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**CITY OF MILTON-FREEWATER GOVERNING BODY**

Verl Pressnall At Large, Position 1  
Steve Irving At Large, Position 2  
Edwin E. Chesnut (CL President) 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****May 11, 2020**

The Council of the City of Milton-Freewater met Monday, May 11, 2020 at 7:00 p.m. via virtual platform “Zoom” due to COVID-19 and practicing social distancing to stay in compliance with the Executive Orders Issued by Governor Kate Brown.

The following City Council members were present: Mayor Lewis Key, Councilors Jose Garcia, Steve Irving, Brad Humbert, John Lyon and Ed Chesnut.

Councilor Verl Pressnall was absent.

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

There were no citizens or guests present.

Representing the news media was Sherrie Widmer of the Valley Herald.

**CONSENT CALENDAR ITEMS:**

The consent calendar items consisted of:

- Council Minutes from March 9, 2020
- Executive Session Minutes from March 9, 2020
- Accounts payables from March 4, 2020 through March 17, 2020
- Accounts payables from March 18, 2020 through April 6, 2020
- Accounts payables from April 7, 2020 through April 22, 2020
- Accounts payables from April 23, 2020 through May 4, 2020
- Resolution No. 2418, Authorizing Receipt of and Expenditures Associated with the State of Oregon Governor’s Emergency Grant Funding Associated with the February 2020 Flood Event
- Resolution No. 2419, Amending Aquatic Center Pay Plan to Reflect an Increase in Oregon State Minimum Wage

Councilor Irving motioned to adopt the consent calendar items. Councilor Chesnut seconded the motion which passed unanimously.

**BUSINESS ITEMS:****RESOLUTION NO. 2420, WRITE OFF UNCOLLECTIBLE ACCOUNTS**

Manager Hall reported that each year the city removes from its books accounts that have been determined to be uncollectible. All feasible attempts to collect these accounts have been pursued. The accounts have either been at the Collection Bureau for more than one year, with no

commitment to pay, or the balances are under twenty dollars. She reported that the amount of this year's write-offs of \$13,004.24 is the lowest it has been in the past 18 years.

Councilor Irving asked if the utility accounts that were past due have been resolved.

Manager Hall stated that the biggest past due account was paid in full that day.

Councilor Chesnut motioned to adopt Resolution No. 2420, Resolution Authorizing the Finance Director to Write off Uncollectible Accounts. Councilor Irving seconded the motion which passed unanimously.

**RESOLUTION NO. 2421, AUTHORIZING AN INCREASE OF GUARANTEED MAXIMUM PRICE AMENDMENT WITH McCORMACK CONSTRUCTION COMPANY IN THE AMOUNT OF \$2,945.12 FOR THE ELEVATOR PROJECT AT CITY HALL**

Public Works Superintendent Brian Steadman stated there were two upgrades to the city hall elevator that were not projected at the time the project went out to bid. He explained those as being 1) the addition of emergency backup power for the elevator and 2) a 400 amp service in lieu of the specified 200 amp service for future power needs on the third floor of City Hall. With both the additions this resulted in an overage of \$2,945.12 from the original construction cost of \$704,500 for a total project cost of \$707,445.12. He reported the elevator has passed inspection and is operational and ready to use.

A brief discussion ensued.

Councilor Chesnut motioned to adopt Resolution No. 2421, Resolution Authorizing the Increase of Guaranteed Maximum Price Amendment with McCormack Construction Company in the amount of \$2,945.12 for a total of \$707,445.12. Councilor Irving seconded the motion which passed unanimously.

**RESOLUTION NO. 2422, ADOPTION OF UPDATED WATER MANAGEMENT AND CONSERVATION PLAN**

Public Works Technician Steven Patten stated the City is required by Oregon Water resources Department (OWRD) to update the Water Management and Conservation Plan (WMCP) every ten years. The plan must meet all the requirements of Oregon Administrative Rule 690-086. The City's original WMCP was developed in 2000 and last updated in 2010. The updated plan includes five sections: 1 - overview of municipal water supplier, 2 - water supplier system description, 3 - water management and conservation, 4 - municipal water curtailment element and 5 - municipal water supply. As required, the draft plan was sent to other local governments; Athena, Weston and Umatilla County for their review. City of Athena responded by saying they had no comments. There have not been any comments received from Weston or Umatilla County as of yet. Mr. Patten stated the overall structure of the plan has not changed from the plan adopted in 2010. The plan incorporates recent City data, typically the last five years, into the required statistics and analysis. As part of the updated plan, the City will conduct the following over the next five years; 1-develop a written meter testing and maintenance program for well meters, 2 - conduct a leak detection survey, 3 - conduct a rate survey and 4 - continue to develop outreach materials about the City's water system and conservation. The City is required to pay a review fee \$2,090 payable to OWRD.

Councilor Chesnut asked what the last five-year trend line was.

