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# CITY OF PILOT ROCK

Council Meeting  
April 5, 2022, 6:00 PM

## A. Called to Order

Having a quorum, the Regular Council meeting was called to order by **Mayor Randy Gawith** at 6:00 PM. Council members present were **Councilor Derek Turner, Councilor Tegan Kaneaster, Councilor Raymond Doherty, and Councilor Aliina Kirby. Councilor Evoniuk was absent.** Department Heads present were **Public Works Director Steve Draper and City Recorder Teri Bacus. Chief William Caldera was absent.** Citizens present were **Ray Bacus, Kim Gawith, Tiffany Schademan, Vernon Sandy, Mary Ann Low, Jim and Sonia Smith and Bill Liebe. Officer Daniel Badal also attended.**

## B. INVOCATION

Pastor Harley Jeffers gave the invocation

## C. PLEDGE OF ALLEGIANCE

## D. APPEARANCE OF INTERESTED CITIZENS

City Recorder requests to add appointment of City Councilor to the agenda. She has received two applications. Councilor Doherty requests to add as number one on the action items list. **Councilor Kaneaster made a motion to add appointment of City Councilor to the agenda and Councilor Kirby seconded. Councilor Doherty voted yes, and Councilor Turner voted yes. Motion carried: 4 Yes – 0 No**

## E. PRESENTATIONS

## F. ACTION ITEMS

**F-1 Vacant City Councilor Seat** – Two applications were received for appointment on City Council by Bill Liebe and Vernon Sandy. Bill Liebe addressed the Council and explained why he would like to be on City Council. Economic development and housing were discussed. Vernon Sandy spoke on why he would like to be on City Council. **Councilor Doherty made a motion to appoint Vernon Sandy as City Councilor and Councilor Turner seconded. Councilor Kaneaster voted yes, and Councilor Kirby voted yes. Motion carried: 4 Yes – 0 No**

City Recorder administered the oath of office to Vernon Sandy.

**F-2 Conditional Use Request for Tiny House** – City Recorder presented a development permit with a conditional use request to build a tiny home. The property owner already has a home on the lot and would like to build a tiny home on the same lot. The property is zoned R-2 and Pilot Rock municipal code 18.85.020 Requirements state that “Accessory uses, and facilities are allowable in any district when incidental to and associated with a permitted use or facility, or when incidental to and associated with an allowable and authorized

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conditional use therein”. Advertisement of the public hearing was placed on March 19, 2022, notification letters were mailed to surrounding neighbors on March 18, 2022, and public notices were posted on March 17, 2022. City Recorder received two written letters from surrounding neighbors and reads both letters in their entirety out loud. Both letters opposed the request to build a tiny home based on parking and the slope of the hill which is where the tiny home would be placed. The first letter was sent by Bill and Delores McLaren and the second was from Mary Koch. Mary Koch, a surrounding neighbor provides written correspondence stating that Mary Ann Low, her daughter, would be representing her due to her inability to attend in person. Another neighbor, Jim Smith spoke against the construction due to parking and the small road. Having an additional home would possibly mean that two more vehicles would be added to the already small narrow road. Mary Ann Low asks why the house being built and what exactly is the condition to warrant adding a tiny home. The history of the sloped hill was discussed including the effects of excess water which washes soil to the road. City Recorder explains that there has only been one approved conditional use request for an accessory dwelling which was due to hardship. Municipal code for conditional uses as an accessory dwelling in an R-2 zone was discussed. Councilor Sandy asks PW Director Steve Draper his thoughts on the hill. He answers that the hillside should be reinforced with a retainer wall. He also recommends that if the request is approved that a covenant be attached to the property stating that the property cannot be partitioned. Bill Liebe explains how he plans on constructing the home and the bluff rock was discussed. Bill Liebe further explains that there is footage for parking and the project will also have a garage. Mary Ann Low asks why do you want to build a tiny home and his answer was because he had an idea and thought it would be nifty. Councilor Doherty states that this is a conditional use permit and we have only issued one of them and it was proven to be needed. You want this but you have not proven that it is needed, and I don't believe that it is needed. **Councilor Doherty made a motion to not approve the conditional use permit and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Kirby voted yes, and Councilor Sandy voted yes. Motion carried: 5 Yes – 0 No**

