



City of Milton-Freewater

City Council Meeting Agenda

Monday, March 9, 2026
Albee Room of City Library
8 SW 8th Avenue
Milton-Freewater, Oregon 97862
7:00 P.M.

1. OPENING

- A. Roll Call
- B. Invocation by Councilor Irving
- C. Pledge of Allegiance

Sponsor(s)/Requesting Parties

2. CONSENT CALENDAR ITEMS:

- A. APPROVAL of Regular Session Minutes, February 9, 2026 Leanne Steadman
- B. APPROVAL of January 2026 Financial Reports Laurie Bubar
- C. APPROVAL of Recreation Committee Minutes, January 20, 2026 Krista Gannon

3. PRESENTATION ITEM:

- A. UPDATE – Highway 11 Safety Committee in Milton-Freewater, and ODOT TSO Safety Grant Charlet Hotchkiss

4. BUSINESS ITEMS:

- A. RESOLUTION NO. 2590, Authorizing Application for a Local Government Grant from the Oregon Parks and Recreation Department Steven Patten
- B. RESOLUTION NO. 2591, Make Appropriations due to Unforeseen Revenues and Expenditures regarding a CIS Grant Laurie Bubar
- C. RESOLUTION NO. 2592, Acceptance of the Annual Comprehensive Financial Report for year ending June 30, 2025 Laurie Bubar
- D. APPROVAL to purchase one used Telehandler Krista Gannon/
Nathan Lyon
- E. RESOLUTION NO. 2593, Authorizing Solid Waste Fees to be Rounded to the Nearest Quarter of a Dollar During Clean Up Events at the Landfill Krista Gannon
- F. RECOMMENDATION – Recruiting Agency for City Manager Search Tim Johnson

5. OPPORTUNITY FOR CITIZENS TO APPROACH THE COUNCIL WITH ISSUES NOT ON THIS AGENDA

6. MANAGER'S REPORT

- A. Report for period of February 1 – 15, 2026
- B. Report for period of February 16 – 28, 2026

7. COUNCIL ANNOUNCEMENTS

8. FINAL ADJOURNMENT

Note: To join the meeting via conference phone, call 541-938-8251. Location of the Council Meeting is handicapped accessible. If you will need any special accommodations to attend or participate in the meeting, please call 938-8233 (TTD 938-5511) between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday or email leanne.steadman@milton-freewater-or.gov. As per Resolution No. 1699 dated July 13, 1998, certain City Council meetings are recorded.

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

February 9, 2026

CITY COUNCIL MINUTES

The Council of the City of Milton-Freewater met in regular session on Monday, February 9, 2026 in the Albee Room of the City Library, 8 SW 8th Avenue at 7:00 p.m.

The following members were present: Mayor Mike Odman, Councilors John Lyon, Wes Koklich, Jose Garcia, Steve Irving, Emily Holden and Destiny Jensen via conference phone.

Staff members present were: Interim City Manager Tim Johnson, City Recorder Leanne Steadman, Finance Director Laurie Bubar, Fire Chief Shane Garner, Library Director Lili Schmidt, Electric Superintendent Richard Jolly, Public Works Engineering Technician Steven Patten, Conservation Specialist Ryan Westman, Facilities Maintenance Worker Jorge Estrada, Public Works Assistant/Project Aide Krista Gannon and Court Clerk Tracy Martinez.

Guests and citizens present were: Annie Pankratz, Kay West, Donna Sheridan, David Prock, Paul Seaquist, Tammy Seaquist, George Gillette, Jon Mendez, Danny Sanchez, Randy Reese, John Mitchell, Tina Kain, Gordan Hall, Kate Winters and Elionay Meneses.

Representing the news media were: Sherrie Widmer of the Valley Herald via conference phone and Sheila Hagar of the East Oregonian.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Regular Session Minutes from January 12, 2026
- Library Board Minutes from August 28, 2025
- Recreation Committee Minutes, June 2, 2025
- Recreation Committee Minutes, December 3, 2025

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

PRESENTATION ITEMS:

RECREATION COMMITTEE UPDATE

Chair of the Recreation Committee George Gillette stated the committee was requesting to change their standard meeting date from the first Tuesday of each month to the third Tuesday of each month. Mr. Gillette alleges that the city council has not been receiving their minutes and the council has no idea what the committee is working on. He said by changing when they meet, that would allow for the minutes to be included with the city council packet. He reported the committee was working on getting the pool ready, they have not heard from the Little League group this year on their request for the season, the tennis courts still needed to be addressed, the Park and Recreation Master Plan is due for a review and/or update. He shared there have been upgrades to Yantis Park, Freewater Park and upgrades were coming soon for Marie Dorian Park.

Mayor Odman thanked and introduced the Recreation Committee members that were present; George Gillette, Ryan Westman, Kate York, Danny Sanchez and John Mitchell. He also stated that it was a great idea on the minutes.

Mayor Odman then asked Interim City Manager Tim Johnson what the update was on the aquatic center.

Interim City Manager Tim Johnson stated he sent a memo to the Parks and Recreation Committee today, February 9th regarding activities related to the golf course. He said it's time to gear up for pool staff and he sees no changes from last year, but it will be a tight year for staff, as it's the most difficult to recruit for.

Councilor Holden asked if the pool leadership was coming back this season.

Manager Johnson said he is in conversations.

Sheila Hagar suggested to attract college students, for citizens to make an offer of free housing. She said if you can cut out that expense for a college student, there might be a greater interest. She said she has a guest room that's ready to go.

There was a consensus among the council to allow the Parks and Recreation Committee to change their standard meeting day from the first Tuesday, to the third Tuesday.

