
CITY OF PILOT ROCK

Council Meeting
January 16, 2024, 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 Rhonda Hinkle, and Councilor Vernon Sandy. Councilor Derek Turner attended via phone conferencing and Councilor Tiffany Schademan was absent.** Department Heads present were **Police Chief William Caldera, City Recorder Teri Bacus and Public Works Director Tim Britain. Citizens present were Ray Bacus, Jenn Mespelt, Linda Hill, Teresa and Bud Goad and Teresa LaChapelle.**

B. INVOCATION

Pastor Harley Jeffers gave the invocation.

C. PLEDGE OF ALLEGIANCE

D. APPEARANCE OF INTERESTED CITIZENS - NONE

E. PRESENTATIONS

District 29 senate candidate Jim Doherty addressed City Council and he introduced his support staff. He explains the various challenges in eastern Oregon and his plan to address them. He also extends his appreciation to those that are in public office. Some of the challenges he presented were clean drinking water, inflation, cost of living, affordable housing and the office of Rural Policy. No questions were asked.

F. ACTION ITEMS

F-1 Council President – City Recorder explains that chapter III, section 9 of the city charter requires that at the first meeting of each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as Mayor when the mayor is unable to perform duties. **Councilor Turner made a motion to nominate Councilor Raymond Doherty and Councilor Doherty accepted. Councilor Sandy seconded the motion. Councilor Kaneaster voted yes, Councilor Hinkle voted yes, and Councilor Doherty voted yes. Motion carried: 5 Yes – 0 No**

F-2 Award Bid Senior Center Building – City Recorder explains that Request for Proposals were sent out to 13 construction bidding companies on November 14, 2023, requesting sealed bids due to the cost. She also advertised in the Eastern Oregonian and on three construction websites. Three bids were received with only one submitted on time. The other two bids received were from Western Contractors and submitted one day after the deadline. Peak Contractors submitted the lowest bid at \$483,570.00. Qualifications of Peak Contractors were discussed and City Recorder states that they are not on the inactive list with the Bureau of Labor Industries. She continues with an explanation of the high cost which is due to prevailing wage required by the State of Oregon. Funding will come from remaining SLFRF grant funds, unused county grant funds

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with county permission and the remaining funds needed will come from the Lagoon when the fund is closed, and leftover funds are distributed. She also explains that 7.5% has been added as a contingency. Part of the contingency funds will include a required asbestos inspection that Public Works will coordinate since they will be completing the demolition of the old building. Councilor Doherty asks when the next County Commissioner meeting is. City Recorder explains that during the process of receiving an approval to shift grant funds from flood mitigation to the new building, the contract between Peak Contractors and the City can be reviewed simultaneously. The funds from the lagoon will be transferred as needed and the remaining amount will be allocated during the FY25 budget process. City Recorder requests that Council award bid to Peak Contractors. The cost of materials was discussed. **Councilor Doherty made a motion to award the design build bid for a new Senior Center building to Peak Contractors and Councilor Sandy seconded.** Councilor Doherty asks about who would complete the asbestos inspection and PW Director answers that there is a company available from Walla Walla Washington. **Councilor Kaneaster voted yes, Councilor Turner voted yes, and Councilor Hinkle voted yes. Motion carried: 5 Yes – 0 No**

F-3 Audit Corrective Action Plan – City Recorder presents the FY23 annual audit, and the deficiencies identified. She explains that findings that do not comply with auditing standards are either material weaknesses or significant deficiencies. Significant deficiencies are less severe than a material weakness. The City will always have two deficiencies due to the city's small size. The first significant deficiency is that management has not separated all incompatible activities of City personnel, thereby creating risks relating to the safeguarding of City property. However, segregation of duties is not adequate, the assets, liabilities, revenues, and expenses of the City may be misstated. This is due to the small size of the City. City employees wear several hats and to resolve, City Council is relied on to review and approve the accounts payable, bank statements and reconciliations. The second deficiency is financial statement preparation which is due to the city not having a finance department. Therefore, we rely on auditors to draft financial statements. A thorough review is performed by the City Recorder/Treasurer prior to approval. These deficiencies are addressed in the corrective action plan attached. **Councilor Doherty made a motion to approve the audit corrective action plan and Councilor Hinkle seconded. Councilor Turner voted yes, Councilor Sandy voted yes, and Councilor Kaneaster voted yes. Motion carried: 5 Yes – 0 No**

