

CITY OF PILOT ROCK

Council Meeting

May 3, 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 Jim Hinkle. Also present were Teri Porter, Bill Caldera and Steve Draper. No citizens were present.

B. INVOCATION

Pastor Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

E. PRESENTATIONS

F. ACTION ITEMS

On a motion by

Councilor Hinkle and seconded by Councilor Womack, Council agreed to add F-6 Vacation request for Steve Draper to the agenda. All present voted yes.

F-1 Librarian Job Description

Teri Porter explained that the current job description for the Librarian, states that the position requires a BA or MA degree. The position is part time and the current librarian earns \$13.79 per hour. She explained that while the larger libraries do require higher education, smaller libraries such as ours do not. We were fortunate to have Susan Hilliard, who does have a degree, for the past 27 years. Susan's husband also a librarian, worked for the Pendleton library, and it was good that Susan could find a librarian job so close as well. It is unlikely that we will find another librarian with these credentials, that would accept the position at \$13 per hour. Concerned that such a requirement would limit the pool of, otherwise qualified, applicants, Teri asked Council to consider changing the description to read that the degrees are "preferred" rather than required. **On a motion by Councilor Deno and seconded by Councilor Doherty, Council agreed to amend the job description. All present voted yes.**

Teri also explained that she is asking Council to consider increasing the wage scale for the Librarian from \$10.70 to \$13 starting. This increase is reflected in the wage scale that is next on the agenda.

F-2 Wage Scale for 2016-2017

This item was tabled at the last Council meeting. Teri restated for Council that the scale has a new format, it removes the \$200 first year bump (absorbed into the scale), a 1% COLA increase that is proposed in the budget, and an adjustment to the recorders position. Teri pointed out that the new scale is in a "step" format.

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Councilor Doherty stated that he had shown the scale to others who were familiar with the format, and agreed that the format is acceptable. Regarding paying department heads the same, Councilor Doherty stated that in his discussions with others, emphasis should be placed on education, experience, job description and most importantly, market analysis. He stated that in the market analysis provided in the packet, we are not that far off. Councilor Perkins also did some extensive research, comparing job descriptions and wage. He also spoke with Nancy Parker (city recorder) of Athena, whose job description states that “the position typically requires a bachelor’s degree...”. Nancy indicated her concern, that requiring that stringent of a requirement (given the talent pool in Eastern Oregon) might hinder being able to find somebody for that position. He went on to read from several other job descriptions, some making a degree a requirement and others that they are preferred. Councilor Perkins argued that education is important and suggested that as indicated in the last meeting if down the road the City looks to change the recorder position to a City Administrator, we will be paying more in the \$70,000 range and they will have an education requirement. Our recorder job description only requires a high school diploma or GED. Councilor Doherty stated that in his discussions, while education is important, they felt that experience in the current job or relative past experience is more important. Councilor Perkins suggested that in the future we look at changing the job description to include an education piece. Councilor Perkins went on to discuss the recorder positions wage adjustment. He stated that equity is an issue for him, the position has not been adjusted for 15-20 years. It is important to retain good employees and be competitive in our wages. He read two questions from Mrs. Slabik who could not attend tonight’s meeting; Were jobs added to the original job description for the city recorder? Teri stated that as the recorder she took on additional responsibilities and work load for the police department. Councilor Perkins also pointed out that much of that was identified in the list provided to Council at the last meeting. Regarding long term economic viability for Pilot Rock, the second question was, Can we really afford an increase for the position? Councilor Perkins pointed out that the information provided indicates that the budget can handle this increase. Councilor Hinkle referring to the analysis pointed out the different job duties of the different cities. Councilor Deno asked for clarification that the increase is reflected in the budget. Teri stated that it was already in the proposed budget. If Council chooses not approve the wage scale, the money allocated would carry over to next year. **On a motion by Councilor Deno and seconded by Councilor Doherty, Council agreed to approve the wage scale. All present voted yes.** In discussion Councilor Perkins expressed his concern regarding the process and the timing of the request. He does feel that that it is important to retain good employees. If we had to go out and replace Teri, or the staff, it would be very difficult to do, we have to work to keep good people in place, hopefully Teri will stay on for 4 or 5 years. At the budget meeting George Ficene, brought up a good point, where is the ceiling? Every year things increase for the City, looking at the big economic picture for Pilot Rock, what can we afford to do? Where is the ceiling? He suggests that we look at this as move forward to ensure that we do not ham string the community.

