

# CITY OF PILOT ROCK

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## **Council Meeting**

**April 19, 2016**

**7:00 PM**

### **A. Called to Order**

Having a quorum the Regular Council meeting was called to order by Mayor Carnes at 7:00 PM. Council members present were Deacon Perkins, Raymond Doherty, Bob Deno, Terry Womack and Ray Corwin. Also present were Teri Porter, and Bill Caldera. Steve Draper attended via speaker phone. Citizens present were Linda Hill and Pastor Jeffers.

### **B. INVOCATION**

Pastor Jeffers gave the invocation.

### **C. PLEDGE OF ALLEGIANCE**

### **D. APPEARANCE OF INTERESTED CITIZENS**

Linda Hill addressed Council with a concern regarding the property at 253 W. Main, which is across the street from her home. She stated that it is very poor condition and handed out pictures that she took of the property, showing garbage about the place. She stated that there is no cook stove and they are cooking their food on bbq using wood from the shed. It was discussed that Cpl. Lehnert had been looking into it before he returned to Pendleton. The owner is Kathy Moffit (who does not currently live in the house) and she has expressed a desire to demolish the house and replace it with a house that would meet her needs under her current circumstances. They had considered asking the fire department if they would be interested in using it for a learn and burn, but they may not be feasible. Linda wants to know what can be done.

Linda also brought to Councils attention that there are about 5-6 dogs that run loose every morning up and down SW Delwood. Some have collars and tags. There is dog poop on the sidewalks.

Chief Caldera took down the information and stated he would look into both matters tomorrow.

### **E. PRESENTATIONS**

Commissioner Bill Elfering addressed Council and staff expressing his interest in reelection.

### **F. ACTION ITEMS**

#### **On a motion by**

Councilor Deno and seconded by Councilor Womack, Council agreed to add F-3 E-Mail for Council

#### **F-1 Wage Scale Format and Adjustment**

Council was presented with a new "step increase" format for the wage scale. The scale reflected a 1% increase in all wages as well as a position adjustment for the City Recorder Position. Teri explained that it was developed off the current scale using the same 2% increase for the first 5 years but removed the current \$200 bump after 1 year (that increase is absorbed into the step wages). There is a 2% increase between each step. The discussion centered around the recorder adjustment. At Mayor Carnes suggestion Teri Porter compiled a list of duties and responsibilities for her position and provided Council with the list. Teri stated that most folks don't know what the position entails. The position requires that she not only be the City Recorder, but also the

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City Planner, Human Resource Manager, Chief Financial Officer and whatever else is needed to operate the City. The position carries a lot of responsibility and work load and yet is the least paid of the department heads. She showed Council a spread sheet of cities of similar size and median income, which illustrated that not only are most folks with the same level of responsibility paid a much higher wage but some also have finance officers, or planners or both. Teri explained that the proposed wage scale reflects the adjustment as does the proposed budget. The City can afford this adjustment. Steve Draper stated that the position has not been adjusted for 15-20 years and the responsibility of that position is tremendous and should be adjusted to be comparable, the request is not out of line by any means. Chief Caldera added that he has been working with Teri for the past few months even from Pendleton she has a "can do" attitude takes on anything and everything, she has helped him tremendously and that the adjustment would not only benefit the position but the City as a whole. Teri asked Council to approve the wage scale as presented, which brings the recorder wage scale to be equal to that of the public works director. There was discussion if approved when would it take effect? It would be up to Council if it started immediately or not.

**On a motion by Councilor Perkins and seconded by Councilor Doherty Council agreed to table the item.** In discussion. Councilor Perkins, stated that the position wears many hats and perhaps we need to take a look at the job description, if in the future we consider making this position a "City Administrator", maybe we should require the person have a degree. He agreed with Councilor Doherty that he would like time to analyze the issue, he does not feel prepared to make a decision. Councilor Perkins stated that he would like to see other City's job descriptions for the recorder position. Teri explained that she is really not trying to compare our wages to other cities, but encouraged Council to look into it as they will find that the wages are much higher. She is asking that in Pilot Rock, does Council put the value of the recorder position lower than that of the other department heads? It is hard to understand, given the level of responsibility the position has, that you would value it less than the next department head. Staff is not asking that it be elevated to the wage scale of the Chief, but should be at least equal to that of the Public Works Director (whose position does not require a degree). Councilor Perkins asked why this wasn't presented to Council back in January so that it could be reviewed and included in the budget process. Also, we have had to take on increased funding for police this year, dispatch fees, lagoon rates, public safety surcharge and a new wage scale to look at, is this something we could put off a year? Teri answered that she would have been happy to present it back in December or January, but since we still did not have a Chief and only one officer who was in the academy, she has been very busy handling police department issues as the position requires. Now that we have a Chief she is able to focus on other issues. The adjustment is already reflected in the proposed budget. Council does not have to make a decision on this right away. We can pass the budget as is. If later you agree to the adjustment, the budget is set and can handle it. If you choose not to make the adjustment then the allocated funds for that adjustment will just not be spent and will carry over to the next year. Councilor Perkins asked what prompted bringing this forward? Teri stated that every year she puts up similar spread sheets which show the inequality of the wages, and nobody steps up to raise the issue and try to rectify it. So it falls to staff. It has been decades since anything has been done to this position. The budget can handle this increase there is no need to wait another year. Councilor Doherty asked where would this money come from. Teri stated that the packet has it broken down but it includes the 1% rate increase for all. Specifically the recorder adjustment would mean an annual difference of \$1,224 to the General Fund, \$1,044 to Sewer and \$1,332 to Water. Councilor Doherty stated that he is not opposed to it at this time but would like to have time to research it. **Council voted to table the item with Councilors Doherty,**

