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# CITY OF PILOT ROCK

Council Meeting  
July 18, 2023, 6:00 PM

## A. Called to Order

Having a quorum, the Regular Council meeting was called to order by **Mayor Randy Gawith** at 6:00 PM. Council members present were **Councilor Raymond Doherty, Councilor Rhonda Lazinka, Councilor Tegan Kaneaster, Councilor Tiffany Schademan, Councilor Vern Sandy and Councilor Derek Turner.** Department Heads present were **City Recorder Teri Bacus. Public Works Director Tim Britain and Chief of Police William Caldera** were absent. **Corporal Badal** was present. **Citizens that attended were Pat Cassidy and Ray Bacus.**

## B. INVOCATION

Corporal Badal gave the invocation.

## C. PLEDGE OF ALLEGIANCE

## D. APPEARANCE OF INTERESTED CITIZENS

Citizen Pat Cassidy provided a copy of City Council minutes from November 19, 2019. The minutes referred to a motion that was approved to place a memorial in the city park in honor of Sue Gibson. He is asking why it has not been completed. There was discussion about the Public Works Department and Mayor Gawith assured him that it will be completed.

## E. PRESENTATIONS

## F. ACTION ITEMS

**F-1 Industrial Land Lease** – City Recorder presents a land lease for 17.65 acres in the industrial zone for review. Idaho Power would like to store materials for the Boardman to Hemingway transmission line project. The property is for storage only and will not be developed. The lease becomes effective September 1, 2023, for one year with a month to month lease up to 24 months. They will be paying for the first year up front. A map of the surveyed area was provided. **Councilor Doherty made a motion to approve the Idaho Power land lease and Councilor Turner seconded. Councilor Schademan voted yes, Councilor Kaneaster voted yes, Councilor Lazinka voted yes, and Councilor Sandy voted yes. Motion carried: 6 Yes – 0 No**

**F-2 Server Purchase for City Hall** – City Recorder explains that City Hall was not able to function one morning last week. This was due to the old server unable to reconnect to the internet. Wtechlink completed some work on their equipment outside of the building and the server should have just needed rebooting. Hermiston Information Technology (IT) was at City Hall the week before assessing the needs for IT services. The lead technician relayed to the City Recorder that she should be thinking about replacing the server. The server is at least 10 years old and is lower grade. She is requesting \$6,000 to replace. Hermiston IT provided training to access the server in case the event happens again. There was discussion on the functions of the

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server. **Councilor Sandy made a motion to approve the purchase of a new server for City Hall and Councilor Schademan seconded. Councilor Lazinka voted yes, Councilor Doherty voted yes, Councilor Turner voted yes, and Councilor Kaneaster voted yes. Motion carried: 6 Yes – 0 No**

**F-3 Benches Purchase** – City Recorder presents a request to purchase 12 new wagon wheel benches for placement throughout the city. She explains that the current benches are almost 20 years old and are falling apart. Pictures were provided showing large chunks falling off the benches in various places. They are also 500-600 pounds each and very difficult to place. They are currently unusable and will be going to the burn pile for destruction due to the unsafe nature of the benches. Public Works Director contacted the correctional institute for constructing the benches. They can provide 12 benches at a reduced rate compared to other retailers. The total cost is \$3,157. The funds would come from the General Fund Park Department equipment replacement line item. There was discussion on the quality of the benches. **Councilor Doherty made a motion to approve the purchase of the wagon wheel benches and Councilor Sandy seconded. Councilor Kaneaster voted yes, Councilor Lazinka voted yes, Councilor Turner voted yes, and Councilor Schademan voted yes. Motion Carried: 6 Yes – 0 No**

**F-4 Department Head Spending Limit** – The annual audit is scheduled for August 21-25, 2023, and the current internal control policy for purchasing is outdated. City Recorder is requesting that City Council establish the maximum amount that Department Heads can spend without Council approval. The current amount that the auditors have is \$1,500 and City Recorder has found policy dated 2009 with \$1,000 being the limit. There was discussion that the amount was established awhile ago but no one knew exactly when. **Councilor Doherty made a motion to have the spending limit for Department Heads at \$2,500 without Council approval and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Lazinka voted yes, Councilor Sandy voted yes, and Councilor Schademan voted yes. Motion carried: 6 Yes – 0 No**

