

# CITY OF PILOT ROCK

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## Council Meeting

March 18, 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, Ray Corwin and Jim Hinkle. Also present were City Recorder Teri Porter, Steve Draper and Chief Richman. Citizens present were Mary Lue Slabik, and Pastor Harley Jeffers.

### A. INVOCATION

Pastor Harley gave the invocation.

### B. PLEDGE OF ALLEGIANCE

### C. APPEARANCE OF INTERESTED CITIZENS

Kyle Hill of the Archery Club asked Councils approval to use a portion of the Bike Pit for an archery shoot on the weekend of April 5th and 6th. This is the same weekend that the Bike Pit will be doing maintenance. Steve Draper stated that the shoot would not interfere with the maintenance. **On a motion by Councilor Corwin and seconded by Councilor Deno, Council agreed to allow the Archery Club to use a portion of the Bike Pit on the weekend of April 5th and 6th. All present voted yes.**

### D. PRESENTATIONS

None

### E. ACTION ITEMS

#### F-1 Contract between the Bike Pit and the City

Steve Draper moved to the front table and addressed Council stating that the Bike Pit Board has an appointment to meet with a land use attorney to iron out the details of the contract they would like to present for Councils consideration. **On a motion by Councilor Deno and seconded by Councilor Hinkle, Council agreed to table the discussion of the Bike Pit Contract until the next meeting. All present voted yes.**

#### F-2 Approve to Increase Administrative Assistant Wage.

Teri explained that Wanda has been with us for 6 months and doing a wonderful job. Her PERS deduction is due to kick in and will cause her check to be reduced by \$140. Per the wage schedule she would be due a \$200 bump at 1 year. Teri is asking Council to approve giving her \$100 of that bump at 6 months to help offset the \$140 PERS deduction. Teri stated that it has been done for several other employees and her budget could handle the increase. Councilor Doherty suggested that if we are going to do this each time why not put it in writing. **On a motion by Councilor Deno and seconded by Councilor Moss, Council agreed to increase the Administrative Asst. by \$100. All present voted yes. On a motion by Councilor Doherty and seconded by Councilor Moss, Council agreed to direct Teri to change the wage schedule so that the new employee would get the \$200 bump at 6 months. All present voted yes.**

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## G INFORMATION ITEMS, REPORTS AND PRESENTATIONS

### G-1 Department Head Report

#### CITY HALL:

1. Working on cross training Susan Price (pt office clerk) as well as Wanda they will be doing tasks that will help to in the separation of duties in the office.
2. Have developed a more user friendly development permit application.
3. Making preparations for our first planning commission meeting on April 7, 2014.
4. Working on the proposed budget. Preparing for first budget meeting April 16, 2014.
5. There are two vacant seats on the Budget committee. A public notice was posted on March 6, 2014.

*Teri added to her report: Statement of Economic Interest are out and reminded Councilor of the importance to fill these out and return to the State by April 15.*

*Regarding the issue of changing banks. Teri explained that after Karen Davis of Banner bank spoke with Council she did call and request information, so that she can submit a proposal. Teri wanted to be sure that Council understands that she must put out a Request for a Proposal to all banks not just one. This is a time consuming process and right now she is focused on budgets. As soon as time permits she will focus her time and energy on the RFPs it could be May.*

#### POLICE DEPARTMENT:

1. New cars were put into service.
2. New computer system is installed with training in April.
3. Getting items together to start moving the police department.
4. Had CenturyLink come in and ensure all of the necessary wiring is in.
5. We will be placing a keyless entry on the new door of the police department which will allow OSP and County access to the police department when needed.

#### PUBLIC WORKS:

1. Continuing to work on the remodel to the offices behind the Council Chambers, to be used by the Police Dept.
2. Discarded the items approved as surplus.
3. Cleaned up the storage shed in the alley.

Steve Added: The City has received a warning letter from DEQ and they are requiring us to do a feasibility study which could cost between \$40,000 and \$45,000. There are grants available to help pay for a portion of this study. Steve asked for approval from Council to go after the grants for the feasibility study. Councilor Doherty asked about DEQ's concern. Steve explained that the testing came back high and now DEQ wants the City to start looking at various options to improve our lagoons or sewer treatment. The feasibility study would outline the most cost effective way to address these concerns. **On a motion by Councilor Deno and seconded by Councilor Moss, Council agreed to allow Steve to start the process to get the grants and the feasibility study. All present voted yes.**

## H. CONSENT CALENDAR

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

## I. CITY COUNCIL COMMENTS

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Councilor Doherty asked if there are any updates on the stairs? Steve stated that he is still trying to catch up with John Fenton to discuss options.

Mayor Carnes stated that she received a call from the Inland Musicians Northwest. They would like to come to Pilot Rock to do a fee concert. She will be meeting with them to iron out the details.

Mayor Carnes stated that on March 31st the Umatilla Watershed Commission will be meeting in the Chamber at 6pm. We anticipate that many of the land owners us Birch Creek miracle mile will attend.

**J. EXECUTIVE SESSION:** ORS 192.660 (2)(e) Real Estate Transactions. To discuss the sunrise project.

## **K. ADJOURNMENT**

On a motion by Councilor Hinkle and seconded by Councilor Moss , Council agreed to adjourn at 7:25 pm. All present voted yes.

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

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