Mr. Patten stated that over the last five years the City has averaged just below 650 million gallons of annual water use. For the last 20 years there has been a general decline with the last 7 years being stable at the 650 million gallons.

Mayor Key asked what the well levels were and if that information was part of the report.

Mr. Patten stated it was not part of the report but the well levels have been dropping one to three feet per year.

Councilor Irving asked if the aquifer recharge program was pushing forward.

Mr. Patten stated that OWRD was still figuring out their game plan on moving forward with that.

A discussion ensued regarding the aquifer and the contributing factors.

Manager Hall stated that once the design was complete then staff would need to figure out the funding portion for that project.

Councilor Irving stated he appreciated the Public Works crews letting him know he may have another water leak under his driveway.

Councilor Chesnut motioned to adopt Resolution No. 2422, Resolution Adopting the City of Milton-Freewater's Updated Water Management and Conservation Plan. Councilor Irving seconded the motion which passed unanimously.

Councilor Humbert asked if the plan could be sent out to the council electronically.

Mr. Patten stated he did have the plan electronically and could send it out.

### **UPDATE/PROGRESS REPORT – ON CITY COUNCIL GOALS ADOPTED JANUARY 9, 2017**

Manager Hall presented the updates on all the goals that had progress since her last report in August 2019. She reported that there was an internal recruitment for the garbage truck driver position and Emilio Sandoval was selected to take the job. There was an internal recruitment to fill Mr. Sandoval's position and Michael Snook was promoted into that position. With the COVID-19 pandemic, and the anticipated economic impacts, Manager Hall has put in place a temporary hiring freeze so Mr. Snook's original position will be left vacant for now. The city continues to partner with the Walla Walla Basin Watershed Council (WWBWC) on several grants to protect the watershed and aquifer. She said she was surprised to learn that the WWBWC latest grant application was turned down so their staff is submitting it to two other funding agencies. The city will continue to partner and supply in-kind labor match whenever possible.

A discussion ensued regarding the aquifer and what feeds it.

Manager Hall stated another concern from the COVID-19 impact was with the gas tax revenues and also the bond sales that will fund the House Bill 2017 (HB2017). The City of Milton-Freewater was written into HB2017 for \$3,000,000 dollars that was going to fund sidewalks, pedestrian improvements and street overlays. Oregon Department of Transportation (ODOT) is predicting these revenues being slashed by as much as 60% – 75% but could go up to as much as 80%. Manager Hall explained how the HB2017 was being funded. She reported the elevator at

city hall is complete and passed inspection in late February. There was a ribbon cutting and dedication ceremony planned but with the COVID-19 pandemic that has been postponed. She complimented Public Works Superintendent Brian Steadman and his team for the great job they did with that project. She said she has received good questions from the council about the construction contract and it being a guaranteed maximum and how could it go over the maximum price but only slightly. She explained that the elevator project was a complicated project from the beginning. The City Hall building is 110 years old and made of soft Weston Brick. The building is listed on the Historic Register which has strict rules guarding the esthetics of the building so the design of the elevator was a challenge.

Councilor Humbert spoke about gas taxes and ADA ramps.

A discussion ensued.

Councilor Irving asked if the Aquatic Center had received the needed repairs to open.

Manager Hall stated staff was not giving up on opening the Aquatic Center this season. She is carefully watching Umatilla County's plan for re-opening. The most optimistic date was June 15<sup>th</sup> but that may not happen so the next date was July 4<sup>th</sup> weekend. Staff is still pushing forward with repairs so the pool will be ready when the time comes to reopen. She stated she is watching what Walla Walla and Pendleton decide on opening their pools as well.

Councilor Humbert asked how the Golf Course revenues were.

Manager Hall stated it was doing really good. She gave a comparison of last April (2019) which had \$8,000 in revenues to this past April (2020) which had \$44,000 in revenues. She said her hat was off to Golf Pro George Gillette for working diligently keeping the course open and keeping things sanitized to remain open during this pandemic.

### **MANAGER'S REPORT**

Manager Hall gave an update on two city sponsored programs. The first was the Small Business Utility Grant program. There were 28 applications with 25 of them being funded. This was for businesses within the city limits with 25 or less employees and they were required to have a current city business license and the grant amount was up to \$1,000 credited to their utility account. The three applications that did not receive a grant were due to one of them being outside city limits and the other two did not have a current city business license. The other program is the Utility Billing Assistance program administered by the Milton-Freewater Ministerial Association. Along with the donations and the city matching those donations, Tillie MakePeace wrote a grant for another \$10,000 to add to the account. From March 20<sup>th</sup> through today (May 11<sup>th</sup>) there has been \$3,756 allocated to utility customers with another \$25,000 still in the account to help others that need it.

There being no further business the meeting was adjourned at 7:52 p.m.

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Lewis S. Key, Mayor