

# CITY OF PILOT ROCK

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## Council Meeting

March 4, 2014

7:00 PM

### A. Called to Order

The Regular meeting was called to order by Mayor Carnes at 7:00. Council members present were Kacie Moss, Raymond Doherty, Bob Deno and Jim Hinkle. Also present were City Recorder Teri Porter, Steve Draper and Chief Richman. Citizens present were Mary Lue Slabik, John Taylor and Pastor Harley Jeffers.

### A. INVOCATION

Pastor Harley gave the invocation.

### B. PLEDGE OF ALLEGIANCE

### C. APPEARANCE OF INTERESTED CITIZENS

None

### D. PRESENTATIONS

None

### E. ACTION ITEMS

#### F-1 Approval to Purchase Enzyme Booster for the Lagoons.

Steve Draper explained that once every 5 years or so he adds enzymes to the lagoons which helps the lagoons to work more efficiently. It is especially helpful after a cold winter. **On a motion by Councilor Moss and seconded by Councilor Deno, Council agreed to approve the \$1,800 purchase of Enzyme Booster. All present voted yes.**

#### F-2 Approval of Employment Policies section of the Employee Handbook

Teri Porter explained that at the last Council meeting, Council was given the Employment section of the Employee handbook with the updated changes noted, so that Council will have time to review it before approving the changes tonight. **On a motion by Councilor Hinkle and seconded by Councilor Doherty, Council agreed to approve the changes to the employee handbook as written. All present voted yes.**

### G INFORMATION ITEMS, REPORTS AND PRESENTATIONS

#### G-1 Department Head Report

#### CITY HALL:

- 1) Have made inquiries regarding Mr. Taylors statement that there should be no discussion or question prior to a motion being made.
  - a. I put the question to the **Oregon Board of Ethics** and was told that this question does not fall within their jurisdiction.
  - b. **Roberts Rules of Order:**
    - i. Art. I How Business is Conducted in Deliberative Assemblies. 1. It is not usual to

# CITY OF PILOT ROCK

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make motions to receive reports of committees or communications to the assembly."

- ii. Obtaining and Assigning the Floor. ..."If the member is entitled to the floor at the time, the chair recognizes him....This member then has the floor and can remain standing and speak in debate or make a motion."
- c. **Pilot Rock Council Rules Section 9 B.**
  - i. Construction of Rules of Order: The Council has an obligation to the citizens to be clear and simple in its procedures and the consideration of the questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose, and Councilors should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole, and confuse the audience at public meetings and the citizens in general.
  - d. **League of Oregon Cities:** Such a rule is intended to economize effort - in other words, if there isn't at least two people on council who think it's worth considering then the rule prevents wasted time discussing a matter that will not even get to be voted on. However, it is common practice for governing bodies to take up a matter in discussion, and then have the motion come afterwards. Even where the internal rules require the motion to precede the discussion, doing it in reverse does not undermine the legality of the action.
  - e. **Open Oregon:** It is really a Robert's Rules of Order issue rather than an Oregon Public Meetings law question. Under Oregon's law, there can be any manner of discussion before a motion is made, debated and voted on.

(2) Attended the CIS annual conference in Portland.

(3) Still purging and cleaning out old files.

*Teri added to her report: City Hall has received several complaints regarding Pilot Rock Sanitation, that they are not receiving their bill. Mrs. Mikel came in very concerned stating that it is a black eye for our community and felt that Council should be aware of it. Mrs. Mikel did compliment the guys that pick up the trash, they do a good job. Teri also stated that Wanda had heard that the bills did not get out because of a printing issue.*

*Teri also added that while at the CIS Conference in Portland last week, the City of Pilot Rock was recognized and awarded a plaque for 30 years of membership.*

*Teri stated that the City received a \$500 donation to the Swim Program from A&V Investments.*

## **POLICE DEPARTMENT:**

1. We have disposal of items claimed as surplus.
2. Finalizing car replacements.
3. New computer system will be installed at the police department the first week of March.

Chief Richman added to his report: One of the new police cars has been delivered and the other will be here tomorrow. Chief also stated that the maintenance department has been moving along on the conversion of the Police dept offices it will be another month before it is done.

## **PUBLIC WORKS:**

1. Working on minor remodeling of the Chamber of Commerce office to accommodate the Police Department.
2. Steve on approved vacation 2/24 through 2/28.
3. Adam back to work on 2/24.

