

CITY OF PILOT ROCK

COUNCIL MEETING

MAY 17, 2011

7:00 PM

A. ROLL

The meeting was called to order by Mayor Virginia Carnes at 7:00 PM. Council members present were Annie Tester, Mike Baleztena, Shawna Kirk, and Glen Snively. Also present were City Recorder Teri Porter and Jackie Carey, Public Works Supervisor Steve Draper, Chief Darren Richman, Mary Lue Slabik, Tracy Suttle, Katie Weinke, Mike Lankford, Mark Street, Jason Robles and Mike Nelson.

B. INVOCATION

Pastor Mike Nelson gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

Mike Nelson, minister of the Assembly of God Church addressing Steve Draper, expressed his concern that the water run off from the high school was being channeled right through the property causing deep ditches and preventing them from planting grass and improving the look of that hillside. Mike asked when the drainage problem on the property was going to be fixed?

Steve Draper stated that he planned to get with Jim Hatley and Steve Haddock and reset the pins. We have approval from the Council to proceed. There is quite a bit of excavation to be done and he is waiting for better weather to do it right.

E. PRESENTATIONS

No presentations.

F-1. APPROVAL FOR FUTURE BIKE PIT EVENTS

Mark Street and Tracy Suttle submitted a list of future Bike Pit events for Councils approval.

Councilor Snively asked about the 501c3. Street said that they are still working on it.

On a motion by Kirk and seconded by Baleztena the Council will accept the event dates as presented on document dated 5-10-2011 with the understanding that the proof of liability insurance be provided to the City 30 days prior to the event. All members present voted yes.

F-2 APPROVAL OF ORDINANCE NO. 547 ORDINANCE CODIFICATION

Mayor Carnes read Ord. #547 for the first time. On a motion by Baleztena and seconded by Kirk the Council voted to adopt Ord. #547. All present voted yes to the 1st reading.

F-3 APPROVAL OF FARMER'S MARKET – SHELBY WAITE

Shelby Waite was not present but left a letter stating her request. She is requesting to place 2 sheds on City property. One shed to be placed at the Community Gardens on Main and Elm to be used by the Community Gardens. The second shed would be placed at the Community Gardens on Main St. to be used for Farmers Market. The letter indicates that they are temporary structures that can be moved and the placement of these sheds would comply with city ordinances.

On a motion by Councilor Baleztena and seconded by Snively to allow the garden sheds placed at each location and approve the schedule for the Farmers Market. All present voted yes.

F-4 LOW INCOME APPLICATION-CAREY

Jackie Carey asked Council to approve a low income application, which would allow this family of 2 a reduced rate on their water, sewer and public safety. States that the family of 2 do meet our criteria.

Councilor Snively asked what the reduced rate is? Carey stated it amounted to about \$10.85 a month.

On a motion by Tester and seconded by Kirk the Council approved the low income application. All present voted yes.

F-5 APPROVAL OF THE PARK & RECREATION AGREEMENT

Katie Weinke asking Council to accept the new agreement with changes as follows. #9 to read: "The Board agrees to allow the use of the entire building of

the Community Center and its facilities to the City of Pilot Rock only, for an additional 2 scheduled meeting for a rate of \$65 as long as the City removes the garbage after their use.” Two meetings are totally free except for the garbage haul and two would be at half price.

Councilor Kirk asked if the \$65 was to cover the cleaning fee. Katie said that is was.

On a motion by Baleztena and seconded by Tester the Council approved the Parks and Recreation agreement with the changes. Councilor Snively stated that he would like to have the other Council Members present he had concerns that there are 2 councilors absent. Carey stated that the absent Councilors did receive a copy of the corrected agreement. All present voted yes.

F-6 APPOINT JUDY CAMPBELL TO LIBRARY BOARD

On a motion from Kirk and seconded by Baleztena the Council agreed to appoint Judy Campbell to the Library Board. All present voted yes.

F-7 APPROVAL TO PURCHASE A GATOR OR GOLF CART

Steve Draper asked Council for approval to purchase a Gator or Polaris type vehicle. Has gotten several quotes on used Gators and or Polaris. Submitted a quote sheet for Councils review. Draper recommends the Polaris.

Kirk suggested due to the cost and effect on the budget that we table this until all the members were here. Snively agreed. Kirk said it would give us a chance to look at the actual bid sheets. Draper stated that he has the actual bid sheets with him. Baleztena attested to the benefit of having such a vehicle to do the tasks required, and gas savings. Tester asked if it would be used by all maintenance staff. Draper said it would. It would keep us from having to use the one ton truck and would be a big saving on gas. Kirk asked if we could pass the bids around and then come back to this. Draper handed Council his file with the various bids. Draper and Richman also stated that this vehicle could go places that we could not go with the truck, allowing us to spray and do a better job of weed control. Snively asked if it came with a warranty, Draper said that it did. Steve stated that Councilor Hall had a question about diesels, but every dealership spoken to recommended not to use a diesel for this type of work because of short stops and starts. Kirk asked how long have you been saving for this equipment? Draper stated that each year I try to put about \$4000 out of each dept into an equipment replacement fund, I have been putting money into this fund for years and have bought a lot of equipment out of it over the years.