F-4 Resolution #704 Consent for inclusion of Territory in Umatilla County Road District – City Recorder presents resolution #704 which consents to forming a road district in Umatilla County. Umatilla County has received funding from the federal government for roads within the Umatilla County Road system. More recently it has had to elect to receive funding either from a percentage of the timber sales receipts in the county or from the Secure Rural Schools (SRS) program. In addition, any funding under the SRS program reduces payments made by the federal government in lieu of tax. Oregon legislature revised the law, allowing SRS payments to go to a county road district, rather than the county. The payments made would be to maintain county roads. The county road district includes all areas of the county, including any incorporated cities. The city of Pilot Rock has 4 roads within city limits that the county maintains. There is no impact on the city including any funding increases or decreases. **Councilor Doherty made a motion to approve Resolution #704 and Councilor Kaneaster seconded. Councilor Hinkle voted yes, Councilor Turner voted yes, and Councilor Sandy voted yes. Motion carried: 5 – Yes 0 - No**

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F-5 Gravel Purchase – Public Works Director is requesting to contract out the crushing of rock from the rock pit that the city owns, existing northwest of the industrial property. Four bids have been confirmed from Hatley Construction, Rod Anderson Crushing, HNS Inc. and American Rock. Hatley Construction has the lowest bid at \$45,000 for 5,000 tons. The company can complete the work within the next 6 months. The bids were discussed. **Councilor Doherty made a motion to award the gravel bid to Hatley Construction and Councilor Turner seconded. Councilor Kaneaster voted yes, Councilor Hinkle voted yes, and Councilor Sandy voted yes. Motion carried: 5 – Yes 0 – No**

Councilor Sandy made a motion to split the cost of the gravel bid with half of the County flood grant funds and half with street fund, street repair and maintenance and Councilor Hinkle seconded. Councilor Kaneaster voted yes, Councilor Turner voted yes, and Councilor Doherty voted yes. Motion carried: 5 – Yes 0 - No

F-6 Employee Vacation – Chief Caldera is requesting vacation. **Councilor Turner made a motion to approve the vacation and Councilor Sandy seconded. Councilor Kaneaster voted yes, Councilor Hinkle voted yes, and Councilor Doherty voted yes. Motion carried: 5 – Yes 0 – No**

City Recorder is requesting vacation to take care of ill family member. **Councilor Doherty made a motion to approve the vacation and Councilor Kaneaster seconded. Councilor Hinkle voted yes, Councilor Turner voted yes, and Councilor Sandy voted yes. Motion carried: 5 – Yes 0 - No**

G-1 Department Head Report – Chief Caldera gave an update on the SW Cedar shed placement. He also explained the annual statistical report and the increases over the year from the previous year. The new police officer hire will be attending the police academy in early March. There are four phases for him to complete and his department is working toward completing phase I prior to the academy. He expects that he will be fully qualified in September or October 2024. The increases in the annual report were discussed.

City Hall:

1. Completed routine updates on reader board.
2. Routine updates on city website
3. Completed December 5, 2023, City Council meeting minutes.
4. Processed payroll and payroll liabilities for December
5. Prepared Request for Proposal (RFP) and mailed to 13 companies
6. Advertised RFP in Eastern Oregonian
7. Advertised RFP on
8. Received one design build bid on time for senior center building
9. Received two design build bids one day late for senior center building
10. Continued research and providing reports to auditors
11. IT replaced computer switch for network access. Current one was very old and only capable of 100 Mbps (megabits per second). Standard today is 1,000 Mbps.

