

CITY OF PILOT ROCK

COUNCIL MEETING

July 17, 2012

7:00 PM

A. Call to Order

The regular meeting was called to order by Mayor Virginia Carnes at 7:00 pm. Council members present were Annie Tester, Michael Baleztena, Ray Corwin and Shawna Kirk. Also present were City Recorder Teri Porter, Public Works Director Steve Draper and Police Chief Darren Richman. Citizens present were Ray Slabik.

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

John Taylor addressed Council with regards to the sale of the industrial property to A&V Investments. Mr. Taylor stated that if we do have a contract with A&V the contract should be dated or it is not valid. Mr. Taylor also asked for an explanation why there was not a public hearing on this contract? Steve Draper explained that Council held two public hearings, one at \$725,000 and one at \$625,000. The attorney tells us that if we settle on an amount that is in between, we do not have to have another public hearing. Mr. Taylor asked Steve to clarify, that even if the legal description, and payments are different we still don't need another public hearing? Steve said that is what we have been told.

Teri Porter stated that she has made up binders for each Councilor and the Mayor. The binders include resource information such as, Council Rules, the City charter, LOC guide, Guide from the State on Ethics Law, and the City Budget. Also included is a calendar to help Council keep track of items they need to follow up on. Also if they would like to save minutes in their binders they can do that as well. Teri stated they can take the binders with them, or leave them on the table and she will collect them and set them out at the next meeting.

E. PRESENTATIONS

None

ACTION ITEMS

F-I Public Hearing: Evan Variance

Karen Evans and James Baker were present and moved up to the citizens table. Teri explained that they are requesting a variance to build a shed that does not meet the City's code for setbacks. The City setbacks for a corner lot are 15 feet from both the rear and side property lines. They are requesting to build the shed 10 feet from the rear property line and 5'6" from the side property line. It is noted that their house is on a

CITY OF PILOT ROCK

corner lot, but the street dead ends at their rear property line. The existing house is built with a 5'6" set back on the side. Councilor Baleztana asked if the neighbors are all fine with it? There were nods which indicated that there was no opposition. On a motion by Councilor Kirk and seconded by Councilor Baleztana, Council agreed to grant a variance allowing the storage shed to be built with the stated reduced setbacks.

F-2 Audit Fee Proposal

Teri Porter explained that she had been talking with Read and Bose regarding their need to increase their fees over last year. Teri explained that the contract that was signed with them last year, was just for one year. Read and Bose have made a preliminary agreement to conduct our audit and prepare our financial statement for the 2012 fiscal year for \$9,250. Teri also explained that when we went out for bid last year she only received 2 actual bids. The other bid was higher than what Read and Bose is offering so she feels that it is still a fair price. She also stated that since they did the audit last year, she would like to stick with them and build some history with one company. Councilor Tester asked if these fees would be covered in the budget? Teri stated that we knew during the budget process that the fees would be increased so provisions were made. On a motion by Tester and seconded by Councilor Kirk, Council approved hiring Read and Bose to conduct the 2012 fiscal year audit. All present voted yes.

F-3 Accepting the Deed to the Park Property.

Teri Porter explained that Mr. and Mrs. Slabik have signed the deed for the property at the park and \$1,200 has been paid to them. This deed was drawn up by the City attorney David Blanc. Council must now make a motion to accept the deed. Once the deed is accepted Mayor Carnes will sign page 3 of the deed before a notary. The deed can then be recorded. On a motion by Councilor Kirk and seconded by Councilor Baleztana, Council agreed to approve the deed for the property at the City park. All present voted yes.

F-4 Approval for Community Days Events.

Jackie Carey addressed Council asking permission for the City to sponsor the Community Days events and to allow the event to be covered by the City's insurance. On a motion by Councilor Kirk and seconded by Councilor Baleztana, Council agreed to sponsor all Community Days events and cover them under the City's' insurance. All present voted yes.

