

CITY OF PILOT ROCK

COUNCIL MEETING

July 16, 2013

7:00 PM

A. Call to Order

The regular meeting was called to order by Mayor Virginia Carnes at 7:00 pm. Council members present were Kacie Moss, Misty Rowe, Jim Hinkle, Michael Baleztena and Ray Corwin. Also present were Administrative Assistant, Rindy Watson, and Police Chief Darren Richman. Citizens present were Danielle Gambill, Tela Denton, Emily, Vickie Melhorn and Wtechlink

B. INVOCATION

Councilor Hinkle gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTING CITIZENS

Danielle Gambill and Tela Denton addressed Council requesting the use of the Council Chambers for the Pilot Rock Junior cheerleading practice. There was discussion regarding the times and days they can use it with the understanding that the room is used for a variety of meetings that will take priority. They said they are willing to work around anything. They have five girls plus the 2 coaches. They had the use of the PR Elementary gym for June and July. They feel that it is too hot to practice outside. They would be using it 2 days a week from 6-7:30. It is a non-profit program. They will need to pick up the key at City Hall and can return it in the payment box if no one at City Hall. **On a motion by Councilor Moss and seconded by Councilor Baleztena, Council approve the use of the Council Chambers for the junior cheerlead squad for Mondays and Thursday with the exceptions discussed, starting August 1st. All present voted yes.**

E. PRESENTATIONS

None.

F. ACTION ITEMS

Steve Draper requested to add action item 10 regarding \$50,000 for paving. On a motion by Baleztena and seconded by Councilor Hinkle, Council approved adding F-10. All present voted yes.

Teri Porter asked Council to add executive session under ORS 192.660(2)(e) Employment of a City Employee. On a motion by Councilor Moss and seconded by Councilor Baleztena, Council approved adding an executive session un ORS 192.660(2)(e). All present voted yes.

F-1 Public Hearing - Home Occupation Permit

Mayor Carnes opened the public hearing. Vickie Melhorn was present to request that Council approve her Home Occupation Permit allowing her to operate a business from her home. She would be selling craft items, teriyaki etc. It would not keep regular hours as she does most of her sales over the internet or at craft shows.

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On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to approve the Home Occupation Permit. All present voted yes.

F-2 Vacation over 160 hours.

Teri asked for Council's direction regarding vacation hours that are over the maximum 160 hours. **On a motion by Councilor Moss and seconded by Councilor Baleztena. Council agreed to extend Darren's vacation accrual time another 90 days to get it down then revisit to evaluate his staffing situation. All present voted yes.**

F-3 Read and Bose Audit Contract

Teri explained that the Read and Bose contract is renewed annually and asked for Council to approve this year's contract. **On a motion by Councilor Baleztena and seconded by Councilor Corwin, Council agreed to renew the Read and Bose Contract. All present voted yes.**

F-4 Chamber of Commerce Lease

At the last meeting Council approved leasing storage space to the Chamber of Commerce. Teri presented Council with a lease agreement for their approval. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council approved the lease as written. All present voted yes.**

F-5 WTechlink

Steve Draper informed Council that Wtechlink has approached the City about mounting an antenna on the water tower and asked Council for permission to negotiate with them and bring back a proposal for Council's approval. A representative from Wtechlink was present and explained that they are currently on the PGG grain elevator but recent PGG policy change is making it difficult for them to gain access to their antenna 24/7. So they are looking for a different location. He said that the space they need is minimal and that typically they are able to trade out services in lieu of rent. Councilor Hinkle abstained from the decision process citing a conflict of interest. **On a motion by Councilor Moss and seconded by Councilor Corwin, Council agreed to direct Steve to work with Wtechlink to come up with a proposal and bring back to Council on the 6th. All present voted yes.**

F-6 Industrial Park Fire Settlement

Regarding the fire at the industrial park last year in June. Steve informed Council that he has received a settlement from the insurance company. He stated that the insurance company has reduced the materials by 50% for depreciation. Right now we are \$12,913 less than the estimate we received from the contractors. Our insurance company says that is normal unless our policy has "full replacement cost" insurance. Steve would like to accept their agreement, pay us and would like to hire a contract to get the power done first and foremost then spend whatever is left over on the replacement of the railroad ties. Need to get power back in for the north well and access for A&V, they are waiting on us to get that power back in place so that they can get up and running. **On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council agreed to accept the settlement. All present voted yes. On a motion by Councilor Corwin and seconded by**

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Councilor Baleztena, Council agreed to use the remaining insurance money to replace the power and the rail road ties not to exceed the settlement amount. All present voted yes.

F-7 Small Cities Allotment Grant

Steve Draper explained that this is a grant offered by the State for \$50,000, to repair East Main St. It needs to be submitted by August 1st, 2013. There is a resolution to be passed permitting us to apply for the grant. **On a motion by Councilor Baleztena and seconded by Councilor Moss, Council agreed to approve resolution #550. All present voted yes.**

F-8 Dog License Fee and Rabies Clinic

Chief Richman informed Council that we will be holding a rabies vaccination clinic and dog licensing on July 26th. The Chief asked for Councils approval to waive all fees. This is beneficial to the community in helping us to identify the dogs. **On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council agreed to waive the fees for the dog license on the day of the event. All present voted yes.**

F-9 Job Description to Include Lease Responsibilities

Teri reminded Council that on April 2, 2013, Council directed staff to **amend the job descriptions of the Public Works Director and the City Recorder to recognize the dual roles in the follow up of contracts and leases.** The amended job descriptions were provided. **On a motion by Councilor Moss and seconded by Councilor Corwin, Council agreed to approve the amended job descriptions as written. All present voted yes.**

