



# *City of Milton-Freewater*

## **City Council Executive Session Meeting**

Monday, July 13, 2026  
Albee Room of City Library  
8 SW 8<sup>th</sup> Avenue  
Milton-Freewater, Oregon 97862  
5:30 P.M.

### **MILTON-FREEWATER CITY COUNCIL EXECUTIVE SESSION**

*This meeting is not open to the public. Representatives of the new media shall be allowed to attend but are specifically directed not to report on any of the deliberations during the Session except to state the general subject. No decisions will be made in this Executive Session.*

**1. Call Meeting to Order**

**2. Roll Call**

**3. Adjourn to Executive Session**

The Milton-Freewater City Council will meet in executive session pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

**4. Adjourn Executive Session Meeting**

**5. Return to Open Session**

## **City Council Meeting Agenda**

Monday, July 13, 2026  
Albee Room of City Library  
8 SW 8<sup>th</sup> Avenue

**Milton-Freewater, Oregon 97862**

**IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION**

**1. OPENING**

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

**2. CONSENT CALENDAR ITEMS:**

- A. **APPROVAL** of City Council Minutes, June 8, 2026
- B. **APPROVAL** of Executive Session Minutes, June 12, 2026
- C. **APPROVAL** of Special Session Minutes, June 12, 2026
- D. **APPROVAL** of Special Session Minutes, June 22, 2026

**Sponsor(s)/Requesting Parties**

Leanne Steadman

Leanne Steadman

Leanne Steadman

Leanne Steadman

# *City of Milton-Freewater*

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

- E. **APPROVAL** of May 2026 Financial Reports Laurie Bubar
- F. **APPROVAL** for Staff to Issue 6-month Addendums through December 31, 2026 to: Krista Gannon
- Carter Plumbing for Backflow Inspection/Plumbing
  - Doyle Electric for Electrician Services
  - Tino's Painting for Pavement Marking Services
  - Sawyer's Cleaning Service for Janitorial Services
  - Mill Creek Mechanical for HVAC Maintenance
- G. **APPROVAL** of a 1-year lease agreement extension through July 31, 2027, with Tina Riedel, doing business as The Upper 9 LLC, for the Milton-Freewater Golf Course Restaurant Leanne Steadman

## **3. UNFINISHED BUSINESS:**

- A. **BID AWARD** – of Contract 321, to Conduct a Water Rate Study Steven Patten

## **4. BUSINESS ITEMS:**

- A. **DISCUSSION/ADOPTION** – of City Manager Agreement Leanne Steadman
- B. **APPOINTMENT** to Library Board Leanne Steadman
- C. **CONSIDERATION** - of Appointment of Candidate to Fill the City Councilor Ward 2 Position Leanne Steadman
- D. **APPROVAL** – of Contract Amendment #1 for the PFAS Feasibility Study Steven Patten
- E. **RESOLUTION NO. 2610**, Authorizing Signature to a Professional Services Agreement with Summit Water Resources, LLC to conduct an Aquifer Storage and Recovery Feasibility Study, C-322 Steven Patten
- F. **AWARD** – of Engineering Services for Substation Upgrade Project Ryan Westman  
Richard Jolly

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

## **6. MANAGER'S REPORT**

- A. Memo from Public Works Staff regarding Well 6 Emergency Repairs
- B. Memo from Steven Patten – Yantis Park Tennis Courts Replacement – Project Update
- C. June 2026 Aquatic Center Stats from Pool Manager Russ Woodward
- D. Letter (email) from Yvonne Doyle regarding code enforcement in the Key Blvd Estates

## **7. COUNCIL ANNOUNCEMENTS**

## **8. FINAL ADJOURNMENT**

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

---

**CITY OF MILTON-FREEWATER GOVERNING BODY**

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

Mike Odman  
John Lyon  
vacant  
Jose Garcia

Mayor  
Ward 1  
Ward 2  
Ward 3

---

**CITY OF MILTON-FREEWATER****June 8, 2026****CITY COUNCIL MINUTES**

The Council of the City of Milton-Freewater met in regular session on Monday, June 8, 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 Steve Irving, Destiny Jensen, Wes Koklich and John Lyon.

Councilor Jose Garcia was absent, and Councilor Ward 2 position is vacant.

Staff members present were: City Recorder Leanne Steadman, Police Chief Joe Shurtz, Finance Director Laurie Bubar, Fire Chief Shane Garner, Electric Superintendent Richard Jolly, Public Works Engineering Technician Steven Patten, Court Clerk Tracy Martinez, Conservation Specialist Ryan Westman, Public Works Assistant/Project Aide Krista Gannon, Sergeant Anthony Martinez, Police Officers Dylan Garcia and Zach Paine and Electric Engineering Technician Matt Hellberg via conference phone.

Guests and citizens present were: Sally Babcock, Marlene McClintock, Mike Charlo, Donna Sheridan, Angie Leonetti, Joe Leonetti, and Kenneth Jenkins.

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

**CONSENT CALENDAR ITEMS:**

The consent calendar items consisted of:

- Regular Session City Council Minutes from May 11, 2026
- Library Board Minutes from March 26, 2026
- April 2026 Financial reports
- Liquor License Application from Milton-Freewater Winemakers Studio for 2190 Key Boulevard
- Resolution No. 2598, Authorizing Signature to Grant Agreements from Sherwood Trust and Wildhorse Foundation for the Yantis Park Tennis Courts Replacement Project

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

**PRESENTATION ITEM:**

Police Chief Joe Shurtz introduced Miley Leonetti who was selected by her school to participate in the "Chief for a Day" program. Some of the upcoming events for the program are a swearing in ceremony, attendance at a Walla Walla Sweets baseball game, National Night Out and a parade.

## **BUSINESS ITEMS:**

### **DECLARING CITY COUNCILOR WARD 2 POSITION VACANT AND CHOOSING A METHOD TO FILL THE VACANCY**

City Recorder Leanne Steadman stated Emily Holden who represented the City Councilor Ward 2 position submitted a resignation letter effective May 26, 2026, due to her family's move outside of Ward 2 boundary and the city limits. Steadman explained that council needed to officially accept her resignation and declare the position vacant.

Councilor Lyon motioned to accept Emily Holden's formal resignation and declared City Councilor Ward 2 Position to be vacant. Councilor Jensen seconded the motion which passed unanimously.

Steadman went on to explain there were three options to fill the vacancy; 1) fill the vacancy by direct appointment to a specific individual who meets qualifications to serve, 2) advertise and solicit applications for the vacancy and make an appointment from among the applicants, 3) leave the seat unfilled until its term naturally expires and the vacancy is then filled by the regular election process.

A discussion ensued regarding the options for filling the vacancy.

Councilor Lyon motioned to direct staff to advertise and accept applications for the Ward 2 position vacancy. Councilor Jensen seconded the motion which passed unanimously.

### **RESOLUTION NO. 2599 TRANSFER FUNDS DUE TO UNFORESEEN REVENUES AND EXPENDITURES**

Finance Director Laurie Bubar stated during the current budget year events have occurred that were not foreseen at the time of the budget being prepared. She then summarized the transfers needed which were listed on the resolution.

A brief discussion ensued regarding the items listed.

Councilor Lyon motioned to adopt Resolution No. 2599, Resolution to make appropriations due to unforeseen expenditures and revenues. Councilor Jensen seconded the motion which passed unanimously.

### **PUBLIC HEARING AND RESOLUTION NO. 2600, RECEIPT OF STATE REVENUE SHARING FUNDS**

Mayor Odman opened and summarized the rules for a public hearing held for the purpose of gaining citizen input towards the receipt and use of State Revenue Sharing funds in the amount of \$81,988.

No member of the Council declared ex-parte contact and no audience member challenged any Councilor's right to participate in the hearing.

City Recorder Leanne Steadman reported the hearing had been published according to law and there were no written comments on file.

Mayor Odman opened the floor to citizens' comments.

Councilor Koklich read a list of repairs he believed needed to be done to the Community Building and the Aquatic Center. He said he believed these funds would be best used for these purposes.

Finance Director Laurie Bubar stated these funds were proposed for public safety purposes.

Mayor Odman recommended Councilor Koklich share his list of items with the public works department.

There being no citizen comments, the Mayor declared the hearing to be closed. He then opened the floor to the entire Council. There were no Council comments regarding the State Revenue Sharing funds.

Councilor Lyon motioned to adopt Resolution No. 2600, Resolution Electing to Receive State Revenue Sharing Funds for Public Safety Purposes. Councilor Jensen seconded the motion which passed unanimously.

**PUBLIC HEARING AND RESOLUTION NO. 2601, ADOPT FISCAL YEAR 2026/2027 BUDGET (July 1, 2026 – June 30, 2027)**

Finance Director Laurie Bubar stated she was bringing forward the fiscal year 2026/2027 proposed budget as approved and recommended by the budget committee. She said the budget did contain rate increases of 5% in each utility. The budget did not include any decrease or changes in services that the public expects from the city. The sum of the budget was \$47,886,307, which included \$2,492,122 unappropriated fund balance and reserves, tax levy was at the rate of \$3.7499 of assessed value for operations, \$100,000 for Local Option Tax for Senior Transportation, \$100,000 for Local Option Tax for Parks and Recreation, \$320,000 for General Obligation Bond for the police station.

Mayor Odman announced the public hearing rules read earlier would remain in effect. He said the public hearing was being held for the purpose of gaining citizen input towards the proposed city budget for fiscal year 2027.

No member of the Council declared ex-parte contact and no audience member challenged any Councilor's right to participate in the hearing.

City Recorder Leanne Steadman reported the hearing had been published according to law and there were no written comments on file.

Mayor Odman opened the floor to citizens' comments.

There being no citizen comments, the Mayor declared the hearing to be closed. He then opened the floor to the entire Council.

Councilor Koklich inquired about the library roof and Albee Room folding door. He asked if enough funds were being saved as the building roof will eventually need to be replaced.

A brief discussion ensued along with an explanation of the process for requesting capital projects through the public works department prior to the preliminary budget being compiled.

Mayor Odman stated no decision on those items will take place until a new public works superintendent and city manager are in place.

Councilor Irving motioned to adopt Resolution No. 2601, Resolution adopting the budget for 2026/2027 fiscal year in the sum of \$47,886,307, including \$2,492,122 of unappropriated fund balance and reserves, levy taxes at the rate of \$3.7499 per \$1,000 of assessed value for operations, \$100,000 Local Option Tax for Senior Transportation, \$100,000 Local Option Tax for Parks and Recreation, \$320,000 for General Obligation bond for new police station and make appropriations as listed on Resolution. Councilor Jensen seconded the motion. The motion passed with Councilor Lyon being the dissenting vote.

#### **RESOLUTION NO. 2602 AMEND WATER RATES**

Public Works Assistant/Project Aide Krista Gannon presented a resolution amending the water rates to reflect a five percent (5%) rate increase effective July 1, 2026, as proposed in the budget. Gannon stated that two of the driving factors are the increase in chlorine and having to meet the match requirements for grants. The 5% increase is equivalent to \$1.97 per month to a customer's average water rates.

A brief discussion ensued along with a brief discussion regarding recycling.

Councilor Lyon motioned to adopt Resolution No. 2602, Resolution Amending Water Rates Reflecting a five percent (5%) increase effective July 1, 2026. Councilor Jensen seconded the motion which passed unanimously.

#### **RESOLUTION NO. 2603 AMEND SEWER RATES**

Gannon presented a resolution amending the sewer rates to reflect a five percent (5%) rate increase effective July 1, 2026, as proposed in the budget. She reported there was unplanned maintenance of the recoating of the primary digester which came to approximately \$300,000. The secondary digester will also need to be coated soon. The 5% increase is equivalent to \$1.82 per month for services.

A discussion ensued regarding manholes, the outfall line, the number of products taken from the sewer plant that don't break down, and the pivots at the farm.

Councilor Lyon motioned to adopt Resolution No. 2603, Resolution Amending Sewer Rates Reflecting a five percent (5%) increase effective July 1, 2026. Councilor Jensen seconded the motion which passed unanimously.

#### **RESOLUTION NO. 2604 AMEND SOLID WASTE RATES**

Gannon presented a resolution amending the solid waste rates to reflect a five percent (5%) rate increase effective July 1, 2026, as proposed in the budget. All rates increased except for the recycling fee. She explained that the primary driver for the increase was the fuel cost. She provided the difference of the fuel bill from May 2025, which was \$2,571 to May 2026 of \$5,597. Another increase in fuel consumption is digging with the scraper at the landfill due to closing out cell five. The 5% increase is equivalent to \$.93 per month for residential solid waste customers using a 90-gallon container. The increase will generate approximately \$58,672.

A brief discussion ensued.

Councilor Lyon motioned to adopt Resolution No. 2604, Resolution Amending Solid Waste Rates Reflecting a five percent (5%) increase effective July 1, 2026. Councilor Jensen seconded the motion which passed unanimously.

#### **RESOLUTION NO. 2605 AMEND ELECTRIC RATES**

Electric Superintendent Richard Jolly presented a resolution amending the electric rates to reflect a five percent (5%) rate increase effective July 1, 2026, as proposed in the budget. He explained that funds have been transferred from reserve to meet the requirements of matching funds for a grant that has been applied for and has been approved at the State level. The match is \$715,000. Another reason for the increase is that Bonneville Power Administration (BPA) has been ordered by the courts to spill more water for fish, and because of this, BPA will be increasing their rates by 6.5%. The prices for transformers have also significantly increased, which has created another need for the increase. The 5% increase is equivalent to approximately \$6.00 based on 1,400 kwh's used for a residential customer.

Councilor Irving motioned to adopt Resolution No. 2605, Resolution Amending Electric Rates Reflecting a five percent (5%) increase effective July 1, 2026. Councilor Lyon seconded the motion which passed unanimously.

#### **AUTHORIZATION TO GRID RESILIENCE GRANT APPLICATION COST MATCH COMMITMENT LETTER**

Jolly reported that the City applied for funding through the Oregon Department of Energy (ODOE) Grid Resilience Grant Program and has been selected to advance in the federal review process for Phase 1 of the project. The program requires the City to commit a local match equal to one-third of the federal award amount before a grant agreement can be finalized. The estimated Phase 1 project cost is approximately \$2,860,000, and ODOE requirements of City match are one-third of the federal contribution, not one-third of the total project cost. The federal grant would fund \$2,145,000 and the City match would be \$715,000. In the fiscal year 2026/2027 budget, the matching funds have been authorized to be transferred from the reserve account. Staff recommended the city council authorize a commitment letter be signed authorizing the required matching funds.

Councilor Lyon motioned to authorize signature to commitment of one-third (1/3) matching funds for the ODOE Grid Resilience Grant Program and authorize submission of the match commitment letter. Councilor Jensen seconded the motion which passed unanimously.

#### **RESOLUTION NO. 2606 AUTHORIZING SIGNATURE TO LETTER ON CITY'S PROVIDER OF CHOICE ABOVE CHWM ELECTION LETTER TO BONNEVILLE POWER ADMINISTRATION**

Jolly reported that the City is required to make a one-time election for the Above-Contract High Water Mark (CHWM) Load Service by July 14, 2026. Bonneville Power Administration (BPA) has provided four options to choose from. Staff is recommending Option A – All Tier 2 Long-Term Rate Option, Customer's Obligation: Purchase Firm Requirements Power priced at the Tier 2 Long Term Rate to serve all its Above-CHWM load. Jolly also reported that BPA is in the process of working on a new contract that would go through 2044.

A brief discussion ensued regarding Data Centers and how they affect the power grid.

Councilor Lyon motioned to adopt Resolution No. 2606, Resolution Authorizing the Mayor's Signature on the City's Provider of Choice Above-CHWM Election letter to BPA choosing Option A. Councilor Jensen seconded the motion which passed unanimously.

**RESOLUTION NO. 2607 AUTHORIZING SIGNATURE TO INTERGOVERNMENTAL AGREEMENT WITH CITY OF HERMISTON FOR ONGOING INFORMATION TECHNOLOGY SERVICES**

Finance Director Laurie Bubar reported in July 2023 that the City entered a contract with City of Hermiston for IT (Information Technology) services. The initial contract was for a three-year term, with the option of another three-year renewal term. IT services are a critical component of the City's everyday operation, and staff have been very satisfied with the service from the City of Hermiston. Staff recommended authorizing the extension of another three-year term. The proposed contract agrees to the initial \$109,101 per year, with a 3% increase each subsequent year in which the agreement is in effect, noting that this is in line with CPI as well as less than other entities who offer similar services.

Councilor Lyon motioned to adopt Resolution No. 2607, Resolution Authorizing Signature to Agreement Between the City of Milton-Freewater and City of Hermiston for Information Technology Services for a Contract Extension period of Three years Beginning July 1, 2026, and ending June 30, 2029. Councilor Jensen seconded the motion which passed unanimously.

**RESOLUTION NO. 2608 AUTHORIZING SIGNATURE TO INTERGOVERNMENTAL AGREEMENT WITH UMATILLA COUNTY COMMUNITY CORRECTIONS**

City Recorder Leanne Steadman presented an Intergovernmental Agreement (IGA) with Umatilla County Community Corrections (UCCC) for the purpose of providing Community Corrections work crews. Umatilla County offers a program by providing work crews comprised of offenders for a daily fee of \$180.00. This fee could be for one worker or several workers, but the fee stays the same. The city is only billed when the services are scheduled and provided. The city currently has an IGA with Umatilla County but expires June 30, 2026. Staff recommended entering into another two-year agreement so that it's in place when city staff find the need to request the service. Steadman reported that the service was used 18 days last year between the electric department and public works department.

