
CITY OF PILOT ROCK

Council Meeting
January 19, 2022, 6:00 PM

A. Called to Order

Having a quorum, the Regular Council meeting was called to order by **Acting Mayor Raymond Doherty** at 6:00 PM. Council members present were **Councilor Derek Turner, Councilor Tegan Kaneaster, Councilor Randy Gawith, and Councilor Kody Johnson. Councilor Paula Evoniuk attended via phone conferencing.** Department Heads present were **Chief William Caldera, City Recorder Teri Bacus and Public Works Director Steve Draper. Citizens present were Ray Bacus and guests present were Judy Vicek and Scott Marshall was present via phone conferencing.**

B. INVOCATION

Chief William Caldera gave the invocation

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS.

E. PRESENTATIONS

F. ACTION ITEMS

F-1 Appoint Mayor – City Recorder presents the City Charter and sites chapter VII section 31, titled Vacancies and it states that “the mayor or council office becomes vacant: (a) Upon the incumbent’s (1) Death. Due to the passing of Mayor Virginia Carnes on January 8, 2022, the mayor seat is open. Chapter VII section 32 titled Filling Vacancies states: A mayor or council vacancy will be filled by appointment by a majority of the remaining council members. Councilor Gawith states that he volunteers for the position of mayor. **Councilor Turner made a motion to appoint Councilor Gawith mayor and Councilor Kaneaster seconded. Councilor Johnson voted yes, and Councilor Evoniuk voted yes. Motion carried: 4 Yes – 0 No** City Recorder will swear in Councilor Gawith at the next meeting.

Appoint Council President - City Recorder explains that the City Charter Chapter III, section 9 states: At its first meeting each year, the council must elect a president from its membership. **Councilor Evoniuk made a motion to appoint Councilor Doherty as Council President and Councilor Gawith seconded. Councilor Turner voted yes, Councilor Kaneaster voted yes, and Councilor Johnson voted yes. Motion carried: 5 Yes – 0 No**

F-2 Pilot Rock School District Variance – City Recorder presented a variance request from the Pilot Rock School District. The variance is for a setback at the Pilot Rock High school and the required rear setback is 15 feet. The request is for a 3-foot setback. Scott Marshall, AIA from Straightline Architecture represented the school district and was present via phone conferencing. City Recorder explains that the rear setback to the property boundary line will not affect any other properties. Public Works Director Steve Draper explains that

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beyond the property line is a 60-foot-wide unused street followed by a bluff. Chapter 18.110.020 Public hearings (2) (a) states “Notice of a public hearing shall be mailed to all owners of property within 250 feet of the property. No notification letters were sent because there are no homes within 250 feet. Public notices were placed in the following locations: Post Office, City Hall, Council Chambers, Shell mini mart and the Pilot Rock market. Newspaper ad was placed in the Eastern Oregonian. The variance is requested as part of a large renovation. The alignment of the new addition to the existing shop accommodates both shops being adjacent to one another. The existing site topography necessitates the proposed position of the shop addition as shown on a provided map. The high school curriculum and staffing for vocational training classes can be more effectively taught if both metal and wood shops are adjacent to one another. **Councilor Turner made a motion to approve the variance and Councilor Johnson seconded. Councilor Kaneaster voted yes, Councilor Evoniuk voted yes, and Councilor Gawith voted yes. Motion carried: 5 Yes – 0 No**

F-3 Community Development Block Grant Public Hearing – Judy Vicek from the Greater Eastern Oregon Development Corporation has been administering the Community Development Block Grant for the City of Pilot Rock. She explained that the City of Pilot Rock joined the consortium along with the City of Pendleton, Adams, and the unincorporated areas of Umatilla County for a \$400,000 grant to be used for Housing Rehabilitation. The funds were used for low to moderate income households to rehab homes with health and safety issues. Most of the homeowners were elderly and single mothers. She is present to complete the final close out of the program and to read the public notice for recording into the minutes. The grant assisted 14 homes and 31 people. Judy Vicek reads the following public notice:

The City of Pilot Rock is completing a housing rehabilitation project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is in Cities of Pendleton, Pilot Rock, Adams, and the Unincorporated Areas of Umatilla County. It is estimated that the project has benefited at least 31 persons of whom 100% are low or moderate income. A public hearing will be held by the Pilot Rock City Council at 6pm on January 19, 2022, at the City Council Chambers, 143 W. Main St, Pilot Rock, Oregon, 97868. The meeting will be held in person with phone conferencing available at 774-267-2541. We also have a listen only number at 844-890-7777. The location of the hearing is accessible to the disabled. Please contact the Pilot Rock City Recorder at least 48 hours prior to the meeting if you need any special accommodations to attend or participate in the hearing. The purpose of the hearing is for the City Council to obtain citizens views about the project and to take comments about the local government’s performance. Written comments are also welcome and must be submitted to the City Recorder by January 18, 2022, at City Hall 144 N Alder Place, Pilot Rock, OR 97868. Both oral and written comments will be reviewed by the Pilot Rock City Council. More information about the Oregon Community Development Block Grant program and the project is available for public review at Pilot Rock City Hall Mon – Fri 8am to 5pm.

