHASING RULES AND REGULATIONS

Manager Hall stated that in 2004 the City Council established purchasing rules and regulations in compliance with Oregon State laws and established some formally adopted levels of purchasing authorities for key personnel. The procedures have been amended from time to time with changes brought on by legislative amendments to the State Contracting Laws, the amounts set for staff purchases have not changed. The cost of goods and services have climbed dramatically in the past two years, bids that staff receive sometimes are only good for 24 hours and extended lead times for vital supplies seem to be getting longer. She said in order to allow staff to work more efficiently and protect the purchasing effectiveness and limit delays in projects and development as much as possible she proposed the following changes: changing field personnel purchases from \$500 to \$750, department head purchases from \$2,500 to \$5,000, department head plus finance director or city recorder from \$7,500 to \$15,000 and City Manager purchases from \$25,000 to \$50,000. She stated that Oregon State purchasing regulations authorize her as City Manager, to purchase up to \$150,000 which she stated she felt was too high without it going to council.

Councilor Humbert motioned to adopt Resolution No. 2491, Resolution Adopting Purchasing Rules and Procedures of the City of Milton-Freewater by the City Council Acting in their Role as Local Public Contract Review Board. Councilor Reino seconded the motion which passed unanimously.

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

Max Ericson introduced himself as the new Walla Walla Union Bulletin reporter that will be covering city council meetings. He will replace Sheila Hagar.

MANAGER'S REPORT

Manager Hall stated Councilor Reino suggested installing two memorial benches, one for Pam Hays who was the Municipal Court Clerk who passed away in 2021 and former Mayor Mary Nicolson who passed away a couple months ago. Councilor Reino also brought to Manager Hall the idea for the City of Milton-Freewater to offer challenge coins for police and fire to share among service members and law enforcement personnel.

Councilor Reino stated the coin could have the City's logo on one side and the Police Department logo on the other.

Manager Hall confirmed there was a council consensus for her to proceed with both suggestions from Councilor Reino.

Next, Manager Hall stated she would be having a Zoom meeting with the design team to get a final cost estimate for the new police station. The project is still on track to go out to bid June 10th.

COUNCIL ANNOUNCEMENTS

Councilor Koklich asked what the update was to the Kiwanis request for the playground equipment at Freewater Park.

Manager Hall stated at the meeting they were concerned with when the old equipment was going to be torn down, which it has been removed.

A discussion ensued regarding the playground equipment that was donated from the Grove School complex before it was torn down and what it was going to take to install it at Freewater Park.

Councilor Lyon asked what the status was of the Human Resource position.

A brief discussion ensued regarding the position and its duties.

There being no further business the meeting was adjourned at 7:41 p.m.

Lewis S. Key, Mayor