



# *City of Milton-Freewater*

## **City Council Meeting Agenda**

Monday, April 13, 2026  
Albee Room of City Library  
8 SW 8<sup>th</sup> Avenue  
Milton-Freewater, Oregon 97862  
7:00 P.M.

### **1. OPENING**

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

#### **Sponsor(s)/Requesting Parties**

### **2. CONSENT CALENDAR ITEMS:**

- |  |                 |
|--|-----------------|
| A. <b><u>APPROVAL</u></b> of Regular Session Minutes, March 9, 2026                                  | Leanne Steadman |
| B. <b><u>APPROVAL</u></b> of Special Session Minutes, March 23, 2026                                 | Leanne Steadman |
| C. <b><u>APPROVAL</u></b> of Work Session Minutes, March 23, 2026                                    | Leanne Steadman |
| D. <b><u>APPROVAL</u></b> of Library Board Minutes, January 22, 2026                                 | Lili Schmidt    |
| E. <b><u>APPROVAL</u></b> of Recreation Committee Minutes, February 3, 2026                          | Krista Gannon   |
| F. <b><u>APPROVAL</u></b> of February 2026 Financial Reports   | Laurie Bubar    |
| G. <b><u>UPDATE</u></b> – Aquatic Center Winterization and Repair Work in Preparation of 2026 Season | Tim Johnson     |

### **3. PRESENTATION ITEMS:**

- |   |   |
|---|---|
| A. <b><u>MAYOR'S PROCLAMATION</u></b> – Milton-Freewater Garden Club Celebrates 90 Years of Service | Mike Odman<br>Club President Gerry Seagrave |
| B. <b><u>UPDATE</u></b> - Water System Master Plan  | John Wells of Anderson<br>Perry             |
| C. <b><u>INFORMATION</u></b> – Fleet Management and Maintenance                                     | Tim Johnson                                 |

### **4. BUSINESS ITEMS:**

- |   |               |
|---|---------------|
| A. <b><u>RESOLUTION NO. 2595</u></b> , Make Appropriations Due to Unforeseen Revenues and Expenditures              | Laurie Bubar  |
| B. <b><u>APPROVAL</u></b> – of Updated Library Strategic Plan & Mission Statement                                   | Lili Schmidt  |
| C. <b><u>AUTHORIZATION</u></b> - to Establish Bodycam Fees  | Joe Shurtz    |
| D. <b><u>AUTHORIZATION</u></b> – to hire full-time employee to fill the position of Electric Assistant/Project Aide | Richard Jolly |
| E. <b><u>ADOPTION</u></b> – of Substation Improvement Plan as outlined in Work Session on March 23, 2026            | Richard Jolly |

# *City of Milton-Freewater*

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

6. **MANAGER'S REPORT**

A. Report for period of March 1 – 15, 2026

B. Report for period of March 16 – 31, 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 (TDD 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](mailto:leanne.steadman@milton-freewater-or.gov). As per Resolution No. 1699 dated July 13, 1998, certain City Council meetings are recorded.

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**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 Mayor  
John Lyon Ward 1  
Emily Holden Ward 2  
Jose Garcia Ward 3

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**CITY OF MILTON-FREEWATER**

**March 9, 2026**

**CITY COUNCIL MINUTES**

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

The following members were present: Mayor Mike Odman, Councilors Emily Holden, Steve Irving, Wes Koklich, John Lyon and Destiny Jensen arrived at 7:23 p.m.

Councilor Jose Garcia was absent.

Staff members present were: Interim City Manager Tim Johnson, City Recorder Leanne Steadman, Finance Director Laurie Bubar, Fire Chief Shane Garner, 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 Public Works Supervisor Nathan Lyon.

Guests and citizens present were: David Prock, Kay West, Charlet Hotchkiss, Tierney Cimmiyotti, Paul Seaquist, Tammy Seaquist, Jennifer LeBlanc, Cindy Timmons, Sally Babcock, Carl Wheeler, Laurel Estes, Donna Sheridan, Rick Curry, Lorenda Curry, Leslie Curry, Cecil Shippentower, Alexa Shippentower, Danny Sanchez, Abe Currin, Ben Currin and Tina Kain via conference phone.

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

**CONSENT CALENDAR ITEMS:**

The consent calendar items consisted of:

- Regular Session Minutes from February 9, 2026
- January 2026 Financial Reports
- Recreation Committee Minutes, January 20, 2026

Councilor Irving motioned to approve all items on the Consent Calendar. Councilor Lyon seconded the motion which passed unanimously. Councilor Jensen was not present for vote.

**PRESENTATION ITEM:**

**UPDATE – HIGHWAY 11 SAFETY COMMITTEE IN MILTON-FREEWATER AND ODOT TSO SAFETY GRANT**

Charlet (Charly) Hotchkiss, Umatilla County Land Use Planner and County Transit Coordinator provided an update on the Highway 11 Safety Committee, but before she did that, she provided a little background. In December of 2023, Representative Greg Smith, hosted a Town Hall Meeting in Milton-Freewater to address the community's concerns regarding the safety of Highway 11 and the recent high number of fatal and serious injury crashes along OR-11 between Milton-Freewater

and Stateline. In response to the community concerns heard at the town hall, Umatilla County Staff in partnership with Oregon Department of Transportation worked together on a community-led Safety Outreach project that could receive funding through the ODOT TSO Safety Grant program. Grant funding was awarded halfway through the 2023-2024 grant cycle and the Highway 11 Safety Focus Committee was formed. The funding has been awarded to Umatilla County for the last three grant cycles, and another grant application was submitted for the 2026-2027 grant cycle. The funding goes towards local messaging campaigns to promote positive behaviors that will make OR11 safer, as well as provides additional funding for the Umatilla County Sheriff's Office to increase their presence within the Highway 11 corridor through additional overtime shifts. She stated her purpose of being at the council meeting was to grow the attendance at the local meetings and increase the membership of the group. Highway 11 Safety Committee Meetings are the 2<sup>nd</sup> Tuesday of the month from 4:30 p.m. to 5:30 p.m. at the Milton-Freewater Police Station. The meetings are open to the public and she shared if anyone was interested in being added to the invite list to contact her at 541-278-6283 or by sending her an email at [charlet.hotchkiss@gmail.com](mailto:charlet.hotchkiss@gmail.com). In closing she showed a one-minute video that was made by and for the Milton-Freewater community.

Umatilla County Commissioner Cindy Timmons asked if there was an update from ODOT (Oregon Department of Transportation) on the Highway 11 project.

Ms. Hotchkiss stated she worked for Umatilla County and not ODOT, but shared when there is an update or plans, ODOT would share that information.

### **BUSINESS ITEMS:**

#### **RESOLUTION NO. 2590, AUTHORIZING APPLICATION FOR A LOCAL GOVERNMENT GRANT FROM OREGON PARKS AND RECREATION DEPARTMENT**

Public Works Engineering Technician Steven Patten shared that the City had limited funding to update and improve parks and recreation services. Recreational facilities were aging, requiring costly repairs or replacement. 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. The grants require at least a 40% match based on Milton-Freewater's population. 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 four new tennis courts with fencing and lighting. The 40% match can be a combination of cash, labor, equipment, materials/supplies, and other funding. The grant would span at least two fiscal years. Proposed match funding would come from local option tax monies and other grant funding secured for this project. He reported that staff was currently applying to other grant organizations such as Wildhorse, MF Area Foundation, Oregon Community Fund, Ford Family Foundation and 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.

Mayor Odman asked if pickleball would be able to be played on the new tennis courts.

Mr. Patten stated it depended on which grants are sought as some would be restrictive to only tennis. He said he will reach out to the high school athletic director and ask if pickleball lines on a tennis court would interfere with tennis matches.

Councilor Lyon said he thought he remembered Freewater Park having a pickleball court in the most recent upgrade.

Mr. Patten stated that was correct. The lines will be painted for pickleball, but there will not be a net as that space will be used for basketball and soccer. When someone wants to play pickleball, they would need to bring a portable net.

Councilor Lyon asked about the local option tax.

Mr. Patten stated this was the second year of the second 5-year local option tax measure.

A brief discussion ensued.

Councilor Lyon motioned to adopt Resolution No. 2590, Resolution Authorizing Application for a Local Government Grant from the Oregon Parks and Recreation Department. Councilor Holden seconded the motion which passed unanimously. Councilor Jensen was not present for vote.

**RESOLUTION NO. 2591, MAKE APPROPRIATIONS DUE TO UNFORESEEN REVENUES AND EXPENDITURES REGARDING A CIS GRANT**

Finance Director Laurie Bubar reported Police Chief Joe Shurtz sought out funding 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 Camera. The awarded funding was in the amount of \$10,000 which helps offset a portion of the total project cost of \$104,711. 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.

Councilor Lyon asked if there was a policy on the new body cameras.

Ms. Bubar stated there was.

Councilor Lyon requested the council receive a copy of the policy.

Councilor Lyon motioned to adopt Resolution No. 2591, Resolution to Make Appropriations due to Unforeseen Revenues and Expenditures. Councilor Irving seconded the motion which passed unanimously. Councilor Jensen was not present for vote.

**RESOLUTION NO. 2592, ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR JUNE 30, 2025**

Finance Director Laurie Bubar reported the city's contracted audit firm is Anderson, Boylan, Ramos, P.C. located in Hermiston, Oregon. This is the first year of a three-year contract. She reported the FY25 (fiscal year 2025) audit was a good and clean audit, showing no material weaknesses, or significant findings. She did report there were a few overspent funds. 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 increase in personal services and material services. She said this change in net position is something she will continue to monitor. Auditing services are required by Oregon Budget Law, and is budgeted for in each fiscal year's budget. The ACFR (Annual Comprehensive Financial Report) is compiled by the audit firm upon completion of the audit process. Proposed services have been budgeted within the general fund, account and billing department. The audit report has been submitted to the State of Oregon within the timeline and accepted. She said if there were any question regarding the ACFR to email her the questions and she'd be happy to answer them. She also announced that the ACFR would be posted on the city website under the finance department page.

Councilor Irving asked if there were any funds underspent.

Ms. Bubar replied, yes there were.

Councilor Lyon motioned to adopt Resolution No. 2592, Resolution Authorizing Signature to Accept the Completed Annual Comprehensive Financial Report for Fiscal Year Ending June 30, 2025. Councilor Irving seconded the motion which passed unanimously.

**APPROVAL TO PURCHASE ONE USED TELEHANDLER**

Public Works Supervisor Nathan Lyon and Public Works/Project Aid Krista Gannon requested approval to purchase a used telehandler which was included in the FY26 budget in the amount of \$60,000. The telehandler will be used to reach irrigation pivots for maintenance and to empty and move around recycling containers at the County Road recycling depot. The departments lead senior mechanic and Mr. Lyon inspected the vehicle in Richland, Washington and were confident that it would serve as needed. The vehicle is used and would be purchased "as-is" with no warranty. Staff proposed at a future date to purchase a two-person OSHA approved basket for tree trimming valued at \$1,100. Staff recommended purchasing a used Genie Model GTH-636 Telehandler 6000-pound 34-36-foot lift for \$51,500 with a \$500 delivery fee to be delivered to the city shop for a total of \$52,000.

Councilor Lyon asked what year was the telehandler.

Mr. Lyon replied, 2017.

Councilor Koklich asked if it had an hour meter on it.

Mr. Lyon stated it did. There was 1,600 hours on the meter, the meter was replaced and it has 1,300 on the current meter, so the vehicle has just under 3,000 hours.

Mayor Odman asked if the city had a telehandler now.

Mr. Lyon replied, no.

Councilor Holden asked what was the estimated life span of the telehandler.

Ms. Gannon said it would have a fifteen-year depreciation schedule.

Councilor Lyon motioned 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. Councilor Jensen seconded the motion which passed unanimously.

**RESOLUTION NO. 2593, AUTHORIZING SOLID WASTE FEES TO BE ROUNDED TO THE NEAREST QUARTER OF A DOLLAR DURING CLEAN-UP EVENTS AT THE LANDFILL**

Public Works Supervisor Nathan Lyon and Public Works/Project Aid Krista Gannon presented a resolution that would authorize solid waste fees to be rounded to the nearest quarter of a dollar during clean-up events at the landfill. The city offers two complimentary community clean-up events for refuse paying customers, one in the spring and one in the fall. In summary, appliances with compressors and/or refrigerant will be required to be dropped off at the County Road recycling depot and not the landfill, tire recycling will cost \$7.50 for each passenger/SUV tire, \$11.75 for each passenger truck tire. These costs would be paid at the landfill with cash only in bills no larger than \$20 bills during the event. For a more cost-effective way to get rid of tires, it was recommended to recycle tires at the time when new ones are being purchases. Staff recently checked with Milton-Freewater Les Schwab's and they charge \$4.99 per tire to recycle for passenger vehicles. Another change being recommended was the amount of the garbage weight allowed for free. Currently, the weight is 800 pounds and this is recommended being reduced to 500 pounds. Part of the reasoning behind this reduction is to stay in compliance with the daily tonnage allowance by DEQ and be able to continue offering these clean-up events.

A discussion ensued centered around tire recycling and the cost the city bourns for this service.

Councilor Koklich asked how will citizens be notified of these changes.

Ms. Gannon stated by flyers and tickets in their utility bills for the event.

Mayor Odman asked when the spring event was.

Ms. Gannon stated April 10<sup>th</sup> and 11<sup>th</sup>.

Councilor Lyon asked if every vehicle was going to be weighed.

Mr. Lyon replied, no.

Councilor Jensen asked if the city had a tire shredder.

Ms. Gannon replied, no. She stated she was unsure of the whole process of turning tires into rubber mulch.

Interim City Manager Tim Johnson stated the problem with tires was that they pollute communities and could turn into a code enforcement issue. Staff was trying to be conscientious of cost and recommended approving what staff had recommended for changes.

Councilor Lyon motioned to adopt Resolution No. 2593, 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 Road Recycling Depot thus reducing the city's complimentary event waste load limit from 800 pounds to 500 pounds to

ensure state compliance and amend the rate for passenger/SUV tire rate to \$8.00 and passenger truck tire to \$12.00 which is rounded to the nearest dollar. Councilor Jensen seconded the motion which passed unanimously.

### **RECOMMENDATION – RECRUITING AGENCY FOR CITY MANAGER SEARCH**

Interim City Manager Tim Johnson presented SGR (Strategic Government Resources, Inc.) recruitment services contract which is estimated at a not-to-exceed price of \$24,038 for selected services. He shared there were other services listed as “A La Carte Services” that would be in addition to the price if council desired and are largely priced per candidate. He said realistically there would potentially be 8 – 12 viable candidates for the city manager position. There were some items that he believed didn’t need to be redone, like the community outreach, as that had already been gone through with the most recent city manager recruitment.

Councilor Holden asked what the “media reports” was.

Manager Johnson stated he didn’t believe that was needed.

A brief discussion ensued.

Councilor Irving motioned to approve the contract with SGR as submitted on a not-to-exceed basis of 24,038. Councilor Koklich seconded the motion which passed with Councilor Jensen being the dissenting vote.

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

Ben Currin, 1025 SE 2<sup>nd</sup> – shared he is the Milton-Freewater Golf Course President. He stated former staff have done a tremendous job of maintaining the golf course and his concern is with all the changes with the city positions and future maintenance. He requested the continuance with what has been done in the past with regard to course maintenance. He said he appreciated the city council and staff’s support of the course and said the course looked great.

Councilor Koklich asked when the Golf Course meetings were.

Mr. Currin stated they hold the meetings at the Milton-Freewater Golf Course quarterly and it’s kept to the members of the board.

### **MANAGER’S REPORT**

Manager Johnson reported he submitted two managers reports, which were handed out the night of the council meeting. These reports covered the time period of February 1 – 15, and February 16-28, 2026. These reports will be posted on the city website under the “City Manager” tab. He reported on the SOTC (State of the City) Address which happened on February 24<sup>th</sup> at the McLoughlin High School Auditorium. He reported there being 325 people in attendance for the event. Along with that he reported the cost for holding the event was approximately \$3,000. He reported there has been an uptick in graffiti in town and he is working with CenturyLink on getting their equipment boxes cleaned up. He commended staff on their individual department infographics for the SOTC and said the information can continue to be used for other purposes and would be posted on the individual department pages on the city website. Mr. Johnson announced he provided the city council with a memo from him on the MFX, which was dated February 27, 2026. MFX in summary is a new approach in operation and deployment of city services. He reported there may

need to be budget adjustments due to the increase in fuel prices. Next, he reported the city manager recruitment was two weeks behind schedule and he estimated interviews being held the middle of May. He informed the council that they all were being signed up for the League of Oregon Cities Spring Conference in Pendleton, Oregon set for April 23<sup>rd</sup> and 24<sup>th</sup>. In closing, he referenced his memo to the council dated March 9, 2026 which described grants that have been applied for by staff.

### **COUNCIL ANNOUNCEMENTS**

Councilor Irving stated he appreciated Mr. Johnson's quick response to the graffiti issue.

Councilor Lyon referenced the mid-year report presented at the February 9<sup>th</sup> council meeting and asked why wasn't the enterprise funds broken out like the general fund was.

Mr. Johnson said the dilemma was pure time to get those broken down, and that was why he spoke about the general fund. He said some of the enterprise funds don't have a reserve amount big enough in the event of an emergency. He thanked Councilor Lyon for bringing this up and said when the mid-year report is done in the future it should include the enterprise funds. He then stated that the audit should not have been presented as it was. He said the audit should go to the council first and the community, comments from each should be incorporated into the audit, then it's given to council. It's not presented and handed to the council before that happens.

Mayor Odman commend Mr. Johnson for what he is doing for the city.

Ryan Westman asked for more details about the Mayor's presentation at the SOTC address where he announced there was going to be volunteer opportunities and asked for more information about MFX.

Mayor Odman stated he would provide more information at the upcoming work session.

There being no further business the meeting was adjourned at 8:51p.m.

