

# CITY OF PILOT ROCK

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## COUNCIL MEETING

August 20, 2013

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 Kacie Moss , Jim Hinkle, Ray Corwin and Michael Baleztena. Also present were City Recorder Teri Porter, Public Works Director Steve Draper and Police Chief Darren Richman. Citizens present were Mary Lue Slabik, Patrick Doherty, Francis Ficenec and Pastor Harley Jeffers.

### B. INVOCATION

Pastor Jeffers gave the invocation.

### C. PLEDGE OF ALLEGIANCE

### D. APPEARANCE OF INTERESTING CITIZENS

None

### E. PRESENTATIONS

Grant Young: Regional Representative for Oregon State Department of Land Conservation and Development, gave a presentation to Council regarding land development and touched on the purpose and the process of the several issues currently being faced by Council. Mr. Young stayed for the entire meeting to lend assistance as Council heard Patrick Doherty's request to annex.

### F. ACTION ITEMS

Chief Richman asked to add action items F-3 through F-5

Teri Porter asked to add action item F-6

Mayor Carnes asked to add action item F-7

**On a motion by Councilor Baleztena and seconded by Councilor Corwin, Council agreed to add the above action items. All present voted yes.**

#### F-1 Planning Issues

Teri Porter explained that we are being faced with a variety of planning issues and asked for Councils direction. There was discussion regarding forming a planning commission, but given the time that would take, Council considered contracting with someone to act as an advisor. Council would also like to have someone come to a work session to give them some training. **On a motion by Councilor Baleztena and seconded by Councilor Corwin, Council agreed to allow Teri to use Steve Haddock or Jackie Carey as an advisor and to negotiate compensation. All present voted yes.**

#### F-2 Annexation on NW Cedar

## CITY OF PILOT ROCK

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Patrick Doherty addressed Council with his interest to annex his property on NW Cedar (metal recycling business). Referring to the map presented to Council he explained that the street is already annexed and he would like to annex his property. He would like City water and sewer and asked if he must annex to get them? Steve explained that according to our ordinance he would need to annex. Mr. Doherty asked if he could drill a well. Steve explained that he could not because he is in the Urban Growth Boundary. Councilor Corwin asked if he was going to put a building on it. He stated that he would like to move his shop over there. Councilor Corwin asked Grant Young if he could go ahead and start his building while he is still in the County. Grant suggested that he could but to be sure to meet the City's setbacks and codes knowing that he will eventually annex in. He said that if a citizen needs to take 2 or 3 steps then Council and staff should shoot for doing as much as they can at once because it could take a lot of time otherwise. The sewer line is right in front of the property, but the water is about 500 feet away. There was discussion regarding what it would cost Mr. Doherty and what the code regulations are. Mr. Doherty asked if he would have to foot the entire bill and if he did would he be able to be reimbursed as other property owners hook on? Steve said that would be up to Council and Grant offered suggestions on how to do it. Mr. Doherty is also looking into what he needs there for fire suppressions. If he finds that all he needs is a 2" line then he is tossing around the idea of tapping into his neighbors line and paying him for an easement. It was concluded that Mr. Doherty's next step is to find out what will be required for fire suppression, then come back to Council to determine what size pipe will be coming off the water main and then Steve could work up what the cost would be. Mr. Doherty asked how long this annexation could take? Grant stated that since we are not changing zones the State won't have issues, but feels it could take about 45 to 60 days. Councilor Corwin asked about phase II of the water project, and the City's intentions to extend the water main up that street. Councilor Baleztena asked about the time line and the ability to recapture the costs. Steve explained how it was done in the past. There was discussion that the intention was to run the main out there anyway, and that we do not currently have the money to do it.

**Teri attached a draft of the Consent to annex with conditions for Council to consider.** Some of the covenants address environmental issues and mud and debris not to run onto the public right of way. Grant suggested that we could include the neighbors signatures that are required and site the ORS. in this document as well. Mr. Doherty expressed his desire to have a City address. **Grant suggested that Teri can put the proposed address on the application.**

### F-3 Officers Faber's Resignation.

Chief Richman informed Council that Officer Faber has accepted a position with the Umatilla County Sheriff's department and her last day will be August 31, 2013. Chief asked for Council's approval to accept officer Faber's resignation and allow us to start advertising for police officers. **On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to accept officer Faber's resignation and to start advertising for an officer. All present voted yes.**

### F-4 Surplus Property

Chief Richman explained that the City purchased a ballistic vest for Officer Faber, as we did not have any that would fit her properly. We originally purchased the vest for \$915 with \$465 reimbursed by the Bureau of

# CITY OF PILOT ROCK

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Justice grant. With depreciation he feels a fair price would be \$300. He asks Council to assign the vest as surplus and allow him to sell it to the Sherriff's department for \$300. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to assign the vest as surplus and sell it to Umatilla County Sherriff's department for \$300. All present voted yes.**

## F-5 Interview Committee

Chief Richman asked Council to appoint a Councilor to the interview committee. The closing date will be September 6. He will do the interviews in the evening. Councilor Baleztana volunteered. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to appoint Councilor Baleztana to the interview committee.** Councilor Corwin asked what the cost impact would be to hiring a lateral. Chief felt that the savings from Michael's leave and the time without an officer may help to offset the increase. **All present voted yes.**

