

CITY OF PILOT ROCK

Council Meeting

June 17, 2014

7:00 PM

A. Called to Order

Having a quorum the Regular meeting was called to order by Mayor Carnes at 7:00. Council members present were Kacie Moss, Ray Corwin, 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, George Hall and John Taylor

A. INVOCATION

Councilor Deno gave the invocation.

B. PLEDGE OF ALLEGIANCE

C. APPEARANCE OF INTERESTED CITIZENS

D. PRESENTATIONS

Brad Baird of Anderson Perry, the engineer firm of record, gave a presentation regarding the warning letter from DEQ requiring the City to make improvements to our lagoons/waste water system. The outline of Brads presentation is attached to these minutes, along with the letter from DEQ, and a sewer rate affordability index.

Key Points:

- Need for a feasibility study, what information it will include and the cost of the study.
- Possible options to upgrade and resolve DEQ's concerns with the lagoons.
 - Line the disposal pond, make another pond to store everything all the time, discharge via evaporation. This would be a large pond.
 - Line the disposal pond, make another storage pond to store in the winter, discharge via land application on a no-consumptive crop at agronomic rates. This is a smaller pond, but would require land for the proper crop, which is usually alfalfa.
- The costs of upgrading the lagoons could be anywhere from \$1.5 million to \$2million or more.
- Sewer rate increase.
 - Per the Affordability Index chart, the monthly sewer fee would need to be \$49.15, for the City to be eligible for special interest rates and/or longer loan terms and potential grant funding assistance.
 - The sewer rate in Pilot Rock is \$18.50.
 - Since the sewer rate is so low, the City will not be eligible for special interest rates, loan terms or grants. The City may take out a loan to pay for the expense of the lagoons.
 - Sewer rates will need to be increased to pay for the loan.

CITY OF PILOT ROCK

E. ACTION ITEMS

F-1 Resolution # 561 Election to Receive State Revenue

On a motion by Councilor Deno and seconded by Councilor Hinkle, Council agreed to approve Resolution #561. All present voted yes.

F-2 Resolution #560 Establishing Water Rates

On a motion by Councilor Moss and seconded by Councilor Corwin, Council agreed to approve Resolution #560. All present voted yes.

F-3 Resolution #559, Establishing Sewer Rates.

On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to approve Resolution # 559. All present voted yes. The only change to the previous sewer rate resolution was taking the .50 reserve fee from the water rate resolution and putting on the sewer rate resolution.

F-4 Resolution #562 Adopting the 2015 Budget

On a motion by Councilor Deno and seconded by Councilor Doherty, Council agreed to approve Resolution #562. All present voted yes.

F-5 Allowing Alcohol to be Served on Sidewalk at Archie's

This item was information only. Chief Richman presented his staff report and suggested a 90 day trial period to allow alcohol to be served at the tables in front of Archie's until 8pm and that Archie's name the City as additional insured on their liability policy.

Regarding public events: The Chief recommends keeping the current requirements of a double fence.

F-6 Resolution #563 Transferring Funds to the City Attorney Line Item

On a motion by Councilor Deno and seconded by Councilor Corwin, Council agreed to approve resolution #563. All present voted yes. Funds will be transferred from the contingency line item in the General Fund to the City Attorney line item in the General Fund.

G INFORMATION ITEMS, REPORTS AND PRESENTATIONS

G-1 Department Head Report

City Hall:

1. Attended a week long class of intensive training for municipal clerks. Outstanding!!! Very helpful, this should be required during the 1st year of all future new recorders.
2. What I learned about minutes: The purpose of minutes is to preserve an accurate record of council's ACTIONS. The most desirable option is "action minutes", in which actions are noted briefly and simply. These type of minutes will include the following items:

CITY OF PILOT ROCK

- Place of the meeting
- Time the meeting began and ended
- Which members were present
- The fact that there was a quorum
- Text of all main motions
- Any points of order
- If the council went into executive session

If council members wish to have more detail in their minutes, another option is "summary Minutes." These minutes include a brief listing of the chief arguments that are made for and against different motions, without attribution to any individual. The recorder must have the capacity to extract those key points from what is said, which can be challenging.