Councilor Lyon motioned to adopt Resolution No. 2608, Resolution Authorizing Signature to an Intergovernmental Agreement with Umatilla County Community Corrections for the purpose of providing Community Corrections work crews. Councilor Jensen seconded the motion which passed unanimously.

**BID AWARD – CONTRACT 321, TO CONDUCT WATER RATE STUDY**

Public Works Engineering Technician Steven Patten explained that this agenda item was for the selection of a consulting firm to conduct a state required Water Rate Study for the City's water utility. The State of Oregon, through Oregon Health Authority and Business Oregon provides funding through forgivable loans for Sustainable Infrastructure Planning Projects (SIPP). Eligible project-type examples include water rate analysis. The City updated its Water Management and Conservation Plan (WMCP) in February 2021. The plan is a requirement of the Oregon Water Resource Department (OWRD). It must be updated every 10 years, and progress updates must be submitted every five years. One requirement in the city's current WMCP is to complete a water rate study. City staff applied for the SIPP program to analyze water rates and the City was awarded a \$20,000 forgivable loan to complete the water rate analyses. In April, City staff advertised a

request for proposals (RFP) for the water rate study project. RFP packets were sent to seven entities, and the announcement was published in the Valley Herald and on the City's website. Five submissions were received by the May 6, 2026, deadline. A scoring table was provided on the fact sheet that was part of the council's meeting packet. The forgivable loan and City match funding was approved in the fiscal year 2026 budget for the water department. The project was listed in the water capital budget. Staff's recommendation was to award the bid to FCS, a Bowman Company in Portland, Oregon as the most qualified firm for a bid price of \$39,800.

Councilor Lyon asked why the low bidder, OAWU, wasn't selected for \$18,500.

Patten explained that their proposal did not include any work plan or scope of work. There was a limit of 14 pages for the proposal; theirs was one page. All the reviewers rated them lowest because they didn't demonstrate that they would be able to meet the requirements of the water rate study.

Councilor Lyon asked what type of selection process was used.

Patten replied that it was a request for proposal. He stated the evaluation criteria that was published with the RFP included the proposed work plan procedures, as well as a price component, but the price component wasn't the only scoring criteria.

Councilor Lyon asked who came up with the work plan requirements.

Patten stated that public works staff, in alignment with the American Water Works Association (AWWA) M1 manual standards.

Councilor Lyon asked if this was a state-mandated survey.

Patten replied yes, and the RFP was submitted to Business Oregon for their review and approval.

Councilor Lyon asked if the requirements that staff put together would meet state requirements and would the bid for \$18,500 not meet that.

Patten stated the state requirement doesn't have a specific criterion. However, in the city's water conservation plan, it does say that the water rate analysis would be done to the AWWA M1 standards.

Councilor Lyon stated he wanted to know how the low bidder failed.

Patten replied, they failed to demonstrate in their submittal that they would be able to meet those requirements.

Councilor Lyon stated he would like to see the bids and recommended tabling the agenda item until the next regular meeting.

Councilor Lyon motioned to table the bid award for the water rate study until the July meeting, so the council has time to review the bids. Councilor Jensen seconded the motion which passed with Councilor Irving being the dissenting vote.

## **BID AWARD – CONTRACT 322, FOR AN AQUIFER STORAGE AND RECOVERY (ASR) FEASIBILITY STUDY**

Patten explained last year, the City was awarded a grant through Business Oregon to work on Aquifer Storage and Recovery (ASR) due diligence in the amount of \$1,435,062. As part of that, staff needed to solicit and hire a consulting firm of engineers and hydrogeologists to complete that work. The main components that were included in the grant are drilling a test borehole, which is basically a well built to specific standards. In addition, there would be engineering and hydrogeology work to assess the feasibility of aquifer storage and recovery. Staff sent out Request for Qualifications (RFQ) packets in May and RFQ packets were sent out to 21 entities, published in the Valley Herald, and posted on the city website. The City received two submissions by the May 27, 2026, deadline and the scoring results were made part of the council meeting packet. Based on the scoring results, staff recommended declaring Summit Water Resources the most qualified firm.

Councilor Koklich asked if the city has all the rights to the water, “under the city”.

Patten replied, the city groundwater rights are tied to specific aquifers, so a new well can be drilled and water rights moved from one well to another, as long as it’s in the same aquifer.

A brief discussion ensued regarding how aquifer storage and recovery is tracked and withdrawn.

Patten stated approximately \$1.1 million is going to go towards drilling the test borehole, which when done, will be pulled into the system as a production well. The city is putting in \$89,938 match funding. Without this grant program, the city would have to find the full \$1.1 million to drill the well. The other \$325,000 of the project is entirely grant-funded for the feasibility work.

Councilor Lyon asked where the \$89,938 city match was in the budget.

Patten replied the fiscal year 2026/2027 budget has completing about 70% of the work, which equates to approximately \$63,000 of city match and it’s located in the water capital fund.

Councilor Lyon motioned to award Summit Water Resources, LLC of Portland, Oregon, as the most qualified firm to meet the needs of the City to conduct an Aquifer Storage and Recovery (ASR) feasibility study and to support the development of an ASR program to support the City’s long-term water supply, system resiliency, and resource management goals, under Contract 322, and to direct the Public Works Engineering Technician, the current project manager, to negotiate with Summit Water Resources for services to complete Phase 1 requirements within a reasonable timeline and with payment to be approved by City Council. Councilor Jensen seconded the motion which passed unanimously.

## **BID AWARD – CONTRACT 314.3, FOR THE MARIE DORIAN PARK ROOFING PROJECT**

Patten reported that staff applied for an Oregon Parks and Recreation Department grant to do some improvements at Marie Dorian Park. Part of that project includes replacing the roof on both the old powerhouse shelter and the bathroom facility. In May, staff published a request for proposal (RFP) and sent the proposal out to 10 entities. There were four submittals submitted by the June 2, 2026, deadline. The approximate budget for this project is \$45,000 split between the grant and the city match. Currently, there are wood shakes on both buildings, and they will be replaced with forest green metal seam roofs that have a 40-year warranty. Staff recommended awarding the bid to R & Z Roofing as they were the apparent low bidder.

Councilor Lyon asked what method of selection was used.

Patten replied that the RFP was based on qualifications, having a current Oregon CCB license and proper paperwork, and cost.

Councilor Lyon motioned to award R&Z Roofing and Gutters, LLC of Walla Walla, Washington, as the lowest qualified bidder to install new metal roofs at Marie Dorian Park, Contract 314.3, and to direct the Mayor to sign a contract for roofing services for the amount of \$38,015 as described in R&Z Roofing and Gutters' submittal dated June 2, 2026. Councilor Jensen seconded the motion which passed unanimously.

#### **AUTHORIZATION OF SIGNING AUTHORITY BE GIVEN TO FINANCE DIRECTOR IN THE ABSENCE OF A CITY MANAGER**

City Recorder Leanne Steadman presented a recommendation from Interim City Manager Tim Johnson that signing authority be given to Finance Director Laurie Bubar in the absence of a city manager until such time a city manager is appointed and on board.

A brief discussion ensued.

Councilor Jensen motioned to authorize the Finance Director signing authority in the absence of a city manager during this time. Councilor Irving seconded the motion which passed unanimously.

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

Kenny Jenkins, 17 NE 6<sup>th</sup> — stated he had two new fireproof filing cabinets that he would like to donate to the city. He understands that the city was looking for some.

Councilor Irving stated that his offer was incredibly generous.

The council thanked Mr. Jenkins.

Councilor Lyon motioned to accept the donation of two fireproof cabinets from Kenny Jenkins. Councilor Irving seconded the motion which passed unanimously.

#### **MANAGER'S REPORT**

Steadman reported that Interim City Manager Tim Johnson left a completion of work program report which was included in the council meeting packet.

#### **COUNCIL ANNOUNCEMENTS**

Councilor Irving stated that Interim City Manager Johnson advised that the council meet with city staff and public works staff. He reported that he will be starting this on Monday mornings with the department heads. He asked if he had council consensus to do this.

There was a consensus of the council for Councilor Irving to meet with the department heads.

Mayor Odman stated that he will be meeting with public works staff. He then announced that there was a public Meet and Greet with the city manager finalists on June 11<sup>th</sup> from 5:00 p.m. to 6:30 p.m. at the Community Building.

Steadman shared there would be community comment cards at the Meet and Greet. One side will be for comments on the city manager position, and the backside will be an opportunity for comments on the candidates. The council will be conducting interviews with the candidates on Friday, June 12<sup>th</sup> and they will be reviewing the comment cards from the Meet and Greet prior to conducting the interviews. Also on Friday, June 12<sup>th</sup> an executive session meeting is scheduled for 6:30 p.m. and a special session meeting will follow immediately with a final hiring decision, if one is made.

There being no further business, the meeting was adjourned at 8:40 p.m.

---

Mike Odman, Mayor

---

**CITY OF MILTON-FREEWATER GOVERNING BODY**

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

Mike Odman  
John Lyon  
vacant  
Jose Garcia

Mayor  
Ward 1  
Ward 2  
Ward 3

---

**CITY OF MILTON-FREEWATER****June 12, 2026****CITY COUNCIL SPECIAL MEETING MINUTES**

The Council of the City of Milton-Freewater met in a Special Session on June 12, 2026, in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue immediately following an executive session at 6:54 p.m.

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

Councilor Jose Garcia was absent, and Councilor Ward 2 position is vacant.

Staff members present were: City Recorder Leanne Steadman, Police Chief Joe Shurtz, Finance Director Laurie Bubar, Library Director Lili Schmidt and Police Officers James Farr and Tate Lightfoot.

No guests or citizens were present.

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

Councilor Irving motioned to offer the city manager position to Nicole Schneider contingent upon a successful background check. Councilor Lyon seconded the motion which passed unanimously.

Councilor Lyon motioned to offer Nicole Schneider a starting salary of \$150,000 with a six-month review and consideration of an increase. Councilor Jensen seconded the motion which passed unanimously.

Councilor Lyon motioned to direct the City Attorney to draft the city manager contract for the city manager position. Councilor Jensen seconded the motion which passed unanimously.

There was a consensus of the council for staff to help coordinate any information that the City Attorney may need in the drafting of the city manager's contract.

Mayor Odman tried reaching Ms. Schneider via phone to offer her the position but was unable to.

There being no further business the meeting was adjourned at 7:05 p.m.

---

Mike Odman, Mayor

---

**CITY OF MILTON-FREEWATER GOVERNING BODY**

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

Mike Odman  
John Lyon  
vacant  
Jose Garcia

Mayor  
Ward 1  
Ward 2  
Ward 3

---

**CITY OF MILTON-FREEWATER****June 22, 2026****CITY COUNCIL SPECIAL MEETING MINUTES**

The Council of the City of Milton-Freewater met in a Special Session on June 22, 2026, in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue 6:00 p.m.

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

Councilor Ward 2 position is vacant.

Staff members present were: City Recorder Leanne Steadman, Police Chief Joe Shurtz, Finance Director Laurie Bubar, Library Director Lili Schmidt, Fire Chief Shane Garner, Court Clerk Tracy Martinez, Public Works Assistant/Project Aide Krista Gannon, Emergency Communications Specialist Luz Garcia, Police Officer Zach Paine and Pool Manager Russell Woodward.

Guests or citizens present were: Carol Irving, Megan Hoel, Thomas Hoel, Paul Seaquist and Donna Sheridan.

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

**BUSINESS ITEMS:****AUTHORIZATION FOR A CURRENT, FULL-TIME EMPLOYEE TO BE TRANSFERRED FROM ONE DEPARTMENT TO ANOTHER**

Mayor Odman explained that both the city's labor attorney and the city attorney strongly advised waiting until a permanent City Manager is hired before proceeding with this transfer. However, Mayor Odman invited Police Chief Joe Shurtz to present the Police Department's operational perspective.

Chief Shurtz explained that the dispatch center was down two dispatchers and operating with only four, forcing single-coverage 12-hour shifts and causing extreme staff burnout. He then presented the chronological timeline of failed recruitment, noting that he requested former Interim City Manager Tim Johnson to open the dispatch position on March 3, 2026, which Human Resources (HR) posted online on March 4, 2026. On March 29, 2026, testing was scheduled but no applicants showed up, leading him to request that the position remain open "until filled" on March 30, 2026. Although two applicants passed testing on May 9, 2026, and were interviewed on May 22, 2026, one candidate dropped out due to graveyard shift requirements. Another dispatcher resigned on June 5, 2026, to join the Walla Walla Dispatch Center. Tracy Martinez subsequently submitted her official transfer application on June 11, 2026. He emphasized that a new hire requires a background check, psychological evaluation, a 3-week academy in Salem, and a 3-day Emergency Medical Dispatch course, meaning a new hire would not be certified and independent until December if there were to be hired now. Conversely, Tracy Martinez is already certified and has covered 71.75

hours of dispatch overtime this year, and 755 hours since 2022. The transfer was discussed and approved by former Interim City Manager Tim Johnson, but he did not communicate this to HR.

Councilor Lyon asked about nepotism concerning the transfer.

Chief Shurtz explained that an anti-nepotism policy under OAR 199-008-0008, established under former City Manager Chad Morris, is in place and at Morris's request he sent the policy to Morris and HR. Under this policy, Tracy Martinez will report directly to him and eventually to a second sergeant once hired, completely bypassing direct family supervision conflicts.

Councilor Jensen asked how this situation was presented to the attorneys.

Mayor Odman clarified that according to the labor attorney, former Interim City Manager Tim Johnson did not possess the charter authority to pre-approve the transfer before his departure. He then stated that the attorneys' primary objections: they recommended opening a brand-new position rather than a direct transfer and raised potential nepotism concerns regarding Tracy Martinez's family relations.

Chief Shurtz explained that a "no" vote would cause a major coverage crisis, resulting in cancelled staff vacations, union grievances, and potential resignations.

Councilor Lyon asked if Umatilla County could assist with dispatch coverage.

Chief Shurtz explained that Umatilla County operates on an incompatible CAD and radio system, and the City of Milton-Freewater is not part of the county radio district. He shared that Walla Walla Dispatch was the only CAD ally, but a dispatch transfer agreement is highly complex and logistically difficult.

Councilor Jensen stated she would like to see what the attorney's responses were.

Councilor Koklich asked if the transfer was approved who would do the court clerk's work.

Finance Director Laurie Bubar stated that she does not wish to hire a replacement court clerk until a permanent City Manager is hired, planning to cover duties internally and absorb Tracy's absence.

Chief Shurtz explained that under the union contract, Martinez will lose her seniority and drop to the bottom of the dispatch roster, and her pay rate will adjust to the dispatch scale.

Court Clerk Tracy Martinez spoke from the audience, detailing the stress of understaffed dispatching. She recounted a traumatic shift where she worked a 12-hour shift completely alone and had to coordinate a critical medical response requiring three separate ambulances and a Life Flight helicopter for a severe injury, while simultaneously managing multiple active police dispatch calls.

Councilor Koklich asked if the court clerk position was budgeted and how many dispatchers were needed.

Bubar stated the court clerk position was budgeted.

Chief Shurtz replied to Councilor Koklich's question with six dispatchers.

A brief discussion ensued regarding Martinez's additional duties pay.

Chief Shurtz stated that would not be additional pay as she was already receiving that pay due to performing the police records requests and body camera requests.

Mayor Odman asked if there was a way she could do this temporarily.

Councilor Jensen again asked to know how this was presented to the attorneys.

Martinez stated that she didn't understand that it was alright for her to fill the position temporarily but not be there full-time.

Councilor Lyon again mentioned nepotism.

Martinez stated that not having enough dispatchers was not sustainable for the current dispatch staff.

Councilor Koklich asked if police officers could help.

Chief Shurtz stated that the police officers were not certified and there could be potential liability to allow that to happen for a 12-hour shift. He stated that there are a few officers that will cover a dispatcher a temporary basis, for example while a dispatcher uses the restroom.

A brief discussion ensued.

Councilor Lyon motioned to approve the transfer of Tracy Martinez to dispatch on a temporary basis until September 30th, subject to final review and permanent approval by the incoming City Manager. Councilor Irving seconded the motion. A roll call vote was taken and the motion failed unanimously.

A brief discussion ensued regarding Martinez being paid at the dispatch scale.

Councilor Lyon motioned transferring Tracy Martinez to dispatch on a temporary basis, through September 30<sup>th</sup> and to be analyzed by the new city manager for a permanent position with council approval, with pay at the dispatch level. Councilor Jensen seconded the motion which passed unanimously.

## **AUTHORIZATION TO HIRE A SEASONAL LABORER FOR PUBLIC WORKS DEPARTMENT**

City Recorder Leanne Steadman explained this was a request for authorization for the Public Works department to hire up to two seasonal parks maintenance laborers. Out of 7 applications, 5 candidates were interviewed.

A brief discussion ensued regarding applicants and nepotism, seasonal schedules for park bathrooms.

Steadman recommended that Finance Director Laurie Bubar be authorized to sign off on the hirings to maintain consistency.

Councilor Lyon motioned to authorize the Finance Director to hire up to two candidates selected from the interview process held on Thursday, June 18, 2026, to support the Public Works Department during the 2026 summer season, contingent upon budget funding and adherence to city personnel policies. Councilor Jensen seconded the motion which was passed unanimously.

