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# CITY OF PILOT ROCK

Council Meeting  
February 15, 2022, 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 Derek Turner, Councilor Tegan Kaneaster, Councilor Raymond Doherty, and Councilor Kody Johnson. Councilor Paula Evoniuk was absent.** Department Heads present were **Chief William Caldera, City Recorder Teri Bacus and Public Works Director Steve Draper. Citizens present were Ray Bacus, Kim Gawith, Vernon Sandy, Tiffany Schademan, Aliina Kirby and Jennifer Mespelt.**

## B. INVOCATION

Pastor Harley Jeffers gave the invocation

## C. PLEDGE OF ALLEGIANCE

## D. APPEARANCE OF INTERESTED CITIZENS.

## E. PRESENTATIONS

## F. ACTION ITEMS

**F-1 Appoint City Councilor** – Council is requested to appoint a candidate for Pilot Rock City Council. One seat is currently open. City Recorder received two applications and both candidates were present. Citizen Vernon Sandy spoke and explained why he would like to be on City Council. Citizen Aliina Kirby also spoke on her explanation on why she would like to be on City Council. City Council asked both candidates some questions. **Councilor Turner made a motion to appoint Vernon Sandy as City Councilor and Councilor Johnson seconded. Councilor Doherty voted nay and Councilor Kaneaster voted nay. Motion tied: 2 Yes – 2 No. Mayor Gawith voted in favor of Aliina Kirby. Motion passed to appoint Aliina Kirby as City Councilor.** City Recorder administered the oath of office to Aliina Kirby as City Councilor.

**F-2 Administrative Assistant Hire** – City Recorder introduced Jennifer Mespelt, the selected candidate for the open Administrative Assistant/Court Clerk position. Six applications were received and all six were interviewed by an interview board comprised of the Mayor, City Recorder, and the current Administrative Assistant/Court Clerk. In August of 2013 when the current Administrative Assistant was hired, 36 applications were received and 8 were interviewed. Jennifer provided information on herself to Council. Chief Caldera explains that he completed a background check and found nothing to be concerned with. He also spoke with the previous City Recorder; Teri Porter and she provided a high recommendation to approve the hire. **Councilor Turner made a motion to approve hiring Jennifer Mespelt as the new Administrative Assistant/Court Clerk beginning**

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**March 1, 2022, and Councilor Kaneaster seconded. Councilor Doherty voted yes, Councilor Johnson voted yes, and Councilor Kirby voted yes. Motion carried: 5 Yes – 0 No**

**F-3 Employee Vacation Request** – Chief Caldera presented his request for vacation in March. **Councilor Doherty made a motion to approve the request and Councilor Johnson seconded. Councilor Kaneaster voted yes, Councilor Turner voted yes, and Councilor Kirby voted yes. Motion carried: 5 Yes – 0 No**

**F-4 Occupancy of Recreational Vehicles (RV)** - City Recorder provided a summary of the history of Ordinance No. 592 and the last motion was to redraft the ordinance adding the suggestions discussed at the December 7, 2021, City Council meeting. She also explains that the word “use” was replaced with “occupancy” to provide a better description of the ordinance. She states that the first two items of the ordinance are for clarification. The first is a definition of recreational vehicle and the second references Pilot Rock municipal code for Nuisances Affecting Public Health. She explains that the city already has code in place preventing the dumping of refuse. This addresses the concern of garbage and waste. She describes each of the suggestions. PW Director states that there should be setbacks in case of fire. Citizen Ray Bacus explains that requiring a connection to city water is not feasible due to water hoses freeze in the winter and the RV can be filled up for use. There was further discussion on paying a separate fee for an occupied RV.

City Recorder suggests starting with number one, go through each suggestion and either keep, change, or delete. The definition of recreational vehicle was discussed, and it was decided to update the definition to match the changing use of an RV. All agreed to keep the reference of PR municipal code chapter 8.10 Nuisances Affecting Public Health. Occupied RVs are only allowed in R-1 General Residential Zone, R-2 Limited Residential Zone, and R-3 Residential Zone. Commercial zoning for occupied RVs was also discussed. Commercial RV parks were discussed. Allowing an occupied RV on a site with a home was discussed in depth and all agreed that adjacent lots should be included. Wording of adding adjacent, contiguous or adjoining lots was discussed. It was decided to add language to include adjacent lots with a definition of adjacent. All agreed that only one occupied recreational vehicle per lot. Councilor Doherty states that it’s okay if they are not hooked up to city water as long as they are paying a separate fee. He is concerned about the perception of theft of services. Public Works Director agrees that a separate fee should be paid. Councilor Johnson does not agree that a separate fee should be charged. He states that the property owner is already paying the fee. City Recorder will add the statement that a separate fee for water & sewer will be charged for any occupied RV on residential property. This will be voted on at the next meeting. Chief Caldera explains that charging a fee for occupied RVs that are not directly hooked up to the city’s water system would be extremely difficult to enforce. The process of group and multiple units receiving water and sewer service from the city was discussed.

