

May 12, 2008

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

The Council of the City of Milton-Freewater met in regular session Monday, May 12, 2008 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, Keith Woods, Debbie Kelley, Steve Irving, Brad Humbert and Youth Councilor Patsy Sandoval.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman, Public Works Superintendent Dave Bradshaw, Finance Director Dave Richmond, Library Director Bob Jones, Human Resource Officer Teresa Dutcher and Library Assistant Jennifer Riley.

Citizens present were: Judy Piper, Adam Sherman, Donna Sherman, Merle Sherman, Tammy Seaquist, Paul Seaquist, Carol Cole, Eric Robinson, Nancy Wolfe, Lindsay Winsor, Emily Propeck, Janice Propeck, Mike Convey, Rhonda Lineberger and Jason Stiller.

Press member Melanie Hall of the Valley Herald was present.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of minutes from the April 28, 2008 regular council meeting, accounts payable from April 23, 2008 – May 7, 2008 and the cancellation of the May 26th, 2008 council meeting due to a holiday.

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

PRESENTATIONS:

The city council presented youth councilor Patsy Sandoval with a card and a \$500 check to show their appreciation for the great job she has done while serving as the youth representative for city council. Patsy has been the youth representative for city council since October 2007. She will be graduating from high school and will start college in September.

FRIENDS OF THE MILTON-FREEWATER PUBLIC LIBRARY & THE LIBRARY FOUNDATION OF MILTON-FREEWATER PRESENT THEIR SUCCESS FROM THE HMS PINAFORE

Library Director Bob Jones said the Friends of the Library held three different plays and raised about \$10,000 for the library. He said Nancy Wolfe suggested putting on one more play, which was the HMS Pinafore production, to pay off the balance of the library line of credit. The dollar amount needed was \$3,200 and the Friends of the Library with the help of the Library Foundation raised around \$4,000 from the play. The money left over from paying off the line of credit will go into the Library Foundation's Endowment Fund.

OLD BUSINESS:

SECOND READING AND ADOPTION ORDINANCE NO. 947, ORDINANCE AMENDING TITLE 10 OF CITY CODE IMPLEMENTING RESIDENTIAL DESIGN STANDARDS, MINIMUM LOT SIZE IN R-M ZONE AND MODIFYING ACCESSORY BUILDING REQUIREMENTS

Councilor Kelley motioned that the second reading of Ordinance No. 947 be by title only and full reading waived. Councilor Humbert seconded the motion which passed unanimously.

City Manager Hall then read the ordinance by title only.

Councilor Kelley motioned to adopt Ordinance No. 947, Ordinance Amending Title 10 of City Code Implementing Residential Design Standards, minimum lot size in R-M zone and modifying accessory building requirements. Councilor Humbert seconded the motion which passed unanimously.

Ordinance No. 947 would become effective June 16, 2008.

BUSINESS ITEMS:

RESOLUTION NO. 2084 WRITING OFF UNCOLLECTIBLE DEBTS

Finance Director Dave Richmond explained this is an annual exercise required by state auditing and financial standards. An account is determined to be uncollectible if the account has been at the Collection Bureau for a full year, or the Collection Bureau returns the account to the city due to a death or a bankruptcy was granted. One of the accounts listed contributed \$9,000 to the total write off of \$39,556.80 which was Tarasco Industries.

Councilor Chesnut motioned to adopt Resolution No. 2084 Authorizing the Finance Department to write off uncollectible accounts. Councilor Humbert seconded the motion which passed unanimously.

Manager Hall complimented Mr. Richmond and his department for doing a great job of managing the accounts. She said the write off amounts are far below 1% of the total gross revenues. Keeping the write off amounts down requires a lot of tracking of delinquent accounts, making arrangements and following the utility policies that have been put into place by council.

RESOLUTION NO. 2085 AUTHORIZING SIGNATURE TO FUND EXCHANGE AGREEMENT WITH OREGON DEPARTMENT OF TRANSPORTATION

Public Works Superintendent Dave Bradshaw presented the amendment with the Oregon Department of Transportation Fund Exchange Agreement. The amendment would allow for overlaying and paving the mentioned streets.

Councilor Kelley motioned to adopt Resolution No. 2085 Authorizing signature to the “2007-2008 Fund Exchange Agreement No. 24057”. Councilor Humbert seconded the motion which passed unanimously.

BID AWARD – PAVING PROJECT, PORTION OF SE 2ND AVE. & PORTION OF NW 10TH

Public Works Superintendent Dave Bradshaw said there were three bids received for the paving project of SE 2nd and NW 10th.

Councilor Humbert requested there be supervision every day during the paving project for quality control purposes.

Mr. Bradshaw said he would have someone there at all times during the project.

Councilor Kelley motioned to award unit prices as bid for the 2008 pavement project, Contract #214 to Pioneer Asphalt, Inc. dba Pioneer Construction of Pendleton, Oregon for the amount of \$34,500.80. Councilor Humbert seconded the motion which passed unanimously.