F-3 Resolution #590 Fee Schedule for City Services

Teri presented the fee schedule which showed increases to land use permits such as variances, conditional use, zone change, annexation, partition etc. The fee also increased the current Utility/water deposit from \$100 to \$150. Teri explained that the deposit should cover at least 2 months of the Pilot Rock utility bills. With the recent increases to the sewer rate the current \$100 deposit does not cover two months. Knowing that within the next 2-3 years the sewer rate must be at \$40, the entire monthly utility bill will be approximately \$72 per month.

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Recently she had a rather heated discussion with a landlord, who refused to take responsibility for his tenants non-payment of the their bill before they skipped out. Teri explained that payments for the previous month's service are considered past due if not paid by the 20th of each month. At that time the next bill is stamped "past due". If payment is still not received by the 20th of the next month a \$15 late charge is imposed and a letter sent to both the tenant and landlord that payment must be received by the 11th of the following month or the water will be turned off. 4 days prior to shut off a door hanger is put on the door reminding them to pay as the water is scheduled to be shut off. The process as required by law requires time for notifications and can span 2-3 months before the water is actually turned off. Turning off the water is a good motivator to ensure payment. But if a person moves away, we have no leverage, without a deposit to put against the balance we are left holding the bag. Councilor Womack asked if there is interest on that deposit? Teri stated that there is not but she would look into it. **On a motion by Councilor Perkins and seconded by Councilor Doherty Council voted not to increase fees. Councilors Perkins, Doherty, and Hinkle voted in favor of not raising rates. Councilors Womack and Deno voted in favor of the fee schedule as presented. By a majority vote the resolution did not pass.** Councilor Doherty stated that the timing is terrible. Teri pleaded that Council reconsider at least allowing the increase to the deposit. Steve Draper confirmed that the current deposit amount will not cover two months. Councilor Deno explained that he was in favor of the rate increases as they only serve to protect the City, why is the City sticking it's neck out for these people who don't pay their bill? Council stood firm on their decision not to raise rates.

F-4 Resolution #589 Election to Receive State Revenue

On a motion by Councilor Hinkle and seconded by Councilor Womack, Council agreed to approve Resolution #589. All present voted yes.

F-5 Sewer Rate Increase to Meet Requirement

This issue is brought forward to clear up confusion regarding how the sewer rates will increase over the next couple of years to meet the \$40 requirement. Teri stated that it appears that in past minutes of June 16, 2016, a motion was made that "the sewer rate increases of \$10, \$5 and \$5 over the next 3 years will be paid by staff and Council". A June 2, 2016, staff report mentions that "so far the plan is to raise the residential sewer rate by \$10 in 2015-16, then another \$5 next year and \$5 the following year...". There is no clear motion that states how the sewer rates for the users will increase over the next few years. Newsletter articles and a letter sent out in last year's mass mailing states that the increases would be \$10, \$7 and \$5. Increasing the rate by \$7 this coming year would mean \$15,600 of additional revenue that would be placed in the account, and used to pay off the loan sooner. The difference between a \$5 or \$7 increase is \$24 for the year. There was discussion as to how to clear up the confusion. Should we amend the previous motion made on June 16th of last year or simply make a new motion. Councilor Doherty added that as we work through the Lagoon Upgrade issue and consider different options things change. The motion made last year was done so with the information we had at the time. Councilor Perkins stated that the bottom line is that we have to get to \$40 to meet the affordability index to qualify for the loan so it needs to be fixed. Is it possible that in the third year things could change? Steve stated that he does not believe it will. Councilor Perkins asked if it would be prudent to make a motion for the coming year and wait to make a motion on the amount for the third year in case there are changes. **On a motion by Councilor Perkins and seconded by Councilor Womack. Council agreed to increase the sewer**

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rates by \$7 for the 2016-17 fiscal year and that increase to be applied to all council and staff as well. All present voted yes.

