

**City of Milton-Freewater
City Council Minutes**

The Council of the City of Milton-Freewater met Monday, January 11, 2010 at 7:00 p.m. in the Albee Room of the Library.

The following members were present: Mayor Lewis Key, Councilors Orrin Lyon, Ed Chesnut, Sam Hopkins-Hubbard, Steve Irving, Brad Humbert and Jeff Anliker.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Human Resource Officer Teresa Dutcher and Fire Chief Shane Garner.

Citizens present were: Tara Patten, Steven Patten, Jennifer Anderson, Larry Anderson, Manford Anliker and Mike Dutcher. Maureen Anderson and Titus Wilke, representatives for Census 2010 were also present.

Melanie Hall of the Valley Herald was present.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of council minutes from the December 14, 2009 meeting, accounts payable from December 23, 2009 through January 5, 2010 and Resolution No. 2157, Resolution Authorizing Signature to the Amended Special Transportation Fund Services Agreement with Umatilla County.

Councilor Chesnut motioned to approve the consent calendar items. Councilor Humbert seconded the motion which passed unanimously.

RECOGNITION – JANUARY 2010 EMPLOYEE OF THE MONTH, HUMAN RESOURCE OFFICER TERESA DUTCHER

Mayor Key, on behalf of the other councilors, presented Teresa Dutcher with the January 2010 Employee of the Month Award. Teresa has worked for the city just a little over 9 years. In that time she has worn many hats. She began as an executive secretary, was promoted to Administrative Assistant, and most recently, to Human Resource Officer in 2007. She has truly dedicated herself to each and every one of her tasks. Not only does she do an excellent job with her human resource duties, she excels in her role as the public transportation coordinator. She has landed several thousands of dollars each year in matching transportation grants with the latest being a brand new wheel-chair accessible van. Mayor Key, on behalf of the other City Councilors, presented Teresa with a one-hundred dollar (\$100) check to show their appreciation.

Ms. Dutcher said thank you for the award and reported the wheel-chair accessible van was expected to be delivered the following day.

City Manager Hall said the award was well deserved by Ms. Dutcher. She said she was very dependable and always puts other people's needs before hers.

PRESENTATION:
INFORMATION REGARDING CENSUS 2010, IMPORTANCE AND WHAT IT MEANS TO THE CITY OF MILTON-FREEWATER

Maureen Anderson, a representative of Census, thanked the council for allowing her to speak about the importance of the 2010 Census. During her presentation she explained what the Census was designed to do and the type of information that was collected. The importance of getting an accurate population count and accurate diagram of where the population is specifically located along with the status of each individual was very important. In large part this information was important to cities applying for grant funding. Some of the information gathered on the Census form was age, income level, number of persons living in the home and relationship between those individuals. Ms. Anderson stressed there was a lack of applications in the Milton-Freewater area to work for the Census Bureau. She suggested if anyone was interested in becoming a representative for the Census to call the toll-free number (1-866-861-2010). All calls were routed according to the zip code. The caller would then be transferred to their local office which would inform the caller of when and where the testing times were in their area. The test is a multiple-choice basic skills exam. The pay is \$12.00 per hour unless you were a Veteran, who would receive an additional 5% bonus. Mileage is reimbursed at the government rate for using your own vehicle on the job. She said the Census took a lot of manpower since they did not mail the forms to post office boxes. They send or hand deliver to street/road addresses and must make contact with another person and could not be dropped off at the door. The information collected is not shared with any other governmental agency and is not released for 72 years after the information is collected. There will be offices set up in the community for citizens who have questions or have a language barrier and need help with the form. National and State wide redistricting will be a result of the Census 2010. Ms. Anderson reported there was 400 billion dollars in Federal funding and 678 billion dollars in stimulus funding available and the Census statistics were a deciding factor in the grant recipients.

Councilor Hopkins-Hubbard asked how long the employment cycle was.