**F-3 Recreational Vehicle (RV) Electrical Hook-up** – City Recorder presents a development permit request for installation of an electrical hook-up for an RV. State building codes division is requiring the property owner to obtain a land use permit prior to their final inspection. Currently Pilot Rock municipal code does not address electrical hook-ups for RVs. **Councilor Doherty recused himself from the discussion.** PW Director Steve Draper asks is this one hook-up or two and City Recorder answers, just one. **Councilor Turner made a motion to approve the development permit and Councilor Kaneaster seconded. Councilor Kirby voted yes, and Councilor Sandy voted no. Motion carried: 3 Yes – 1 No**

**F-4 Solar Ground Lease Agreement** – PW Director Steve Draper explains that we have been working on this lease for quite a while. He explains that the solar project is moving forward and Sunthurst, LLC has come to an agreement with PP&L regarding the connection. A portion of the city owned industrial property has been partitioned for two solar projects, phase 1 and phase 2. Both leases are the same with the only difference being identifying the name of the projects which is Pilot Rock Solar 1 and Pilot Rock Solar 2. The lease was reviewed by Sunthurst, LLC attorney and the City Attorney reviewed it twice. The city would be receiving revenue in the amount of \$700 per acre per year with a 2.5 percent escalation to be paid every five years. It is a good revenue source for the city that would be steady. Councilor Sandy asks where the property is located, and PW Steve Draper explains that it is in the industrial area north of the gun club. Currently the city has a pasture lease for the

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land. The location of the easement to access the solar project was discussed. PW Director Steve Draper explains that a larger easement is necessary to allow heavy equipment to access the area. He recommends an 80-foot easement with a 40-foot road with 20 feet on each side for plenty of room for utilities. The gas main was also discussed. Councilor Doherty asks if the termination conditions were spelled out and PW Director Steve Draper replies, yes. City Recorder states the terms for terminating the contract are explained in paragraph 6 of the lease agreement. **Councilor Doherty made a motion to approve the Solar Ground Lease Agreement and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Kirby voted yes, and Councilor Sandy voted yes. Motion carried: 5 Yes – 0 No**

**G-1 Department Head Report** – Officer Daniel Badal explains that he received a phone call from the Chief just prior to this meeting. He received some good news regarding police vehicles. He is requesting a vote on this topic. Umatilla County Under Sheriff Jim Littlefield, contacted the Chief and made an offer for the city to purchase two 2019 Ford Explorer Interceptor vehicles. One has 40,000 miles for \$25,000 and the second has 60,000 miles for \$20,000. Both vehicles will come fully equipped with radars, in dash cameras, lights & sirens. The only thing the city would have to purchase is the in-car computers. PW Director Steve Draper asks if there is \$45,000 in the budget and City Recorder replies that there is \$70,000 in the current budget for police vehicles. **Councilor Sandy made a motion to purchase police vehicles using grant funds since it is such a good deal and Councilor Kirby seconded. Councilor Doherty voted yes, Councilor Kaneaster voted yes, and Councilor Turner voted yes. Motion carried: 5 Yes – 0 No** The process of selling the old vehicles was discussed.

Councilor Doherty asks about the use of the fourth lagoon and PW Steve Draper states that it is supposed to go into the fourth lagoon, we shut the valves down. He further explained the process.

**G-2 Budget Calendar** – City Recorder/Budget Officer provides a copy of the budget calendar which contains the dates of the budget committee meetings

### City Hall:

1. Completed March 15, 2022, City Council meeting minutes
2. Continued review and draft of Solar Lease Agreement
3. Completed payroll
4. Processed quarterly payroll taxes to the state
5. Processed quarterly payroll taxes to the federal government
6. Processed quarterly state transit taxes to state
7. Prepared council packets
8. Routine updates on websites
9. Assisted various contractors with Family Dollar and Dollar General
10. Coordinated pizza party luncheon for retiring employee
11. Attended Umatilla County planners meeting
12. Met with Commissioner Murdock and provided tour of Senior Center and Birch Creek
13. Picked up completed signs for exterior of City Hall
14. Dept Heads budget meetings