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Mike Odman, Mayor

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**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 Mayor  
John Lyon Ward 1  
Emily Holden Ward 2  
Jose Garcia Ward 3

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**CITY OF MILTON-FREEWATER**  
**CITY COUNCIL SPECIAL SESSION MINUTES**

**March 23, 2026**

The Council of the City of Milton-Freewater met in a Special Session on Monday, March 23, 2026 in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue at 6:00 p.m.

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

Staff members present were: Interim City Manager Tim Johnson, City Recorder Leanne Steadman, Finance Director Laurie Bubar, Electric Superintendent Richard Jolly, Conservation Specialist Ryan Westman, Temporary Electric Assistant Barbara Chadek and Human Resource Officer Wendi Daugherty.

Guests and citizens present were: Russ Woodward, Paul Seaquist, Tammy Seaquist, Bill Daugherty, Ed Daugherty and Saul Martinez.

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

**BUSINESS ITEMS:**

**RESOLUTION NO. 2594, AQUATIC CENTER EMPLOYEE PAY PLAN, AUTHORIZATION TO HIRE AQUATIC CENTER MANAGER, LIFEGUARDS AND CONCESSION WORKERS FOR THE 2026 SEASON**

Interim City Manager Tim Johnson requested authorization to amend the aquatic center pay scale, reappoint the aquatic center manager, assistant manager/lead lifeguard, and move forward with advertising and hiring lifeguards and concession/cashier personnel to operate the aquatic center for the 2026 season. He explained the proposed pay scale reflected an increase of approximately 20% to better align with the changes associated with the Washington State minimum wage. He reported last year's pool manager, Russ Woodward indicated he was interested in returning again this year.

Mayor Odman asked if the pool season could be extended this year.

Manager Johnson said that may be possible, but it would be based on staffing levels. He announced he will have a report for council at the April council meeting which explains in detail the repairs needed to open the pool this year. He had a company from Ellensburg, Washington, WMS Aquatic, perform an in-person walk-through of the aquatic center in which they provided recommended repairs. The repairs have been estimated to run under \$10,000.

Councilor Irving shared that he was present for the walk-through and it was very thorough.

A brief discussion ensued regarding the safety of the mechanical room and who had access to it.

Mr. Woodward stated, aquatic center employees, with the exception of him, were not allowed in the mechanical room at all.

Manager Johnson reported the pool heaters would be getting winterized this year. He also shared that the city will help with the cost of lifeguard certification. When a certification has been earned, then a request can be made to the city, where the city would pay 50% of the cost upon being certified and then the employee would be required to work the entire season in order to be paid the remaining 50% of the cost.

Mr. Woodward shared, not only can lifeguard certification be done through the Walla Walla YMCA, but he has a contact that is a certified instructor that can also offer certification classes. He reported he would like to have 14 lifeguards this year to offer later open swim hours. He would also like to bring back family night with possibly Friday night burgers. He spoke about the culture offered in Milton-Freewater versus the Walla Walla Memorial Pool and Walla Walla YMCA.

Councilor Holden asked how the rate of \$21.50/hour for the lead lifeguard was decided.

Manager Johnson said it was an approximate 20% increase from last year.

Councilor Holden said she spent a lot of time at the pool last year and saw nothing but good things from the pool manager and assistant manager. She asked if pool chairs and other equipment was being considered.

Manager Johnson again stated he will have a report at the next meeting for council. He did report that the outside shower has been repaired.

Councilor Lyon motioned to adopt Resolution No. 2594, 2026 Aquatic Center Pay Scale. Councilor Irving seconded the motion which passed unanimously.

Councilor Lyon motioned to authorize Interim City Manager to hire Aquatic Center Manager. Councilor Jensen seconded the motion which passed unanimously.

Councilor Lyon motioned to authorize Interim City Manager to advertise, hire/appoint the following Aquatic Center positions of; Aquatic Center Assistant Manager/Lead Lifeguard, Lifeguards, and concession/cashier staff. Councilor Jensen seconded the motion which passed unanimously.

**BID AWARD – (20) POLE MOUNT TRANSFORMERS FOR INVENTORY**

Electric Superintendent Richard Jolly presented a proposal to purchase (20) pole mount transformers for the purpose of inventory supply. The city currently does not have enough transformers in the sizes and voltage. A request for bids was sent out and six bids from four different companies were submitted. After staff reviewed the quotes and calculated the losses, General Pacific's bid shows to be the more efficient and cost effective.

Councilor Lyon motioned to authorize the purchase of (20) transformers from General Pacific Inc. in the bid amount of \$60,498. Bid price is subject to change from Government tariff surcharges, duties, or price adjustment from suppliers. Councilor Jensen seconded the motion which passed unanimously.

There being no further business the meeting was adjourned to a Work Session at 6:28 p.m.

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Mike Odman, Mayor

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**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 Mayor  
John Lyon Ward 1  
Emily Holden Ward 2  
Jose Garcia Ward 3

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**CITY OF MILTON-FREEWATER**

**March 23, 2026**

**CITY COUNCIL WORK SESSION MINUTES**

The Council of the City of Milton-Freewater met in a work session on Monday, March 23, 2026 in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue at 6:00 p.m.

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

Staff members present were: Interim City Manager Tim Johnson, City Recorder Leanne Steadman, Finance Director Laurie Bubar, Electric Superintendent Richard Jolly, Conservation Specialist Ryan Westman, Temporary Electric Assistant Barbara Chadek and Human Resource Officer Wendi Daugherty.

Guests and citizens present were: Russ Woodward, Paul Seaquist, Tammy Seaquist, Bill Daugherty, Ed Daugherty and Saul Martinez.

There was no representation of the news media.

**ELECTRIC UTILITY INFRASTRUCTURE**

Electric Superintendent Richard Jolly presented an overview of the electric department via a power point presentation. In summary his presentation included, the power transmission route, a map of electric feeders and the locations of where the three city owned power substations are located. He provided an explanation of what a substation does, what transmission means along with its protection and voltage step-down. He then went into an overview of the city electric system which included Freewater Substation, Milton Substation and the Lagoon Substation. His overview also included an explanation of the functions of fuses, circuit switchers, transrupters, regulators and breakers. He explained the purpose of his presentation was to explain the challenges facing the electric system and the need for infrastructure improvements and he would be recommending future infrastructure improvements, but before he shared his recommendations, he listed some core problems as; limited transformer capacity at Milton Substation, aging equipment, outdated protection equipment, limited operational flexibility and all these problems could mean increased outage duration and risk. He listed the project goals as; increased system capacity, improve reliability and resilience, replace aging equipment and support future load growth. His recommendations were broken out into phases along with a current estimated cost associated with the phase. In summary, the phases were; Phase 1 – Transformer Capacity Upgrade \$2.86 million, Phase 2 – Reliability Improvements \$1.17 million, Phase 3 – Milton Substation Modernization \$1.1 million, Phase 4 – Relocate Milton Substation Transformer to Freewater Substation \$308,000 and Phase 5 – Freewater Improvements \$913,000 all totaling \$6 - \$7 million dollars. Staff has applied for a Grid Resilience Grant which included phases 1, 2 and 3. Grant funding could cover part of the project costs, reduce financial burden on ratepayers and allow for upgrades to occur sooner. Phase 6 included the possibility of a future fourth substation which could help support load growth, improve geographic reliability, allow for shorter electric feeder lengths and provide for a greater system redundancy. He shared an example project timeline from his recommendations as; 2026 –

Planning and Engineering, final design, secure grants and funding, order major equipment as transformer lead time is approximately two years out, 2027-2028 – construction, late 2028 – completion.

A brief discussion ensued regarding substation maintenance, system peak loads with and/or without improvements, population forecast, solar panel options and substation improvement limitation due to property size.

Mr. Jolly stated he provided this information to the council in order for them to provide their direction in moving forward with electric infrastructure improvements, this will be brought forward to the April 13, 2026 city council regular session meeting.

### **CITY COUNCIL LAPTOPS/TABLETS**

Interim City Manager Tim Johnson stated he was concerned about ransomware and security with council members using their person electronic devices for official city business. He recommended laptops or tablets be issued to each member.

City Recorder Leanne Steadman shared an estimate that was received from the City's IT provider. For a laptop, it was estimated to run approximately \$1200 each and for an iPad approximately \$348 each.

Mr. Johnson stated he would carry this forward during the budget.

### **MFx**

Mayor Odman shared his "MFx" vision that he announced at the State of the City Address. This included; Enhanced Community Communications, Increased Transparency and Accountability, Customer Satisfaction, Fiscally Focused and Innovation Driven. He then listed volunteer opportunities to get involved as; Rotary's Make a Difference Day, the reinstatement of the Graffiti Busters or something similar, City Beautification Committee, Adopt a neighborhood, street, monument, street corner or flowerbed, MF Re-branding, MF City App – Hackathon and Mayor Meetup, Hiking/Biking Trail Committee, Economic Development Summit, Quality of Life Summit, City Code Review Committee, Grocery Store/Pharmacy Recruitment Committee, Economic Gardening Committee and Community Rehab Committee. He said this was an ambitious list and he was not sure how to go about all of it, but these were some of his ideas.

Councilor Jensen asked if there could be a separate work session just on "MFx" in the future to dive deeper into some of these ideas.

Mayor Odman said that was a good idea.

There being no further business the work session was adjourned at 8:38 p.m.

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Mike Odman, Mayor

## City of Milton-Freewater

### Library Board Meeting Minutes 1.22.2026

The Library Board of the City of Milton-Freewater met Thursday, January 22 at 4:00 p.m. in the Monahan Room of the Library, 8 SW 8<sup>th</sup> Avenue, Milton-Freewater, Oregon.

The following members were present: Jennifer LeBlanc, Laurel Estes, and Randy Reese

Absent were: Tricia Perez

Staff members present were: Library Director Lili Schmidt

Citizens present were: Margo Piver

No press members were present.

**APPROVAL OF THE MINUTES:** Minutes from 8.28.2025 meeting were approved with a motion from Randy Reese, seconded by Jennifer LeBlanc. All were in favor. Motion passed.

#### UPDATES:

Board discussed that Margo Piver will no longer be a board member, as she has moved to the Planning Board. Margo plans to attend Library Board meetings as a citizen and did attend this meeting.

Library Director Schmidt provided updates:

Summer Reading theme is "Plant a seed, Read" and plans for Summer 2026 are beginning. Connie (Children's Services staff) is prepping for the program, but it is still in the beginning stages. Performer "Bridge City Theater Company" has already been booked for June 30<sup>th</sup> at 2pm. The Friends of the Library has paid the \$535 fee for the performer.

Board members were updated that the Milton-Freewater City Manager Chad Morris was terminated in October 2025 and Tim Johnson of Portland started in his role as Interim City Manager effective December 1. Library Director Schmidt told the Board that Mr. Johnson is very knowledgeable about City Government (particularly in Oregon), and is very supportive of the Library. Mr. Johnson is doing a great job of encouraging department head cooperation, team work, and is helping the City with outreach to the community to foster better City/community relationships.

The Library should be receiving a check from the Valley Giving guide for \$3525.73 in donations. Schmidt plans to spend some money on books to give away to children and use some funding to supplement the camera project (to be discussed later in the meeting).

Board members were given information about the Library Fee Schedule. It needs updated in several areas, most specifically is the non-resident fee. Patrons of Umatilla Co can receive a library card from any District library for free. However, Milton-Freewater borders Washington state so there are patrons who come to the MF Library from College Place and Walla Walla. We have been charging \$35 per year to non-residents for 23+ years. After some research, Director Schmidt determined the average property owner in Milton-Freewater is paying approximately \$127 in taxes specifically to the Umatilla County Special Library District. While that number is likely unaffordable for most community members, Director Schmidt told the board the \$35 fee should be increased and recommended \$60 or \$65 instead. After some discussion, Board Member Jennifer LeBlanc suggested MFPL charges \$35 for 6 months or \$70 per year. This can break up the cost for families who are unable to pay the whole amount at one time. Board Members Randy Reese and Laurel Estes both agreed. Citizen Margo Piver said these seem to reasonable rate requests. They were all in agreement and Director Schmidt said she would present that as the preferred fee schedule change.

Board Members were sent a copy of the most recent (nearly final) Draft of the Strategic Plan. Interim CM Johnson has seen the draft and would like to have it presented and approved to the City Council at the March 9, 2026 meeting. The Board reacted positively to the draft and said it was well done and they approved this draft as-is. Interim CM Johnson recommended an addition to the library Mission Statement. The statement currently is "The Library is the center of the community and provides a welcoming space, helpful staff, and programming opportunities for everyone." Johnson suggested including the word innovation and LeBlanc suggested including words about the resources the library offers. Schmidt will create a more encompassing Mission statement and email the Board for input.

Schmidt told the Board about the potential camera project. Working with the buildings supervisor, Hermiston IT and Schmidt, a plan has been formulated to install six total surveillance cameras in the library that will be integrated with the Police Department server. The purpose of those cameras are so that front desk staff can view the entire library from the front desk monitor. It's impractical to go up and down the stairs to monitor a group of teens, for example. This way staff can see what is happening and determine if intervention is needed. Having the cameras record audio and visual can also be essential if a crime committed or if an incident occurs that needs to be verified. Schmidt said audio will NOT be on for staff to hear, and we will respect people's privacy in all instances except when a crime is committed or an incident occurs that we need to verify (for example, if a child complains they are being bullied, pulling up the footage can verify). All members of the meeting we excited about the project and fully support it.

**Action ITEMS:**

Approval for dates for meetings in 2026. Dates for 2026: January 22, March 26, May 28, July 23, and Sept 24.

**Recommendations:**

**Board ANNOUNCEMENTS:**

None

There being no further action or discussion, the meeting was adjourned at 5:15 pm

Minutes completed by Lili Schmidt 1.23.2026

Approved March 26, 2026

Board Members

# City of Milton-Freewater

## Parks & Recreation Committee Minutes

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

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**Meeting Date/Time:** February 3, 2026 / 5 pm

**Meeting Location:** Albee Room, Public Library – 8 SW 8<sup>th</sup> Ave

### 1. OPENING

Chair Gillette opened the meeting at 5:08 pm.

Members Present: George Gillette, John Mitchell, Ryan Westman, Kate Winters

Members Excused: Danny Sanchez

Staff Present: Krista Gannon, Public Works Assistant/Project Aide

Citizens Present: Wes Koklich

### 2. APPROVAL OF MINUTES

Mr. Westman moved to approve the minutes from January 20, 2026 Ms. Winters seconded the motion. The motion carried 4 yes, 0 no.

### 3. PRESENTATIONS

N/A

### 4. STAFF REPORT/BUSINESS ITEMS

#### 1. Public Works Projects Updates

- a. Freewater Park Ribbon Cutting – Ms. Gannon shared that we are anticipating having a ribbon cutting event for the improvements at Freewater Park in the spring once the court gets striped and the facilities are up and running for the season. More information will be presented to the committee to attend and be a part of the celebration of such great improvements for our community.
- b. Marie Dorian Park Update – Ms. Gannon shared that staff is moving forward with the planning of the Marie Dorian improvements, which includes the addition of security cameras, roof replacement of the restroom and shelter facility, 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 with past vandalism at the park and everyone is hopeful the added security cameras will help curb future vandalism successfully.
- c. Walking Paths - Staff shared that there is certainly still interest amongst the community for future connectivity with trails within the community inside city limits and to remember when we begin working on updating the Parks and Recreation Master Plan to keep new and inventive ideas in mind and that she would also be able to share some past ideas that just never made it to development that would still potentially be feasible within city limits.
- d. State of the City Address - Ms. Gannon shared that staff is working on the first ever State of the City Address scheduled for February 24. Everyone was encouraged to attend and hear and see for themselves the exciting things upon us and also to learn about the past as well. Members and their friends and family are invited to celebrate the combining of the two cities of Milton and Freewater 75 years ago. She shared that Mayor Odman will give the address in the Mac-Hi auditorium scheduled to begin at 6 pm and there will be cake and refreshments in the cafeteria following the address until 8 pm. Flyers were sent to the members as well.
- e. Discussion came up about the pool and if Russ would be returning to manage the facility again in 2026. Ms. Gannon shared that Interim City Manager Johnson and

Human Resource Officer Wendi Daugherty were working on making contact with Russ to discuss the seasonal program in the near future. Members shared concerns with not having a recruitment already underway and the city falling into a similar situation as it was in last year by waiting until the last minute to hire and get staff on board. Ms. Gannon said management is well aware of this as well as Council and that it was their goal to get everything in line soon after the season end summary presented by Manager Russ.

2. Parks & Recreation Master Plan Review – The committee started discussing updating the Master Plan, which was recommended in the plan every five (5) years. **Committee members would like for staff to gather an estimated cost of what it would take to review and update the existing plan with items that have been completed since the initial publication.**

Discussion ensued about the master plan process and budget development.

The committee shared that they would like to learn how the city's budget works and even have a special meeting to be educated on this.

**Mr. Westman motioned for the Parks and Recreation committee to hold a special meeting with appropriately designated staff to discuss the budget in order to better understand how the city's budget and the process of developing the budget works for parks and recreation programs specifically. Mr. Mitchell seconded the motion. The motion carried 4 yes, 0 no.**

#### **OPPORTUNITY FOR CITIZENS TO APPROACH COMMITTEE**

No citizens were present.

#### **COMMITTEE REPORTS/BUSINESS ITEMS**

Members present wanted a statement to be included in the minutes outlining their support of rehiring Manager Russ for this coming summer and exploring the possibility of a co-manager or lead support for him.

Mr. Westman and Mr. Mitchell both specifically requested a statement to be included in the minutes outlining their support of the addition of walking paths as a primary focus of the interest as serving on the committee and that they really would like to see these transpire which are also outlined in the master plan document as a high community priority.

The committee also requested that M-F Little League be invited to their next meeting to discuss field use and maintenance for this year as an effort to improve communication and collaboration. Ms. Gannon shared that she would reach out and invite them to attend the March meeting.

