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# CITY OF PILOT ROCK

Council Meeting  
November 7, 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, and Councilor Rhonda Hinkle. Councilor Vern Sandy attended via phone conferencing. Councilor Derek Turner was absent.** Department Heads present were **City Recorder Teri Bacus, Public Works Director Tim Britain, and Chief of Police William Caldera. Corporal Daniel Badal, Ray Bacus, Kim Gawith, Linda Hill, Andrew 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

## E. PRESENTATIONS - NONE

## F. ACTION ITEMS

**F-1 Residential Property Shed Placement** – City Recorder explains that at the October 17, 2023, meeting City Council by motion tabled the issue to be reviewed at the next meeting. The current location of the shed does not meet setbacks. The west side of the shed is only 26 inches from the property line. She explains the code dimensions (setbacks) for residential zones. She also presents an approved variance request from 2003 for a room addition. The variance is for the percentage of structures allowed in a residential zone. The property was approved for 33 ½ %. Pictures of the shed showing the location were presented. Councilor Doherty asks Andy McBride if he has a solution. Andy explains that the bedroom addition was never completed, and it is a covered deck. Various locations to place the shed including the back yard was discussed. Andy explains the difficulty in moving the shed. Andy suggests moving the shed several feet away from the fence that is currently 26 inches to meet setback requirements. Councilor Doherty suggests taking measurements to ensure the shed is meeting setbacks and is not exceeding the maximum percentage of lot coverage. Councilor Kaneaster suggests a variance request for 5 feet. City Recorder explains to Andy to stop by City Hall and she will explain how to complete the variance request. Councilor Doherty states that he would like this done immediately. He would like to review the variance request at the next council meeting. He also explains that the percentage of lot coverage cannot be too high. **No motion was made.**

**F-2 Senior Center Building Design Plans** – City Recorder presents the history of the design process for the Senior Center building starting with receiving grant funds from Umatilla County in September 2022. Since

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then, there have been three submissions to the State's Building Codes Division for approval to build the structure. All three have had the plans on hold awaiting submission of further requirements. The Senior Center Board is requesting a second opinion on the design. Public Works Director suggests contacting a general contractor to complete the requirements for approval of the building code. He also states that everyone liked the design. There was further discussion on hiring a contractor. City Recorder states that she would like to go to one place for the design and build. Senior Center Board states that they would be receptive to request a new design build and they would like to start from scratch. Public Works Director would like to use current plans. Councilor Doherty states that the plans have been submitted several times and there is no approval on the design. **Councilor Doherty made a motion that we put this out as a design build and get proposals as a design build and Councilor Schademan seconded. Councilor Kaneaster voted yes, Councilor Hinkle voted yes, and Councilor Sandy abstained.**

**Motion carried: 4 – Yes**

**0 – No**

**1 - Abstained**

**F-3 Police Department Taser Purchase** – Chief Caldera is requesting to purchase an additional taser for a soon to be hired police officer. He is currently awaiting the results of the psychology evaluation. Tentatively, he will begin on December 27, 2023. The Chief will not order if for any reason he is not hired but is getting prepared for an additional officer. He states that the taser will be the same as the two purchased earlier this year and he has the funds in his budget. **Councilor Kaneaster made a motion to approve the purchase and Councilor Doherty seconded. Councilor Hinkle voted yes, Councilor Schademan voted yes, and Councilor Sandy abstained. Motion carried: 4 – Yes**

**0 – No**

**1 - Abstained**

**F-4 Resolution #703 Police Vehicle Declared Surplus Property** – Chief explains that the two Ford vehicles that were declared surplus in May 2023 will be donated to the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) for their training. He would like to sell the 2003 Chevy Tahoe. City Recorder presents Resolution #703 which declares the Chevy Tahoe as surplus. She explains that the vehicle can be donated or sold and if sold, the funds will go into the Police Department fund. **Councilor Doherty made a motion to approve Resolution #703 and Councilor Hinkle seconded. Councilor Kaneaster voted yes, and Councilor Schademan voted yes. Councilor Sandy abstained.**

**Motion carried: 4 – Yes**

**0 – No**

**1 - Abstained**

**G-1 Department Head Report** – Public Works Director provides an update on the decommissioning of the old lagoons stating that the biosolid spreading is complete. He is required to rip the bottom of the old lagoon and it is currently in process. City Recorder states that the PW Director saved the city thousands of dollars during the decommissioning process.