**AUTHORIZATION TO HIRE ADDITIONAL AQUATIC CENTER STAFF AND  
RESOLUTION AMENDING THE AQUATIC CENTER EMPLOYEE PAY PLAN**

Pool Manager Russell Woodward provided some details on the pool operations. Woodward highlighted that the Aquatic Center has 14 aquatic staff members earning \$14.05/hour, which is uncompetitive compared to Walla Walla Memorial Pool wages. He explained that expanded offerings have added 12 new swim sessions, 9 swim classes, 12 advanced classes, and 3 advanced swim sessions for competitive swimmers called the "Milton Marlins". He noted that he contacted Interim City Manager Tim Johnson in February to meet, who referred him to HR, who said she was waiting on Johnson, causing a cycle of inaction through March and April. He reported that staff are facing extreme burnout, with 7.3% of total hours worked in the last two weeks (1,276 total hours) being overtime. Active recruitment is underway, with four candidates recently graduated from lifeguard training, plus two others from a class that ended June 7th, and three additional swim instructors ready to start. Woodward clarified his specific request was to hire 4 additional lifeguards and 2 aquatic specialists, and to boost aquatic specialist pay to \$16.00/hour.

Councilor Lyon motioned to authorize the Finance Director to sign for the hiring of additional staff up to 4 lifeguards and 2 aquatics specialists for Aquatic Center operations within the designated budget until the new City Manager is in place. Councilor Jensen seconded the motion which passed unanimously.

Councilor Lyon motioned to adopt Resolution number next in order (2609), Resolution Amending the Aquatic Center Employee Pay Plan. Councilor Jensen seconded the motion which passed unanimously.

Woodward stated he would be sharing an Excel spreadsheet with the council, he would have brought copies, but he was having problems with the printer.

There being no further business, the meeting was adjourned at 7:00 p.m.

---

Mike Odman, Mayor



City of Milton-Freewater  
**FACT SHEET**

| Meeting Date: | Agenda Location: | Item Number: |
|---------------|------------------|--------------|
| July 13, 2026 | Consent Calendar | 2F           |

**DATE:** June 29, 2026

**TO:** Honorable Mayor and City Council

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

**ISSUE:** Consideration of the approval of six-month service contract extensions for Public Works Service Contracts for Janitorial Services, HVAC Maintenance, Plumbing & Backflow Services, Pavement Marking Services, and Electrical Services.

**BACKGROUND:** We have service contracts in place for routine maintenance done by professional service providers. Many of these contracts have been around for decades, if not longer. They are due for renewal of additional terms and/or rebidding after June 30, as per the last addendum issued in January 2026, which allowed for six months.

**COMMENTARY/ANALYSIS:** Operations, needs, and industries have all changed since these came before you for consideration. At this time, staff is requesting permission to extend the service contracts an additional six months through December 31, 2026, to allow for a new City Manager and/or Public Works Superintendent to review each of them and determine if the city should re-bid them or further extend them.

**Contract 216 – Backflow Inspection/Plumbing**

Contractor: Carter Plumbing

Original Award: 6/9/08

Contract Term: 6/27/08 -4/8/13

Addendum No. 1 – 4/8/13-6/30/13 – allowed for assumption of ownership change

Addendum No. 2 – 6/30/18-6/30/23

Addendum No. 3 – 6/30/24-6/30/25

Addendum No. 4 – 6/30/25-12/31/25

**Contract 247 – Electrician Services**

Contractor: Doyle Electric

Original Award: 7/1/13 – 6/30/18

Addendum No. 1 – 6/30/18-6/30/23

Addendum No. 2 – Established service rates for electrical maintenance and electric pump and motor maintenance separately.

Addendum No. 3 – Updated Section 19 – compensation to the contractor for CPI changes.

Addendum No. 4 – 6/30/24-6/30/25

Addendum No. 5 – 6/30/25-12/31/25

#### **Contract 270 – Pavement Marking Services**

Contractor: Tino's Painting

Original Award: 5/9/1-6/30/22

Addendum No. 1 – amended service items to include crosswalk marking and center lines – 2019

Addendum No. 2 – 6/30/24-6/30/25

Addendum No. 3 – 6/30/25-12/31/25

#### **Contract 284 – Janitorial Services**

Contractor: Sawyer Forrest Brown dba Sawyer's Cleaning Service

Original Award: Contract 141 awarded 1999

Contract 141 was assumed as a new Contract 284 as the Assumption of Contractual Duties from Contract 141 – 7/2/2018.

Addendum No. 1 – 6/30/19-6/30/24

Addendum No. 2 – modified to include cleaning for the new Police Department for an additional \$352 per month with a term of 7/1/24-12/31/24

Addendum No. 2 – 7/1/24-6/30/25

Addendum No. 3 – 6/13/25-12/31/25

#### **Contract 312 – HVAC Maintenance**

Contractor: Mill Creek Mechanical

Original Contract: 7/8/24-6/30/25

Addendum No. 1 – 8/12/25 – 6/30/26

**RECOMMENDATION:** Consent to allow staff to issue Addenda extending Backflow Inspection/Plumbing Services, Electrician Services, Pavement Marking Services, Janitorial Services and HVAC Maintenance Services contracts for six months, through December 31, 2026.

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

| REQUESTED COUNCIL<br>MEETING DATE: | MEETING<br>DATE: | AGENDA<br>LOCATION: | ITEM<br>NUMBER: |
|------------------------------------|------------------|---------------------|-----------------|
| July 13, 2026                      | July 13, 2026    | Consent Calendar    | 2G              |

**DATE:** June 30, 2026

**TO:** Honorable Mayor and City Councilors

**FROM:** Leanne Steadman, City Recorder *Leanne*

**ISSUE:** 1-year Lease Agreement Extension (through July 31, 2027) for the operator of the Golf Course Restaurant doing business as The Upper Nine, LLC.

**BACKGROUND:**

In March of 2015 staff submitted a Request for Proposals for the operation of the restaurant in the Milton-Freewater Golf Course Clubhouse. At that time, there were two bids received. Council awarded the bid to the highest bidder, then retracted the award due to the bidders' financing falling through. The bid award was then awarded to Tina Riedel, doing business as The Upper 9, LLC and she has held the lease agreement ever since.

**COMMENTARY/ ANALYSIS:**

On August 20, 2025, previous City Manager Chad Morris signed a lease agreement extension for 1-year, due to expire July 31, 2026.

**BUDGET IMPLICATIONS:**

The current rent paid by Ms. Riedel is \$500.00 a month plus utilities.

**RECOMMENDATION:**

Motion to extend for 1-year, through July 31, 2027, the lease agreement with Tina Riedel, doing business as The Upper 9, LLC for the Golf Course Restaurant under the same terms and conditions as the original lease agreement.

# LEASE AGREEMENT EXTENSION

**LETTER OF UNDERSTANDING FOR AN EXTENSION AGREEMENT OF LEASE** made by and between the City of Milton-Freewater and Tina Riedel, dba The Upper 9, LLC as the Municipal Golf Course Restaurant and Lounge facilities.

The City of Milton-Freewater and Tina Riedel, relative to the original lease agreement for premises known as the Golf Course Restaurant and Lounge agrees to extend the term of said lease with this letter of understanding. This extension will be under the same terms and conditions as the original lease agreement. The rent paid will remain at \$500.00 per month plus utilities and continue through the 31<sup>st</sup> day of July 2027.

Agreement to this extension in no way nullifies or voids the original contract.

The parties below acknowledge they have read and understand this letter of understanding to extend the current lease between the City of Milton-Freewater and Tina Riedel, dba The Upper 9, LLC.

---

Tina Riedel, The Upper 9, LLC

Date

---

Mike Odman, Mayor, City of Milton-Freewater

Date

# City of Milton-Freewater

## FACT SHEET

|                                       |                                                       |                                  |
|---------------------------------------|-------------------------------------------------------|----------------------------------|
| <b>MEETING DATE:</b><br>July 13, 2026 | <b>AGENDA LOCATION:</b><br><i>Unfinished Business</i> | <b>ITEM NUMBER:</b><br><i>3A</i> |
|---------------------------------------|-------------------------------------------------------|----------------------------------|

**DATE:** June 29, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Steven Patten, Public Works Eng. Tech 

**THROUGH:**

**ISSUE:** Selection of a consulting firm to conduct a state required Water Rate Study for the City's water utility.

**BACKGROUND:** The State of Oregon, through the Oregon Health Authority and Business Oregon, provides funding for Sustainable Infrastructure Planning Projects (SIPP) through forgivable loans. Eligible project-type examples include water rate analysis. Other uses include feasibility studies, asset management plans, and leak detection studies. Projects are funded up to \$20,000 and are 100% forgivable loans. Water systems are eligible to apply for SIPP funding every three years. A project funded through the SIPP program must be completed within 2 years.

The City updated its Water Management and Conservation Plan (WMCP) in February 2021. This plan is a requirement of the Oregon Water Resources Department (OWRD). It must be updated every 10 years, and progress updates must be submitted every five years. One requirement in the city's current WMCP is to complete a water rate study within five years (by 2025).

City staff applied for the SIPP program to analyze water rates and the City was awarded a \$20,000 forgivable loan to complete a water rate analysis. The rate analysis will include the full cost of doing business by calculating current and future costs and expenses, evaluating current revenues and rate structure options, and designing an appropriate rate. As noted in the SIPP grant application, "the City will utilize the AWWA M1 Manual process as it conducts a water rate analysis."

**COMMENTARY/ANALYSIS:** In April, City staff advertised a request for proposals for the water rate study project. RFP packets were sent to 7 entities, and the announcement was published in the Valley Herald and on the City's website.

Five submissions were received by the May 6, 2026, deadline. The table below summarizes the submittal scoring by City staff.



C321 WATER RATE STUDY RFP  
Submittal Scoring Results

| Name of Firm | Bid Amount   | Average Rank | Reviewer 1 Rank | Reviewer 2 Rank | Reviewer 3 Rank | Reviewer 4 Rank | Reviewer 5 Rank |
|--------------|--------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| FCS          | \$ 39,800.00 | 1.2          | 1               | 1               | 2               | 1               | 1               |
| Precision    | \$ 38,750.00 | 3.4          | 4               | 4               | 1               | 4               | 4               |
| Stantec      | \$ 39,500.00 | 2.8          | 3               | 2               | 4               | 3               | 2               |
| Raftelis     | \$ 39,495.00 | 2.6          | 2               | 3               | 3               | 2               | 3               |
| OAWU         | \$ 18,500.00 | 5.0          | 5               | 5               | 5               | 5               | 5               |

Anderson Perry & Associates, the City's engineering firm and currently completing the City's Water System Master Plan (WSMP), was consulted about this as part of the WSMP and recommended FCS as the firm best suited for this study. Other engineering firms that were contacted also recommended FCS.

At a recent drought response meeting, the City of Walla Walla's Water Distribution Supervisor provided a strong endorsement of FCS, noting that Walla Walla is currently engaged with FCS on an active water rate study, their third consecutive engagement with the firm. The supervisor indicated they have no interest in using any other consultant for this work, citing the quality of FCS's analysis and their ongoing working relationship with the firm.

Based on the recommendation from Anderson Perry, a comparable regional utility's endorsement, FCS's demonstrated expertise in municipal water rate studies, and the scoring committee's review of the submitted proposals, staff recommends awarding the contract to FCS.

**BUDGET IMPACT:** This forgivable loan and City match funding were approved in the FY26 fiscal budget for the water department. The project is listed in the water capital budget (pages 121-122) in account 520-8100-410. All of the submittals came in under budget and within the forgivable loan amount and cost match from the City.

The project is expected to be completed by early 2027. This project was not included in the proposed FY27 budget. However, the funding is still available.

**RECOMMENDATION:** Motion to award FCS, a Bowman Company of Portland, Oregon, as the most qualified firm to conduct a water rate study (Contract 321), and to direct the Mayor to sign a contract for consulting services to complete the water rate study for the amount of \$39,800.00 as described in FCS' submittal dated May 6, 2026.

**ATTACHMENTS:**

- A. Fact Sheet SIPP Funding Agreement, 2025
- B. S25012 Resolution Authorizing Financing Agreement
- C. Contract, SIPP
- D. SIPP Grant Application
- E. Fact Sheet Recommending a Consulting Firm, June 8, 2026
- F. Notice of Intend to Award
- G. Professional Service Contract
- H. Request for Proposals – Professional Services – Bid Packet
- I. Reviewers of the submitted proposals
- J. Scoring Criteria and Scoring Sheet

- K. Submittal from Oregon Association of Water Utilities (OAWU)**
- L. Submittal from FCS a Bowman Company**
- M. Submittal from Stantec Consulting Services Inc.**
- N. Submittal from Precision Consulting**
- O. Submittal from Raftelis**

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

| REQUESTED COUNCIL<br>MEETING DATE: | MEETING<br>DATE: | AGENDA<br>LOCATION: | ITEM<br>NUMBER: |
|------------------------------------|------------------|---------------------|-----------------|
| July 13, 2026                      | July 13, 2026    | Business Items      | 4A              |

DATE: July 7, 2026

TO: Honorable Mayor and City Councilors

FROM: Leanne Steadman, City Recorder *Leanne*

**ISSUE:**

City Manager Employment Agreement with Nicole Schneider.

**BACKGROUND:**

The city council contracted with SGR for the executive recruitment of the City Manager position. Applications were due May 2026, council narrowed the field of applicants to four. A community Meet and Greet was held on June 11, 2026, with the city council holding candidate interviews on Friday, June 12, 2026.

**COMMENTARY/ ANALYSIS:**

The council held an Executive Session meeting on the evening of June 12<sup>th</sup> with a Special Session meeting immediately following. During the Special Session, the council came to a unanimous decision to offer the City Manager position to Nicole Schneider.

Council motioned to direct the City Attorney to draft the city manager agreement and there was a consensus of council for staff to provide necessary information to the attorney for the drafting at his direction.

The rough draft agreement was sent to me on July 7<sup>th</sup> mid-morning and doing a quick review with Finance Director Laurie Bubar, we had some follow up questions for the city attorney and provided some missing information.

**BUDGET IMPLICATIONS:** The budget will be impacted by the employment agreement which is reflected and budgeted for in the fiscal year 2027 budget.

**RECOMMENDATION:**

Motion to appoint Nicole Schneider as the City Manager and adopt the Employment Agreement and authorize the Mayor to sign the agreement on behalf of the City of Milton-Freewater.

EMPLOYMENT AGREEMENT  
between  
THE CITY OF MILTON-FREEWATER, OREGON  
and  
NICOLE SCHNEIDER

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF MILTON-FREEWATER, OREGON (hereinafter referred to as "CITY") and Nicole Schneider (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Manager and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that she is for all purposes under this Agreement an at-will employee.
- B. The EMPLOYEE is responsible to the Mayor and City Council (collectively the City Council) of the CITY for proper administration of all City business.
- C. The duties of EMPLOYEE, consistent with state law, the City of Milton-Freewater City Charter, and pertinent ordinances shall include, but not be limited to, the following:
  - (1) Attend all council meetings unless excused by the Mayor or Council;
  - (2) Make reports and recommendations to the mayor and council about the needs of the city;
  - (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
  - (4) Appoint, supervise and remove city employees;
  - (5) Organize city departments and administrative structure;
  - (6) Prepare and administer the annual city budget;
  - (7) Administer city utilities and property;
  - (8) Encourage and support regional and intergovernmental cooperation;
  - (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
  - (10) Perform other duties as directed by the council; and
  - (11) Delegate duties, but remain responsible for acts of all subordinates.
- D. The City Council acknowledge and agree to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Manager. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

## SECTION II. TERM.

- A. This Agreement commences July \_\_\_\_, 2026, (Commencement Date) and continues until terminated consistent with this Agreement
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time prior to subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limit or otherwise interferes with the right of EMPLOYEE to resign at any time from her position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

## SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving sixty (60) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as the City Manager may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
  - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
  - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either his own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
  - 3. EMPLOYEE fails to perform faithfully or diligently her duties as City Manager.
- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as the City Manager before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:
  - 1. A sum equal to the value of six (6) month's salary if the termination occurs within 4 years of the Commencement Date.
  - 2. A sum equal to the value of seven (7) month's salary if the termination occurs within 5 years of the Commencement Date.
  - 3. A sum equal to the value of eight (8) month's salary if the termination occurs within 6 years of the Commencement Date.
  - 4. A sum equal to the value of nine (9) month's salary if the termination occurs 7 years or more after the Commencement Date.

Payment of the above severance shall be made in one lump sum (minus all required withholdings).

- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns her position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least sixty (60) calendar days' written notice in advance, excluding

accrued vacation, and EMPLOYEE shall make herself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in her position during the notice period.

- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, EMPLOYER agrees to pay Severance in accordance with Section III(C)(1).

#### SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$150,000 per year and shall be paid at the same interval as the CITY pays its other employees. Six months after the Commencement Date, CITY will conduct a performance evaluation and if EMPLOYEE meets or exceeds expectations, EMPLOYEE will receive a three percent (3%) raise. EMPLOYEE may be entitled to COLA adjustments, as determined by the City Council. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment, in the City Council's discretion, based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of work. The EMPLOYEE is a salaried exempt employee under state and federal laws. The EMPLOYEE will work on a regular full-time basis, with the ability to work irregular hours, including nights and weekends, as necessary or appropriate to meet the needs of the municipality.
- C. Paid Time Off. EMPLOYEE will accrue the amount of vacation time off as follows:
- a) Twelve (12) days per year vacation to accrue on a monthly basis for one through four years of employment.
  - b) Commencing in the fifth (5<sup>th</sup>) year of employment through the ninth (9<sup>th</sup>) year, fifteen (15) days per year, accruing on a monthly basis.
  - c) Commencing in the tenth (10<sup>th</sup>) year of employment through the fourteenth (14<sup>th</sup>) year, twenty (20) days per year, accruing on a monthly basis.
  - d) After completion of fifteen (15) years of employment, twenty-one (21) days per year, accruing on a monthly basis.
  - e) For each year of employment over fifteen (15) years, the employees shall receive one (1) additional day of vacation up to a maximum of thirty (40) days accruing on a monthly basis.
  - f) Ten (10) days per year in lieu of overtime will be added to the above a), b), c), d), and e) schedules

EMPLOYEE will be permitted to accumulate up to twice the amount of vacation time earned in one year. Any unused vacation time off will be paid out upon termination of this Agreement. EMPLOYEE will accrue the same amount of sick time off consistent with the City's adopted Employee Handbook. Upon retirement from City service, EMPLOYEE may cash out one hundred percent (100%) of unused sick leave earned while employed by the City, over seven hundred (700) hours at their current rate of pay.

- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Employee Handbook.

#### SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required other full-time City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Long Term Disability and Basic Life Insurance, Accidental Death and Dismemberment Insurance consistent with the eligibility requirements of the plans.

#### SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars and conferences including, but not limited to: the International City Management Association (ICMA), the League of Oregon Cities (LOC) and the Oregon City County Management Association (OCCMA). The CITY shall cover costs for attendance at two OCCMA conferences and the annual LOC conference. Attendance at additional conferences including ICMA subject to approval by the CITY and subject to the availability of funds therefor and as approved in the adopted budget.
- B. CITY shall pay typical and customary dues and related expenses for membership in service clubs (Kiwanis, Lions, Rotary, etc) serving City of Milton-Freewater.
- C. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

#### SECTION VII. OFFICIAL COMPENSATION PACKAGE – AUTOMOBILE AND CELL PHONE

As part of the official compensation package, the EMPLOYEE is entitled to the following:

- A. CITY will provide EMPLOYEE with a CITY cell phone to be used only for CITY-related business, and which costs will be billed directly to the CITY.
- B. For CITY-related business, CITY shall reimburse for use of EMPLOYEE's personal vehicle at the current IRS mileage reimbursement rate in accordance with City reimbursement policies. In the event EMPLOYEE's personal vehicle is not available for CITY-related business, CITY shall reimburse the EMPLOYEE for reasonable travel expenses including a car rental if necessary.

#### SECTION VIII. PERFORMANCE EVALUATION

- A. Six-Month Evaluation. Six months after the Commencement Date the CITY will review the performance of the EMPLOYEE and determine if performance meets or exceeds expectations.
- B. Annual Evaluation. Thereafter, the City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Employee Handbook.

These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in his individual or in her official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act(ORS 30.260 to 30.300)
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Umatilla County, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Umatilla County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship(and they have not otherwise resolved the matter through the mediation process set out in subsection(E) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of(and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.
- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF MILTON-FREEWATER, OREGON has caused this Agreement to be signed and executed by its Mayor, Michael Odman has signed and executed this Agreement, both in duplicate.

\_\_\_\_\_  
Michael Odman, Milton Freewater Mayor

\_\_\_\_\_  
Nicole Schneider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

|                                                     |                                   |                                        |                        |
|-----------------------------------------------------|-----------------------------------|----------------------------------------|------------------------|
| REQUESTED COUNCIL<br>MEETING DATE:<br>July 13, 2026 | MEETING<br>DATE:<br>July 13, 2026 | AGENDA LOCATION:<br><br>Business Items | ITEM NUMBER:<br><br>4B |
|-----------------------------------------------------|-----------------------------------|----------------------------------------|------------------------|

DATE: June 30, 2026

TO: Honorable Mayor and City Councilors

FROM: Leanne Steadman, City Recorder Leanne

**ISSUE:** Should the city council make an appointment to the Library Board?

**BACKGROUND:**

Library Board members serve in an advisory capacity to the City Council, City Manager and Library Director concerning all matters relating to policy and management of the library. The Board meets on the fourth Thursday, every other month. Board members must be residents of the city. Members are appointed by the Mayor, with approval from the City Council.

In February of each year, staggered terms of the advisory committees expire. A press release was advertised in our newspaper of record, The Valley Herald. The notice was also posted on City Hall bulletin boards, Facebook and the notice and application were also posted on the city webpage under "News" as well as under each committee page, Budget Committee, Planning Commission, Library Board and Recreation Committee. At the January 2026 council meeting, several advisory committee appointments were made, but not all positions were filled. We have continued to accept applications from those interested in serving on one of these committees with a most recent appointment at the May 11<sup>th</sup> council meeting to the library board.

**COMMENTARY-ANALYSIS:**

An application was received from Virginia Lacy who is interested in serving on the library board for the remaining term that runs to February 2029.

Mayor Mike Odman has recommended appointing Ms. Lacy to the library board and after this appointment, there are still remaining vacancies on the following committees:

**Planning Commission**      2 vacancies, term ends February 2027

**Budget Committee**            2 vacancies, term ends February 2028

**Recreation Committee**    1 vacancy, term ends February 2027  
                                         1 vacancy, term ends February 2028

**RECOMMENDATION:**

Motion to appoint Virginia Lacy to the Library Board with the term ending February 2029 as recommended by Mayor Mike Odman.

Rec'd  
6/25/26

# City of Milton-Freewater

Application for service on City Board, Commission or Committee



Date 6/24/2026 Name Virginia Lacy  
Address <sup>house #</sup> redacted Jacquelyn St. Milton Freewater, OR 97862  
Day Phone <sup>Phone #</sup> redacted Evening Phone same

Email Address: email redacted  
Occupation MPSD Substitute Teacher; Retired Marketing Mgr.; retired realtor  
Board/Commission/Committee Applied For \_\_\_\_\_  
Please disclose any potential conflicts of interest with your requested appointment to serve on an advisory board:

None

Please briefly explain your interest and qualifications for serving on the above mentioned committee in the spaces below. You may attach more pages if additional space is needed.

## LONG-RANGE INTEREST IN THE COMMUNITY:

We moved here approximately 5 years from Portland, OR, due to husband's job. We have enjoyed meeting many members of this community and enjoy living here! I'm interested in ways to give back to community.

## FAIRNESS, COMMON SENSE, HONESTY AND GOOD CHARACTER:

Practicing the "Golden Rule" is paramount to me. I've always tried to volunteer whenever possible for the common good. Working in my children's schools was always important to me. (volunteering)

## KNOWLEDGE OF THE COMMUNITY MARKETPLACE, PROCESS, OBJECTIVES, LAWS:

I am active in the local P.E.O. chapter where I have met many who are involved in community work and <sup>we</sup> sponsor scholarships for women.

I enjoy the library "book club" and appreciate all the opportunities

## TIME TO SERVE IN APPOINTED CAPACITY:

Designated term our library offers. I have also spoken with a library board member to have better understanding of position.

Yes, I understand this is a volunteer position and I will receive no pay in association with my service on this committee. If selected, I am available to meet on the committee's designated date and time. I understand that if I am applying for a Planning Commission position that I am required to file electronically an annual Statement of Economic Interest with the Oregon Government Ethics Commission. I understand that per City Code 8-14-4 a criminal history check may be performed.

Signature

Signature redacted

Date:

6/24/2026

PLEASE RETURN COMPLETED APPLICATION TO LEANNE STEADMAN, CITY HALL, 722 SOUTH MAIN, P.O. Box 6, MILTON-FREEWATER, OR 97862 OR email to [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov)

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

| REQUESTED COUNCIL<br>MEETING DATE: | MEETING<br>DATE: | AGENDA<br>LOCATION: | ITEM<br>NUMBER: |
|------------------------------------|------------------|---------------------|-----------------|
| July 13, 2026                      | July 13, 2026    | Business Items      | 4C              |

**DATE:** July 6, 2026

**TO:** Honorable Mayor and City Councilors

**FROM:** Leanne Steadman, City Recorder *Leanne*

**ISSUE:**

Consideration of appointment of candidate to fill the remaining term of the City Councilor Ward 2 Position.

**BACKGROUND:**

Emily Holden represented the City Councilor Ward 2 position since she was sworn in on January 13, 2025. She submitted her resignation effective May 26, 2026, stating she was moving outside city limits. The Ward 2 seat term runs through December 31, 2028.

At the June 8, 2026 city council meeting, council chose to advertise the vacancy and accept applications for the seat. The position was advertised in the Valley Herald, on the city's website and Facebook page.

**COMMENTARY/ ANALYSIS:**

Three applications were received within the deadline of July 6<sup>th</sup> by noon. All three met the requirements which have been verified with Umatilla County Elections department regarding their address and voter registration status.

The three applicants; in alphabetical order by last name are:

Mike Charlo  
Jon F. Mendez  
Margo Piver

**BUDGET IMPLICATIONS:**

The budget impact would be \$1,518 per year as a city councilor receives a minimal stipend. This amount is reflected in the current fiscal budget in the General Fund under "City Council".

**RECOMMENDATION:**

Following Council's interview and discussion, motion to appoint one of the candidates to fill the unexpired term of City Councilor Ward 2 position.



# City of Milton-Freewater

## Declaration of Interest

Rec'd  
7/1/26  
LS

Date: 6/29/26

I wish to be of service to our city and request your consideration for appointment to the City Council.

NAME: Mike Charlo

ADDRESS: (House # redacted) - Walnut St. Milton-Freewater, OR 97862

PHONE: (Phone # redacted) (home) \_\_\_\_\_ (work) \_\_\_\_\_

EMAIL ADDRESS: (email address redacted) + \_\_\_\_\_

EMPLOYER /

OCCUPATION retired - City of Milton-Freewater, Electric Superintendent

Are you a resident of the City of Milton-Freewater? yes

Do you reside within the Ward 2 boundaries? yes

Length of residence in the City of Milton-Freewater? 30 years

Are you a registered voter of the City of Milton-Freewater? yes

Please disclose any potential conflicts of interest with your requested appointment to serve on the city council: none

What community activities have you participated in during the past five years? (use extra pages if necessary)

Friday on Main St. car shows, MF Festival music committee,  
City of Milton-Freewater Budget Committee, numerous City of  
Milton-Freewater job interview panels

Are you serving, or have you served, on any citizen boards or commissions? (If yes, please list the names of the organizations and your length of service. Use extra pages if necessary)

Organization City of Milton-Freewater Budget Committee From 2022 To present

Organization Walla Walla Fair & Frontier Days Board of Directors From 2019 To present  
Downtown Walla Walla Foundation Board of Directors 2014 2017

Please provide a brief background sketch including job experience, education, skills, hobbies and special areas of interest.

I grew up in the Walla Walla valley, graduated from Walla Walla High School.

I graduated from Washington State University with a Bachelor's Degree in

Construction Management. I was hired by The City of Milton-Freewater to be an

Energy Analyst in The Electric Department, later becoming an Electrical  
(continued on extra sheet)

What problems, issues or concerns do you see facing the City and how would you propose they be addressed?

Ageing utility infrastructure; older power transformers at The  
Freewater substation need to be replaced. I understand that a grant  
has been applied for. Utility reserve funds need to be added to  
annually to help afford these types of projects. (Continue on attached sheet)

What special skills, knowledge or experience do you have to contribute to the City Council?

I am a retired employee of The City of Milton-Freewater  
(almost 33 years), in The Electric Department. I ~~thoroughly~~  
thoroughly understand The electric utility industry and the various  
operations of the City departments. I can work well in a group setting.

What limitations, if any, are placed on the time you would be available for City Council meetings and other activities? How much time are you able to devote to the duties of the City Council?

None really. I visit my elderly mother daily and do her yard work.  
I am on the Board of Directors at The Wellz Wells Fairgrounds. Their meetings  
are on the 3rd Tuesday of the month. I am quite busy in the month before  
that Fair on Labor Day weekend, but I do not see any conflict.

Please list two residents of Umatilla County you wish to use as a personal reference that can provide us with information pertinent to your application:

|                    |                                             |                                                  |
|--------------------|---------------------------------------------|--------------------------------------------------|
| <u>Linda Hall</u>  | <u>(redacted)</u>                           | <u>Road, Milton-Freewater, OR (redacted) - 3</u> |
| Name               | Address                                     | Telephone                                        |
| <u>Bill Seeger</u> | <u>(redacted) St., Milton-Freewater, OR</u> | <u>(redacted)</u>                                |
| Name               | Address                                     | Telephone                                        |

*I understand that, pursuant to City Code Title 8, Chapter 14, the City of Milton-Freewater may conduct a criminal check through the Oregon State Police Law Enforcement Data System and I hereby give my authorization to do so.*

Oregon Drivers license Number: (redacted)

Signature of Applicant: (Signature redacted)

Please return completed application to Leanne Steadman, City Recorder, City Hall, 722 S. Main, P.O. Box 6, Milton-Freewater, OR 97862 or [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov) by July 6, 2026 12:00 noon.

## Supplemental Questionnaire for Applicants applying for the position of: City Councilor Ward 2

(If you need additional space for your answer you can attach a separate sheet of paper.)

1) Why do you want to be a Milton-Freewater City Councilor?

It would be a chance for me to give back to the community. I could use some of my knowledge and experience in the electric utility industry and in city operations.

2) What do you feel are the strengths that you would bring to this Council?

I have extensive electric utility experience. I understand budgeting and financial documents. I am thorough and can work well in a group setting. I am comfortable with public speaking.

3) What do you feel are your responsibilities as a member of the City Council?

The City Council is in place to make policy, not to implement it. The City Council reviews and then adopts the annual budget, which is the framework of how the city is operated throughout the year. A City Council member should be on time for meetings and be prepared to discuss all of the materials provided. The City Council member represents all of the citizens within the city.

4) Name one of the most difficult decisions this Council has had to make recently and tell us how you would have voted.

Approving the 2025-26 City budget where a 20% electric rate increase had been proposed. That request was just too high and would have been very difficult for the ratepayers to afford. The Council voted that down and settled on a 10% rate increase. That is how I would have voted also.

5) Describe the City of Milton-Freewater's 3 greatest assets and 3 biggest shortcomings.

3 Assets: The many recreational activities in the City, including the golf course, swimming pool, soccer fields, youth sports fields, tennis courts, and multi-use City park features.

People - there are a lot of people in the community that will help and will volunteer to do things. Large projects in the community  
(continue on attached sheet)

6) City Councils have to make unpopular decisions on occasion. How will you handle those who criticize you personally or a decision the Council made?

In this situation, you have to be able to take the comments and criticism. I might try to explain myself without giving out any confidential information, but you need to realize that often people will have their mind made up ~~and~~ and you are not going to be able to convince them to look at another point of view.

7) What does "as a whole" mean in relation to Council?

It means that each City Councillor might have a different view or perspective on an issue, but that we all should try to see how and why others feel as they do and to look at ways to have unity and agreement on the Council, ~~and~~ which will make a stronger City Council.

8) Describe how you exhibit "open-mindedness"---give specific examples.

Open-mindedness is the willingness to actively consider new ideas, perspectives and evidence that differ from your own. I often have an opinion on something, but I definitely listen to other facts and points of view. I can change my opinion or position on some issue if I hear good but different ideas.

A specific example would be at The Wells Wells Fairgrounds, where I am in charge of the entertainment, someone suggests

Please return this questionnaire to Leanne Steadman, City Recorder by (continue on attached sheet)

6/29/20

Background & Job Experience (from page 1)

Engineering Technician. I was promoted to be the Director of Engineering & Planning. For the last 16 years of my employment at the City, I was the Electric Super-intendent, in charge of the City's electric utility.

I enjoy fishing, camping, and boating, and working on my classic car. Currently, I am on the Board of Directors of the Wells Wells Fair & Frontier Days, in charge of entertainment and concerts.

Problems or Concerns (from page 2)

Another water reservoir needs to be built and 2 new water well needs to be drilled and connected to that system. There are also ageing mains in both the water and sewer systems. Those projects need to be prioritized and then be budgeted using grant funds and utility revenues.

3 Assets & 3 Shortcomings (From page 4)

like the golf course and the American Legion baseball field were built largely by volunteer groups.

Low utility rates - Milton-Freewater has historically had lower utility rates than our surrounding communities. I feel that this is a big asset to the community and that the City should strive to maintain them. The benefits include low rates

### 3 Assets & 3 Shortcomings

to help attract new business and new construction and especially to make living in our community affordable for our citizens.

#### Shortcomings

- Too many vacant storefronts. Some of these properties have been vacant for a long time but others are more recent. We need to try to recruit new small business into our community.
- Unsightly properties that are not maintained. I like the Council Strategic Priority list that would empower the Code Enforcement function to be proactive and go out and look for these properties and work to get them cleaned up.
- Ageing utility infrastructure - The older substation transformers in the Freewater Substation, the need for more capacity in Milton Substation, and the need for a new water reservoir and wall are very big, expensive projects that need immediate planning and attention.

#### Open mindedness (from page 4)

some type of performer. That type of act may not be my preference, but others can convince me that it would be popular with the Fair patrons, so we go ahead and book that act.



# City of Milton-Freewater

## Declaration of Interest

Rec'd  
6/24/26  
LS

Date: 6/24/26

I wish to be of service to our city and request your consideration for appointment to the City Council.

NAME: Margo Piver

ADDRESS: (House #redacted) Davis St., Milton Freewater, OR

PHONE: (phone # redacted) (home) (phone # redacted) (work)

EMAIL ADDRESS: (email address redacted)

EMPLOYER / OCCUPATION Human Resources Administrator Milton-Freewater Unified School District

Are you a resident of the City of Milton-Freewater? Yes

Do you reside within the Ward 2 boundaries? Yes

Length of residence in the City of Milton-Freewater? 8+ years

Are you a registered voter of the City of Milton-Freewater?

Please disclose any potential conflicts of interest with your requested appointment to serve on the city council: None

What community activities have you participated in during the past five years? (use extra pages if necessary)

- Local Business & Arts Support: I regularly attend local milestone events, including Chamber ribbon cuttings for new businesses and community celebrations like the mural dedication at El Sol Market
- Community Events & Engagement: I am a regular face around town, participating in and supporting local mainstays like the Christmas Magic Parade, Friday Nights on Main, and the Food Truck Nights at the Frazier Farmstead.
- Supporting Local Agriculture: I make it a point to attend our local Farmers Market almost weekly to support our regional growers and vendors.

