
CITY OF PILOT ROCK

Council Meeting
October 17, 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 Tegan Kaneaster, Councilor Tiffany Schademan, Councilor Vern Sandy, and Councilor Rhonda Hinkle. Councilor Derek Turner attended via phone conferencing.** Department Heads present were **City Recorder Teri Bacus, Public Works Director Tim Britain, and Chief of Police William Caldera. Corporal Daniel Badal, Ray Bacus, Andrew McBride, Samantha McBride, Teresa Goad, Bud Goad, and Theresa LaChapelle also attended.**

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS

Andrew McBride addressed City Council stating that he had a shed delivered to his home. He would like information on where to place the shed that would be in compliance with current code setbacks. He states that he has had a couple of sheds previously to the current shed and there was never an issue. He has a lot of tools and other materials that are being stored in the shed. If he moves the shed, it will block the driveway. Chief Caldera states that he was at the property and spoke to owners about the large size of the shed. Andrew states that the shed is 24 feet by 12 feet. The Chief measured the setbacks, and the shed sits 5 feet off of Cedar Street and only 26 inches from the neighboring property line on the west side. The amount of space on the property was discussed and the distance required for the setbacks were also discussed. Chief asked if anyone is living in the shed and Andrew answers, never has anyone lived in the shed. Councilor Doherty states that he is not in favor of the 26-inch setback and explained that he should of submitted a variance request. Andrew says that he did not know the legal aspects of the placement of the shed. He thought he could just the replace the older dilapidated shed that was there. Placing the shed at a different location on the property was discussed. Councilor Sandy states that he would like to see the property before making a decision. Councilor Schademan says that the shed is not impeding any traffic. Chief Caldera states that he gave Mr. McBride a code warning letter about two weeks ago. He does not think the shed will fit on the property. City Recorder explains that there cannot be over 30% of structures on the lot. Councilor Doherty explains that he would like to see the lot size and how much percentage of the lot is covered by structures. **Councilor Sandy made a motion to table the issue to review at the next meeting and extend the warning letter. Councilor Hinkle seconded, and Councilor Kaneaster voted yes, Councilor Schademan voted yes, Councilor Doherty voted yes, and Councilor Turner voted yes via text message. Motion Carried: 6 – Yes 0 -No**

Senior Center Board Chairman Ray Bacus addressed City Council about the latest design plans for the new Senior Center building. He is requesting to obtain a second opinion on the design plans. He states that the

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plans have been going back and forth since last April. There have been 3-4 sets of plans that continue to change over the last eight months. He provides the latest draft that has 4 or 5 changes that the Senior Board did not approve. Councilor Doherty asks who is not approving them? Ray explains that the plans were submitted to the State's Building Codes Division and after their review, a long list of items are needed. The plans have been submitted twice and both times, a review plan hold was issued naming many items to be addressed. Public Works Director explains that one side of the property is residential, and the other side is commercial. There are different materials required. He also explains that there were several meetings that included the Senior Center Board. He further explains the reasons for the design. He explains that the configuration of the kitchen appliances can be moved down the road. Ray states that there shouldn't be any changes once the design is approved. There was further discussion about the design. City Recorder explains the request for proposal process for a new building. The timeline for construction and zoning was discussed. Ray requests to be on the next agenda for further review.

E. PRESENTATIONS - NONE

F. ACTION ITEMS

F-1 Patrol Car Purchase – Chief Caldera explains that a new police officer has been identified and a contingent job offer is in place. The new hire must pass a physical test and a psychological review. Once these are complete, he will be cleared to hire. He is requesting approval to purchase a new patrol vehicle from the Sheriff's Department. The vehicle will be for the third officer who has a hire date of late December. The vehicle is a 2019 Ford Explorer with 77,000 miles and is fully equipped with the required police items. The purchase price is \$22,500 and funds are available in the Police Department Budget. **Councilor Sandy made a motion to approve the purchase and Councilor Hinkle seconded. Councilor Schademan voted yes, Councilor Kaneaster voted yes, Councilor Turner voted yes, and Councilor Doherty voted yes. Motion carried: 6 Yes – 0 No**

F-2 Solar Project Memorandum of Community-Benefits Agreement – City Recorder presents a memorandum for Sunthurst Energy, LLC. She explains that the document is for Sunthurst Energy to secure financing. The memorandum combines the Oregon Department of Energy performance agreement which outlines the terms of receiving grant funds and the ground lease agreement with the city. She also explains that the document was reviewed by the City Attorney. **Councilor Doherty made a motion to approve the memorandum for the solar project and Councilor Schademan seconded. Councilor Kaneaster voted yes, Councilor Hinkle voted yes, Councilor Turner voted yes, and Councilor Sandy voted yes. Motion carried: 6 – Yes 0 – No**

