

December 15, 2020

CITY OF MILTON-FREEWATER  
CITY COUNCIL VACANCY

The City Council of the City of Milton-Freewater is accepting applications to fill a vacancy for an At Large City Council position.

Candidates for the seat in question must be registered voters residing inside the city limits for a full six months prior to appointment. The vacancy has been created by the passing of Verl D Pressnall. The term for this seat expires December 31, 2024.

In order to be considered for the appointment, candidates must complete an application and turn into the City Records office no later than 12:00 p.m. on Friday, January 22, 2021.

To apply, or for further information please contact City Manager Linda Hall at 541-938-8242, [linda.hall@milton-freewater-or.gov](mailto:linda.hall@milton-freewater-or.gov) or City Recorder Leanne Steadman at [leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov), City Hall, P.O. Box 6, Milton-Freewater or by calling 938-8233. Applications are also available on the City website at [www.mfcity.com](http://www.mfcity.com)

# *Milton-Freewater Fast Facts*

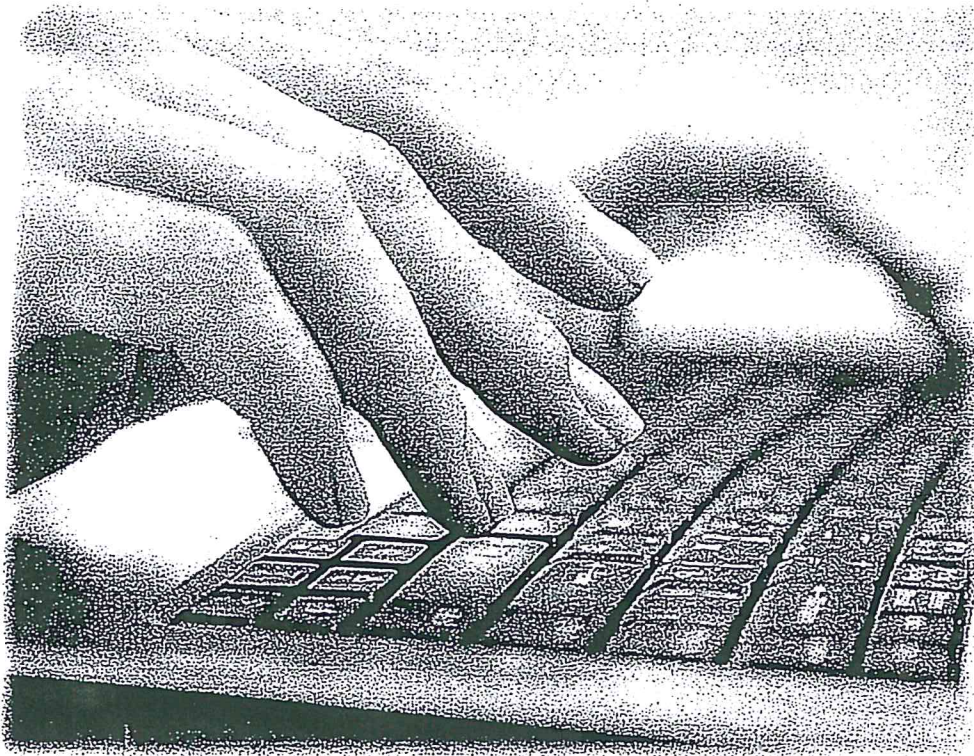
**Are you considering applying for a City Council position?**

**If so, here are just a few fast facts.**

- ☆ Milton-Freewater's form of government is Council-Manager, with a "weak Mayor".
- ☆ The City of Milton-Freewater has 65 regular employees. (This number DOES NOT include volunteer firefighters, the Municipal Judge or the City Council.)
- ☆ The City Council is paid on a monthly basis. Each Councilor is paid \$1,518.00 per year and the Mayor is paid \$3,162.50 per year.
- ☆ The annual City budget for the current fiscal year is \$36,065,133.
- ☆ The City Council meets the 2<sup>nd</sup> Monday of each month at 7:00 p.m. in the Albee Room of the City Library, 8 SW 8<sup>th</sup> Avenue. Currently the meeting is held via Zoom due to the Coronavirus (COVID-19) pandemic. Council meeting information packets are delivered to each member of the Council on the Wednesday preceding the Monday meeting.
- ☆ Milton-Freewater's Council members ARE required to file a statement of economic interest each year with the Oregon Government Ethics Commission example of report is included in the packet.
- ☆ Have questions not addressed here? Please call Linda Hall, City Manager at 938-8242

