

# CITY OF PILOT ROCK

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## COUNCIL MEETING

FEBRUARY 19, 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, Misty Rowe, Michael Baleztena and Shawna Kirk. Also present were City Recorder Teri Porter, Public Works Supervisor Steve Draper and Police Chief Darren Richman. Citizens present were Mary Lue Slabik and Harley Jeffers.

### B. INVOCATION

Pastor Jeffers gave the invocation.

### C. PLEDGE OF ALLEGIANCE

### D. APPEARANCE OF INTERESTING CITIZENS

Mary Lue Slabik thanked the City for the assistance in locating equipment for folks with special needs. She stated that a relative needed certain items that she knew the City kept and loaned out to citizens as needed. She called Mayor Carnes over the weekend who then called Tim Britain who was more than happy to lend a hand and get the needed items from storage for Mary Lue. She also appreciated Steve Draper for his help as well.

### E. PRESENTATIONS

### F. ACTION ITEMS

#### F-1 Back Hoe Repairs – Steve Draper

Steve Draper presented a new quote for the repairs to the back hoe. He stated that they will need to call it to their shop for repairs. He also stated that he contacted Jim Hatley and he would have a back hoe available if the City needs one while it is out for repair. Councilor Kirk asked for clarification. Steve explained that the other quote was for a different type of transmission. Once they came down to take a look at it they realized it was a different transmission and they will need to do the work in their shop. **On a motion by Councilor Kirk and seconded by Councilor Baleztena, Council agreed to allow Steve to continue with this quote from Central Machinery for \$2,840. All present voted yes.**

### G. INFORMATION ITEMS, REPORTS AND PRESENTATIONS

#### G-1 Department Head Report

#### CITY HALL:

1. I attended the Small Cities meeting with Virginia on January 17th in Island City. ODOT was there to discuss the Small Cities Grant they offer. There was discussion on several issues that affect small cities. We used the gold car, traveled 67 miles and used 5.4 gal of gas.

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2. I attended court on January 23rd as it was Rindy's first court with Judge McCormack and she did very well.
3. Each year those utility customers who were granted a lower rate due to their lower income, must reapply and submit proof of income to continue at the reduced rate. Rindy has sent letters out to those customers and is getting the necessary documentation. Those that do not respond or provide the proof of income will be returned to the regular rate by the end of February.
4. I have submitted the W-3 / W-2's report as well as the 1096 / 1099 report to the government.
5. Social Security Taxes have gone up 2%.
6. I will be attending several training classes over the next few months. February classes will be the 6th through the 8th and the 22nd.
7. I will also be attending the CIS conference in Portland on February 13th through the 15th.
8. We have 3 budget committee positions open. A notice was posted. Appointment of new budget committee members will be on the next Council meeting agenda.
9. Kimberley's last day was January 31st. Before she left she helped by purging many old file cabinets. As soon as I have time I will record the documents to be destroyed and destroy them. Then I can condense the remaining files and maybe remove some of the unneeded file cabinets.

### **POLICE:**

1. We have not received any leads to the windows being shot out at Pilot Rock Market.
2. We have had an increase in theft calls and dog @ large calls.
3. I had to purchase a new hard drive for the camera system in the park.
4. I have been having minor issues with the 450 radio in the Impala and contacting radio tech to deal with the issues.
5. Started working on budget to prepare for meetings.

### **PUBLIC WORKS:**

1. Maintenance on Police cars.
2. Winter maintenance on equipment.

### **Additions:**

Teri Porter added to her report stating that her class on February 22, 2013 in the Dalles had been cancelled and she will have to rescheduled.