F-10 \$50,000 Paving

Steve reminded Council that he had spoke to them about hiring the County to do paving on Delwood and 3rd, if there is any leftover he would work up toward the high school. It will cost approximatly \$50,000, and he has accounted for it in the budget. **On a motion by Councilor Baleztena and seconded by Councilor Corwin, Council agreed to allow Steve to spend up to \$50,000 for the paving. All present voted yes.**

Teri asked Council to add F11 approval of a low income application. **On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to add F-11. All present voted yes.**

F-11 Low Income Application

Teri explained that she has received an application for reduced utility rate, that meets the criteria. On a motion by Councilor Moss and seconded by Councilor Hinkle, Council agreed to approve the low income application. Teri explained that these application are kept confidential, and Council is asked to approve these based on her recommendation. It is also a timely issue. **Teri asked council to consider giving her the authority to approve these applications without bringing them to Council. On a motion by Councilor Moss and seconded by Councilor Row, Council agreed to allow Teri to review and approve the low income applications, because they are handled privately and she is the only one that sees them. All present voted yes.**

G-1 INFORMATION ITEMS, REPORTS AND PRESENTATIONS

Department Head Report

CITY HALL:

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1. Planning and Zoning: #1. Jim Haley has submitted an application for a land partition up on NW Elder, planning to hold the public hearing on August 6, 2013. #2. Jim Hatley has submitted an application for rezoning and vacation of property on SW 3rd with plans to put in an RV park. #3. A development permit has been approved for John Fenton who has purchased the doctor's office on Alder with plans to turn it into a duplex. He is aware that before he can use it as a duplex he will have to have the property rezoned from commercial to residential.
2. Have e-mailed David regarding a response to the letter sent to Mary Koch on June 11, 2013. I have not had a response.
3. The final steps of the Budget process has been completed, with copies of the resolution and LB50 delivered to the County Assessor's office as well as a copy of the budget booklet delivered to the County Recorder.
4. Much thanks to Rindy for covering for me while I was gone she did an awesome job. I appreciate everyone for allowing me this time with my daughter and new grandson.... he's perfect!!!
5. Completed the Quarterly taxes.
6. The Waites have been invoiced May 10, 2013, for their portion of the property and utility easement swap. No payment has been received a letter of demand has been sent.
7. The lease payments for Rocket Espresso is now 2 months past due. A letter of demand has been sent.

*Teri added to her report, stating that there have been more occurrences of trucks going down SW Cedar trying to find the Mill. She had corrected the issue with Mapquest and Google maps, but it seems to have reverted back. **She will try to get it fixed again.***

Regarding #6 & Teri updated Council that she has spoken with Shelby and has already received a payment and that Janet of Rocket Espresso will be here on the 29th to settle up.

POLICE DEPARTMENT:

1. We have had two major crashes within 3 days in the city.
2. I have sent out more letters regarding ordinances and made phone contact with citizens.
3. We are having more activity late at night.
4. I just updated the Lexipol manual for new legislation and case law.
5. I appreciate the citizens helping out with the head on collision on Sunday. There was no hesitation by the citizens to assist with both drivers and directing traffic. Also appreciate the professionalism and quick response of the PR Fire Department.
6. I dealt with several citizens within the city of Pilot Rock shooting illegal fireworks on July 4th.

Darren added that he had been in contact with David and asked about the Koch payment concern. David tells him that he has called their attorney but has not gotten any response back.

Two major crashes has now increased to 3. Very impressed with the Pilot Rock fire department dealing with a head on, very quick response and very professional. Chief was out of uniform was out on a ride with his wife when he was called out but he did put a vest on. They were out there for about 3 hours. Councilor Corwin happened to witness the accident and said it only took about 5 minutes for our fire department to respond. Mayor Carnes added that Mark Moore who has just retired from the Pendleton fire department as training director. He is a premier paramedic in the Umatilla County and the PR fire dept. is thrilled to have him.

PUBLIC WORKS:

1. Puncture vines are out in full force so doing a lot of spraying.
2. Routine maintenance, spraying weeds.

H. CONSENT CALENDAR

On a motion by Councilor Baleztena and seconded by Councilor Moss , Council agreed to accept the consent calendar. All present voted yes.

I. CITY COUNCIL COMMENTS

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Council Corwin explained that he has taken over a new business and it is keeping him away from a few meeting. He offered that if anyone feels that his absence is an issue he will resign. Councilor Moss just asked for notification if he is not going to make it.

Councilor Baleztena asked about the steps leading up to the high school, that they are a mess. **Steve agreed that they need to be replaced, but they are trying to figure out who owns what. We need to know who owns the property to get permission to repair it.**

Councilor Baleztena also added that the girls team just won their second game 14-4.

Mayor Carnes stated that Senator Merkly will be here on August 8th. Council will receive invitations. He will do a meet and greet from 12:30-1 and 1-2:30 a town hall. It is scheduled to be in the Council Chambers but may need to move the Community Center if it looks like there will be a lot in attendance.

J. EXECUTIVE SESSION: ORS 192.660 (2)(e) Hiring a City Employee

Council went into Executive session at 8:05. Present were Mayor Carnes, Councilors Moss, Hinkle, Corwin, Baleztena, and Rowe. Chief Richman, Steve Draper and Teri Porter.

Council came out of Executive session at 8:10 **On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council agreed to open the Administrative Assistant position for applications. All present voted yes.**

On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council agreed to increase the starting wage from 13.07 to 14 per hour. All present voted yes.

Councilor Corwin asked Chief Richman about hiring someone to replace the employee who is out. Chief said he looked into having someone fill in but it can't be done. Were doing ok, hopefully it won't be much longer.

K. ADJOURNMENT

On a motion by Councilor Baleztena and seconded by Councilor Hinkle, Council agreed to adjourn at 8:13. All present voted yes.

APPROVED _____

ATTEST _____