
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****September 11, 2023**

The Council of the City of Milton-Freewater met in regular session on September 11, 2023 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 and Steve Irving.

Councilor Brad Humbert was absent.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Public Works Superintendent Brian Steadman, Public Works Technician Steven Patten and Public Works Supervisor Nathan Lyon.

Guests and citizens present were: Suni Danforth and Kay West. Tina Kain arrived at 7:24 p.m.

Representing the news media were: Sherrie Widmer of the Valley Herald and Sheila Hagar of the East Oregonian.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council minutes from August 14, 2023
- Accounts Payable August 5, 2023 – August 23, 2023
- Accounts Payable August 24, 2023 – September 5, 2023
- Resolution No. 2527, Authorizing Signature to Statewide Transportation Improvement Fund Services Agreement with Umatilla County for Public Transportation Services

Councilor Irving motioned to approve all items on the Consent Calendar. Councilor Lyon seconded the motion which passed unanimously.

BUSINESS ITEMS:**APPROVAL OF PROPOSAL FROM TALOS ENGINEERING, INC. FOR PUBLIC WORKS SCADA SYSTEM HARDWARE UPGRADES**

Public Works Technician Steven Patten stated the Public Works Department utilizes a SCADA system which stands for Supervisory Control and Data Acquisition. The SCADA system monitors and controls various parts of the water and wastewater utilities and is essential for the operation of both the utilities. The current SCADA hardware was installed about 20 years ago and is at the end of its life. In 2017, an upgrade to the software was completed although, the purchase of a software license upgrade for the current program is included in the proposed project. In 2022, Public Works staff published a Request for Proposal to hire a SCADA Engineering consultant, which Talos Engineering was selected to conduct a system assessment. The assessment of the SCADA system was divided into three sections or phases based on the current SCADA configuration. The proposed

work includes designing Phase A and B, buying and installing all the hardware for Phase A, South Pressure Zone and Wastewater Treatment Plant, and buying the hardware parts for Phase B, Middle Pressure Zone.

Councilor Koklich asked if there was a back-up plan in the case of a power outage.

Mr. Patten stated there is a generator that starts up and runs Well #1 if there is a power outage. Staff is looking to retrofit other wells with a generator as well.

Manager Hall stated the wells are kept at full capacity so that would help in the case of an outage as well.

Councilor Lyon motioned to approve proposal Q2023-037 Telemetry System Updates from Talos Engineering, Inc. of Richland, WA in the amount of \$223,490. Councilor Irving seconded the motion which pass unanimously.

AUTHORIZATION TO A PROFESSIONAL SERVICES AGREEMENT WITH MIDEA DEVELOPMENT LLC FOR PHASE 3 AND PHASE 4 FOR THE BRAEBURN SEWER LIFT STATION

Public Works Superintendent Brian Steadman asked for authorization to enter into a professional service agreement with Midea Development LLC for Phase 3 and Phase 4, Engineering support to complete Braeburn Sewer Lift Station project which included the documentation to meet the Oregon Department of Environmental Quality (DEQ) requirements, which was estimated to cost \$12,100. The materials to complete the job were on site and the estimated start date was September 25, 2023.

Councilor Lyon asked how long the project would take to complete.

Mr. Steadman estimated 2-3 weeks.

Councilor Lyon motioned to authorize signature to a professional services agreement with Midea Development LLC out of Corvallis, Oregon for the Phase 3 and Phase 4 Engineer Support to complete Braeburn Sewer Lift Station Project for \$12,100. Councilor Irving seconded the motion which passed unanimously.

APPROVAL OF THE ADDITION OF THE PAID LEAVE OREGON POLICY TO BE INCLUDED IN THE CURRENT EMPLOYEE POLICY MANUAL

Manager Hall presented the State of Oregon's new paid leave program called, "Paid Leave Oregon", (PLO). Beginning January 1, 2023 both employers and employees were required to contribute 1%, employers pay 40% and employees pay 60% of the 1% via payroll deduction. The 1% is the current contribution rate and adjusted rates will be determined by November 15th each year. PLO is a division of the Oregon Employment Department, and allows employees to take up to 12 weeks of paid leave per benefit year for family, medical and safe leave and up to 14 weeks for pregnancy related medical leave. Employees who have earned \$1,000 during the year prior to claiming and or have worked for their employer for 90 days may qualify. Manager Hall stated the employee applies to the State of Oregon and there are no job/position exemptions for the leave. She said she was a little concerned about how this will affect the operations of departments. The proposed policy sets notification requirements for employees to give the Human Resource Officer notice that they are applying for PLO. Applications for the leave started being accepted by the State in September.

Councilor Koklich asked if all employees were subject to paying into the program.

Manager Hall replied it was for employers with 25 or more employees.

Councilor Lyon motioned to approve the addition of the Paid Leave Oregon policy into the City's current Employee Policy Manual. Councilor Irving seconded the motion which passed by majority with Councilor Koklich being the descending vote.

MANAGERS REPORT

Manager Hall gave an update on the library hours. The library director has seen a change since Covid and noted a decline in library users in the evening hours, with the exception of evenings with events like adult book club, craft night, children's events, etc. Conversely, staff often observe people waiting in the foyer for the library to open. The library director proposed to change the library hours from Monday-Wednesday 11:00 – 7:00 p.m., Thursday-Friday 10:00 – 6:00 p.m., Saturday 10:00-2:00 p.m. to Monday-Wednesday 10:00-6:00 p.m., Thursday-Friday 9:00-5:00 p.m., and Saturday 10:00-2:00 p.m. She ran the proposed hours by the Library Board, which they were in favor of. Manager Hall stated the library would be open the same number of hours but would open one hour earlier and close one hour earlier than before.

Councilor Koklich stated he was not in favor of the change and that people were getting off work about the time the library would close. He stated he viewed the library as a service to taxpayers.

Councilor Irving stated he believed the library director was doing a good job and she would know best and believed in her judgement. He stated going into winter was a good time to make the change.

Manager Hall stated the library director makes good use of resources but that Councilor Koklich raised a good point and the library is 100% funded by tax payer dollars. She suggested trying the new proposed hours and if there were complaints then the hours could be changed back.

There was a majority consensus to try the new hours.

Manager Hall asked if there were any councilors going to the Annual League of Oregon Cities Conference this year.

Councilor Irving stated he benefited more from going to the Small Cities meetings and he would not be attending the LOC conference.

There were no other members of the council attending this year.

Manager Hall then gave an update on the new police station building. She said the brick being installed was beautiful and the inside will have a lot of natural wood and natural light. The building will not be finished by October 18th as planned but looking more like an additional month. The building is not your typical office building and has a lot of specialized details. For example, the temporary holding cell detention doors, there are only one/two builders in the states so there has been some delay in receiving them. The last update was they are scheduled to be delivered around October 31st. She then described some of the other details and features about the building.

Kay West asked if there were any change on the budget.

Manager Hall stated to-date the project was coming in under budget.

COUNCIL ANNOUNCEMENTS

Councilor Irving stated he was “going to jail” September 22nd for a fundraiser to help with the Hawaii fire. The event will take place at the Elks Lodge on North Main if anyone wanted to post “bail” for him as a donation.

There being no further business the meeting was adjourned at 7:38 p.m.

Lewis S. Key, Mayor