Are you serving, or have you served, on any citizen boards or commissions? (If yes, please list the names of the organizations and your length of service. Use extra pages if necessary)

Organization Charter Review Committee Nov 2024-Feb 2025, From  To   
Library Board Feb 2025-Jan 2026,

Organization Planning Commission Feb 2026-Present. From  To

Please provide a brief background sketch including job experience, education, skills, hobbies and special areas of interest.

I have a solid background in public administration and operations, with a real focus on managing people, balancing budgets, and making sure public policies actually work in the real world. My career has taught me how to crunch the numbers on staffing needs, handle tough workplace investigations fairly and quietly, and make every dollar count in a strict budget. I pride myself on being a good listener, a practical problem-solver, and someone who respects the rules of public service. Outside of work, you'll find me showing up for local community events, enjoying our beautiful outdoor spaces, and finding ways to help our town thrive. I'm also deeply familiar with how our local government operates, having proudly served our community on the Charter Committee, the Planning Commission, and the Library Board. My main goal on the council is simply to make sure our local government runs efficiently and stays financially responsible.

**What problems, issues or concerns do you see facing the City and how would you propose they be addressed?**

Like many great small towns, Milton-Freewater is balancing a lot of moving parts right now, and I see three main areas we need to focus on:

**Infrastructure for Growth:** To attract strong industries and build the housing our working families need, our bones have to be strong. That means upgrading our aging water, sewer, and electric systems so developers and businesses have the green light to invest here. If we build the groundwork, the homes and jobs will follow.

**Unity as One Community:** Even though we officially merged back in 1950, folks still talk about the Milton side and the Freewater side. I want to continue bridging that gap, using community-wide celebrations, local art, and downtown events to bring everyone together as a single, proud Milton-Freewater.

**Investing in Our Quality of Life:** With our new City Manager coming on board, we have a fresh opportunity to look at our town's spaces. I am highly eager to support improvements to our parks and recreation areas—like our community pool and parks—giving kids and families safe, beautiful places to gather.

**How to address them:** I propose we tackle these issues by working closely with our new City Manager, setting practical, data-driven goals, and aggressively pursuing state and federal grants so we don't pass the financial burden onto our local taxpayers. By listening to our residents and keeping a steady eye on long-term planning, we can make smart improvements that respect our history while moving us forward.

**What special skills, knowledge or experience do you have to contribute to the City Council?**

I bring a really unique mix of professional expertise and practical, real-world experience to the table. On the administrative side, my career as a Human Resources Director, my leadership serving as a union president, and my time on the unions statewide executive council mean I deeply understand public sector budgets, contract negotiations, strategic planning, and how to navigate complicated regulatory frameworks. My many years in teaching have made me a skilled communicator, a patient listener, and someone who knows how to bring people together to solve problems, even when folks don't initially see eye-to-eye.

At the same time, running my own farrier business in the past has given me a deep appreciation for the hard work, grit, and fiscal discipline it takes to keep a small business going. And as an avid camper, I have a genuine love for our region's natural resources and outdoor spaces. I know how City Hall works from the inside thanks to my local board service, but I also look at our community through the eyes of a former small business owner and neighbor. I'm ready to use both my head and my hands to help keep Milton-Freewater moving in the right direction.

**What limitations, if any, are placed on the time you would be available for City Council meetings and other activities? How much time are you able to devote to the duties of the City Council?**

I don't have any major limitations on my time, and I am fully prepared to give this role the time and attention it deserves. Because my schedule allows for flexibility, I am available to attend city council meetings, workshops, and community events during both the day and the evening. Beyond the regular public meetings, I have plenty of time to dedicate to reading the council packets, staying up to speed on city business, and being there for our residents when they have questions or concerns. Serving Milton-Freewater is a priority for me, and I have the room in my schedule to make sure I'm doing the job right.

**Please list two residents of Umatilla County you wish to use as a personal reference that can provide us with information pertinent to your application:**

Janet Millar (redacted) , Rd Milton Freewater OR 97862 (redacted)

Aaron Duff (redacted) Rd (redacted)

*I understand that, pursuant to City Code Title 8, Chapter 14, the City of Milton-Freewater may conduct a criminal check through the Oregon State Police Law Enforcement Data System and I hereby give my authorization to do so.*

Oregon Drivers license Number: (redacted)

Signature of Applicant: (Signature redacted)

Please return completed application to Leanne Steadman, City Recorder, City Hall, 722 S. Main, P.O. Box 6, Milton-Freewater, OR 97862 or [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov) by July 6, 2026 12:00 noon.

## Supplemental Questionnaire for Applicants applying for the position of: City Councilor Ward 2.

(If you need additional space for your answer you can attach a separate sheet of paper.)

### 1) Why do you want to be a Milton-Freewater City Councilor?

I want to serve as a City Councilor to give back to Milton-Freewater by utilizing my professional skills in policy oversight and resource management. Local government directly impacts the daily quality of life for our residents. I am eager to collaborate with the council to maintain our low-cost public utilities, ensure public safety, and strategically plan for long-term operational I want to serve as a City Councilor because I care deeply about Milton-Freewater, and I want to put my unique background in education, human resources, and local business to work for my neighbors. Having already served our community on the Charter Committee, Planning Commission, and Library Board, I know how City Hall functions and I understand the commitment it takes. Local government directly shapes our daily quality of life. I am eager to collaborate with the rest of the council to keep our utilities affordable, support our working families, and ensure we are making smart, long-term plans for our town's future

### 2) What do you feel are the strengths that you would bring to this Council?

I bring a well-rounded perspective that connects administrative expertise with real-world, practical grit. My career as an HR Director and my background in local government give me a strong foundation in municipal budgeting, personnel management, and policy implementation. My years in teaching have taught me how to communicate clearly, listen patiently to diverse viewpoints, and bring people together to solve problems. At the same time, running a farrier business has given me the practical, common-sense look at what it takes to keep a small business going. I am practiced in keeping a cool head, evaluating objective data, and focusing strictly on collaborative solutions

### 3) What do you feel are your responsibilities as a member of the City Council?

My primary responsibility is to act as a policy maker for the community—working as a team to set clear local goals, adopt a sustainable budget, and ensure fair utility rates. Just as importantly, it is my job to respect the council-manager form of government. Especially with our newly selected City Manager coming on board, it is vital that the Council provides strong legislative direction while allowing the City Manager to handle the day-to-day administrative operations and lead city staff without individual council interference.

### 4) Name one of the most difficult decisions this Council has had to make recently and tell us how you would have voted.

One of the most difficult and high-impact decisions this Council has faced recently is the necessary, but painful, choice to raise our local utility rates. Nobody likes to see their bills go up, especially our neighbors living on fixed incomes, but our aging infrastructure and rising operational costs mean we can no longer kick the can down the road.

Given the reality that rates had to rise to keep our systems running safely, I would have voted in favor of a phased, incremental rate adjustment rather than a massive, one-time spike. Drawing on my experience from the Planning Commission, I believe the most responsible path is a data-driven approach that pairs these rate increases with an aggressive push for outside infrastructure grants. This ensures we protect the long-term structural integrity of our city's water, sewer, and electric systems while doing everything in our power to cushion the financial blow for local working families.

5) Describe the City of Milton-Freewater's 3 greatest assets and 3 biggest shortcomings.

Assets:

1. Our municipally owned, low-cost water, sewer, and electricity utility system, which keeps living costs down for residents.
2. With our perfect location and climate, we get to enjoy a safe, tight-knit small town surrounded by incredible diverse agriculture, beautiful outdoor recreation, and distinct four seasons, all while being just a short drive away from the amenities of bigger cities.
3. A tight-knit, diverse community with deep agricultural roots and a strong sense of local pride.

Shortcomings:

1. Aging transportation and street infrastructure that requires consistent capital investment to support housing and industry growth.
2. The ongoing community challenge of fully bridging the gap to bring the Milton and Freewater sides together as one cohesive identity.
3. The continuous puzzle of balancing limited city funds with rising operational costs

6) City Councils have to make unpopular decisions on occasion. How will you handle those who criticize you personally or a decision the Council made?

I will handle criticism with a thick skin, professional composure, and a respectful attitude. My years in teaching and human resources have taught me how to listen to folks who are upset without getting defensive. Every citizen deserves to be heard, regardless of their position. I will listen to their concerns, refrain from making premature or empty promises, and plainly explain the collective reasoning behind the Council's decision, always framing it around what is best for the majority of Milton-Freewater residents.

7) What does "as a whole" mean in relation to Council?

It means that individual council members have zero administrative or legal authority on their own. The council's authority exists exclusively when we act collectively as a unified legislative body during publicly noticed meetings. Once a majority vote is reached, the debate is over; the council speaks and stands by that decision with one centralized, unified voice for the good of the town.

8) Describe how you exhibit "open-mindedness"---give specific examples.

I exhibit open-mindedness by actively listening to opposing arguments without interrupting, explicitly looking for the merit in viewpoints different from my own. For example, during my time on the Planning Commission and Library Board, I have routinely gathered direct feedback from frontline staff, community members, and management data before arriving at a conclusion. I don't walk into a room with my mind made up; I make sure my final perspective is balanced, objective, and based on what is best for the whole community.

Please return this questionnaire to Leanne Steadman, City Recorder by

Monday, July 6, 2026 by 12:00 p.m. at [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov)

Rec'd  
6/22/24  
ZS

Jon F. Mendez  
(House # redacted) College St.  
Milton Freewater, Oregon.  
(phone # redacted)

**City of Milton-Freewater, Oregon.**

City of Milton-Freewater 722 S Main St  
Milton-Freewater, OR 97862  
Phone: (541) 938-5531

To the City of Milton-Freewater and Members of the City Council,

I am writing to express my interest in serving on the Milton-Freewater City Council. Although I have lived in Milton-Freewater for only two years, this community has had a profound impact on me in a very short time. Before moving here, I spent more than seven years involved in community-focused work in other regions—supporting families, organizing events, and contributing to local initiatives. Those experiences shaped my understanding of service, but it is my time here in Milton-Freewater that has truly inspired me to step forward and take on a more active civic role.

Coming in as an outsider gave me a unique perspective. I was able to see the strengths of this community immediately: its resilience, its cultural richness, and the pride people take in their city. As I became more involved—through beautification efforts on South Main Street, business networking with MF Nexus, and collaboration with local organizations—I developed a deep appreciation for the people who make this city what it is. That appreciation has grown into a genuine commitment to help Milton-Freewater continue moving forward.

My background in education, social work, media production, and community outreach has prepared me to listen, communicate, and build connections. Through my recent work with the Chamber of Commerce and various community projects, I have gained firsthand insight into the needs of residents, the concerns of local businesses, and the importance of transparent, collaborative leadership.

Milton-Freewater is at an important moment. We have opportunities to strengthen our identity, support local entrepreneurs, expand beautification efforts, and pursue grants and partnerships that increase our capacity without placing additional burdens on taxpayers. I believe my combined perspective—as someone who has served communities elsewhere and now contributes from within this one—positions me to help bridge ideas, build relationships, and support thoughtful, forward-looking progress.

If selected to serve, I will bring dedication, creativity, and a solutions-oriented mindset to the Council's work. I care deeply about this community, and I would be honored to contribute my experience and energy to the ongoing efforts to make Milton-Freewater a place where families, businesses, and future generations can thrive.

Thank you for your consideration. I look forward to the opportunity to serve and to continue working alongside the City of Milton-Freewater and the City Council in support of our shared vision.

Respectfully, **Jon Francisco Mendez**



# City of Milton-Freewater

## Declaration of Interest

Date: 06/22/2026

I wish to be of service to our city and request your consideration for appointment to the City Council.

NAME: Juan (Jon) F. Mendez

ADDRESS: (house # redacted) College St. Milton-Freewater, Or. 97862

PHONE: (phone # redacted) (home) (phone # redacted) (work)

EMPLOYER /  
OCCUPATION Self-employed (Media Production Specialist)

Are you a resident of the City of Milton-Freewater? Yes

Do you reside within the Ward 1 boundaries? I live inside ward 2 boundary

Length of residence in the City of Milton-Freewater? 2 years

Are you a registered voter of the City of Milton-Freewater? yes

Please disclose any potential conflicts of interest with your requested appointment to serve on the city council: NA

What community activities have you participated in during the past five years? (use extra pages if necessary)

I served on the board for Milton-Freewater Chamber Downtown Alliance (7 months) Volunteered with Centro Latino a hispanic resource center, volunteered as an advocate Victims & Survivors Program and a Eugene homeless shelter. Supported and took part in the leadership training events and assisted with Community resource fairs. Contributed to school garden Farm to School.

Are you serving, or have you served, on any citizen boards or commissions? (If yes, please list the names of the organizations and your length of service. Use extra pages if necessary)

Organization NA From \_\_\_\_\_ To \_\_\_\_\_

Organization NA From \_\_\_\_\_ To \_\_\_\_\_

Please provide a brief background sketch including job experience, education, skills, hobbies and special areas of interest.

Bachelor's degree in Education & Social work/minor in psychology. Professional Experience: child welfare caseworker, bilingual Advocate for HeadStart, Worked as a mental health coach, served as the marketing director for a Latino newspaper, taught ESL in South Korea, skilled in media production, community engagement hobbies interest, photography, film, community engagement, city beautification

What problems, issues or concerns do you see facing the City and how would you propose they be addressed?

Milton-Freewater faces challenges in beautification, community engagement, and revitalizing underused properties. I would expand coordinated beautification efforts, building on projects like the South Main barrels, my grassroots organization that worked together, strengthen outreach to our Latino Community to ensure broader participation, support local businesses through communication. Extend resource findings, support mixed-use redevelopment to attract investment in housing.

What special skills, knowledge or experience do you have to contribute to the City Council?

I bring experience in community engagement, bilingual communication, and cross culture outreach along with a background in education, social services and media. My work proposals on beautification projects, including the South Main barrels, shows I can turn ideas into action. I have strong skills in public communication, strategic planning and connecting with underserved communities. I also understand local business needs throughout-reach & marketing.

What limitations, if any, are placed on the time you would be available for City Council meetings and other activities? How much time are you able to devote to the duties of the City Council?

I am fully able to commit the necessary time to City Council meeting and/or obligations and requirements, and responsibilities. My schedule with my companies are flexible given I am a self-proprietor, and I can integrate council duties without conflict. The only limitations would be essential appointments related to my health and well-being. Beyond that, serving on City Council is a top priority that I would take seriously.

Please list two residents of Umatilla County you wish to use as a personal reference that can provide us with information pertinent to your application:

|               |            |                      |            |           |
|---------------|------------|----------------------|------------|-----------|
| Name          | (redacted) | Address              | (redacted) | Telephone |
| Paul Seagrist |            | St. Milton-Freewater |            |           |
| COR President |            |                      |            |           |
| Name          | (redacted) | Address              | (redacted) | Telephone |
| Art Hill      |            | Avenue, Pendleton    |            |           |
| Name          | (redacted) | Address              | (redacted) | Telephone |
| Eduardo Nuñez |            | St Milton Freewater  |            |           |

I understand that, pursuant to City Code Title 8, Chapter 14, the City of Milton-Freewater may conduct a criminal check through the Oregon State Police Law Enforcement Data System and I hereby give my authorization to do so.

Oregon Drivers license Number: (redacted)

Signature of Applicant: (Signature redacted)

Please return completed application to Leanne Steadman, City Recorder, City Hall, 722 South Main, P.O. Box 6, Milton-Freewater, OR 97862 or [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov) by July 6, 2026 12:00 noon.

Supplemental Questionnaire for Applicants applying for the  
position of: City Councilor Ward 2

(If you need additional space for your answer you can attach a separate sheet of paper.)

1) Why do you want to be a Milton-Freewater City Councilor?

I want to serve on the city council ~~because~~ <sup>because</sup> I care deeply about Milton-Freewater and its future. I believe I can help move our community forward. My work in local media, business network, beautification, and grassroots community building has shown me the potential our city has, and I want to bring that energy into public service. I'm committed to revitalization, supporting local businesses, and strengthening community connections, as well as bringing a stronger Latino voice for our hispanic population. Serving on the council is a natural extension of the work I'm already doing to help our city grow and thrive.

2) What do you feel are the strengths that you would bring to this Council?

I bring a strong combination of creativity, community engagement, and practical problem solving. My work in local media, business networking and beautification has given me a deep understanding of our city's needs and opportunities. I'm collaborative, forward-thinking, and able to communicate clearly with diverse groups. Most importantly, I'm committed to helping Milton-Freewater grow, connect, and move toward a stronger future.

3) What do you feel are your responsibilities as a member of the City Council?

A city councilor's responsibility is to set policy, oversee the budget, and ensure city government serves the community effectively. My duties and/or requirements, responsibilities are as follows: listening to residents, responding to citizen's concerns and even complaints, addressing their issues in a calm and perhaps collective manner, in essence, it is having the capacity to problem-solve and seek solutions that are with lawful policies and procedures. Also it is vital as a city councilor being my role and duty to ask informed questions and being transparent and collaborating to make informed decisions. Understanding that voting on policies must be a mutual consensus.

4) Name one of the most difficult decisions this Council has had to make recently

and tell us how you would have voted.

One of the most difficult recent decisions was selecting the new City Manager. The council had 4 qualified candidates. I would have voted for the candidate with a stronger business background and a clear commitment to working directly with local businesses. I felt her proactive approach, willingness to brainstorm solutions, and interest in supporting new business growth aligned with what our community needs to strengthen its economy and attract new opportunities.