Chief Richman stated that the Archery Club has submitted an application for a gaming license for Texas Hold'em on March 8, 2013, to be held at Archie's from 6pm to 12pm. They understand that they can not profit from the gaming only from the food and drinks. It will be held in the bar area and will be closed off to minors. The Chief has a copy of Archie's insurance that shows that they are covered for this type of event and OLCC. Chief requested that Council approve the permit. **Councilor Baleztena abstained due to conflict of interest. On a motion by Councilor Kirk and seconded by Councilor Hinkle, Councilors Corwin and Rowe agreed to approve the social gaming permit for the Archery Club.**

Chief Richman also asked Councils permission to approve these types of gaming permits as long as there is no issue. This way if it is denied, they can appeal it with Council. Councilor Corwin asked if the Chief does all the background checks? Chief stated that he does. **On a motion by Councilor Kirk and seconded by Councilor Baleztena, Council agreed to allow Chief Richman to approve gaming permits with the understanding that any disapproval will come before Council for appeal. All present voted yes.**

Chief Richman informed Council that with on officer out it will be difficult to take the vacation time needed to before the June 30<sup>th</sup> deadline. He asked if Council had other options. Councilor Corwin asked about reserves

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or officers from Pendleton. Chief felt it would be very costly plus they would not know the town. Councilor Rowe stated that both Steve and Tim still have a lot of vacation to burn, and inquired if there would be any problem with them getting their vacation down. Steve stated that one way or another they would get their vacation down by June 30<sup>th</sup>. Councilor Moss asked if when Officer LeGore returns to full duty, would the Chief be able to take large chunks of vacation immediately. Chief said he would be willing to do that. Councilor Corwin asked about paying out the vacation. Steve Draper stated that the City used pay it out but stopped doing it several years ago. The hand book states that anything accumulated over 160 hours you lose. There was discussion of the possible need to extend the Chiefs vacation beyond June 30<sup>th</sup> if needed. Councilor Kirk appreciated the Chief for keeping us informed.

Chief Richman informed Council that Boardman and Pendleton PD are pushing for a RIMS system, which is a computer aided dispatch for mbt's in patrol cars. Pilot Rock would not use that part of the system but would be required to switch to this system. The cost to the City is over \$13,000 plus a \$1,879 a year maintenance. Chief is looking into other options, if they are out there. But he will have to make allowances for buying the RIM system in next year's budget. Currently we pay \$450 a year plus our 911 money which goes directly to the County. The cost of the RIM system would be over and above the 911 money.

## H. CONSENT CALENDAR

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

## I. CITY COUNCIL COMMENTS

Councilor Rowe suggested that we format the proposed budget that is presented to the budget committee, like the 2009 -2010 budget. She stated that it explained more about the accounts. Councilor Kirk asked how that would impact Teri's amount of work? Teri stated that it would take a lot more time, but it would be time well spent. **On a motion by Councilor Rowe and seconded by Councilor Kirk, Council directed Teri to format the proposed budget like the one done in 2009-2010. All present voted yes.**

Councilor Rowe stated that during the audit review the auditors had made suggestions that she wanted to follow up on. #1 A Council member needs to approve department head time cards. #2 Monitoring gas cards usage. Steve stated that they have a number system for each piece of equipment that are put in while pumping. Misty asked for a list of those numbers. Teri said that she would write on the bill what the number relates to. **On a motion by Councilor Kirk and seconded by Councilor Baleztana, Council agreed to itemize the equipment on the fuel bill. All present voted yes.** Councilor Kirk asked if it would be possible to keep track of gallons used for each piece of equipment. Teri stated that it would require back tracking through each bill.

**On a motion by Councilor Kirk and seconded by Councilor Hinkle, Council agreed to appoint Councilor Kirk to sign off on Steve and Teri's time cards, all present voted yes.**

## J. EXECUTIVE SESSION

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At 7:20 Council went into executive session under ORS 192.660(2)(a) Employment of Public Employees, to review applications and tests of candidates for the part time office position.

At 7:45 Council returned to Regular session. **On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to direct Teri to set up the interviews. All present voted yes.**

### K. ADJOURNMENT

**On a motion by Councilor Moss and seconded by Councilor Baleztena, Council agreed to adjourn at 7:50pm. All present voted yes.**

APPROVED \_\_\_\_\_

ATTEST \_\_\_\_\_