The permit process was also discussed. Citizen Ray Bacus is against having to go to City Hall for permission and states that who decides who gets the permit and who doesn’t? PW Director states that if a water/sewer bill is not paid that it is ultimately the responsibility of the property owner. Councilor Kaneaster agrees that if the RV is not directly hooked up to the system, it would be extremely difficult to enforce and would not be fair to those that do pay. Citizen Kim Gawith states that if they are using water from the owner’s property, that person is paying the water bill for all the water that they are using. So how is that theft? Councilor Doherty addresses the duplex and

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multi-unit example of how they are receiving and paying for services. Citizen Tiffany Schademan reads the water ordinance on multi-units. City Recorder reads ordinance on group customers. PW Director explains that in the past there were issues of payment especially in cases of rental units and the ordinance was changed to property owners are responsible. Adding the group and multi-unit ordinance as a reference was discussed.

All agreed that no rent should be charged will remain. The enforcement of time limits either temporary or permanent was discussed. All agreed that time limits will be eliminated. PW Director states that connecting to electricity is none of the city's business. Citizen Tiffany Schademan says that she believes that it is required by state law. City Recorder will research to confirm.

Setbacks are important according to PW Director for fire safety. He recommends a five-foot setback from any building. Setbacks on the lot versus the driveway was discussed. Councilor Turner states that there should not be setbacks in a driveway but should have if the RV is placed somewhere else on the lot. There will not be setbacks in a driveway but if placed on the lot not in a driveway is not necessary. Councilor Doherty states that a minimum five-foot setback from a structure should be included.

**G-1 Department Head Report** – PW Director added pothole patching and a sign was placed on SW Delwood for SW 4th Place street identification. Chief Caldera states that testing for the police officer position will take place on February 23. If candidates pass the written and physical tests, they will attend the interview board on February 24. Even if one is selected, it will take another year to complete all the training before actually being on the job. Mayor Gawith asks for an update on the purchase of police vehicles. Chief Caldera is still researching for a quality affordable vehicle. The annual audit was reviewed and discussed. The Pilot Rock Marketing Plan was also distributed, and City Recorder encouraged Councilors to review, and the plan will be discussed at a later time.

### City Hall:

1. Completed February 1, 2022, City Council meeting minutes
2. Routine updates on website
3. Interviews complete for Administrative Assistant/Court Clerk position
4. Background check complete and candidate was cleared by Chief
5. New Administrative Assistant/Court Clerk will start March 1, 2022
6. Coordinating with school for clean-up day in May
7. Updated Solar Land Lease agreement per attorney review and recommendations
8. Received final audit report
9. Submitted application to Ace Hardware for new account - approved

### Police Department:

1. Officer Badal received his Intermediate Certificate from DPSST.
2. Performed a background request for the Office of Personnel Management regarding a military application.
3. The police department only received five applications for its open police officer position. The testing process is scheduled for February 23<sup>rd</sup>.
4. The police department assisted with the memorial service for former Mayor Virginia Carnes.

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5. Chief was interviewed on KUMA radio about police related matters that were occurring in Pilot Rock.
6. Investigated a trespass complaint.
7. Looked into a parking complaint of a vehicle blocking a driveway.
8. Received a report from DHS – Child Welfare of a father who was possibly delivering drugs with his 16-year-old foster son living in the residence.
9. Officer attempted to serve multiple warrants on an individual.
10. Assisted the fire department on a possible vehicle file.
11. Responded to a domestic violence involving an adult brother and sister.
12. Assisted PPD with a burglary investigation.
13. Somebody passed a \$100 counterfeit bill at a downtown business.
14. Received a DHS cross report about a four-year-old experiencing head lice.
15. Assisted the fire department by doing two background checks on prospective volunteers.
16. Provided event security for several athletic functions.
17. Responded to a downtown business on a domestic violence between ex-cohabitants over their children.
18. Contacted two people at 3:00 a.m. in the Post Office trying to stay warm.
19. There was an attempted scam involving a local resident and \$3,000. The scam was not successful.
20. A local resident was cited for driving while suspended.
21. Report of possible child abuse involving an eight-year-old.
22. Chief completed a background investigation on a person for the open administrative assistant position at city hall.
23. Officers were recertified on CPR and First Aid.
24. A total of 28 house checks were completed.

### Public Works

1. Continued monitoring of sewer project
2. Winter equipment maintenance
3. New water services have been installed for 1 residential property
4. Sewer main plugged on Beech Street
5. Burning tumble weeds
6. Scheduled Tim for water & wastewater school

## H. CONSENT CALENDAR

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

Bills \$103,781.45

## I. COUNCIL COMMENTS

Councilor Kirby thanked Council for giving her the opportunity to serve as City Councilor.

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### K. EXECUTIVE SESSION – NONE

### L. ADJOURNMENT

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

Mayor Randy Gawith adjourned the meeting at 7:50 pm.

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

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