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**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

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**CITY OF MILTON-FREEWATER**  
**CITY COUNCIL MINUTES**

**July 8, 2024**

The Council of the City of Milton-Freewater met in regular session on July 8, 2024 in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue at 7:00 p.m.

The following members were present: Council President Steve Irving, Councilors Jose Garcia, Brad Humbert, John Lyon, Wes Koklich and Damien Reino.

Mayor Lewis Key was absent.

Staff members present were: City Manager Chad Morris, Assistant City Manager/City Recorder Leanne Steadman, Police Chief Joe Shurtz and Public Works Superintendent Brian Steadman.

Guests and citizens present were: Suni Danforth, Mike Odman, Arlen Calley, Emily Holden, Kenneth Jenkins, Donna Sheridan, Tammy Seaquist, Tiffany Pate, Paul Seaquist, Gail Beeson, Lili Schmidt, Krista Gannon, Ryan Westman, Laurie Bubar and Tracy Martinez.

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 June 10, 2024
- Accounts Payable June 1<sup>st</sup> – June 18, 2024
- Accounts Payable June 19<sup>th</sup> – July 2, 2024
- Approval of Liquor License application for Arc Wine Services, LLC doing business as Open Soul Wines, located at 235 E. Broadway Avenue

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

Councilor Lyon asked Manager Morris about the minutes where it referred to department head cost of living wages being “axed”, because freezing the wages is what he meant.

Manager Morris stated he wanted to leave it in the minutes as that is what was said and that is the reason why he asked for clarification from Councilor Lyon if the cost-of-living increase funds were being removed from the budget or if the wages were to be frozen at the current time and the funds left in the budget.

**BUSINESS ITEMS:**

**RESOLUTION NO. 2544 – AUTHORIZING SIGNATURES TO THE CITY’S BANKING AND INVESTMENT ACCOUNTS**

**RESOLUTION NO. 2545 – AUTHORIZING CERTAIN EMPLOYEES TO MAKE TRANSFERS IN THE LOCAL GOVERNMENT POOL AND FIDELITY INVESTMENT ACCOUNTS**

With a new City Manager, Chad Morris, effective May 28, 2024, it is necessary to change the authorized signatures on the City’s banking accounts. The only change was that of the city manager, all other signatories listed on the proposed resolutions remained the same. The change affected the banking and investment accounts as well as the Local Government Pool account and Fidelity Investment account.

Councilor Lyon motioned to adopt Resolution No. 2544, Resolution Authorizing Signatures to the City of Milton-Freewater Banking and Investment Accounts. Councilor Reino seconded the motion which passed unanimously.

Councilor Lyon motioned to adopt Resolution No. 2545, Resolution Authorizing Certain Employees to Make Transfers in the Local Government Pool and Fidelity Investment Account. Councilor Reino seconded the motion which passed unanimously.

**BID AWARD – HVAC SERVICE CONTRACT NO. 312**

Manager Morris reported the previous HVAC service contract expired June 30, 2024. There were three bid packets issued to those on the most recent bidder’s list. One bid was received prior to bid due date from Mill Creek Mechanical.

Council President Irving stated the bid amount appeared to be in line with the budget.

Manager Morris stated that Public Works Superintendent Brian Steadman just received a call a few minutes prior to the meeting starting from the golf course restaurant operator that their HVAC system was having issues.

Councilor Humbert asked how much the previous contract was for.

Krista Gannon stated \$110 per hour.

Manager Morris stated the bid indicated trouble shooting and emergency work would be a little different rate than the preventative maintenance rate.

Councilor Humbert motioned to award Contract No. 312 to Mill Creek Mechanical for HVAC Maintenance as per their bid submitted on June 26, 2024. Councilor Lyon seconded the motion which passed unanimously.

**AUTHORIZATION TO PURCHASE WATER METERS FROM GENERAL PACIFIC**

Manager Morris reported the public works department was proposing to purchase 712 new HRE registers for water meters with Orion cellular transmitter, for Badger meters. This is the fourth and final year of the change out, originally planned was a five-year plan. Staff’s recommendation is to purchase from General Pacific as they are a sole source distributor for Badger and Orion.

Councilor Humbert motioned to authorize the purchase of 712 new water meter Orion registers with the new Badger Beacon AMA cellular end points in the amount of \$222.00 each for a total of \$158,064 from General Pacific, Inc. as they are the sole Badger and Orion distributor. Councilor Lyon seconded the motion which passed unanimously.