Jackie also stated that this year the City is celebrating 110 years, and they would like to have a cake to help celebrate. The cake would be made by Albertsons and served after the parade. The Community Day committee is asking if the City would like to donate the cake. Jackie stated she understood that there may be some money in the Mayors portion of the budget that would cover the cost. Teri agreed. On a motion by Councilor Tester and seconded by Councilor Kirk, Council agreed to pay for the cost of the cake. All present voted yes.

CITY OF PILOT ROCK

F-5 Ready to Read Grant

Teri Porter stated that Susan Hilliard, Librarian, is seeking permission to apply for the Ready to Read Grant as she does each year. The grant is for \$1,000. The purpose of the grant is to establish, develop or improve public library early literacy services for children from age's birth to 5 years and to provide the statewide summer reading program for children from birth to 14 years. On a motion by Councilor Tester and seconded by Councilor Kirk, Council agreed to allow Susan to apply for the Ready to Read grant. All present voted yes.

F-6 Supplies and Equipment Purchase.

Steve Draper stated that with the increase in the cost of goods, staff would like Council to increase the spending amounts of the department heads from \$1,000 to \$1,500. Steve also asked for the amounts stated in 1c and 1d of the policy to be changed from \$25,000 to \$100,000. He stated that the State has changed the amount to \$100,000, before you have to go out for a competitive bid. Councilor Tester asked if you would still go out for 3 competitive quotes, but they don't have to be sealed. Steve agreed. Steve went on to say if you stay under that dollar amount you don't have to pay the prevailing wage which is about 30% more. This helps small Cities. On a motion by Councilor Kirk and seconded by Councilor Baleztena, Council agreed to increase the spending limits for department heads from \$1,000 to \$1,500. All present voted yes. On a motion by Councilor Tester and seconded by Councilor Kirk, Council agreed to change the amount in the presented personnel policy 1c from \$25,000 to \$99,999.99. All present voted yes. On a motion by Councilor Tester and seconded by Councilor Kirk Council agreed to increase the amount in section 1d to purchases over \$100,000 would be a sealed bid. All present voted yes.

F-7 Request to Purchase Bulk Oil.

Steve Draper explained that State Surplus Delo 400 15/40 that belonged to the military, that we can purchase for \$5.00 a gallon. Steve stated that Byrnes oil charges \$14.54 a gallon in a 55 gallon drum. Steve is requesting to buy 2 pallets of the oil at \$900 a pallet. That would be about 14 to 15 years of oil. Councilor Corwin asked what vehicles it would be used in? Steve stated it would be used in all the City equipment but not the police cars. Councilor Corwin confirmed that that is a very cheap price. Councilor Corwin also expressed concerns on how we would keep tabs on it. Steve said it is in 5 gal buckets and we have a lock up compartment in the #1 well house. He has done the same thing with some anti freeze years ago and we still have 25 buckets of antifreeze. They will fill a 55 gallon drum with a pump on it and use it from there. On a motion by Councilor Kirk and seconded by Councilor Baleztena Council agreed to the purchase of 2 pallets of motor oil for a total price of \$1,800. Councilor Corwin asked if this expense is in the budget. Steve stated that he would take it out of 3 departments and they can handle it. Councilor Corwin stated that it's a good deal but it's still a lot of money for a lot of oil even if it is stretched out

CITY OF PILOT ROCK

over 15 years. Steve stated that the City uses about a barrel every year and a half to two years at \$15 a gallon that's \$800. All present voted yes.

G-1 Department Head Reports

Teri Porter added to her report stating that she is working on getting sound system bids for the Council Chambers and is hoping to have a staff report by the next meeting. Teri asked Council if they are satisfied with the new seating arrangements. Council agreed that it is fine.

Teri is also working on the election process for City Councilors which is new to her and it is coming together.

Chief Richman stated that they did get the Tahoe on the road, which was good because the Crown Victoria burned up a module in the overheads and he spent all day Saturday rewiring it to get it back up and going and had to use the gold car to fill in on a temporary basis. Teri is taking the gold car tomorrow to go to a Small Cities meeting. So it is already helping to have that extra vehicle.

