



City Council Meeting Minutes

December 13, 2021

City of Adams

The meeting was called to order by Mayor Pro Tem Jeff Rost at 6:31 p.m. Councilors Kristin Schmidtgall , Graham Alderson, and John Thompson were present. Councilor Tim Johnson submitted his letter of resignation. Also attending was Donna Grimes City Recorder, Kelly Brady with Public Works and Stephanie Partida, Librarian. Richard Stoupa who will be replacing Kelly Brady on January 1, 2022, and Umatilla County Commissioner Dan Dorran, attended as guests.

The Pledge of Allegiance was recited.

The published agenda was read.

- Addition-Dean Brown, Correct Equipment joined by ZOOM-AMR Water Meters

The Consent Agenda- Councilor Alderson moved to approve the Consent Agenda which includes meeting minutes, the financial statements, and the bills for payment. There was a second by Councilor Thompson and the motion passed with all voting in favor.

Maintenance Report-

- False "low Level" alarms are back
- The new playground equipment has arrived and will be stored until spring.
- A load of gravel has been delivered.

Administrative Report-No additions

Library Report- Librarian Stephanie Partida asked the Council if she could change her hours for the winter to 12:00 noon to 5:00 pm. The Council agreed to the schedule change and the CPR Class by consensus.

COMMITTEE REPORTS

Safety Committee Meeting- The Council meeting was suspended at 8:21 p.m. for a safety meeting. Staff present were Donna Grimes, City Recorder, Kelly Brady and Richard Stoupa, Public Works and Stephanie Partida, Librarian. Kelly Brady suggested that Richard take the two-hour OSHA class. Since the AED in the Library will be getting a new battery and pads, having a CPR class was suggested which could be opened to the public. The meeting was closed at 8:31 p.m.

Administrative Committee-

- Councilors Rost and Alderson met with Amy Ward at Drinking Water Services to see exactly what was required for Rich Stoupa to obtain his Water Operators #1 certification. Rich will need 2080 hours of water experience and pass a test.
 - They presented to the Council the option of having Richard work solely on water this next year with Kelly being used to do streets and park work.
 - A possible project could be paid for using the Covid Relief funds for the replacement of all the water meters in Adams . He would swap out the mechanical meters with the new AMR Ultrasonic meters.
 - Dean Brown from Correct Equipment gave a short presentation on what AMR meters are and how they work. He submitted a bid. Kelly Brady will check with two other companies for bids so the Council will have a comparison.
 - Amy Ward also mentioned there is a \$20,000 grant available for water projects.
- A motion to pay Kelly Brady \$20.00 per hour after January 1, 2022, not to exceed 80 hours per month to train Richard Stoupa was made by Councilor Rost . The motion was seconded by Councilor Alderson. The motion passed unanimously.
 - As the City will need to have someone on call until a water operators licensed is obtained, Councilor Alderson attended the City of Weston's Council meeting to work out an agreement with them on using Scott Spendlove for our Water Operator until Rich gets his certification. Weston will be contacted to get a figure for Scotts hourly wage.
- Ken Knights keys have been returned.

Park Committee-

- The playground structure has been delivered and the installation company will be contacted to schedule the installation.
 - AWPC, LLC has been sent a 50% down payment towards the installation cost.
- Councilor Schmidtgal was named chair of the park Committee

Street Committee-

- Councilor Thompson reported that chains had been obtained for the Kabota tractor and the road grader is ready for winter weather.
- A load of gravel has been delivered by Hatley Construction.
- Councilor Schmidtgal was added to the Street Committee.

Water Committee-

- GSI was unable to complete the Beneficial Use process because it would have involved changing the settings on the pump. They are scheduled to try again in February of 2022 if the pump operations data does not supply the needed information.
- Loan refinance- Still tabled. Councilor Rost will contact the USDA Office to ask about refinancing the Loan for Well #3. The payment was made on November 28, 2021.
- Councilor Thompson was named to the Water Committee.

Planning Commission--

- Permit #2021-04- Robert and Ruth Pratt applied for a building permit to construct a 20' x 20' Restroom building for guests attending functions at their venue. Planning Commission approved their permit.
- Livestock Ordinance & Guidelines-The Planning Commission and Councilors John Thompson and Tim Johnson discussed establishing a set of guidelines for CUP Livestock permits.
- Councilor Alderson was named as the Planning Liaison.

Budget-

- The Auditors are in the final stages of finishing the 2020-2021 review.

Code Enforcement-

- No Report this month.

UNFINISHED BUSINESS

- **Emergency Response Plan**-At the 11/15/2021 meeting, Councilor Rost volunteered to be listed as the Emergency Manager so the project could be finished. During a subsequent meeting, Councilor Johnson volunteered. With Councilor Johnson's resignation the position is still open.
- **Mayor Vacancy**-No letters of interest have been submitted. Mayor's job description has been uploaded to the website. Motion to table made by Councilor Alderson and seconded by Councilor Johnson. All voted in favor.
- **Community Center Restart**- Tabled.
- **Bids for Phone and Internet Service**-Still waiting for replies from Wtechlink and Eastern Oregon Telecom.

NEW BUSINESS

- **Letter of Resignation-** Councilor Tim Johnson submitted his letter of resignation effective December 8, 2021.
 - Motion to accept the letter of resignation was made by Councilor Thompson and seconded by Councilor Alderson. The motion passed unanimously.
 - Councilor Rost moved to post the open Council position immediately with letters of interest submitted to Adams City Hall. Councilor Alderson seconded the motion and it passed unanimously.
- **Appointment to Budget Committee-**
 - Councilor Alderson moved to re-appoint Hilary Stoupa to the Budget Committee with her term to end on 12/31/2024. Councilor Thompson seconded the motion, and all voted in favor.

Action Items-

1. Send Councilor Schmidtgall the City Letterhead Template.

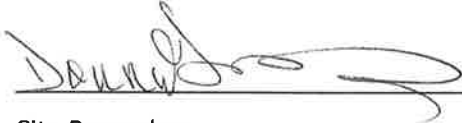
2. Contact USDA concerning Loan refinance.
3. Kelly-obtain two more estimates for AMR meters and finalize meter sizing & count.
 - a. Set up meeting with Scott, Rich, and Kelly after January 3, 2022.
4. Contact the City of Weston with regards to Scott Spendlove's hourly rate.
5. Resend TEAMUP link to Rich Stoupa and Councilor Schmidtgall.
6. Rich Stoupa-research costs for new laptop.
7. Job offer letter for Kelly Brady.
8. Councilor Rost-draft agreement between Weston and Athena for the services of Scott Spendlove and send off the LOC Pilot Legal Program for review.
9. Ask Weston for a copy of their Livestock Ordinance.
10. Add Mayor and Council job descriptions to website and post openings.
11. Councilor Schmidtgall will send a letter to Tim Johnson.

A motion to adjourn was made by Councilor Thompson and seconded by Councilor Alderson. Motion passed and the meeting was adjourned at 8:25 p.m.

The next City Council meeting is set for January 10, 2022, at 6:30 p.m.



Mayor Pro Tem



City Recorder