F-6 Vacation Request for Steve Draper

Steve requested to take 2 weeks off at the end of the month. Councilor Doherty asked if there was anything going on. Steve stated it was slow and a good time to go. Tim would be here. **On a motion by Councilor Doherty and seconded by Councilor Deno, Council approve Steve Drapers vacation request. All present voted yes.**

G. INFORMATION ITEMS

G-1 Department Head Report

CITY HALL:

1. The Swim Bus Director position is open again this year. So in the process of recruiting a qualified person to handle the program.
2. Working a amending the Librarian job description. Once approve by Council I will be able to post the Librarian position as well.
3. Heard back from Scott Farley of the Governor's Regional Solutions office, he tells me he is not aware of any grants or assistance for dispatch fees.
4. Made changes to the proposed budget as discussed during the first budget meeting. Prep for next budget meeting.
5. Still having issues with police line and getting it to forward calls to dispatch after 4 rings.
6. Wanda is making preparations for this summers swim bus program.
7. Preparing for 2 public hearings to be held by the Planning Commission May 9. The are both for set back variances. Notice will be in Friday's EO. Susan (Price) researched the neighbors within 250 ft of each property and notice was sent to them as well as all affected agencies.
8. Wanda and I sorting out issue with a property owner refusing to take responsibility for their tenants delingquent utility payment.
9. Looking into the possibility and or process of bringing a property just outside the UGB in so that we can consider annexation and the property can have access to City services.
10. Second budget meeting went well. The committee approved the proposed budget, which will be presented at a public hearing during a regular Council meeting on May 17, 2016.

Teri added to her report stating that she met with ESD that morning working on getting the office on the new Microsoft program. She should start work on Councils emails next week.

POLICE:

1. Put out an informational letter about upcoming community clean up days and expected compliance with attractive nuisance ordinances.
2. Updated several department forms.
3. Installing wiring harnesses to radar units and addressing electrical issues in the patrol cars.
4. Assisted Pendleton PD with two hit and run cases where two Pilot Rock citizens had their vehicles hit while in Pendleton.
5. Making contacts regarding cleaning up the property at 253 W. Main St. *Chief Added to his report stating that he has met with Richard Moffit who is working to clean up his property. Still has some more to do but doing a good job.*

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6. Contacted IMESD about getting the city park cameras operational to combat recent vandalism in the park and restrooms. *Chief added that one is not working at all. He is looking into updating the cameras to improve the visibility problems.*

PUBLIC WORKS:

1. Found more mop heads in the sewer system. Have spoken to both the High School and Elementary Schools.
2. ODOT is making preparations to install the new flashing beacon at the crosswalk by the Elementary School.
3. Working with SunThurst to extend the due diligence period and negotiating rent payments for the due diligence period. *Steve added that Sunthurst will be pay annual rent to hold over the property while they do their due diligence.*

H CONSENT CALENDAR

Bills Total: \$49,507.52

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

J COUNCIL COMMENTS

Councilor Womack asked if any other County officials will be addressing Council, he thought it seemed out of place that Commissioner Elferring addressed Council at the last meeting with his bid for re-election. Teri explained that in the past we have allowed it and that if anyone running for office asked to address Council we would not refuse. We must remain unbiased.

Councilor Hinkle asked about the progress on the stairs to the school. Steve stated that we are still trying to clear up the matter of past taxes. He will follow up. Once they are paid we will pay our portion of the taxes and then we will get an asbestos report. Councilor Hinkle asked about the Fenton variance for off street parking. Steve suggested that we extend the variance until we get the property and stairs cleaned up. It was suggested that we request Mr. Fenton attend a Council meeting to request the extension. There was discussion regarding the wave runner that is parked out front and vehicles parked there that make it difficult to turn at the intersection. The property is actually built out onto the city right of way.

Councilor Doherty suggested that the City consider developing a five-year plan. It is a road map to show where you hope to be in 5 years and things can change along the way. Councilor Perkins agreed that it is a good idea and to hold a work session to discuss the big picture, what is our philosophy, what do we want to see happen. We need to reexamine the assets we have, brainstorm and have discussions what we want for our community. Mayor Carnes suggested that we start with the action plan developed while Paul Koch was here. Teri said she would find it.

Councilor Deno asked about the folks interested in a solar company on City Property. Steve stated that we have extended their due diligence period so that they may continue to work out the details.

Mayor Carnes stated that we have Community clean up this week. The kids will be out helping the seniors' tomorrow afternoon. Saturday will be free dump day for household trash.

Teri informed Council that Jimmy Doherty of East Oregon Waste Management, was in and stated he is having cell phone issues, when folks call it from a land line. So he is not ignoring calls he just has to get it fixed.

K. EXECUTIVE SESSION:

K. ADJOURNMENT

Council agreed to adjourn at 8 PM.

APPROVED _____

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ATTEST _____