#### **ADJOURNMENT**

Being no further business, the meeting was adjourned by Chair Gillette at 7:45 pm.

Approved as read this 17 day of March, 20 26.

By: [Redacted Signature]  
~~George Gillette~~ - Parks and Recreation Committee Chair  
Kate Winters

CITY OF MILTON-FREEWATER  
FUND SUMMARY  
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED/EXPENDED	PCNT
<u>REVENUE</u>					
TAXES/ASSESSMENTS	21,079.41	1,522,921.54	1,657,305.00	134,383.46	91.9
INTERGOVERNMENTAL REVENUE	41,033.68	279,229.66	1,305,487.00	1,026,257.34	21.4
FRANCHISE REVENUE	85,132.22	795,755.81	1,318,019.00	522,263.19	60.4
FINES & FORFEITURES	9,034.10	74,943.14	67,250.00	( 7,693.14)	111.4
LICENSES & PERMITS	1,650.00	15,205.00	17,407.00	2,202.00	87.4
SERVICES	1,440.00	48,267.50	70,908.00	22,640.50	68.1
MISCELLANEOUS	23,136.00	109,084.24	143,112.00	34,027.76	76.2
SYSTEM DEVELOPMENT CHARGES	.00	1,050.00	3,152.00	2,102.00	33.3
TRANSFERS	326,490.54	2,611,924.84	3,917,887.00	1,305,962.16	66.7
BEGINNING FUND BALANCE	.00	.00	1,723,489.00	1,723,489.00	.0
	<u>508,995.95</u>	<u>5,458,381.73</u>	<u>10,224,016.00</u>	<u>4,765,634.27</u>	<u>53.4</u>
<u>EXPENDITURES</u>					
CITY COUNCIL	2,404.27	20,526.69	34,689.00	14,162.31	59.2
CITY MANAGER	42,980.47	354,171.21	541,841.00	187,669.79	65.4
CITY ATTORNEY	3,290.00	39,689.39	44,000.00	4,310.61	90.2
MUNICIPAL COURT	11,172.63	82,103.82	131,637.00	49,533.18	62.4
ACCOUNTING & BILLING	70,964.94	735,539.23	1,237,474.00	501,934.77	59.4
HUMAN RESOURCE ADMINISTRATION	10,641.99	91,039.10	146,421.00	55,381.90	62.2
PLANNING	11,808.88	100,916.12	309,800.00	208,883.88	32.6
BUILDING INSPECTION	554.14	4,381.57	33,810.00	29,428.43	13.0
POLICE PATROL	190,634.52	1,667,711.37	2,559,062.00	891,350.63	65.2
EMERGENCY COMMUNICATIONS	57,007.73	484,568.30	822,754.00	338,185.70	58.9
CODE ENFORCEMENT	6,151.53	50,201.95	127,515.00	77,313.05	39.4
FIRE ADMINISTRATION	36,190.07	302,492.16	553,154.00	250,661.84	54.7
AQUATIC CENTER	2,212.96	189,070.41	290,046.00	100,975.59	65.2
PARKS	20,353.33	352,511.94	900,065.00	547,553.06	39.2
PUBLIC BUILDINGS	21,223.14	221,931.11	306,899.00	84,967.89	72.3
COMMUNITY BUILDING	2,625.28	38,970.60	76,136.00	37,165.40	51.2
PUBLIC WORKS ADMINISTRATION	26,779.76	360,804.35	794,055.00	433,250.65	45.4
CITY HALL	7,577.39	292,544.59	1,314,658.00	1,022,113.41	22.3
	<u>524,573.03</u>	<u>5,389,173.91</u>	<u>10,224,016.00</u>	<u>4,834,842.09</u>	<u>52.7</u>
	<u>( 15,577.08)</u>	<u>69,207.82</u>	<u>.00</u>	<u>( 69,207.82)</u>	<u>.0</u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

GENERAL FUND

ASSETS

100-1110	CASH - GENERAL FUND	2,227,254.63	
100-1113	REVOLVING CHECKING ACCT	26,864.99	
100-1150	TAXES RECEIVABLE	58,830.93	
100-1160	UTILITIES RECEIVABLE	38,130.09	
100-1163	COURT FINES RECEIVABLE	212,371.95	
100-1164	ALLOWANCE FOR DOUBTFUL ACCTS	( 148,660.00)	
100-1167	INTEREST RECEIVABLE	1,048.00	
100-1168	MISCELLANEOUS RECEIVABLES	58,565.43	
100-1169	WORKERS COMP CLEARING ACCT	27,491.78	
100-1175	LEASE RECEIVABLE	.40	
100-1200	CASH OVER OR SHORT	( 1.80)	
100-1225	DUE FROM SENIOR/DISABLED TRANS	.14	
	TOTAL ASSETS		2,501,898.54

LIABILITIES AND EQUITY

LIABILITIES

100-2215	ACCOUNTS PAYABLE	10,300.79	
100-2225	PAYROLL PAYABLE	165,422.05	
100-2230	BAILS & FINES PAYABLE	26,914.99	
100-2246	RETIREMENT PAYABLE	64,270.86	
100-2247	INSURANCE PAYABLE	74,288.55	
100-2250	A/R DEPOSIT LIABILITY	2,020.00	
100-2252	ICMA PAYABLE	3,993.34	
100-2270	DEFERRED REVENUE	127,956.92	
100-2281	UNION DUES PAYABLE - IBEW	214.46	
100-2282	UNION DUES PAYABLE - POLICE	978.00	
100-2292	EMP UTILITY DEDUCTION PAYABLE	183.75	
100-2294	GARNISHMENT PAYABLE	903.48	
100-2320	FICA PAYABLE	30,847.44	
100-2330	FWT PAYABLE	23,808.11	
100-2340	SWT PAYABLE	14,212.72	
100-2346	OREGON STATE PR TRANSIT TAX	189.21	
100-2348	PAID LEAVE OREGON	1,958.51	
100-2730	DEFERRED INFLOW - LEASES	.40	
	TOTAL LIABILITIES		548,463.58

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
100-3500	FUND BALANCE - UNRESERVED	1,883,017.11	
100-3510	FUND BAL RESERVED - PARK SDC'S	1,208.03	
	REVENUE OVER EXPENDITURES - YTD	69,207.82	
	BALANCE - CURRENT DATE		1,953,432.96
	TOTAL FUND EQUITY		1,953,432.96

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

GENERAL FUND

TOTAL LIABILITIES AND EQUITY

2,501,896.54

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

STREET

<u>ASSETS</u>		
210-1110	CASH - STREET FUND	1,022,756.37
210-1168	MISCELLANEOUS RECEIVABLES	56,952.30
	<b>TOTAL ASSETS</b>	<u><u>1,079,708.67</u></u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
210-2225	PAYROLL PAYABLE	3,808.60
210-2246	RETIREMENT PAYABLE	2,366.63
210-2247	INSURANCE PAYABLE	4,934.50
210-2252	DEFERRED COMP PAYABLE	143.79
210-2270	DEFERRED REVENUE	3,580.08
210-2294	GARNISHMENT PAYABLE	16.07
210-2320	FICA PAYABLE	1,203.86
210-2330	FWT PAYABLE	564.61
210-2340	SWT PAYABLE	476.70
210-2346	OREGON STATE PR TRANSIT TAX	7.31
210-2348	PAID LEAVE OREGON	70.97
	<b>TOTAL LIABILITIES</b>	17,173.12
<u>FUND EQUITY</u>		
UNAPPROPRIATED FUND BALANCE:		
210-3500	WORKING CAPITAL PORTION OF R E	1,185,463.21
	REVENUE OVER EXPENDITURES - YTD	( 122,927.66)
	<b>BALANCE - CURRENT DATE</b>	<u>1,062,535.55</u>
	<b>TOTAL FUND EQUITY</b>	<u>1,062,535.55</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>1,079,708.67</u></u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

STREET IMPROVEMENT

<u>ASSETS</u>			
211-1110	CASH - STREET IMPROVEMENT FUND	868,315.45	
211-1164	DEF INCOME - STBG FND EXCH ALL	90,706.00	
211-1168	MISCELLANEOUS RECEIVABLES	198,769.52	
	TOTAL ASSETS		1,157,810.97
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
211-2270	DEFERRED REVENUE	196,892.02	
	TOTAL LIABILITIES		196,892.02
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
211-3500	FUND BALANCE - UNRESERVED	729,941.31	
	REVENUE OVER EXPENDITURES - YTD	230,977.64	
	BALANCE - CURRENT DATE		960,918.95
	TOTAL FUND EQUITY		960,918.95
	TOTAL LIABILITIES AND EQUITY		1,157,810.97

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

LIBRARY

ASSETS

220-1110	CASH - LIBRARY FUND	120,698.55	
220-1168	MISCELLANEOUS RECEIVABLES	2,570.55	
	TOTAL ASSETS		123,269.10

LIABILITIES AND EQUITY

LIABILITIES

220-2215	ACCOUNTS PAYABLE	1,001.72	
220-2225	PAYROLL PAYABLE	7,178.12	
220-2246	RETIREMENT PAYABLE	4,602.24	
220-2247	INSURANCE PAYABLE	6,587.67	
220-2281	UNION DUES PAYABLE - IBEW	162.75	
220-2320	FICA PAYABLE	2,169.57	
220-2330	FWT PAYABLE	1,456.14	
220-2340	SWT PAYABLE	1,018.30	
220-2346	OREGON STATE PR TRANSIT TAX	14.27	
220-2348	PAID LEAVE OREGON	139.99	
	TOTAL LIABILITIES		24,330.77

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
220-3500	FUND BALANCE - UNRESERVED	22,059.53	
	REVENUE OVER EXPENDITURES - YTD	76,878.80	
	BALANCE - CURRENT DATE		98,938.33
	TOTAL FUND EQUITY		98,938.33
	TOTAL LIABILITIES AND EQUITY		123,269.10

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

PUBLIC TRANSPORTATION SERVICES

ASSETS

230-1110	CASH - SENIOR/DISABLED FUND	113,880.82	
230-1150	TAXES RECEIVABLE	2,545.59	
230-1168	MISCELLANEOUS RECEIVABLES	14,874.00	
	TOTAL ASSETS		131,300.41

LIABILITIES AND EQUITY

LIABILITIES

230-2225	PAYROLL PAYABLE	229.46	
230-2246	RETIREMENT PAYABLE	475.49	
230-2247	INSURANCE PAYABLE	1,347.56	
230-2270	DEFERRED REVENUE	17,010.04	
230-2320	FICA PAYABLE	262.74	
230-2330	FWT PAYABLE	237.65	
230-2340	SWT PAYABLE	144.58	
230-2346	OREGON STATE PR TRANSIT TAX	1.97	
230-2348	PAID LEAVE OREGON	14.53	
230-2510	DUE TO GENERAL FUND	.14	
	TOTAL LIABILITIES		19,724.16

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
230-3500	FUND BALANCE - UNRESERVED	81,711.28	
	REVENUE OVER EXPENDITURES - YTD	29,864.97	
	BALANCE - CURRENT DATE		111,576.25
	TOTAL FUND EQUITY		111,576.25
	TOTAL LIABILITIES AND EQUITY		131,300.41

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

DRUG ENFORCEMENT

ASSETS

251-1110	CASH - DRUG ENFORCEMENT FUND	1,433.93	
251-1120	PRE-PAID DRUG SIEZURE MONIES	( 1,425.00)	
	TOTAL ASSETS		<u>8.93</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
251-3500	FUND BALANCE - UNRESERVED	8.93	
	TOTAL FUND EQUITY		<u>8.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>8.93</u>

CITY OF MILTON-FREEWATER  
 BALANCE SHEET  
 FEBRUARY 28, 2026

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<u>ASSETS</u>			
270-1110	CASH - 911 FUND	12,037.59	
	TOTAL ASSETS		12,037.59
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
270-2215	ACCOUNTS PAYABLE ALLOCATION	129.01	
	TOTAL LIABILITIES		129.01
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
270-3500	FUND BALANCE - UNRESERVED	3,437.51	
	REVENUE OVER EXPENDITURES - YTD	8,471.07	
	BALANCE - CURRENT DATE		11,908.58
	TOTAL FUND EQUITY		11,908.58
	TOTAL LIABILITIES AND EQUITY		12,037.59

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

GENERAL OBLIGATION BONDS

<u>ASSETS</u>			
310-1110	CASH - GENERAL OBLIGATION FUND	172,692.52	
310-1150	TAXES RECEIVABLE	10,808.00	
	TOTAL ASSETS		<u>183,500.52</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
310-2270	DEFERRED REVENUE	9,300.00	
	TOTAL LIABILITIES		9,300.00
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
310-3500	FUND BALANCE - UNRESERVED	10,975.35	
	REVENUE OVER EXPENDITURES - YTD	163,225.17	
	BALANCE - CURRENT DATE	174,200.52	
	TOTAL FUND EQUITY		<u>174,200.52</u>
	TOTAL LIABILITIES AND EQUITY		<u>183,500.52</u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

SPECIAL ASSESSMENT

<u>ASSETS</u>			
320-1110	CASH - SPECIAL ASSESSMENT FUND	361.27	
	TOTAL ASSETS		<u>361.27</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
320-3500	FUND BALANCE - UNRESERVED	361.27	
	TOTAL FUND EQUITY		<u>361.27</u>
	TOTAL LIABILITIES AND EQUITY		<u>361.27</u>

CITY OF MILTON-FREEWATER  
 BALANCE SHEET  
 FEBRUARY 28, 2026

POLICE STATION CONSTRUCTION

<u>ASSETS</u>		
410-1110	CASH - POLICE STN CONST CASH	2,857.94
410-1115	POLICE STATION CONSTR LGIP	1,577,807.63
	<b>TOTAL ASSETS</b>	<b>1,580,665.57</b>
 <u>LIABILITIES AND EQUITY</u>		
 <u>FUND EQUITY</u>		
UNAPPROPRIATED FUND BALANCE:		
410-3500	FUND BALANCE - UNRESERVED	1,593,802.90
	REVENUE OVER EXPENDITURES - YTD	( 13,237.33)
	<b>BALANCE - CURRENT DATE</b>	<b>1,580,665.57</b>
	<b>TOTAL FUND EQUITY</b>	<b>1,580,665.57</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,580,665.57</b>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
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ELECTRIC FUND

ASSETS

510-1110	CASH - ELECTRIC FUND	935,265.85
510-1111	PETTY CASH	1,075.00
510-1113	COMMUNITY BANK - UBAP	16,545.43
510-1114	CONSUMER DEPOSIT ACCT	257,398.27
510-1160	UTILITIES RECEIVABLE	873,883.53
510-1168	MISCELLANEOUS RECEIVABLES	53,118.28
510-1300	WEATHERIZATIONS RECEIVABLE	124,479.38
510-1310	INVENTORY - TRANSFORMERS	860,673.42
510-1311	INVENTORY - ELECTRIC	846,034.59
510-1400	LAND	112,627.98
510-1410	BUILDINGS	385,804.26
510-1420	FURNITURE AND TECHNOLOGY	340,172.00
510-1430	PLANT IN SERVICE	13,527,356.12
510-1510	ACCUM DEPR - BUILDING	( 227,007.95)
510-1520	ACCUM DEPR-FURNITURE & FIXTURE	( 333,770.37)
510-1530	ACCUM DEPR - PLANT IN SERVICE	( 7,769,176.63)
510-1700	DEFR'D OUTFLOW - PENSN CONTRIB	987,510.00
	<b>TOTAL ASSETS</b>	<u><u>10,591,989.16</u></u>

LIABILITIES AND EQUITY

LIABILITIES

510-2215	ACCOUNTS PAYABLE	2,459.80
510-2221	ACCRUED VACATION PAYABLE	101,045.36
510-2223	POST EMPLOYMENT BENEFITS	408,795.00
510-2225	PAYROLL PAYABLE	30,602.72
510-2240	POWER PURCHASES PAYABLE	213,683.00
510-2246	RETIREMENT PAYABLE	17,779.70
510-2247	INSURANCE PAYABLE	23,092.61
510-2250	CUSTOMER DEPOSITS PAYABLE	257,377.85
510-2252	DEFERRED COMP PAYABLE	2,406.00
510-2270	DEFERRED REVENUE	136,014.55
510-2281	UNION DUES PAYABLE - IBEW	1,083.79
510-2293	IBEW SCHOLARSHIP PAYABLE	102.90
510-2320	FICA PAYABLE	9,766.15
510-2330	FWT PAYABLE	6,354.48
510-2340	SWT PAYABLE	4,503.22
510-2341	DUE TO MF ENERGY ASSISTANCE	501.00
510-2342	DUE TO BONNEVILLE POWER	36,513.49
510-2343	DUE TO CUSTOMER UTILITY - UBAP	16,679.60
510-2346	OREGON STATE PR TRANSIT TAX	61.87
510-2348	PAID LEAVE OREGON	606.35
510-2700	NET PENSION LIABILITY	2,142,803.00
510-2710	DEFR'D INFLOW - PENSN VAL DIF	321,671.00
510-2720	PENSION TRANSITION LIABILITY	37,798.00
	<b>TOTAL LIABILITIES</b>	<u><u>3,771,701.44</u></u>

FUND EQUITY

CITY OF MILTON-FREEWATER  
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ELECTRIC FUND

510-3100	DEPRECIATION	( 145,296.00)	
510-3350	ASSESSMENT CONTROL	67,152.29	
510-3400	RETAINED EARNINGS	4,130,909.58	
UNAPPROPRIATED FUND BALANCE:			
510-3500	WORKING CAPITAL PORTION OF R E	2,763,861.91	
	REVENUE OVER EXPENDITURES - YTD	( 16,340.06)	
		2,747,521.85	
	BALANCE - CURRENT DATE		2,747,521.85
	TOTAL FUND EQUITY		6,820,287.72
	TOTAL LIABILITIES AND EQUITY		10,591,989.16

