

**CITY OF PILOT ROCK**

**COUNCIL MEETING**

**MAY 3, 2011**

**7:00 PM**

**A. ROLL**

The regular meeting was called to order by Mayor Virginia Carnes at 7:20 PM. Council members present were Kacie Moss, Annie Tester, Glen Snively, George Hall, and Shawna Kirk. Also present were City Recorder Jackie Carey, Chief Darren Richman, Public Works Supervisor Steve Draper, Mary Lue Slabik, Tracy Suttle, Shelby Waite and Pastor Harley Jeffers.

**B. INVOCATION**

Pastor Jeffers gave the invocation.

**C. PLEDGE OF ALLEGIANCE**

**D. APPEARANCE OF INTERESTED CITIZENS**

No comments.

**E. PRESENTATIONS**

No presentations.

**F-1 HIRING A CITY RECORDER**

This was tabled to an executive session after the regular meeting tonight.

**F-2 BIKE PIT EVENTS**

Tracy Suttle addressed the Council regarding the event dates for the Bike Pit. They are as follows: August 20, 2011, Community Days with camping, October 15-16, 2011 with camping, November 19-20, 2011 with camping and the second weekend in March 2012 with camping.

Councilor Hall stated the Council requested their proposal in writing. Mr. Suttle apologized and stated he dropped the ball. They would come back with their proposal in writing at the next meeting.

**F-3 ODOT AGREEMENT**

Draper addressed the Council regarding a mutual aid agreement with ODOT. The City has had an agreement for years, but it has expired. Councilor Hall is in favor of the

agreement as long as the City does not divorce itself from their equipment or have a backup, if our equipment is needed. Draper stated it will be at the City's discretion if they want to loan their equipment.

On a motion by Baleztena and seconded Snively the Council approved the Mutual Aid Agreement with ODOT. Moss, Tester, Snively, Baleztena and Kirk voted yes. Hall voted no.

#### **F-4 FREE DOG LICENSE DAY**

The City has been involved with setting up a rabies vaccination clinic in Pilot Rock. The City has not held a clinic for a couple of years and Angel has contacted Riverside Veterinary Clinic. They are willing to come out on June 3, 2011 from 3:00 PM to 5:00 PM at \$20 per shot. Chief Richman is requesting the City waive the license fees for that day of the clinic to allow citizens to get their dogs licensed. By waiving the fees it would allow the police or citizens who may find a dog to return it to the owner. Mayor Carnes volunteered to help with the clinic.

On a motion by Snively and seconded by Baleztena the Council approved a free dog license day on June 3<sup>rd</sup> and using the parking lot by the Public Works Shop for the clinic. All members present voted yes.

#### **F-5 CODIFICATION OF ORDINANCES**

Chief Richman asked the Council for direction on how they want to proceed with the ordinance codification. He has made the changes that the Council requested.

On a motion by Baleztena and seconded by Hall the Council approved the codification of the city ordinances. All members present voted yes. Carey stated she would have an ordinance ready for the next meeting that will need to be passed.

#### **F-6 FARMER'S MARKET**

Shelbey Waite addressed the Council regarding approval of the Farmer's Market beginning June 21, 2011. They will meet every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month through October 20<sup>th</sup>.

On a motion by Baleztena and seconded Tester the Council approved the Farmer's Market on City property with the dates listed as long as they include the paperwork. All members present voted yes.

Hall stated the City needs to establish a pattern requiring something in writing. Baleztena amended his motion to include the paperwork.

Waite asked permission to place garden sheds on City property on East Main and West Main. The High School has donated the sheds to the Community Gardens. The sheds will be 5'x5' portable sheds. Waite stated once the pavilion is installed the shed will be removed.

Hall again would like something in writing. On a motion by Hall and seconded by Baleztena the Council approved placing garden sheds at East Main and West Main as long as they do not conflict with other structures. All members present voted yes.

### **G-1 DEPARTMENT HEAD REPORT**

See attached report. Carey complimented Angel Williams on doing an outstanding job running City Hall by herself. When she is asked to do something it is done in a very timely matter. She is doing an excellent job. Carey thanked the Council for hiring Williams.