Thank you for considering applying for a City Councilor position. Oregon Revised Statutes (ORS) specifically identifies certain public officials who are required to electronically file a State of Economic Interest (SEI) report. City councilor is one of those listed. The report is filed online through the Oregon Government Ethics Commission (OGEC). If you are chosen for a council position then there will be more information given to you on how you go about getting set up on their website. Attached is information from OGEC about the SEI report and the information that is required when filling out the report. As a city councilor this is a MANDATORY report required to be filed annually. By not filing the report the penalty could be up to a maximum of \$5,000 assessed by the Ethics Commission. We wanted to be sure you knew about this requirement before you applied for a city council position so that you are aware of this requirement.

# Statement of Economic Interest



Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem OR 97302-1544  
Phone: 503-378-1680  
[www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)

## ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will have 90 days from the date you receive a system-generated email from the Oregon Government Ethics Commission (Commission) to create a username, password, confirm your pre-filled personal profile information is correct, and electronically submit to the Commission.

During the filing period, failure to complete and electronically file by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

### Annual Verified Statement of Economic Interest Filing Instructions:

- ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you will electronically file only one report.

The most common errors officials make in filing are:

- (a) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. (*The question does include the public position you hold.*) Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income.
  - (b) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box prior to question 7. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to the email notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
  - You are required to electronically file **no later than April 15<sup>th</sup>**. Please contact the Commission at 503-378-5105 if you have questions. The electronic filing system is available 24-hours a day and 7 days a week. **There is no exception to the April 15 filing deadline, even though it may fall on a holiday or weekend.**

## **STATUTORY REFERENCES**

**Item 4-A, ORS 244.020(7)(b)(F)** – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

**Item 4-B, ORS 244.020(7)(b)(H)** – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

## **DEFINITIONS**

**"Business"** means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

**"Income"** means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

**"Honorarium"** means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]

**"Person"** means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

**"Member of Household"** means any person who resides with the public official.  
[ORS 244.020(11)]

### **Questions requiring disclosure:**

#### **1. BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

A. If you or a member of your household were an officer or director of a business (see definition of "business") during the previous year, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.) [ORS 244.060(1) & (2)]

You will list the **Business Name, Business Address, Title of Office, Held by Whom, and a Description of the Business.**

B. List the names under which you or members of your household did business (see definition of "business" above) during the previous year:

You will list the **Business Name, Title of Office, Business Address, Held by Whom, and a Description of the Business.**

2. **SOURCES OF INCOME:** Identify the sources of income received by you or a member of your household, 18 years of age or over, who during the previous year produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.) [ORS 244.060(3)]

You will list the **Name of the Source, Address of the Source, and a Description of the Source.**

3. **REAL PROPERTY:** List all real property (residential, commercial, vacant land, etc.) in which, during the previous year, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve**. (Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.) [ORS 244.060(4)(a)] **Do not list your principal residence.** [ORS 244.060(4)(b)]

You will list a **Description of the real property and the Address.**

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), which is an exception to gift restrictions. *(Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(5)]

You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during the previous year when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. *(These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represented.)* [ORS 244.060(6)]

You will list the **Date, Organization Name, Address, Nature of Event and Amount.**

5. **HONORARIA:** List all honoraria *(see definition)* allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during the previous year. [ORS 244.060(7)]

You will need the **Date, Organization Name, Nature of Event and Amount.**

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during the previous year. *(Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.)* [ORS 244.090(1)]

You will need the **Name of the Lobbyist, the Name of the Business and the Type of the Business.**



***PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.***

***"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.***

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during the previous year, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. [ORS 244.060(8)]

You will need to report the **Income Source, Address and Description.**

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person during the previous year, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.*) [ORS 244.070(1)]

You will need to list the **Name of Creditor, Date of Loan, and Interest Rate of Loan.**

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business of more than \$1,000 during the previous year, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.*) [ORS 244.070(2)]

You will list the **Business Name, Address, and a Description of the Business.**

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if **you** (*not your business*) received a fee of more than \$1,000 during the previous year from a person for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Do not list fees if you are prohibited from doing so by law or a professional code of ethics.*) [ORS 244.070(3)]

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15<sup>th</sup>.

