

# CITY OF PILOT ROCK

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## COUNCIL MEETING

February 5, 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, Ray Corwin, Misty Rowe, and Shawna Kirk. Also present were City Clerk Rindy Watson, Steve Draper Publics Works and Chief Darren Richman. Citizens present Mary Lue Slabik.

### B. INVOCATION

Pastor Jeffers gave the invocation.

### C. PLEDGE OF ALLEGIANCE

### D. APPEARANCE OF INTERESTED CITIZENS

Mary Lue Slabik asked what the \$3 was for on the water bill. It was explained that it was for the Water Project.

Mary Lue asked about the revenue the City is receiving from the AT&T tower. Steve Draper stated that we are receiving \$1,050 a month, when Verizon attaches to the AT&T tower the City will receive 50% of whatever Verizon receives from AT&T. Mary Lue also asked about the T-Mobile antenna that is going in on the property the City sold to A&V Investments, it is her understanding that A&V was to first ask for approval before they can lease to someone. Steve stated that that was approved a long time ago.

### E. PRESENTATIONS.

Harry Bose, PC of Read and Bose CPA, presented the 2012 Audit to Council. Mr. Bose covered several recommendations regarding internal controls. The small size of the City's accounting and administrative staff, and the lack of a city manager, precludes certain internal controls that would be preferred if the office staff were large enough to provide more segregation of duties. This situation dictates that the Council members remain involved in the financial affairs of the City to provide oversight and independent review functions. It was suggested that the City implement a policy of recording current odometer readings each time that City vehicles are refueled, in order to track fuel card usage appropriately. In addition it was recommended that a council member review and approve all department head time cards and this review should be documented with initials and date on time cards. Mr. Bose went on to explain the financial statements. **On a motion by Councilor Kirk and seconded by Councilor Moss, Council agreed to accept the 2012 financial statements. All present voted yes.**

### F. ACTION ITEMS

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## **F-1 Public Hearing: Industrial Property Partition**

Mayor Carnes opened the public hearing at 7:10pm. The hearing was left open to allow for anyone with comments regarding the partitioning to be heard. There were no comments. On a motion by Councilor Kirk and seconded by Councilor Corwin, Council agreed to close the public hearing at 8:25.

## **F-2 Approval of deed to the Waites**

Steve Draper explained that several years ago it was agreed to swap a portion of the bluff for an easement across the Waite's property. We are just getting around to finalizing the deed and having it recorded. **On a motion by Councilor Kirk and seconded by Councilor Moss Council agreed to approve the Statutory Bargain and Sale Deed and Reservation of Easement. All present voted yes.**

## **F-3 Approval of the Budget Calendar**

Councilor Kirk asked if anyone had a problem with the dates on the calendar? No one did. **On a motion by Councilor Kirk and seconded by Councilor Corwin, Council agreed to accept the Budget calendar as presented. All present voted yes.**

## **F-4 Approval of Cost to Repair the Back Hoe.**

Steve Draper explained that he needs to do some repairs to the brakes that would cost about \$1600 to \$1700 in parts and about \$400 in labor. Case would come down to do the repairs. **On a motion by Councilor Kirk and seconded by Councilor Corwin, Council approved the back hoe repair not to exceed \$2000. All present voted yes.**

## **F-5 Staff Evaluations**

Councilor Moss stated that the current evaluations are written in first person and does not feel that Council is qualified to give first person evaluations because Council does not directly supervise staff. Councilor Moss would like to rework the evaluation before this year's evaluations are done. Councilor Corwin agreed reminding Council that last year he did not fill out the evaluation for the same reasons. Chief Richman, suggested that each department heads employees could fill out an evaluation on their department head and turn it into Council. There are going to be some aspects of the department heads job that they are not aware of but they can comment on what they do know. They would also need to be assured that they can be totally honest and that there would be no retaliation. He also suggested that each department head would do an evaluation on the other department heads. There was discussion to include a self evaluation, Chief Richman does not feel it would be effective. Steve Draper stated that an evaluation is to be used as a learning tool and give the employee the opportunity to improve. Not to be used as a reprimand for something done earlier on which should have been addressed at that time. Council will continue to work on it and have something more firm by the next meeting.

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## G-1 Department Head Reports

### 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.
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.

Chief Richman added to his report: He purchased the new hard drive for the cameras in the park which malfunctioned but it is under warranty so it will be covered.

Councilor Rowe asked about the increase in theft calls. Chief Richman stated that TVs, jewelry, cell phones have been stolen out of houses. The Chief is having problems with

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the citizens who have reported theft are not willing to follow through and press charges.

Steve Draper stated that the 2% pay raise that was given last year was just absorbed by the increase in social security taxes.

## 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 Corwin asked Chief Richman about the glass at the Market that was shot out. The Chief stated that no one heard a thing, no one is talking.

Mayor Carnes stated that plans are going forward for Community Days. Stated that they did get approval for a gun show at the Community Center. This will be a fund raiser for Community Days.

Council Kirk stated that she is part of a support group for stroke survivors and everyone is invited. It will be held at St. Anthony's on this Thursday at 1:30.

## J. EXECUTIVE SESSION

ORS 192.660(2)(h) Legal Council: to review a letter from Attorney Robert Mautz, hired by the City of Pilot Rock to represent them in the legal action to recover monies owed the City by Kinzua Resources.

Council went into executive session at 7:35. Present were Councilors Moss, Corwin, Rowe and Kirk as well as Mayor Carnes, Rindy Watson, Steve Draper, and Chief Richman.

Council came out of executive session at 7:58. On a motion by Councilor Kirk and seconded by Councilor Moss, Council agreed to drop the case against Kinzua Resources.

ORS 192.660(2)(a) Employment of a Public Employee. Since Shawna Kirk's application was one to be considered, she would not be part of this executive session which would result in Council not having a quorum for this executive session. On a motion by Councilor Kirk and seconded by Councilor Moss, Council agreed to table this issue. All present voted yes. Councilor Rowe realizes that the position has gone from 30hr a week to 15 but questioned the need for the position. Steve Draper explained that we have had that position for years and that it very beneficial to have someone trained who can step in especially during vacations, training classes or illness. It was decided that the Councilors will stop by City Hall to review the applications and select their top 5 candidates to be tested. On a motion by Councilor Moss and seconded by Councilor Corwin, Council agreed to stop by City Hall this week to select their top five candidates to

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be tested next week. All present voted yes.

Councilor Corwin raised a concern that it is his understanding that due to the new health care laws, any employee who works more than more than 25 per week for 3 consecutive weeks must be offered benefits. There was further discussion regarding how this would affect small business as well as the City.

## K. ADJOURNMENT

On a motion by Councilor Kirk and seconded by Councilor Moss, Council agreed to adjourn at 8:12. All present voted yes.

APPROVED \_\_\_\_\_

ATTEST \_\_\_\_\_