The least desirable option is "verbatim minutes.

3. We are working on a Utility Billing Audit to ensure all property owner are being billed accurately. Rates are as follows and apply to residential and non-residential as well as developed and undeveloped property within the city limits.
 - \$5 Public Safety Surcharge (\$3 after July 1, 2014) Ord. No. 541 (2) & (4)
 - \$3 Water project fee for all properties receiving water service.
 - \$.50 Water Utility Reserve fee for all properties receiving water service.
 - \$.50 Sewer Utility Reserve fee for all properties receiving sewer service.
 - \$18.50 Flat rate for sewer. (sewers that are in use or uncapped)
 - \$19.00 Flat rate for water (additional charges for water in excess of 15cf per month.)
4. The annual mass mailing of the Water quality report will go out soon. Please let me know if there is anything you would like to add to the letter.
5. Working with Steve Haddock to develop the tentative plat to partition Mt. Judy out of the property to be deeded to the Bike Pit. The Planning Commission will hold a public hearing on July 7 to consider the matter.

Police

1. I have been working with other agencies trying to work out some of the issues with the new computer system..
2. Continuing to work on ordinances.
3. Trying to schedule training for officers starting in July.
4. Request a motion to allow Officer Glen Diehl to take 40 hours of vacation from July 18 to July 21st.
5. Request a motion to allow me to take 40 hours of vacation

Chief Richman added to his report requesting approval for Officer Diehl's vacation from July 18 -21. **On a motion by councilor Hinkle and seconded by Councilor Deno, Council agreed to approve officer Diehl's vacation. All present voted yes.** Chief Richman also requested approval for his own vacation the last week in August and allowing officer Diehl to take the City police car home since he will be on call while the Chief is on vacation. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to approve Chief Richman's vacation. All present voted yes. On a motion by Councilor Corwin and seconded by Councilor Deno, Council agreed to allow Officer Diehl to take the police car home. All present voted yes.**

Public Works:

1. Lost flow meter on #2 well in the process of getting a price to replace it.
2. Preparing to do quarterly sewer samples next week.
3. Waiting on parts to run services to the Doherty property just annexed.
4. Routine maintenance.

Steve Draper added to his report, asking for permission to spend \$2000 to purchase a meter for the #2 well. **On a**

CITY OF PILOT ROCK

motion by Councilor Deno and seconded by Councilor Hinkle, Council approved the expenditure for a meter for the #2 well. All present voted yes.

H. CONSENT CALENDAR

On a motion by Councilor Corwin and seconded by Councilor Hinkle, Council approved the consent calendar. All present voted yes.

I. CITY COUNCIL COMMENTS

Councilor Corwin asked if we need a motion to accept Officer LeGore's resignation. Chief had let Council know when he was made aware that Officer LeGore was resigning, and did get a consensus at that time. Teri explained that a consensus cannot be used in lieu of a motion. If you need a motion you should get it now in public. **On a motion by Councilor Hinkle and seconded by Councilor Deno, Council agreed to accept Officer LeGore's resignation. All present voted yes.**

Councilor Doherty asked where the 2% had gone that was saved in the budget by giving City employees a 3% increase rather than a 5% increase. He had a concern that the numbers did not change. It was explained that the overall revenue did not change, so that 2% had to be appropriated to different line items across all funds.

Councilor Deno asked about the stairs to the high school and suggested that we do not need to replace the stairs. Putting in a walkway with a gradual slope would be cheaper. Steve explained that he is looking at that option.

Mayor Carnes thanked Mr. Taylor for his help with the Kinzua landfill fire. He brought the fire fighters cookies and cold drink.

J. EXECUTIVE SESSION:

None

K. ADJOURNMENT

On a motion by Councilor Moss and seconded by Councilor Deno , Council agreed to adjourn at 8:41pm. All present voted yes.

APPROVED _____

ATTEST _____