The Chief is not satisfied with the striping that was done on the Tahoe, he is having it redone and will not pay the bill until it is done right.

The Chief requested a motion from the Council to approve the Community Days parade, closing Main St. and the OLCC for the Booster Club as long as he finds that all the paper work is in order. On a motion by Councilor Baleztana and seconded by Councilor Kirk, Council agreed to approve the OLCC, street closure, parade and no bicycles on the street for Community Days. All present voted yes.

The Chief also stated that the Tahoe gets 12.86 miles to the gallon which is just like the Crown Victoria. The Impalla gets about 16, so we are not losing a lot of milage driving the Tahoe. Councilor Corwin initiated discussion regarding the weight of police vehicles and that cars do not always get the best milege. Councilor Baleztana noted that it is a benefit to have the 4 wheel drive vehicle.

H. Consent Calendar

On a motion by Councilor Baleztana and seconded by Councilor Kirk Council agreed to accept the Consent Calendar. All present voted yes.

I. City Council Comments

Councilor Tester announced her resignation from City Council effective August 3, 2012 and read from her resignation letter (attached) which cited a conflict of interest due to her new position as High School principal. On a motion by Councilor Kirk and seconded by Councilor Baleztana, Council regrestfully accepted Councilor Testers resignation from Council. All present voted yes.

CITY OF PILOT ROCK

Councilor Kirk asked Chief Richman about the progress on the Callahan property clean up. Chief Richman stated there was to be a meeting on July 20th but was rescheduled for July 26th the same night as court, so that the judge would not have to come out two times. The judge will see if he is meeting any of his requirements and the final decision is in September.

Councilor Kirk also asked about the Round Up Room. Chief Richman confirmed that Rick Aster purchased it and is gradually tearing it down and selling off the boards.

Mayor Carnes asked for clarification whether we are declaring a Council seat open. On a motion by Councilor Kirk and seconded by Councilor Baleztena, Council agreed to open the Council position. All present voted yes.

Steve Draper suggested that Council will need to appoint a new Council president.

J. EXECUTIVE SESSION

Council went into executive session at 7:40 pm. Under ORS 192.660 (2)(i) Performance Evaluations of Public Employees and ORS 192.660 (2)(h) Legal Council.

Present were Councilors Tester, Corwin, Baleztena, and Kirk, Teri Porter, Steve Draper, Chief Richman and Mayor Carnes.

Council came out of executive session ORS 192.660 (2)(h) Legal Council at 7:45.

On a motion by Councilor Tester and seconded by Councilor Kirk, Council agreed that the City stay in the lead position following through with the insurance for the fire at the Bark Plant. All present voted yes.

Mayor Carnes handed out a brief press release that she would like all Councilor to sign ant then run in the City newsletter to inform the public of the sale of the Industrial property to A&V. She would like everyone in the community to hear the same thing at the same time. Councilor Tester suggested a short background of the property, when it was donated and that it has been sitting down there vacant and unsold for 10 years. Councilor Baleztena interjected that it was free. Steve Draper gave a brief rundown of the history as he remembered it. It was decided to add the history to the letter, but wait until closing and money has changed hands before running the letter in a special edition newsletter.

Council went back into Executive Session at 8:00 under ORS 192.660 (2)(i) Performance Evaluations of Public Employees.

Council came out of Executive Session at 8:13.

On a motion by Councilor Tester and seconded by Councilor Kirk, Council agreed to give Teri Porter a 4% increase as agreed upon in her contract. All present voted yes.

CITY OF PILOT ROCK

Council went back into Executive Session at 8:15 under ORS192.660 (2)(i) Performance Evaluations of Public Employees.

K. ADJOURNMENT

On a motion by Councilor Moss and seconded by Councilor Kirk, Council agreed to adjourn at 9:12. All present voted yes.

APPROVED _____

ATTEST _____