## F-6 Approval to Hire Administrative Assistant

Teri Porter informed Council that she received 36 applications, tested 13 and she and the interview committee interviewed 8. The committee felt strongly that Wanda Young was the best fit and asked Councils approval to hire Wanda Young. **On a motion by Councilor Baleztana and seconded by Councilor Hinkle, Council approved hiring Wanda Young.**

## F-7 Councilors Resignation

Mayor Carnes stated that we have received the resignation of Councilors Rowe and Forster and asked for a motion to accept the resignations. **On a motion by Councilor Moss and seconded by Councilor Baleztana, Council agreed to accept the resignations of Councilors Rowe and Forster. All present voted yes.**

## G-1 INFORMATION ITEMS, REPORTS AND PRESENTATIONS

### Department Head Report

#### CITY HALL:

1. Have completed testing 13 of the 25 applicants. Interview will be held Thursday from 5pm to 8pm. Councilor Moss and Citizen Lela Thieme are on the oral board committee.
2. Have sent letter to Mr. Hatley and Steve Haddock confirming that Council approved the partitioning of the property on Stock Drive Road.
3. I have pulled the file for the annexation on Stock Drive Rd as directed by Council. It will be available for Councils review at the August 20, 2013, meeting. We have also looked for a motion regarding who would pay to run water and cannot find one.
4. Regarding Mr. Hatley's request to vacate the public right of way on SW 3rd. I have spoken with Steve Haddock and he has explained that the original subdivision boundary lines show that if vacated the entire piece of vacated property would go to the property owners on the North side of the street.
5. Have been looking into pulling together a planning committee or finding someone to advise the Council with planning matters.
6. Pat Doherty has submitted an application to annex the property on NW Cedar. Will probably hold that public

# CITY OF PILOT ROCK

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hearing on September 3, 2013.

7. A couple of organizations wanting to donate to the Girls Little League, made out there checks to the City instead of Little League. I applied those checks to the Rural Symposium revenue account and wrote a check to the Little League out of the Rural Symposium expense account. There was concern that a resolution was needed to accept those funds. I called our accounts (since they are the ones who audit us and report to the State), they tell me I handled it fine no resolution is needed, as long as it is clear the money came in and went right back out.
8. Have invoiced A&V for the cost of surveying and recording the parking lot partition as agreed to in the contract of sale.
9. Rocket Espresso lease is paid in full.
10. Have emailed Paul Chalmers at the County Assessor's Office to inform him that we are no longer receiving revenue from the lot where Rocket Espresso was. It will affect the taxes that we pay or don't pay on that lot.

## **POLICE DEPARTMENT:**

1. The police department is moving forward with the new computer system. With the consolidation our system will be \$12,028 with an annual \$1,087 per year maintenance. The maintenance fee will be budgeted in the 2014-2015 fiscal year with the first year as part of the purchase price. This is a savings of \$2,000 in the fiscal budget for the police department which was original estimate \$14,441.
2. We are receiving complaints about juveniles out after curfew.
3. We are encouraging citizens to call dispatch instead of calling the mayor or city hall for police response. This has improved immensely as it helps to have all the information documented such as caller and any suspect information.

*Chief Richman informed Council that the Crown Vic was backed into on Friday night and was turned into our insurance company. Councilor Corwin asked if we knew who did it. Chief stated that we did know but our insurance company will follow up.*

## **PUBLIC WORKS:**

1. Puncture vines are out in full force so doing a lot of spraying.
2. Routine maintenance, spraying weeds.

*Steve added to his report: stating that when we increased the sewer rate by \$1.50 residential it was a 9% increase but did not increase the commercial or school for the 9% they were only increased the \$1.50. To be fair the 9% increase should be across the board. Mayor Carnes asked if it a substantial amount of money for the School. Steve stated it would be about This is just for information but would like Council to consider it for a later date. **Councilor Moss suggested this issue be put on the agenda as an action item for the next meeting.***

## **H. CONSENT CALENDAR**

Councilor Moss asked what the different colors meant on the electronic version of the minutes. Teri explained that the red were motions, and made it easier to find motions to add to the motion log. The blue were items that require action by Staff.

**On a motion by Councilor Moss and seconded by Councilor Baleztena , Council agreed to accept the consent calendar. All present voted yes.**

## **I. CITY COUNCIL COMMENTS**

# CITY OF PILOT ROCK

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Councilor Moss feels that we need to set up time for training and collaboration to better organize ourselves to insure that everyone is cohesive and working together, this would include staff. With the vacancies it would be valuable especially for the new Councilors that come in. **On a motion by Councilor Moss and seconded by Councilor Baleztena, Council agreed to hold a work session for staff and Council on September 3rd at 6pm. All present voted yes.**

Mayor Carnes presented a thank you letter from Senator Merkly.

Councilor Hinkle asked if Pilot Rock Sanitation had paid their franchise fee. **Teri stated that she had not received payment but would follow up and let Council know at the next meeting.**

Mr. Ficenec stated that he did not get a letter informing him as a property owner within 250 feet of the Hatley property to be partitioned. Teri explained that it is her practice to get a list of current property owners from the County, but this time there was some confusion as to the maps she was looking at and the map the County was looking at, so was given conflicting information. Two property owners did not get the letter, but Teri gave them a copy of the letter when she was confronted with the error.

## J. EXECUTIVE SESSION: ORS 192.660 (2)(h) Legal Council

None.

## K. ADJOURNMENT

On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to adjourn at 9:14. All present voted yes.

APPROVED \_\_\_\_\_

ATTEST \_\_\_\_\_