

CITY OF PILOT ROCK

COUNCIL MEETING

August 6, 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, Misty Rowe, Jim Hinkle, and Josie Forster. Also present were City Recorder Teri Porter, Public Works Director Steve Draper and Police Chief Darren Richman. Citizens present were Mary Lue Slabik, Jim Liles, Dean Meulenburg, Jim Hatley and Pastor Harley Jeffers.

B. INVOCATION

Pastor Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTING CITIZENS

None

E. PRESENTATIONS

None.

F. ACTION ITEMS

F-1 Public Hearing - Hatley Partition

Jim Hatley has submitted an application to partition his property on Stock Drive Road. Councilor Forster asked for clarification regarding its exact location. Chief Richman brought the City map from the wall over to Councilor Forster and showed her and she understood. **On a motion by Councilor Hinkle and seconded by Councilor Moss, Council agreed to approve the partition of Mr. Hatley's property on Stock Drive. All present voted yes.** There was further discussion regarding running water to the property. Mr. Hatley explained that he and Steve had been discussing putting in a booster pump. Councilor Hinkle asked if there would be any cost to the City for the booster. Steve explained that 10-15 years ago it was discussed that the City would pay for half the cost of putting in a booster station. Councilor Rowe, asked if at the time that the property was annexed was there any type of written agreement. It is her understanding that if the property owner benefits they are to pay for it. Steve does not believe a motion was ever made. **Councilor Rowe would like to see the paperwork pertaining to the annexation.** Mr. Hatley stated that there would be several other houses up there that would benefit. Mr. Muilenburg is at the highest point on that hill and feels his water is not adequate. Steve says Mr. Muilenburg gets about 60 lbs of pressure, and the average is 70 to 80. Steve agreed that the booster station would benefit 8-10 houses. Councilor Hinkle asked if Steve had any idea what the cost would be. Steve stated that he did not know, but had a guy working on it right now to put together a

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package of the cost. **On a motion by Councilor Rowe and seconded by Councilor Hinkle, Council directed staff to bring back all the paperwork pertaining to the annexation of Mr. Hatley's property on Stock Drive Road. All present voted yes.**

F-2 Hatley Vacation of Public Right of Way, Rezone, and Conditional Use Permit

Mr. Hatley is asking Council to vacate 10 ft on the North side of SW 3rd, which is currently 80ft wide. Afterward he will need to rezone the property from residential to commercial and acquire a conditional use permit. Mr. Hatley explained that it is his intention to put in an small RV Park on SW 3rd along the creek. Councilor Forster expressed her concern that it is so close to down town and asked how many spaces he is planning on putting in. Mr. Hatley stated possibly 5 or 6. **There was discussion regarding the original subdivision lines and if the property owner on the south side of the street would need to deed half of the vacated street back to Mr. Hatley. Teri said she would get clarification. Mr. Liles expressed concern that it is in the flood plain** and also suggested vacating the alley way rather than a portion of the street. Teri Porter stated that a notice was placed in the East Oregonian, letters have been sent to property owners within 250 ft and a notice was posted at the property. The purpose of this hearing is to hear Mr. Hatley's intentions and to hear from the public. Council does not need to make a motion at this time. Mayor Carnes asked for any further comment from concerned citizens, there were none. Mayor Carnes closed the hearing.

F-3 Ready to Read Grant

Susan Hilliard has asked for Councils approval to apply for the Ready to Read Grant for the library. **On a motion by Councilor Moss and seconded by Councilor Rowe, Council agreed to allow Susan to apply for the Ready to Read Grant. All present voted yes.**

F-4 City Recorder Job Description

Teri Porter Explained that at the last meeting Council approved allowing the City Recorder to approve low income applications. Teri has amended the City Recorders Job description to reflect the added responsibility and asked Council to approve the amended job description as written. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council approved the amended job description as written. All present voted yes.**

F-5 Interview Committee

Teri Porter informed Council that we have received and screened approximately 35 applications. Testing has begun on the top half. Per the employee handbook a committee of a department head, Councilor and Citizen be formed to conduct the oral board or interview. Teri asked Council to appoint a Councilor to the committee. **On a motion by Councilor Hinkle and seconded by Councilor Rowe, Council appointed Councilor Moss to the interview committee. All present voted yes.** There was a consensus by Council that Teri will choose the citizen.

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G-1 INFORMATION ITEMS, REPORTS AND PRESENTATIONS

Department Head Report

CITY HALL:

1. Rindy's last day was last Tuesday. Rindy spent a lot of her last two weeks cross training Susan.
2. We have accepted 30+ applications. Have screened and begun testing those that scored highest in the screening process.
3. Pilot Rock Sanitation is 1 month late on their annual \$750 franchise fee. They were invoiced mid month. August 1st a letter of demand was sent.
4. Have not received payments from Shelby Waite or Rocket Espresso, but they have contacted me and I am confident they will make good.
5. It should be noted that with Rocket Espresso gone from the lot. We will no longer receive \$150 a month rent.
6. I will be working 5, 8's until a new assistant is hired and trained.

POLICE DEPARTMENT:

1. Ordinance enforcement continuing.
2. We are having more activity late at night.
3. I will be putting together a staff report regarding a proposed cost increase to insurance companies requesting reports, along with a proposed increase in finger printing fees.
4. We have purchased an inventory program for the evidence locker and we will be adding all property in the evidence room for better accounting.

PUBLIC WORKS:

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

H. CONSENT CALENDAR

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

I. CITY COUNCIL COMMENTS

Councilor Moss asked if we have made any progress from WTechlink. Steve stated that he has not heard back from them.

Councilor Moss stated her concern regarding the Public Hearing process and feels that the hearing should be open at the start of the meeting and closed at the end of the meeting. This would give citizen more time make their comments. Teri agreed and stated that in the future we will open at the start and close at the end of the meeting. There was a consensus by Council that that would be the best way to handle Public Hearings in the future.

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Mayor Carnes stated that Senator Merkley will be in the Council Chambers for a Town Hall meeting from 1 to 3pm.

Mayor stated that the Alan Hascall stopped by her house to donate \$100 to the City, because he had a wedding in the park the past weekend and was so impressed at how well maintained it was and how beautiful it was. The money will go right into the park fund.

Mayor Carnes gave an update on Community Days events.

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

Council went into executive session at 7:46pm. Present were Councilors Moss, Hinkle, Rowe and Forster. Mayor Carnes. Staff members Steve Draper, Teri Porter and Darren Richman.

Council came out of executive session at 8:10.

On a motion by Councilor Moss and seconded by Councilor Rowe, Council directed staff to contact the City attorney about option #2. All present voted yes.

K. ADJOURNMENT

On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to adjourn at 8:11. All present voted yes.

APPROVED _____

ATTEST _____