5) Describe the City of Milton-Freewater's 3 greatest assets and 3 biggest short comings.

Milton-Freewater's greatest assets are ~~its~~ its strong community engagement, its family centered amenities, like the library, parks, and aquatic center, and the city's consistent fiscal responsibility. Our biggest short comings are missed opportunities in economic development, limited business growth and retention, and the need for a stronger long-term identity that attracts investment and ~~unifies~~ <sup>unifies</sup> the community.

6) City Councils have to make unpopular decisions on occasion. How will you handle those who criticize you personally or a decision the Council made?

"I understand that not every decision will be popular. When criticism comes, I handle it by listening respectfully, staying calm, and focusing on the issue rather than taking it personally. My responsibility is to explain my reasoning clearly, accept feedback, and keep working for the community even when the decisions are difficult. I believe professionalism in public is essential, and I process disagreement privately so I can ~~stay~~ stay balanced and effective."

7) What does "as a whole" mean in relation to Council?

I believe it means the council acting with one voice based on unified consensus, or in other words, "As a whole," means the council acting together as one unified body, speaking with a single, collective decision rather than as individual members.

8) Describe how you exhibit "open-mindedness"---give specific examples.

Open-mindedness shows up in how I collaborate. I invite input, challenge my own assumptions, and adjust direction when new information improves the outcomes. In projects like my grassroots organization I created (helping COP, MFCOA), and our Mayor with beautification concept <sup>as well as Paul Sequist</sup> network and ideas, I've incorporated community feedback, business insights, and cultural perspectives to build ~~and~~ solutions that reflect the whole community, not just my initial vision.

Please return this questionnaire to Leanne Steadman, City Recorder by

Monday, July 6, 2026 by 12:00 p.m. at [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov)

## City of Milton-Freewater – Declaration of Interest

Applicant: Juan (Jon) F. Mendez

Name: Juan (Jon) F. Mendez

Address: <sup>Horse#</sup> ~~redacted~~ College St, Milton-Freewater, OR 97862 Phone: (509) ~~(redacted)~~

Employer/Occupation: Self-Employed – Community Media Production Specialist

Residency:

- Are you a resident of the City of Milton-Freewater? Yes
- Do you reside within Ward 1 boundaries? No — I live inside Ward 2 boundaries
- Length of residence in Milton-Freewater: 2 years
- Are you a registered voter of the City of Milton-Freewater? Yes
- Potential conflicts of interest: None

Community Activities (Past 5 Years):

I served on the board for the Milton-Freewater Chamber Downtown Alliance (7 months). I volunteered with the Central Latino Hispanic Resource Center, in Eugene, Oregon, served as an advocate for the Victims & Survivors Program in Eugene, and volunteered at a homeless shelter in Eugene. I supported and participated in leadership training events, through the RDI Program, assisted with community resource fairs, and contributed to the school garden Farm-to-School program.

Boards or Commissions Served:

- None

Background Sketch:

I hold a Bachelor's degree in Education & Social Work with a minor in Psychology. My professional experience includes resource work in Milton-Freewater, bilingual advocacy for Head Start in Lane County, mental health coaching, (Sheltercare.) and serving as marketing director for a Latino newspaper, (Hola Oregon and Formally Exito Magazine.) I have taught English in South Korea for 8 years. I have strong skills in media production and community engagement. Hobbies & Interests: Photography, film, community engagement, and city beautification.

## Supplemental Questionnaire – City Councilor, Ward 2

### 1) Why do you want to be a Milton-Freewater City Councilor?

I want to serve on the City Council because I care deeply about Milton-Freewater and its future. My work in local media, business networking, beautification, and grassroots community building has shown me the potential our city has, and I want to bring that energy into public service. I'm committed to revitalization, supporting local businesses, strengthening multi-cultural community connections, and engaging a stronger, more diverse population. Serving on the Council is a natural extension of the work I'm already doing to help our city grow and thrive.

### 2) What strengths do you bring to this Council?

I bring a strong combination of creativity, community engagement, and practical problem-solving. My work in local media, business networking, and beautification has given me a deeper understanding of our city's needs and opportunities. I'm collaborative, forward-thinking, and able to communicate clearly with diverse groups. Most importantly, I'm committed to helping Milton-Freewater grow, connect, and move toward a stronger future.

### 3) What do you feel are your responsibilities as a City Council member?

A City Councilor's responsibility is to set policy, oversee the budget, and ensure city services are delivered effectively and meet the needs of residents. Responsibilities are threefold: listening to residents, responding to concerns and complaints, and addressing issues respectfully and collectively. Councilors must ask informed questions, work collaboratively, and make decisions that reflect lawful policy and the best interests of the community.

### 4) Name one of the most difficult decisions this Council has made recently and how you would have voted.

One of the most difficult recent decisions was selecting the new City Manager among several qualified candidates. I would have voted for the candidate with a stronger business background, a clear commitment to working directly with local businesses, and a proactive, solution-oriented approach to supporting economic growth and new opportunities for the community.

## Additional Questions

5) Describe Milton-Freewater's 3 greatest assets and 3 biggest shortcomings.

### Greatest Assets:

1. Strong community engagement
2. Family-centered amenities such as the library, parks, and aquatic center
3. Consistent fiscal responsibility

### Biggest Shortcomings:

1. Missed opportunities in economic development
2. Limited business growth and retention
3. Need for a stronger long-term identity that attracts investment and unifies the community

6) City Councils must make unpopular decisions at times. How will you handle criticism?

I understand that not every decision will be popular. When criticism comes, I handle it by listening respectfully, staying calm, and focusing on the issue rather than taking it personally. My responsibility is to explain my reasoning clearly, accept feedback, and continue working for the community even when decisions are difficult. Professionalism in public is essential, and I process disagreement privately so I can remain effective.

7) What does "as a whole" mean in relation to Council?

It means the Council acting with one voice based on unified consensus. In other words, "as a whole" means the Council acting together as one unified body, speaking through a single collective decision rather than as individual members.

8) Describe how you exhibit open-mindedness. Give specific examples.

Open-mindedness shows in how I collaborate, invite input, challenge my own assumptions, and adjust direction when new information improves outcomes. In projects like my grassroots organization, Nexus Network—where we helped beautify South Main Street through the barrels project—I consistently incorporated community feedback and business perspectives to shape the work. I've also supported CDP, MFCDA, and collaborated closely with Paul Seaquist on community-driven initiatives. Across all of these efforts, I've relied on listening, adapting, and valuing diverse viewpoints to build solutions that reflect the whole community, not just my initial vision.

June 26, 2026

Arthur J. Hill

*House#redacted* SW Marshall Avenue  
Pendleton, OR 97801

**Subject: Support for Jon Mendez**

This letter is written in personal support of Jon Mendez as a candidate for the Milton-Freewater City Council.

My experience of Jon in meetings, presentations, and conversations during the past year and a half has led to my support of his candidacy for the Council. He has a comprehensive understanding of not only the City's current strengths and challenges, but also of its historical roots and identity. These form the basis for his vision of the City's present and future.

Jon's experience ranges from business ownership to cross-cultural work on community and economic development. He has a strong commitment to Milton-Freewater's revitalization and community engagement, as evidenced by his participation in, and support of, the Milton-Freewater Chamber / Downtown Alliance and our Milton-Freewater Community Development Partnership, as well as his ongoing dialog with business and government leaders.

Jon understands the importance of collaboration among groups and individuals for the economic and personal vitality of the City to the benefit of all its citizens. From sustainable infrastructure to support of education and the arts, Jon has a sound grasp of what it takes to realize Milton-Freewater's potential as a model community in our region and statewide.

The experience Jon brings to the Council and community includes a degree in education and social work with a minor in psychology. This served as a foundation for his background in media production, marketing, community outreach, and bilingual advocacy. He is former marketing director of a Latino newspaper; and is experienced in mental health coaching and Head Start programs. Teaching English in South Korea further developed his strong cross-cultural communication skills.

In summary, Jon's candidacy for City Council membership is supported by his background and achievements. My personal support is based on respect for those qualifications, and by my experience of Jon as a thoughtful, genuine, and personable individual.

For these reasons I support Jon as candidate for the Milton-Freewater City Council.

*(Signature redacted)*

Arthur J. Hill, President  
Community Development Partnership

# City of Milton-Freewater

## FACT SHEET

|                                        |                                           |                           |
|----------------------------------------|-------------------------------------------|---------------------------|
| <b>MEETING DATE:</b><br>July, 13, 2026 | <b>AGENDA LOCATION:</b><br>Business Items | <b>ITEM NUMBER:</b><br>4D |
|----------------------------------------|-------------------------------------------|---------------------------|

**DATE:** June 23<sup>rd</sup>, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Steven Patten, Public Works Eng. Tech SBC

**THROUGH:**

**ISSUE:** Approval of Contract Amendment 1 for the PFAS Feasibility Study.

**BACKGROUND:** The City was awarded a forgivable loan to conduct a PFAS Feasibility study through the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Oregon Business Development Department (OBDD), Project No. EC2502 through the Safe Drinking Water Revolving Load Fund, BIL-Emerging Contaminants. This forgivable loan is for \$120,000.

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are classified as emerging contaminants for drinking water systems nationwide. The Environmental Protection Agency (EPA), acting through the Bipartisan Infrastructure Law (BIL), has allocated federal funding to states to address various emerging contaminant issues in drinking water systems, including PFAS.

City wells have had PFAS detections, and this study aims to identify which wells have contamination issues and to evaluate both treatment and non-treatment alternatives.

The City and GeoEngineers sampled all 6 active City wells and the Little Walla Walla River on May 26, 2026. PFAS compounds were detected in all three wells in the North Pressure Zone. Two of the three wells exceed the maximum contaminant level (MCL) of 4 ng/L. Below is a table of results for all 6 well-testing locations. No PFAS were detected in the Little Walla Walla River.

| ANALYTE      | NORTHERN PRESSURE ZONE |             |                  |        | MIDDLE PRESSURE ZONE |        | SOUTHERN PRESSURE ZONE |
|--------------|------------------------|-------------|------------------|--------|----------------------|--------|------------------------|
|              | WELL 3                 | WELL 5      | WELL 5 DUPLICATE | WELL 6 | WELL 1               | WELL 2 | WELL 8                 |
| 11CI-PF3OUdS | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| 9CI-PF3ONS   | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| ADONA        | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| HFPO-DA      | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| N-EtFOSSA    | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| N-MeFOSAA    | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFBS         | 3.25                   | <b>5.80</b> | ND               | ND     | ND                   | ND     | ND                     |
| PFDA         | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFDoA        | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFHpA        | ND                     | 2.18        | ND               | ND     | ND                   | ND     | ND                     |
| PFHxA        | ND                     | <b>4.17</b> | ND               | ND     | ND                   | ND     | ND                     |
| PFHxS        | <b>4.13</b>            | 3.51        | ND               | ND     | ND                   | ND     | ND                     |
| PFNA         | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFOA         | 2.98                   | <b>4.96</b> | ND               | ND     | ND                   | ND     | ND                     |
| PFOS         | <b>10.7</b>            | <b>9.77</b> | 3.12             | 3.19   | ND                   | ND     | ND                     |
| PFTeDA       | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFTTrDA      | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |
| PFUnA        | ND                     | ND          | ND               | ND     | ND                   | ND     | ND                     |

Notes:

ng/L = nano grams per liter (parts per trillion [ppt])

ND = non-detect

**Bold is above 4 ng/L**

**COMMENTARY/ANALYSIS:** GeoEngineers included resampling of wells with positive PFAS detection to confirm levels. This portion is already included in the contract.

During the initial testing, a duplicate sample was taken at Well 5 (noted in the table above). The duplicate sample was taken after the original sample, which means the well had been running longer. The PFAS result for this sample was significantly lower than the original sample.

After conversations with GeoEngineers and Carollo Engineers, we would like to modify the resampling protocol to include the initial sampling and a follow-up sample after 30-60 minutes (the exact timing is still being discussed). This sampling will provide additional information to confirm the results of Well 5. This information may be useful in developing lower-cost operational controls to reduce PFAS levels and in refining other treatment options.

The proposed amendment to collect three additional groundwater PFAS samples would cost \$3,200.00. These samples would be collected at Wells 3, 5, and 6.

**BUDGET IMPACT:** As noted above, the forgivable loan amount is \$120,000.00. The original contract amount for GeoEngineers was \$113,500.00. With the additional work proposed in Amendment 1, the total project cost would increase to \$116,700.00, which is still within the forgivable loan amount.

**RECOMMENDATION:** Motion to approve Amendment 1 with GeoEngineers, in the amount of \$3,200.00 for the PFAS Feasibility Study (Contract 320), and to direct the Mayor to sign the amendment, increasing the total not-to-exceed project cost to \$116,700.00.

# City of Milton-Freewater

## FACT SHEET

|                                       |                                                  |                                  |
|---------------------------------------|--------------------------------------------------|----------------------------------|
| <b>MEETING DATE:</b><br>July 13, 2026 | <b>AGENDA LOCATION:</b><br><i>Business Items</i> | <b>ITEM NUMBER:</b><br><i>4E</i> |
|---------------------------------------|--------------------------------------------------|----------------------------------|

**DATE:** June 16, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Steven Patten, Public Works Eng. Tech *SBP*

**THROUGH:**

**ISSUE:** Signature to Professional Services Agreement for Phase 1 of the City's Aquifer Storage and Recovery Project, Contract 322.

**BACKGROUND:** The State of Oregon, through Business Oregon, provides funding for a variety of water infrastructure projects. One Business Oregon program is the Aquifer Recharge Due Diligence Grant Program, which provides grant funding for due diligence activities. These activities can include test pit construction, borings/soil sampling, aquifer modeling, design/engineering activities, water sampling, and others.

City staff submitted a grant application in June proposing to conduct the following Aquifer Recharge activities:

- Install an ASR (Aquifer storage and recovery) test boring (next to the South Reservoir)
- Develop preliminary concepts for source water infrastructure
- Prioritize existing city wells for ASR implementation
- Quantify potential interference with other groundwater users
- Perform geochemical compatibility modeling
- Prepare an application for an ASR limited license

The grant amount is \$1,435,062, with a City match of approximately \$89,938.

| Line Item Activity                                    | OBDD Funds  | Estimated Other / Matching Funds |
|-------------------------------------------------------|-------------|----------------------------------|
| Design/Engineering                                    | \$200,000   | \$0                              |
| Construction/Installation                             | \$1,110,062 | \$89,938                         |
| Aquifer Modeling                                      | \$25,000    | \$0                              |
| Limited License or Permit Application Fee             | \$25,000    | \$0                              |
| Assess Source Water Alternatives, Permitting Strategy | \$75,000    | \$0                              |
| Total                                                 | \$1,435,062 | \$89,938                         |

**COMMENTARY/ANALYSIS:** The City requested Statements of Qualifications (SOQs) from qualified engineering and hydrogeology firms to conduct an Aquifer Storage and Recovery (ASR) feasibility study. In May 2026, City staff advertised a request for qualifications for the project. RFQ packets were sent to 21 entities, and the announcement was published in the Valley Herald and on the City's website. At the June 2026 City Council meeting, the Council selected Summit Water Resources as the most qualified firm.

This professional services agreement is the contract to complete most of the work in Phase 1. The only item not included in this agreement is the actual drilling of the borehole, which the City will contract directly with a well driller (to save mark-up costs). Summit Water Resources will walk the City through the bid development, selection, and oversight during drilling, but the City will hold the contract.

**BUDGET IMPACT:** The City has budgeted \$1,067,500 for FY 2026-2027, as approved by Council in June. Of this funding, \$1,004,543 is grant funding from Business Oregon and \$62,957 is match from the City (Water Capital funds). These numbers can be seen on page 116 of the FY27 budget book. The City has budgeted for these costs in addition to additional costs for drilling that will start later in the fiscal year (separate contract).

**RECOMMENDATION:** Motion to adopt Resolution No. \_\_\_\_\_, Resolution Authorizing Signature to a Professional Services Agreement with Summit Water Resources, LLC of Portland, Oregon, to conduct an Aquifer Storage and Recovery (ASR) feasibility study, Phase 1, Contract 322 in the amount of \$325,000.00

# CITY OF MILTON-FREEWATER

RESOLUTION NO. \_\_\_\_\_

## **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON-FREEWATER AUTHORIZING SIGNATURE TO A PROFESSIONAL SERVICES AGREEMENT FOR PHASE 1 OF THE CITY'S AQUIFER STORAGE AND RECOVERY PROJECT**

**BE IT RESOLVED** by the City Council of the City of Milton-Freewater that the Mayor is hereby authorized to enter into an agreement with Summit Water Resources, LLC of Portland, Oregon, to conduct an Aquifer Storage and Recovery (ASR) feasibility study, Phase 1, Contract 322.

**PASSED** by the **COMMON COUNCIL** and **APPROVED** by the Mayor this 13<sup>th</sup> day of July, 2026.

---

Mike Odman, Mayor

## FACT SHEET

### CITY OF MILTON-FREEWATER

|                                |                                           |                           |
|--------------------------------|-------------------------------------------|---------------------------|
| MEETING DATE:<br>July 13, 2026 | AGENDA LOCATION:<br><i>Business Items</i> | ITEM NUMBER:<br><i>4F</i> |
|--------------------------------|-------------------------------------------|---------------------------|

DATE: 7/1/2026

TO: Honorable Mayor and City Council

FROM: Ryan Westman, Engineering Tech *RW*

THROUGH: Richard Jolly, Electric Superintendent *RJ*

ISSUE: Selection of Stoddard Power Systems as the most qualified firm for engineering services associated with the City's Substation Upgrade Project.