PATRIOTIC PARTY IN THE PARK – 4TH OF JULY CELEBRATION

City staff received a request from a representative of an informal local group known as "Patriotic Party in the Park" to be on the city council agenda. They submitted a letter to the city council requesting permission to use Yantis Park and the area behind the Milton-Freewater Golf Course for community fireworks display as part of a 4th of July celebration. As part of their request, they are also requesting permission to use the park and designated fireworks area until 11:00 p.m., and approval of a one-night waiver of the ban on aerial fireworks. Other events listed in their letter were a glow-in-the-dark parade, family fun vendors, a community car show, Rural Fire Department splash, etc.

There was no one present to present their requests.

Manager Johnson reviewed a memo that was provided to the city council as well as the representative of the "Patriotic Party in the Park" group. The letter was made up of questions raised by city staff for the event. The questions and requirements were: (1) will the fireworks display be conducted by a licensed professional pyrotechnics company, (2) the community group would be required to obtain insurance, naming the City as additionally insured, (3) be required to provide a detailed plan on how to address any errant fire caused by the fireworks, (4) be required to provide a detailed plan for cleanup including fireworks debris and garbage, (5) be required to provide evidence of receiving input if not approval from surrounding property owners and address their concerns, and (6) be required to work with the office of the City Manager to address issues with legal compliance, safety, logistics and feasibility from their request associated with state laws and city codes. He also shared that he spoke with M-F Golf Pro George Gillette and he suggested the use of the golf courses fifth hole for setting off the fireworks.

Councilor Koklich shared his time and experience when he was a member of the Milton-Freewater Junior Chamber International also known as Jaycees.

Councilor Holden motioned to request the group known as, "Patriotic Party in the Park" work with the Office of the City Manager to plan for this event. Councilor Irving seconded the motion which passed unanimously.

BUSINESS ITEMS:

MID-YEAR REPORT – FINANCIAL STATUS OF THE CITY AS OF DECEMBER 31, 2025.

Manager Johnson presented a mid-year financial report. In summary, he reported the approved budget is \$47,816,457, generally, all fund budgets are within expected values as of December 31, 2025. The general fund revenues are on track to meet forecast, while funds vary, none are in danger of overrun. His presentation consisted of pie charts, bar charts and percentage year-to-date for the general fund. The budget timeline was presented along with the projected meeting and training dates. Those dates have been identified as April 27th, 28th and 29th. April 27th would be training on the fiduciary responsibility of the budget committee presented by Manager Johnson, with the 28th and 29th as being budget committee meetings. He reported the audit for fiscal year 2025 was complete and there were no findings reported. He noted there were some changes that needed to be made in the document itself, verbiage only, no numbers that he saw. This brought him to his recommendations which were; to formulate an audit committee, establish reserve policies for the general fund and city wide, establish a fleet management policy, an investment portfolio, monetization of services and grant management policy and tracking. He also recommended updating the system development charges to better reflect the true costs to the city.

A brief discussion ensued.

Manager Johnson requested that the city council adopt the report findings as he presented.

Councilor Lyon motioned to adopt the report findings presented by Interim City Manager Tim Johnson. Councilor Irving seconded the motion which passed unanimously.

AWARD OF PROPOSAL FOR RECRUITING SERVICES FOR EXECUTIVE POSITION OF CITY MANAGER AND PUBLIC WORKS SUPERINTENDENT

Manager Johnson stated the city manager recruitment was on time with his schedule and as of Friday, February 6, 2026 there were four proposals submitted. Those who submitted were SGR (Strategic Government Resources), Alliance Resource Consulting LLC, Jensen Strategies, and Prothman. He shared that none of the proposals came back with pricing for a hybrid model for the city manager recruitment.

Mayor Odman asked for clarification if this was for the city manager and public works superintendent.

Manager Johnson stated it was for the city manager. One company offered to do a full recruitment for the public works superintendent for \$11,000. Others ranged from \$11,000 - \$31,000. Manager Johnson stated the all-in price with Jensen Strategies was \$37,000 and they would discount their price by \$3,000 if they were chosen for both recruitments. He stated that price, did not include candidate travel. He shared that he expected to see 20 to 50 candidates.

Mayor Odman asked if there was a timeline listed for Jensen Strategies.

Manager Johnson stated the end of May.

Manager Johnson suggested the council authorize and direct him to negotiate with Jensen Strategies and SGR for their best and final price.

Councilor Lyon motioned to approve recommendation to discuss with the firms and direct the Interim City Manager to work with the two firms to determine their last and final offer from SGR and Jensen Strategies and to report to City Council. Councilor Irving seconded the motion which passed unanimously.

OPPORTUNITY FOR CITIZENS TO APPROACH THE COUNCIL WITH ISSUES NOT ON THE AGENDA

Elionay Meneses shared a program offered in Spanish, sponsored by Sherwood Trust and RDI (Rural Development Initiatives) "Empower Your Leadership: Rural Community Leadership Program" a course designed to empower emerging and established leaders, providing the tools and knowledge needed to make a difference in rural communities. The classes included lunch, childcare, and a small stipend for time spent. To sign up call 541-274-9691, classes begin March 28th.

Ryan Westman asked if there was going to be an English program offered.

Mr. Meneses said not right now.

MANAGER'S REPORT

Manager Johnson reported he submitted two managers reports of which were part of the city council packet and will be posted on the city website under the "City Manager" tab.

City Recorder Leanne Steadman shared two Local Budget Law trainings for elected officials. One is being offered by the Department of Revenue. This training is split into three separate days in March and are all virtual. The second training is offered by the LOC (League of Oregon Cities) and is scheduled for February 26th from 9:00 a.m. to 1:00 p.m. virtual as well.

