

# **CITY OF PILOT ROCK**

## **Regular Council Meeting JUNE 16, 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 Baleztana and Bob Montgomery. Also present were City Manager Paul Koch, City Recorder Jackie I. Carey, Chief Richman, Public Works Supervisor Steve Draper, Jim Carey, Mary Lue Slabik, Harley Jeffers, Mike Brown, Laura Brown, Mark Street, Dan Mitzimberg, Marjorie Iburg, Jeff Mills, Terry Porter, Dennis Olson, Darci Troyer and John Taylor.

### **B. INVOCATION**

Harley Jeffers gave the invocation.

### **C. PLEDGE OF ALLEGIANCE**

### **D. APPEARANCE OF INTERESTED CITIZENS**

John Taylor stated the Police Department did an excellent job Saturday night during the Bike Pit dinner. Taylor asked if the land use procedure was followed on the Bike Pit. Carey stated the County went through the conditional use process when it was in the county. When it was annexed into the City it was annexed as a park. Also the Council had made a legal motion designating it as a city park. Taylor wanted to know what happened to the RV park committee. Koch advised the study has been completed. Taylor also asked about ordinances being enforced. Chief Richman advised he is working with people to get them into compliance.

### **E. NATURAL HAZARD MITIGATION PLAN**

Dennis Olson presented a draft Natural Hazard Mitigation Plan to the Council for their review. Olson would like staff and the Council to review the plan and make any changes they feel is necessary. He would like the Council to adopt the Plan in a couple of months by approving a Resolution adopting the Plan.

### **ACTION ITEMS**

### **F-1. ADOPT 2009-2010 BUDGET**

City Recorder Carey went over some budget changes that were included in the 2009-2010 Budget documents. Mayor Carnes read Resolution No. 489, in title. On a motion by Lankford and seconded by Montgomery the Council approved Resolution No. 489, a resolution adopting the 2009-2010 Budget. All members present voted yes.

### **F-2. PAY SCHEDULE**

Mayor Carnes read Resolution No. 488 in title. On a motion by Standley and seconded by Baleztena the Council approved Resolution 488, a resolution adopting the pay schedule effective July 1, 2009. All members present voted yes.

### **F-3. STATE REVENUES**

Mayor Carnes read Ordinance No. 537 in title. On a motion by Standley and seconded by Lankford the Council approved the first reading of Ordinance 537, an ordinance approving receiving state revenues and approving with an emergency clause. All members present voted yes. On a motion by Standley and seconded by Lankford the Council approved the second reading of Ordinance 537, an ordinance approving receiving state revenues and approving with an emergency clause. All members present voted yes. On a motion by Lankford and seconded by Montgomery the Council approved the third and final reading of Ordinance 537, an ordinance approving receiving state revenues and approving with an emergency clause. All members present voted yes.

### **F-4. OHV GRANT**

The City has received formal notification of a grant award for the development of the Master Plan for the Bike Pit Park. The grant is for \$28,000, with 20% local match. \$3500 of the local match is proposed in the 2009-2010 budget and the other \$3500 is to be paid by the OHV Park Association. On a motion by Baleztena and seconded by Montgomery the Council authorized acceptance of the grant from the State of Oregon in the amount of \$28,000 to do a master plan for the Pilot Rock OHV Park and authorize the Mayor to sign. Mary Lue Slabik wanted a show of hands when the Council voted on this issue. All members present voted yes by a show of hands.

Mary Lue Slabik asked if the City had determined where a new sewer lagoon would be located. Public Works Supervisor Steve Draper advised an engineer has looked into it and has located an area on the North side of the property for the lagoon. There will be no impact from the Bike Pit's location.

## **F-5. STREET BIDS**

The City Council authorized staff to apply for a grant from Oregon Department of Transportation for the paving of Main Street and Alder Place. The application was for \$100,000, but through a negotiated process of exchanges, the City will get \$94,000 and be able to pave the streets named. The exchange allows the state to get federal funds for projects that meet local needs rather than meeting the limits of state and federal fund use. By taking the lesser amount, the City will not have to deal with any federal strings on the money. The funds will be available after July 1, 2009.

The paving effort is designed to follow the water project so that instead of just patching the street the City will be able to pave the entire width of the street as well as Alder Place. To link the two projects, the engineer needs authorization to put the bid document together and seek proposals. The grant includes funding for engineering services.

On a motion by Lankford and seconded by Baleztana the Council authorized the staff to seek bids for the Main Street and Alder Place repaving project. All members present voted yes.

## **F-6. FEE SCHEDULE**

As part of the annual Budget Committee process, proposed fees and charges were reviewed. The proposed budget, as recommended by the Budget Committee included the attached changes in fees to be charged for City services. Resolution No. 490 approves the proposed fees and charges effective July 1, 2009.

