
CITY OF MILTON-FREEWATER GOVERNING BODY

Destiny Jensen At Large, Position 1
Steve Irving - Council President At Large, Position 2
Wes Koklich At Large, Position 3

Mike Odman
John Lyon
Emily Holden
Jose Garcia

Mayor
Ward 1
Ward 2
Ward 3

**CITY OF MILTON-FREEWATER
CITY COUNCIL WORK SESSION MINUTES****June 30, 2025**

The Council of the City of Milton-Freewater met in a work session on Monday, June 30, 2025 at the Community Building, 109 NE 5th Avenue at 6:05 p.m.

The following members were present: Council President Steve Irving, Councilors John Lyon, Wes Koklich, Destiny Jensen, Jose Garcia and Emily Holden.

Mayor Mike Odman was absent.

Staff members present were: City Manager Chad Morris and City Recorder Leanne Steadman.

Guests and citizens present were: Laurie Bubar, Ryan Westman, Megan Hoel, Matthew Jensen, Donna Sheridan, Jorge Estrada, Bill Daugherty, Sally Babcock, Tina Kain, Krista Gannon and Saul Gonzalez.

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

Council President Irving announced this was a council work session and he would be staying with the decorum of no public comments.

CITY MISSION STATEMENT

Council President Irving asked Councilor Holden to please read her mission statement that she prepared.

He then asked Councilor Jensen to read her recommended changes to Councilor Holden's statement.

Councilor Koklich stated he liked what Councilor Holden and Councilor Jensen both recommended.

Councilor Lyon and Councilor Garcia said it looked good.

The mission statement will need to be formally adopted in a public meeting so it will be presented at a regular council meeting.

EMPLOYEE HANDBOOK

The last item formally adopted by the council was in 2014. There have been some updates to stay in compliance with changes in state law that council has not adopted.

Manager Morris stated he was looking at updating the handbook since it has been over ten (10) years since the last complete update. He said CIS has a model template and it would be good to compare that to the current handbook. Once the book has been updated, it would go before the council for adoption.

Councilor Holden asked if the CIS model handbook was available online.

Manager Morris stated he would look to see if it's available online.

Council President Irving asked how long was it going to take to update 60 – 90 days.

A brief discussion ensued.

Manager Morris recommended the first of the year.

Councilor Holden suggested taking updated sections at a time to council, rather than the whole document at once.

There was a consensus to break it up into sections.

EMPLOYEE TRAINING

Councilor Koklich asked if all employees were current on safety training. He also asked about CDL holders.

A brief discussion ensued.

Councilor Koklich requested a copy of a list of city employees which includes their department, job titles and salaries.

Councilor Holden asked what the time line was for the safety training and sensitivity training.

Manager Morris stated that public works and the electric department have difference safety training schedules. He said there needed to be something more standard.

Councilor Koklich said he would like to be included in on the trainings.

Councilor Lyon said he believed Councilor Koklich was referring to Diversity training.

Councilor Koklich asked to start receiving financial reports and expenses. He asked if the city was currently using any sort of repair order tracking for labor and parts. He requested a copy of the tracking as he wants to keep track of that.

Manager Morris stated some of that is tracked, for example work orders and grants for reimbursement. He said this will be part of his modernization. He announced he was in the process of purchasing asset management software.

Councilor Koklich shared there will be an Eastern Oregon Economic Summit at Wildhorse in July. He would like the city to register the council that wants to attend.

Councilor Jensen stated she was interested.

Councilor Koklich stated he wanted Jose Garcia to be recognized for their State Championship for soccer. He also wants the Pioneer Posse Court to come to council. He asked for more electrical hook-ups for the north main events, suggested a service panel.

Manager Morris said he wasn't sure of a location for a service panel and he would need to know what the needs were for service.

Councilor Holden stated there was definitely a need for more power, but was also unsure of a permanent place for service panel.

Council President Lyon said that the Farmer's Market has a service panel and they lock it up after each use.

Councilor Holden stated she would like to see some structure for the community support funds and how they are spent.

Manager Morris shared where he used to work, they would request letters be submitted that were then considered during the budget process.

Councilor Koklich said he has been helping with the bread basket and asked if there were any rebates available to them.

Ryan Westman stated there were BPA (Bonneville Power Administration) rebates for refrigeration systems. There could be some opportunity for savings. The next step would be to obtain estimates for possibly a commercial walk-in refrigerator.

A brief discussion ensued regarding equipment and possible outlets to check.

City Recorder Leanne Steadman shared that the city did make a donation to the bread basket recently.

Councilor Holden referred back to the asset management software that Manager Morris said he just purchased, she asked what the timeline was for implementation.

Manager Morris said if there were not other things going on, 2 – 3 months, but that wasn't the case. It will take some time.

There being no further business the work session was adjourned at 6:45 p.m.

Mike Odman, Mayor