**AUTHORIZATION – TO PURCHASE ONE NEW FORD EXPLORER FOR THE POLICE DEPARTMENT AS BUDGETED**

Manager Morris requested approval to purchase one new Ford Explorer for the police department as budgeted. Staff has located a vehicle that fits the departments needs on the lot at Landmark Ford. If a vehicle were to be ordered, the current lead time is approximately six months. The vehicle cost is \$53,622.05 which he was asking for approval for as the cost to outfit the vehicle, estimated at \$25,000 is under his purchasing authority. If approved, RACOM out of Spokane, Washington will outfit the vehicle with the equipment needed to turn it into a police vehicle.

A brief discussion ensued regarding the equipment needed for a new police vehicle. This also included discussion regarding transferring any equipment that could be used from the old vehicle to the vehicle.

Councilor Koklich asked if the vehicle warranty was still good since it was almost two years old.

Manager Morris stated the warranty would start when the vehicle was taken off the lot.

Councilor Humbert motioned to approve the purchase of one new Police Ford Explorer All-Wheel Drive Police Interceptor, from Landmark Ford, 12000 SW 66<sup>th</sup> Ave., Tigard, Oregon 97223. Councilor Lyon seconded the motion which passed unanimously.

**MANAGER'S REPORT**

Manager Morris shared updates to some concerns regarding the aquatic center. First item was the slide, which was evaluated and all bolts seem to be secured. It is a fiberglass slide so there is some wiggle to it, but it does not seem to appear to be a safety issue. Next, was the privacy fencing around the facility, there was a report of someone from the outside peering into the pool area had been reported. Public Works Superintendent Brian Steadman received a quote to replace all the missing slats in the chain link fence to be approximately \$1,000. Manager Morris approved the expense, but also noted that it will not keep someone from looking in to the pool area, but it would help. Last aquatic center item was the concessions and the issue of running low or running completely out of product. He reported staff is working on finding a backup vendor to help supply the goods. Manager Morris reported there were five brush fires over the 4<sup>th</sup> of July related to fireworks. One fire was a commercial building, but was undetermined whether it was due to electrical issues or fireworks. He reported next year he will be doing more signage and communication regarding fireworks. Next item was regarding a Charter review which has been a topic of discussion. He reported he has spoken to the City Attorney and they discussed the process for a review. He recommended advertising and accepting applications for those citizens interested in serving on a Charter Review Committee. The process would be similar to that of the other city council advisory committees. The next items he shared was that he would like to have a Strategic Planning Workshop and he expressed the need for a council goal setting session. He shared that at the conference he attended at the end of June, he made some new contacts that he can reach out to that could possibility help facilitate both of these items. He announced the CDBG (Community Development Block Grant) for the water improvement project was not successful. He shared some of the details in the deciding factor of the denial. At this point, he stated he would need to seek funding for the design phase of the project and then reapply for a CDBG for the construction. He

reported that he would be keeping the Assistant City Manager position in place until around the first of October and by that time he should know what areas he would still need assistance with, if any. At that point, that position would roll back to the City Recorder position. He has contacted a labor attorney in regards to the legality of the freezing of the department head wages, he said he was hoping to have something more to report at this meeting, but he will have more information at the August council meeting. The last item in his report was that he enjoyed attending the city manager's conference and he was able to meet other city managers and build a nice network with them.

### **COUNCIL ANNOUNCEMENTS**

Councilor Koklich was thankful for the handrail to be reinstalled at the golf course.

Mr. Steadman reported that was the work of parks crew Jorge Estrada and Martin Romero.

Councilor President Irving stated he noticed and appreciated the extra patrols by the police and fire department over the 4<sup>th</sup> of July.

Councilor Lyon shared he was happy to see that the Robbins Street improvement was finished prior to July.

Mr. Steadman said the contractor did a nice job, but they will be coming back to do some work on the ADA ramps.

A brief discussion ensued regarding the Charter Review Committee qualifications, which have not been established yet. Also discussed was the cost of a Strategic Plan.

Councilor Irving asked what the timeframe was for finishing the Yantis Park natural playground area.

Manager Morris reported he had just approved and signed a purchase order for more mulch for Yantis Park and for the Freewater Park improvements.

There being no further business the meeting was adjourned at 7:43 p.m.

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Lewis S. Key, Mayor