Mayor Carnes read Resolution No. 490 in title. On a motion by Lankford and seconded by Montgomery the Council adopted Resolution No. 490, a resolution establishing certain fees and charges for City service for budget year 2009-2010. All members present voted yes.

## **F-7. PART- TIME HELP**

The City will soon be in a situation where we will need to provide someone to fill in for Angel while is on maternity leave. In addition, Kim will also be taking maternity leave, so the need to develop a cadre of trained and knowledgeable part time replacements is imperative. Recruiting and training a small group of part time employees who could fill in for staff who are sick or gone for a variety of issues would keep the level of service at the front desk at a high level.

The temporary employees would only work when absolutely needed and would be paid from funds allotted for the front desk part time staff person. No additional budget authorization is needed.

The current part time Library employees cannot work anymore hours than are currently being worked.

On a motion by Lankford and seconded by Baleztana the Council authorized the establishment of a part time employee pool to fill in at the front desk in certain situation where we would not want to see reduction in customer service. Persons filling this position would be paid \$10 per hour. All members present voted yes.

## **G. INFORMATION ITEMS, REPORTS & PRESENTATIONS**

### **G-1. CITY MANAGER REPORT**

The City has been working with Kinzua and Tracy Bosen on a very serious firm coming into the Masonite facility. They would be 25-30 employees. They will be having another meeting with the firm next Tuesday, June 23, 2009.

The subcommittee working on reviewing the city policies will meet before the July 7<sup>th</sup> meeting.

The City Manager advised that the Federal Economic Development may have a grant in the amount of \$200,000 for an Industrial Master Plan for designing of water, sewer and streets in our industrial park and also a Marketing Plan. Koch will continue to work on this.

The Downtown Revitalization group will be back on July 7, 2009, to present their Master Plan for downtown.

Koch has met with Sterling Savings regarding banking needs. They will be back before the Council to present their banking options.

Koch presented the 2<sup>nd</sup> draft of the Bike Pit contract. It will be placed on the July 7, 2009, council meeting for discussion.

### **G-2. CITY MANAGER OPTION**

The City Council has received a proposed job description for the City Manager. A copy of the proposed description is attached. The Council has requested that this item be placed on the agenda so that Council can continue its discussions and arrive at an option to proceed with. The 2009-2010 Budget includes a City

Manager for 6 months. Koch requested a subcommittee be formed to discuss this manner. On a motion by Baleztena and seconded by Montgomery the Council appointed Standley, Kirk and Baleztena to a subcommittee to study the City Manager options. All members present voted yes.

### **G-3. BUDGET, ACCRUAL, TREASURER'S REPORTS**

City Recorder Carey went over the Budget, Accrual and Treasurer's Reports with the Council. Lankford asked if there could be another column on the accrual report that shows how much the insurance cost for each employee. Carey advised she would try and export the report to Excel and add that column.

### **G-4. REGIONAL DOG AND ANIMAL CONTROL PROGRAM**

Pioneer Humane Society is seeking a commitment of \$1,000 or less and a contract for animal control services for unwanted or unclaimed animals only. Pilot Rock would still need a dog pound. The City would need to hold dogs to give the owners an opportunity to reclaim their dogs. Marjorie Iburg advised they would take a lower amount. The City of Pendleton needs to see some buy in for from the surrounding area. They will also take cats. The Humane Society would like a preliminary contract from the City showing their commitment to a regional animal shelter. Carey advised she would get some figures for the Council on how many dogs were adopted out last year.

### **G-5 DOWNTOWN REVITALIZATION**

City Council has previously approved recommendations from the Downtown Revitalization Association for a variety of ideas leading to an enhanced business climate in downtown. One of the ideas was to create a sort of "park" or "plaza" on City owned property between the alley and Highway 395, the current site of Rocket Espresso and the vacant lot next to it. This lot has been identified as the location of a public restroom as well as picnic benches and visitor information. The Association is requested that the two lots be designated as "Dr. Koch Plaza".

Terry Porter, from the Associations, addressed the Council regarding this issue. She stated Mary Koch (Dr. Koch's widow) has been talked to and she has given her blessing.

Standley suggested calling the whole block Dr. Koch Plaza.

### **H. CONSENT CALENDAR**

On a motion by Baleztena and seconded by Moss the Council approved the Consent Calendar, which approves June 1, 2009 and June 2, 2009, minutes and the approval of the bills. All members present voted yes.

**I. COUNCIL COMMENTS**

There were no comments from the Council.

**J. ADJOURNMENT**

On a motion by Moss and seconded by Baleztena the meeting was adjourned at 8:20 PM. All members present voted yes.

**APPROVED** \_\_\_\_\_

**ATTEST** \_\_\_\_\_