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12. City Hall closed December 25 & 26, January 1 & 2 for the holidays
13. Created tracking spreadsheet for reimbursable costs on commissioning old lagoon
14. Completed title and registration transfer for new police vehicle
15. Contacted insurance company and added new police vehicle to policy
16. Processed accounts payable for end of December
17. Processed Anderson Perry invoices for lagoon and flood mitigation
18. Received Compliance Certification for flood mitigation bank stabilization. Anderson Perry will forward to US Army Corps of Engineers.
19. Provided payroll reports to SAIF
20. Received IT support upgrading systems
21. Completed annual USDA loan audit
22. Toilet no longer functioning in Library restroom. Public Works purchased new one and installed.

Police Department:

1. Expunged a juvenile record at the request of the Umatilla County Juvenile Department.
2. Did a record check for the Department of Corrections.
3. Investigated a hit and run on S. Alder St. The suspect vehicle was towed for investigation purposes.
4. Located an open door at the elementary school after hours.
5. Driving complaint on several vehicles doing cookies on W. Main St.
6. Report of a traffic hazard on Highway 395 @ SW 6th St. involving a vehicle parked in the highway blocking traffic.
7. A male was arrested on a warrant for DUII.
8. A citizen requested a house check while they were away on vacation.
9. Extra patrol requested for a suspicious person walking around late at night.
10. Did a record check for OSHA.
11. Assisted a citizen on information about a prior arrest.
12. Did a welfare check on an elderly man.
13. Assisted a truck driver with a parking issue.
14. Report of a loose dog on S. Alder St.
15. Cpl. Badal assisted with a toy drive at the Pendleton Walmart.
16. Complaint of a civil matter regarding the payment of a phone bill.
17. Assisted an individual going through a mental crisis.
18. Cited a local resident for driving while suspended.
19. Report of a juvenile being sexually assaulted by her stepfather.
20. Report of a female screaming and throwing beer bottles.
21. Police Academy documents were sent to DPSST to get Ofc. Inzerillo registered for basic training.
22. Report of barking dogs on Hillcrest Dr.
23. Report of a vehicle carelessly passing another vehicle in a school zone.
24. Received a report of a dog possibly stolen from the back of a pickup on NW Cedar St.
25. Responded to a disturbance at the Vault Tavern for a person who was refusing to leave the premises.
26. Chief recertified on state computer access training.
27. Report of a disturbance between a male and female.
28. Report of an alarm on SW Delwood St.
29. Report of a trespassing at Family Dollar. The suspect was banned from the store for life.

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30. An assault occurred on W. Main and SW Birch St. between two males.
31. A male was apprehended for trespassing on NW Alder Dr.
32. The department took part in the Shop with a Cop at Walmart.
33. A property owner was cited for a code violation involving insufficient setbacks in a R1 and R2 zone.
34. Report of a mental subject who took off his boots in the middle of the street and started walking in his socks.
35. Provided security at a basketball tournament.
36. Report of a suspicious person on SW 8th St.
37. Report of a trespasser who left garbage behind.
38. Assisted OSP on a traffic stop.
39. Assisted the sheriff's department on a death investigation.
40. Assisted high school staff with a lock down drill.
41. A male was cited for trespassing at Family Dollar.
42. A male was arrested and lodged for criminal trespass near the high school.
43. Report of a parking complaint on SW Cedar St.
44. Report of a lost firearm on NW Cedar St.
45. Officer Inzerillo will begin basic police academy training on March 4th, 2024.
46. Did a firearms background check for OSP.
47. Dog owner to be cited for dog at large for letting his dog run loose in the city park.
48. Report of a credit card fraud on SW Birch St.
49. Sent a crash report to an attorney in Pendleton.
50. Received a driving complaint of a vehicle nearly running another vehicle off the road and going 80 mph with two kids in the car.
51. Towed an abandoned vehicle.
52. Interviewed a suspect on a sex abuse case.
53. Report of a dog being hit by a vehicle causing it to be deceased on SW Cedar St..
54. Edited a 2023 DUII Search Warrant.
55. Parking violation on W. Main St.
56. Provided an escort and traffic direction for the Christmas Parade.
57. Report of elder abuse on NE 3rd St.
58. Report of naked pictures of a juvenile female on a cell phone.
59. Report of a gunshot near SW Birch Pl.
60. Report of power tools being stolen out of an unlocked vehicle. They were later recovered.
61. Dispatched to a disturbance involving a person suffering from mental health issues.
62. Report of a dog being attacked by a coyote.
63. Delivered Christmas gifts around town for the High School.
64. Report of four cows running loose on NE Hickory.
65. Attempted to serve a probation violation warrant on a female.
66. Report of reckless and intoxicated drivers on NW Cedar St.
67. Contacted a female in the City Park after hours.
68. Report of two dogs acting aggressive towards a child on SW Birch St. The owner was contacted and admonished about city ordinance.
69. Dispatched to the elementary school on several windows left open.
70. Assisted Pendleton PD on a missing person's case.