On a motion made by Baleztena and seconded by Tester the Council approved the purchase of the \$6500 Polaris. All present voted yes.

G-1 DEPARTMENT HEAD REPORT

See attached report. Chief Richman handed an event checklist to Mayor Carnes that he pulled together. There were a couple of changes on the permit form. Everything has to be done 30 days prior. Also that street closures must be signed off by Public Works, Fire Dept and Police, this way everyone is informed. The form is a good way for people to know what they need to do when they are planning an event and keep all depts. informed.

Carey stated that Teri started Monday and is doing great, and catching on quickly. Is concerned that there is a lot to learn and will not be able to teach her everything before Jackie leaves at the end of June. Asked council for direction on prioritizing her training. Tester stated that Jackie had a list that she was going to use to start the training which was much more specific than the job description, suggested that Jackie initial and date as the training is done. Would like to have an update on how Teri is doing, weakness and strengths, before Jackie leaves the end of June. Councilor Tester also asked about the evaluation form we will use. Jackie stated that we have received some from CIS, but have not had a chance to look at them. We will have some for Councils review at next meeting. Mayor Carnes stated that Jackie knows better than any of us what is critical to City Hall. Councilor Kirk asked Jackie to come back with a list that the Council can review and make changes to if needed.

G-2 MARY KOCH'S MONTHLY PAYMENTS

Mayor Carnes suggested that we take the full Koch file to David Blanc our attorney to review and ask him to be present at our next council meeting to discuss it.

On a motion by Kirk and seconded by Tester to direct Teri and Jackie to take a copy of the full Koch file to David Blanc asap and request he come to our next Council meeting and put on the agenda an Executive Session regarding Real Estate. Kirk suggested that each Councilor go into the office and look through the file. The Mayor asked that they sign off on a sheet that it was reviewed. All present voted yes.

G-3 RESOLUTION FOR EMPLOYEE'S PORTION OF INSURANCE

Jackie Carey asked Council for clarification. Now that we are requiring new employees to pay 5% of the cost of medical insurance, is this on the employee

and dependents or just the dependents? Kirk and Tester felt it was on the entire amount.

On a motion by Tester and seconded by Kirk Council agreed that the new employee's 5% is for the total package of insurance. All present voted yes.

Carey stated that there would be a resolution in the packet next time which will show the Council's history regarding this and stated in more clearly that the 5% is for the total insurance package.

H. CONSENT CALENDAR

A motion by Kirk and seconded by Baleztina to approve the Consent Calendar. All members present voted yes.

I. CITY COUNCIL COMMENTS

Councilor Kirk would like to discuss the personnel manual. A year ago Jackie, Kacie, Paul and herself had reviewed it. I know that Jackie is busy training Teri now. Councilor Kirk suggested that we give the task of typing up the personnel manual with changes, to Chief Richman and present it to us at the next meeting. Chief asked how many changes are there? Carey said there were a lot. It was decided to give him an additional 2 weeks and present it with changes on June 21, 2011.

On a motion from Kirk and seconded by Tester the Council directed Chief Richman to retype the personnel handbook with changes and present to Council on June 21, 2011.

Councilor Tester stated that the review and changes to the handbook were actually brought up by the Chief, that he felt we should have a good handbook that made sense. So this is not a surprise. Carey stated that it is all on a disc and the Chief did offer to do it. All present voted yes.

J. EXECUTIVE SESSION ORS 192.66 (2)(e) Real Property

The Council went into executive session under ORS 192.66 (2)(e) Real Property.

Called to order at 7:40 pm. Present were Annie Tester, Glen Snively, Mayor Carnes, Shawna Kirk, Chief Richman, Steve Draper, Teri Porter and Jackie Carey.

The Council came out of Executive Session at 8:08

On a motion by Councilor Kirk and seconded by Baleztena was made to direct Steve to contact David Blanc, our attorney, and revise the contract with listed priorities. Draper asked, with the \$100,000 reduction in the down payment? Councilor Kirk said yes. All present voted yes.

On a motion by Councilor Kirk and seconded by Tester Council agreed that we bring the revised agreement to the next meeting on June 7, 2011, and have both Victor and Anthony here to review it. All present voted yes.

K. ADJOURNMENT

On a motion by Kirk and seconded by Tester the meeting was adjourned at 8:10PM. All present voted yes.

APPROVED _____

ATTEST _____