BACKGROUND: The City is in the final phase of securing an Oregon Department of Energy Grid Resilience Grant funding for Phase I of the Substation Upgrade Project. The project consists of five phases of improvements at Milton and Freewater Substations. To support implementation of the project, the City issued a Request for Qualifications (RFQ) May 22, 2026 seeking professional engineering services. The RFQ was publicly advertised in the City's newspaper of record, the Valley Herald, posted on the City's website, and distributed directly to five known qualified engineering firms. Twelve additional firms requested the RFQ documents. Three statements of Qualifications were received by the deadline of June 25<sup>th</sup> and evaluated in accordance with the RFQ process by five reviewers, resulting in the selection of Stoddard Power Systems as the highest-ranked and most qualified firm. A summary of the RFQ, qualifications review process, evaluation criteria, scoring methodology, and selection findings is included as an attachment for Council's review.

COMMENTARY/ANALYSIS: As part of the grant application process, the City received approval to include engineering services for all five phases within the grant-funded scope. Completing engineering for the entire project at the outset will provide a coordinated design, improve project sequencing, support future funding opportunities, and avoid the need for multiple engineering procurements. Eligible engineering costs are anticipated to be funded at the same participation rate as the grant project, with approximately 75% funded through the Oregon Department of Energy Grid Resilience Grant and the City responsible for the remaining 25% local match.

BUDGET IMPLICATIONS: Planning-level estimates indicate engineering costs for the complete five-phase program are expected to range from approximately \$250,000 to \$430,000. The City's estimated share is approximately \$62,500 to \$107,500, assuming continued grant participation at the approved 75% funding level. The final scope of services and fee will be negotiated with the selected firm and returned to Council for approval.

RECOMMENDATION: Motion to award Stoddard Power Systems as the most qualified firm to provide engineering services for the City's Substation Upgrade Project and to authorize the City's Project Manager and Electric Superintendent to negotiate a Professional Services Agreement with the firm and present the negotiated agreement to City Council for final approval.



Since 1889

# **CITY OF MILTON-FREEWATER**

Electric Department

P.O. Box 6, 722 S Main Street, Milton-Freewater, OR 97862 •Phone (541) 938-8230, 8231, 8232

**Date of RFQ Issue:** May 22, 2026

**Due Date:** June 25, 2026 - 2:00 p.m. PDT

## ***REQUEST FOR QUALIFICATIONS SCORING Engineering Services for Substation Upgrades***

**Final Evaluation Results:** In accordance with the evaluation process, each Statement of Qualifications was independently scored by the evaluation committee using the criteria established in the Request for Qualifications. The firms were then ranked based on their final consensus scores. The results are summarized below.

| Firm                     | Average Rank | Reviewer 1 Rank | Reviewer 2 Rank | Reviewer 3 Rank | Reviewer 4 Rank | Reviewer 5 Rank |
|--------------------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| David Evans & Associates | 2            | 2               | 2               | 2               | 2               | 2               |
| EXP                      | 3            | 3               | 3               | 3               | 3               | 3               |
| Stoddard Power Systems   | 1            | 1               | 1               | 1               | 1               | 1               |



*Since 1889*

**CITY OF**  
**MILTON-FREEWATER**

Electric Department

P.O. Box 6, 722 S Main Street, Milton-Freewater, OR 97862 • Phone (541) 938-8230, 8231, 8232

**Date of Issue:** May 22, 2026 (TBD)

**Due Date:** June 25, 2026 - 2:00 p.m. PDT

***REQUEST FOR QUALIFICATIONS***  
***Engineering Services for Substation Upgrades***

The City of Milton-Freewater, Oregon invites Statements of Qualifications from qualified electrical engineering firms for professional engineering services associated with a Substation Upgrade Project. The project may include design and engineering support for power transformer replacement, 69 kV switching improvements, bus modifications, voltage regulator upgrades, control building improvements, and related electric system resiliency infrastructure.

Firms submitting Statements of Qualifications must comply with all applicable Oregon Revised Statutes and federal, state, and local requirements, including public contracting, Workers' Compensation, Industrial Accident Insurance, Income Tax Withholding, and Social Security requirements. Because this project is partially funded through the Oregon Department of Energy Grid Resilience Grant Program, the selected firm and any subcontractors may also be subject to applicable federal grant requirements, including Davis-Bacon prevailing wage requirements and Build America, Buy America provisions.

RFQ documents are available from the City of Milton-Freewater Electric Department, 722 S Main Street, Milton-Freewater, Oregon 97862. Copies may also be obtained by contacting Ryan Westman at [ryan.westman@milton-freewater-or.gov](mailto:ryan.westman@milton-freewater-or.gov) or 541-938-8230.

Statements of Qualifications must be received no later than June 25, 2026, at 2:00 p.m. Pacific Time. Submittal instructions are provided in the RFQ documents.

The City of Milton-Freewater reserves the right to reject any or all Statements of Qualifications not in compliance with prescribed public contracting procedures and requirements and may reject any or all Statements of Qualifications upon finding that it is in the public interest to do so. The City reserves the right to select the firm deemed most qualified based on experience, technical expertise, project understanding, and ability to successfully deliver the proposed services, and to negotiate a final scope and fee with the selected firm.

# ***City of Milton-Freewater***

## ***REQUEST FOR QUALIFICATIONS***

### ***Engineering Services for Substation Resilience Upgrades***

**Issuing Entity:** City of Milton-Freewater, Oregon

**Project:** Milton Substation Upgrade Engineering Services

**Services Sought:** Professional Engineering and Procurement

**Submission Deadline:** June 25, 2026 – 2:00 PM PDT

## **1. Introduction**

The City of Milton-Freewater ("City") is requesting Statements of Qualifications (SOQs) for professional engineering services for the Milton Substation Upgrade Project and associated Freewater Substation resiliency improvements. The project is funded in part through the Oregon Department of Energy (ODOE) Grid Resilience Grant Program under Opportunity Announcement 25-079.

The selected consultant will provide engineering design, procurement support, construction support, and grant compliance support for phased substation resiliency improvements intended to improve system reliability, operational flexibility, and substation backup capability.

## **2. Project Overview**

The project includes upgrades to Milton Substation and related improvements at Freewater Substation to improve the City's ability to operate under contingency conditions and support long-term system reliability.

The primary Milton Substation improvements currently include:

- Replacement of the existing 15/20/25 MVA transformer with a new 25/33/42 MVA transformer
- Installation of a new 69 kV circuit switcher or breaker
- Bus upgrades and metering modifications
- Voltage regulator replacement and regulated bus modifications
- Construction of a new modular control building
- Protection, relaying, SCADA, and control upgrades
- Associated civil, structural, electrical, and construction support work

Associated Freewater Substation improvements may include:

- Replacement of an aging 12/16/20 MVA transformer with existing 15/20/25 MVA from Milton Substation
- Installation of new high-voltage circuit switchers or breakers
- Transformer foundation and oil containment upgrades
- Protection and control upgrades

The selected consultant is expected to support planning validation, detailed design, equipment specifications, procurement assistance, construction support, commissioning coordination, and compliance with applicable state and federal grant requirements.

## **3. Background**

The City electrical system is served primarily through two substations: Freewater Substation and Milton Substation. Existing system planning studies identified that Freewater Substation can fully back up Milton Substation during contingency conditions; however, Milton Substation does not currently have sufficient capacity to fully back up Freewater Substation during peak loading conditions.

Freewater Substation was originally constructed in the 1950s and contains one transformer installed in 1966 that is approaching the end of its useful service life. Existing planning efforts also identified the need for improved transformer protection, upgraded switching equipment, and additional resiliency improvements at both substations.

The City evaluated multiple system upgrade alternatives and determined that the preferred approach is to install a larger transformer at Milton Substation and relocate the existing Milton transformer to Freewater Substation to replace the aging unit.

The overall project is intended to:

- Improve substation redundancy and contingency capability
- Replace aging infrastructure
- Improve system protection and operational reliability
- Reduce outage risk and restoration time
- Support future load growth and long-term resiliency objectives

The project is expected to be implemented in phases based on equipment lead times, funding availability, and operational constraints. The selected consultant should have experience with utility substation design, phased construction planning, municipal utility systems, and federally funded infrastructure projects.

## **4. Project Phasing and Schedule**

The project is anticipated to be implemented through a phased approach to accommodate grant funding availability, long-lead equipment procurement, system outage constraints, and operational continuity requirements. Initial phases will focus on Milton Substation capacity, switching, protection, and control upgrades as identified in the ODOE Grid Resilience Grant application, followed by relocation of the existing Milton transformer to Freewater Substation and completion of additional Freewater Substation resiliency improvements. The selected consultant will be expected to support engineering, procurement, construction sequencing, and implementation coordination across all project phases.

### **Phase I – Milton Transformer Capacity Upgrade**

Phase I includes purchase and installation of a new 25/33/42 MVA transformer at Milton Substation, replacement of the existing transformer foundation, installation of oil-spill containment, transport of the existing transformer to Freewater Substation for storage and future use, and related engineering services. This phase is intended to increase Milton Substation capacity so it can support broader system backup capability during contingency conditions.

### **Phase II – Milton Switching, Bus, and Control Improvements**

Phase II includes replacement of the existing transrupter with a 69 kV, 1200A circuit switcher, replacement or upgrade of bus work, installation of 2000A disconnect switches, CTs, transformer tie-in work, and installation of a new modular control building with associated connections.

### **Phase III – Milton Voltage Regulation and BPA Control Building Improvements**

Phase III includes replacement or upsizing of voltage regulators, regulator foundations, disconnects, regulated bus modifications, and installation of a new BPA control building with associated foundation and conduit work.

### **Phase IV – Commissioning Existing Milton Transformer at Freewater Substation**

Phase IV includes constructing a new transformer foundation and oil containment system; reassembly, testing, and installation planning for the existing Milton 15/20/25 MVA transformer at Freewater Substation to replace the aging Freewater T1 transformer.

### **Phase V – Freewater Substation Resiliency Improvements**

Phase V includes Freewater Substation upgrades such as replacing high-voltage fuse protection, installing 69 kV breakers or switchers, and updating protection relays.

## Anticipated Schedule

| Milestone           | Date          |
|---------------------|---------------|
| RFQ Issued          | May 18, 2026  |
| Questions Due       | June 12, 2026 |
| Addenda (if needed) | June 15, 2026 |
| SOQ Due             | June 20, 2026 |
| Evaluation Complete | July 6, 2026  |
| Council Award       | July 13, 2026 |
| Notice to Proceed   | August 2026   |

## 5. Scope of Services

The selected consultant shall provide professional electrical engineering services for the Milton Substation Upgrade Project and associated Freewater Substation resiliency improvements. Services are anticipated to include, but are not limited to, the following:

- Review and validation of existing planning studies, technical memoranda, system models, and conceptual design documents.
- Development of detailed engineering design documents for Milton Substation upgrades, including replacement of the existing 15/20/25 MVA transformer with a new 25/33/42 MVA transformer. ("Milton Substation Expansion Conceptual Design," Section 1)
- Engineering evaluation and design for replacement of the existing 69 kV transrupter with a new 69 kV circuit switcher or breaker, including coordination with BPA protection and switching requirements.
- Design of substation bus upgrades, metering CT replacements, disconnect switch upgrades, transformer tie-ins, and associated equipment modifications.
- Design of voltage regulator replacement and regulated bus modifications, including removal, replacement, reconfiguration, and associated equipment foundations and conduit modifications.
- Design of new modular control building facilities, including protection, relaying, SCADA, communications, auxiliary systems, control wiring, and equipment layout.
- Coordination with BPA regarding transmission interconnection requirements, metering, switching, protection, outages, and equipment compatibility.
- Civil, structural, grounding, conduit, oil containment, foundation, and site modification design associated with substation improvements.
- Engineering evaluation and design support for associated Freewater Substation resiliency improvements, including transformer replacement planning, high-voltage switching upgrades, transformer containment improvements, and protection upgrades.
- Preparation of construction drawings, technical specifications, procurement packages, and engineer's cost estimates.
- Development of equipment procurement specifications for major equipment including transformers, circuit switchers or breakers, regulators, control buildings, relays, and associated substation equipment.
- Procurement and bid support services, including review of vendor submittals, responses to requests for information, bid evaluations, and procurement recommendations.
- Development of construction sequencing, outage coordination, cutover planning, and operational continuity recommendations.
- Construction administration services including submittal review, RFIs, construction observation, coordination meetings, testing coordination, punch list development, and project closeout support.
- Support for equipment commissioning, relay testing coordination, energization planning, and as-built documentation.
- Coordination with the City, contractors, equipment vendors, BPA, ODOE, and other project stakeholders throughout project development and construction.
- Support for ODOE grant reporting, project documentation, budget tracking coordination, and compliance requirements associated with the Grid Resilience Grant Program.
- Support for compliance with applicable federal and state requirements including Build America, Buy America (BABA), Davis-Bacon prevailing wage requirements, and other grant-related compliance obligations.
- Electrical system modeling and analysis, including load flow, short-circuit, protection coordination, arc-flash, contingency, and system reliability studies for existing and proposed substation configurations.

## 6. Grant Compliance Requirements

- Consultant shall support compliance with 2 CFR 200 and applicable ODOE grant requirements.
- Consultant shall support documentation necessary for quarterly and annual reporting.
- Consultant shall assist the City with procurement documentation supporting federal compliance.
- All applicable construction specifications shall include Davis-Bacon prevailing wage requirements.
- Consultant shall support Build America, Buy America (BABA) compliance documentation.
- Consultant shall maintain records necessary to support audits and grant reimbursement requests.

## 7. Statement of Qualifications Requirements

SOQs shall be limited to **25 pages** (excluding a cover and cover letter) and include the following sections:

| Section                                                           | Content                                                                                                                                                                                                                                                                                                                                                                        | Evaluation Weight |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Cover & Cover Letter                                              | Submittal cover letter and cover.                                                                                                                                                                                                                                                                                                                                              | 0%                |
| Firm Qualifications & Experience                                  | Description of the firm, history, and relevant experience with electric substation upgrades, transformer replacement projects, resiliency improvements, protection and controls, SCADA integration, and municipal electric utility systems. Include similar project experience, client references, project scope, and outcomes. Experience coordinating with BPA is desirable. | 40%               |
| Project Understanding, Technical Approach, and Project Management | Narrative demonstrating understanding of the City's substation resiliency, transformer replacement, reliability, and capacity objectives. Include the firm's general approach to engineering, outage coordination, procurement support, construction support, scheduling, and coordination with City staff and BPA.                                                            | 40%               |
| Project Team, Key Personnel & Staffing Plan                       | Information for proposed key personnel, including Project Manager, Lead Engineer, Protection and Controls personnel, and other key staff. Include relevant experience, professional registrations, office location, and anticipated level of involvement on the project.                                                                                                       | 20%               |
| Required Certifications/Forms                                     | Signed acknowledgment of the RFQ requirements and mandatory federal and state clauses.                                                                                                                                                                                                                                                                                         | 0%                |

Compensation shall not be considered during the selection and ranking process and will be negotiated with the highest-ranked firm in accordance with ORS 279C.110. This RFQ follows ORS 279A.015, 279B, and 279C.110 for Qualifications for professional services, contract provisions requiring compliance with Oregon procurement laws, and Federal compliance expectations, including Equal Employment Opportunity, Restrictions on Lobbying, and Compliance with applicable Davis-Bacon Act rules.

## 8. EVALUATION PROCESS AND CRITERIA

### Selection Process

The City will use a Qualification-Based Selection (QBS) process in accordance with ORS 279C.100-125:

1. **Initial Review:** Verification of mandatory requirements and responsiveness
2. **Evaluation:** An evaluation committee (of no fewer than two people) will score and rank all responsive SOQs based on the criteria outlined below
3. **Ranking:** Final ranking of firms based on qualifications
4. **Selection:** Selection of the highest-ranked firm will be taken to the City Council for approval
5. **Negotiation:** Scope and fee negotiation with top-ranked firm
6. **Contract Award:** Execution of Personal Services Contract

## Evaluation Criteria

See the complete evaluation scoring sheet below. The evaluation committee will score SOQs using the following weighting:

| Category                                                                  | Points     |
|---------------------------------------------------------------------------|------------|
| Firm Qualifications & Experience                                          | 40         |
| Project Technical Approach, Project Understanding, and Project Management | 40         |
| Project Team, Key Personnel & Staffing Plan                               | 20         |
| <b>TOTAL</b>                                                              | <b>100</b> |

## Submitting Questions about the RFQ document

Questions regarding the RFQ document can be submitted to Ryan Westman at [ryan.westman@milton-freewater-or.gov](mailto:ryan.westman@milton-freewater-or.gov).

Questions are due before June 12, 2026, at 2:00 p.m. (PDT).

Addenda, if issued, will be posted no later than June 15, 2026.



**CITY OF**  
**MILTON-FREEWATER**

Electric Department  
P.O. Box 6, 722 S Main Street, Milton-Freewater, OR 97862 •Phone (541) 938-8230, 8231, 8232

**Scoring Criteria**  
**Engineering Services for Substation Upgrades**

**Name of Firm:** \_\_\_\_\_

**Scoring Instructions:**

For each criterion below, assign a score based on the submitted proposal, using the listed evaluation factors and scoring guidance. Higher scores indicate stronger proposals.

