

CITY OF PILOT ROCK

Council Meeting

February 4, 2014

7:00 PM

A. Called to Order

The Regular meeting was called to order by Mayor Carnes at 7:00. Council members present were Kacie Moss, Bob Deno, Raymond Doherty, Jim Hinkle and Michael Baleztena. Also present were City Recorder Teri Porter and Chief Richman.

A. INVOCATION

Councilor Deno gave the invocation.

B. PLEDGE OF ALLEGIANCE

C. APPEARANCE OF INTERESTED CITIZENS

D. PRESENTATIONS

Harry Bose of Read and Bose Accountants gave Council a review of the audit conducted for the 2013 fiscal year.

E. ACTION ITEMS

F-1 Resolution #555 Declaring Surplus

Chief Richman explained that the police department as well as City Hall has several items that are no value to the City. A list of items was presented to council and included in the Resolution. Chief Richman stated that there may be some cost to dispose of the old computers. Councilor Deno stated that he thought there was a place in Pendleton that might buy old electronics to get the gold and silver out of them. Councilor Deno said he would look into it for us. **On a motion by Councilor Baleztena and seconded by Councilor Deno, Council approved Resolution #555 declaring the items listed as surplus and disposing of them at the recommendation of the department head. All present voted yes.**

F-2 Resolution #556 Declaring Police Vehicles Surplus

Chief Richman stated that the police department has two police vehicles that are starting to cost the City money to keep operating them. The two vehicles should be sold as surplus or traded in to a dealer for a lower price on a good used police vehicle. Chief Richman went to explain that he has been working with FCI and he can trade both vehicles in for a reduced price 2010 Crown Vic with 45,000 miles at a cost of \$7,130 and approx. \$550 for decals. Also a 2007 Crown Vic with 64,000 miles for \$4,000 and \$500 for decals. This vehicle has two sets of extra tires that will come with it. Chief stated that he currently has \$16,000 in the police vehicles budget line item 001-440-590000 to purchase the two used vehicles. Chief Richman went on to outline many of the expenses the Police Dept has incurred to keep the current police cars running. **On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council approved resolution # 556 declaring**

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surplus property not needed for police use or purpose. All present voted yes. On a motion by Councilor Baleztena and seconded by Councilor Deno, Council agreed to allow Chief Richman to purchase the cars that he needs to replace them. All present voted yes.

F-3 Resolution # 554 Extending Workers Compensation to Volunteers

Teri Porter explained that each year it is necessary to adopt a resolution which extends Workers Compensation Coverage to volunteer workers of the City of Pilot Rock. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council approved Resolution # 554 extending workers compensation to volunteers. All present voted yes.**

F-4 Ordinance No. 559 Amending Zoning Ordinance No. 490

Teri explained that at the January 21, 2014, Council meeting, Council approved rezoning the property at 106 S Alder from C-1 to R-2. This ordinance will amend the zoning ordinance. The Ordinance was available to the public for 4 business days prior to the reading of the ordinance. The Ordinance was read twice once in full and once by title. **On a motion by Councilor Moss and seconded by Councilor Hinkle Council approved the full reading of Ordinance No. 559 amending article 2 of Ordinance No. 490 and declaring an emergency. On a motion by Councilor Moss and seconded by Councilor Deno, Council approved the second reading by title of Ordinance No. 559 amending article 2 of Ordinance No. 490 and declaring an emergency, All present voted yes.**

F-5 Ordinance No. 560 Amending the Planning Commission Ordinance

Teri explained that on November 19, 2013, Council approved reducing the number of planning commission members from 7 voting members to not less than 4 voting members. Ordinance No. 560 will amend the Ordinance No. 328 to reflect the approved changes. The Ordinance was available to the public and notice was posted at least 4 business days prior to the reading of the ordinance. The Ordinance was read twice once in full and once by title. **On a motion by Councilor Moss and seconded by Councilor Baleztena, Council approved the full reading of Ordinance No. 560 Amending the Planning Commission and declaring an emergency. All present voted yes. On a motion by Councilor Moss and seconded by Councilor Hinkle, Council approve the second reading by title of Ordinance No. 560 Amending the Planning Commission and declaring an emergency. All present voted yes.**