CITY OF MILTON-FREEWATER  
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ELEC CAPITAL REPLCMNT RESERVE

<u>ASSETS</u>		
511-1110	CASH - ELEC CAPITAL REP RESRV	<u>2,037,137.72</u>
	TOTAL ASSETS	<u><u>2,037,137.72</u></u>
 <u>LIABILITIES AND EQUITY</u>		
 <u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE:	
511-3500	WORKING CAPITAL PORTION OF R E	1,980,838.77
	REVENUE OVER EXPENDITURES - YTD	<u>56,298.95</u>
	BALANCE - CURRENT DATE	<u>2,037,137.72</u>
	TOTAL FUND EQUITY	<u><u>2,037,137.72</u></u>
	TOTAL LIABILITIES AND EQUITY	<u><u>2,037,137.72</u></u>

CITY OF MILTON-FREEWATER  
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ELEC OPERATING & MAINT RESERVE

<u>ASSETS</u>			
512-1110	CASH - ELEC OPER/MAINT RESERVE		<u>3,280,018.97</u>
	TOTAL ASSETS		<u>3,280,018.97</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
512-3500	WORKING CAPITAL PORTION OF R E	3,189,371.36	
	REVENUE OVER EXPENDITURES - YTD	<u>90,647.61</u>	
	BALANCE - CURRENT DATE		<u>3,280,018.97</u>
	TOTAL FUND EQUITY		<u>3,280,018.97</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,280,018.97</u>

CITY OF MILTON-FREEWATER  
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WATER

ASSETS

520-1110	CASH - WATER FUND	1,063,238.78	
520-1160	UTILITIES RECEIVABLE	202,701.52	
520-1168	MISCELLANEOUS RECEIVABLES	7,508.41	
520-1310	INVENTORY - WATER	62,109.69	
520-1400	LAND	16,313.29	
520-1410	BUILDING	750,729.55	
520-1420	FURNITURE AND TECHNOLOGY	1,298,715.14	
520-1430	PLANT IN SERVICE	9,162,271.68	
520-1510	ACCUM DEPR - BUILDING	( 526,080.70)	
520-1520	ACCUM DEPR-FURNITURE & FIXTURE	( 522,784.04)	
520-1530	ACCUM DEPR - PLANT IN SERVICE	( 5,333,376.21)	
520-1700	DEFR'D OUTFLOW - PEN CONTRBTNS	138,829.00	
	TOTAL ASSETS		6,320,176.11

LIABILITIES AND EQUITY

LIABILITIES

520-2215	ACCOUNTS PAYABLE	10,075.29	
520-2221	ACCRUED VACATION PAYABLE	30,652.98	
520-2223	POST EMPLOYMENT BENEFITS	57,471.00	
520-2225	PAYROLL PAYABLE	6,134.81	
520-2246	RETIREMENT PAYABLE	3,999.93	
520-2247	INSURANCE PAYABLE	8,375.46	
520-2252	DEFERRED COMP PAYABLE	118.17	
520-2294	GARNISHMENT PAYABLE	59.20	
520-2320	FICA PAYABLE	1,821.36	
520-2330	FWT PAYABLE	825.71	
520-2340	SWT PAYABLE	765.41	
520-2346	OREGON STATE PR TRANSIT TAX	11.27	
520-2348	PAID LEAVE OREGON	67.94	
520-2700	NET PENSION LIABILITY	301,245.00	
520-2710	DEFR'D OUTFLOW - PENSN VAL DIF	45,222.00	
520-2720	PENSION TRANSITION LIABILITY	7,909.00	
	TOTAL LIABILITIES		474,754.53

FUND EQUITY

520-3100	DEPRECIATION	( 123,808.00)	
520-3400	RETAINED EARNINGS	4,332,659.58	
	UNAPPROPRIATED FUND BALANCE:		
520-3500	WORKING CAPITAL PORTION OF R E	1,370,348.91	
520-3510	FUND BALANCE RESERVED - SDC'S	183,361.91	
	REVENUE OVER EXPENDITURES - YTD	82,859.18	
	BALANCE - CURRENT DATE	1,636,570.00	
	TOTAL FUND EQUITY		5,845,421.58

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
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WATER

TOTAL LIABILITIES AND EQUITY

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6,320,176.11

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
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SEWER

<u>ASSETS</u>		
530-1110	CASH - SEWER FUND	735,251.38
530-1160	UTILITIES RECEIVABLE	145,847.76
530-1168	MISCELLANEOUS RECEIVABLES	19,493.62
530-1175	LEASE RECEIVABLE	55,568.37
530-1310	INVENTORY - SEWER	2,747.35
530-1400	LAND	512,441.56
530-1410	BUILDING	394,984.03
530-1420	FURNITURE AND TECHNOLOGY	110,079.39
530-1430	PLANT IN SERVICE	2,630,253.90
530-1510	ACCUM DEPR - BUILDING	( 189,285.36)
530-1520	ACCUM DEPR-FURNITURE & FIXTURE	( 107,199.00)
530-1530	ACCUM DEPR - PLANT IN SERVICE	( 2,502,023.12)
530-1700	DEFR'D OUTFLOW - PENSN CONTRIB	205,058.00
		2,013,217.88
TOTAL ASSETS		2,013,217.88
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
530-2215	ACCOUNTS PAYABLE	3,911.47
530-2221	ACCRUED VACATION PAYABLE	28,821.82
530-2223	POST EMPLOYMENT BENEFITS	84,887.00
530-2225	PAYROLL PAYABLE	7,000.71
530-2246	RETIREMENT PAYABLE	4,477.61
530-2247	INSURANCE PAYABLE	9,385.11
530-2252	DEFERRED COMP PAYABLE	64.80
530-2260	ACCRUED INTEREST PAYABLE	( 2,581.51)
530-2294	GARNISHMENT PAYABLE	73.69
530-2320	FICA PAYABLE	2,205.08
530-2330	FWT PAYABLE	1,169.08
530-2340	SWT PAYABLE	958.04
530-2346	OREGON STATE PR TRANSIT TAX	14.49
530-2348	PAID LEAVE OREGON	141.21
530-2700	NET PENSION LIABILITY	444,959.00
530-2710	DEFR'D OUTFLOW - PENSN VAL DIF	66,797.00
530-2720	PENSION TRANSITION LIABILITY	12,133.00
530-2730	DEFERRED INFLOW - LEASES	55,568.37
		719,985.97
TOTAL LIABILITIES		719,985.97
<u>FUND EQUITY</u>		
530-3100	DEPRECIATION	( 57,408.00)
530-3400	RETAINED EARNINGS	( 207,161.83)
UNAPPROPRIATED FUND BALANCE:		
530-3500	WORKING CAPITAL PORTION OF R E	1,060,590.56
530-3510	FUND BALANCE RESERVED - SDC'S	607,286.42
	REVENUE OVER EXPENDITURES - YTD	( 110,075.24)
		1,557,801.74
BALANCE - CURRENT DATE		1,557,801.74

CITY OF MILTON-FREEWATER  
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SEWER

TOTAL FUND EQUITY	<u>1,293,231.91</u>
TOTAL LIABILITIES AND EQUITY	<u><u>2,013,217.88</u></u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
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SEWER PLANT IMPROVEMENT

ASSETS

531-1110	CASH - SEWER PLANT IMPRV FUND	489,474.74	
531-1410	BUILDINGS	110,369.00	
531-1420	FURNITURE AND TECHNOLOGY	1,522,721.34	
531-1430	PLANT IN SERVICE	7,492,334.86	
531-1510	ACCUM DEPRECIATION - BUILDING	( 53,447.97)	
531-1520	ACCUM DEPR-FURNITURE & TECHN	( 1,187,918.30)	
531-1530	ACCUM DEPR - PLANT IN SERVICE	( 2,763,865.79)	
	<b>TOTAL ASSETS</b>		<u><u>5,609,667.88</u></u>

LIABILITIES AND EQUITY

LIABILITIES

531-2260	ACCRUED INTEREST PAYABLE	1,634.71	
531-2350	DIGESTER LOAN PAYABLE	1,002,516.77	
	<b>TOTAL LIABILITIES</b>		<u>1,004,151.48</u>

FUND EQUITY

531-3200	FIXED ASSET CONTROL ACCT	638,312.24	
531-3400	RETAINED EARNINGS	3,833,668.89	
	UNAPPROPRIATED FUND BALANCE:		
531-3500	FUND BALANCE - UNRESERVED	498,275.50	
	REVENUE OVER EXPENDITURES - YTD	( 364,760.23)	
	<b>BALANCE - CURRENT DATE</b>		<u>133,515.27</u>
	<b>TOTAL FUND EQUITY</b>		<u><u>4,605,516.40</u></u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>5,609,667.88</u></u>

CITY OF MILTON-FREEWATER  
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SOLIDWASTE

ASSETS

540-1110	CASH - SOLIDWASTE FUND	753,602.55	
540-1160	UTILITIES RECEIVABLE	121,368.82	
540-1168	MISCELLANEOUS RECEIVABLES	7,133.05	
540-1400	LAND	50,000.00	
540-1410	BUILDING	7,409.30	
540-1420	FURNITURE AND TECHNOLOGY	379,599.73	
540-1430	PLANT IN SERVICE	417,699.68	
540-1510	ACCUM DEPR - BUILDING	( 4,074.95)	
540-1520	ACCUM DEPR-FURNITURE & FIXTURE	( 229,614.07)	
540-1530	ACCUM DEPR - PLANT IN SERVICE	( 420,300.00)	
540-1700	DEFR'D OUTFLOW - PENSN CONTRIB	183,407.00	
	TOTAL ASSETS		1,266,231.11

LIABILITIES AND EQUITY

LIABILITIES

540-2215	ACCOUNTS PAYABLE	273.17	
540-2221	ACCRUED VACATION PAYABLE	14,959.63	
540-2223	POST EMPLOYMENT BENEFITS	75,924.00	
540-2225	PAYROLL PAYABLE	7,173.79	
540-2246	RETIREMENT PAYABLE	4,629.68	
540-2247	INSURANCE PAYABLE	9,806.57	
540-2252	DEFERRED COMP PAYABLE	262.60	
540-2294	GARNISHMENT PAYABLE	49.38	
540-2320	FICA PAYABLE	2,296.54	
540-2330	FWT PAYABLE	1,293.82	
540-2340	SWT PAYABLE	1,032.44	
540-2346	OREGON STATE PR TRANSIT TAX	15.31	
540-2348	PAID LEAVE OREGON	141.06	
540-2700	NET PENSION LIABILITY	397,976.00	
540-2710	DEFR'D OUTFLOW - PENSN VAL DIF	59,742.00	
540-2720	PENSION TRANSITION LIABILITY	3,389.00	
	TOTAL LIABILITIES		578,764.99

FUND EQUITY

540-3100	DEPRECIATION CONTROL ACCT	( 1,040.00)	
540-3400	RETAINED EARNINGS	( 246,657.15)	
	UNAPPROPRIATED FUND BALANCE:		
540-3500	WORKING CAPITAL PORTION OF R E	1,129,424.25	
	REVENUE OVER EXPENDITURES - YTD	( 194,260.98)	
	BALANCE - CURRENT DATE		935,163.27
	TOTAL FUND EQUITY		687,466.12
	TOTAL LIABILITIES AND EQUITY		1,266,231.11

CITY OF MILTON-FREEWATER  
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LANDFILL CLOSURE RESERVE

<u>ASSETS</u>			
541-1110	CASH - LANDFILL CLOSURE FUND	<u>205,840.15</u>	
	TOTAL ASSETS		<u>205,840.15</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
541-2300	LANDFILL CLOSURE LIABILITY	<u>213,518.36</u>	
	TOTAL LIABILITIES		213,518.36
<u>FUND EQUITY</u>			
541-3400	RETAINED EARNINGS	( 161,244.00)	
	UNAPPROPRIATED FUND BALANCE:		
541-3500	BEGINNING FUND BALANCE	145,242.82	
	REVENUE OVER EXPENDITURES - YTD	<u>8,322.97</u>	
	BALANCE - CURRENT DATE	<u>153,565.79</u>	
	TOTAL FUND EQUITY		<u>( 7,678.21)</u>
	TOTAL LIABILITIES AND EQUITY		<u>205,840.15</u>

CITY OF MILTON-FREEWATER  
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GOLF COURSE

ASSETS

550-1110	CASH - GOLF COURSE FUND	236,157.61	
550-1168	MISCELLANEOUS RECEIVABLES	500.00	
550-1175	LEASE RECEIVABLE	6,484.40	
550-1400	LAND	39,008.00	
550-1410	BUILDING	94,411.83	
550-1420	FURNITURE AND TECHNOLOGY	71,335.00	
550-1430	PLANT IN SERVICE	537,147.12	
550-1510	ACCUM DEPR - BUILDING	( 70,149.90)	
550-1520	ACCUM DEPR-FURN & TECHN	( 63,522.84)	
550-1530	ACCUM DEPR - PLANT IN SERVICE	( 417,351.90)	
550-1700	DEFR'D OUTFLOW - PENSN CONTRIB	38,210.00	
	TOTAL ASSETS		472,229.32

LIABILITIES AND EQUITY

LIABILITIES

550-2215	ACCOUNTS PAYABLE	245.42	
550-2221	ACCRUED VACATION PAYABLE	.51	
550-2223	POST EMPLOYMENT BENEFITS	15,818.00	
550-2225	PAYROLL PAYABLE	567.95	
550-2246	RETIREMENT PAYABLE	528.49	
550-2247	INSURANCE PAYABLE	986.97	
550-2252	DEFERRED COMP PAYABLE	93.63	
550-2260	ACCRUED INTEREST PAYABLE	3,843.93	
550-2320	FICA PAYABLE	311.72	
550-2330	FWT PAYABLE	175.68	
550-2340	SWT PAYABLE	132.80	
550-2346	OREGON STATE PR TRANSIT TAX	2.03	
550-2348	PAID LEAVE OREGON	18.45	
550-2520	INTERFUND LOAN PAYABLE	131,774.00	
550-2700	NET PENSION LIABILITY	82,912.00	
550-2710	DEFR'D OUTFLOW - PENSN VAL DIF	12,447.00	
550-2720	PENSION TRANSITION LIABILITY	3,032.00	
550-2730	DEFERRED INFLOW - LEASES	6,484.40	
	TOTAL LIABILITIES		259,374.98

FUND EQUITY

550-3100	DEPRECIATION	( 4,648.00)	
550-3400	RETAINED EARNINGS	( 87,470.54)	
	UNAPPROPRIATED FUND BALANCE:		
550-3500	WORKING CAPITAL PORTION OF R E	254,120.38	
	REVENUE OVER EXPENDITURES - YTD	50,852.50	
	BALANCE - CURRENT DATE		304,972.88
	TOTAL FUND EQUITY		212,854.34

CITY OF MILTON-FREEWATER  
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GOLF COURSE

TOTAL LIABILITIES AND EQUITY

472,229.32

CITY OF MILTON-FREEWATER  
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WAREHOUSE

ASSETS

610-1110	CASH - WAREHOUSE FUND	74,896.12	
610-1410	BUILDING	7,354.19	
610-1420	FURNITURE AND TECHNOLOGY	24,961.18	
610-1520	ACCUM DEPR - FURN AND TECHN	( 10,656.25)	
	<b>TOTAL ASSETS</b>		<u><u>96,555.24</u></u>

LIABILITIES AND EQUITY

LIABILITIES

610-2215	ACCOUNTS PAYABLE	11.07	
	<b>TOTAL LIABILITIES</b>		11.07

FUND EQUITY

610-3300	DEBT SERVICE CONTROL	.29	
610-3400	RETAINED EARNINGS	10,656.32	
	<b>UNAPPROPRIATED FUND BALANCE:</b>		
610-3500	WORKING CAPITAL PORTION OF R E	61,560.40	
	REVENUE OVER EXPENDITURES - YTD	24,327.16	
	<b>BALANCE - CURRENT DATE</b>	<u>85,887.56</u>	
	<b>TOTAL FUND EQUITY</b>		<u>96,544.17</u>
	<b>TOTAL LIABILITIES AND EQUITY</b>		<u><u>96,555.24</u></u>

CITY OF MILTON-FREEWATER  
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VEHICLE MAINTENANCE

<u>ASSETS</u>			
620-1110	CASH - VEHICLE MAINT FUND	292,656.31	
620-1168	MISCELLANEOUS RECEIVABLES	9,164.55	
620-1440	SHOP EQUIPMENT	23,981.95	
620-1540	ACCUM DEPR - SHOP EQUIPMENT	( 7,895.23)	
620-1600	INVENTORY	6,381.62	
620-1700	DEFER'D OUTFLOW - PENSN CONTRIB	141,376.00	
	TOTAL ASSETS		465,665.20
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
620-2215	ACCOUNTS PAYABLE	1,845.59	
620-2221	ACCRUED VACATION PAYABLE	20,237.34	
620-2223	POST EMPLOYMENT BENEFITS	58,524.00	
620-2225	PAYROLL PAYABLE	5,228.07	
620-2246	RETIREMENT PAYABLE	3,630.43	
620-2247	INSURANCE PAYABLE	3,726.89	
620-2252	DEFERRED COMP PAYABLE	200.00	
620-2281	UNION DUES PAYABLE - IBEW	274.56	
620-2292	EMP UTIL/WTHZN DEDCT'N PAYABLE	245.00	
620-2320	FICA PAYABLE	1,797.61	
620-2330	FWT PAYABLE	1,648.95	
620-2340	SWT PAYABLE	880.35	
620-2346	OREGON STATE PR TRANSIT TAX	11.62	
620-2348	PAID LEAVE OREGON	168.45	
620-2700	NET PENSION LIABILITY	306,774.00	
620-2710	DEFER'D OUTFLOW - PENSN VAL DIF	46,052.00	
620-2720	PENSION TRANSITION LIABILITY	9,320.00	
	TOTAL LIABILITIES		460,564.86
<u>FUND EQUITY</u>			
620-3100	DEPRECIATION	( 696.00)	
620-3300	DEBT SERVICE CONTROL	( 90,538.47)	
620-3400	RETAINED EARNINGS	( 196,563.62)	
UNAPPROPRIATED FUND BALANCE:			
620-3500	WORKING CAPITAL PORTION OF R E	156,709.67	
	REVENUE OVER EXPENDITURES - YTD	136,188.76	
	BALANCE - CURRENT DATE		292,898.43
	TOTAL FUND EQUITY		5,100.34
	TOTAL LIABILITIES AND EQUITY		465,665.20

