

CITY OF PILOT ROCK

REGULAR COUNCIL MEETING

JANUARY 5, 2010

7:00 PM

A. CALL TO ORDER

The meeting was called to order by Mayor Virginia Carnes at 7:00 PM. Council members present were Kacie Moss, John Standley, Nancy Lankford, Michael Baleztena, George Hall and Shawna Kirk. Also present were Paul Koch, City Recorder Jackie I. Carey, Chief Darren Richman, Public Works Supervisor Steve Draper, Mary Lue Slabik, Jim Carey, Bill Liebe, Lynn Liebe, Harley Jeffers, Chuck Bonando, Ray Slabik, Don Dirkes, Mark Street and John Taylor.

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

Don Dirkes, from Anne's Restaurant, requested approval for a liquor license for their establishment. They want to serve beer and wine. Mayor Carnes instructed Mr. Dirkes that he needed to work with Chief Darren Richman.

John Taylor wanted to address the Council. Mayor Carnes advised Mr. Taylor that he was limited to 3 minutes. Mr. Taylor decided not to speak at this time.

E. PRESENTATIONS

There were no presentations at this time.

F. ACTION ITEMS:

F-1. COUNCIL PRESIDENT & VICE-PRESIDENT

On a motion by Standley and seconded by Lankford, Shawna Kirk was nominated for Council President. All members present voted yes.

On a motion by Standley and seconded by Baleztena, George Hall was nominated for Council Vice-President. All members present voted yes.

F-2. BIKE PIT

Earlier in the year, the Council passed a motion declaring their desire to deed the entire bike pit park to the OHV Association. The condition of that decision was that the Association would gain a 501(c) (3) non-profit designation from the federal government. At the time, Council established December 2009 as the deadline for action on the deed.

The Association is in the process of updating their non-profit status with the State of Oregon and is processing application for federal non-profit status. The Pilot Rock Foundation has agreed to serve as the 501 (c) (3) organization to assist the Bike Pit Association. The Bike Pit Association does not now however, have the federal designation called for in the Council's original action.

The Association is seeking an extension of time to complete their work to comply with the Council directive.

Councilor Standley asked when the Association would have their non-profit designation. Mark Street stated it would take 6 to 8 months. On a motion by Kirk and seconded by Baleztena the Council approved granting an extension for 8 months to get their non-profit designation. All members present voted yes.

F-3. JOB DESCRIPTIONS

Former City Manager Paul Koch has provided his updated job descriptions for the Council review and approval. Koch stated there were some typos and he need to add some education requirements on some of the positions.

Councilor Kirk stated the Chief of Police did not make the statement that he was a department head. She would like to have that added.

Koch advised the Administrative Assistant would be moved back under the supervision of the City Recorder. Koch stated during the policy review by the sub-committee, they recommended that all department heads be exempt employees. Councilor Hall has a problem with the exemption of the department heads. He would like to have more review regarding that portion of the job descriptions. Hall recommended that the Council deal with the exemption separately.

Councilor Hall stated there is a lot to do to decide how to administer ourselves. Councilor Standley said there was no hurry at this time, baby steps. There is no need to rush into anything. Hall advised all need to be on the same page including staff.

On a motion by Hall and seconded by Standley the Council approved the job description with changes and further review. The changes would be to delete exemption for the public works supervisor and city recorder. All members present voted yes.

F-4. BOUNDARY ADJUSTMENT

Boise Cascade has approached the Council regarding a land trade proposal. They are interested in trading a land locked piece of property owned by the City for a 20' x 200' section that Boise owns along Highway 395 that the Downtown Association has designated as an area for a small park, information kiosk and off highway parking. They want to change the boundary to build a storm water drain. As part of the exchange Boise would use and maintain the scales.

City Recorder Carey advised she has checked with Umatilla County Planning and they advised that we can not partition a 20' x 200' piece of property in the industrial zone. The minimum partition allowed is 10,000'. We would need to get an easement from Boise for that section of property along Highway 395. The City would need to deed the property to Boise.

Public Works Supervisor Steve Draper advised Boise wants to install a leach field. Councilor Hall would like to see the design for DEQ.

Bill Liebe suggested writing in the contract that Boise Cascade will accept all DEQ responsibilities or liabilities. Liebe advised there is an underground passage in that area.

On a motion by Hall and seconded by Kirk the Council tabled the boundary adjustment until Public Works Supervisor Steve Draper can do an assessment of the project. All members present voted yes.

Councilor Standley wanted an update on the scales. Boise Cascade is using the scales.

F-5. ODOT GRANT

Chief Darren Richman would like to apply for a grant to purchase new police equipment. Chief Darren Richman was asking for permission to apply for the ODOT grant and any other grants for radar units, vests, cameras and training.

If the grant was awarded, the police department would be able to purchase new radar equipment for patrol. If the application is funded, it will allow all three patrol vehicles the capability to educate and enforce violations of speed.

If the grant is awarded, there will be a resolution to transfer funds in the amount of \$1259 to Capital Outlay Equipment until reimbursed by ODOT, which normally takes about 30 days.

