

CITY OF PILOT ROCK
REGULAR COUNCIL MEETING
FEBRUARY 1, 2011
7:00 PM

A. ROLL

The regular meeting was called to order by Mayor Virginia Carnes at 7:00 PM. Council members present were Annie Tester, George Hall, Michael Baleztena, John Taylor, Glen Snively and Shawna Kirk. Also present were City Recorder Jackie Carey, Chief Darren Richman, Public Works Supervisor Steve Draper, Jim Carey, Mike Nelson, Daniel Christensen, Lexie Campbell, Christy Campbell, Randee McKague, Tony McKague, Randy Zeigler and Mary Lue Slabik.

B. INVOCATION

Mike Nelson gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

No comments.

E. PRESENTATIONS

Lexie Campbell gave a presentation on FCCLA; their purpose and some examples of their community service.

F-1 PILOT ROCK SANITATION FRANCHISE

The Council gave staff direction to work with Pilot Rock Sanitation to negotiate their franchise with the City of Pilot Rock. They negotiated the following changes to the franchise agreement: increase the annual franchise fee from \$250 to \$750 and the City would receive the benefit of 2-20 yard dumpsters to use during the spring cleanup, which is a benefit of \$550 and the name change to Randee and Tony McKague.

Chief Richman advised the franchise agreement would be for 5 years expiring on December 31, 2016 and then it would renew yearly after that. Tony McKague stated he talked to Bob Bopp and Randall Zeigler, former owners of the sanitation service. McKague thinks there is a misunderstanding how it works on the length of the franchise agreement. Tony McKague stated the franchise agreement is for 5 years expiring on December 2016. Then the next year if the City renews it will be good until December 2017 so there is always a 5 year franchise.

Councilor Hall stated the franchise agreement is for a period of 5 years. Each year you look at any adjustments that need to be made such as rates, etc.

The rates will be reviewed bi-annually, every two years. McKague stated the citizens of Pilot Rock do not subsidize the county citizens.

Mayor Carnes read Ordinance No. 545 in title. On a motion by Baleztana and seconded by Hall the Council approved Ordinance No. 545, a franchise ordinance with Pilot Rock Sanitation with an emergency clause. All members present voted yes.

Councilor Hall stated the Council needs to work on getting the policies done.

F-2 LIBRARY SERVICE PLAN

On a motion by Kirk and seconded by Baleztana the Council approved the 2011-2012 Annual Library Service Plan. All members present voted yes.

G-1 DEPARTMENT HEAD REPORTS

Chief Richman advised the public works department is now doing the maintenance on the patrol cars. The new radar unit is now installed.

Recorder Carey advised Tom Callahan wants to store a single wide trailer on his property on NE 4th St. to use for storage during the construction of his house/garage. This would be only a temporary storage.

Councilor Hall would like to see the ownership changed into Callahan's name and have the trailer inspected by staff to make sure there are no hookups to water, sewer or electricity.

On a motion by Kirk and seconded by Tester the Council instructed Recorder Carey write a letter to Tom Callahan and staff follow through to see if he is in compliance with Ordinance No. 510. All members present voted yes.

Recorder Carey read the following letter to the Council:

To the City of Pilot Rock Council and citizens

For over twenty six years I have been exceedingly fortunate to have worked for the citizens of Pilot Rock.

Words cannot express my admiration for the citizens who have donated their valuable time and talents to managing the City during my tenure. This admiration extends back to our forefathers who had the wisdom and forethought that laid the foundation for what we now enjoy.

If the news can be believed about the fiscal condition of many States and Cities, we can deem Pilot Rock as an exceptionally good example of a first rate government by the citizens, for the citizens.

Today, February 1, 2011, the state of Pilot Rock is impressive. The infrastructure is very good with outstanding water at a fair rate. The streets and sewer are exceptionally good. The safety of citizens is in competent hands with one of the finest Police Departments Pilot Rock has experienced.

When we view Pilot Rock's financial potential in light of all the news about governments going bankrupt, the City of Pilot Rock has a very bright future. The City's assets far exceed any debts. The greatest asset of all is the City employees. They are the finest bunch I have ever worked with.

February 28, 2011 I will be retiring to enjoy the so called "Golden Years". I want to thank all the citizens and council members for the opportunity to work for you for the past twenty plus years.

G-2 CROSS CONNECTION ORDINANCE

The Oregon DHS Drinking water program requires the City to have a cross connection ordinance in place. We do not have one in place. OAR 333-061-0070 requires a cross connection control program to protect the City's water system.