COUNCIL ANNOUNCEMENTS

Mayor Odman announced the Milton-Freewater 2026 State of the City Address will be held Tuesday, February 24, 2026 from 6:00 p.m. to 8:00 p.m. at the McLoughlin High School Auditorium, "A tale of Two Cities: Honoring Our Past, Building Our Future".

Councilor Koklich reported he had invited Manager Johnson to a Kiwanis meeting for lunch and he got a lot of positive feedback, and they have invited him back.

There being no further business the meeting was adjourned at 8:36 p.m.

Mike Odman, Mayor

City of Milton-Freewater

Parks & Recreation Committee Minutes

Members: George Gillette, John Mitchell, Danny Sanchez, Ryan Westman & Kate Winters.

Meeting Date/Time: January 20, 2026

Meeting Location: Police Department Meeting Room – 716 S Columbia St

1. OPENING

- a. Chair Ryan Westman welcomed everyone and opened the meeting at 5:00 p.m.

Committee member(s) present: George Gillette, John Mitchell, Danny Sanchez, Ryan Westman and Kate Winters

Committee member(s) absent: None

City staff present: Public Works Assistant/Project Aide Krista Gannon

Citizen(s) present: None

- b. Appointment of Committee Chair for 2026 – A motion was made to appoint George Gillette as the committee chair by Danny Sanchez. John Mitchell seconded the motion. All present voted to appoint Mr. Gillette as the 2026 Parks and Recreation Committee Chair.
- c. Appointment of Committee Co-chair for 2026 – Ryan Westman motioned to appoint Kate Winters as the 2026 Co-Chair of the Parks and Recreation Committee. Mr. Sanchez seconded the motion. All present voted to appoint Ms. Winters as the 2026 Parks and Recreation Committee Co-Chair.

At this time the meeting was turned over to Mr. Gillette as the 2026 chair.

- d. Adoption of Agenda – Mr. Gillette asked if the agenda was approved as provided. Public Works Assistant/Project Aide Krista Gannon asked if she could include the approval of minutes from June 2, 2025 meeting and gave an overview of those minutes to those present. She also asked to remove Tim Johnson from the agenda to address Public Meetings Requirements but shared she would be discussing this briefly with the committee when we got to that point on the agenda.

There were no objections to the agenda by all present.

2. APPROVAL OF MINUTES

Mr. Sanchez moved to approve the minutes from June 2, 2025 and December 3, 2025. Mr. Mitchell seconded the motion. The motion carried 5 yes, 0 no.

3. PRESENTATIONS

N/A

4. STAFF REPORT/BUSINESS ITEMS

1. Public Meetings Requirements – Public Works Assistant/Project Aide Krista Gannon reminded the committee that agenda items need to be submitted no later than two Fridays before the meeting to allow enough time to get the notice in the Valley Herald, which is the City's paper of record. She shared that the January 6 meeting was cancelled because she had not received agenda items and did her best to get them done for

everyone upon her return from being out but because the agenda hadn't been published at least 48 hours prior to the meeting, it would have been a violation of public meetings law resulting in the cancellation of such meeting and re-scheduling to the 20th of January. She shared that it is important that members share what they want to discuss or if they have anything they need from staff prior to the meeting to allow for staff to be able to provide information and ensure proper staffing for such discussion would be there as well. She asked if anyone would like further information on public meetings requirements and nobody shared any interest.

2. Public Works Projects Updates

- a. Freewater Park Update – Public Works Assistant/Project Aide Krista Gannon shared that the improvements specific to the Oregon Parks and Recreation Grant at Freewater Park have been completed, with the exception of the striping of the multi-use court, which is planned for spring when weather cooperates as well as planting seed where the areas have been restored from the construction. She shared the grant closeout had been done and that the final reimbursement for the grant had just been received today. She stated that a ribbon cutting was tentatively planned for early May and that she would keep the committee advised to participate in the event. The committee was pleased to hear this, as they had previously asked for such event upon completion of the improvements at Yantis Park previously.
- b. Marie Dorian Park Update – Ms. Gannon shared that staff has begun discussions about Marie Dorian improvements as part of the next OPRD grant that are due to be complete no later than December 31, 2026. She shared the grant is another 60/40 match requirement and that it included security cameras, roof replacement of the restroom and shelter facilities, new play equipment with a sidewalk that is ADA compliant from the parking lot and that also fit in to the current frisbee golf course at the park. Discussion ensued about the concerns about vandalism at this location and efforts that have been made in the past and ideas for the future.
- c. Little League Field valve replacement/relocation – Ms. Gannon shared that staff has decided to install locating objects on the existing valves in the outfield of the field and bury them with dirt and plant grass over them as the solution to the sinking valve boxes that had Astro turf on them. Originally this was budgeted in the amount of \$6000 to relocate the valves to the sides of the field out of the play area and look toward establishing grass and irrigation in the infield to restore it back to a little league field. She shared that staff had determined at their meeting earlier in the day that this would be the best option on how to fix this previously outlined issue at this time.
- d. Tennis Courts – Ms. Gannon shared that the Interim CM had been having some discussion with the school superintendent as well as looking at funding options for the tennis courts. She shared there is a grant seeking consultant the city has on contract that he shared they are working with currently to look funding opportunities for such funding, but the courts would be in the same location replacing what is there as tennis only, at least initially. Mr. Sanchez was disappointed to hear about no pickleball being included and he emphasized that this is coming from him, a tennis player due to the demand of the sport and play in the area.

*Questions came about pertaining to the pool and how that was going to look this summer. Ms. Gannon shared that this has been shared with the interim and HR as far as hiring and the process behind that to get it started early to ensure adequate training opportunities are available for those needing certified or recertified to have ample guards available. She shared that she has no further update on what exactly the program will look like this year or hours and could not share whether the prior manager would be joining us again or not, as that is handled through the City Manager's office and Human Resources, but she knew they typically begin working on it at the beginning of the year.