On a motion by Standley and seconded by Lankford the Council authorized the Chief of Police to apply for the ODOT grant. Standley, Lankford, Baleztana, Moss, and Kirk voted yes. Hall voted no. Councilor Hall stated the reason he voted no was he wants all grants to be reviewed by the finance officer. Koch stated if her initials are on the staff report, then she has reviewed the report.

F-6. KINZUA DONATION

Kinzua Resources, LLC, has offered to donate 29 acres to the City for settlement of the money Kinzua owes the City for rent. The Council appointed a task force to review the proposal.

On December 10, 2009, the task force met. They had a conference call with two representatives from DEQ. It was the task force recommendation that the City not accept the 29 acres donation from Kinzua Resources. It was determined the property has more liabilities than value.

On a motion by Hall and seconded by Moss the Council accepts and approves the recommendation of the Kinzua Settlement Task Force to not accept the 29 acres donation from Kinzua Resources, LLC. It was determined the property has more liabilities than value. All members present voted yes.

F-7. APPOINT BUDGET OFFICER

At the first meeting of each calendar year, the Council appoints a budget officer to manage and oversee the development of the City's annual budget.

On a motion by Kirk and seconded by Hall the Council appointed City Recorder Jackie Carey, as the budget officer for the 2010-2011 budget process. All members present voted yes.

G-1. PAVING PROJECT

Public Works Supervisor Steve Draper advised the paving contractor will be out to back fill the landscaping islands with gravel. Due to the weather, the paving will not be completed until spring. Draper will contact the water project contractor to fill the trenches. Councilor Hall wanted to make sure it is their responsibility.

G-2. OPERATIONAL MANUAL

A condensed draft operational manual was distributed at the Council meeting for the Council's review. Paul Koch was unable to complete the manual before his contract expired. Councilor Hall wanted to know how much it was going to cost the City to finish this project. Koch stated it would not cost anything, because he agreed to do this project.

Councilor Kirk thought the policies were going to be combined into one document. Koch stated there will be 3 documents; personnel, operational, and management. Koch stated he would continue to work on the operational manual. Councilor Hall stated as long as it doesn't cost the City any more money he was in agreement.

Councilor Hall stated the council agenda needs to be manageable. Short notice of items for the agenda should be avoided. There should be a 4 day notice for any items on the agenda. Koch recommends that the mayor be involved with the agenda by assisting the staff. Councilor Hall stated he thought he read that the mayor would be involved with the agenda. He would research this.

Public Works Supervisor Steve Draper advised that Boise Cascade wants to lease 3 ½ acres by the bark company to store logs. The lease will be on a month to month basis. Councilor Baleztena wanted to know where Boise is going to store the logs. Draper stated there would still be enough room for the archery club.

Draper also advised if the City does not receive a signed lease from the bark company by the end of this week, he would padlock the gate until the City receives the lease agreement. Mary Lue Slabik wanted to know how long the bark company has been operating with no lease. Koch stated the lease will be effective November 1, 2009.

Mayor Carnes presented a proposed transition plan for the Council's review. Councilor Standley wanted to know who put the plan together. Mayor Carnes advised Paul Koch did on the suggestion of her and George Hall.

The Council would like the department head to continue the weekly reports.

G-1. BUDGET COMMITTEE

City Recorder Carey advised there are three vacancies on the budget committee for the 2010-2011 budget process.

H. CONSENT CALENDAR

Councilor Moss advised she was not present at the December 17, 2009, work session. On a motion by Standley and seconded by Lankford the Council approved the consent calendar the above change. All members present voted yes.

John Taylor wanted to know when an email policy will be on the agenda. Councilor Hall stated it needs to be on the agenda soon.

I. COUNCIL COMMENTS

Councilor Hall would like to see the Executive Session item put back on the agenda. Hall warned the Council what is talked about in Executive Session needs to stay there and not be talked about outside of the session. Hall has received information that some people are talking about what happens in Executive Session with the public.

Councilor Hall also has a concern about Council comments in the public. The Council needs to be careful because it could be defamation of character.

Councilor Balezteni wanted to know about the coffee group using the council chambers. He wanted to know if anyone can use it? Where do you stop? Councilor Standley stated the City already provides the seniors with a facility, the Senior Center.

Councilor Standley stated if the Council asks the staff to do something it should be put in writing. Councilor Hall stated if the Council wants the staff to do something it should come from the whole Council.

Mayor Carnes advised there would be a meeting with the County Commissioners on Thursday night at 6:00 PM at the Convention Center. The Rural Symposium will be January 22, 2010, from 9:30am to 3pm at the Community Center. There will be a Small Cities meeting in Enterprise on January 20, 2010. There will be a grand opening of the Tribal Government Center on February 16, 2010, from 11am-1pm. Pendleton Chamber of Commerce will have an Economic Development Luncheon on February 17, 2010.

Mayor Carnes would like to thank Paul Koch for all he has done.

J. ADJOURNMENT

On a motion by Hall and seconded by Balezteni the meeting was adjourned at

8:20 PM. All members present voted yes.

APPROVED _____

ATTEST _____