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**Perkins, Corwin and Womack voting in favor to table and Councilor Deno opposed.** There was further discussion related to how to change the wage scale if we make changes to the job description and the possible need to form a sub-committee to take a look at it. Councilor Perkins feels that we may need to update the job description to include higher education. Teri stated her opinion that in this type of work past history and management experience is more valuable than education. A degree is not proof that you can handle the job and prioritize and juggle everything. Management experience and a proven track record is what you need. Mayor Carnes asked Teri where she was in her certification. Teri explained that she has two more years before she can get her CMC (Certified Municipal Clerk) certification. It takes 4 years attending a week long class at the University of Tacoma plus you have to have at least 15 years of management experience. Teri has 30+ years in management.

## **F-2 Hatley Hook-On Fee Agreement**

It was explained that this agreement was brought before Council in October of last year, but put on hold until an Ordinance was passed that would give the City the authority to collect these fees. The ordinance was passed so we can now move forward with this agreement.

**On a motion by Councilor Deno and seconded by Councilor Doherty, Council approved the Hook-on agreement. All present voted yes.**

## **F-3 E-Mail for Council and Planning Commission**

Teri stated that she is moving forward with setting up new email accounts with Microsoft. She has the capacity to create emails for each Councilor and would like to do so as it would eliminate the need for them to use their personal email to do City business. Emails are subject to public record disclosure as well as retention. The new email accounts would also back up automatically which would satisfy the retention requirement. The emails will cost approx. \$2 per Councilor. **On a motion by Councilor Doherty and seconded by Councilor Deno, Council approved setting up emails for Council. All present voted yes.**

## **G. INFORMATION ITEMS**

### **G-1 Department Head Report**

#### **CITY HALL:**

1. After Councilor Doherty forwarded me the email, I spoke with Shanna Hamilton of DEQ CWSRF, regarding an email she sent to all the Councilors, that I did not receive. I asked that she forward these types of correspondence to me. I also contacted the engineers and was told that the application will be in on time.
2. Finished up the proposed budget and made available to the budget committee, Council and citizens.
3. Contacted Scott Farley of the Governor's Regional Solutions office to inquire about grants or assistance with the dispatch fees.
4. Sent off notice of adoption for the approved annexation and rezone, to the state.
5. Finally got the phone and fax line for the PD resolved.... I think.
6. Per a public records request from Phil Wright I forwarded the PD review on to him. I also let Chief Roberts know.
7. Met with Darren Richman so that he could read over the PD review.
8. Have posted patrolman position in EO, on website and with the Employment office.
9. Steve and I with Tawni Bean of IFA (via phone) to go over the Technical Assistance Monitoring Checklist, a requirement because we received a \$20,000 grant.

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10. There was concern at the last meeting regarding possible liability if Haden Dentistry held their free clinic on City property. I said I would call Wheatland to be sure there was no liability issue for the City. I have since learned that the Clinic will be held at the Community Center, which is not owned by the City, so I did not inform Wheatland Insurance.

11. Did new hire paper work for Susan Eaton.

*Teri added that she and Wanda met with the folks from Pendleton Parks and Rec today. They are offering us a very nice rate, we will work out a fee for the bus, but the rate is reduced from previous years a season pass.*

## **POLICE:**

1. Met with Dave Nelson with CIS who did a review of the agency.
2. Met with the property owner of 552 SW Cedar about cleaning up his property.
3. IMESD is in the process of installing computers and a fax machine in the police department.
4. Chief Caldera worked the high school prom and reported no problems.

## **PUBLIC WORKS:**

1. Hired a new part time gardener. Susie Eaton started April 13th.
2. The work on the police department should be complete this week.
3. Hat a fecal hit on MW#3 will resample.
4. Attended Water/Waste Water Short School last week.
5. Started mowing.

## **G-2 FINANCIALS**

Teri gave a brief tutorial about how to read the financial reports that are included in Council Packets for the 2nd meeting of each month.

## **I CONSENT CALENDAR**

Bills Total: \$24927.73

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

## **J COUNCIL COMMENTS**

Councilor Corwin asked about the progress of recruiting a third officer. Chief stated that the position is posted and we are accepting applications. The posting closes the end of the month.

Chief hopes that officer Badal will complete his FTO by the end of May.

Councilor Perkins asked what is the process for handling officer candidates. Chief stated that he hopes that Council has confidence in him to hire the most qualified candidate. There was discussion about having a Councilor on the hiring board. Chief agreed but stated he would also like someone from the schools on the board as well.

Councilor Perkins stated that he had composed a letter that Teri put on letter head and sent off to Senator Hansel, requesting information regarding help with dispatch fees.

Councilor Perkins will also be meeting with Annie Tester of the High School to knock around ideas and possibilities for Christmas decorations.

Councilor Womack asked about the water runoff concerns that were presented by a couple a citizens. Steve stated that he is going to put dry wells in three locations in town. He has already called for locates it is on the agenda to get done.

Mayor Carnes reminded us that there will be a Meet and Greet for Chief Caldera on Saturday the 30th from noon to 2pm.

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Clean up day for seniors is May 4th and the rest of the Community on Saturday the 7th.

**K. EXECUTIVE SESSION:**

**K. ADJOURNMENT**

Council agreed to adjourn at 8:40 PM.

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

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