*The question came up asking if the city was planning to replace the equipment that was removed some years back at Morello Park off NW 4th Avenue in the Seaquist Subdivision. Ms. Gannon shared that it had not been budgeted in the current budget, but she would be sure it was in the minutes and submit a budget request to look into purchasing a smaller budget friendly piece of equipment to restore the lot to a play area, as it was established to be from the initial subdivision development. She shared she will recommend a dog waste station be obtained and installed yet this current year due to the park having an issue with being a place for people to turn their dogs loose, especially since the removal of the old play equipment.

3. Parks and Recreation Master Plan Update – Overall a general discussion was had about the existing plan and everyone present drew attention to the priority outlined of additional walking and biking paths/trails. Some particular discussions ensued about trails outside city limits and not on city property and the challenges behind such. Many are quite proud of the beauty nature brings to our small community and shared their passion to make such a reality, even though there are some challenges in order for that to happen. Overall, those present agreed that they would be interested to know if the firm that put the initial plan together would be able to provide a cost to re-evaluate the plan to quantify the goals and successes of the plan and identify weaknesses or suggested emphasis for when it is time to update the plan, which is recommended every 10 years. Such overview would encompass the review and evaluation of the plan, assessment of successes and the focus on moving forward to look toward future funding of improvements as well as sustainability and provide a strategy. Ms. Gannon shared that she would provide this suggestion to staff to look into a cost and study.

Mr. Mitchell and Mr. Westman specifically shared their high interest in the addition of walking trails and would like to see those come to fruition and requested this be emphasized in the minutes sharing their general reason for joining the committee.

OPPORTUNITY FOR CITIZENS TO APPROACH COMMITTEE

No citizens were present.

COMMITTEE REPORTS/BUSINESS ITEMS

Concerns about minutes not making their way to the city council were brought forth with concern that if the minutes and motions aren't being forwarded and no feedback is being received, then the committee is essentially a waste of everyone's time. Ms. Gannon shared that this past month she sent the minutes directly to the council and also the City Recorder and Interim City Manager as per the committee's request since members were still concerned that their voices were not being heard. After sending the minutes she had been contacted via E-mail by the City Recorder, whom shared that the City Manager and City Recorder determine what is passed along to Council and that the process would remain that way moving forward from city committees and boards. Members discussed that they are advisory members appointed by the Mayor to the Mayor and City Council and would like to be on the February City Council agenda to share an update on what has been going since they last attended a meeting in May 2004 to provide an update. They would like to have the opportunity to establish clear communication with the City Council and Mayor.

Ms. Winters asked if the city was still interested in potentially purchasing the property Visual Eyes owns just south of their offices. Ms. Gannon shared that in the interim our current City Manager is working to recruit a City Manager and Public Works Superintendent as well as establishing policy and procedures and suggestions for a model business plan moving ahead after his short tenure here but that would be a discussion to be had with the Council and or Mayor and when we have a regular Manager on Staff. She shared that currently the city is working on some multi-million-dollar

infrastructure replacement and improvement projects for the city's critical water and electric infrastructure and that funding is not readily available to her knowledge, but she could not speak as to their interest in expansion of future property for additional parks and recreation and suggested the owner(s) of the land contact the Mayor and Interim Manager to set up a meeting to discuss further.

ADJOURNMENT

Being no further business, the meeting was adjourned by Chair Gillette at 7:40 pm.

Approved as read this 3rd day of February, 2026.

By: 
George Gillette - Parks and Recreation Committee Chair

City of Milton-Freewater

FACT SHEET

MEETING DATE: March 9, 2026	AGENDA LOCATION: Business Items	ITEM NUMBER: 4A
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DATE: February 23rd, 2026

TO: Honorable Mayor and City Council

FROM: Steven Patten, Public Works Tech SP

THROUGH: Tim Johnson, Interim City Manager 

ISSUE: Consideration of an application for a Local Government Grant from the Oregon Parks and Recreation Department.

BACKGROUND: The City of Milton-Freewater has limited funding to update and improve parks and recreation services. Recreational facilities are aging, requiring costly repairs or replacements. Many of the facilities also need improved accessibility for all citizens to utilize them.

The Oregon Parks and Recreation Department operates a Local Government Grant (LGG) program to help local governments fund public parks, recreation areas, and facilities. Eligible project types include Acquisition, Development, Rehabilitation, and Planning/Feasibility Studies. The grants require at least a 40% match based on Milton-Freewater's population. The program provides three grant types: Small Grants, Large Grants, and Small Community Planning Grants. Small Grants are limited to a maximum request of \$100,000, while Large Grants are limited to a maximum of \$1,000,000. Planning Grants are limited to \$50,000.

COMMENTARY/ANALYSIS: Milton-Freewater citizens have approved a second 5-year Local Option Tax for parks and recreation improvements. Grant funding, such as the OPRD Local Government Grant program, matches local option tax money, enabling additional improvements. The City has applied for and received grants from OPRD before.

The proposed project would be to replace the tennis courts at Yantis Park. Improvements would include the removal of the existing courts and the installation of 4 new tennis courts with fencing and lighting.

BUDGET IMPACT: The proposed grant application would require the city to provide a 40% match of the total project cost for this grant. The City's match can be a combination of cash, labor, equipment, materials/supplies, and other funding (Sherwood Trust, other grant funds, etc.). The grant would span at least two fiscal years. Proposed match funding would be from local option tax

monies and other grant funding secured for this project. Currently, staff is applying to other grant organizations including the following:

Wildhorse
MF Area Foundation
Oregon Community Fund
Ford Family Foundation
Eurus Foundation

The proposed Tennis Court Project is expected to cost between \$400,000 and \$500,000. With this project budget, the City's match requirement would be \$160,000 to \$200,000.