Ms. Anderson explained it was a temporary position with five to ten week waves with nine operations going on between now and September. There was a possibility of nine months worth of work with about a two week break period. There were testing times set in the area but Ms. Anderson suggested people who were interested in applying to call the toll-free number and get that information.

Manger Hall asked what type of communication they had used to try and recruit.

Ms. Anderson said there had been notices with Oregon Employment Work Source, Blue Mountain Community College, Milton-Freewater Area Chamber of Commerce, The National Guard and they were trying to get a story in the East Oregonian newspaper. She also left recruiting materials on the table for anyone interested.

REVIEW – CITY OF MILTON-FREEWATER EMERGENCY OPERATION PLAN (EOP)

Fire Chief Shane Garner reported an Emergency Operation Plan was adopted by the city council October 22, 2007. This plan was a requirement for those cities who wished to apply for certain grants. After the adoption of the plan all employees took a one day class which reviewed the plan along with information about the Incident Command System (ICS) organizational structure. New employees are given the information during their orientation. The plan includes the emergency management phases; preparedness, response, recovery, mitigation, levels of readiness, watch condition and warning conditions. The plan also includes various maps with the locations of the critical facilities, evacuation route, shelter sites and environmental assets. Chief Garner stressed the importance of each household to develop a family disaster plan and to maintain essential supplies to be self-sufficient for five to seven days. The plan is available

upon request. Chief Garner asked if there were any specific questions regarding the EOP.

Councilor Anliker asked how a facility could become a congregate care center. The church he belongs to is one of the largest community centers in the area and they were interested in becoming a shelter site. He asked if that request needed to go through the Fire Chief or did it go through the Red Cross Center who was listed in the EOP. Councilor Anliker asked if citizens knew where the shelter sites were in the community.

Chief Garner said the shelters were listed in the plan and on the city website. The Red Cross established where the shelter sites were and they have a list as well. The Community Building located at 505 Ward is listed as the main shelter location. If an organization wanted to be included on the shelter site list they could give that information to Chief Garner, who would pass it onto the Red Cross, or, they could contact the Red Cross directly.

Councilor Anliker asked if there was a catastrophic emergency how would people know where to go for shelter and food.

Chief Garner said there would be press releases to the media for that type of information.

Manager Hall felt most of the emergency communication would come from emergency services, 911. She explained there was a back-up system in place if the power were to go out for the 911 call center to still operate. She encouraged citizens to have a 72 hour kit with what they felt they would need in case of an emergency. She explained there were Community Emergency Response Team (CERT) classes offered in the past to try and get volunteers and people trained.

Councilor Anliker suggested compiling all the emergency numbers and producing a flyer, refrigerator magnet or some other type of communication to get out to the public.

Chief Garner reported the Red Cross had a list of local volunteers that would help during an emergency. The goal of the CERT classes, which were held every Tuesday for two years, were to get volunteers and give them some training on what to do in case of a major emergency. He said right after an emergency there are typically a lot of volunteers then the interest goes away.

Councilor Hopkins-Hubbard commended Chief Garner on the EOP. He felt it was very easy to read. He said the standard protocol for the fire department was to take care of their families and then report back to see where help was needed he asked if that was the protocol for other staff members.

Manager Hall said there was a list of key personnel along with a phone tree.

Chief Garner explained there was more information and procedures that were not part of the EOP. The Emergency Operations Center organizational chart and there were guidelines for employees in case of an emergency.

Councilor Chesnut said when he was a manager for a large corporation, an emergency plan was required along with the requirement to review the plan every two to three years. It was also a requirement to run mock drills to make sure the plan worked. He suggested staff do a mock drill to ensure the plan works according to its intent. He noticed in the plan that the Albee Room was identified as the Emergency Operations Center and asked if there was a plan to get equipment there to do just that.

Manager Hall reported all the equipment was already in place and was stored in the back room of the Albee Room along with a box that contains phone trees, list of key personnel and their

contact information. There are three or four 72 hour kits in the room as well.