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
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VEHICLE REPLACEMENT

<u>ASSETS</u>			
630-1110	CASH - VEHICLE REPLACEMENT FUND	1,481,816.92	
630-1450	VEHICLES	4,053,909.07	
630-1550	ACCUM DEPR - VEHICLES	( 3,042,393.99)	
	TOTAL ASSETS		<u>2,493,332.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
630-2260	ACCRUED INTEREST PAYABLE	2,581.51	
630-2331	LEASES PAYABLE	48,609.00	
	TOTAL LIABILITIES		51,190.51
<u>FUND EQUITY</u>			
630-3100	DEPRECIATION	( 66,376.00)	
630-3400	RETAINED EARNINGS	975,270.79	
	UNAPPROPRIATED FUND BALANCE:		
630-3500	WORKING CAPITAL PORTION OF R E	1,153,108.05	
	REVENUE OVER EXPENDITURES - YTD	<u>380,138.65</u>	
	BALANCE - CURRENT DATE		<u>1,533,246.70</u>
	TOTAL FUND EQUITY		<u>2,442,141.49</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,493,332.00</u>

CITY OF MILTON-FREEWATER  
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SICKLEAVE LIABILITY

<u>ASSETS</u>			
	640-1110 CASH - SICKLEAVE FUND	26,534.59	
	TOTAL ASSETS		<u>26,534.59</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
	640-3500 WORKING CAPITAL PORTION OF R E	21,553.36	
	REVENUE OVER EXPENDITURES - YTD	<u>4,981.23</u>	
	BALANCE - CURRENT DATE		<u>26,534.59</u>
	TOTAL FUND EQUITY		<u>26,534.59</u>
	TOTAL LIABILITIES AND EQUITY		<u>26,534.59</u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

RISK MANAGEMENT

<u>ASSETS</u>			
650-1110	CASH - RISK MANAGEMENT FUND		93,935.55
	TOTAL ASSETS		<u>93,935.55</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
650-3500	WORKING CAPITAL PORTION OF R E	93,253.39	
	REVENUE OVER EXPENDITURES - YTD	<u>682.16</u>	
	BALANCE - CURRENT DATE		<u>93,935.55</u>
	TOTAL FUND EQUITY		<u>93,935.55</u>
	TOTAL LIABILITIES AND EQUITY		<u>93,935.55</u>

CITY OF MILTON-FREEWATER  
BALANCE SHEET  
FEBRUARY 28, 2026

GENERAL LONG-TERM DEBT


<u>ASSETS</u>			
900-1810	AMT TO BE PROVIDED- ASSESSMENT	<u>237,620.09</u>	
	TOTAL ASSETS		<u>237,620.09</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>LIABILITIES</u>			
900-2221	COMPENSATED ABSENCES PAY	<u>237,620.09</u>	
	TOTAL LIABILITIES		<u>237,620.09</u>
	TOTAL LIABILITIES AND EQUITY		<u>237,620.09</u>

**CITY COUNCIL  
Fact Sheet  
City Of Milton-Freewater**

REQUESTED COUNCIL MEETING DATE: April 13, 2026	MEETING DATE: April 13, 2026	AGENDA LOCATION: Consent	ITEM NUMBER: 2 G
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**DATE:** March 23, 2026

**TO:** Honorable Mayor and City Councilors

**FROM:** Tim Johnson, Interim City Manager 

**ISSUE:**  
Update on aquatic center winterization and repair work in preparation of 2026 season.

**BACKGROUND:**  
At the end of February, it was identified and brought to the attention of the Interim City Manager that a valve was leaking at the aquatic center. As of part of this issue, water was leaking into the service pits. It was also identified the need for a new sump pump to ensure it did not flood the mechanical room of the aquatic center.

Meanwhile, water has been and continues to be added to the pool to ensure that it did not expose the tile and plaster finish until said time that repairs could be made on pool or another option could be identified.

Upon further review, it was identified that other issues needed attention such as the tarping of the outdoor pool heaters for winterization, and chlorination of pool.

To identify a complete list of winterization issues, the Interim City Manager asked for the protocols for winterization from city staff. Based on the limited response, several calls were made to other communities with pools to ascertain their pool care service providers. However, given the city's location and demands on service providers, it was difficult to schedule in a timely manner. Further research ensued. An Ellensburg-based firm - WMS Aquatics that performs pool construction and service for local governments and school districts availed themselves to meet with city staff and Council President, Steve Irving and Councilmember Wes Koklich. During this meeting coupled with ongoing correspondence on actions, the following items were identified.

- 2 FlowVis Flow Meter 3" Tee for pipe, scale in GPM (70 - 240GPM)
- 1 FlowVis Flow Meter 6" Saddle Clamp for Sch.80 pipe, scale in GPM (300-1,000 GPM)  
Assorted Pipe & Fittings
- 1 Stark/Paragon Effluent Pressure Gauge 60 PSI
- 1 Stark / Paragon Influent Pressure Gauge
- 1 Stenner Pump 85M5, Single Head Adjustable, 25psi, 85gpd, 120v/ 60hz, 3/8", white, Santoprene
- 1 Stenner Pump Feeder Tube, pkg of 5
- 1 Taylor Service Complete FAS-DPD (Chlorine) Kit, Model K-2006C reagents in 2-oz bottles
- 1 Commercial Pool and Spa Log Book - Water Proof
- Slide Compound - Water Slide Restoration, Oxidation Remover Compound – 1 gallon will approx. polish and sealant
- Slide Wax - Water Slide Wax, High Speed Buffing Wax - 1 gallon
- Slide Soap - Mild Water Slide Cleaner - 1 gallon

## **COMMENTARY**

The value of the meeting provided the city with extensive insight. First, upon initial review, the shower pool on the southeastern corner of the pool has not been operational. Public Works Supervisors Nathan Lyons and Shane Wright provided services and fixed this item.

Additionally, the meeting identified that in the mechanical room, the need for valve replacement along with either tightening or replacement of seals or gaskets. In addition, further inspection identified that several gauge or flow meters that needed replacement. The following identifies the corresponding direct and indirect costs.

In addition, it was identified the need for meters on our electrical pumps to assist in the performance of pool operations. Also, it was presented that the city does not need to have the electrical motors repacked every year. That they could last from 3 to 5 years before such maintenance.

Additionally, it was identified that the pool filter system (sand filtration) should be examined before the 2026 opening to determine its performance.

The pool will be emptied and cleaned then refilled in early May. Thus, mechanical operations will be completed well in advance of the operational season allowing for seasonal manager and lifeguards to perform work on pool programming and services.

Lastly, it was identified that the pool does not need to be emptied and refilled each year. The filter system, if checked daily could remain on 6 to 8 hours a day allowing for circulation and preventing algae and mold for impacting the pool. All outside motors should be tarped and pool equipment such as net and brush be brought inside.

As such, it is recommended that specialists from Water and or Wastewater that deal with pumps and pipes be the primary caretakers of the mechanical room and work with WMS in the future to ensure operational efficiency of the pool.

## **BUDGET IMPACT:**

Again, are the materials needed for repairs including estimated cost for service by WMS Aquatics.

- 2 FlowVis Flow Meter 3" Tee for pipe, scale in GPM (70 - 240GPM)
- 1 FlowVis Flow Meter 6" Saddle Clamp for Sch.80 pipe, scale in GPM (300-1,000 GPM)
- Assorted Pipe & Fittings
  
- 1 Stark/Paragon Effluent Pressure Gauge 60 PSI
- 1 Stark / Paragon Influent Pressure Gauge
- 1 Stenner Pump 85M5, Single Head Adjustable, 25psi, 85gpd, 120v/ 60hz, 3/8", white, Santoprene
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- Slide Soap - Mild Water Slide Cleaner - 1 gallon

Estimated total cost for repairs and assistance in preparation of 2026 season, under \$10,000.

## **RECOMMENDATION:**

For File. Interim City Manager will initiate repair and service orders.

**ATTACHMENTS:** Memorandum, Preparing for Seasonal Operations, March 30, 2026

## MEMORANDUM

**DATE:** March 30, 2026  
**TO:** Mayor/City Council  
**FROM:** Tim Johnson, Interim City Manager,  
**SUBJECT:** Aquatic Center, Preparing for Seasonal Operations, 2026

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In recent weeks, I have become aware of issues related to the winterization of the Aquatic Center.

The purpose of this memo is an Addendum to the Fact Sheet on repairs of the mechanical systems and other related repairs needed at the aquatic center to provide a comprehensive background report on the aquatic center and its preparation for the upcoming season.

During the second week of February, it was brought to my attention that a valve in the mechanical room of the aquatic center would not close and a leak from the pool was identified. Staff initially began to address the leak while simultaneously filling the pool to ensure the interior surface of the pool was not damaged by winter weather. In addition, it was identified that the relatively new heaters were not winterized (covered). Also, other items included the disarray of parts within the mechanical room along with leaking seals and gaskets.

In the effort to resolve issues of the leak and pool winterization, outreach began to other jurisdictions to ascertain insight on who they use to assist cities with the mechanical systems of their pools.

Conversations occurred with multiple service repair companies but none could provide a timely appointment due to existing commitments and distance from Portland and Seattle. I was directed by a colleague that managed the King County/Weyerhaeuser Olympic pool(s) and diving center in Federal Way, Washington to WMS Aquatics based in Ellensburg, WA. They have been in business for decades and perform construction and repair service to municipal and school district pools. They were available to meet and assist us in short order. As such, a team meeting was formulated comprised of staff from several city Departments and Divisions including Water, Wastewater, PW Administration, and City Council President Steve Irving and Councilmember Wes Koklich.

The meeting pertained to addressing the repairs to fix the valve and identified the protocols that should be followed for winterization and seasonal operations. The meeting proved very productive.

Some of the repairs identified and recommended for service can be found in the Fact Sheet date April 9<sup>th</sup>, 2026. The list illustrates valves, gauges, seals, gaskets and flanges. Other items include products to address the oxidization of the slides returning them to their luster and a waterproof log book for documenting repairs and maintenance. However, beyond those, other items include the following:

- Signage for eye washing,
- Fire extinguisher(s), specifically in mechanical room
- Replacement of ceiling lights in the mechanical room

In addition, a cost saving action was identified that annual maintenance of the electric motors is not needed if monitoring of gauges is consistent.

Beyond these items, are the needs for opening, (operational) and closing (winterizing) protocols. For example, Nate Lyons, supervisor of Waste Water and I have read the original procedures manuals from 1996 (redevelopment of pool). It identified that the pool should remain on (not heaters) throughout the winter. This will reduce the cost of removing the water annually and refilling it by keeping the system on, supporting continued chlorination and filtration.

As identified in the Fact Sheet the operations of the filtration and pump systems of the pool, be assigned to the Water/Wastewater Divisions. This assignment will have experienced personnel that deal with pumps and piping engaged in the opening and closing of the pool filtration and pump system along with daily examination during its seasonal operations. Importantly, this assignment is to ensure that pumps are working optimally through their gauges is best suited for entities that perform this type of work.

Additionally, since Wastewater Division buys the chlorine in bulk for the city, they are already involved with supporting a vendor to the pool's operation.

Also, both Supervisors of Water and Wastewater have already proved extremely valuable in addressing the identified repairs and maintenance of plumbing. For example, they repaired an outside shower that had not been available last season. Additionally, they tightened gaskets or O-rings in the plumbing to reduce leakage.

It is also recommended during the first week in May, that city staff remove the water in the pool, clean the pool upon being empty then begin refilling in preparation of opening.

During the second or third week, Aquatic Center Manager can begin season operational access. For example, certification for shallow rescue training can be potentially done at the pool for applicants needing certification.

Below provides an overview of actions that should be initiated by month related to the pool.

Lastly, recalling from the March Council meeting, it was identified by Councilmember Holden the need for more pool deck furniture. This is in the budget and I will work with the Aquatic Center Seasonal Manager to ascertain the existing inventory and identify the acquisition of furniture within the current budget.

Should you have any questions, I am available at your convenience.

**RECOMMENDED MAINTENANCE FOR MECHANICAL SYSTEMS,  
PHYSICAL POOL/SLIDE EQUIPMENT AND OPERATIONS**  
Milton-Freewater/Humbert Family Aquatic Center

MONTH	MECHANICAL	PHYSICAL POOL/SLIDES	OPERATION
January	Filter System Winter Operations	Pool Covered	Closed
February	Filter System Winter Operations	Pool Covered	Closed
March	Filter System Winter Operations	Pool Covered	Begin hiring for Aquatics Center Fact Sheet/Report to City Council Posting of jobs
April	Filter System Winter Operations	Pool Uncovered	Coordinate Lifeguard certification with Y-Walla Walla
May	Initiate Season Opening Protocols Acquisition of Pool Chemicals	Check and deploy maintenance services on pool mechanical & slides	Center Manager begins and initiates opening protocols
June	Operational	Daily examination	Season Operations
July	Operational	Daily examination	Season Operations
August	Operational Second acquisition of Pool Chemicals	Daily examination	Season Operations
September	Prepare for Closing	Daily examination during remained of seasonal operation	Closing
October	Winterization Filter System Winter Operations, Pool Covered	Pool Covered	Closed
November	Filter System Winter Operations	Pool Covered	Closed
December	Filter System Winter Operations	Pool Covered	Closed

*City of Milton-Freewater*  
*Mayor's Proclamation*

**"Milton-Freewater Garden Club Celebrates 90 Years of Service"**

**WHEREAS**, the Milton-Freewater Garden Club (then known as the Freewater Garden Club) was organized on April 21, 1936 with eleven members, that number growing to 45 members in one year; and

**WHEREAS**, over the past 90 years, the garden club has worked tirelessly to contribute to the needs of the community, completing many service and beautification projects; and

**WHEREAS**, in 1936, the city council turned over management of the derelict Natatorium and grounds to the club to effect the renovations needed in order to benefit youth and adults during summer months, and club members undertook this project and also financed swimming lessons for youth; and

**WHEREAS**, in 1937, the club's first large community service project entailed taking a five-and-a-half-acre dump site located next to the (then) Federated Church and turning it into a city park, complete with cement tennis courts, a wading pool, fireplace, and a large beautifully landscaped lawn area, for which the club was awarded the Cornelia Kellogg Bronze Award (Kellogg Award), a national award received by the club's president at the National Council of Garden Clubs meeting in Ohio; and

**WHEREAS**, In 1937, the club received a letter of thanks from the Freewater Chamber of Commerce stating "The many activities of your organization in this city during this past year have been so noticeable and outstanding to our members, we wish to thank you and all those associated with you for their civic interest and enterprise, hoping in doing so to show our appreciation for the splendid efforts achieved", and enumerating six projects; and

**WHEREAS**, the next large project undertaken by the club was rebuilding the old Apple Show building into what today is known as the Milton-Freewater Community Building, a project that took place over three years, 1941-1944, and to complete this ambitious community service project, members held many fund-raising events, sought donations and grants, and finally completed the remodeling of the building at a cost of \$26,000, receiving once again the national Kellogg Award for this second project; and

**WHEREAS**, upon the consolidation of the two cities of Milton and Freewater in 1950, the garden club presented to the new city of Milton-Freewater the Federated Park, swimming pool, and Community Building entirely free of debt, and purchased some appliances and other items for the Community Building, which building is and remains available for use by the community at large; and

**WHEREAS**, the club received two Sears Awards for Civic Improvement for plans to beautify and landscape the Yantis Park grounds; and

**WHEREAS**, in 1983 the club became the Milton-Freewater Garden Club; and

**WHEREAS**, for years the Milton-Freewater Garden Club members have continued a history of completing projects that benefit the citizens of Milton-Freewater and Umatilla County, to wit: planting and maintaining the Blue Star Marker and Memorial Garden space in Orchard Park; planting trees within the city (such as the "Patriotic Tree" in Orchard Park, the "Freedom Tree" in front of City Hall, dogwood trees in front of the Community Building, and others); beautifying the Pioneer Posse grounds, where the Milton-Freewater Junior Show is held annually; choosing a "Yard of the Month" to showcase beautiful private yards; donating seating benches at various locations within the community; annually contributing to service organizations that help the community at large; and many more undertakings too numerous to list; and

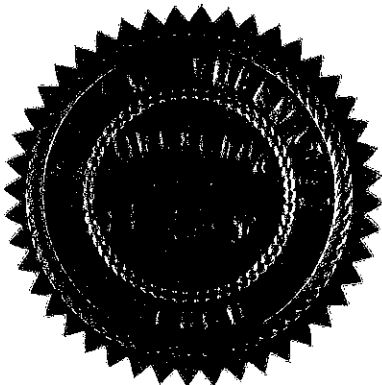
**WHEREAS**, the Milton-Freewater Garden Club members have, over the last 90 years since 1936, given uncounted hours of dedicated service to assist with the beautification of the City of Milton-Freewater and to give back to the citizens of the city by their financial support and hard work; and

**WHEREAS**, in honor of their 90 years of service to the Milton-Freewater community, the Milton-Freewater Garden Club has respectfully requested recognition of this milestone;

**NOW, THEREFORE, I, Mike Odman, Mayor of the City of MILTON-FREEWATER, and on behalf of the City Council, do hereby recognize**

**THE MILTON-FREEWATER GARDEN CLUB FOR 90 YEARS OF SERVICE TO THE CITY, 1936-2026**

**IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of MILTON-FREEWATER to be affixed this 13<sup>th</sup> day of April, 2026.**



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*Mike Odman, Mayor*

**CITY COUNCIL  
Fact Sheet  
City Of Milton-Freewater**

REQUESTED COUNCIL MEETING DATE: April 13, 2026	MEETING DATE: April 13, 2026	AGENDA LOCATION: <i>Presentation Items</i>	ITEM NUMBER: <i>3c</i>
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**DATE:** March 30, 2026  
**TO:** Honorable Mayor and City Councilors  
**FROM:** Tim Johnson, *TJ* Interim City Manager

**ISSUE:**

Should the City Council Adopt a formal Fleet Management and Maintenance Policy by directing the future City Manager to pursue future implementation in FY 2026/2027?

