



City Council Meeting Minutes

February 8, 2021

City of Adams

The meeting was called to order by Mayor Pro Tem Jeff Rost at 6:36 p.m. Present at City Hall was Councilor John Thompson, Councilor Jeff Rost and City Recorder Donna Grimes. Attending via ZOOM Meeting were Councilors Graham Alderson, Kristin Schmidtgall, Tim Johnson and Kelly Brady, public works. Attending at City Hall as a guest was Colton Chase. Guests participating by ZOOM Meeting were Gina Miller, Umatilla County Code Enforcement and Kylie McClintock from Cockburn and McClintock CPAs, LLC.

The Pledge of Allegiance was recited.

The published agenda was read.

Email Action Items- Councilor Alderson moved to approve the meeting minutes from 1/11/2021. Councilor Thompson seconded the motion. Councilor Johnson, Alderson, Rost and Thompson voted in favor. Councilor Schmidtgall abstained. Motion passed.

Consent Agenda- Councilor Alderson moved to approve the financials and bills for payment. Councilor Thompson seconded the motion, and all voted in favor.

Maintenance Report-In addition to her submitted report, the Council authorized Kelly Brady to treat the Elm trees for insects. Crack sealing of the streets by Umatilla County was also discussed. The City has an agreement with Umatilla County to do this. Kelly is to continue to follow-up with the County to arrange for crack sealing of streets within the City.

Administrative Report- In addition to the published report, each Councilor was issued a spiral notebook and computer flash memory drive for recording notes and saving electronic files of work done for the City. These will have to be turned in periodically and at the end of a Councilor's term, as they are subject to public record disclosure. CIS Insurance will be switching over to SAIF for Worker Compensation.

Library Report- Councilor Alderson read a letter from the Library Special District commending Adams Library Director Stephanie Partida for her outstanding work and innovative ideas which are inspiring other Library Directors. The Library Directors report was reviewed and entered into the record.

Public Comments- There were no public comments.

COMMITTEE REPORTS

- **Safety Committee-** The Council meeting was suspended at 7:45 p.m. for a brief safety meeting. Staff present-Donna Grimes, City Recorder, Kelly Brady, Public Works.
 - A new ADA compliant threshold was purchased for the back door of City Hall. This will finish the door installation. The threshold will allow smoother wheelchair access in and out of the building.
 - Staff continue to practice COVID-19 Safety measures.
 - There were no other items of discussion brought forward by Staff and the Safety Meeting was ended at 7:48 p.m.
- **Administrative-** There was a staff meeting with Councilors John Thompson and Jeff Rost in attendance along with Kelly Brady, Public Works, Stephanie Partida, Library and Donna Grimes, City Recorder.
 - Online and Card Payments-A representative from AllPay is scheduled to do a short presentation and answer questions at the March 8, 2021 meeting. Code Enforcement and decoration purchases were discussed as well.
 - Kelly Brady met with Councilor Rost for her annual evaluation.
 - Donna Grimes annual evaluation is due in April. The forms will be sent out and need to be returned to Councilor Rost by March 8, 2021.
- **Parks-** Councilor Johnson would like to start work on planning for the park equipment. He will set up a Park Committee meeting date.
- **Streets-** Preston Street Bridge project has final approval. When it is time to bid out the project, it was suggested that Umatilla County Road Department be included.
- **Water-** A final draft of the City's Water Management Conservation Plan has been sent to the Water Committee for review.
 - Councilor Alderson made a motion to authorize the purchase of 500 water conservation pamphlets from Culver Company. Councilor Rost seconded the motion and it passed unanimously.
 - There will be enough pamphlets to do one mailing each year for three years. They will be sent out in May or June each year as water consumption increases to remind people to conserve where possible. This is part of the City's water conservation plan.
- **Planning Commission-** Permit #21-01 for Carol Mills was approved at the February 4, 2021 meeting with a Notice of Decision being issued.
- **Budget-** Kylie McClintock from Cockburn and McClintock CPAs, LLC, gave her report on the City's 2019-2020 Audit. She stated that the City had a 'clean' audit. The Depreciation Schedule was discussed, and Kylie will email a copy of the schedule to the recorder which can be forwarded to the Council.
 - Councilor Alderson moved to accept the 2019-2020 Audit and the adjusting journal entries. Councilor Thompson seconded the motion, and all voted in favor.
 - Resolution #21-03- Transfers \$350.00 from General Fund/Administrative/Code Enforcement to General Fund/Administrative/Audit. It also transfers from Water Fund/Contingency \$690.00 to Water Fund/Contractual Services. Councilor

Thompson moved to adopt Resolution #21-03. Councilor Alderson seconded the motion and it passed unanimously.

- Budget Committee-A letter of Interest was received from Charles Vickery. Councilor Alderson moved to appoint Charles Vickery as a citizen member of the Budget Committee term expiring 12/31/2024. Councilor Johnson seconded the motion, and all voted in favor. A letter will be sent to Mr. Vickery notifying him of his appointment.
- **Natural Hazard Mitigation Plan**- Councilor Alderson missed the January 2021 meeting. There was no report.
- **Code Enforcement**- Gina Miller, Umatilla County Code Enforcement, spoke to the Council via ZOOM To Meeting. She reported that Beth Harrington was no longer with Umatilla County Code Enforcement. The County Commissioners have made the determination that Code Enforcement is not 'essential' during The Covid-19 outbreak. Other small cities use the County for their Code Enforcement and everyone is in the same position. Councilor Schmidtgall suggested a letter could be written to the Commissioners.

UNFINISHED BUSINESS

- **Security Camera at Well House**- Councilor Rost moved to table. Councilor Schmidtgall seconded the motion. Motion passed unanimously.
- **Emergency Response Plan**- Councilor Alderson moved to table with Councilor Johnson giving a second. Motion passed.

NEW BUSINESS

- **Resolution #21-02-Designating a Paper of Record**- This resolution by the Adams City Council designates a paper of record for publishing public, legal and budgetary notices. Councilor Alderson moved to adopt, and Councilor Thompson seconded the motion. Motion passed unanimously.
- **Public Works Position Announcement/Summer Help**- The Public Works position will be budgeted as usual for the next upcoming fiscal Year as well as Summer Help.

ACTION ITEMS

1. **City Recorder-**
 - a. Continue to forward Code Enforcement complaints to the County so they can act as soon as they are cleared to resume patrols.
 - b. Send out evaluation forms to be returned by March 8, 2021.
 - c. Post Planning Commission vacancy.
 - d. Post Mayor vacancy.
2. **Council-**
 - a. Councilor Schmidtgall-letter to County Commissioners
 - b. Check on grant for Preston Street Bridge.

Councilor Thompson moved to adjourn the meeting at 8:46 p.m. with Councilor Alderson seconding the motion. All voted in favor. The next Council meeting is scheduled for March 8, 2021 at 6:30 p.m.



Mayor



City Recorder