# CITY OF PILOT ROCK

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## H. CONSENT CALENDAR

On a motion by Councilor Moss and seconded by Councilor Deno, Council agreed to approve the consent calendar.

## I. CITY COUNCIL COMMENTS

Councilor Hinkle asked for clarification regarding the issue with Pilot Rock Sanitation, the problem is nothing that the City has done or has control over. Teri and Steve agreed. Teri explained that she believes that Sanitation companies are regulated by the State and must perform within certain guidelines.

Councilor Doherty asked what is the trigger that would make you need to add the enzymes to the ponds. Steve stated that after a cold winter it's a good idea to do it. It's a judgment call.

Mayor Carnes stated that the Pilot Rock non-profits have raised \$16,000 for the community concession trailer. She asked for permission from Council to apply for grants for further funding. Teri asked which grants? Mayor Carnes stated she would like to apply at Wildhorse, Pacific Power, Umatilla County Economic Development and Harry Merlo. **On a motion by Councilor Deno and seconded by Councilor Moss, Council agreed to allow Mayor Carnes to apply for these grants. All present voted yes.**

Mayor Carnes also stated that she has received a \$1000 refund from the donations made by the 5 local 501c3's to the girls softball team. The check should have gone to the Downtown Association but was made out to the City of Pilot Rock. Teri explained that this happens from time to time, the check will be passed through the City and reissued to the Downtown Association. She has discussed this issue with the accountants and they agree that it is acceptable to pass it through, go in a revenue account and right out of an expense account. Mr. Taylor asked what the grants are for? Mayor Carnes explained it is for a community concession trailer that would be used by the Downtown Associations, Boosters, Community Days, the Archery Club, Senior Parents, Bike Pit etc. A lot of groups could utilize it. Mayor Carnes stated that there is enough money to get something used but would like to look at a new 18' trailer. Councilor Doherty asked where it would be stored? Mayor Carnes stated they are looking into several options where it would be secure. Councilor Deno suggested that she look into Keystone that they might custom build one.

## J. EXECUTIVE SESSION:

Council went into executive session at 8:20pm under ORS 192.660.(2)(e) to discuss real estate transaction regarding the easement to the water tower. Councilor Moss read the motion taking Council into executive session. In attendance were Chief Richman, Steve Draper, Teri Porter, Mayor Carnes and Councilors Moss, Hinkle, Deno and Doherty.

# CITY OF PILOT ROCK

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Council came out of executive session at 7:41. **On a motion by Councilor Moss and seconded by Councilor Deno, Council agreed to direct City staff to contact the attorney and move forward with the agreement.**

Before adjourning, Steve Draper stated that a previous sewer test sample came back with a higher than normal fecal result on the test. When it was tested again January it came back quite a bit higher. DEQ will be giving us a warning letter and require us to do a feasibility study for long term treatment of our wastewater system. This could result in some major changes before it is all done. There are grants available to hire an engineer to do the feasibility study, but this will be a costly lengthy process. Councilor Doherty asked where the tests were taken? Steve answered that there are seven locations, they include the three monitoring wells around the lagoon (one upstream one beside it and one downstream), two spots in the creek (one upstream and one downstream), and the lagoons. Steve stated that we have been doing it this way for at least 18 years. The numbers have been climbing over time. We currently have unlined lagoons, the State would like us to line them. The feasibility study will tell us what is the best and cheapest way to go about resolving this issue. Councilor Doherty asked if it was just one well or all the test sites that tested high. Steve said it was just the primary lagoon and the down gradient level. Councilor Doherty questioned that it could possibly be as simple as adding a line on and lining the ponds or it could mean we have to build an entire new wastewater facility away from the creek? There was further discussion on possible solutions. The feasibility study may take a year to get done but it would help to determine what is the best and cheapest way to resolve this issue. Steve said he just wanted to make Council aware and when we get the warning letter he will bring it to Council to go over it and proceed with getting grants for the feasibility study.

Councilor Deno stated that the Baptist Church would be holding Easter Sunrise Services this year at the cemetery with a guest speaker coming from Salem and he would like to see the City support it. Mayor Carnes asked him to put the info in the newsletter.

## K. ADJOURNMENT

On a motion by Councilor Hinkle and seconded by Councilor Doherty , Council agreed to adjourn at 7:55 pm. All present voted yes.

**APPROVED** \_\_\_\_\_

**ATTEST** \_\_\_\_\_