RECOMMENDATION: Motion to adopt Resolution No. _____, A Resolution Authorizing Application for A Local Government Grant from the Oregon Parks and Recreation Department.

CITY OF MILTON-FREEWATER

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON-FREEWATER
AUTHORIZING APPLICATION FOR
A LOCAL GOVERNMENT GRANT FROM
THE OREGON PARKS AND RECREATION DEPARTMENT**

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Milton-Freewater desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, City Council and the City's Parks and Recreation Master Plan have identified required improvements at Milton-Freewater parks and;

WHEREAS, the City of Milton-Freewater estimates the availability of local matching fund sources and other grants to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

BE IT RESOLVED by the City Council of the City of Milton-Freewater that the Mayor is hereby authorized and directed to execute by signature, on behalf of the City Council of the City of Milton-Freewater, a resolution authorizing the application of a local government grant from the Oregon Parks and Recreation Department.

PASSED by the **COMMON COUNCIL** and **APPROVED** by the Mayor this 9th day of March 2026.

Mike Odman, Mayor

CITY COUNCIL
Fact Sheet
City Of Milton-Freewater

REQUESTED COUNCIL MEETING DATE:	MEETING DATE:	AGENDA LOCATION:	ITEM NUMBER:
March 9, 2026	3/9/26	BUSINESS ITEMS	4B

DATE: February 23, 2026

TO: Honorable Mayor and City Councilors

FROM: Laurie Bubar, Finance Director *L Bubar*

THROUGH: Tim Johnson, Interim City Manager

ISSUE:

Make appropriation based upon unplanned circumstances.

BACKGROUND:

Police Chief Joe Shurtz sought out funding options to help with the purchasing of body worn cameras for the police department. The Chief found, applied for, and was awarded through City County Insurance Services (CIS) The Public Safety Grant – Body Worn Cameras.

COMMENTARY/ANALYSIS:

Grant application was successfully authorized by CIS on October 13, 2025 (see attached copy of the award), and the City of Milton-Freewater received the funding on February 20, 2026, once we had submitted documentation of the purchase and implementation of the body worn cameras. The awarded funding is in the amount of \$10,000.00 to help offset a portion of the total project costs, in the amount of \$104,711.00. This is a onetime award, specifically for the purchase of the body worn cameras. These cameras have been procured and have been in use since December 1, 2025. These funds were not included in the FY26 budget, as at the time of creating the budget, this grant opportunity was unknown. The presented changes are necessary to comply with Oregon Budget Law taking into consideration unanticipated revenues or expenditures that have taken place within the current budget year.

BUDGET IMPLICATIONS:

The requested adjustments are necessary in order to stay in compliance with local budget law.

RECOMMENDATION:

Motion to adopt Resolution No. _____, Resolution to Make Appropriations due to Unforeseen Revenues and Expenditures.

CITY OF MILTON-FREEWATER

RESOLUTION NO. _____

RESOLUTION TO MAKE APPROPRIATIONS DUE TO UNFORESEEN REVENUES AND EXPENDITURES

WHEREAS, certain revenues and expenditures cannot be accurately estimated in the budget process:

WHEREAS, Local Budget Law, ORS 294.326 authorizes accepting & expending of funds in these situations.

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made:

GENERAL FUND	<u>Debit</u>	<u>Credit</u>
MISCELLANEOUS		
CIS GRANT FUNDING		
100-470-10		\$10,000.00
POLICE PATROL		
FURNITURE AND TECHNOLOGY		
100-5820-420	\$10,000.00	

PASSED by the Common Council and APPROVED by the Mayor this 9th day of March, 2026.

Mike Odman, Mayor



citycounty insurance services
cisoregon.org

October 13, 2025

City of Milton-Freewater, Police
Department
P.O. Box 6
Milton-Freewater, OR 97862

RE: CIS Public Safety Grant Award Notification – Body Worn Camera

Dear **Chief Joe Shurtz**,

On behalf of CIS, I am pleased to congratulate the Milton-Freewater Police Department on being awarded a CIS Public Safety Grant for Fiscal Year 2025–2026. This grant has been awarded to support the purchase of Body Worn Cameras.

The total grant amount awarded is **\$10,000.00**, and **no matching funds are required**. These funds are intended to help offset the total project cost of **\$104,711.00**. Please note that this is a **one-time award** specifically for the purchase of Body Worn Cameras. No additional grant funds from CIS will be available for this project in future years.

To process your reimbursement, please forward a copy of the **paid invoice** along with a **copy of the cleared check** to Joleen Wallace at jwallace@cisoregon.org. All documentation must be received **no later than May 15, 2026**. Failure to submit the required documents by this deadline will result in forfeiture of the awarded grant funds.

If you have any questions, please do not hesitate to contact a member of the CIS Public Safety Risk Management Team.

Sincerely,
The CIS Public Safety Risk Management Team

**FACT SHEET
CITY OF MILTON-FREEWATER**

Requested Council Mtg. Date: March 9, 2026	MEETING DATE: 3/9/26	AGENDA LOCATION: Business Items	ITEM NUMBER: 4C
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DATE: March 2, 2026

TO: Honorable Mayor and City Council

FROM: Laurie Bubar, Finance Director *L. Bubar*

THROUGH: Tim Johnson, Interim City Manager

ISSUE: Distribution of Annual Comprehensive Financial Report for year ending June 30, 2025, and acceptance of the findings.

BACKGROUND:

Each of you has been provided a copy of the City of Milton-Freewater's Annual Comprehensive Financial Report for year ending June 30, 2025. At the end of each fiscal year, a licensed Oregon municipal audit firm conducts a Financial and Compliance Audit of the City's operations. Our contracted audit firm is Anderson, Boylan, Ramos, P.C. located in Hermiston, OR.