Councilor Hall is in favor of Ordinance No. 546 to protect our water system. Mayor Carnes read Ordinance No. 546 in title. On a motion by Hall and seconded by Baleztena the Council approved the first reading of Ordinance No. 546. All members present voted yes.

G-3 CASCADE NATURAL GAS FRANCHISE

Our current franchise agreement allows the City to raise the franchise fee up to 5% with a 90 day written notice. Currently we are at 3 ½%. The current franchise agreement will have to be renewed September 1, 2011. Does the Council want to raise the franchise fee up to 5% for the four months prior to renewing the franchise in September or not.

It is the consensus of the Council for Steve Draper to begin negotiating a 5% franchise agreement with Cascade Natural Gas.

G-4 MASTER WATER METER CALIBRATION

At the last council meeting, Draper informed the Council that he had sent off both of our water master meters to be calibrated. The last time he did this the cost was around \$700 to \$800. The price has increased to \$1210. He never thought it would increase that much. Draper is looking into replacing our old meters with MAG meters to see if they are cost effective.

G-5 AUDITOR'S COVER LETTER

Last year the auditor requested someone from the Council review the bank statements. Snively volunteered to review the bank statements. However, he does not feel

confident in reviewing the statements. He would like to have someone else on the Council replace him. Snively thinks the Council should have access to the city books ad-hoc committee so they can figure out what's going on. Snively asked who signs the checks. Mayor Carnes advised that her, Shawna and Jackie are co-signers. They are not signed in advance. All money is receipted. Angel and Kim do the bank deposit and Jack usually takes the money to the bank. There are checks and balances throughout the process. Snively does not feel qualified to review the bank statements.

Councilor Tester asked Carey if she had any concerns that there are not enough check and balances. Carey stated no. She balances to the bank statements each month. She feels very confident that the money is correct.

Councilor Kirk volunteered to take on the duty of reviewing the bank statements. Snively would like two people review the bank statements. Hall only wants one person reviewing the bank statements. Hall does not want two councilors sitting on the same committee when it is dealing with money.

G-6 COUNCIL'S REVIEW OF BILLS

Taylor made a motion that the city treasurer include a composite list of all the bills expected to be approved at the next council meeting. Said list shall show accounts debited and shall be included in the agenda packet available four days before council meeting. The motion was seconded by Snively. Taylor and Snively voted yes. Tester, Baleztena, Hall and Kirk voted no. The motion did not pass.

Carey stated the reason she does the bills the way she does it, so bills are current and paid as soon as they come in. We only have two council meetings a month. Carey works the bills up the day before or the day of council. Council can come to the meeting early to look at the bills. Carey got the credit card bills today, if she had to have the bills done 4 days ago there would be a late fee charge on those bills.

Councilor Baleztena stated the Council can come in at 6:30 before the council meeting to look at the bills and if there are questions, you have time to ask before the meeting. He suggested leaving it the way it is. Hall agreed with Baleztena. Taylor feels it is really poor business practice to put push something across the table and ask will you approve it. Taylor stated State Law says the governing body is in charge in how the money is spent. Hall stated he has faith in the finance officer and the auditor that between the two the project gets done and it gets done in accordance to the law and it gets done for the best interest of the citizens of the City of Pilot Rock. Hall stated we have been presented with a letter tonight and there is no sense in making any changes in how we do business until such time as we deal with the letter we had delivered to us tonight.

H. CONSENT CALENDAR

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

I. COUNCIL COMMENTS

Baleztena reported the Texas Hold'em tournament for the archery club was a great deal. There was a lot of fun for those that attended.

Kirk would like to have each council member become familiar with the Mary Koch easement file. Hall would like to see it on the agenda on March 1st.

Taylor would like to see the operating manual that Paul Koch developed and also the employee's handbook. Taylor would like to see a subcommittee developed to look at exempting department heads and addressing comp-time. He would like this placed on the next agenda.

Hall stated these items need to be addressed at a separate meeting. Carey advised the manuals have been reviewed it just has not been completed due to time restraints. We have manuals they just need to be updated.

Tester stated the orientation training that Jackie provided to the Council was outstanding and everything I have asked for she has provided to me. Mayor Carnes seconded Tester. Carnes stated the training was excellent.

J. EXECUTIVE SESSION

The Council went into executive session under ORS 190.660(2)(h) Legal Counsel at 8:30 PM. The Council came out of executive session at 8:40 PM.

ADJOURNMENT

On a motion by Baleztena and seconded by Snively the meeting wad adjourned at 8:40 PM. All members present voted yes.

APPROVED_____

ATTEST_____