If you have any questions regarding the Annual Verified Statement of Economic Interest please contact the Oregon Government Ethics Commission.

Oregon Government Ethics Commission  
3218 Pringle Rd SE, Ste 220  
Salem, OR 97302-1680  
Phone: 503-378-5105  
Website: [www.oregon.gov/OGEC](http://www.oregon.gov/OGEC)  
Email: [ogec.mail@oregon.gov](mailto:ogec.mail@oregon.gov)

#### **Additional Training Resources:**

- Instructional videos -
  - SEI Filer Account Set up <https://www.oregon.gov/OGEC/Pages/efs.aspx>
- Online webinars -
  - The training calendar is available on the Oregon Government Ethics Commission's website at [Training Resources](#).
    - To schedule an online training session, open the calendar located at the bottom of the web page and click on the email link within the calendar;
    - or email [ogec.training@state.or.us](mailto:ogec.training@state.or.us) to register for a webinar.

## City of Milton-Freewater Job Description

Job Title: City Councilor  
Reports To: Citizens of the City of Milton-Freewater  
Prepared Date: July 2002

### Summary:

The principal job of a City Councilor is to make policy. A policy is a course of action for a community. Policy-making normally takes the form of passing ordinances or resolutions. After policy decisions are made by the City Council the City Manager is responsible for ensuring the policy is implemented at the City. Council members exercise their authority only when acting in concert with other Council members at publicly advertised meetings. The City Manager is the Chief Executive Officer for the City and manages the day-to-day operations of the City. This means that it is not the role of the councilor nor is it within their legal authority to manage, supervise or give direction to city employees on the job or become involved in the day-to-day administration of the city.

### Essential Duties and Responsibilities:

Establish goals and priorities that provide the framework for the City's budget. The City Manager's responsibility is then to develop the annual budget. After review and approval from the Budget Committee, the City Council adopts the final budget and, during the year, amends the budget as needed.

Set city tax rates, to the extent permitted by statutes. Set utility rates and other fees as required.

Impose fines and penalties for violation of city ordinances.

Enter into contracts.

Regulate the acquisition, sale, ownership and other disposal of real property.

Grant franchises for the use of public ways.

Enact rules governing the procedures for public meetings and hearings.

### Council Relations:

The Councilors will not give or cause to be given a direct order to the City Manager, the Manager's subordinates or any employee. Such directives must come only from the Council as a whole acting during a public meeting.

The Councilors will not attempt to change or interfere with the operating rules and practices of any city department by attending employee or staff meetings or spending time talking and/or visiting with employees while they are on the job

Councilors are to show respect for the City Staff as they are a valuable asset and have excellent knowledge, skill and expertise in their areas of operational management. If there is a problem, it is to be brought to the attention of the City Manager.

All written informational material requested from staff by individual Councilors or the Mayor will be submitted by staff to the entire Council with a notation indicating which Councilor requested the information.

Employees of the city do an outstanding job and work very hard at helping the Council succeed. Quite a number of employees are carrying the responsibilities of two or more full time positions. A thank you or recognition by a Councilor at a Council meeting is the highest form of appreciation for a job well done.

### Council Meetings:

Show through your actions and behavior, respect for the Mayor and your fellow Councilors. Remember they also represent our citizens and our citizens respected them enough to entrust them with their vote of confidence.

Please do not catch employees off guard at City Council meetings with material or questions they have not been able to research prior to the meeting. If you have a question or problem you would like to discuss, let the City Manager know before the council meeting so staff can investigate and have the details ready to discuss at the Council meeting. If staff does not know an answer when questioned during a Council meeting, we will respond that "we will investigate the matter and get back to you."

