

CITY OF PILOT ROCK

REGULAR COUNCIL MEETING

FEBRUARY 2, 2010

6:30 WORKSESSION

7:00 PM

A. CALL TO ORDER

The work session meeting was called to order by Mayor Virginia Carnes at 6:40 PM. Council members present were Kacie Moss, John Standley, Nancy Lankford, Michael Baleztena, and Shawna Kirk. Also present were City Recorder Jackie I. Carey, Chief Darren Richman, Public Works Supervisor Steve Draper, Jim Carey, Bill Liebe, Lynn Liebe, Harley Jeffers, Lorraine Greene, Wendy Christensen, Samantha Bates, and John Taylor.

WORK SESSION

The work session was scheduled to work on the organization of the management of the City. Councilor Kirk wants open communication with the Department Heads. Councilor Standley advised Councilor Hall could not make the meeting due to illness, however Hall told Standley he wants the Department Heads to report directly with the Council.

Draper stated he did not like the commissioner type management. Carey stated she like the commissioner type management because she has had good commissioners that she felt comfortable to talk to you.

Councilor Kirk would like the Department Heads to make a list of their accomplishments for 2009 and a list of their goals for 2010. Councilor Lankford stated the goal list will help in preparing the budget.

The Council would like a bare bones list of what each department is responsible for. Carey asked the Council how much they want the office to be responsible for. Carey advised her department is down by 1 ½ employees, Kim Bedard and Paul, so the work load needs to be adjusted. Councilor Lankford wanted an example of what could be adjusted. Carey stated Roberta spent a lot of time regarding the rural symposium. Mayor Carnes advised the Chamber of Commerce could do the work next time. Carey asked about the phone calls they receive regarding the symposium. Kirk advised they would list a couple of phone numbers on the registration.

Councilor Kirk's expectations are superior customer service, water, sewer and safe community.

The consensus of the Council was to continue with the Department Heads running their departments and keeping the Council informed.

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

None

E. PRESENTATIONS

None

F-1 KOCH'S PROPOSAL

Standley advised Hall wanted to have this proposal tabled. On a motion by Kirk and seconded by Lankford the Council tabled Paul Koch's proposal. All members present voted yes.

F-2 CHAMBER OF COMMERCE LEASE

Councilor Kirk declared a conflict of interest because she is the President of the Chamber of Commerce.

On a motion by Baleztena and seconded by Moss the Council approved the Lease with the Chamber of Commerce effective January 1, 2010 to December 31, 2010. All members present voted yes.

F-3 BUDGET COMMITTEE

The City has received 3 applications for the 3 vacancies on the Budget Committee. On a motion by Lankford and seconded by Baleztena the Council appointed Mary Lue Slabik, Lorraine Greene and Bill Safford on the Budget Committee. All members present voted yes. Carey advised there were two positions for a 2 year term and 1 position for 1 year. The Council instructed Carey to ask the applicants what they would prefer.

F-4 BOUNDARY ADJUSTMENT

Draper advised Kinzua Lumber is not putting in a leach field and there will not be any run off to the Masonite property.

Standley has a security concern about having the gates unlocked so the trucks can access the scales. Kirk advised Kinzua is still conducting security of that area.

Kirk declared a conflict of interest, since she is an employee of Kinzua Lumber.

The scales came with the donated property, so the City owns the truck scales. Kinzua and Bowman Trucking maintain the scales and pays the power bill.

Draper advised the City needs to do a risk assessment of the property.

On a motion by Standley and seconded by Lankford the Council approved the boundary adjustment on the condition that Kinzua Lumber (Boise Cascade) agrees to pay all costs. Standley, Lankford, Baleztena, and Moss voted yes. Kirk abstained.

F-5 BUDGET CALENDAR

Carey asked the Council direction of the budget development. Last year they used a program budget and prior to that it was more budget figures with a budget message. By adopting the budget figure type process it will take less staff time at a time when we are reducing additional staff, because of the financial status, and asking more from the existing staff.

Kirk like the excel figures used last year. Carey stated that would be easy to export the budget figures to excel. Lankford would like to have each Department Head to have a brief summary of their budget. Standley make it as simple as possible. Lankford wants to make sure the lease money is kept separate. Lankford would like to receive the budget document one week prior to the meeting.

The Council set March 18, 2010, at 7PM as the first budget meeting.

F-6 CITY MANAGEMENT

Lankford has no problem with staff contacting Council members. The Council will continue to have the Department Heads managing their own departments. Lankford stated the Council may have to meet more often if necessary.

F-7 RESIDENTIAL REQUIREMENT

Chief Darren Richman has asked for approval for an extension on the residential requirement for Officer Greg Stallings, who still lives in Milton-Freewater. Officer Stallings has not sold his residence and is unable to afford to move within the required response time and an extension is requested.

On a motion by Standley and seconded by Baleztana the Council approved another 6 month extension for the residential requirement for Officer Stallings. All members present voted yes.

G-1 COUNCIL RULES

Councilor Hall is requesting a change in the council rules regarding the time requirement for submitting items for the Council agenda. It presently stated 4 days. It is recommended that it states 4 business days. This will be placed on the next agenda to change.

G-2 NATURAL HAZARD MITIGATION PLAN

The City received approval from the State of Oregon and FEMA for their Natural Hazard Mitigation Plan. The Council will need to pass an ordinance adopting the plan. Councilor Standley has volunteered to review the Plan to make sure all the changes requests have been done.

H-1 CONSENT CALENDAR

On a motion by Kirk and seconded by Baleztana the Council approved the consent calendar. All members present voted yes.

I. COUNCIL COMMENTS

Standley requested that all the City water wells have an identification number. Draper stated they already have a number. Standley also requested the industrial land have identification for each parcel or tract of land to make it easier to locate.

Council would like staff to add a Department Head Report section on the agenda.

Lankford would like the Council to meet with the Senior Center Board to discuss the use of the building. She would like a broader amount of people using the building. The Council would like a copy of the lease agreement.

Mayor Carnes advised they had an excellent digital photo class with 25 attending. There will be variety of other classes in the future.

J. ADJOURNMENT

On a motion by Baleztena and seconded by Kirk the meeting was adjourned at 7:55 PM. All members present voted yes.

APPROVED _____

ATTEST _____