No comments were made from the public.

F-4 City Owned Industrial Land Tentative Partition Plan Public Hearing – City Recorder presented a partition tentative plan of parcel 2 of map 1S32B. The city has been working with Sunthurst Energy, LLC since late 2014 to construct a solar farm that converts sunlight into energy that is then routed to the power grid. City Council approved a partition of 40.21 acres in 2015. Sunthurst Energy, LLC has been paying the city diligence

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rent on the property. The project requires construction of solar panels which was divided into two projects called Pilot Rock 1 and Pilot Rock 2. The funding of the project is outsourced and requires a further partition to divide the two projects. Parcel 1 will be 20.41 acres and parcel 2 will be 19.80 acres. City Recorder also explains that the project would be very beneficial to the city as an additional revenue source. She also explains that the parcel was approved as a Rural Renewable Energy Development Zone (RREDZ) which provides a tax abatement and waives the minimum number of employees. **Councilor Turner made a motion to approve the tentative partition plan and Councilor Kaneaster seconded. Councilor Johnson voted yes, Councilor Gawith voted yes, and Councilor Evoniuk voted yes. 5 Yes – 0 No**

F-5 Address Change Resolution No. 680 – City Council is asked to approve a request for an address change on SW Delwood Ave. The home is physically not on SW Delwood Ave but is located on SW 4th Place. The homeowners are concerned that emergency services will not be able to locate the property. Addresses are assigned based on the street that the front door is facing. A map was provided to show the actual location of the home. There is also no street sign identifying SW 4th Place and if resolution no. 680 is approved, Public Works Department will order street sign and place it in the proper location. **Councilor Turner made a motion to approve resolution no. 680 and Councilor Kaneaster seconded. Councilor Johnson voted yes, Councilor Gawith voted yes, and Councilor Evoniuk voted yes. Motion carried: 5 Yes – 0 No**

F-6 Appoint Budget Officer – Council is asked to appoint by motion a Budget Officer to prepare the proposed budget for the coming fiscal year. The Oregon Department of Revenue Local Budgeting Manual Chapter 3 states: Each local government must have a budget officer, either appointed by the governing body or designated by the local government charter. **Councilor Gawith made a motion to appoint City Recorder Teri Bacus as the FY2023 Budget Officer and Councilor Turner seconded. Councilor Johnson voted yes, Councilor Kaneaster voted yes, and Councilor Evoniuk voted yes. Motion carried: 5 Yes – 0 No**

F-7 Planning Commission - Council is asked to review information to determine if the Planning Commission should be restarted. At the November 2, 2021, City Council meeting, Citizen Jackie Carey proposed to restart the Planning Commission and Council agreed to advertise to decide if there was enough interest from the community. City Recorder placed advertisements in the November 12, 2021, and December 17, 2021, newsletters. It was also advertised on the website. City Recorder received replies from 6 citizens. She further explains the number of permits that were reviewed by Council for the past 4 years. During the period of January 2018 to the end of December 2021, there were a total of 17 land use requests reviewed by City Council. She also provides a copy of Resolution no. 599 which went into effect January 3, 2017, and it suspended the Planning Commission. Public Works Steve Draper states that he believes that the Planning Commission will be unsustainable due to lack of volunteers. He also suggests that we could have short training sessions from local experts on land use and zoning requirements. Councilor Turner states that the 6 citizens that submitted their names are currently not present. If they were interested in restarting the Planning Commission, they would be at this Council meeting. Councilor Doherty states that when the city did have a Planning Commission, sometimes a review would take 2 or 3 meetings and many times, not enough members would attend. Therefore, the Planning Commission was suspended. **Councilor Turner made a motion that we do not have a Planning Commission and Councilor**

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Gawith seconded. Councilor Johnson voted yes, Councilor Kaneaster voted yes, and Councilor Evoniuk voted yes. Motion carried: 5 Yes – 0 No

G-1 Department Head Report – Chief Caldera states that an additional Department Head report will be provided at the next council meeting. He also states that he has 4 applications for the open police officer position and the interview process will take place in February 2022. He also provides an update on other cities that have open police officer positions and their lack of applications. A history of the Pilot Rock Police Department was discussed.

City Recorder asks if Council would like to advertise the open Council seat and for how long? Council agreed for the City Recorder to advertise the open seat and set a deadline for applications on February 9, 2022. The applications will be reviewed at the February 15, 2022, City Council meeting. She also informs the Council that the Administrative Assistance/Court Clerk has submitted her retirement date and the position is currently being advertised. Interviews will be held in February 2022 for a start date of March 1, 2022.

Councilor Doherty asked for an update on the old lagoon. Public Works Steve Draper explains that they are in process of drying out and then they will be decommissioned. Drying out should be complete in spring. The new lagoon seeding process was discussed and this is the last item remaining to close the project out.