If you don't have all of the facts, get them before speaking out at a Council meeting where you will likely be quoted by the press.

If you hear a rumor regarding any city issue and do not know the facts, please discuss the situation with the City Manager outside of a Council or public meeting. The City Manager will investigate the matter and provide you with the factual information. If information or rumors are stated as fact during a Council meeting the press may print it as such. Then, even if the facts are corrected at a later time, the damage is done.

You represent all of our citizens, however, some individual citizens may make an effort to influence you to bring forward their personal agenda issues or they may attempt to encourage you to vote a certain way. Don't be rushed into action by their strong demands or special interests. It is often easy for the council to become so involved in an attempt to satisfy an angry, demanding or influential citizen that there is a failure to consider the interests of the majority of City of Milton-Freewater citizens.

Lead by example, be honest, consistent; flexible and treat everyone with respect and you will be an outstanding City Councilor!

## Council Meetings:

It is very important that Councilors read and be ready to discuss the materials that have been researched and provided to them in their Council packets at the Council meetings. If anything is unclear, please contact the City Manager prior to the meeting for clarification.

Fact sheets are provided to the Council on items that need action from the Council. Fact sheets provide the information and background that has been researched by the Department Head. If both the Department Head and the City Manager agree that the council should approve the action they indicate this on the Fact sheet under the section entitled "RECOMMENDATION." This means that, after study and evaluation, the Department Head and City Manager feel that the course of action the City Council should take on the issue is in the best interest of the City.

Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion and shall not engage in personal attacks nor shall they denounce the motives of any speaker. While in session Councilors shall conduct themselves in a manner appropriate to the dignity of their office.

Councilors will keep all written materials provided to them on matters confidential under law in complete confidence to ensure that the city's position is not compromised.

Councilors will avoid asking people to appear at a Council meeting to state their complaint or questions. Instead, as a first step, the matter will be referred to the Assistant City Manager or City Manager, or ask that the matter be placed on the agenda as a Council action or discussion item with the appropriate background information.

## Citizen Complaints:

Do not make promises or give quick answers to citizens without getting all of the facts, and making sure the information or decision complies with city procedures and policies or that the City is in a position to honor the promise or answer.

All complaints with respect to the management of the city shall be referred to the City Manager for the necessary or appropriate action in each individual case.

Residents often contact a councilor when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. Don't hesitate to send them to the Assistant City Manager or City Manager and they will research the situation and work toward resolving the problem. The City Councilor must always keep in mind that they lack the legal authority to take action in administrative or operational matters.

Remember that you won't be able to satisfy all of the people, however, you should still listen to their concerns and then do what is right and in the best interest of the majority of citizens.

## Supervisory Responsibilities

The City Manager reports to the city Council and the rest of the employees of the city report to the City Manager.

### Helpful Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Customer Service** - Manages difficult or emotional customer situations; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of City team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Cost Consciousness** - Works within approved city budget.