COMMENTARY/ANALYSIS:

The FY25 audit was a good and clean audit, showing no material weaknesses, or significant findings. The City's net position as of June 30, 2025, was \$47,496,223. This is a decrease of \$494,083 from the prior year, and has been mainly due to the increases in personal services and material services. This change in net position is something I am watching, and will continue to monitor spending to work on obtaining best pricing and fiscal frugality whenever appropriate.

BUDGET IMPLICATIONS:

Auditing services are, required by Oregon budgeting law, and budgeted for in each fiscal year. The Annual Comprehensive Financial Report (ACFR) is compiled by the audit firm upon completion of the audit process. Proposed services have been budgeted within the general fund, accounting and billing. This audit report has been submitted to the State of Oregon within the timeline and accepted.

RECOMMENDATION:

Motion to adopt resolution No. _____, Resolution authorizing signature to accept the completed Annual Comprehensive Financial Report for fiscal year ending June 30, 2025.

CITY OF MILTON-FREEWATER

RESOLUTION NO. _____

**RESOLUTION TO ACCEPT THE ANNUAL COMPREHENSIVE FINANCIAL
REPORT FOR FISCAL YEAR ENDING JUNE 30, 2025.**

**WHEREAS, the council has received the completed Annual
Comprehensive Financial Report for the fiscal year ending June 30, 2025.**

**WHEREAS, the report shows no material weaknesses, or significant
findings.**

**NOW, THEREFORE, BE IT RESOLVED the Annual Comprehensive
Financial Report for Fiscal Year Ending June 30, 2025 is accepted.**

**PASSED by the Common Council and APPROVED by the Mayor this 9th
day of March, 2026.**

Mike Odman, Mayor



City of Milton-Freewater

FACT SHEET

Meeting Date: <i>March 9, 2026</i>	Agenda Location: <i>Business Items</i>	Item Number: <i>4D</i>
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DATE: February 26, 2026
TO: Honorable Mayor and City Council
FROM: Krista Gannon, Public Works Assistant/Project Aide *KG*
Nathan Lyon, Public Works Supervisor *NL*
THROUGH: Tim Johnson, Interim City Manager _____

ISSUE: Approval to Purchase One Used Telehandler.

BACKGROUND: Included in the FY 2025/2026 Budget, under Vehicle Replacement is funding for the purchase of a telehandler. It has been identified that the price would not exceed \$60,000 (Page 171 of FY 2026 budget).

COMMENTARY ANALYSIS: The telehandler will be used at the Sewer Land Application Facility to adequately reach irrigation pivots for maintenance as well as for use to empty and move around recycling containers at the County Rd recycling depot. Staff budgeted \$60,000 for this equipment.

The Department's Lead Senior Mechanic and Wastewater/Solid Waste Supervisor viewed and inspected the vehicle in Richland, Washington for purchase and is confident that it will adequately serve the needs of the users.

The equipment proposed at this time for authorization of purchase is a used Genie Model GTH-636 Telehandler 6000 lb. 34-36 ft. lift for \$51,500. It does not include the cost of delivery. Delivery will cost an additional \$500 for a total purchase price of \$52,000. Attached is a copy of the sale reservation form from the vendor.

Again, this is used equipment. Estimated cost if purchased new, would be over \$100,000 according to staff research. Since this is used, it will be purchased "AS IS" with no warranty.

Additionally, but not at this time, city staff will be acquiring a two-person OSHA approved basket for tree trimming valued at \$1,100.

BUDGET IMPACT: Staff budgeted \$60,000 for the purchase of one used telehandler in the FY 2026 budget, which will adequately cover the total cost delivered in the amount of \$52,000.

Monthly rental and replacement fees will be paid by the sewer and solid waste funds as allocated in the vehicle rates established for FY 2026 and included in the budget.

RECOMMENDATION: Motion to approve the purchase of one used Genie Model GTH-636 Telehandler from Herc Rentals located in Richland, Washington in the total amount of \$52,000 to be delivered to the City Shop Facility at 501 Lamb Street.



266 WELLSIAN WAY
 RICHLAND, WA 99352
 509-943-1163

Please make check payable to:
 HERC Exchange LLC
 Remit To:
 PO BOX 936257
 ATLANTA, GA 31193
 800-654-4740

Job Site:
 MILTON-FREEWATER FARM
 501 LAMB ST
 MILTON-FREEWATER, OR 97862

 C#: 541-938-8201 J#: 509-520-9039

EQP SALE RESERVATION

** COPY **

Customer: 3173475
 CITY OF MILTON-FREEWATER
 P.O. BOX 6
 MILTON-FREEWATER, OR 97862

Invoice #... 57725227-000
 Invoice date 2/11/26 7:41
 Employee....
 Date in.....
 Job Loc.....
 Job No..... 1 - SHOP
 P.O. #..... NEED
 ORDERED BY: NATHAN LYON
 Terms..... Due Upon Receipt
 Est# Days: 0 / 0

Qty	Equipment #	Price	Amount
1	800226832 CC: 460-1020 TELEHANDLER 6000LB 34-36FT LIFT ROPS	51500.00	51500.00
	Make: GENIE Model: GTH-636 Serial #: GTH06E-12047		
	DELIVERY CHARGE		500.00
	Taxable Sub-total: 51500.00		Sub-total: 52000.00
			Total: 52000.00
<p>*** Delivery Instructions *** Call Nate before Del 509-520-9039</p>			
<p>Herc Rentals Inc. does hereby transfer, set aside and assign all of its rights, (but not its obligations), to sell the equipment described in this quote, to HERC Exchange LLC pursuant to the HERC/HERC Exchange LLC Master Exchange Agreement. Notice is hereby given that all of HERC's rights, (but not its obligations), to sell the equipment described in this quote, have been assigned to HERC Exchange LLC pursuant to the HERC/HERC Exchange LLC Master Exchange Agreement.</p>			