Councilor Chesnut asked for clarification in the section called “Continuity of Government” under the “Succession of Powers in an Emergency (Mayor)”, he felt part of the sentence was contradictive of its intent. The sentence read, “During the temporary absence or incapacity of the Mayor, the City Council President will be acting Mayor and will assume the powers and duties of the Mayor, except emergency and veto powers.”

Council consensus was to remove, “except emergency and veto powers”.

Councilor Chesnut asked for clarification in the “Responsibilities” section under “City Fire Department” and “Rural Fire/EMS”. He stated under both those entities it states “Acts as the lead agency and establish an ICP if first on scene.”

Chief Garner clarified that; whomever showed up on scene first would assume command. That command could then be transferred to the other entity.

Councilor Chesnut noticed the Umatilla County Public Health Department, located at 707 E. Broadway, was listed as a shelter site. The Health Department closed due to budget constraints.

Manager Hall said it would be an assumption at this point that Umatilla County would be assisting the City of Milton-Freewater and have keys to that building.

Councilor Chesnut asked if each department had a plan, who was in charge of making sure it’s current and operational.

Manager Hall said it was her job to do that. She further noted she would work on getting a brochure or small flyer with emergency contact information to circulate to citizens, as Councilor Anliker had suggested.

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

Manford Anliker, 113 S. Main – said he was concerned with regard to the city crosswalks, pedestrians and the problem of automobiles not being able to proceed down the street due to the delay caused by school children before and after school. The intersections he referred to were Broadway and Elizabeth and also in front of the high school on Main Street. He said one problem was that some children approach the sidewalk and just start walking across the street without looking side to side for cars. Another problem was once a group of children almost got to the other side of the street another group would step out and keep holding up traffic. Mr. Anliker said he has contacted the Police Chief and the School about this problem. He said there was a statute that pedestrians could be fined if negligence was proven, “failure to yield to traffic”. He has also spoken to Judge Sam Tucker about this and Judge Tucker said the pedestrian would be “dead right”. Meaning the pedestrian has a right to be in the crosswalk. Mr. Anliker said he didn’t want anyone getting hurt and offered to work together to get some kind of resolution to this problem. He suggested possibly having someone at the crosswalks to group the children together to cross the street and not hold up traffic before and after school was out.

Manager Hall reported the concern was shared with her by a councilor prior to the meeting. She spoke to the Police Chief and shared the concern. Chief Boedigheimer said he would have his officers look for the specific problem and stop and talk to the children if they witness it happening. It was determined that the crosswalk at Broadway and Elizabeth is not a school crosswalk. He said he has had some complaints about this in the past but was unaware that the traffic has been backed up to the highway. Manager Hall said she has witnessed this in the

past. The Police Chief went out himself to watch the crosswalk. He noticed this happening so he talked to the children and warned them that they were not being cognizant of impeding traffic. He also spoke to the High School Principal Ralph Brown. Mr. Brown said there would be an announcement at school along with information sent to home room classes.

Councilor Irving felt crosswalk etiquette should be taught to children at a very early age. He said it was a matter of courtesy and manners.

Manford Anliker said he has witnessed some vehicles not stopping or noticing a vehicle has stopped for a pedestrian on the four lane streets. He has honked at some pedestrians to get their attention to stop because other vehicles were not paying attention. Another location that was talked about was by Safeway on Columbia Street that many people do not use the crosswalk and at times, stop right in the middle of the road.

There was a discussion on the hours of school which had staggered release times for each school. The time for going to school would be around 7:00 a.m., after school would be around 3:00 p.m. and on Wednesday around 2:20 p.m.

Larry Anderson, 18 S. Columbia – said there was a state statute that related to pedestrians 814.040 failure to yield right of way penalty.

Councilor Chesnut felt with some coaching from the School Administration and police department, they could help the situation.

