

# CITY OF PILOT ROCK

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## Council Meeting

January 21, 2014

7:00 PM

### A. Called to Order

The Regular meeting was called to order by Mayor Carnes at 7:00. Council members present were Kacie Moss, Bob Deno, Raymond Doherty and Michael Baleztena. Also present were City Recorder Teri Porter, Public Works Director Steve Draper and Chief Richman. Citizens present were Mary Lue Slabik, Helen Doherty, John Fenton and Edgar Perrine.

### A. INVOCATION

Councilor Deno gave the invocation.

### B. PLEDGE OF ALLEGIANCE

### C. APPEARANCE OF INTERESTED CITIZENS

### D. PRESENTATIONS

### E. ACTION ITEMS

**On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to add F-4 Appointing a Council President. All present voted yes.**

#### F-1 Appoint Budget Officer

**On a motion by councilor Baleztena and seconded by Councilor Deno. Council agreed to appoint Teri Porter as the Fiscal Officer for the 2014-2015 budget process.**

#### F-2 Public Hearing: Conditional Use at 227 SW Birch

Mayor Carnes opened the public hearing. Mr. Perrine explained to Council that he would like to build a shop on his property and also have living quarters inside it. Councilor Deno asked what the name of the business would be and Mr. Perrine replied that it would be called Perrine's Repair. Teri explained that the lot is zoned commercial and to have a dwelling in a commercial zone it must be secondary to a business. There was no opposing testimony from citizens. **On a motion by Councilor Baleztena and seconded by Councilor Deno, Council approved the permit for conditional use. All present voted yes.** Mayor Carnes closed this hearing.

#### F-3 Public Hearing: Request to rezone 106 S Alder

Mayor Carnes opened the public hearing. Teri Porter explained that the property is currently zoned commercial. Mr. Fenton is in the process of turning the old doctors office into a duplex. A duplex is not a permitted use in a commercial zone. Mr. Fenton is requesting to have it rezoned to residential which does allow a duplex. Mr. Fenton explained that the apartments will be two bedrooms each, with garbage disposal, dishwasher, washers and dryers. There was discussion regarding the lack of parking and that Mr. Fenton did

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make an offer on the property immediately to the north of the property but the offer was refused. Council raised concerns regarding the location of the steps to be rebuilt. It was explained that even if the property to the north is not acquired, Mr. Fenton is willing to give the City an easement where the current walkway is and has been for decades. Regarding the parking concern, Chief Richman suggested that Council give Mr. Fenton a temporary variance for 1 year, allowing him time to work it out. **On a motion by Councilor Moss and seconded by Councilor Baleztana, Council approved the request to rezone the property from C-1 to R-2. All present voted yes. On a motion by Councilor Moss and seconded by Councilor Baleztana, Council agreed to grant a temporary variance regarding the parking for 1 year. All present voted yes.** Mayor Carnes closed the hearing.

## **F-4 Appoint the Council President for 2014**

**On a motion by Councilor Baleztana and seconded by Councilor Doherty, Council agreed to appoint Kacie Moss as Council President. All present voted yes.**

## **G INFORMATION ITEMS, REPORTS AND PRESENTATIONS**

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

#### **CITY HALL:**

1. Working on getting W-2's out for employees. Needing to do an update on the springbrook system to ensure that all the necessary benefits is on the W-2 per the new affordable health care act.
2. We are currently working on an outdated Springbrook System and it is making it increasingly difficult to get tasks accomplished. The cost to upgrade to the newer version of Springbrook would be approx. \$13,670. I will look into what our current budget can handle and make a presentation to Council for approval at a later time.
3. The Mayor and I attended a small cities meeting at the Boardman Sage Center. There was discussion on budget law and educating citizen as well as issues with FEMA and floodplain concerns.
4. Have recorded the rezone ordinance for the motel with the County.
5. A&V was invoiced for the cost of the surveying of the parking lot partition and was to pay Steve Haddock directly. As of the date of this staff report, Mr. Haddock has not received payment. I have asked Steve Draper to contact Anthony or Victor to see if we can get this resolved quickly.
6. Have reapplied for authorization to purchase surplus from the state.
7. We will be cleaning out the file room in the Council Chambers in preparation for the police department moving into those offices.
8. In preparation for this year's swim program, Wanda is sending out letters requesting donations to help support the program.
9. I will be attending the CIS conference on February 27-28.

#### **POLICE DEPARTMENT:**

1. Working on updating Police Policy Manual.
2. Went to first training of new computer system.

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3. Scheduling CPR class for police and any other City Staff
4. Officer Diehl is adjusting to the department. It has been very successful to have Officer Stallings working part-time to cover the temporary vacancies in patrol.
5. Dog calls seemed to have slowed down slightly.
6. Looking at options to move the Police Department that was approved by the City Council.
7. Looking at options to replace the Impala and Crown Vic, as they are starting to increase in cost to keep them in good shape

*Chief Richman added: That we will be holding CPR training for City employees on February 6, from 1p-4p. It will cost \$20 per person. Council members are welcome to attend. Richard Hemphill will be conducting the class.*

## **PUBLIC WORKS:**

1. Routine maintenance on buildings and equipment.
2. Start work on remodeling the council chambers back offices to accommodate the police department.
3. Working on grants and plans to remove and replace the stairs to the high school.

## **H. CONSENT CALENDAR**

**On a motion by Councilor Moss and seconded by Councilor Baleztena, Council agreed to approve the consent calendar.**

## **I. CITY COUNCIL COMMENTS**

Councilor Baleztena asked about the progress on rebuilding the steps to the school. Steve explained that he will be talking with Mr. Fenton to acquire the easement. Then we can work on the placement and design.

Mayor Carnes informed Council that she and Teri attended the Small Cities meeting in Boardman at the beautiful Sage Center. She also explained that Hewlett Johnson with Umatilla County Economic Development has granted the City \$1500 for the Rural Symposium so we will be having another meeting in the near future. He also provided \$1000 for the Chambers Citizens Banquet. Mayor Carnes also stated that she is looking into the Merlo Foundation for donations to fund a concession trailer to be used at the bike pit but can also be used by others of the community for fund raiser projects. Councilor Deno offered that he helped with the one for the Lions Club and knows what to expect and would be happy to help with this one.

## **J. EXECUTIVE SESSION:**

On a motion by Councilor Moss and seconded by Councilor Baleztena, Council agreed to now meet in executive session for the purpose of real property transactions. The executive session is held pursuant to ORS. 192.660. (2)(e) which allows the Council to meet in executive session to deliberate real property transactions. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the

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end of the executive session, we will return to open session and welcome the audience back into the room. All present voted yes.

Council went into executive session at 7:25pm. Present were Mayor Carnes, Councilors Deno, Doherty, Baleztana and Moss. Also present were Teri Porter, Steve Draper and Chief Richman.

Council came out of executive session at 8:02. **On a motion by Councilor Moss and seconded by Councilor Baleztana, Council agreed to approve the letter of intent for the Sundown project. All present voted yes.**

**On a motion by Councilor Baleztana and seconded Councilor Deno, Council agreed to direct Teri to draft a letter from the appointed Councilors for approval to Mary. All present voted yes.**

## K. ADJOURNMENT

On a motion by Councilor Moss and seconded by Councilor Baleztana, Council agreed to adjourn at 8:04pm. All present voted yes.

APPROVED \_\_\_\_\_

ATTEST \_\_\_\_\_