Print Customer Name _____ Title _____
 Customer Signature _____ Date _____



Carefully read the terms and conditions on reverse side of this page



City of Milton-Freewater

FACT SHEET

Meeting Date: <i>March 9, 2026</i>	Agenda Location: <i>Business Items</i>	Item Number: <i>4E</i>
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DATE: February 25, 2026

TO: Honorable Mayor and City Council

FROM: Krista Gannon, Public Works Assistant/Project Aide *KG*

THROUGH: Tim Johnson, Interim City Manager _____

ISSUE: Refinements to Clean Up Events and their Approval, effective Spring 2026.

BACKGROUND: The city for nearly 30 years has offered two (2) complimentary community clean-up events for refuse paying customers.

Since that time, refinements to the events have occurred to ensure operational efficiencies and to fulfill state permit requirements.

COMMENTARY ANALYSIS: At this time, we are proposing the following changes to this event, in order to continue in a similar practice as we have for several decades. Three changes are outlined as follows:

1. Appliances with compressors and/or refrigerant – with upcoming changes to recycling and complying with sending our “white goods” from the landfill, many of these items require removal of compressors and evacuation of the refrigerant by a certified technician along with proper disposal of such fluid. This is quite costly and we would have to hire it out, as we do not have staff certified or the equipment required for such work. In researching around we have found that other locations charge for disposal of such old appliances. Knowing that is in our future, we are proposing that we still accept these items – commonly refrigerators and freezers BUT customers will have to haul them to the metal bin at the County Rd Recycle Bin and not the “white goods” metal pile at the landfill. Our hauler at the recycle depot currently takes them “as is” but we don’t expect that to last forever. In the meantime, we are planning to make this requirement for all such appliances. In the future, we will be calling upon council to consider a fee, which would be to recover the added costs of disposing such. Since the County Rd recycle depot is on your way to and from the landfill via County Rd, this should not be any significant impact to our citizens needing to dispose of such item(s).
2. Waste Tires – The city is not required to collect tires. We are allowed to accept and store them at our landfill facility as per our permit. However, such storage of over 100 tires comes with a service type agreement we have with Hinton Tires, which then loads a semi-trailer and hauls them for us to Boardman, the nearest tire disposal facility. These costs are quite

costly to the city for transportation and the fees for disposal. We have found that many tire retailers now offer the service of disposal of your old tires for a nominal fee. Les Schwab was called last week and they charge \$4.99 per tire for passenger vehicles. Last year we paid to have four loads of tires the tune of \$6,000 hauled to the tire disposal site in Boardman. Receipts for recyclables hauled including scrap metal, cardboard, paper, tin & aluminum came in at \$4,572.13. Due to the increased loads of tires in 2025 our costs for hauling put materials costs alone in the RED in the amount of \$1,427.87. We cannot subsidize this within this program and have provided a proposal for us to still accept tires at our events, but those disposing of such need to cover the costs of such for their own waste tires.

Currently, Solid Waste Rate Resolution 2569 outlines tire disposal fees at a rate of per each below.

Tires – each	Passenger tires 19" & under \$7.57 Truck Tires 20" & over \$11.76
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Staff is proposing implementation of such fees to be paid at the landfill with cash only in bills no larger than \$20 bills during the event for those still wishing for us to assist in disposing such. We are recommending rounding the fees for the event to the nearest quarter and classifying them as:

Tires – each	Passenger car/SUV tires	\$7.50 each
	Passenger truck tires	\$11.75 each

While we would still allow for such to be dropped off, we encourage citizens to use alternate and possibly more affordable means when replacing their tires rather than holding on to them. Unfortunately, "Free Dump Day" is no longer a thing. Quite honestly, I am not sure there is anything that is "FREE" and for that matter that anything has really truly ever been "FREE".

3. Years ago, when we brought the event back to the landfill due to having installed a scale, somehow 800 lbs. became the allowed weight limit arrived at for trash. As we grow, we find that we must also keep our average daily tonnage below permit maximum levels. Currently we cannot exceed 19.99 tons, or it would require a different permit with MUCH, MUCH more stringent requirements such as possibly lining the cell, more costly and frequent environmental monitoring and potentially increased "tipping" quarterly waste fees paid to the DEQ to put the waste in our landfill cell. At this time, we are ok and our average monthly tonnage in 2025 ended in December at 12.67 tons, but that puts us at about 63% of our daily maximum average that we also must monitor for as long as possible to avoid costly requirements and the successful renewal of future permits.

As an effort to keep our tonnages lower and yet still be able to offer this event as a way for our citizens to clean up their city properties we are recommending lowering this maximum load weight limit from 800 lbs. to 500 lbs. with their ticket and most recent bill during the event. Weights

over the initial 500 lbs. are proposed to be charged similar to the current rate resolution, but for ease of making change at the event, we are once again proposing the fees be rounded to the nearest quarter for each additional 500 lbs. in the amount of \$15 per each additional 500 lbs. The current resolution rate is \$15.12 per 500 lbs. of waste under landfill fees privately hauled to the facility.

Future rate resolutions will have rounding taken into consideration.

BUDGET IMPACT: These requests in front of you for your consideration are specifically for cleanup events at the landfill and are in line with covering the actual costs of solid waste operations. If we do not proceed with tightening up our restrictions, we will find our events putting us in the negative, which will only do one thing and that is cause everyone's rate to have to increase, rather than those that are using the added privileged services pay their own way.