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15. Submitted and received approval for Oregon State Surplus property account

### Police Department:

1. Chief was notified that the police department passed the Agency Compliance Review that the Department of Public Safety Standards and Training conducted. The department passed the audit with a 100% score. The audit noted that there were no employment issues found, no certifications issues were found, and no training issues were found. The memo stated, ***“No action is required for Pilot Rock Police Department to come into compliance with the Board’s standards”.***
2. Assisted OSP with a driving complaint.
3. Investigated a two-vehicle crash where a driver failed to yield the right of way. The offending driver was issued a citation.
4. Report of a woman sitting in a wheelchair in the middle of the highway.
5. Responded to an open door at the elementary school.
6. Completed a background check for EOCL.
7. Did a records check for the US Office of Personnel Management.
8. Cited a 15-year-old student at the high school for possession of a vape pen.
9. Received a report of a male messing with an electrical box at Veteran’s Park.
10. Chief attended a Celebration of Life service for a former dispatcher with UCSO.
11. Chief has been working on getting bids for at least one patrol vehicle.
12. Checked on the welfare of a female experiencing mental health issues.
13. Assisted DHS with a juvenile under the influence of drugs and alcohol.
14. Received information of a wanted person in town that is hiding from law enforcement.
15. Assisted a local resident with a civil matter involving ownership of a car.
16. Assisted ambulance personnel with an injury to a man at the Bike Pit.
17. A stolen guitar was recovered and returned to its owner.
18. Fulfilled a request of information from the Metropolitan Reporting Bureau.
19. Conducted a military background check for the Office of Personnel Management.
20. Chief working on his budget for the upcoming fiscal year.
21. Assisted UCSO on an in-progress trespass call.
22. Report of a prowler who had warrants for his arrest.
23. Investigated a hit and run where someone backed a travel trailer into a parked pickup.
24. Report of a suspicious female at a local church who was experiencing mental psychosis.
25. Responded to a call where an intoxicated woman was causing a disturbance at an apartment building. The female was located and transported to Pendleton to spend the night with a family member.
26. Received a report of a civil matter regarding the removal of a car from private property.
27. Responded to a civil issue dealing with the ownership of a vehicle.
28. A caller requested advice on a civil issue dealing with the enforcement of a parenting plan.
29. A citizen requested to know what she could do with a possum running loose that was harassing her dogs. The caller was referred to ODFW.
30. Report of a theft of \$50 worth of fuel from a local business.
31. Received a DHS cross report regarding a 12-year-old being present when methamphetamine was being used by her mother.
32. Assisted the sheriff’s department in looking for a wanted subject.

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## Public Works

1. Continued monitoring of sewer project
2. Switched winter equipment to summer equipment
3. Steve completed annual training for water & wastewater certificate
4. Continued review of solar project agreement
5. Adam is back to work
6. Working on CCR report
7. Working on FY23 budget

## H. CONSENT CALENDAR

PW Director recommends that the March 15 minutes be changed in section F-2 to add “NW” to the Delwood Street address. **Councilor Doherty made a motion to approve the consent calendar with the changes made and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Kirby voted yes. and Councilor Sandy voted yes. Motion carried: 5 Yes – 0 No**

Bills \$51,414.13

## I. COUNCIL COMMENTS

Councilor Kirby states that she is getting good responses for the Farmers Market. She believes that \$25 or \$30 dollars will be the rate for the booth space. She would like to start it up at the end of May and is suggesting that Sunday would be a good day to have it. The location of the Farmers Market was also discussed.

## K. EXECUTIVE SESSION - NONE

## L. ADJOURNMENT

**Councilor Doherty made a motion to adjourn, and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Sandy voted yes, and Councilor Kirby voted yes. Motion carried: 5 Yes – 0 No**

Mayor Randy Gawith adjourned the meeting at 7:25 pm.

APPROVED\_\_\_\_\_

Randy Gawith, Mayor

ATTEST\_\_\_\_\_

Teri Bacus, City Recorder