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Chief provided an update on the broken window on Main Street. He has asked the owner three times over the last three months if he would get an estimate on the cost of repair, but he has received nothing. There was discussion on whether the window was a safety issue. He also states that it is a landlord tenant issue not a criminal issue. Councilor Sandy asked if the city paid for the repair, could a lien be placed on the property and Chief answered, “it would be up to the City Attorney”. Discussion was held on if the city paid for the repair it would start a precedent and other businesses would expect the same. Councilor Kaneaster states that the mini-mart has had a cracked window for months and they would be expecting the city to repair. Since there is no cooperation from the property owner there is not much the city can do.

Chief also states that Councilor Sandy provided a list of properties that need attention regarding code. The property owners have been contacted and he is waiting for them to comply. He wanted to let Council know that the list is being taken care of.

City Recorder states that City Hall will be closed on Friday November 10 in observance of Veterans Day. She also states that the new server arrived, and Hermiston IT has installed it.

### City Hall:

1. Completed routine updates on reader board
2. Routine updates on city website
3. Completed October 17, 2023, City Council meeting minutes.
4. Processed payroll and payroll liabilities
5. Continued training of new part time clerk
6. Received quotes on new server for City Hall
7. Received results of Small City Allotment grant for paving – Pilot Rock not selected. Will re-submit in Spring.
8. All eligible employees completed annual open enrollment for medical/dental.
9. Attended the East End Mayors/Managers meeting with county commissioners.
10. Server for City Hall confirmed ordered.
11. Received 3<sup>rd</sup> Hold Plan Review on Senior Center plans from Building Codes Division & forwarded to Engineer.
12. Engineer provided truss specifications & gave to Public Works
13. Met with Susan Bower and client looking for vacant building for malt processing
14. Forwarded library budget to Umatilla County Special Library District Director
15. Received new server and notified Hermiston IT

### Police Department:

1. Report of shots being fired on SW 4<sup>th</sup> Pl. It was determined that someone set off an aerial firework.
2. Report of alcohol being given to a minor and a concern that the minor was sexually abused by an intoxicated adult.
3. Report of items being taken out of a vehicle on SW Cedar St.
4. Assisted DHS with the sexual abuse of a minor.
5. Report of a scam on SW Birch St.

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6. Received a report of an abandoned vehicle on SW Birch St.
7. Assisted Hermiston PD with the physical abuse of a child.
8. Assisted on a medical call on SW Birch St.
9. Did records check for North Dakota Health and Human Services.
10. Assisted a citizen with contact information for Pendleton PD on an incident that occurred in Pendleton.
11. Assisted with a civil matter regarding a birth certificate that was needed.
12. Assisted DHS-Child Welfare on the physical abuse of a child.
13. Followed up on an incident involving the repair of a broken window at a downtown business.
14. A lost wallet was returned to its owner.
15. Completed an expungement of charges against an adult for the Umatilla County Circuit Court.
16. Report of a trespass at a local business.
17. Assisted OSP on a DUI investigation.
18. Report of harassment and threats being made to an individual by several people.
19. Received the annual law enforcement data training.
20. Contacted a male dressed in all black prowling a residential neighborhood at 1:30 a.m.
21. Did a welfare check on a man living on SW Cedar St.
22. Located a suspicious pickup late one night at the elementary school with its tailgate down with no one around.
23. Assisted medics on SW 2<sup>nd</sup> St. with a male patient.
24. Report of a theft of an anvil from an apartment building.
25. Received a report of an adult furnishing marijuana to juveniles.
26. Report of two runaways that later returned to their residence.
27. A 16-year-old girl threatened to commit suicide.
28. A 15-year-old boy threatened to commit suicide.
29. Contacted a 9-year-old boy threatening harm to another student. The boy was suspended from school.
30. Tagged an abandoned car on W. Main St.
31. Report of two children abusing animals on SW Birch Pl.
32. Report of a loose dog near Family Dollar.
33. Personal documents of a deceased person were found on NE 4<sup>th</sup> St.
34. Report of a mother telling one of her children that they should commit suicide.
35. Report of a mother of a newborn taking drugs.
36. Code violation on NE 5<sup>th</sup> St.
37. Code violation on NE Elm St.
38. Code violation on NE Cherry St.
39. Code violation on SE Cherry St.
40. Code violation on S. Alder St.
41. Three code violations on SW 2<sup>nd</sup> St.
42. Four abandoned autos were tagged on SW 2<sup>nd</sup> St.
43. Two Code violations on SW 3<sup>rd</sup> St.
44. Code violation on SE Douglas St.
45. Code violation on SE Elm St.
46. Received a driving complaint on W. Main St.
47. Two abandoned autos on SW 3<sup>rd</sup> St.
48. Code violation on NW Delwood St.