**F-4 Employee Vacation** – City Recorder presents a vacation request from the Public Works Department. He would like to take vacation in November. There was discussion about the Public Works Department being on call. **Councilor Doherty made a motion to approve the vacation and Councilor Sandy seconded. Councilor Schademan voted yes, and Councilor Kaneaster voted yes, and Councilor Lazinka voted yes, and Councilor Turner voted yes. Motion carried: 6 – Yes 0 – No**

**G-1 Department Head Report** – Status of the old police vehicles was discussed. City Recorder announces that the part time clerk has accepted a full-time position in Pendleton and her last day is July 19, 2023. Job advertisements have been placed.

City Hall:

1. Complete routine updates on reader board
2. Routine updates on city website
3. Completed June 6, 2023, City Council meeting minutes.
4. Processed payroll and payroll liabilities for June
5. Mailed required letters to surrounding neighbors on the spreading of biosolids from old lagoon

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6. Drafted industrial property lease for Idaho Power Company and submitted to them
7. Provided several documents for water master plan (Comp plan, water resolutions, minutes)
8. Updated wage scale for FY24
9. Completed final adopted budget packet and posted on website
10. Scheduled annual audit for August 21-25
11. New budget data was entered into system
12. Delivered required budget documents to tax assessors office
13. Forwarded required budget documents to county records office
14. Submitted newsletter articles
15. Completed annual review of insurance and renewed
16. Attended Professional Development III for next certification
17. Annual water quality report was mailed with water/sewer bills to residents
18. Placed ad for police officer position
19. Advertised locally for part time office clerk

### Police Department:

1. Did a record check for the US Department of Counterintelligence.
2. Did a record check for DHS – Child Welfare.
3. Received two dog complaints on SW Cedar involving the same dog.
4. Assisted Pendleton PD on a DUII investigation.
5. Signed a user agreement with the Oregon State Police Forensics Lab.
6. Responded to a loud music complaint on NW Alder Dr. A citation will be served to the property owner.
7. Received a report of a civil issue between family members.
8. Received a report of neglected sheep on NW Alder Dr.
9. Followed up on a code violation on SW 4<sup>th</sup> Pl.
10. Handled a civil matter regarding a property line dispute between neighbors.
11. Checked on a suspicious vehicle parked at the Community Center.
12. Report of a shoplifting of beer at a downtown business.
13. An aggressive dog was shot and killed on SW Birch Pl. by the property owner.
14. Attended a Dispatch Advisory meeting in Pendleton.
15. Did a record check for the Deschutes County Sheriff's Department.
16. Received a report of drug activity on SW Birch St.
17. Report of a trespass on NE Douglas St.
18. Extra patrol given to a residence on SE Douglas St. for a potential parental visitation issue.
19. Report of two loose dogs on NW Alder Dr. which killed some chickens.
20. Assisted the fire department with a grass fire on NW Cedar St.
21. Reviewed a restraining order that was placed by a mother on her son.
22. Received a barking dog complaint from a citizen who wanted to sign a complaint.
23. Corresponded with the FBI regarding new procedures dealing with their firearms unit.
24. Officer Badal completed two weeks of supervisor's training at the police academy.
25. New tasers have arrived and they are now being carried on duty.
26. Case report sent to the Oregon State Police on a resisting arrest investigation.
27. Case report sent to CCS – Mental Health on a death investigation.