**BACKGROUND:**

The City of Milton-Freewater uses a fleet of 80 vehicles and units of equipment to provide services from public safety to park maintenance. The fleet is primarily used in four departments. These include, Police, Fire, Electric and Power and Public Works.

Municipal fleets require substantial fiscal and budgetary review and analysis. Municipalities typically rely on a Replacement Fund which is an internal service fund. Internal service funds are used to account for the financing of goods and services provided by one department or program to another on a cost-reimbursement basis. Departments make monthly payments into a Replacement Fund based on the estimated cost to replace their current vehicles or equipment. Given that the city's Public Works Department has been overseeing the fleet, it requires information to determine monthly fleet replacement charges based on purchase cost, estimated life and an inflation factor.

Typically for a municipality, the process for fleet management involves recording data on vehicles but also knowing what an estimated replacement cost and having knowledge of the total fees paid towards replacement are to be effective. So, for example, when a fleet vehicle approaches its estimated replacement date, a replacement policy should be in place that states that staff assesses it based on operating costs such as maintenance and repair costs, labor, parts, fuels and supply costs. At the city, fleet mechanics based upon their assessment should inform departments about whether a vehicle is in good enough condition to either defer replacement or whether it should be replaced.

Thus, if a vehicle needs to be replaced, this information would be valuable for staff to present such information before the City Council making a compelling case to request for a new or newer vehicle.

**COMMENTARY**

In January, the Interim City Manager made a presentation to city staff involved in the use, maintenance and management of the city's vehicle fleet. During the presentation a variety of questions were asked of city staff. These included overall cost of operation of the fleet, procedures for economic life or usefulness of vehicles or motorized equipment and as it pertained to acquisition, i.e., lease vs purchase and new or used.

Conversely, city staff asked questions on how to improve understanding of depreciation pertaining to the fleet, specifically as it pertains to fully depreciating a vehicle. Questions also including the need to understand the economic or useful life of vehicles and how to identify parts costs and their reliability. But the most significant question was related to what should be the procedure for requesting a vehicle. It was identified that previously it had been the "squeaky wheel" that had prevailed, not a methodical or agreed upon approach.

As such further information was discussed on the vehicle replacement fund and if it is sufficient or underfunded. It was identified that there needs to be a better understanding of the Fund. Questions were raised on whether it is a series of categories or a mathematical formula. In either case, should the replacement fund be used beyond the direct cost of fleet replacement including for personnel, customization of vehicles and purchase of replacement fleet without funding from departments.

It has become apparent that the city needs complete data such as rationale for deferring or prioritizing replacement, estimated replacement costs, how much a specific department has contributed towards and spent on replacing vehicles.

Additionally, because there are so many costs associated with fleets, manually calculating expenses is an uphill battle. Not only is it difficult to ensure accuracy, but by the time you reconcile your budget, you've already fallen behind. Fleet management software allows a city to track expenses in real-time. One of the benefits of a fleet management software system is that you can view expenses on a line-item level and automatically calculate the costs.

#### **BUDGET IMPACT:**

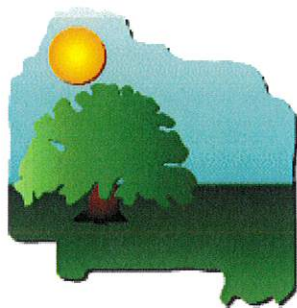
At present, the identified costs based upon the recommendations require further analysis. Preliminary examination for software illustrates from \$7 to \$20 dollars a vehicle per month. The range for such software is from less than \$7,000 to \$20,000 a year.

The APWA provides a variety of resources on fleet management. This professional association provides significant information on fleet maintenance and management. Membership costs for the city would be \$421 in 2026. Their experts from their Fleet management Committee can provide assistance.

#### **RECOMMENDATION:**

To enhance this direction, the Interim City Manager recommends the following for future considerations by the city council to assist the city.

- Formulation and adoption of a Fleet Management and Maintenance Policy. Attached is draft example that provides purpose, guiding principles, responsibilities, financial procedures, vehicle acquisition and maintenance and repair procedures.
- Initiate analysis of different software for the purpose of vehicle and equipment management, ensuring tracking accurate information specifically key performance indicators
- A consultant review to assist the city in pursuing an effective and efficient process for fleet management and maintenance, such as the American Public Works Association, (APWA). For example, APWA, recommends that local municipalities maintain a reserve of 15 percent of the total fleet replacement value for timely replacement and unexpected or changing needs. Based on the pending proposed FY 2026/2027 budget, this reserve percentage will be submitted for approval.



# ADMINISTRATIVE PROCEDURES MANUAL

REGULATION NUMBER: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

## FLEET MANAGEMENT OPERATING PROCEDURES

**PURPOSE:** To establish procedures and policies to ensure that the Alachua County Board of County Commissioners' vehicles and motorized equipment are selected, acquired, utilized and maintained in a manner that provides the best possible support to county operations through economical and environmentally responsible fleet management.

**POLICY:** Alachua County Board of County Commissioners will provide for central management of its fleet of vehicles and motorized equipment, including their purchase, ownership, maintenance, repair, replacement, disposal and providing fleet fuels.

Alachua County Board of County Commissioners vehicles and motorized equipment shall be provided and utilized only when required to conduct county business.

The Alachua County Board of County Commissioners fleet assets shall be managed in accordance with the life cycle approach to material management and with the principles of economy, prudence and probity, while minimizing any negative environment impact.

At the time Alachua County Board of County Commissioners fleet assets are scheduled for replacement, it will be viewed as an opportune time to evaluate vehicle need and size requirements.

No smoking is permitted in Alachua County Board of County Commissioners fleet vehicles and motorized equipment.

No vehicle/equipment will be operated with a known safety deficiency.

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**Procedures:**

**Vehicle Usage:**

All vehicle and motorized equipment usage will be in compliance with the Alachua County Vehicle Usage Policy.

**Vehicle Identification:**

The County Fleet Manager will insure the Alachua County Board of County Commissioner's fleet is properly identified and uniform. All of Alachua County Board of County Commissioners fleet vehicles and motorized equipment will be identified using the county signature (logo) and a vehicle number. Exceptions will be:

1. Motorized equipment that is too small for the county signature.
2. All Fire/Rescue Department vehicles which will be identified using the Alachua County Fire/Rescue Department signature.
3. Those vehicles approved by the County Manager

**Vehicle Modification:**

All requests for vehicle/motorized equipment modifications shall be approved by the appropriate Department Director and transmitted to the county Fleet Manager in writing.

**Vehicle Misuse and Abuse:**

The County Fleet Manager will notify the appropriate Department Director and the Public Works Director of any suspected vehicle/motorized equipment misuse and/or abuse. The Department Director will investigate and make a determination if any vehicle misuse or abuse has occurred and take appropriate action(s).

**Vehicle Accident Reporting and Repair:**

Fleet vehicle and motorized equipment accidents will be reported and repaired in accordance with the Alachua County Safety Policy.

**Vehicle Cleaning:**

Each department is responsible for maintaining the cleanliness of the vehicle/motorized equipment assigned. Vehicles shall be cleaned at regularly scheduled intervals. The Fleet Management Office will provide for a local vendor to perform cleaning services for on the road vehicles (sedans, vans, pickup trucks etc.) at the vendors place of business.

**Vehicle Licensing:**

The County Fleet Manager will apply for all county vehicle and motorized equipment licenses and titles as required by Federal and State laws and maintain all required records.

**Responsibilities:**

**Public Works Director Shall:**

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement, disposal, and providing fleet fuels for the vehicles and motorized equipment fleet of Alachua County Board of County Commissioners.

Delegate the responsibility for implementing and complying with the provisions of this policy to the County Fleet Manager.

**Department Directors Shall:**

Carefully assess department needs to minimize fleet size

Carefully plan vehicle and equipment usage to maximize efficiency and minimize mileage driven

Ensure that vehicles and motorized equipment requested for acquisition and use within their department are of the appropriate size and have only those items/accessories that are operationally required.

Re-enforce vehicle and equipment operator awareness to:

- Reduce vehicle and equipment idling time
- Conservative driving habits such as gradual acceleration and strict adherence to speed limits
- Tire pressure, coolant and oils at the proper levels.
- Maintain the proper operator license and comply with all Federal, State and local laws relating to the operation of motor vehicles and equipment

Ensure that fleet vehicles and equipment are made available for preventative maintenance at the scheduled mileage/time.

Ensure that department employees inspect their assigned vehicles prior to operation. Inspections will include, but not be limited to the following safety items: foot and emergency brakes, head and tail lights, turn signals, windshield wipers, tire condition, mirrors, water and oil levels.

The inspection will also include a check for vehicle damage, such as dents, scratches, window cracks, etc. Deficiencies discovered, beyond the operators capability to correct, will be reported to the immediate supervisor and referred to the Alachua County Fleet Management Office for repair.

**Fleet Manager Shall:**

Monitor and evaluate the condition of Alachua County Board of County Commissioners fleet vehicles and equipment. Be the principal advisor to the Public Works Director on all county fleet matters.

Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All county vehicles and fleet equipment acquired and maintained by Fleet Management shall be targeted for replacement according to industry standard. The guidelines shall be used as a basis for developing the useful life of equipment for chargeback purposes and programming future departmental vehicle and motorized equipment requirements. The guidelines shall be based on time and/or mileage, and measured against actual fleet usage.

Assist departments in developing specifications for new or replacement vehicles and fleet equipment.

Review with the Public Works Director all fleet purchasing and specification issues that require additional clarification or conflict resolution.

Acquire all of Alachua County Board of County Commissioner's fleet vehicles and equipment by a method that complies with Alachua County Purchasing Policies.

Ensure that all county vehicles and motorized equipment are properly titled and licensed to Alachua County Board of County Commissioners.

Conduct an annual fleet utilization review. Using the break-even point for vehicle usage, the Fleet Manager shall recommend reassignment, rotation, removal from service or other actions to the Public Works Director, as appropriate.

Dispose of a fleet vehicle or equipment when it becomes uneconomical to maintain. As vehicles and equipment reach target miles or time for replacement, they will receive a technical and cost evaluation, including repair/replace analysis to determine if they are to be retained, disposed of or in some situations, be reassigned.

Establish a preventative maintenance (PM) program that incorporates:

- Scheduling PMs that ensure minimum vehicle downtime.
- Manufacturers maintenance standards

- PM tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, a tune up program that insures the engine is operating at peak efficiency.
- Designed for each vehicle or class of vehicles depending on its operating environment.

Monthly, notify each department of vehicles past due for its scheduled preventative maintenance.

### **Vehicle/equipment Operators Shall:**

- Maintain the proper operator license
- Comply with all Federal, State and local laws relating to the operation of assigned vehicle equipment.
- Inspect assigned vehicle/equipment prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle/equipment type:
  1. Water and oil levels
  2. Foot and emergency brake
  3. Head, tail and brake lights
  4. Turn signals
  5. Tire pressure and tire condition
  6. Windshield wipers
  7. Mirrors
  8. Visual damage (dents, large scratches, cracked windows, etc.)
- Report deficiencies discovered through operator's inspection, which are beyond the operators capability, to the immediate supervisor for referral to the Fleet Management Office for repairs.
- Not put vehicle/equipment in motion until all occupants are restrained by seat belts.
- Not install, nor allow to be installed, any additional electrical or electronic equipment such as stereo, CB's, light, light chargers and radio chargers in any county vehicle/equipment.. Equipment of this type will be installed by the Office of Fleet Management or an approved county vendor. Radar detectors are strictly prohibited in county vehicles.
- Report all accidents in accordance with the Alachua County Safety Policy.

### **FINANCIAL PROCEDURES:**

#### **Internal Service Fund**

Fleet Management will be funded using two internal service funds. One fund will be for the management and recovery of direct costs including fuel, parts, labor, sublet work and other similar fleet vehicle operations costs. The second fund will be used to recover the costs of vehicles purchased from the vehicle replacement fund. Administrative management and overhead costs will be included in fund charges to reflect all costs.

### **Funding Replacement Vehicles**

The funding for a replacement vehicle should be from the same fund used to purchase the vehicle. For example, if the vehicle being replaced was purchased from the vehicle replacement fund, then that fund will fund its replacement.

If the vehicle being replaced was purchased from a fund other than the vehicle replacement fund, the department to which the vehicle is assigned shall budget for the replacement. The vehicle may be added to the Vehicle Replacement Fund. (See Fleet Manager)

### **Funding Additions to the Fleet**

Additions to the fleet shall normally be requested by individual departments during the budget process. Long term funding for future replacements shall either be included in the department budget, or in the vehicle replacement fund budget. Vehicles added to the fleet shall be initially funded and justified in the requesting departments budget request.

### **Funding upgrades to the Fleet**

Upgrades to fleet vehicles shall also to be requested during the budget process. Upgrades or changes in the type or size of fleet vehicles require advanced approval by the County Manager.

## **Vehicle Acquisition Procedures:**

The Fleet Manager shall have responsibility for acquiring Alachua County Board of County Commissioners fleet vehicles and equipment by a method that complies with Alachua County Purchasing Policies and with approval of the Public Works Director.

The Fleet Manager shall be responsible for determining the most cost efficient purchase of all fleet vehicles and equipment considering purchase price, maintenance, repair, operating costs and resale value. Acquisition of fleet assets shall be selected, acquired and utilized providing the best possible support of County operations and be environmentally responsible in accordance with the fleet "Green" Management Policy.

The using department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.

## **Vehicles/Motorized Equipment Maintenance Repair Procedures**

**General:** Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

- On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
- On an unscheduled basis, which is referred to as breakdown or unscheduled maintenance.

**Priority:** Maintenance of Alachua County Board of County Commissioners fleet vehicles and motorized equipment in the maintenance cycle will be prioritized as follows:

<b><u>Priority</u></b>	<b><u>Vehicle Equipment</u></b>
1	Public safety (Fire/Rescue) etc.
2	Essential Services (Transfer Station) etc.
3	Preventative Maintenance (On time)
4	Unscheduled Maintenance
5	Preventative Maintenance (Not on Time)
6	Modifications

**Vehicles Requiring Preventative Maintenance or in Disrepair But**

**Operational:**

Vehicles/motorized equipment requiring preventative maintenance or in disrepair but safely operational will be delivered to Alachua County Fleet Management by the operator. The operator will provide Fleet Management Office personnel with the following information:

- Vehicle Number
- Mileage/hours
- Repairs required/symptoms

The Fleet Management Office personnel will prepare a vehicle work order and enter the vehicle into the maintenance cycle.

**Vehicles in Disrepair And Not Operational:**

For Vehicles/motorized equipment in disrepair and not operational the operator will call the Fleet Management Office and provide the following information:

- Operator Name
- Vehicle Number
- Location of Vehicle
- Repairs required/symptoms

The Fleet Maintenance Supervisor will dispatch a Fleet Technician to accomplish repair or arrange for towing of the vehicle.

**Quick Fix Repairs/Preventative Maintenance:**

For vehicles/motorized equipment in need of quick fix repairs/preventative maintenance, the operator will deliver the vehicle to Alachua County Fleet Management and provide the Fleet Management Office personnel with the following information:

- Vehicle Number
- Mileage/hours
- Quick Fix Repair Required

The Fleet Management Office personnel will prepare a vehicle work order with the information provided and notify the Fleet Maintenance Supervisor of the quick fix/preventative maintenance request. The Fleet Maintenance Supervisor will assign a Fleet Technician to perform the requested quick fix repairs/preventative maintenance.

**Repairs Complete Notification:**

The Fleet Management Office will notify the Department upon completion of repairs. This notification will be within one hour of the completion of work.

**Issuing of Parts:**

Under normal circumstances, the Fleet Management Office will only issue repair parts for vehicles that are undergoing repairs or preventative maintenance. Under special circumstances, the Fleet Manager can approve issuing of minor parts to be held and installed on a self-help basis by the requesting Department. In these cases, parts will be issued utilizing a Fleet Management Work Order with the appropriate signature.

**Emergency Fleet Support:**

During emergency conditions, Department Directors requiring emergency fleet support will contact the Fleet Manager. The Fleet Manager will provide the requested Fleet Support within county policies and procedures.

**After Hours Fleet Support:**

After hours fleet support will be provided for emergencies only. Department Directors or personnel requiring emergency fleet support will contact the Fleet Manager. If the Fleet Manager cannot be contacted, the requesting department will contact the Fleet Maintenance Supervisor or any fleet employee using the Fleet Management Emergency recall list.

**After Hours Tire Repair/Towing Service:**

The Fleet Manager will provide after hours tire repair and towing service to departments that provide 24 hour county service. The Fleet Manager will provide the Department Directors with the phone numbers needed to request these after hours services.

**Vehicle Pools:**

The Fleet Management office shall provide vehicle pool services to all county departments on a rental vehicle basis.

Each Director shall encourage vehicle pool assignments over individual vehicle assignments. Pools are a proven strategy in reducing fleet size and cost reduction.

**Definitions:**

**Equipment Modification:**

Adding, changing, deleting parts, accessories or specific capacities to fleet vehicles and equipment other than as delivered to Alachua County Board of County Commissioners.

**Equipment Misuse And Abuse:**

The use of equipment for other than its intended purpose; use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Damage to equipment where reasonable care to prevent damage was not taken. Not having vehicle/equipment PMS performed timely.

**Quick Fix Repairs/Preventative Maintenance**

Repairs and preventative maintenance that can be properly completed within one hour.

**Emergency Conditions**

When there exists a threat to public health, welfare, safety or the operation of a department or division would be seriously impaired if immediate action were not taken.

