
CITY OF MILTON-FREEWATER GOVERNING BODY

Vacant 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

**CITY OF MILTON-FREEWATER
CITY COUNCIL MINUTES****November 9, 2020**

The Council of the City of Milton-Freewater met Monday, November 9, 2020 at 7:00 p.m. via virtual platform “Zoom” due to Coronavirus (COVID-19) pandemic and practicing social distancing to stay in compliance with the Executive Orders Issued by Governor Kate Brown.

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

Councilor Brad Humbert was absent and the At Large, Position 1 is vacant.

Staff members participating were: City Manager Linda Hall, City Recorder Leanne Steadman, Public Works Superintendent Brian Steadman and Finance Director Dave Richmond.

Guests and citizens participating were: Jacque Fox.

Representing the news media were: Sherrie Widmer of the Valley Herald and Sheila Hager of the Walla Walla Union Bulletin.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council Minutes from October 12, 2020
- Accounts payables from October 6, 2020 through October 19, 2020
- Accounts payables from October 20, 2020 through November 4, 2020
- Liquor license request from new owner of Sam’s Corner Market

Councilor Chesnut motioned to adopt the consent calendar items. Councilor Irving seconded the motion which passed unanimously. Councilor Lyon was not present for the vote as he was having issues with his connection to Zoom.

BUSINESS ITEMS:**RESOLUTION NO. 2437, AMENDMENT OF GOLF COURSE RATES TO INCLUDE PUNCH CARD DISCOUNTS FOR WINTER MONTHS OF DECEMBER AND JANUARY**

City Manager Linda Hall stated the City’s golf course has struggled financially for years. Staff, Council and the Golf Professional George Gillette has all worked diligently to come up with any strategy or cost saving measure or promotion to help build the number of golfers using the course. The golf course has been able to remain open during the Coronavirus (COVID-19) pandemic with added safety and sanitization measures in place. Mr. Gillette proposed to Manager Hall an amendment to the golf course rate resolution by offering a punch card discount during winter months. The current resolution offers winter rate discounts for daily greens fees but nothing else. Manager Hall suggested the discount period be limited to the months of December and January. Mr. Gillette agreed to this period. The discount proposal would reduce the rate for Adult Punch

Cards by 25% and the Senior Punch Cards by 35% both for the months of December and January only, but keep daily greens fees the same.

Councilor Chesnut motioned to adopt Resolution No. 2437, Resolution Amending Rates for the Milton-Freewater Municipal Golf Course. Councilor Irving seconded the motion which passed unanimously.

AWARD TO BAKER BOYER NATIONAL BANK FOR FINANCING AQUATIC CENTER REPAIRS

Finance Director Dave Richmond stated the City is planning to make repairs to the Aquatic Center estimating to be approximately \$260,000 - \$280,000 spring of 2021. A loan would be sought for \$230,000 as the City has an estimated \$50,000 in reserves from the local option tax which brings in an estimated \$95,000 per year. Staff approached local banks asking for a ten year \$230,000 fixed rate interest loan with the option to pay off early. Baker Boyer National Bank has an interest rate of 2% with a \$575 loan fee, Community Bank has a 1% loan fee and \$250 document fee which totaled \$2,550 in fees not counting interest and First Community Credit Union indicated they did not make ten year loans for this type of project. The loan payments will be budgeted for by using local option tax revenue to service the debt. Staff's recommendation was to go with Baker Boyer National Bank's proposal for financing the debt.

Councilor Chesnut brought to staff's attention a typographical error which needed to be corrected on the banking institution's proposal letter regarding the principal payment dates.

Mr. Richmond stated he would have that corrected.

Councilor Chesnut motioned to award Baker Boyer National Bank the financing of the Aquatic Center Project \$230,000 loan plus \$575 loan fee. Councilor Irving seconded the motion which passed unanimously.