F-3 Employee Vacation – Chief Caldera is requesting 50 hours of vacation in the month of October. **Councilor Doherty made a motion to approve the vacation and Councilor Hinkle seconded. Councilor Kaneaster voted yes, Councilor Sandy voted yes, Councilor Schademan voted yes, and Councilor Turner voted yes. Motion carried: 6 – Yes 0 - No**

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G-1 Department Head Report – Public Works Director provides an update on the Birch Creek flood repair stating that all the planting is starting to grow. They also completed repairs at the levy at the city park. They will pave the walkway in spring/summer timeframe. He also states that the biosolids from the old lagoons will be spread next week. There was discussion on the spreading process.

Chief Caldera explains a memorandum that contains data on the number of code violations. It also contains by year the number of calls for service for the Police Department. The memorandum also explains the process of how issues are prioritized. Since 2016, there have been over 17,000 calls for service.

City Recorder states that there will be a pie social at the community center and they are looking for judges.

City Hall:

1. Completed routine updates on reader board
2. Routine updates on city website
3. Completed September 5, 2023, City Council meeting minutes.
4. Received signed lease agreement for solar project.
5. Received 2nd hold letter from Building Codes Division for Senior Center design plans.
6. Submitted letter to Oregon Dept of Energy (ODOE) for first disbursement on solar project.
7. Forwarded signed Biosolids Agreement to Anderson Perry
8. Forwarded signed flood mitigation engineering amendment.
9. Received list of upcoming property auctions – only 1 in Pilot Rock on SW 2nd
10. Provided continued support to auditors.
11. Attended the mid-year academy for Oregon municipal recorders.
12. Submitted newsletter article.
13. Received first disbursement from ODOE in the amount of \$300,000.
14. Sunthurst Energy paid the first installment of the construction lease in the amount of \$14,000.
15. Processed payroll and payroll liabilities
16. Continued training of new part time clerk
17. ODOT graded City Hall parking lot
18. Completed annual medical enrollment packets for employees.
19. Hermiston transferred Domain for website to City ownership.
20. Forwarded Building Codes Division review hold report on Senior Center to engineer.
21. Completed transcript of council comments
22. Forwarded memorandum of lease from Sunthurst to attorney for review.
23. Updated employee benefits on job offer for new police officer.
24. Attended meeting with Pendleton Econ Director and County Tax Assessor about funds acquired from enterprise zone.
25. Provided annual reports required from USDA.
26. Created Debt Service Reserve as required by USDA.
27. Requested employee crime coverage from CIS as required by USDA.
28. Received Cultural Resource Survey for the Solar Facility

Police Department: September 19

1. Responded to a suicidal subject possibly armed with a firearm.

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2. Recovered a cell phone dropped by a person trying to evade police.
3. Received a driving complaint about a truck driver using his exhaust brake to disturb the neighborhood.
4. Report of a landlord/tenant issue regarding a broken window on W. Main St.
5. Report of a child custody matter on SW Cedar St.
6. Lodged two dogs at the pound for running at large on NW Cedar St.
7. Arrested a female on two warrants and lodged her in jail.
8. Requested subpoenas for upcoming municipal court cases.
9. Report of a disturbance involving a female at the city park.
10. Assisted medics with an injured motocross rider at the Bike Pit.
11. Investigated an accidental gunshot wound where a female shot her foot.
12. Report of a trespass on SW Cedar St.
13. Received a report from DHS about children being improperly disciplined.
14. Report on the fraudulent use of a \$200 APPLE gift card.
15. Assisted Pendleton PD with a hit and run case.
16. Tagged an abandoned vehicle on W. Main St.
17. Tagged an abandoned vehicle on SW Cedar St.
18. Code violation on W. Main St.
19. Tagged another abandoned vehicle on SW Cedar St.
20. Tagged an abandoned vehicle on SW Birch St.
21. Tagged an abandoned vehicle on NW Delwood.
22. Investigated a hit and run on SW Birch St.
23. Received a report of a male going through a mental psychosis on NE Elm.
24. Completed a records check for Grand Island, Nebraska on a police applicant for their agency.
25. Cited a resident for hit and run that occurred on SW Birch St.
26. Contacted a citizen about a lost wallet.
27. Report of sheep not being sheared for a long time.
28. Report of barking dogs on SW Birch St. The owner was contacted and advised of the complaint.
29. Received a driving complaint on SW Birch St.
30. Issued two subpoenas for some upcoming court cases.
31. Assisted on a medical call on SW 2nd St.
32. Report of loose dogs on SW Birch St.
33. Assisted OSP on a DUI investigation.
34. Investigated a civil matter involving a title to a junked-out car.
35. Report of a suspicious male on SW Cedar St.
36. Received a report of grandparents being harassed by their adult granddaughter.
37. Dealt with a trespass complaint on SW 4th Pl.
38. Conducted a death investigation of a 63-year-old male.
39. Received a driving complaint about a vehicle weaving on Highway 395 near SW 6th St.
40. Investigated an alleged sex abuse of a six-year-old girl.