Approved by \_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date

# Milton-Freewater Fleet Management Strategy



January 2026



## PRESENTATION

- Evaluation of Fleet Inventory
- Review of Existing Replacement Plans and Activities
- Updated Replacement Plan Criteria
- Enhanced Budget Requests Process/Replacement Reserve Funds
- Yield a Fleet Management & Maintenance Policy

## Milton-Freewater Fleet Management and Maintenance

### WHY?

*An effective Fleet Management and Maintenance Strategy/Policy focuses on achieving a safe and balanced fleet aging cycle.*



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## Milton-Freewater Fleet Management and Maintenance

### WHY?

- Increased Safety
- Predictable Fiscal Impacts
- Minimized Repair and Maintenance Costs
- Improved Fuel Efficiency
- Regulatory Compliance
- Predictable Surplus Values



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## Milton-Freewater Fleet Management and Maintenance

### WHAT?

- Reducing Life Cycle Costs
- Maximizing Utilization of Existing Vehicles
- Evaluation of pursuit-rated vehicles and light-medium and heavy duty vehicles
- Fleet Cycling Frequency and Surplus Options
- Regulatory Compliance
- Comparison of Analysis of Minimal vs. Optimal Investments

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## Milton-Freewater Fleet Maintenance and Management

### HOW?

- Evaluation of City's Existing Fleet
- Review of Existing Replacement Policy(ies)
- Recommend New Criteria for Replacement Schedule
- Involve Auditors for Proper Balance and Utilization
- Implement an Updated Fleet Management Strategy



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# EVALUATION OF INVENTORY

## Inventory

*The City maintains vehicles for  
Police, Fire, Public Works and Light & Power*

*The function is to provide and maintain a cost effective,  
diversified fleet of vehicles and equipment that allows the  
City to efficiently conduct daily business*



# Inventory

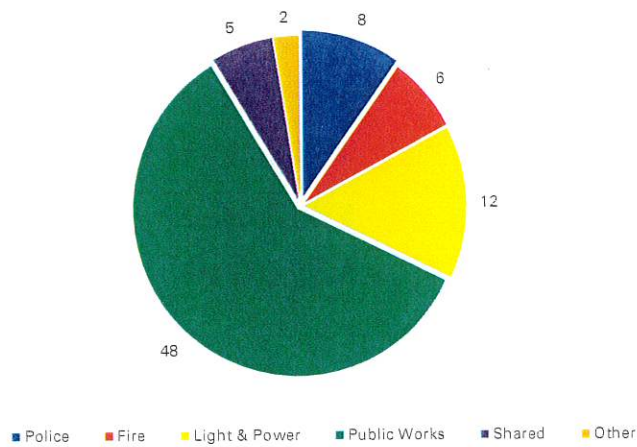
Current Fleet includes:

- Pick ups, Police Cars, Fire Engines & Apparatus, Bucket & Line Trucks, Dump Trucks, Garbage Trucks, Heavy Landfill Equipment, Backhoes, Mowers, Turf and UTV Spray Vehicles/Equipment, Tractors, etc.



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## # of Vehicles & Equipment by Dept



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## Average Age of Fleet Value of Fleet

- Average Age of Everything Fleet & Equipment- **18.7 years**
- Oldest piece of equipment, Sander Box - **52 years**
- Second Oldest, Massey Ferguson Tractor – **47 years**
- Value of Fleet is in excess of **\$3 million**



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## Most Expensive Vehicles Estimated Current Value

- |                 |           |
|-----------------|-----------|
| • Garbage Truck | \$418,000 |
| • Fire Truck    | \$350,000 |
| • Line Truck    | \$282,000 |
| • Bucket Truck  | \$202,000 |



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- + •

- **REVIEW OF EXISTING REPLACEMENT POLICIES**

## Existing Policies

- It was identified that there is no specified city policy pertaining to fleet management related to useful or economic life of vehicles and equipment.
- City staff identified historically it has been a “squeaky wheel” recommendation.



## Recommended Policy

- ICMA has identified a variety of frameworks
- Attached is a Draft Example of a Policy
- Provide Opportunity for Council Review and Discussion in advance of Adopting a Policy



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- + • **ESTABLISHMENT OF  
UPDATED  
REPLACEMENT PLAN  
CRITERIA**

## Fleet Modernization

- An Aging Fleets Present Ongoing Operational Challenges
- Comprehensive Analysis should include Best Practices
- Replacement Criteria Should be Based upon Specifics of City Fleet Types and Usage
- Annual Financial Targets should be Established for a defined horizon
- City Should include longer term cost savings and improved predictability for Operations
- Requests for action should be required at least every Fiscal Year for authority on annual budgetary allocations

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## Where Are Savings?

- Fuel
- Maintenance
- Lease vs Buy
- New vs Surplus
- Other
- Combination of All of the Above



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# Questions for City

- Prioritizing Acquisition, New or Surplus?
- How to Identify a Vehicle
- How to Acquire a Vehicle
- How to Retrieve a Vehicle



- +
  - 
  -

## BUDGET/REPLACEMENT

# Annual Maintenance Costs

Key Performance Metrics are Needed



# Annual Fuel Costs

- 2022/23 \$173,927
- 2023/24 \$163,660
- 2024/25 \$114,807
- 2026/2025 \$131,000\*
- **Forecasted 2026/2027 \$158,000**



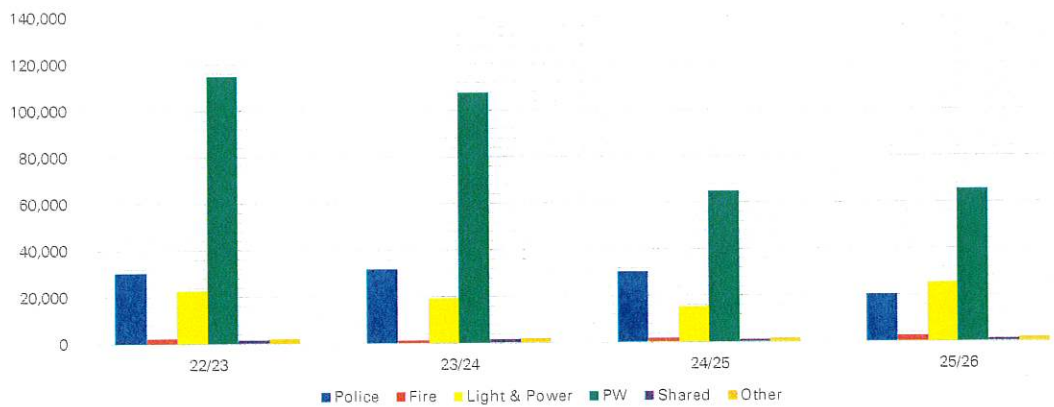
# Fuel Costs

- January \$2.85 a gallon for fleet price
- February, \$2.65 a gallon
- March, estimated in excess of \$3.00

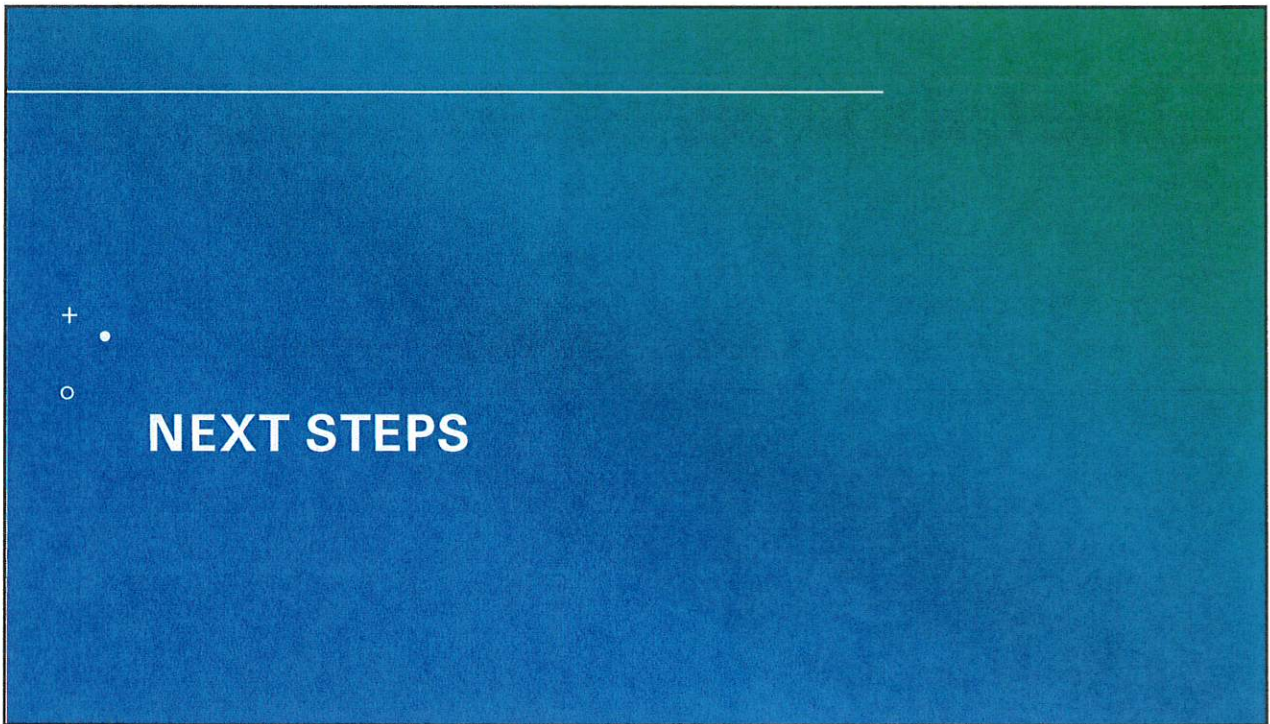
23

# Fuel

Fuel Costs by Dept. By FY



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## Recommendations

- Accept and File Fact Sheet
- Formulate and Adopt a policy
- Initiate Analysis on different software to determine fleet management and maintenance costs
- A consultant Review (APWA)

# Fleet Management Strategy

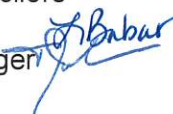
**QUESTIONS?**



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**CITY COUNCIL  
Fact Sheet  
City Of Milton-Freewater**

REQUESTED COUNCIL MEETING DATE:	MEETING DATE:	AGENDA LOCATION:	ITEM NUMBER:
April 13, 2026	April 13, 2026	Business Items	4A

DATE: March 30, 2026  
 TO: Honorable Mayor and City Councilors  
 FROM: Laurie Bubar, Finance Director   
 THROUGH: Tim Johnson, Interim City Manager

ISSUE:  
 Make appropriation based upon unplanned circumstances.

BACKGROUND:  
 During the current budget year events have occurred that were not foreseen at the time the budget was being prepared.

**General Fund-**

**Aquatic Center** - summer staffing wages were appropriated into professional services, but the city hired all required staff. Funding needs to be moved from professional services to the corresponding personal services.

**Public Works Administration** – due to staffing requirements, a temporary agency has been utilized for a part time assistant to help cover shortages. Funding needs to be allocated to professional services for these expenditures from regular wages.

**Public Buildings / City Hall Contingency** – Renovations on the basement of city hall were begun to utilize space for relocation of Human Resources and dedicated office space for IT services. These renovations were not budgeted, so are being funded from the contingency.

**City Manager** -Interim city manager Johnson was hired with the departure of the previous city manager. Due to other staffing shortages, his salary is being funded half from planning and half from Public Works since both city planner and public works superintendent positions are vacant.

**Accounting and Billing** – Interim city manger Johnson is hiring from a temporary agency an individual to assist with updating and enhancing the FY27 proposed budget. This position was not included in the current budget and will be funded from the contingency.

COMMENTARY/ANALYSIS:

Throughout the budget year the budget is reviewed to assure that no area will be overspent according to the way appropriations are approved. 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>
<b>AQUATIC CENTER</b>		
PART TIME 100-6130-102	\$ 80,000.00	
OVERTIME 100-6130-105	\$ 14,000.00	
EMPLOYEE BENEFITS 100-6410-120	\$ 20,000.00	
PROFESSIONAL SVC. 100-6130-320		\$114,000.00
<b><u>PUBLIC WORKS ADMINISTRATION</u></b>		
PROFESSIONAL SVCS. 100-6140-320	\$ 24,000.00	
REGULAR SERVICES 100-6410-101		\$ 24,000.00
<b><u>PUBLIC BUILDINGS</u></b>		
CAPITAL 100-6210-405	\$ 25,000.00	
<b><u>CITY HALL</u></b>		
CONTINGENCIES 100-6500-998		\$ 25,000.00
<b><u>CITY MANAGER</u></b>		
REGULAR SERVICES 100-5210-101	\$ 75,000.00	
<b><u>PLANNING</u></b>		
REGULAR SERVICES 100-5620-101		\$ 37,500.00
<b><u>PUBLIC WORKS ADMINISTRATION</u></b>		
REGULAR SERVICES 100-6410-101		\$ 37,500.00
<b><u>ACCOUNTING AND BILLING</u></b>		
PROFESSIONAL SVCS. 100-5510-320	\$ 20,000.00	
<b><u>CITY HALL</u></b>		
CONTINGENCIES 100-6500-998		\$ 20,000.00

PASSED by the Common Council and APPROVED by the Mayor this 13th day of April, 2026.

\_\_\_\_\_  
Mike Odman, Mayor

**CITY COUNCIL**  
**Fact Sheet**  
**City Of Milton-Freewater**

REQUESTED COUNCIL MEETING DATE: 04/13/2026	MEETING DATE: 04/13/2026	AGENDA LOCATION: <i>Business Items</i>	ITEM NUMBER: <i>4B</i>
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**DATE:** April 13, 2026

**TO:** Honorable Mayor and City Councilors

**FROM:** *LS*  
Lili Schmidt, Library Director

**THROUGH:** *TJ*  
Tim Johnson, Interim City Manager

**ISSUE:**

Library Strategic Plan and Library Mission Statement update.

**BACKGROUND:**

The Library Strategic Plan (LSP) was created in 2019 by former Library Director Erin Wells, the Library Board, library staff and community stakeholders. It is important to update goals, priorities, and activities periodically as community wants and needs change.

**COMMENTARY**

While looking through the original, I decided it was time to update our Library Strategic Plan. Over the course of several months, I met with the Library Board and library staff to brainstorm ideas and discuss community needs. Together we have revised the LSP to expand on priorities, goals and activities. All of these align with community needs we assessed through communication with our patrons. The result is the updated Library Strategic Plan included with this fact sheet.

In addition, in conference with Interim CM Johnson, it was decided to also create a more specific and inclusive Library Mission Statement. The previous Library Mission Statement was "The library is the center of the community and provides a welcoming space, helpful staff, and program opportunities for everyone."

The new one reads:

**"To inspire lifelong curiosity, the library provides practical & diverse resources, inclusive spaces, and expert staff, empowering our community to meet a changing world with creativity and confidence."**

**BUDGET IMPACT:**

There will be no modifications or impact to the budget.

**RECOMMENDATION:**

Motion to approve updated Library Strategic Plan & Library Mission Statement to be implemented from April 2026-April 2030.

**Milton-Freewater Public Library  
Strategic Plan  
April 2026-April 2030**



**Location:**

**8 SW 8<sup>th</sup> Ave / Milton-Freewater OR, 97862**

**Building Size: 13,000 Square Feet**

**Built: 2003**

<b>Service Population:</b>	11,475
City of Milton-Freewater:	7,151 (Census 2020)
Unincorporated:	4324

## ***Vision Statement***

***A community where everyone is safe to learn, play, create and belong.***

## ***Mission Statement***

***To inspire lifelong curiosity, the library provides practical & diverse resources, inclusive spaces, and expert staff, empowering our community to meet a changing world with creativity and confidence.***

**Priority: Celebrate Diversity:** Residents will have programs and services that promote appreciation and understanding of a variety of lifestyles, backgrounds and unique qualities that make us all individuals.

**Goal:** All community members will feel included regardless of race, color, religion, sex, national origin, disability, age, political beliefs or sexual orientation. Everyone will have a voice in the library and in the community.

**Goal:** The library is a welcoming and inclusive place for all community members.

### **Activities:**

#### **Outreach**

- Library staff will attend at least five outreach events per year. Targeted events include: School District events like Gib Science Night, ELL Night, and Dual Language Night, OCDC/Headstart Family Nights and community events like Farmer's Market, Cinco De Mayo and Friday Nights on Main.
- Library staff will create outreach materials focusing on library services that specifically pertain to the audience of outreach. Example: information about our Spanish Language Collection will be distributed on ELL Night and Dual Language Night.
- Go to Summer Lunch Bus stops three times per summer to distribute free books and information to families about the library and summer programming.

#### **Events:**

- Host a multi-cultural family event each year. This event will include foods from different countries/ethnicities and short activities for families to engage in and learn about other cultures residing in our community.
- Monthly Bilingual pre-school story-times
- Host "Voices of the Valley" programs and invite local speakers to present their heritage and family stories.
- Library will host one LGBTQ+ family night each June for Gay Pride Month.

#### **Collections/Displays**

- Prominently display bilingual books, and pair English & Spanish Books together for local Dual Language students from the school district
- Increase use of Spanish Language Materials

**Priority: Welcome to the United States: Services for New Immigrants**

New immigrants and refugees will have information on citizenship, English Language Learning, employment, public schooling, health and safety, available social services and any other topics they need to participate successfully in American life

**Goal:** The library will be a place in the community that immigrants and refugees can go to get the information they need.

**Activities:**

- Purchase additional items on English Language Learning, and Adult Basic Skills in Spanish
- Create a partnership with OCDC and local bilingual citizens and newcomers to help them navigate the community and library & community resources.
- Create list of referral organizations for Citizenship help for immigrants.

**Priority: Target Underserved Library Populations**

**Goal:** Ensure the library is providing services for patrons of all ages, and intellectual ability by ensuring our hours, services, collection, and fees are best serving all our patrons.