AWARD – CONTRACT 293, TO ANDERSON POOLWORKS FOR AQUATIC CENTER REPAIRS

Public Works Superintendent Brian Steadman stated at the September 2020 council meeting, council authorized staff to move forward with the necessary repairs to the Aquatic Center. In doing so, staff advertised for bids for the resurfacing of the pool and other necessary repairs needed. There was one bid received from Anderson Poolworks of Wilsonville, Oregon. The cost of repairs will be paid for by the local option tax revenues as previously presented earlier in the meeting. Staff's recommendation was to award the bid to Anderson Poolworks for the Aquatic Center repairs in the amount of \$149,203. Mr. Steadman stated the goal was to have all the repairs complete in order to open for the 2021 season.

Councilor Chesnut asked when the contractor would begin work.

Mr. Steadman stated they have this project on their calendar and they will begin what work they can during the winter months.

Manager Hall stated they do most of their work during this time since that is when seasonal pools are generally closed.

Councilor Chesnut made a comment that they could tent and heat the work area if they needed to.

Mayor Key stated he has heard the long range weather forecast is projected to be cold and wet.

Councilor Irving motioned to award lump sum and unit prices as outlined on the bid for \$149,203 for the Joe Humbert Family Aquatic Center resurfacing, Contract 293 to Anderson Poolworks of Wilsonville, Oregon, as they were the sole bidder. Councilor Lyon seconded the motion which passed unanimously.

**RESOLUTION NO. 2438, AUTHORIZING SIGNATURE TO STATE OF OREGON
AGREEMENT NO. 1581 FOR THE FEDERAL AID CARES ACT FUNDS**

Manager Hall stated in response to the world wide pandemic (COVID-19) the Federal Government provided aid funds through a Federal aid package referred to as the Coronavirus Aid, Relief and Economic Security Act, known as the CARES Act. The funds were distributed to each of the States and administered and distributed from States to Cities and Counties. Milton-Freewater has been allotted \$210,033.39 of these funds. The funds must be spent on COVID related losses that the City has experienced, or expenses related to COVID protection protocols and related expenditures through December 30, 2020. These funds and the subsequent contracts associated with the project have had a rather sudden start and administration with them. The city received the funds prior to the contract being presented for signature, which is usually not the case. The funding is badly needed as the City has experienced a drastic decrease in revenues not only from utility sales, but loss of rental income from the public facilities that are usually rented. There have been extra expenses incurred in purchasing protective gear for the employees and paid time for employees to quarantine. Manager Hall stated she just learned of new Occupational Safety and Health Administration (OSHA) COVID-19 protocols that employers must implement by the first of December.

Councilor Irving motioned to adopt Resolution No. 2438, Resolution Authorizing His Signature to State of Oregon Grant Agreement No. 1581. Councilor Lyon seconded the motion which passed unanimously.

**AWARD TO CONTRACTOR FOR FINANCE DEPARTMENT STAFF WORK AREA
REMODEL FOR COVID-19 THREAT MITIGATION**

Finance Director Dave Richmond stated the Federal Government has provided financial aid through a federally funded package referred to as the CARES Act. The funds were sent to each State and distributed by the State to Counties and Cities. As previously presented earlier in the meeting, the City's allocation is \$210,033.39 all of which must be spent on COVID related losses that the City has experienced, or expenses related to COVID protection measures and improvements. Part of these funds will be dedicated toward the making of some safety improvements to the physical design and construction of the Finance Department's staff work area. This area is in need of implementing physical contact barriers between the staff and customers while conducting business once City Hall is reopened to the public. Staff advertised and accepted bids for the design and construction of the second floor of City Hall, Finance Department work area. There were two bids received, one from Moreno & Nelson Construction for \$66,555 and one from S & K Mountain Construction Inc. for \$60,672. This will be a very tight turnaround for this work to be completed since all the demolition and construction must be completed no later than December 29, 2020 in order to submit for reimbursement from the CARES Act funds. Mr. Richmond stated this is a good time for this work to be completed since City Hall is still closed to the public. A budget fix request will be presented to council at a future council meeting to keep the account in compliance with Oregon Budget Law.

Mayor Key asked for a brief description of what was going to take place with the remodel.