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49. Code violation on SW Birch St.
50. Report of a trespass on NE Fir St.
51. Chief attended a regional law enforcement administrator's meeting in Pendleton.
52. Report of a broken canopy window on SW Birch Pl.
53. Report of a fourth-grade student at the elementary school harassing another student by threatening him with bodily harm.
54. Assisted with a property line dispute on SW Cedar St.
55. Contacted a citizen regarding the blocking of an easement with vehicles on SW Birch St.
56. Report of a disturbance between a man and a woman and the man had felony warrants out for his arrest.
57. Responded to a 911 call where screaming was heard in the background.
58. Checked on a suspicious vehicle parked in the 700 block of SW Birch St.
59. A person on SE Douglas St. reported a vehicle stolen, however it turned out to be a civil matter between two individuals.
60. Speed enforcement conducted on SW Birch St.
61. A loose dog was lodged at the pound from SW Birch Pl. The owner was located.
62. Chief approved daily training scenarios for the month of November.

### Public Works

1. Mowing and weed eating and fertilized at City Park
2. Talking to Anderson/Perry about old lagoon to plan next steps
3. Winterized waterlines and bathrooms at parks
4. Continued working on Senior Center plans
5. Working with ODOT on 395 with the ADA project
6. Moved biosolid off site at old lagoon and applied in field
7. Have contracted someone to pull weeds at new lagoon and lift station
8. Final meter read is done all meters have been insulated
9. Removed all cleanouts and capped all pipes with cement at old lagoon
10. Burned the burn pit
11. Cleaning and burning weeds around new lagoon
12. Fixed broken meter stop on Birch Place

### H. CONSENT CALENDAR

**Councilor Doherty made a motion to approve the consent calendar and Councilor Kaneaster seconded. Councilor Hinkle voted yes, and Councilor Schademan voted yes. Councilor Sandy abstained.**

**Motion carried: 6 - Yes**

**0 – No**

**1 - Abstained**

Bills \$73,822.51

### I. COUNCIL COMMENTS

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Councilor Hinkle asked about dumping stray cats out in the country at people's homes. The feral cat situation was discussed.

Councilor Schademan states that she attended the school bond open house, and it looks really nice. The gym is open to the public in the evenings and a key can be obtained at the front office for entry. It is free to the public.

There was discussion about the Pilot Rock Market being sold. New owners are planning on re-opening in February 2024.

Councilor Doherty questioned the new sign on the north side of Main Street which has SW Birch and it should read NW Birch. There was further discussion on signs and their placement. Public Works Director will address it.

### **K. EXECUTIVE SESSION – None**

### **L. ADJOURNMENT**

**Councilor Schademan made a motion to adjourn, and Councilor Hinkle seconded. Councilor Doherty voted yes, and Councilor Kaneaster voted yes, Councilor Turner voted yes, and Councilor Schademan voted yes. Motion carried: 4 – Yes**

**0 – No**

**1 - Abstained**

Mayor Randy Gawith adjourned the meeting at 7:03 pm.

APPROVED\_\_\_\_\_

Randy Gawith, Mayor

ATTEST\_\_\_\_\_

Teri Bacus, City Recorder