

City of Milton-Freewater
SPECIAL SESSION

City Council Meeting Agenda

June 22, 2026

Albee Room of City Library
8 SW 8th Avenue
Milton-Freewater, Oregon 97862

6:00 p.m.

Sponsor(s)/Requesting Parties

1. OPENING

- A. Call To Order by Mayor Odman
- B. Roll Call

2. BUSINESS ITEM:

- A. **AUTHORIZATION** – for a current, full-time employee to be transferred from one department to another Joe Shurtz
- B. **AUTHORIZATION** – to hire a seasonal laborer for Public Works department Leanne Steadman
- C. **AUTHORIZATION** – to hire additional Aquatic Center Staff Leanne Steadman

3. ADJOURN

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 accommodation to attend or participate in the meeting, please call 938-8233 (TTD 938-5511) between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday or email leanne.steadman@milton-freewater-or.gov. As per Resolution No. 1699 dated July 13, 1998, certain City Council meetings are recorded.

CITY COUNCIL
Fact Sheet
City Of Milton-Freewater

REQUESTED COUNCIL MEETING DATE: June 22 nd , 2026	MEETING DATE: June 22 nd , 2026	AGENDA LOCATION: Business Items	ITEM NUMBER: 2A
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DATE: June 22nd, 2026
TO: Honorable Mayor and City Councilors
FROM: Joe Shurtz, Police Chief 

ISSUE:

Transfer of a staff member, Tracy Martinez, from Finance Department to the Police Department as a dispatcher.

BACKGROUND:

Recently, a longtime dispatcher with over 18 years of service to the Milton-Freewater Police Department resigned. We posted the position and initially received very few applications. Two candidates were scheduled for written testing, but neither appeared.

The position was reopened and we continued accepting applications. Once we received additional candidates, we conducted testing followed by interviews with two applicants. Both performed well in the interviews. However, only one submitted a background packet, which is currently being processed by police staff.

During this period, another dispatcher accepted a position with Walla Walla Dispatch, increasing our staffing challenges. We now have two open dispatcher positions.

Tracy, who continues to dispatch for Milton-Freewater on a part-time basis and is now the Court Clerk in the Finance Department, has continued to maintain her dispatching certification. She voluntarily provides coverage for sick leave, vacation, and other scheduling gaps while continuing her full-time duties in Finance.

Recruiting qualified dispatch personnel has become increasingly difficult. This is not unique to Milton-Freewater; it is a widespread issue shared by other Chiefs who operate PSAP dispatch centers in the region.

COMMENTARY:

With only four dispatchers currently on staff, the dispatch center is operating with very limited capacity. Anytime an employee takes sick leave or uses contractually obligated vacation time, it becomes extremely difficult to cover those shifts, as the remaining staff are already working their regular schedules plus additional overtime and fill-in hours.

BUDGET IMPACT:

By transferring Tracy Martinez to dispatch, this will ultimately save the city thousands of dollars in training hours, academy and other required training before a dispatcher can be on their own, which usually takes three months or more.

RECOMMENDATION:

I recommend that council approve the transfer of Tracy Martinez to fill an open dispatch position.



City of Milton-Freewater
FACT SHEET

Meeting Date: 6/22/2026	Agenda Location: Business Items	Item Number: 2B
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DATE: 6/16/2026
TO: Mayor and City Council *SS*
FROM: Sierra Salvey/Celso Flores – Temporary Public Works Administrative Assistant and Interim Parks Supervisor
THROUGH: N/A
ISSUE: Authorization to hire seasonal employee(s) for Public Works – Parks Department: June 2026 – August 2026

BACKGROUND: The parks department experiences a significant increase in maintenance demands in the summer season. Duties include but are not limited to mowing, trimming, irrigation maintenance, litter collection, weed control, park facility upkeep, special event support, and general grounds maintenance.

COMMENTARY/ANALYSIS

Adding seasonal employees will enhance operational support during the peak demand period, enabling the parks department to uphold their maintenance schedules and standards. These seasonal employees will perform routine maintenance tasks under the interim supervisor and staff, supplementing the existing workforce without committing to long-term staffing.

Using seasonal employees is a cost-effective way to manage temporary increases in workload while ensuring the quality and appearance of city parks and recreational facilities. Without seasonal staff, maintenance frequency may decline, park projects could be delayed, and service levels may drop during the peak recreation season.

BUDGET IMPACT:

Funding for seasonal employee wages and associated payroll expenses is included within the FY 25/26 and FY 26/27 Parks/Golf Course budget. No additional budget appropriation is required. Page 146 of FY 26/27 Budget.

RECOMMENDATION:

Staff recommend that the City Council authorize the Interim Parks Supervisor to hire up to two candidates selected from the interview process held on Thursday, June 18,

2026, to support the Parks Department during the 2026 summer season, contingent upon budgeted funding and adherence to City personnel policies.

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

REQUESTED COUNCIL MEETING DATE: June 22, 2026	MEETING DATE: June 22, 2026	AGENDA LOCATION: Business Items	ITEM NUMBER: <i>2c</i>
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DATE: June 16, 2026

TO: Honorable Mayor and City Councilors

FROM: Leanne Steadman, City Recorder *Leanne*

ISSUE:
Approval to hire additional Aquatic Center staff.

BACKGROUND:

Pool Manager Russ Woodward has indicated to Mayor Odman that he needs to hire additional lifeguards which were coming out of lifeguard training. At the March 2026 council meeting, council authorized the Interim City Manager Tim Johnson to hire Aquatic Center positions, his contract has ended and we currently do not have a city manager in place.

COMMENTARY

To allow the pool to operate and accommodate the hours advertised, additional staff are needed.

The Aquatic Center pay plan has been updated to reflect the minimum wage increase going into effect July 1, 2026. There is also a new job title listed, Aquatics Specialist. The Aquatics Specialist is a versatile, cross-trained role at municipal pools where employees rotate between guest services, food and beverage operations, and water safety instruction. Mr. Woodward has indicated there are several pool staff that are currently cross-trained and would qualify for this description. The wage for this would be \$16.00 which is slightly above the minimum wage due to additional responsibilities other than just cashier/concession.

BUDGET IMPACT:

These positions are within the allowed budget.

RECOMMENDATION:

- 1) Motion to authorize (please specifically list who you want to be able to sign) to sign for the hiring of additional staff needed for the Aquatic Center operations, within the designated budget, until the new city manager is in place.
- 2) Motion to adopt Resolution No. _____, Resolution Amending the Aquatic Center Employee Pay Plan.

CITY OF MILTON-FREEWATER

RESOLUTION NO. _____

RESOLUTION AMENDING AQUATIC CENTER EMPLOYEE PAY PLAN

BE IT RESOVED by the City Council of the City of Milton-Freewater that the Aquatic Center Employee pay plan shall be amended as shown effective June 22, 2026

Aquatic Center Manager	\$15,000/season
Lifeguard Lead	\$21.50/hour
Lifeguard Instructor	\$21.50/hour
Lifeguard	\$14.55* – \$21.00/hour
Aquatics Specialist	\$16.00
Cashier/Concession	\$14.55*/hour

*(this rate represents the increase that is effective July 1, 2026)

BE IT FURTER RESOLVED That Resolution No. 2594, adopted on March 23, 2026, is hereby repealed in its entirety.

PASSED by the **COMMON COUNCIL** and **APPROVED** by the Mayor this 22nd day of June, 2026.

Mike Odman, Mayor