**Activities:****Outreach**

- Visit Senior Center during a lunch gathering and present our library services, ask for suggestions for programming, and implement feasible ideas.
- Reach out to Horizon Project Inc for ideas for programming geared towards adults with intellectual and physical disabilities.

**Events:**

- Host events for children with sensory issues by limiting the number of participants, creating a quiet space and simple activity or craft.
- Host a Senior Event at the library to engage our community retirees.
- Host a teen event including pizza and video games
- Consider "Library Camp" days with multiple activities and food during Winter and Spring Break from school

**Library Services**

- Put suggestion boxes for library services, and item purchase recommendations at the front desk, children's collection area, and upstairs in the adult collection area.
- Provide simple crafts for visiting Horizon Project Inc groups using the library.
- All minor children receiving a library card will get a free book.

## **Strategic Plan Development Process**

This plan was developed in 2025 & 2026 by Library Director Lili Schmidt, Library Staff, and the Library Board.

Thank you to all those who provided valuable input to our Strategic Plan:

Rhina Barahona, Library Staff

Laurel Estes, Library Board

Jennifer LeBlanc, Library Board

Margo Piver, Library Board

Randy Reese, Library Board

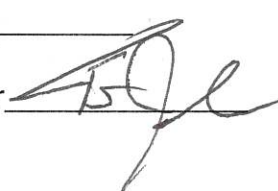
Lili Schmidt, Library Director

Brendan Smith, Library Staff

Connie Westman, Library Staff

**CITY COUNCIL  
Fact Sheet  
City Of Milton-Freewater**

REQUESTED COUNCIL MEETING DATE: April 13, 2026	MEETING DATE: April 13, 2026	AGENDA LOCATION: Business Items	ITEM NUMBER: 4C
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**DATE:** March 30, 2026  
**TO:** Honorable Mayor and City Councilors  
**FROM:** Joe Shurtz, Police Chief \_\_\_\_\_  
**THROUGH:** Tim Johnson, Interim City Manager 

**ISSUE:**  
Should the City Council establish fees associated with requests regarding Bodycam footage?

**BACKGROUND:**  
The Police Department has recently obtained and implemented body-worn cameras. A Lexipol policy is in place for the department and the policy was provided, via email, to the City Council on March 11, 2026.

**COMMENTARY**  
The establishment of fees for public records requests are primarily to recoup costs associated with locating, reviewing and copying. With the new implementation of Bodycams, the city needs to establish a fee for requests for video footage and associated records.

I'm requesting to add the following fees:

<b><i>Bodycam with USB drive or e-mail link to video</i></b>	<b><i>\$30.00 each + \$25.00/hour for redaction</i></b>
<b><i>Thumb Drive</i></b>	<b><i>\$10.00</i></b>
<b><i>USB – Photos/911 calls/Radio Traffic</i></b>	<b><i>\$25.00/plus \$25.00/hour for staff time</i></b>

**BUDGET IMPACT:**  
With the implementation of fees associated with requested information for Bodycam video footage, there should be minimal budget impact as those requesting the information will be paying for the research and physical materials.

**RECOMMENDATION:**  
Motion to establish fees associated with body-worn camera requests as presented.


FACT SHEET

CITY OF MILTON-FREEWATER

MEETING DATE: April 13, 2026	AGENDA LOCATION: <i>Business Items</i>	ITEM NUMBER: <i>4D</i>
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DATE: 4/2/2026

TO: Honorable Mayor and City Council

FROM: Richard Jolly, Electric Superintendent 

THROUGH: Tim Johnson,  City Manager

ISSUE: Should the City Council approve filling the vacancy of the Electric Assistant/ Project Aide?

BACKGROUND: The position of Electrical Assistant has been vacant in the City of Milton-Freewater since January 15, 2026. This position has been filled on a temporary basis and needs to be filled with a full-time employee.

COMMENTARY/ANALYSIS: The job opening was announced and the city received seven applications. See Attachments A and B. Interviews were held on Monday April 6<sup>th</sup>. The interview panel was made up of two outside citizens and one staff member.

BUDGET IMPLICATIONS: This position is budgeted, and will be paid in accordance with the established pay scale. Steps range from \$31.78- \$38.36.

RECOMMENDATION: Motion to authorize Interim City Manager to hire full-time employee to fill the position of Electric Assistant/Project Aide in accordance with the established pay scale recommended by the Electric Superintendent.

ATTACHMENTS:

- A. Position Announcement
- B. Job Description

CITY OF MILTON-FREEWATER  
P.O. Box 6, Milton-Freewater, OR 97862 (541) 938-8243  
**POSITION ANNOUNCEMENT**



- Position:** Electric Department Assistant / Project Aide
- Salary Range:** \$30.71 - \$37.06 Per Hour  
Excellent benefit package.  
Bilingual incentive pay is an additional 5%.
- Duties:** Performs secretarial work involving composing letters and reports from rough draft instructions, requiring comprehensive knowledge of departmental policies and functions; maintains various departmental records; including financial statements, budgets and purchase orders; does related work as required.
- Qualifications:** Ability to understand oral and written instructions and to act upon them accordingly. Superior knowledge of business English, spelling, punctuation and arithmetic; working knowledge of general office practices; knowledge of bookkeeping methods and principals. Considerable skill in typing statements and reports accurately. Superior knowledge of word processing and ability to learn new programs easily. Ability to make decisions independently in accordance with established policy. Ability to perform recurring duties with little direction and to complete new tasks with limited supervision. Ability to use tact, judgement and courtesy in dealing with the public as well as maintain harmonious working relationships with other agencies, officials, fellow employees and the general public.
- Experience and Training:** Considerable experience of responsible clerical office experience and preferably three years customer service experience. Graduation from high school or the equivalent GED certificate, supplemented with additional training in college or business school in secretarial science or related fields. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.
- Method of Selection:** Evaluation of candidate's background from application form. Those applicants who appear best qualified as determined by a screening committee may be interviewed. However, the City of Milton-Freewater reserves the right to not fill this position, reject all applicants, reopen the position or make a direct appointment. Applications received during this recruitment may be used to fill future vacancies at the City's discretion.
- Application:** Applications may be obtained from the Human Resources Department, City Hall, 722 S. Main St., Milton Freewater, Oregon, (541)938-8243, or on the City's website at [www.mfcity.com](http://www.mfcity.com). **To be considered, applications must be received by the Human Resource Office no later than Friday, March 27, 2026 by 4:00 pm for the first review. Open until filled.** Disability accommodations made in the recruitment process upon request.

The City of Milton-Freewater is an Equal Opportunity Employer. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, mental or physical disability.

# CITY OF MILTON-FREEWATER

## JOB DESCRIPTION

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POSITION TITLE: ELECTRIC ASSISTANT/PROJECT AIDE  
REPORTS TO: ELECTRIC SUPERINTENDENT  
BARGAINING UNIT: IBEW-CLERICAL  
EMPLOYMENT STATUS: NON-EXEMPT

### GENERAL STATEMENT OF DUTIES:

Performs secretarial work involving composing letters and reports from rough draft instructions, requiring comprehensive knowledge of departmental policies and functions; maintains various departmental records; including financial statements, budgets and purchase orders; does related work as required.

### SUPERVISION RECEIVED:

Works under the direct supervision of the Electric Superintendent.

### SUPERVISION EXERCISED:

Supervision is not a usual duty of this position but employee may exercise supervision over a temporary or part-time clerical assistant.

TYPICAL EXAMPLES OF WORK: An employee in this classification may be called upon to do any or all of the following: (these examples do not include all tasks which an employee may be expected to perform).

1. Complete projects as assigned by the Electric Superintendent.
2. Acts as telephone and office receptionist for the Electric department
3. Performs secretarial work involving typing correspondence, reports and memoranda from information supplied through rough draft, written and oral instructions—applies knowledge of departmental operations in preparing material and judgment as to format.
4. Operates IBM compatible personal computer with WindowsXP, Microsoft Excel, Word and Access, network, typewriter, photocopier and other various office machines/equipment to perform assigned duties.
5. Posts and maintains A/P, A/R, prints various G/L reports, department payroll, issues operating orders to line crew, prepares reports to governmental agencies, updates Microsoft Access Database files; file and maintain department materials.
6. Assists customers with a variety of issues including conservation, new service applications and general information.
7. Administers bid process for various department purchases—keep current with ORS purchasing requirements.

8. Record and maintain minutes of the monthly Electric department safety meeting.
9. Assist in dispatch services for line crew during work hours.
10. Assists with occasional special assignments for electric utility projects including compiling data, researching statistics, assisting with development of draft policies, etc.

#### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

##### KNOWLEDGE, SKILL AND ABILITY:

Ability to understand oral and written instructions and to act upon them accordingly.

Superior knowledge of business English, spelling, punctuation and arithmetic; working knowledge of general office practices; knowledge of bookkeeping methods and principles.

Considerable skill in typing statements and reports accurately.

Superior knowledge of word processing and ability to learn new programs easily.

Ability to make decision independently in accordance with established policy.

Ability to perform recurring duties with little direction and to complete new tasks with limited supervision.

Ability to use tact, judgement and courtesy in dealing with the public as well as maintain harmonious working relationships with other agencies, officials, fellow employees and the general public.

##### EXPERIENCE AND TRAINING:

Considerable experience of responsible clerical office experience and preferably three years customer service experience. Graduation from high school or the equivalent GED certificate, supplemented with additional training in college or business school in secretarial science or related fields. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

##### PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighting up to 10 pounds and infrequently weighing up to 40 pounds. Character and flow of work involve normal mental and visual attention. Manual dexterity and coordination involved with computer keyboard is required approximately 70% of the work period with occasional periods of 100% of the work day.

##### WORKING CONDITIONS:

Usual office working conditions. The noise level of the work environment is typical of most office environments.

##### DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job.

FACT SHEET

CITY OF MILTON-FREEWATER

MEETING DATE: April 13, 2026	AGENDA LOCATION: Business Deck	ITEM NUMBER: 4E
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DATE: 3/30/2026

TO: Honorable Mayor and City Council

FROM: Richard Jolly, Electric Superintendent

THROUGH: Tim Johnson, Interim City Manager

ISSUE:

Should the Council adopt the plans recommended by the Electric Department for the upgrades and improvements to the Freewater and Milton Substations as presented at the work session on Monday, March 23, 2026?

BACKGROUND

City staff from the Electric Department identified the following information at the March 23, 2026 Workshop. The core problems are listed below:

- Limited transformer capacity at Milton
  - Outage at Freewater Substation during peaks greater than 25 megawatts may require rolling blackouts
- Aging equipment
  - 60-year-old transformer at Freewater Substation, if failed, may severely limit grid flexibility, lengthening outages and straining infrastructure
- Outdated protection equipment
- Limited operational flexibility
- All of these have the potential for increased outage duration and risk.

COMMENTARY/ANALYSIS:

A plan was presented in the Workshop along with other options. One option was to add another transformer at Milton Substation and another option was to replace the current transformer with an even larger transformer. Staff is looking for a decision that will give the Electric Department direction going forward. As recommended, the improvements to the Milton Substation would include replacing the transruptor with a circuit switcher, replace the 15/20/25 power transformer with a 25/33/42 power transformer, upgrade the foundation and oil containment system, change the size and configuration of the bus work and associated switches and CT's, replace voltage regulators, install modular control building, upgrade relays, controls, and SCADA.

Improvements to Freewater Substation would include reusing the existing Milton Substation transformer to replace T1, replace high-voltage fuse protection with 69kv breakers or circuit switchers, upgrade foundation, oil containment, and update protection relays.

BUDGET IMPLICATIONS:

**Transformer Capacity Upgrade \$2.86M**

- Install new 25/33/42 MVA transformer at Milton Substation (\$2.1M)
- New transformer foundation
- Oil containment system
- Benefits:
  - Allows Milton Substation to back up Freewater Substation
  - Significantly increases system capacity

**Reliability Improvements \$1.17M**

- Install 69 kV circuit switcher - Replace existing transrupter
- Upgrade bus connections and disconnects
- Install new current transformers

**Milton Substation Modernization \$1.1M**

- Replace voltage regulators
- Modify regulated bus configuration
- Install modular control building
- Upgrade relays, controls, and SCADA
- Add building for BPA equipment

RECOMMENDATION: Motion to adopt the Substation Improvement Plan as outlined below by substation.

Milton Substation:

- Replace the transruptor with a circuit switcher or breaker.
- Replace 15/20/25 power transformer with a 25/33/42 power transformer.
- Upgrade foundation and oil containment system, change the size and configuration of the bus work and associated switches and CT's.
- replace voltage regulators, install modular control building, upgrade relays, controls, and SCADA.

Freewater Substation:

- Reuse existing Milton Substation transformer to replace T1.
- Replace high-voltage fuse protection with 69kv breakers or circuit switchers.
- Upgrade foundation, oil containment, and update protection relays.

Look into possible siting of another substation.

**MEMORANDUM**

**DATE:** March 16, 2026  
**TO:** Milton-Freewater Mayor/City Council  
**FROM:** Tim Johnson, Interim City Manager  
**SUBJECT:** City Manager's Report for March 1-15, 2026

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The following identifies meeting and actions that took place March 1-15

**Mayor/Council Meetings**

City Council Meeting

- Meeting with Mayor every Wednesday, March 4 & 11
- Meetings with individual City Council members pending later in the month

**Internal Meetings**

- Department Directors
- Individual Dept. Directors meetings
- Weekly meeting with HR
- Weekly PW meeting

**External Meetings**

- Meeting with City Managers and County Administrators, S.E. Washington
- Meeting with WMS Aquatics, Pool Inspection and recommendations. In attendance, Council President, Steve Irving, City Council member Wes Koklich, Water Divi. Shane Wright, Wastewater, Nate Lyons, Public Works Admin., Steven Patten and Krista Gannon

**Other**

Removal of graffiti

Worked with Councilmember Wes Koklich on painting of utility boxes impacted by graffiti. The boxes were located on east side of Key Blvd., south of Sykes Blvd. See photos below:



Additionally, a utility box on N.E. 8<sup>th</sup> and N. Elizabeth



### **A Big Thank You**

The city received 100 donated trees from Schmidt Nursery that were brought from the valley specifically for our community. Yes --- 100% DONATED.

These are low maintenance trees staff was able to determine would be good trees for our area and low maintenance (leaves, pruning, etc.) that are also sidewalk friendly and some are flowering as well as shade trees to update some of our landscape areas and even begin a small tree replacement program. An area

specifically targeted will be along S Main adjacent to True Value in the parking strip area where the old trees were recently removed. There are also five going to the golf course that were removed last year.

### **Golf Course**

A variety of actions have and continue to take place related to the turf and general maintenance at the golf course.

First, new protective nets were placed at the course. Unbelievably during the process of putting them up a golfer hit and broke the glass of a front door storm door. Not sure what the statistical probability of that event was, but certainly amazing. See photos below.

Additionally, work continues on horticultural elements. Staff has trimmed the arborvitae hedge by the putting green by the clubhouse. See photos below.

Work continues to paint out former graffiti along sheds facing the course. See photos below.





## MEMORANDUM

**DATE:** April 3, 2026  
**TO:** City of Milton-Freewater, Mayor/City Council  
**FROM:** Tim Johnson, Interim City Manager  
**SUBJECT:** City Manager's Report for March 16-31

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The following identifies meetings and actions that took place March 16-31

### Mayor/Councilmember Meetings

Meeting with Mayor every Wednesday, March 18 & 25

Meeting with City Councilmembers and Clay Pearson of SGR, for city manager recruitment

Mayor Odman, Wednesday 25th @ 8am  
 Council President, Wednesday 25th @ 9am  
 Councilmember Koklich, Wednesday 25th @ 11am  
 Councilmember Lyon, Wednesday 25th @ 5:30pm  
 Councilmember Holden, Thursday 26th @ 8:30am  
 Councilmember Garcia, Thursday 26th @ 9:30am  
 Councilmember Jensen, Thursday 26th @ 3:00pm

### Internal Meetings

- Weekly Public Works Staff Meeting
- Individual Dept. Directors meetings with Clay Pearson of SGR
  - Lilli Schmidt, Wednesday 25th 1:30pm
  - Finance Dir., Wednesday 25th 2:30pm
  - City Recorder, Thursday 26th 8:00am
  - Fire Chief, Thursday 26 @ 10:30am
  - Police Chief, Thursday, 26 @ 2:00pm
- Meeting with HR Director also with SGR representative
- Meeting with Planner to review 2 applications for childcare facilities yielding nearly 30 slots in advance of Planning Commission meeting
- Meeting with City Councilmembers and Clay Pearson SGR

### External Meetings

- Meeting with representatives from Sherwood Trust to answer questions on grant for Tennis Courts replacement. The meeting included Superintendent, Aaron Duff, Mayor Mike Odman, Steven Patten and Ryan Westman
- Meetings with respondents from Structural Engineering firms on placement of scoreboard for Legion Field
- Meeting with Dr. Mark Browning, president of Blue Mountain Community College to discuss future opportunity of satellite campus with four-year institution with Mayor Odman and Council President, Steve Irving.

- Meeting with Dr. Kelly Ryan, president of Eastern Oregon University. Mayor Odman and Council president, Steve Irving discussed future opportunity of satellite campus and economic development.
- Mayor Odman and Council President met with Senator Wyden upon his invitation to talk about the federal grants for water and economic development Monday, March 30, Senator's Office in Pendleton.



**Other**

**Removal of Graffiti**

Worked with City Councilmember John Lyon on removal of graffiti on shelter on path overlooking city  
See photo. Public Works staff painter it later.



Additionally, directed Code Enforcement to contact property owners to clean up graffiti on fences facing north end of golf course off of Broadway. See photos below.



#### Continued Community Maintenance

In communication with city input (much appreciated), trimming of the arbevita hedge at the south resevoir has been completed. Suffice it to say, the hedge was looking pretty poor. This action aids in their health and illustrates or commitment to entry point. Next improve the sign.