Draper advised the public works had to dig a big hole on Main Street. There is a sink hole that made a big hole. They dug down 12-15 ft and could not find anything. They back filled the hole. Hall stated he would have liked to get a call before they started digging up new asphalt. Hall stated he received calls from the public.

Baleztena stated he trusts our staff to do their job. Draper told the Council what he did. That is good enough for Baleztena.

Hall stated the City needs a policy on fix or patching our streets. Draper stated the City has a Standards manual.

### **G-2 REVIEW ORDINANCE NO. 538**

Kirk reviewed Ordinance No. 538 with the Council. The Council likes the future agendas. Kirk would like to take one ordinance at a time to review with the Council starting in July.

### **G-3 BUDGET QUESTIONS**

Kirk had a question regarding the money from A & V Investments. She wanted to know where in the budget the money was listed. Carey advised the money is not reflected in the budget until the City actually receives it. Then if the Council wants to spend the money they will need to do a supplemental budget or wait until the next year's budget.

A & V Investments need to make another escrow payment on May 15, 2011. They will need to close by June 30<sup>th</sup> if they decide to purchase the property.

Snively wanted to know if the City will be stuck for the property taxes. The lease states they will be responsible for property taxes. There were no taxes due this last November because they were not in the property on July 1, 2010.

### **H. CONSENT CALENDAR**

On a motion by Baleztena and seconded by Kirk the Consent Calendar was approved. All members present voted yes.

### **I. COUNCIL COMMENTS**

Mayor Carnes read a thank you from Jackie Carey for her retirement gifts.

Councilor Tester wanted to know what the Council wants to do about Kim Bedard's exit interview. Tester took the paperwork home after the interview. It was determined that the paperwork needs to stay at City Hall.

Councilor Hall wanted to know about the Bike Pit planting trees. Councilor Baleztena stated it was in the master plan and was approved by the Council as noise abatement. Mayor Carnes advised that Paul Ellis donated the trees. Mayor Carnes stated neighbor Wayne Platt was very pleased with how the Bike Pit is operating. He was very positive.

Mary Lue Slabik wanted to know who planted trees. Volunteers planted the trees. There was no cost to the City.

Councilor Hall wants to know the financial risk to the City if A & V Investments walks away without paying their taxes.

Councilor Hall wants signature lines for all of the Council to sign all official paperwork at this time.

Councilor Hall would like some level of audit on City credit cards. Carey advised the auditor checks all credit cards during their annual audit to make sure there are receipts for everything and the Council reviews these bills before they are paid.

On a motion by Baleztena and seconded by Tester the Council appointed George Hall and Shawna Kirk to audit the credit cards. They will go back as far as they determine is necessary. All members present voted yes.

Mary Lue Slabik wanted to know the schedule for City Hall. The present schedule is 8am-5pm 5 days a week. Slabik wanted to know what the schedule was for the public works. Hall asked to table this discussion for the future.

### **EXECUTIVE SESSION**

The Council went back into executive session under ORS 192.660 (2)(a) Employment of Public Officer.

Called to order at 6:16 pm. Present were Kacie Moss, Annie Tester, Mike Baleztena, Glen Snively, Mayor Carnes, George Hall, Shawna Kirk, and Chief Richman.

Discussion regarding two applicants.

Adjourned at 7:15 pm

Back into executive 8:29 pm. Same councilors and Chief present.

Discussion regarding applicants. Came out of executive at 8:46 pm and back into regular session.

8:46 pm Motion made by Shawna Kirk: Offer Teri Porter the position of City Recorder.

Seconded by Glen Snively. Roll call vote. I's, Shawna Kirk, Glen Snively, Annie Tester  
Ney's: George Hall, Mike Baleztena, Kacie Moss. The tie was broke by Mayor Carnes  
who voted for Teri Porter.

Order was given for the Chief to make phone contact with the other applicants that had  
interviewed and then send letters to all applicants.

Meeting was scheduled for wage negotiations on May 6<sup>th</sup>, at 10 am with Teri Porter,  
George Hall, Annie Tester, Kacie Moss and Chief Richman. Chief Richman was also  
asked to put benefit package together. Mike Baleztena said he remembers new  
employees will need to pay part of the medical and that should be included. All  
members agreed.

### **J. ADJOURNMENT**

The meeting was adjourned at 8.59PM.

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

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