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28. Report of a person yelling at himself on NE Elm St.
29. Assisted medics on SW Birch St.
30. Received a 911 hang-up call at the elementary school.
31. Report of a disturbance on SW Birch Pl. involving multiple people.
32. Report of a trespass on SW Birch Pl.
33. A citizen reports she is afraid that her son is going to violate a no contact order that she has against him.
34. Investigated a harassment between two fifth graders.
35. Report of an ID Theft where an ex-husband opened a charge account with his ex-wife's social security number.
36. Responded to a disturbance on SW Birch Pl.
37. Report of a loose dog on SW Birch St. The owner came and picked it up.
38. Investigated an eleven-year-old boy sexually harassing an eleven-year-old female classmate.
39. Report of a motor vehicle crash near the Dollar General.
40. Did traffic direction for the high school graduation.
41. Handled a parking violation where a vehicle parked next to a fire hydrant.
42. Assisted the fire department with a grass fire.
43. Investigated a domestic between a father and his adult son. Charges for the son are pending.
44. Officer Badal participated in a Safety Week Activity for children at Wal-Mart.
45. Responded to an alarm at the Post Office.
46. Took a report of a 68-year-old male who sent naked pictures of himself via Tik Tok to a young female in Florida.
47. Report of loud music on NE 4<sup>th</sup> St.
48. An intoxicated driver was reported to be leaving Pilot Rock towards Pendleton.
49. Broke up a large party at SW 8<sup>th</sup> and SW Cedar.
50. Report of a privately owned school bus blocking an alleyway on SW 2<sup>nd</sup> St.
51. A dog was impounded for running at large on S. Alder St.
52. Received information about a trespass that occurred on SW 3<sup>rd</sup> St.
53. Assisted a citizen by checking on a car with California plates to make sure it wasn't stolen.
54. A citizen reports he is receiving threats from his stepson.
55. Performed a welfare check on an elderly male on SW Birch St.
56. Code violation on SW 10<sup>th</sup> St. for tall weeds.
57. Report of a storage shed being broken into on NE Elm St.
58. Assisted CTUIR on a record check for a potential employee.
59. A code violation letter for non-compliance was drafted for a home on SE Douglas St.
60. A code violation letter for non-compliance was drafted for property on SE Elm
61. Report of several juveniles throwing rocks at Family Dollar
62. Assisted Family Dollar employees who couldn't leave the business because of a suspicious vehicle left in the parking lot.
63. Report of two four-wheelers racing near the high school.
64. Did a welfare check on a female that hadn't been heard of for a month.
65. Assisted a juvenile who was trying to get in touch with his mother.
66. Handled a civil matter regarding a parenting plan issued by a Judge.
67. Report of a dog that got into a chicken coop.

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68. Assisted the juvenile department in expunging a juvenile's record.
69. Report of a trespassing case on SW Birch Pl.
70. Received a 100% compliance rate in an audit that was done on the department's criminal justice system records by the State of Oregon.
71. The department received a signed IT Agreement from Hermiston to start the city's computer support on July 1<sup>st</sup>, 2023.
72. Assisted with a medical call on SW Birch St.
73. Received a vandalism complaint on NE Elm St.
74. Received a report of a stolen car, which turned out to be unfounded.
75. Took care of a parking complaint on W. Main St.
76. Approved the policy training bulletins for July.
77. Report of a suspicious male on SW Birch St.
78. Assisted OSP on a traffic stop.
79. Report of harassing text messages being received from a citizen on SW Birch St.
80. Report of child pornography on an I-pad. The report was deemed unfounded.
81. Assisted the fire department with an illegal burn.
82. Report of an abandoned vehicle on W. Main St. The owner was contacted.
83. Admonished an individual about trespassing at a residence on NE Douglas.
84. Provided security at a baseball tournament.
85. Received a report from DHS – Child Welfare of a mother who could be using methamphetamine around her two small children.
86. Parking violation taken care of on SW 2<sup>nd</sup> St.
87. Report of a loose pit bull on SW Birch Pl.
88. Received the signed contract from the county for dispatch services.
89. Code violation on SW 2<sup>nd</sup> St.
90. Report of an animal neglect on SW Cedar St.
91. Report of a civil issue over the disbursement of property after the death of a family member.
92. Report of a suspicious male sleeping in the city park.
93. Assisted Pendleton PD with an investigation involving a child.
94. Report of a loose dog on NE 3<sup>rd</sup> St.
95. Handled a trespassing complaint on NE Douglas St.
96. Report of a hit and run on SE Douglas St.
97. Assisted the fire department on a medical call on S. Alder St.
98. Arrested a local resident on a Pendleton PD probable cause affidavit.
99. Report of theft of NW Cedar St
100. Contacted juveniles who broke into an abandoned shed and broke some glass.
101. Contacted juveniles about fighting on the swim bus.
102. Received two zoning complaints regarding an access road between SW 2<sup>nd</sup> and SW 3<sup>rd</sup> St.
103. Expunged a juvenile's name out of a report at the request of the Umatilla County Juvenile Department.
104. Received a report of a mother that might drive with her two young children in a car, while under the influence of illicit drugs.
105. Took a report of a firearm that was stolen from a vehicle between Pilot Rock and Yellowstone National

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Park. The call was unfounded.