RECOMMENDATION: Motion to adopt Resolution No. _____, A Resolution authorizing fees and financial requirements of Payment (cash only) with bills no larger than \$20 to be accepted and advertised in advance.

Additionally, the refinement to the process of the requirement of requiring appliances with refrigerant/coolant and compressors be hauled as directed to the County Rd Recycle Depot thus reducing the city's complimentary event waste load limit from 800 lbs. to 500 lbs to ensure state compliance.

City of Milton-Freewater
Resolution No. _____

**RESOLUTION AUTHORIZING SOLID WASTE FEES
TO BE ROUNDED TO THE NEAREST QUARTER OF A DOLLAR
DURING CLEAN UP EVENTS AT THE LANDFILL.**

WHEREAS, the City Council of the City of Milton-Freewater is given the authority to fix the schedule for rates and charges and implement additional services and fees for the solid waste utility at their discretion; and

WHEREAS, it is necessary to defray the costs and expenses directly related to this public service;

NOW, THEREFORE, BE IT RESOLVED that this resolution does not repeal Resolution No. 2569, A Resolution Amending Solid Waste and Recycling Rates and Fees but allows for rounding to the nearest quarter of a dollar at clean up events only.

The effective date of this Resolution shall be March 9, 2026.

PASSED by the Common Council and APPROVED by the Mayor this 9th day of March 2026.

Mike Odman, Mayor

CLEAN UP EVENT CHANGES

EFFECTIVE SPRING 2026

1.

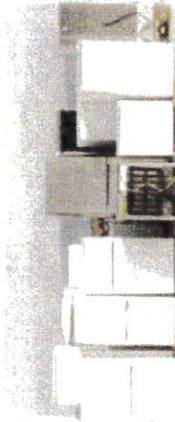
APPLIANCES WITH COMPRESSORS

ABSOLUTELY NO APPLIANCES WITH COMPRESSORS &/OR REFRIGERANT ACCEPTED AT THE LANDFILL.

ALL APPLIANCES WITH COMPRESSORS &/OR COOLANT ARE REQUIRED TO BE HAULED TO THE COUNTY RD RECYCLE DEPOT.

A designated drop box will be posted during the event days.

Metal should be hauled to the County Rd recycle depot all year-round rather than waiting for an event to haul it to the landfill.



3.

WEIGHT ALLOWANCE LIMIT REDUCED

Total maximum waste load is reduced from 800# to 500# per customer.

You are allowed 500# per ticket at no charge. Weights over 500# will incur fees of \$15 per each additional 500#.



ALL TIRES WILL INCUR DISPOSAL FEES

- Passenger car/SUV \$ 7.50 Ea.
 - Passenger truck \$ 11.75 Ea.
- LIMIT 4 TIRES PER TICKET

ABSOLUTELY NO TIRES ON RIMS.

PAY AT THE LANDFILL
CASH ONLY! NO BILLS
OVER A \$20 ACCEPTED.



Rates are rounded to the nearest \$.25 in accordance to the current solid waste resolution No. 2569.

WHY ARE LIMITS BEING IMPLEMENTED?

- Costs of holding special events increasing.
- Labor, Benefits & Overtime
- Equipment & Fuel
- Cell Excavation – surveying, staking, equipment, labor, fuel, etc. Next set of cells will cost over \$200,000 for engineering and permitting only.
- Permitting – fees, paperwork, reporting, engineering.
- Sampling & Monitoring Requirements 7/24-6/25 = \$27,648.51
- Tipping fees are paid to DEQ for all waste in the landfill quarterly – 2025 = 187.25 tons = ~\$354 for clean up specifically.
- Permit fees paid from 7/24-6/25 = \$8,953.90

WASTE TIRES

- Tires are not an item we are required to accept, yet rather allowed to separate and haul to a responsible disposal facility by our DEQ solid waste handling permit.
- Tires are expensive and bulky to haul.
- Costs keep going up!
2025 rate paid by city \$1,500 per load
2026 rate paid by city \$1,800 per load
- 15 loads hauled from 2021-2025
- 5-year disposal & hauling cost = \$18,005
- 5-year tons hauled = 94.16 tons total
- ~ 7,750 tires hauled over 5 years!

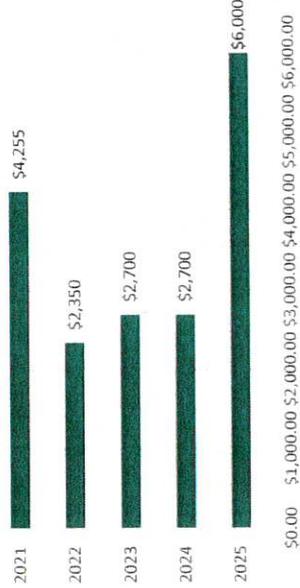
REDUCING WEIGHT LIMIT FROM 800# to 500#

- The city is limited to no more than 19.99 average tons per day by our solid waste disposal permit.
- We encourage residents to keep up with disposing their waste regularly as well as recyclables.
- We offer additional regular and temporary services to help folks with the disposal of waste.
- We must all work together to keep our services affordable and stay within the confines of our permit.
- The city is currently at 12.67 average tons per day.

APPLIANCES WITH COMPRESSORS AND/OR REFRIGERANT

- Compressors and refrigerant are expensive to have properly removed, which is required prior to sending recyclables to a required responsible end market.
- With new recycling rules coming into play, we must only allow scrap metal in our pile at the landfill without such materials due to the added costs. Our current depot hauler takes them “as is”, for now. This may change without notice. If it does, we will be required to implement a fee to cover such costs for these items.

Total Tire Hauling & Disposal Fees



Tons of Tires Hauled