Mr. Richmond stated there will be a wall erected from the corner of the hallway going from the electric department/elevator hallway to the copy/mail room corner. There will be taller counter work stations with glass to the ceiling with pass through windows along with an ADA compliant shelf/counter. There will be two access doors with a reader access entry card system or something similar. It will be secured to where you have to be buzzed in by the staff or a card reader to get back to the staff work area. This will give a more defined lobby area for customers. Mr. Richmond stated staff recommendation is for award to the low bidders S & K Mountain Inc.

Councilor Chesnut motioned to award the Finance Department Remodel, COVID-19 Threat Mitigation project to S & K Mountain Inc. in the amount of \$60,672. Councilor Irving seconded the motion which passed unanimously.

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

Manager Hall gave an update on some of the council goals. The goal of “Continue to partner/cooperate/collaborate with Milton-Freewater Downtown Alliance (MFDA) and Milton-Freewater Area Chamber of Commerce” she reported the electric crew recently installed banners on the street light poles of the local campaign of shop, eat, drink, play etc. that MFDA just finished working on. Some of the photos were taken by a local photographer, Jaime Brown. Also, the City provided dumpster drop boxes and several dumps free of charge for the MFDA’s Make a Difference Day project of cleaning up a burned out shell of a building on 5th Avenue. She said that MFDA sent a “Thank You” card for the help and services the City provided for that day. The goal of “Explore feasibility of construction of new police station on city property”, she reported a site visit was conducted on October 23rd with the design firm, FFA, and city staff. The majority of the visit was focused on meetings with the police and dispatch employees to gain input and insight into the design features based on day to day operations, future growth needs, public partnerships and safety for the Police Department personnel. A tentative schedule with final program being in place by the end of November, preliminary concept design options ready by December 10th. She said she is still aiming to be ready for the May 2020 ballot as this would save 18 months of interest on the ballot measure.

Councilor Irving asked if the building would be a single story.

Manager Hall stated the design team had discussed a two-story building but it would require an elevator that would add a lot to the cost of the entire project. She said another thing that needs to be factored in is the future cost of upkeep and annual maintenance of the building once it’s built. Elevators are nice but they are very expensive and must be inspected annually.

Manager Hall gave an update on the goal to “seek grant funding to camera the entire City sewer system” she said staff has not found any grant funding for this purpose. However, staff has been saving and budgeting toward the goal regardless. In the current budget there was \$10,500 budgeted and staff has found and ordered a camera for \$9,600 which is under budget.

Mr. Steadman reported the camera showed up on a pallet that day.

Mayor Key asked if the camera provided clear images.

Councilor Chesnut asked if it provided measurement data and if so, could it be saved.

Mr. Steadman stated that from the moment you place the camera in the sewer line it records measurements and video that can be save on a computer or recording device for current and future use. He added the images will be much clearer.

MANAGERS REPORT

Manager Hall gave an update on the disposition of Verl Pressnall's council seat. Verl Pressnall was re-elected at the November 3, 2020 General Election for the At Large, Position 1 City Council seat. She explained to council that once the abstract of votes comes in from Umatilla County Elections Department, the council will need to accept the results and then declare Verl in-eligible. Sadly Verl lost his battle with cancer on October 14, 2020. There will then be two options of either directly appoint to fill the position or advertise and accept applications which is historically how it's been done. This will be taken to the December 14th council meeting for official direction by the council.

COUNCIL ANNOUNCEMENTS

Councilor Irving asked if the gas tax revenues were still coming in that will help fund the new street sweeper.

Manager Hall stated that payments were still coming in and have been even earlier than they use to before COVID. She has noticed the traffic seems to be back to normal. There were a lot of people ordering off Amazon and all that is delivered by trucks. She said she was still worried about tax revenues being less than normal.

Councilor Chesnut said his council seat will be empty before too long. He is on target with his remodel of his new property and potentially could be moving the end of November/December time. He did say that he has been in his current house since 1984 and it might take him some time to pack everything up.

Mayor Key said with the other council seat vacant right now, due to Verl's passing, he would like to see Councilor Chesnut stay as long as possible.

There being no further business the meeting was adjourned at 7:46 p.m.

Lewis S. Key, Mayor