F-6 Budget Calendar

Teri presented Council with the budget calendar for the 2015 budget process. **On a motion by Councilor Baleztena and seconded by Councilor Moss, Council approved the 2014-2015 Budget Calendar. All present voted yes.**

G INFORMATION ITEMS, REPORTS AND PRESENTATIONS

G-1 Department Head Report

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CITY HALL:

1. W-2's and 1099's have been sent out.
2. Developed the budget calendar.
3. Sent letters to the one existing Planning Commission member and the three that have applied, explaining that once the ordinance is amended allowing for 4 members we can move forward assembling the commission.
4. Have sent letters to John Fenton and Mr. Perrine with results of public hearing.
5. Have been purging files and misc. items in the store room, preparing for the move into the existing Police dept.
6. Cleaning out the old store room behind the library as well.
7. Looking into attending the Northwest Clerks Institute for municipal clerks, from June 1-June 6. This is a big step in getting my certification.
8. I will be attending the CIS conference on February 27-28.
9. Wanda is going through old delinquent utility bills and bringing them to so sort of resolution.
10. With all the purging going on, Susan has been recording items to be destroyed on the destruction record.
11. Working on updating the Employee Handbook.

POLICE DEPARTMENT:

1. Have started working on the 2015 Budget.
2. Updating the Lexipol Manual.
3. Purging unneeded police department property.
4. Continuing to move forward on the new computer system.

Chief Richman added that we will be doing CPR and 1st aid training Thursday February 6th.

PUBLIC WORKS:

1. Patching concrete.
2. Working on minor remodeling of the Council Chamber offices, preparing for the Police Dept.

G-2 Letter from Citizen Regarding Reduction of Business License

Teri presented an email from Michelle Casady to Council as an information item. Teri stated that she would find out what other similar size towns charge and include the information in her department head report for the next Council meeting.

H. CONSENT CALENDAR

On a motion by Councilor Baleztena and seconded by Councilor Deno, Council agreed to approve the consent calendar.

I. CITY COUNCIL COMMENTS

Councilor Moss asked for a brief work session to review the department head evaluation process. Council agreed to meet on February 18, 2014, at 6:15, just prior to the next Council Meeting.

Chief Richman stated that the department heads have started reviewing and updating the employee handbook. He asked how Council would like us to present it to them. Council agreed that bringing it to Council for approval as each section is ready would be better than presenting the whole handbook at once.

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Mayor Carnes stated that another mega load is due to come through again on February 10th. Mayor Carnes also informed Council that as of January 22nd the Bike Pit has received their 501C3, which will aid the bike pit in applying for grants. Councilor Moss stated that she has seen a schedule of events for the Bike Pit and did not recall that they had gotten approval from Council for these events. Mayor Carnes stated that they had asked for approval for all events including the March 2014 event. Chief Richman reminded Council that there was a motion requesting that the Bike Pit be present at Council meetings every 90 days. Mayor Carnes directed Teri to put it on the agenda there will be someone here from the Bike Pit at the next meeting.

Councilor Deno stated that the Baptist Church is sponsoring a sunrise Easter Service at the cemetery. They will be up there as the sun comes up.

Teri stated that Wanda has been sending out letters requesting donations to help fund the Swim Program and that the Church of the Nazarene has graciously donated \$500.

Councilor Deno asked if there have been any developments regarding the issue of losing our rail spur. Mayor Carnes it will be ongoing for years. The gentlemen who aided in starting the Prineville Railroad, will be coming to talk to us of what they did.

Chief Richman noted that the reader board has been out. Mayor Carnes stated that Joan Harrison will be looking into it this week.

J. EXECUTIVE SESSION:

None

K. ADJOURNMENT

On a motion by Councilor Moss and seconded by Councilor Baleztena, Council agreed to adjourn at 7:53pm. All present voted yes.

APPROVED _____

ATTEST _____