RESOLUTION NO. 2086 AUTHORIZING SIGNATURE TO AN AGREEMENT WITH M-F AREA CHAMBER OF COMMERCE FOR ORCHARD PARK MAINTENANCE

Public Works Superintendent Dave Bradshaw said the Chamber of Commerce currently holds a lease with the current owners, Dennis and Laura Olson, for Orchard Park. The city has maintained the park which has included cleaning the restrooms, mowing, weed eating, edging, fertilizing and paying the utilities which totaled approximately \$13,609 per year. Mr. Bradshaw's recommendation was to have an agreement with the Chamber of Commerce memorializing the maintenance responsibilities for Orchard Park. The agreement would expire June 2047.

Mayor Key asked if there had been any attempt to buy the park.

Manager Hall said she had not tried but former City Manager Delphine Palmer and retired Public Works Superintendent Howard Moss had tried in the past with no success.

Manager Hall said the park would be included on the city's liability insurance at no additional cost to the city.

Councilor Chesnut motioned to adopt Resolution No. 2086 authorizing signature to an agreement with Milton-Freewater Area Chamber of Commerce memorializing maintenance responsibilities for Orchard Park. Councilor Woods seconded the motion which passed unanimously.

APPROVAL OF PUBLIC WORKS ASSISTANT/PROJECT AIDE JOB DESCRIPTION

City Manager Linda Hall said she has been re-evaluating positions and resources within the city for several months. She said she felt with the retirement of Howard Moss and the promotion of Dave Bradshaw to Public Works Superintendent and with Mr. Bradshaw's position not being refilled both Public Work's Assistant Krista Oliver and Mr. Bradshaw have taken on more duties to cover that position. Therefore, Ms. Hall recommended revising the Public Work's Assistant job description to include Project Aide. This revision would allow Ms. Oliver professional growth in her position. She also recommended a revision to her pay scale to reflect the higher degree of responsibility.

Councilor Kelley motion to approve the revised Public Work's Assistant job description to include Project Aide duties. Councilor Chesnut seconded the motion which passed unanimously.

RESOLUTION NO. 2087 AMENDING EMPLOYEE PAY PLAN FOR THE AQUATIC CENTER EMPLOYEES AND PUBLIC WORKS ASSISTANT/PROJECT AIDE

Human Resource Officer Teresa Dutcher explained the change to the Aquatic Center was due to the Oregon State minimum wage increase as of January 1, 2008. The increase would affect the concession/cashier employees only. Also included on the resolution for approval was the Public Works Assistant/Project Aide's new wage scale to coincide with the newly approved job description change.

Councilor Kelley motioned to adopt Resolution No. 2087 amending the Employee Pay Plan by adjusting the concession/cashier wage from \$7.80 per hour to \$7.95 per hour, and introducing a revised scale for the Public Works Assistant/Project Aide. Councilor Humbert seconded the motion which passed unanimously.

ADOPTION OF COUNCIL GOALS

City Manager Linda Hall said council held several discussions on their priorities and future goals. She said she put together what she understood them to be for council's formal adoption. The goals were outlined as directives, short term goals and long term goals.

Councilor Chesnut motioned to adopt the goals as written. Councilor Humbert seconded the motion which passed unanimously.

APPROVAL OF CITY MANAGER EVALUATION FORM

City Manager Linda Hall explained per her contract with council, she was to be evaluated annually prior to July 1st. She said the actual evaluation occurs in executive session closed to the public but the form had to be adopted by council in an open council meeting. She had two different forms for council to choose from, "Form A" and "Form B".

Councilor Humbert said he liked "Form A" but liked the rating system on "Form B".

The council consensus was to use "Form A" and add the rating system from "Form B". The council chose June 9th to perform the manager's evaluation in executive session.

Councilor Humbert motioned to adopt "Form A" with "Form B's" rating system for the City Manager's formal performance evaluation form. Councilor Kelley seconded the motion which passed unanimously.

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

Mayor Key asked student, Eric Robinson, to take the podium to explain why he was present at the council meeting. Eric said he was in college and he was doing a thesis on local and state government and he chose his hometown of Milton-Freewater for the project. He said he was there to observe how a local government meeting was run.

MANAGER'S REPORT

Ms. Hall reported that May 20th was the deadline to submit a letter or comment to the Ethics Review Team. She said she is working with the North Main District business owners and they are seeking fund raising programs. One of their ideas was to host an Old Fashion 4th of July in the park with hot dogs stands and music. They have requested permission to have sparklers in the park. Ms. Hall said currently there is an ordinance which does not allow any fireworks in any park. She said she would like council's input on the request. Muddy Frogwater parade is August 16th and she asked if any of the council would like to ride in a horse drawn buggy during the parade. There were several councilors that said they would be interested.

Merle Sherman – 716 Pierce said he understood that the light posts on North Main would be painted soon.

Ms. Hall said yes they were and they were going to be painted the antique green like the ones at City Hall.

Ms. Hall reported that the frog maps were done and that the Community Development Partnership (CDP) would be helping in the cost to have them printed by paying half.

COUNCIL ANNOUNCEMENTS

Councilor Irving said the stories that KVEW TV put together about Frazier Farmstead Museum, Petits Noirs Chocolate Boutique, Blue Mountain Cider Company and the Muddy Frogwater Festival were still listed on their website and were very nice and worth taking a look at. He also reported there was only one week left to vote.

Mayor Key asked if the links to the KVEW TV stories could be added to the city website.

Ms. Hall said she would find out if they could or at least have a link to KVEW's website for people to view them from there.

There being no further business, council adjourned at 7:53 p.m.

Lewis S. Key, Mayor