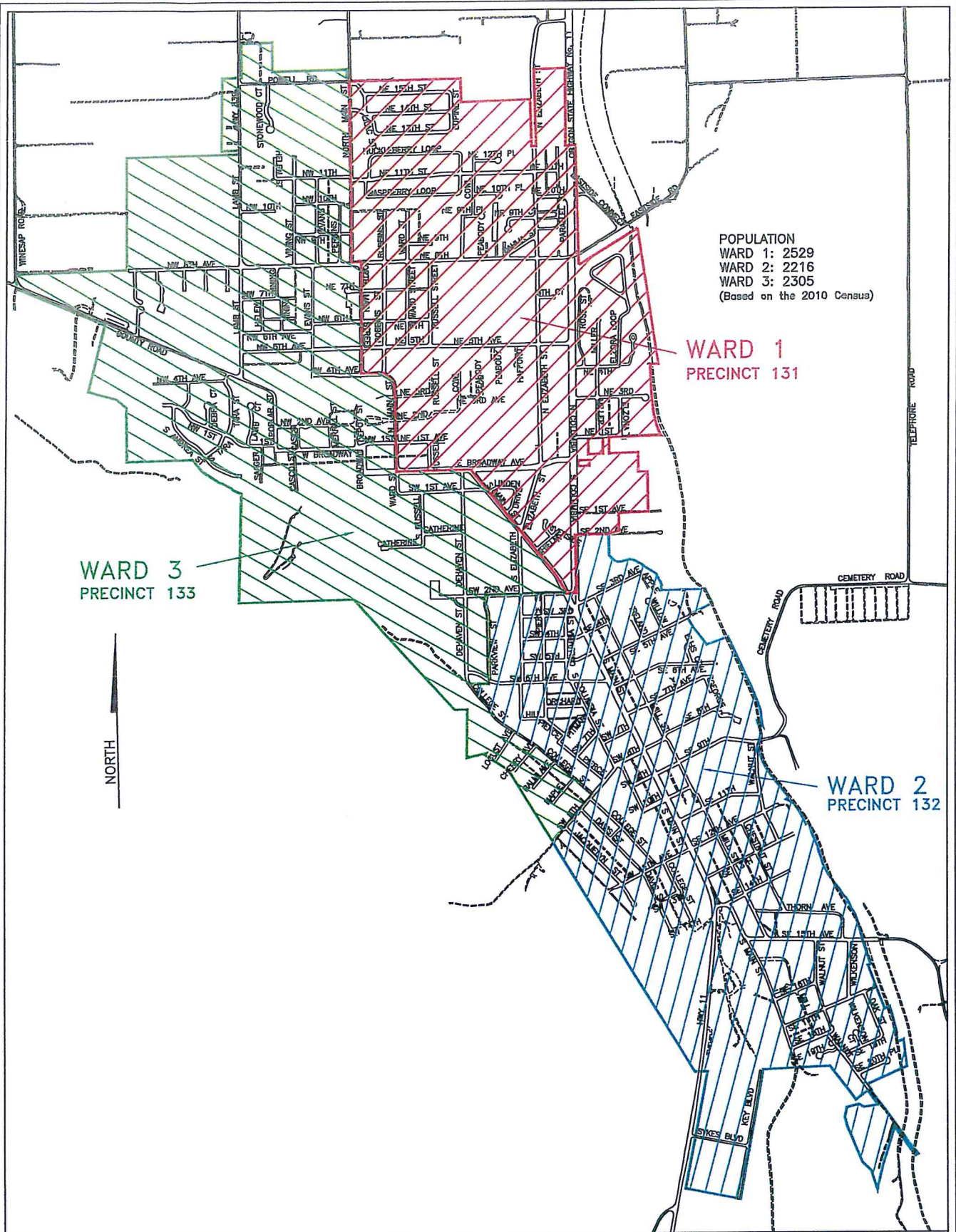
**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Decisions are ethically sound; Upholds City values.

**Supports the City of Milton-Freewater** - Follows policies and procedures; Supports City's goals and values; Benefits organization through outside activities.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Attendance/Punctuality** - Arrives at meetings and appointments on time. When unable to attend a public meeting, provides adequate notice to the Assistant City Manager.



CITY OF  
**MILTON-FREEWATER**

**WARD MAP**

DRAWN BY: TSK 5/14/2012



# *City of Milton-Freewater*

## *Declaration of Interest*

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

I wish to be of service to our city and request your consideration for appointment to the City Council At Large Position 1.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

EMPLOYER /  
OCCUPATION \_\_\_\_\_

Are you a resident of the City of Milton-Freewater? \_\_\_\_\_

Do you reside within the City limit boundaries? \_\_\_\_\_

Length of residence in the City of Milton-Freewater? \_\_\_\_\_

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: \_\_\_\_\_

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

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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 \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

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

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

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

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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?

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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	Address	Telephone
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Name	Address	Telephone
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*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: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please return completed application to Leanne Steadman, City Recorder, City Hall, 722 South Main, P.O. Box 6, Milton-Freewater, OR 97862 by Friday, January 22, 2021 by 12:00 p.m.

[leanne.steadman@milton-freewater-or.gov](mailto:leanne.steadman@milton-freewater-or.gov)