**1 - Firm Qualifications and Relevant Experience – \_\_\_\_\_ / 40 Points**

Evaluation will consider:

| Sub-Criteria                                                                                                                 | Max Points | Score | Comments |
|------------------------------------------------------------------------------------------------------------------------------|------------|-------|----------|
| Relevant experience with electric substation upgrades and transformer replacement of similar size and complexity             | 20         |       |          |
| Experience with municipal electric utility systems, including coordination with public agencies and utility operations staff | 10         |       |          |
| Experience with substation protection, relaying, SCADA integration, and control system upgrades                              | 10         |       |          |
| SUBTOTAL                                                                                                                     | 40         |       |          |

**Scoring Guidance:**

**Relevant Experience with Electric Substation Upgrade and Transformer Replacement Projects**

- High (Excellent): Extensive directly relevant experience with multiple completed substation upgrade and transformer replacement projects of similar voltage class, scope, and operational complexity.
- Medium (Adequate): Some relevant substation and utility infrastructure project experience, but limited in size, complexity, or experience with projects focused on system reliability, redundancy, and emergency resilience.
- Low (Poor): Minimal or no directly relevant experience with comparable substation upgrade or transformer replacement projects.

**Experience with Municipal Electric Utility Systems**

- High (Excellent): Demonstrated experience working with municipal electric utilities, including familiarity with public utility operations, outage coordination, public procurement, budgeting, and governing body coordination.
- Medium (Adequate): Some municipal utility experience, but limited in scope or duration.
- Low (Poor): Little or no experience working with municipal electric utility systems.

**Experience with Substation Protection, Relaying, SCADA Integration, and Control System Upgrades**

- High (Excellent): Extensive experience with substation protection systems, relay coordination, SCADA integration, and utility control system modernization for energized substations.
- Medium (Adequate): General protection and controls experience, but limited SCADA integration or modernization experience.
- Low (Poor): Minimal or no demonstrated experience with protection, controls, or SCADA systems.

## 2 - Project Technical Approach, Project Understanding, and Project Management – \_\_\_\_ / 40 Points

Evaluation will consider:

| Sub-Criteria                                                                                                                                  | Max Points | Score | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|----------|
| Demonstrated understanding of the City's substation resiliency, transformer replacement, and system capacity objectives                       | 10         |       |          |
| Quality and completeness of the proposed technical approach for engineering design, analysis, permitting support, and implementation planning | 10         |       |          |
| Approach to project coordination, outage planning, procurement support, construction support, and commissioning services                      | 10         |       |          |
| Project management approach, including communication, schedule control, coordination with City staff and BPA, and responsiveness              | 10         |       |          |
| SUBTOTAL                                                                                                                                      | 40         |       |          |

### Scoring Guidance:

#### **Demonstrated Understanding of the City's Substation Resiliency, Transformer Replacement, and System Capacity Objectives**

- High (Excellent): The firm demonstrates a strong understanding of the City's existing system conditions, resiliency objectives, operational constraints, and long-term capacity planning considerations.
- Medium (Adequate): The firm demonstrates a general understanding of the project objectives but lacks detail regarding system operations, resiliency considerations, or implementation challenges.
- Low (Poor): The firm demonstrates limited understanding of the City's system, project goals, or requirements.

#### **Quality and Completeness of Proposed Technical Approach for Engineering Design, Analysis, Permitting Support, and Implementation Planning**

- High (Excellent): Technical approach is comprehensive, well organized, and clearly addresses engineering design, system analysis, protection and controls, permitting considerations, constructability, and implementation.
- Medium (Adequate): Technical approach generally addresses project requirements but lacks detail or completeness in one or more important technical areas.
- Low (Poor): Technical approach is vague, incomplete, or does not adequately address the scope and technical requirements of the project.

#### **Approach to Project Coordination, Outage Planning, Procurement Support, Construction Support, and Commissioning Services**

- High (Excellent): The firm demonstrates a clear and practical approach to coordinating with City operations staff and BPA, managing outages, supporting equipment procurement, and providing construction and commissioning support for energized utility facilities.
- Medium (Adequate): The firm addresses coordination and implementation support generally but lacks sufficient detail or demonstrated experience in one or more areas.
- Low (Poor): The firm provides limited or no meaningful discussion of coordination, outage planning, procurement support, or construction support services.

#### **Project Management Approach, Including Communication, Schedule Control, Coordination with City Staff and BPA, and Responsiveness**

- High (Excellent): The firm demonstrates a strong project management framework with clear communication protocols, realistic scheduling, coordination procedures, issue resolution processes, and responsiveness to City needs.
- Medium (Adequate): Project management approach is generally acceptable but lacks detail or clarity regarding communication, coordination, or schedule management.
- Low (Poor): The firm demonstrates a weak or unclear project management approach with insufficient discussion of communication, coordination, or schedule control.

### 3 - Project Team and Key Personnel and Staffing Plan – \_\_\_\_\_ / 20 Points

Evaluation will consider:

| Sub-Criteria                                                                                                                  | Max Points | Score | Comments |
|-------------------------------------------------------------------------------------------------------------------------------|------------|-------|----------|
| Qualifications, experience, and technical expertise of the proposed Project Manager and key personnel assigned to the project | 10         |       |          |
| Demonstrated experience of the project team with similar electric utility, substation, and transformer upgrade projects       | 5          |       |          |
| Adequacy of staffing plan, team organization, availability, and ability to meet project schedule requirements                 | 5          |       |          |
| SUBTOTAL                                                                                                                      | 20         |       |          |

#### Scoring Guidance:

##### Qualifications, Experience, and Technical Expertise of Proposed Project Manager and Key Personnel

- High (Excellent): Project Manager and key personnel possess extensive directly relevant experience with utility substation engineering, transformer replacement, protection and controls, construction support, and municipal utility coordination.
- Medium (Adequate): Proposed personnel possess generally relevant qualifications and experience, but with some limitations in project type, complexity, or direct responsibilities.
- Low (Poor): Proposed personnel have limited relevant experience or unclear qualifications for project roles.

##### Demonstrated Experience of the Project Team with Similar Substation, and Transformer Upgrade Projects

- High (Excellent): Proposed team has substantial collective experience successfully delivering similar substation resiliency, transformer replacement, and utility infrastructure projects.
- Medium (Adequate): Team demonstrates some relevant experience but limited experience working together or on projects of similar complexity.
- Low (Poor): Team has minimal directly relevant project experience or lacks demonstrated experience with comparable utility infrastructure projects.

##### Adequacy of Staffing Plan, Team Organization, Availability, and Ability to Meet Project Schedule Requirements

- High (Excellent): Staffing plan is well organized, clearly defined, appropriately resourced, and demonstrates strong availability and responsiveness to meet project schedule and coordination needs.
- Medium (Adequate): Staffing plan is generally acceptable but lacks detail, role clarity, or demonstrated availability for key project phases.
- Low (Poor): Staffing plan appears insufficient, poorly organized, or unlikely to support timely and effective project delivery.

**TOTAL SCORE: \_\_\_\_\_ / 100 POINTS TOTAL**

Scored by: \_\_\_\_\_

Date: \_\_\_\_\_



Since 1889

*CITY OF*  
**MILTON-FREEWATER**

•Public Works Department•

•P.O. Box 6, 501 Lamb Street, Milton-Freewater, OR 97862 •

•Phone (541) 938-8270, 8272, 8274 • FAX (541) 938-8289•

**TO:** Mike Odman, Mayor  
City Council  
Laurie Bubar, Finance Director  
Leanne Steadman, City Recorder

**FROM:** Krista Gannon, Public Works Assistant/Project Aide  
Shane Wright, Streets & Water Supervisor  
Steven Patten, PW Eng Tech

**DATE:** July 6, 2026

**SUBJECT:** Well 6 – EMERGENCY PUMP REPAIRS

On June 15, 2026, city water staff noticed a drop in flow (gpm) and a rhythmic thumping coming from deep within Well #6. The well was shut down as a precaution, and a licensed well driller was brought in to verify staff concerns. Both city staff and the well driller agree that a failure has occurred in the pump bowls, and the pump will need to be pulled. Once the pump is pulled and the extent of the necessary repairs is known, a follow-up memo/fact sheet and purchase order will be prepared.

Records show that the pump has not been pulled for 10+ years. This pump is set at 430 feet deep and has an 8" column. This activity was not planned, and a budget fix will be required to account for these repairs in the FY26/27 budget.

Since this well is one of three (3) for the north water system and we are coming up on our peak demand months for water, this work qualifies under the requirements of ORS 279B.080 pursuant to Oregon Administrative Rule 137-047-0280 (Emergency Procurements).

## CITY OF MILTON-FREEWATER

*Public Works Department — Memorandum*

**TO:** Parks and Recreation Committee  
**FROM:** Steven Patten, Engineering Technician, Public Works Department  
**DATE:** July 8, 2026  
**RE:** Yantis Park Tennis Courts Replacement Project — Project Update

### Summary

---

- Total estimated project cost is \$446,189
- \$267,189 requested from OPRD's Local Government Grant Program (LGGP), with \$179,000 in local match (Sherwood, Wildhorse, MF Area Foundation, BMCF, and City of Milton-Freewater).
- \$95,000 in foundation grants confirmed to date: Sherwood Trust (\$75,000) and Wildhorse Foundation (\$20,000).
- Applications pending or planned with Milton-Freewater Area Foundation (\$20,000) and Blue Mountain Community Foundation (staff applying in August, ~\$10-15,000).
- OPRD LGGP application (#13462) submitted June 5, 2026; award decisions are typically announced in early fall.
- If funding comes through as anticipated, demolition of the existing courts is planned for this fall/winter, with reconstruction beginning late winter/spring 2027.

### Project Overview

---

The project replaces four deteriorated public tennis courts at Yantis Park with four new multi-use asphalt courts striped for both tennis and pickleball. Scope includes full demolition and subgrade reconstruction, acrylic surface coating, court striping, new net systems, perimeter fencing, LED sports lighting, and ADA-compliant accessible routes connecting the courts to the existing parking lot and sidewalk network.

The existing courts have failed at the base level (extensive cracking, displacement, and drainage failure) and are beyond repair through resurfacing alone. There is currently no accessible route to the courts and no public pickleball facility with permanent nets in Milton-Freewater. This project addresses the #1 close-to-home funding priority identified for Umatilla County in the 2025–2029 Oregon SCORP (Table 11.40: outdoor sports courts) and is identified as a priority capital project in the City's 2020 Parks and Recreation Master Plan.

## Funding Status

---

Below reflects the funding sources, amounts, and status for the project as of July, 2026.

| Source                             | Amount           | Status                                |
|------------------------------------|------------------|---------------------------------------|
| Sherwood Trust                     | \$75,000         | Confirmed                             |
| Wildhorse Foundation               | \$20,000         | Confirmed                             |
| OPRD LGGP                          | \$267,189        | Applied 6/5/26                        |
| Milton-Freewater Area Foundation   | \$20,000         | Applied – pending                     |
| Blue Mountain Community Foundation | ~\$15,000        | Applying August 2026                  |
| City of Milton-Freewater           | \$30,000         | Proposed                              |
| Not funded                         | \$19,000         | Looking for additional funding/grants |
| <b>Total Project Cost</b>          | <b>\$446,189</b> |                                       |

## Proposed Schedule

---

- Fall/Winter 2026: Demolition of existing courts (contingent on funding).
- Late Winter/Spring 2027: Reconstruction — subgrade prep, asphalt installation, surfacing, fencing, lighting, and ADA access improvements.
- If project funding is received to move forward with the project, the City will develop construction documents in-house in fall 2026 and bid the project through competitive public bidding consistent with Oregon public contracting law.

## Risks and Follow-Up Items

---

- OPRD LGGP award (\$267,189, 60% of total project cost) is the largest single funding piece and is not yet confirmed — project schedule is contingent on this award.
- Contractor availability during the regional 2027 construction.

Provided by: Pool Manager Russ Woodward

Manager's Report  
Item 6C

| June | Headcount                | Sales      | Totals      |
|------|--------------------------|------------|-------------|
| 2026 | Life Guards 14           | Concession | \$11,842.75 |
|      | Aquatic Professionals 13 | Admissions | \$33,320.00 |
|      | Russ 1                   | Patrons    | 4,767       |
|      | Erika 1                  |            |             |

29

Concessh Items Sold

|                                                        |                           |
|--------------------------------------------------------|---------------------------|
| Accident Reports 3<br>(Paper Wasps Stung 3 lifeguards) | Beverage X 840 \$2,106.25 |
|                                                        | Candy X 1287 \$2,286.50   |
| Incident Reports 4<br>(3 children in over their head)  | Food X 2713 \$7,064.50    |
| (1 child sick in the pool - closure)                   | Other \$385.50            |

Admission Items Sold

|                          |             |
|--------------------------|-------------|
| General Admission X 3139 | \$24,882.50 |
| Classes X 25             | \$177.50    |
| Merch x 102              | \$510.00    |
| Lessons x 170            | \$5,100.00  |
| Rentals x 16             | \$2,650.00  |

Steadman, Leanne

---

**From:** Yvonne Chiarenza (redacted) .@yahoo.com>  
**Sent:** Wednesday, June 17, 2026 6:40 AM  
**To:** Tim Johnson; Mike Odman; Schaffner, Jason; Steadman, Leanne  
**Subject:** Request for Immediate Action Regarding Ongoing Fire Hazard and Lack of Code Enforcement in the Key Blvd Estates Neighborhood

STOP and VERIFY - This message came from outside of the City of Milton-Freewater.

---

Dear Mayor Odman and Members of the Milton-Freewater City Council,

I would respectfully request that this letter be included in the official City Council meeting packet and entered into the public record.

I am writing on behalf of concerned residents of the Key Blvd Estates neighborhood, particularly those whose homes back up to the underdeveloped field adjacent to Lewis Circle. For an extended period, residents have repeatedly reported excessive weeds, tall grass, and unmanaged vegetation in this area. Despite these reports, hazardous conditions continue, and we haven't seen visible corrective action.

This matter is not simply an issue of appearance or property maintenance. The affected area is located directly behind occupied residences in a recognized fire-risk area. During the summer months, dry grass and overgrown vegetation create a significant wildfire threat to homes, families, pets, and personal property. Residents are expected to comply with city regulations and fire-prevention requirements, and we believe those standards should be enforced consistently and fairly throughout the community.

This is not a new concern. We have repeatedly brought this issue to the attention of Code Enforcement Officer Jason Schaffner over the past three years. As recently as March of this year, six separate attempts have been made by residents to address this hazard. Despite these repeated requests and ample opportunities for corrective action, the hazardous conditions persist. The lack of resolution after multiple reports over several years has increased residents' concerns about public safety and the effectiveness of code enforcement efforts.

The continued failure to address these conditions has created growing concern among residents. Repeated complaints have been submitted, yet the hazard remains. As a result, many residents are questioning whether the City's code enforcement processes are being applied effectively and whether adequate measures are being taken to protect public safety.

We respectfully request that the City Council:

1. Review this issue as a matter of public safety and wildfire prevention.

2. Direct staff to provide a report regarding complaints received, inspections conducted, and enforcement actions taken concerning this property.
3. Ensure immediate inspection and enforcement of all applicable vegetation-management and fire-safety requirements.
4. Establish and communicate a clear timeline for hazard mitigation.
5. Review current code enforcement procedures to determine why repeated complaints have not resulted in resolution.

Residents of Key Blvd Estates should not have to spend each fire season wondering whether preventable conditions behind their homes could contribute to a wildfire emergency. We're asking for consistent enforcement of existing regulations and the protection of public safety.

Given the duration of this issue, the number of complaints submitted, and the continued presence of hazardous conditions in a designated fire-risk area, we believe Council review and oversight are now warranted to ensure that appropriate action is taken before a preventable emergency occurs.

We appreciate your attention to this matter and respectfully request prompt action before these conditions create a foreseeable and avoidable danger to our neighborhood.

Thank you for your service to the citizens of Milton-Freewater and for considering this concern.

Respectfully submitted,

Yvonne Doyle  
(redacted) Lewis Circle

(redacted) i@yahoo.com

---

**To:** Shurtz, Joe  
**Subject:** RE:

**From:** Shurtz, Joe <Joe.Shurtz@milton-freewater-or.gov>  
**Sent:** Tuesday, July 7, 2026 11:52 AM  
**To:** Steadman, Leanne <Leanne.Steadman@milton-freewater-or.gov>  
**Subject:**

Below is an e-mail that was typed up by the Code Enforcement Officer and subsequently provided to council. CEO and I were able to speak with the company again and they came and cut down the field on Jun 23rd.

I have been in contact with the project manager for the Vista Ridge property, Mr. Morley, and the gentleman, Mr. Johnson, that addressed the weeds and grass last year, since early June. Mr. Morley and Mr. Johnson advised they were in the process of contacting the property owner of Vista Ridge about addressing the weeds and grass. I spoke to Mr. Johnson today via phone for an update. Mr. Johnson stated he made contact with the property owner, and the weeds and grass would be addressed by the end of the month if not sooner.

I have been in contact with Mr. Bryan Doyle, a concerned citizen residing adjacent to the Vista Ridge property, about this situation. I have e-mailed him at his request, left him voicemails, and spoken to him via phone. I last attempted to call him on June 10th after I spoke to Mr. Morley to provide an update, but he did not answer so I left him a voicemail. I try to keep Mr. Doyle updated after I speak to Mr. Morley or Mr. Johnson. I have not attempted to call Mr. Doyle yet today with an update.

I wanted to make sure the weeds and grass on the Vista Ridge property were addressed before July 4th, but not too much before Independence Day to best mitigate the fire hazards posed by fireworks. I do care about the Key Blvd. Estates, the people living there, and their homes.

Thank you for your time, patience, and understanding.

Kind regards,

Jason Schaffner

Code Enforcement Officer

City of Milton-Freewater

Chief Joe Shurtz  
Milton-Freewater Police Department  
716 South Columbia  
Milton-Freewater, OR 97862  
541-938-5511 (Dispatch)  
541-938-8264 (Direct Line)  
[Joe.Shurtz@Milton-Freewater-OR.Gov](mailto:Joe.Shurtz@Milton-Freewater-OR.Gov)