106. Assisted the fire department on a fire.
107. Received a report of a possible drunk driver headed towards Pilot Rock from Pendleton.
108. Report of a dog running loose on SW Cedar St. that almost got hit by a car.
109. Report of a dog running at large in front of the DOLLAR GENERAL.
110. A cell phone was located in the parking lot of the high school.
111. A lost cat was brought to the police department. The person was told to contact PAWS.
112. A citizen was trespassed for life from a downtown business for stealing car batteries.
113. Report of a parking complain on NE Elm St.
114. Received one illegal fireworks complaint on NE 4<sup>th</sup> St.
115. Assisted the medics on McGowan Dr.
116. Did a local record check on a person trying to get his FFL through ATF.
117. Arrested a local resident for DUII on N. Alder Pl. BAC .17%.
118. Performed a welfare check on a resident on SW Birch Pl.
119. Assisted the fire department on a reported gas leak.
120. Report of a prowler on SW Delwood St.
121. A restraining order violation occurred on S. Alder St.
122. Report of juveniles throwing rocks at a natural gas line.
123. Report of two vehicles trying to hit two pedestrians on a downtown sidewalk.
124. Assisted the fire department with an illegal burn.
125. Report of a barking dog.
126. Officer Badal was bit by a stray dog on SE Douglas St.
127. A citizen was scammed out of her personal identity on SW 3<sup>rd</sup> St.
128. A trespassing call was reported on SW 3<sup>rd</sup> St.
129. Report of unauthorized dumping of clothes at the Burn Pit.
130. Report of garbage in a trailer on NW Alder Pl.
131. Report of garbage being strewn about on NE Hickory.
132. Report of a young child in the roadway on W. Main St.
133. Escorted the girls' softball team into town after winning the state championship.
134. Report of a civil matter on SW 2<sup>nd</sup> St.
135. Assisted the fire department with a grass fire.
136. Conducted speed enforcement on SW Birch St.

### Public Works

1. Mowing and weed eating at City Park
2. Mowing and trimming right of ways
3. Mowed weeds at old lagoon
4. Continued research on water master plan
5. Maintenance of waterlines at parks
6. Talked to Idaho Power about a lease agreement
7. Sprayed city sidewalks and right of ways for weeds and puncture vines
8. Paved water bar on NW Elder and NW 3<sup>rd</sup>
9. Finishing Cherry St paving project

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10. Paved asphalt at City Hall fixed alley
11. Picked rocks at new lagoon
12. Trimmed trees on foot bridges
13. In process of getting permission to remove rocks under Main St bridge
14. Continued working on Senior Center plans

### H. CONSENT CALENDAR

**Councilor Turner made a motion to approve the consent calendar and Councilor Sandy seconded. Councilor Kaneaster voted yes, Councilor Lazinka voted yes, Councilor Doherty voted yes, and Councilor Schademan voted yes. Motion carried: 6 Yes – 0 No**

Bills \$19,305.00

### I. COUNCIL COMMENTS

Councilor Doherty asks about the address assignment at the industrial property. City Recorder explains that the county is working on it.

### K. EXECUTIVE SESSION - None

### L. ADJOURNMENT

**Councilor Turner made a motion to adjourn, and Councilor Kaneaster seconded. Councilor Lazinka voted yes, Councilor Doherty voted yes, Councilor Schademan voted yes, and Councilor Sandy voted yes. Motion carried: 6 Yes – 0 No**

Mayor Randy Gawith adjourned the meeting at 7:48 pm.

APPROVED \_\_\_\_\_  
Randy Gawith, Mayor

ATTEST \_\_\_\_\_  
Teri Bacus, City Recorder