

MEMORANDUM

DATE: January 12, 2025
TO: Milton-Freewater Mayor/City Council
FROM: Tim Johnson, Interim City Manager
SUBJECT: City Manager's Report for December 2025

The following identifies meetings and actions that took place in December 2025 and items pending for January 2026.

Mayor/Council Meetings

- Mayor and I met with field representative for Congressman Bentz
- Introduction to vendors at golf course, pro shop and restaurant
- Pending meeting with Mayor and field representative for Senator Wyden
- Pending meeting with Mayor and representatives from Business Oregon
- Pending meeting with Mayor and Aaron Duff
- Pending meeting with Mayor and Art Hill of Community Development Partnership on improvements in north end of city.
- Meetings with Councilmembers
- Regional Mayor's and Managers meeting. Attended with Council President, Irving and Councilmember Koklich

External Meetings

- Capital Solutions on grant exploration
- Lisa Masters, CIS, update on city insurance and risk management issues
- Aaron Duff, Superintendent of MFUSD, discussion of tennis court improvements and golf course property contract.
- Outreach to Jeff Adams, Downtown Partnership
- Outreach to State DEQ on State Recycling Program
- Outreach to US GSA, Dept of Defense, Defense Logistics Agency, Homeland Security 1122 Program for surplus vehicle program
 - Pending meeting with Staff on interest, protocols for identification, acquisition and retrieval
- Pending meeting with contractor Hermiston IT

Internal Operations

- Initiated weekly Dept. Directors meetings every Monday morning
 - Additionally meet with Dept. Directors one-on-one monthly if not more
- Currently Acting Public Works Superintendent
 - Initiated weekly meetings with Supervisors and Admin./Tech Staff
 - Additionally meet with front line supervisors from PW one-on-one as needed
- Introduction to City
 - Met with staff from across all departments over the last 30 days
 - Visited City facilities

Internal Operations (cont.)

- Ride Along with PD
- Formulated Timelines and Activities for Hiring City Manager (See Attachment)
- Pending Hiring of PW Superintendent
- Actively Hiring for Parks and Rec Supervisor
- Addressing items on the following:
 - Reviewed Collective Bargaining Agreements
 - Reviewed FY 25/26 Budget
 - Prep for FY 26/27 Budget
 - Review of previous/carried over HR related activities from former City Manager
 - Review of Cyber Security
- Review of Research
 - Review, Q&A with staff on Parks and Recreation Master Plan, 2020
 - Review, Q&A with staff on Electric System Planning Study, 2020
- Customer Service
 - Trash clean-up requested on alley between Davis and Jacquelyn, directed PW staff to respond same day. Follow up from Council request
 - Follow up with resident requesting lot line adjustment

Wind Event

- Provide support to Electric Division in its efforts to address event, specifically 7 broken poles and assistance to other utilities with poles such as communication utilities. City Electrical assisted in helping CenturyLink with their pole located along Columbia St.



Fire Event

- Provided assistance to elderly neighbors across from City Hall with protection from structure fire adjacent to his residence on 7th and S. Columbia.



Attended Other Events

- Attended holiday event at Library, Christmas Parade and City Employee Christmas dinner



"Ready to Read Grant," checks are being sent this month. We should receive \$1400. The items to purchase were already decided when we submitted the grant request in August. If interested, please identify and the sheet with the items listed will be forwarded to you.

The Valley Giving Guide <https://www.valleygivingguide.org/> solicits money for local non-profits in the month of December. It is estimated that the city should receive \$3525.73 in donations. The check usually takes 90 days before it is received.