

CITY OF PILOT ROCK  
Regular Council Meeting  
NOVEMBER 3, 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, Glen Snively, Linda Snively, Jim Carey, Tom Callahan, Mike Nelson, Beverly Bonando, Chuck Bonando, Tom Callahan, Jerry Gammond, Roberta Muth, William Weinke, Kim Bedard, Jim Whittaker, Lorene Whittaker, and John Taylor.

Mayor Carnes advised those in attendance that they would follow the following rules:

1. Address all comments to and through the Mayor.
2. Stick to the topic and discussion at hand.
3. Make sure that you are recognized by the Mayor before making your comments.
4. Do not make personal attacks or criticize others.
5. Approach the table and state your name, address and city before making you comments.

B. INVOCATION

Mike Nelson gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

John Taylor wanted to know when the Council was going to approve the minutes. Mayor Carnes advised under the consent calendar on the agenda.

E-1 BUDGET RECOMMENDATIONS

Given the recent events surrounding the Kinzua lease and other factors, Mayor Carnes would like to convene the Budget Committee and work together to work with the Department Heads to review the adopted budget and come up with a well thought out plan for cost reductions that we could put in place within the next 60 days.

On a motion by Kirk and seconded by Baleztana the Council scheduled a budget workshop for Thursday, November 12, 2009, at 7:00 PM. The budget committee will be invited to attend.

Councilor Standley asked Recorder Carey to check and see if the budget committee could reconvene. Carey stated she called the Department of Revenue and they stated the Budget Committee's duties end once the budget is approved. However, the governing body could call them back for suggestions and the Council should set up guidelines.

#### F-1 HOLIDAY HOURS

Under the current employee handbook the employees get Thanksgiving Day, day after Thanksgiving, Christmas Day, and New Years Day off.

Staff would like the Council to approve closing City Hall at noon on Christmas Eve and New Years Eve. These half days would be taken with pay.

On a motion by Moss and seconded by Baleztana the Council approved the holiday hours as presented. All members present voted yes.

#### F-2 & F-3 CITY ADMINISTRATOR/ECON DEV. PERSON

Mayor Carnes would like to set aside F-2 and F-3 until after the budget review meeting. On a motion by Kirk and seconded by Lankford the Council tabled the City administrator/Recorder job description and Economic Development Task Force recommendation until after the budget review meeting. All members present voted yes.

#### F-4 APPOINT TOM CALLAHAN

In late 2008, the Council established an Economic Development Task Force (EDTF) to assist with the implementation of the City's primary goal of economic development and job creation.

There are three members of the Council on the EDTF: Mayor Carnes, Councilors Standley and Kirk. There are about 25 members of the EDTF working to assist the City with economic development.

Tom Callahan has applied to be a member of the EDTF. On a motion by Baleztana and seconded by Kirk the Council appointed Tom Callahan to the EDTF. All members present voted yes.

## F-5 CITY VISION & MISSION

On October 13, 2009, the Council worked on a review and update of the City's vision, mission and strategic plan. City Manager Koch went through the changes. On a motion by Standley and seconded by Lankford the Council adopted the proposed changes in the Vision, Mission, Strategic Initiatives and Strategic Plan as identified in the attached document and outlined. All members present voted yes.

## G-1 CITY MANAGER'S REPORT

We are still in discussions with three potential tenants at the City owned industrial lands. All the potential tenants have agreed to paying the taxes (their pro-rata share) and the cost for legal services for the lease documents. At this time we are estimating about \$3300 in monthly income.

The City has received two street light requests. Koch has put them on hold until after the budget review meeting.

We have filed the letter, prepared by the attorney, in the Kinzua matter. The letter lays the groundwork for mediation to be used to come to a final conclusion in this matter. We have received the Tax Statements, which will be sent to Kinzua tomorrow.

## G-2 PAVING PROJECT

The engineer reports he has met with the paving contractor and they anticipate being able to get this paving done yet this year. The work will take 2 or 3 days. They are pushing hard on the contractor to get this done this year and have had no indication this cannot be done.

Councilor Standley asked what the temperature needs to be for 1 ½ overlay? Public Works Supervisor Steve Draper advised they are requiring 45 degrees. Standley stated he doesn't want to waste the money by paving when it is too cold.

## G-3 WATER PROJECT

According to the engineer, we are about 2 weeks from completion of the water project. All the new water lines are in place and the testing and chlorination will be done soon. The boring under the bridge is being back filled and the boring portion of the project ran in to some difficulty regarding the location of the footing. The water project contractor will be closing up the project and getting things prepared for the paving.

## FINANCIAL REPORT

City Recorder Carey gave the Council a financial report. At the end of September 2009 the City had \$725,764 and at the end of October 2009, the City has \$399,612. The main reason for the decline is the first payment on the water project. Carey advised the City still owes the contractor \$333,146. The total amount due for the water project is \$460,156. There will not be enough money in the economic development fund to pay the amount budgeted for the water project due to the delinquent payments from Kinzua. Carey stated she would get some final figures, but the City will need to get a loan to pay the remainder of the water project.

### H. CONSENT CALENDAR

John Taylor would like some changes made to the October 6, 2009, minutes. The second paragraph on page 2 should read "There is money being spent without Council approval such as the bike pit grant, counter and burn pit.

Taylor objects to paying back the utility reserve loan. Mayor Carnes stated we are correcting the minutes and asked him if there was anything else he wanted changed. Taylor stated he disagreed with the statement regarding the payments to Mark Seder in the October 20, 2009 minutes. Recorder Carey advised the minutes represent what was said at the council meeting not whether you agreed with what someone says.

Councilor Baleztena would like to change his comment that the archery club has applied for a grant from Wildhorse. The archery club is in the process of applying for a grant, they haven't done it yet.

Councilor Moss would like to change the October 20, 2009, minutes where it says she is not for a subcommittee, it should say she was not part of the subcommittee.

Glen Snively asked the Mayor who did the flyer on the rules for the meeting. Manager Koch stated he did the flyer. Snively has a problem with the part that people can not criticize others. Snively stated he has a right to criticize the Council if he doesn't like what they are doing. It is his constitutional right.

Mayor Carnes responded the Council accepts normal criticism, but stated this is a court of law and there needs to be order.

Mary Lue Slabik had a question about the October 6, 2009, minutes. Is the City obligated to pay the \$3500 for the bike pit master plan and when does it have to

be paid. Manager Koch advised the staff will review the bill for correction and then present the bill to the Council. Slabik wanted to know since the City has a shortfall where is the money going to come from.

Jim Whittaker asked why the City has an unmarked police car. Manager Koch advised last year the budget included a police car. It was decided to have an unmarked car so staff and council could use the car for training and meetings. The Council gave their approval. Whittaker thinks it is a speed trap.

Whittaker also asked when the City is going to get a PA system.

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

I. EXECUTIVE SESSION

There will be no executive session.

J. COUNCIL COMMENTS

Councilor Lankford stated her main concern is where we are going financially.

Councilor Standley advised there is a empty seat on the Council and several on the Planning Commission if anyone is interested.

K. ADJOURNMENT

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

APPROVED\_\_\_\_\_

ATTEST\_\_\_\_\_