

**CITY OF PILOT ROCK**  
**REGULAR COUNCIL MEETING**  
**MARCH 1, 2011**  
**7:00 PM**

**A. ROLL**

The regular meeting was called to order by Mayor Virginia Carnes at 7:00 PM. Council members present were Annie Tester, Glen Snively, Michael Baleztena and Shawna Kirk. Also present were Chief Darren Richman, Public Works Supervisor Steve Draper, Kim Bedard, Harley Jeffers and Mary Lue Slabik.

**B. INVOCATION**

Harley Jeffers gave the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. APPEARANCE OF INTERESTED CITIZENS**

There were no citizen comments.

**E. PRESENTATIONS**

There were no presentations.

**F-1 COUNCIL VACANCY**

On a motion by Baleztena and seconded by Kirk the Council declared the vacancy left by John Taylor vacant. All members present voted yes.

Councilor Snively stated that he was going to miss Taylor and that Taylor knew a lot about what is going on and cared about the community. Snively also stated that Taylor called him and informed him he had destroyed all of his files, emails and everything he had, but the recommendations and things that Taylor was going to bring up were valid. Snively stated that he had that information and would be happy to bring them to the Council on Taylor's behalf if anyone is interested in the future.

Councilor Kirk stated that they need to be aware of them and at least take a look at the information.

**G-1 DEPARTMENT HEAD REPORT**

Chief Richman stated that he would like to request a time line for the City Recorder applications and interviewing process. Chief Richman continued that he would like to set up an oral board for the top six candidates on March 24<sup>th</sup> or

March 25<sup>th</sup>, he would like to have one Councilor, one Department Head and one citizen sit on the oral board. Richman would also like the Council to request the Police Department to do a thorough background check on the top three applicants and discuss the results in executive session.

Councilor Snively nominated Councilor Tester to sit on the oral board. Councilor Kirk seconded the motion.

Councilor Tester stated that she would like to do it, but she is not available for the date.

Councilors Snively and Kirk withdrew the motion and second.

Councilor Snively stated that he would volunteer if no one else is available. Councilor Baleztena stated that he could do it on a Friday.

On a motion by Kirk and seconded by Tester the Council appointed Councilor Snively to sit on the oral board. All members present voted yes.

Chief Richman stated that Jackie Carey's daughter might be an applicant for the position; due to this the Department Head seat on the oral board would be between him and Public Works Supervisor Steve Draper.

On a motion by Kirk and seconded by Tester the Council appointed Chief Richman to the oral board. All members present voted yes.

Richman stated that the date would be March 25, 2011, and he would like to start at 8:00 AM. Richman also asked the Council if they had a citizen they thought would be willing to sit on the oral board, or would they like Steve Draper and himself to pick someone.

On a motion by Baleztena and seconded by Tester the Council instructed Chief Richman and Steve Draper to find a citizen for the oral board. All members present voted yes.

On motion by Kirk and seconded by Snively the Council instructed the Pilot Rock Police Department to do a thorough background check on the top three candidates. All members present voted yes.

Councilor Snively inquired what the cost would be. Chief Richman responded that it would just be their time and possibly some travel.

## **G-2 ORDINANCE NO. 519 COUNCIL RULES**

Councilor Kirk stated that she felt that this was a good time to review Ordinance No. 519, it spells out the roles of the Council, she would like to go through it step by step and see if they are things that need to be changed. Kirk also stated that this is a very important piece of what Council does and she would like to go through it step by step.

Councilor Snively stated that if it was an important part of what Council does that Councilor Hall should be here and the new Councilor.

Councilor Kirk agreed and wanted to set a future date when the whole Council can review it.

Councilor Kirk made a motion to review Ordinance 519 at the March 15, meeting. Motion died for lack of a second.

On motion by Kirk and seconded by Tester the Council approved reviewing Ordinance 519 at the April 5, 2011 meeting. All members present voted yes.

### **G-3 ORDINANCE NO. 349 CITY ADMINISTRATOR**

Chief Richman stated that Ordinance No. 349 has been brought before the Council due to the codification process; the issue is that Ordinance No. 349 says Chief/City Administrator and if the Council is not going to go with a City Administrator there would be several options. Chief Richman continued that it could be reworded or to delete the Ordinance and bring it back if the Council decides to have a City Administrator.

Councilor Kirk stated that this would be a good time to suggest possibly having a point of contact person. That person would be the person to contact with issues and that one person would make sure the issue is addressed and taken care of. Kirk stated they would not have any power over any of the other Department Heads. Kirk continued that it would be temporary for the transition period and it would give organization and direction to City Hall.

Snively stated that he would like to hear what Kim Bedard thinks. Bedard stated that she felt it would help with organization and prevent different council members asking for tasks from different staff members.

Public Works Supervisor Draper stated that reviewing the Council Rules will help with this. Kim Bedard added that maybe it would help to bring back the Agenda Futures document to help Council and Staff coordinate agenda items.

On a motion by Kirk and seconded by Tester the Council instructed staff to put the agenda futures back on the agenda. All members present voted yes.

On a motion by Kirk and seconded by Tester the Council designated Chief Richman as the point of contact for the interim period. All members present voted yes.

On a motion by Baleztena and seconded by Snively the Council deleted Ordinance No. 349 An Ordinance Establishing and Defining the Office of the

Chief City Administrator and Providing for its Operation. All members present voted yes.

**H. CONSENT CALENDAR**

On a motion by Kirk and seconded by the Baleztena approved the consent calendar. All members present voted yes.

**I. COUNCIL COMMENTS**

Mayor Carnes stated that the retirement dinner for Jackie Carey would be at 7:00 PM at the Community Center on April 16, 2011. Invitations will go out soon.

Councilor Tester stated that she had some questions regarding the Audit Report and the attached letter from Chuck Jensen. There was a mention of money needing to be moved. Councilor Tester stated that she wanted to make sure that what was needed to be done has been done.

On a motion by Kirk and seconded by Tester the Council instructed Staff to come back with a staff report with information on the Audit Letter. All members present yes.

**ADJOURNMENT**

On a motion by Kirk and seconded by Tester the meeting was adjourned at 7:35 PM. All members present voted yes.

**APPROVED** \_\_\_\_\_

**ATTEST** \_\_\_\_\_