

CITY OF PILOT ROCK

COUNCIL MEETING

March 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 Jim Hinkle. Also present were City Recorder Teri Porter, Public Works Supervisor Steve Draper and Police Chief Darren Richman. Citizens present Tom Callahan who arrived at approximately 7:15pm.

B. INVOCATION

Pastor Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTING CITIZENS

E. PRESENTATIONS

F. ACTION ITEMS

On a motion by Councilor Corwin and seconded by Councilor Hinkle, Council agreed to add action item F-4 Department head evaluations. All present voted yes.

On a motion by Councilor Hinkle and seconded by Councilor Rowe, Council agreed to add action item F-5 Department head time cards. All present voted yes.

F-1 Low Income Utility Rate Request

Teri explained that she has received an application for the lower utility rate that meets the criteria. **On a motion by Councilor Moss and seconded by Councilor Rowe, Council agreed to approve the low income application. All present voted yes.**

F-2 Appoint Budget Committee Members.

Each councilor had copies of the four applicants, Kim Coiner, Michelle Casady, Lela Theime and Jackie Carey. Councilor Moss commented that she knew that Michelle Casady had been trying to get involved with the City in the past. After a written vote and **a motion by Councilor Rowe and seconded by Councilor Hinkle, Council agreed to appoint Lela Theime, Jackie Carey and Michelle Casady to the budget committee. All present voted yes.**

F-3 Vacation Request for Tim Britain

Steve Draper stated that Tim Britain would like to take vacation during spring break from March 25 through March 29, 2013. **On a motion by Councilor Corwin and seconded by Councilor Moss, Council approve the vacation request for Tim Britain.**

CITY OF PILOT ROCK

F-4 Department Head Evaluations

Councilor Moss expressed concern that Council is being asked to evaluate the department heads on things that they do not have firsthand knowledge of. Councilor Moss is suggesting that the employees whom the department heads supervise along with the fellow department heads, be the ones to evaluate since they have more contact and firsthand knowledge of the work the department heads do. Councilor Moss then handed out a proposed evaluation for Council to consider. She stated that these would be given to each employee who work under the department head, as well as the other two department heads to be filled out. This would remove Council from the equation. They would then be turned into a neutral person on Council who would tally the scores and fill them in on the Evaluation Worksheet Total (also handed to Council to review). This sheet would also include any comments made. So the department head would see each individual score and the comments. Councilor Moss asked Council and staff to take the time needed to review the form and to come up with any changes they may feel needed. It was decided to table this item and add as an action item for the next meeting.

F-5 Department Head Time Cards

Steve Draper stated that a motion had been made to have a Councilor sign Teri and his timecard. Steve is suggesting that rather than appointing a specific councilor, that the task be assigned to the Council President.

On a motion by Councilor Hinkle and seconded by Councilor Rowe, Council agreed that the duties of signing off on Teri and Steve's time card would fall to the Council President or the Mayor, all present voted yes.

Darren Richman suggested that reviewing the monthly books should also be handled the same way. Teri Porter stated that if it would be helpful, she can bring the time cards and bank statement to the Council meeting for review. **On a motion by Councilor Corwin and seconded by Councilor Hinkle, Council agreed that the duties of reviewing the month end statements should be assigned to the Council President or the Mayor.**

G. INFORMATION ITEMS, REPORTS AND PRESENTATIONS

G-1 Department Head Report

CITY HALL:

1. Susan Price has been hired to fill the part time office clerk position. She started March 4, 2013. *Teri added that Susan is doing very well.*
2. Working on pulling together the information needed for each department head to develop their individual budgets.
3. Have had an inquiry regarding annexation. Have been doing some research on the process.
4. Will be recording the Waite's deed and Parking lot partition this week.
5. Following up on the Council Chambers occupancy permit.

POLICE:

1. There has been an increase in theft in the area.
2. Working on ordinance violations.

CITY OF PILOT ROCK

PUBLIC WORKS:

1. The Bark Co. has moved all their materials off City property. They will no longer be billed for the acre that they have been occupying. They are current on the payments.
2. Have already started spraying for weeds.

H. CONSENT CALENDAR

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

I. CITY COUNCIL COMMENTS

Mayor Carnes stated that all Councilors had received a copy of Councilor Kirks resignation and asked for a motion to accept the resignation. **On a motion from Councilor Corwin and seconded by Councilor Rowe, Council agreed to accept Councilor Kirks resignation.**

J. EXECUTIVE SESSION

None

K. ADJOURNMENT

On a motion by Councilor Corwin and seconded by Councilor Hinkle, Council agreed to adjourn at 7:22pm. All present voted yes.

APPROVED _____

ATTEST _____