



City Council Meeting Minutes

January 11, 2021

City of Adams

The meeting was called to order by Mayor Pro Tem Jeff Rost at 6:57 p.m. Present were Councilors John Thompson, Councilor Tim Johnson, and Councilor Jeff Rost. Councilor Kristin Schmidtgall was excused, and Councilor Graham Alderson had difficulty logging in to the Zoom call, so he came to City Hall in person at 7:20 p.m. Also present was City Recorder Donna Grimes. Kelly Brady from Public Works was excused. Guests included Charles Vickery, Stan Beach and Colton Chase who were interested in applying for the open positions in City Government. Whitney Stahl attended to participate in the public hearing for her CUP Permit #20-08 to have livestock.

The Pledge of Allegiance was recited.

The published agenda was read.

Oath of Office- City Recorder Donna Grimes administered the oath of office to Councilor John Thompson, Councilor Graham Alderson, and Councilor Tim Johnson.

Election of Council President/Mayor Pro Tem- Councilor Thompson nominated Councilor Rost for the office of Council President/Mayor Pro Tem. Councilor Johnson seconded the motion. Motion passed unanimously. The remaining committee assignments and positions were continued until such time as a new Mayor is appointed.

E-Mail Action Items- None

- **Consent agenda-** Pursuant to council rule, financials and bills were reviewed with a reduced number of council members present prior to Councilor Alderson's arrival. Councilor Thompson moved to approve the financial statements and bills for payment with Councilor Johnson seconding. The motion passed unanimously.
- **December 14, 2020 Council Minutes-** Upon arrival of Councilor Alderson, a quorum was established, and Councilor Thompson made a motion to approve the meeting minutes. Councilor Johnson seconded the motion, and all voted in favor.

Maintenance Report-

- The 6" master meter on the main well was changed and the old meter was sent away to be recalibrated.
- The Oregon PUC inspector made a visit to Adams to inspect poles and power lines. An old line running from the old well in the City Park to the old reservoir is out of compliance

and needs to be brought into compliance or removed. Kelly Brady will research removing it since it is no longer used.

Library Report- Due to the holidays and Covid-19 restrictions, library attendance was down in December 2020. Helix Library and Adams Library are challenging each other to a reading contest. The goal is to read 26 books in 52 weeks and to work through the alphabet. The contest is open to all ages. Materials have been ordered for the Summer Reading Program.

Administrative Report-

- Staff has been working on compliance with the OSHA requirements for Covid-19 precautions.
- Notices have been posted for the open Mayor position. Letters of interest are due to City Hall by close of business on by February 8, 2021.
- The Budget Committee has two openings as of December 31, 2020. Both terms expired on 12/31/2020. Carol Mills has agreed to serve another term. The second position is still open.
- The Small City Allotment Grant has been fully executed. Further management of the grant was assigned to Councilor Thompson in the Streets Department.
- Wtechlink is still working to complete their project which will bring fiber optic cable to Adams.
- Public Works Evaluation forms for Kelly Brady's annual evaluation have been sent to all Councilors. Evaluations are due to be returned to Councilor Rost no later than January 25, 2021.
- The City Directory has been updated except for the office of Mayor.
- Letters of confirmation were sent to Jack Chase and Hilary Stoupa for their appointment to the Planning Commission.
- Kelly Brady has located a source for a back-up generator to run the city well if needed in emergency.

COMMITTEE REPORTS

Safety Committee Meeting-The Council meeting was paused at 7:30 p.m. for a safety meeting. Present at the meeting were Councilors Rost, Thompson, Alderson, and Johnson. Donna Grimes was the only employee present. Staff is working to comply with all OSHA requirements of mask wearing and sanitation. The importance of wearing masks was emphasized again. No other safety concerns were brought to the attention of the Council. The Council meeting resumed at 7:35 p.m.

Administrative- Councilor Rost requested the evaluation forms be returned to him by January 25, 2021. A staff meeting is set for January 19, 2021 at 12:30 p.m.

Park- No Report.

Street- No Report.

Water- The final chapter of the WMCP has been sent for review. No progress has been made on the refinancing of the water system loan.

Planning- Councilor Johnson reported on the Planning activities. Several Ordinances dealing with solid waste and abandoned cars were discussed. Councilor Johnson expressed his

concerns about “right of entry”. Councilor Johnson agreed to table further discussion of his concerns and the possibility of a council workshop until after completion of the City Budget process. It was pointed out that through Charter and Ordinance the City has the responsibility to enforce its code and laws which necessitates “right of entry.” As soon as there is a formal letter of complaint to the City, the City will move forward and address the continued situation on Oro Street.

Budget-

- Councilor Alderson moved to adopt Resolution #21-01 to transfer funds from Water: Contingency to Water: Contractual Services to pay for the WMCP work done by GIS. Councilor Thompson seconded the motion and it passed unanimously.
- Councilor Alderson moved to appoint Carol Mills to another term on the Budget Committee which will last until 12/31/2023. Councilor Thompson seconded the motion and it passed unanimously.

Natural Hazard Mitigation Plan-Councilor Alderson reported that the next County meeting would be held on January 26, 2021. He will be taking pictures of critical infrastructure in town.

Code Enforcement- Councilor Rost has invited Sheriff Rowan to attend the February 8, 2021 meeting to address questions on Code Enforcement and Neighborhood Watch. Upon a response, further information will be forwarded to Councilors prior to the next meeting.

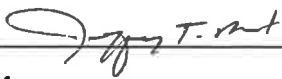
UNFINISHED BUSINESS

- **Small City Allotment Grant-Preston Street Bridge-** The grant has been executed and further report will be managed by Council Thompson under the Streets Department.
- **Security Cameras for Well House-** No Report
- **Security Cameras for Well House-** No Report
- **Emergency Response Plan-** The plan has been updated including the generator information. All that remains is the information regarding the office of Mayor. There was continued discussion on a chain of command during an emergency. At this time, discussion was in favor of having the Mayor serve as the City’s Emergency Manager; however, it was pointed out that the Mayor serves as a non-voting ceremonial member of the Council, and therefore, may not be the proper choice as a City manager. Further discussion is needed.


Action Items

- Post notices for Admin-Staff meeting on January 19, 2021.
- Post notices for an additional citizen member for the Budget Committee.
- Employee evaluations to be returned to Councilor Rost prior to January 25, 2021.
- Further information regarding attendance of Sheriff Rowan for the February meeting will be forthcoming to the Council.
- Add discussion on evaluating part time employees to next meeting.
- Add discussion on going back to ‘in person’ meetings.
- Workshop on Ordinance #250 after budget adoption.

Councilor Thompson moved to adjourn the meeting at 8:38 p.m. Councilor Johnson seconded the motion and it passed unanimously.



Mayor



City Recorder