MANAGERS REPORT

Manager Hall gave an update on the appeal to the Federal Emergency Management Agency (FEMA) regarding the floodplain maps. She has spoken to the FEMA Region X Director Mark Carey and he said the Milton-Freewater appeal was “on-hold”. Manager Hall said there were two options for council to consider in pursuing. The first option was to continue with the appeal all the way to the US District Court, which would be very expensive and the end result could be that some areas would be hit harder with a more stringent expensive flood zone designation. The second option, and the one she recommended council take, was that of accepting the least impact flood zone designation of AO-1 per Mr. Carey. The AO-1 would have the lowest financial impact on citizens and of new building construction. Once the levee is repaired, certified and accredited then there could be an application submitted to FEMA to remove the floodplain designation all together. She warned council that there would be some engineering studies to be completed to get to that point. Manager Hall said she was told of a program that would allow for cheaper insurance to be purchased on a temporary basis available to citizens and community business owners to purchase. She was quoted \$120 to \$200 per year for an average sized home. She said best case scenario for the City of Milton-Freewater would be approximately one to two years of flood insurance.

Councilor Hopkins-Hubbard asked how citizens could apply for the insurance.

Manager Hall said she had insurance representatives that were willing to come train the local insurance agents.

A discussion ensued regarding the timeframe for a bond measure and FEMA appeal timeline.

Councilor Hopkins-Hubbard commended Manager Hall on all her hard work and dedication to the project.

Manager Hall said the next Oregon Solution Project Team Meeting was scheduled for Tuesday, January 26, 2010 at 1:00 p.m. in the Albee Room of the Library. She suggested that all

council members attend if their schedule allowed for it. She felt there was going to be a lot of information provided along with the draft Declaration of Cooperation from Project Manager Dick Townsend which could possibly establish some funding to help repair some of the deficiencies of the levee. She felt finding out that information was very important to know how much more funding there needs to be along with finding a mechanism for operating and maintenance cost of the levee. She has scheduled a meeting on January 19, 2010 with Mayor Key, Council President Lyon, County Commissioners, Project Manager Dick Townsend and some other key personnel to discuss the situation with all the Milton-Freewater Control District (MFWCD) board members resigning as of December 31, 2009 due to the lack of insurance coverage. The responsibility falls back onto Umatilla County since the board resigned to them. Mr. Townsend is checking to see if there is temporary insurance coverage available for volunteers who would be willing to step up and serve on the MFWCD. The Corp of Engineers has agreed to perform another inspection of the levee so that all deficiencies are included and can be fixed at the time of repairs. The last item Manager Hall reported on was the Residential Rehabilitation Community Development Block Grant (CDBG). The City of Milton-Freewater partnered with the City of Pendleton for the \$400,000 CDBG. Only a portion of the grant was received. The agreement was that Milton-Freewater would be the lead applicant the first year and Pendleton would take the lead the second year. She recently found out that Pendleton was ineligible for the grant. Manager Hall asked for councils' direction to either apply for the grant with Pendleton, knowing they were ineligible, or, to apply as the sole applicant.

A brief discussion ensued. The council consensus was to apply for the grant as the sole applicant.

COUNCIL ANNOUNCEMENTS

Councilor Chesnut reported he attended the Umatilla County Planning Work Session several weeks ago. He felt the planning department was sensitive to the environmental issues, Endanger Species Act, noise and property values in the Blue Mountain area. He said they are currently looking at their checklist for siting wind turbines and considering the concerns citizens had with placing the turbines in the Blue Mountains and surrounding area.

Manager Hall asked if applications could be placed on hold while they updated the checklist.

Councilor Chesnut replied, no, that the current rules would apply to an application turned in at this time.

Councilor Anliker announced he has been working with the Police Chief on seeking volunteers for the Volunteers in Police Services (VIPS). He has received a phone call from a local church notifying him of several members who were interested in volunteering. A notice is set to go out in the City newsletter informing citizens of the program as well. He said there were some criteria being drawn up to set some guidelines for the program. Interviews will be conducted on interested individuals. He felt this program could really enhance Milton-Freewater and help reduce crime.

There being no further business the meeting was adjourned at 8:42 p.m.

Lewis S. Key, Mayor