

CITY OF PILOT ROCK  
Regular Council Meeting  
OCTOBER 20, 2009

A. ROLL

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 and Shawna Kirk. Also present were City Manager Paul Koch, City Recorder Jackie I. Carey, Chief Richman, Public Works Supervisor Steve Draper, Mary Lue Slabik, John Taylor, Jim Carey, Tom Callahan, Lorene Whittaker, Jim Whittaker, Beverly Bonando, and Chuck Bonando.

B. INVOCATION

Dave Muth gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

Mary Lue Slabik asked if Kinzua had paid the money they owed to the City. Manager Koch stated the Council will discuss that in executive session.

F-1 CITY ADMINISTRATOR POSITION

Councilor Kirk read the Sub-Committee Report regarding a permanent City Manager. The Sub-Committee Report recommendations were as follows:

1. Approve the job description for the City Administrator
2. The selection committee comprised of 2 to 3 council members and 4 other to include 2 local business people and 2 professionals from within our region be created to review applications and conduct interviews. This group would bring forth a full recommendation for Council to hire.
3. That finalists for the position be brought to town and participate in a community open house where all city staff members and members of the community have an opportunity to meet the finalists and the finalists respond to questions.
4. That a set of standard questions be developed by the Sub-Committee, working with the Selection Committee. This standardization will ensure

- that we treat all applicants the same and provide us with good data to help in the decision making process.
5. Encourage all current employees to apply for the position.
  6. That we begin immediately so as to be at a point of decision by year's end. Hopefully we can move fast enough to have the new administrator on board in January.

This report will be attached to the minutes.

The Sub-Committee members are John Standley, Nancy Lankford, and Shawna Kirk. Standley stated they spent a lot of time on this proposal.

Lorene Whittaker asked how they were going to find someone that has that kind of experience that would want to come to Pilot Rock,

Kirk stated the City of Pilot Rock has a lot to offer.

John Taylor stated the City of Stanfield is just in the process of hiring a retired military man for their city manager.

Tom Callahan stated you have 2 people doing that job now. You are not going to get one person to do all that is on your job description.

Councilor Standley stated they don't have 100% job description on anyone. They will look at passing some of the fiscal responsibility on to a contractor.

Callahan stated Jackie Carey already has a full plate.

Council Standley stated it's not a perfect world.

City Recorder Carey stated the Committee did not ask her what she actually does, so how can they do a job description combining the Recorder/Administrator without her input.

Councilor Standley stated they want to have that position filled by January, because Koch's contract is up December 31, 2009. Standley stated there were 5 people on the Committee. John Taylor, John Standley, Nancy Lankford, Shawna Kirk and Paul Koch were on the Committee.

Councilor Lankford stated the Committee was in line with the City's vision.

City Recorder Carey asked the Council what they were going to pay this person. They stated they hoped to pay them the same amount as the City Recorder.

Carey stated she did not think they would find someone to do all that was on the job description for the amount that she makes.

Carey advised that financially the City was in trouble. Before the City hired a city manager, the City had \$1,000,000 in the bank and now she is having problems finding enough money to pay for the water project.

Callahan asked if the City could afford Paul Koch when the City is having financial problems.

John Taylor stated the City's top priority for hiring a city manager was to get job descriptions done on everybody.

Jim Carey asked the Council what happened to all the money. You have hired a high class city manager who should know where it is going. Carey stated the City gets \$600 for the cell tower. Where does that money go? Mayor Carnes stated \$300 a month goes to Mary Koch. Carey asked why but got no answer from the Council. Carey stated Manager Koch had a bid for architect Mark Seder for \$5,000. Recorder Carey advised Koch he would have to go out for bids if it was \$5,000 or more. Koch changed the bid to \$4,990; however the City paid Seder over \$8,000 and then donated \$6,500 to the Chamber of Commerce to pay Seder for the downtown design.

Callahan agreed with Mr. Carey. He has talked to a lot of people and everything the Council wants to do takes money. Callahan stated the Council needs to look at their goals to see if they can offer them now. Koch is not a resource maker.

Councilor Baleztina asked if one person can do the job. Can we stop spending and keep what we have.

Councilor Moss stated there is a lot to consider. She was not on the sub-committee but respects their thoughts and hard work.

