

City of Milton-Freewater **SPECIAL SESSION**

City Council Meeting Agenda

July 27, 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 ITEMS:

- | | |
|--|-----------------|
| A. <u>DISCUSSION – CITY MANAGER</u> – Contract/Interim/Recruitment | Mayor/Council |
| B. <u>AUTHORIZATION</u> – to proceed with the Public Works
Superintendent Recruitment with Jensen Strategies | Wendi Daugherty |

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 of Milton-Freewater

FACT SHEET

Meeting Date:	Agenda Location:	Item Number:
July 27, 2026	Business Items	2B

DATE: July 22, 2026
TO: Honorable Mayor and City Council
FROM: Wendi Daugherty, Human Resource Officer

ISSUE: To provide an update on the Public Works Superintendent recruitment and clarification of responsibility in contract management with consideration to the uncertain timeline regarding the placement of a permanent City Manager.

BACKGROUND:

The Public Works Superintendent position has been vacant for nearly seven months. This position is the lead liaison for all aspects of the City's infrastructure and essential services pertaining to water, sewer, solid waste, recycling, streets, stormwater, parks, aquatic center, golf course, engineering, facilities, and fleet services. Currently, there are 19 full-time employees staffing the department, and it is imperative this position be filled, with or without a City Manager on staff - due to the vast scope of services provided by Public Works department.

COMMENTARY/ANALYSIS:

Former Interim City Manager Johnson brought before the City Council the recruitment options for the vacant City Manager and Public Works Superintendent positions at the February 9, 2026 City Council meeting. Interim City Manager Johnson was authorized to obtain pricing from SGR and Jensen Strategies, LLC for both vacant positions. The plan was for the successful proposer to work on a hybrid recruitment model for the Public Works Superintendent recruitment.

The official contract began on April 13, 2026, and Jensen Strategies, LLC followed the schedule agreed to with the Interim City Manager up to the profile development stage, where delays occurred with requests for information as well as for photos that were needed for the brochures. On May 29, 2026 Jensen Strategies, LLC submitted the draft advertising information for the Interim City Manager's review but were unable to get final approval from the Interim City Manager before his departure.

On May 13, 2026: A purchase order was entered with Jensen Strategies, LLC of Portland, Oregon, to perform the duties of the Public Works Superintendent Recruitment.

Since that time, engagement with Jensen Strategies, LLC was maintained while considering multiple potential routes for appropriate City approval of the content and ability to proceed with our scope of work, with the hope there was a short enough time for the next City Manager to come on board, while prepared to take alternate action if necessary.

BUDGET IMPACT:

The professional services contract with Jensen Strategies, LLC was signed by Interim City Manager Tim Johnson with a price not to exceed \$11,000. This funding has been entered into a purchase order with two invoices paid (one in May 2026, and one in June 2026 for a total amount of \$3,837.50 paid to date). These costs are encumbered and planned to be paid by the Public Works Administration Professional Services budget line 100-6410-320 (Pages 50 & 51 of FY 27 budget). The remaining open purchase order for recruitment costs for FY 27 is not to exceed \$7,162.50. These costs were not included in the current FY 27 budget. The wages and benefits for the Public Works Superintendent have been budgeted and included in the current FY 27 budget.

RECOMMENDATION:

A motion for approval to continue with our contracted scope of work with Jensen Strategies, LLC. The application submission deadline for the Public Works Superintendent position will be scheduled for September 8, 2026. A semi-finalist notification will be set to occur in the week of September 14, 2026, and interviews will then be scheduled to proceed with the hiring process.