October 3

1. Two loose dogs on S. Alder St. were lodged at the pound.
2. Code violations reported on SE Elm St.
3. Investigated an unattended death on W. Main St.

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4. Arrested a subject for Resisting Arrest, Disorderly Conduct and Assaulting a Police Officer. The person was lodged in jail.
5. Transported a juvenile to St. Anthony Hospital for a mental health evaluation.
6. Investigated a code violation on SW Cedar St.
7. Report of an individual who lost his brakes and broke a window at J&D Food mart.
8. Code violation initiated on NE 3rd St.
9. Report of individuals stealing pop cans and trying to cash them in at a local business.
10. Performed a civil standby between two that were involved in a domestic violence.
11. Assisted medics with a call on SW Birch St.
12. Sent a crash report off to an accident reporting bureau.
13. Tagged an abandoned vehicle on W. Main St.
14. Report of the theft of a cell phone at the high school. The phone was recovered and turned over to its owner.
15. Report of a loose dog defecating in someone's yard on SW Birch St.
16. Provided security at some high school athletic events.
17. Report of a barking dog on SE Elm St.
18. Took a complaint about a civil matter over the placement of some gravel.
19. Responded to NW Elder St. on a domestic disturbance.
20. Report of graffiti on SW Birch St.
21. Contacted the Oregon Humane Society about a possible dog abuse on SW Cedar St.
22. A male was trespassed for life from a local business.
23. Contacted a school employee about the possible abuse of a child on SW Cedar St.
24. Assisted medics with a call on W. Main St.
25. Did a welfare check on an elderly man on SW 2nd St.
26. Investigated a complaint of elder abuse.
27. Report of suspicious activity on NE Cherry St.
28. Report of two suspicious people on SW Birch St.
29. Did a welfare check of an 84-year-old man on W. Main St.
30. Assisted the sheriff's department on a motor vehicle crash.
31. Cpl. Badal attended legal update training in Pendleton.

Public Works

1. Mowing and weed eating at City Park
2. Mowing and trimming road shoulders
3. Talking to Anderson/Perry about old lagoon they are getting approval to start piling bio solids on site at old lagoon.
4. Maintenance of waterlines at parks
5. Cleaned from under Main St bridge project went good.
6. Sprayed city sidewalks and right of ways for weeds and puncture vines
7. Locates for the highway 395 project.
8. Trimmed trees on foot bridges
9. Continued working on Senior Center plans.
10. West Birch Creek project is looking good willow trees and grass are starting to take.

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11. Working with ODOT on 395 with the ADA project
12. Met with Senior Center board members to go over the Senior Center plans.
13. Started piling/screening biosolids on site at old lagoon.
14. Public review to the move biosolids has went through, waiting for DEQ to sign off for permits.
15. Placed 6 benches remainder are in storage until next spring.
16. Dug holes for FFA class had 150 kids on site.
17. Going to Pipe Restraint class
18. Have contracted someone to pull weeds at new lagoon and lift station.
19. Bulit up and leveled the walkway in the park. Will pave walk this next spring.

H. CONSENT CALENDAR

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

Bills \$23,377.48

I. COUNCIL COMMENTS

Councilor Doherty is glad to see code being enforced and states that the Police Department is doing a great job. Councilor Hinkle states that the new benches look very nice.

K. EXECUTIVE SESSION – None

L. ADJOURNMENT

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

Mayor Randy Gawith adjourned the meeting at 7:05 pm.

APPROVED_____

Randy Gawith, Mayor

ATTEST_____

Teri Bacus, City Recorder