City Hall:

1. Completed payroll
2. Completed & submitted workers' compensation quarterly payroll report for SAIF
3. Completed & submitted federal payroll quarterly report to IRS
4. Completed & submitted state payroll quarterly report to Dept of Revenue
5. Completed & submitted state transit tax quarterly report
6. Newspaper ads submitted & published for variance & partition requests
7. Prepared council packets
8. Continued support to auditors
9. Processed two development permits
10. Routine updates on website
11. Completed verification of employment for former employee
12. Processed W-2's and will be distributed with paystubs at Jan payroll
13. Placed advertisements on website, Eastern Oregonian and Worksource Oregon for open positions, Police Officer and Administrative Assistant.
14. Ordered new card reader to replace outdated old card reader
15. Received new card reader and installed
16. Processed extension for Community Development Block Grant to Jan 31, 2022
17. Auditors submitted extension request due to COVID to State Auditing Division and was approved
18. Completed required report to Oregon State Treasury Debt Mgmt Division for Lagoon project
19. Routine updates on Website
20. Posted public notices for Community Development Block Grant for public hearing.
21. Ordered new computer due to part time clerk's computer no longer compatible with software

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22. All city fire extinguishers were inspected
23. Completed required month end journal entries.
24. Coordinating celebration of life memorial

Police Department:

1. Report of missing/stolen drugs from an elderly man.
2. Report of a suspicious person in a neighborhood.
3. Received a report of a possible trespass.
4. Responded to a domestic disturbance where the male was found to be intoxicated.
5. Dispatched to a suspicious male wandering around a business.
6. A seventeen-year-old juvenile was cited at the high school for possessing a vape pen.
7. Officer spoke to sixth grade students about bullying.
8. Investigated a report of a suicidal male.
9. Investigated a residential burglary where the suspect was identified.
10. Assisted Stanfield PD with a theft investigation.
11. Report of an elderly male who was driving on the wrong side of the road for several blocks. The driver was located, and it was determined that he was having medical issues.
12. A mother requested to have her son trespassed from her house.
13. Investigated a stolen vehicle case, the vehicle was located and returned to its rightful owner.
14. Assisted a local agency with recovering some stolen property.
15. Officer assisted an elderly woman with her malfunctioning alarm system.
16. A male was trespassed from all school properties at the request of high school administration.
17. Officer did a winter safety presentation to students at the high school.
18. A welfare check was done on an elderly gentleman who was experiencing health problems.
19. Officer assisted a confused elderly female.
20. Report of a verbal disturbance between two parties.
21. Officer investigated a code violation which involved several abandoned cars.
22. Officer assisted a probationer on transferring his probation from Idaho to Oregon.
23. Received a report of someone opening a gate and letting dogs run loose.
24. Several drugs were confiscated from a residence.
25. Received a driving complaint on four high school students.
26. Provided information to an owner of a parked vehicle that had been hit by another car.
27. Assisted the fire department by doing two background checks on potential volunteer firefighters.
28. The department took part in Christmas with a Cop at Wal-Mart.
29. Provided an escort and traffic control duties for the annual Christmas parade.
30. Delivered Christmas packages to families in the area for the high school.
31. Report of a woman causing a disturbance at a downtown business.
32. Report of a suspicious male hanging out in a residential area.
33. Report of a disturbance between a male and female over a cell phone.
34. Officer did a welfare check on a female juvenile at the request of the Oregon Child Abuse Hotline.
35. Received a report of several gunshots going off. It was determined that the sound was from aerial fireworks.
36. Arrested a transient who was occupying a vacant house on several warrants.
37. Investigated the theft of a dirt bike taken from someone's carport. The bike was recovered the next day.
38. Assisted Adult Protective Services with a concern over an elderly male with dementia.

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39. Assisted the FBI with a background check.
40. Assisted DHS – Child Welfare by checking on a four-year-old.
41. A total of 33 house checks were completed for individuals who were out of town.
42. Investigated death threats between three parties.
43. A local resident was arrested on several warrants.
44. Assisted the fire department on a possible structure fire.
45. Officer checked on the welfare of two children whose parents had separated.

Public Works

1. Continued monitoring of sewer project
2. Winter equipment maintenance
3. Dump truck repairs are completed
4. Snow removal
5. Wastewater Biological Oxygen Demand and Total Suspended Solids completed
6. Nitrate sampling on water systems completed
7. New water services have been installed for one commercial and 2 residential properties

H. CONSENT CALENDAR

Councilor Turner made a motion to approve the consent calendar and Councilor Johnson seconded. Councilor Kaneaster voted yes, Councilor Gawith voted yes, and Councilor Evoniuk voted yes. Motion carried: 5 Yes – 0 No

Bills \$20,882.51

I. COUNCIL COMMENTS

K. EXECUTIVE SESSION – NONE

L. ADJOURNMENT

Councilor Turner made a motion to adjourn, and Councilor Kaneaster seconded. Councilor Evoniuk voted yes, Councilor Gawith voted yes, and Councilor Johnson voted yes. Motion carried: 5 Yes – 0 No

Acting Mayor Raymond Doherty adjourned the meeting at 7:06 pm.

APPROVED _____

Randy Gawith, Mayor

ATTEST _____

Teri Bacus, City Recorder

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