
CITY OF PILOT ROCK

Council Meeting
January 17, 2023, 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 Raymond Doherty, Councilor Tegan Kaneaster, Councilor Derek Turner, Councilor Rhonda Lazinka and Councilor Tiffany Schademan. Councilor Vern Sandy was absent.** Department Heads present were **City Recorder Teri Bacus and Chief of Police William Caldera. Public Works Director Steve Draper was absent. Officer Daniel Badal attended. Ray Bacus was the only citizen present.**

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS - NONE

E. PRESENTATIONS

F. ACTION ITEMS

F-1 Audit Corrective Action Plan – City Recorder presents the annual audit to council. Included is the audit corrective action plan which addresses findings communicated by the auditor. She explains that there is one material weakness deficiency which is due to the small size of the city. The city outsources the preparation of the financial statements. The second deficiency is a significant deficiency which is also due to the small size of the city. City Council will continue to review accounts payable, banks statements and check images. There were no non-compliance deficiencies. She also offered to schedule a representative from the auditor if there are questions or if further explanation is needed. **Councilor Turner made a motion to approve the audit corrective action plan and Councilor Doherty seconded. Councilor Lazinka voted yes, Councilor Kaneaster voted yes, and Councilor Schademan voted yes. Motion carried: 5 Yes – 0 No**

F-2 Appoint Budget Officer – City Recorder explains that the Department of Revenue Local Budgeting Manual Chapter 3 states that each local government must have a budget officer either appointed by the governing body or designated by the local government charter. The city treasurer is usually the budget officer since the treasurer works with city funds very closely. **Councilor Turner made a motion to appoint City Recorder/Treasurer as the Budget Officer and Councilor Doherty seconded. Councilor Lazinka voted yes, Councilor Kaneaster voted yes, and Councilor Schademan voted yes. Motion carried: 5 Yes – 0 No**

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F-3 Fee Schedule Resolution no. 693 - City Recorder presents an updated fee schedule increasing some of the fees that the city charges. The last increase was in 2006 and the fee schedule was reviewed in 2010 with no increases. The land use fees, and notary fees were increased. Most of the other fees remained the same. The increase will be effective on July 1, 2023. All the fees were reviewed, and online bill pay fee was discussed. Councilor Turner states to charge the customer the fee that the city is being charged. **Councilor Turner made a motion to increase the online bill pay fee and Councilor Schademan seconded. Councilor Doherty voted yes, Councilor Lazinka voted yes, and Councilor Kaneaster voted yes. Motion Carried: 5 Yes – 0 No** Vehicle impoundment fees were discussed. **Councilor Doherty made a motion to approve resolution no. 693 with the changes that were discussed and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Lazinka voted yes, and Councilor Schademan voted yes. Motion Carried: 5 Yes – 0 No**

G-1 Department Head Report – Chief Caldera informed council that the police officer position is being advertised until February 10, 2023. Hopefully there will be enough candidates to conduct the physical test. City Hall:

1. Completed routine updates on reader board
1. Routine updates on city website
2. Completed January 3, 2022, City Council meeting minutes
3. Prepared Council packets
4. Provided several notary services
5. Industrial property partition delivered to tax assessors. It will be forwarded to the County Surveyor then to records department for recording. This transaction is currently in escrow with Amerititle.
6. Provided letter of explanation to employees on new fee beginning Jan 2023 for Oregon Paid Leave program. Entered new fee in system.
7. Completed annual project report required by USDA on lagoon. Included was the annual audit.
8. Registered two city councilors for training in Island City.
9. Place advertisements for police officer position and public works director position in the EO, city website and Worksource Oregon.
10. Completed newsletter articles
11. Submitted zoning changes to Umatilla County.
12. Library received two new computers for public use.
13. Updated employee medical fees.
14. Updated unemployment insurance change in system.
15. Received update on solar project. Currently working on construction funding.
16. Research for updating employee handbook
17. Research for updating fee schedule.
18. Processed invoices for Anderson/Perry for flood mitigation and lagoon

Police Department:

1. Checked on a suspicious vehicle with two people inside
2. Did record's check for OSP on a prospective Recruit Trooper.
3. Citizen requested a follow-up on a 2021 case involving a sexual assault.
4. Citizen requested information about shooting her pig inside the city limits.
5. Sent the January 2023 work schedule to Dispatch.

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6. Reviewed several search warrant templates related to DUII arrests.
7. Assisted Umatilla County Sheriff's Department with a subject packing a weapon.
8. Issued a dog as a public nuisance citation.
9. Report of a dog being struck by a car. The dog was located, and its injuries were minor.
10. Assisted Public Works in turning off water to a house that was flooding.
11. Received several fireworks complaints New Year's Eve.
12. Assisted OSP with a traffic crash.
13. Report of a lost dog that couldn't be found.
14. Received a report of shots being fired, however the source couldn't be determined.
15. Officer assisted a citizen with unlocking their car.
16. Officer cited a driver for driving while suspended.
17. Assisted the Hoonah Alaska Police Department with a sexual abuse allegation of a twelve-year-old girl.
18. Officer contacted a hitchhiker who was trying to get a ride to St. Anthony Hospital.
19. Officer assisted a citizen with questions about the noise ordinance.
20. Received evidence from the District Attorney's office that was secured in the evidence room from some old cases.
21. Report of garbage blowing out of a garbage truck on Highway 395.
22. A driver was cited for not carrying proof of insurance.
23. Report of a cat causing damage to a neighbor's property.
24. Report of a foster parent being harassed by the biological father of a child she had in her care.
25. Assisted Pendleton PD with a disturbance.
26. Responded to a domestic violence where a seven-month-old child was present. Report was forwarded to the Child Abuse Hotline.
27. Contacted a citizen about their fence falling down, which blocked a sidewalk.
28. Report of a loose dog at the Post Office.
29. Assisted a citizen who was abusing methamphetamine.
30. Officer provided security at a high school basketball game.
31. Report of a missing person from the Portland area that might be in the local area.
32. Received a report of a past due water bill that was paid for by a bounced check.
33. Assisted DHS with the report of an eleven-year-old threatening to commit suicide with a knife.
34. Officer assisted high school staff in talking with a truant student.
35. Assisted a citizen who had locked their keys in their car.
36. Completed 12 area checks and 15 house checks.

Public Works

1. Continuing closure on old lagoon. Acreage reduced from 600 to 250
2. Parks closed for winter
3. Christmas decorations removed
4. Repairs on equipment
5. Working on design for new senior center
6. Some materials have been received for sewer lift station #2.
7. Industrial property buyer has opted to open title and escrow. The city will not be paying any of the fees for this service.
8. Annual nitrate sampling completed

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H. CONSENT CALENDAR

Councilor Doherty made a motion to approve the consent calendar and Councilor Lazinka seconded. Councilor Kaneaster voted yes, Councilor Schademan voted yes, and Councilor Turner voted yes. Motion carried: 5 Yes – 0 No

Bills \$57,780.00

I. COUNCIL COMMENTS

Councilor Turner thanked the Police Officer Badal for taking care of an issue.

K. EXECUTIVE SESSION - NONE

L. ADJOURNMENT

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

Mayor Randy Gawith adjourned the meeting at 6:34 pm.

APPROVED _____
Randy Gawith, Mayor

ATTEST _____
Teri Bacus, City Recorder