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71. Conducted a welfare check on an elderly man on SW 10th St.
72. Arrested a resident on a parole warrant on SW Birch Pl
73. Report of two loose aggressive dogs on NE Douglas St.
74. Assisted Pendleton PD in trying to locate a suicidal female.
75. Report of two loose dogs on SW Birch St.
76. Contacted four juveniles who were playing in the middle of NE Elm St.
77. Report of illegal fireworks on NE Elm St.
78. Report of illegal fireworks on RA Koch Rd.
79. Report of illegal fireworks on W. Main St.
80. Report of a child custody issue on SW Birch Pl.
81. Report of a hit and run on NW Cedar St.
82. Responded to a domestic disturbance on SW Cedar St.
83. Assisted Pendleton PD on a travel trailer theft.
84. Recovered some found property on SW Delwood St.
85. Report of a dog possibly being abused on S. Alder St.
86. Did a welfare check on an elderly woman on NE Elm St.
87. Received a report of harassing text messages on E. Main St.
88. Report of a dog being hit by a vehicle on N. Alder Pl.
89. Fulfilled a lengthy record request for DHS – Child Welfare.
90. Did a follow-up investigation on a child sexual abuse case.
91. Conducted a follow-up investigation on a felony criminal mischief case.
92. Assisted the fire department on a medical call.
93. Took a report of a child custody issue.
94. Report of two aggressive dogs running loose on NE Hawthorne.
95. Investigated a motor vehicle crash with injuries on NE 4th St.
96. Checked on a suspicious vehicle parked on SW Birch St.
97. A 10-year-old runaway was located and returned to her father.
98. Fulfilled a record check for DHS – Child Welfare.
99. Did a record check for the Clackamas County Sheriff's Office.
100. Provided security at some basketball games.

Public Works

1. Talking to Anderson/Perry about old lagoon to plan next step. Anderson Perry was out on 1/8/24 everything is looking good.
2. Still working on dozing dykes down at old lagoon
3. Winterized waterlines and bathrooms at parks
4. Talked to ODOT about street sign correction
5. Keeping burn pit piled up
6. Trying to find parts for the backhoe drive linkage is worn out
7. Used jetter truck to clean out new lift station
8. Jetted sewer line from behind shop under the creek
9. Installed new toilet at City Hall

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10. Maintenance done on fire extinguishers
11. Installed a 4” tap for the high school fire system
12. Called for gravel bids
13. Winterized the jetter truck

H. CONSENT CALENDAR

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

Bills \$32,829.96

I. COUNCIL COMMENTS

K. EXECUTIVE SESSION - NONE

L. ADJOURNMENT

Councilor Doherty made a motion to adjourn, and Councilor Sandy seconded. Councilor Turner voted yes, Councilor Kaneaster voted yes, and Councilor Hinkle voted yes. Motion carried: 5 Yes – 0 No

Mayor Randy Gawith adjourned the meeting at 7:17 pm.

APPROVED_____

Randy Gawith, Mayor

ATTEST_____

Teri Bacus, City Recorder