Kirk made a motion to accept the Sub-Committee recommendations and approve the city administrator job description. The motion died because there was not a second

Kirk made a motion to have another Sub-Committee meeting as soon as possible. Lankford seconded the motion. Kirk, Lankford, Baleztina, Moss voted yes. Standley voted no.

Mayor Carnes asked the other members of the Sub-Committee why they did not support Kirk's motion.

Councilor Standley stated just because you are on a committee doesn't mean you are in favor of the committee's recommendations.

Councilor Standley stated the Sub-Committee needs to revisit this and get input from Jackie Carey. Standley does not want to be on the committee. Councilor Moss volunteered to be on the committee.

Kirk made a motion to remove Standley from the committee and appoint Moss. Standley seconded the motion.

Councilor Lankford would like the entire Council to have a work session and have it open to the public.

Kirk rescinded her first motion and Standley rescinded his second.

On a motion by Kirk and seconded by Baleztena the Council approved a work session for October 26<sup>th</sup> at 7:00 PM to work on the job description for the city manager. All members present voted yes.

#### F-2 INTERFUND LOANS

At the October 6, 2009, Council meeting, staff shared a proposed set of strategies to fund the water project for Council's review and concurrence. Included in the strategies were a proposed loan from the Utility Reserve Fund and a loan from the Equipment Replacement Fund. This action will provide this project to be completed this year. It is proposed that the loans will be renewed every 5 years until paid in full.

On a motion by Baleztena and seconded by Kirk the Council approved Resolution No. 497, resolution allowing a loan from the Utility Reserve Fund and Equipment Replacement Fund to the Water Project Fund for Phase One of the water project. All members present voted yes.

#### F-3 RESIGNATION

Mayor Carnes read Councilor Bob Montgomery's resignation from the Council into record. Montgomery has a new job working nights, so he can not make the meetings. On a motion by Lankford and seconded by Kirk the Council accepted Montgomery's resignation and also thanked him for his service. All members present voted yes.

#### G-1 MANAGER'S REPORT

West Birch bore is done. The contractor is having trouble with East Birch and it is taking longer to get done. They should be done on Main Street this week. Then they have to pressure test and all tests must pass before paving can begin.

Councilor Standley asked if they are expecting any more costs. Public Works Supervisor Steve Draper stated no. There was an increase in costs because of the rock on the hill side by the school.

#### H. CONSENT AGENDA

On a motion by Kirk and seconded by Lankford the Council approved the Consent Agenda. All members present voted yes.

#### J. COUNCIL COMMENTS

Mayor Carnes announced the Christmas potluck is scheduled for December 13<sup>th</sup>. The Pumpkin Fest is scheduled for this weekend. Small Cities meeting is here on Thursday, October 22, 2009. Economic Development Task Force meeting tomorrow. Bio-diesel meeting on November 19<sup>th</sup>.

Councilor Baleztena wanted to know what will happen to the Archery range. A bark company has started storing bark at the old Northern Bark area, which is also the Archery Club range area. Draper stated he would meet with Baleztena to locate an area for the range. Councilor Baleztena advised the Club is in the process of applying for a grant from Wildhorse for youth targets.

Councilor Standley asked the status on the Waite situation. Manager Koch stated it was at the County. Standley also asked if the 501c3 requirement has been included in the OHV agreement.

#### I. EXECUTIVE SESSION

The Council went into an executive session under ORS 192.660(2)(e) Real Property Transactions at 8:30 PM. Those attending the executive session are John Standley, Nancy Lankford, Mike Baleztena, Virginia Carnes, Kacie Moss, Jackie I. Carey, Paul Koch, Steve Draper, Darren Richman, John Taylor, David Blanc and Samantha Bates (EO). Shawna Kirk did not attend the meeting due to a potential conflict of interest.

The Council came out of executive session at 9:58 PM. Shawna Kirk came back into the meeting.

On a motion by Lankford and seconded by Baleztena the Council authorized the staff to proceed with real property transactions. Standley, Lankford, Baleztena, Moss voted yes. Kirk declared a conflict of interest and did not vote.

Mary Lue Slabik asked if the City has received any money from Kinzua. Mayor Carnes stated the City will provide that information when we receive it.

ADJOURNMENT

On a motion by Kirk and seconded by Baleztena the meeting was adjourned at 9:00 PM. All members present voted yes.

APPROVED\_\_\_\_\_

ATTEST\_\_\_\_\_