



# City Council Meeting Minutes

December 14, 2020

## *City of Adams*

The meeting was called to order by Mayor Pro Tem Jeff Rost at 6:34 p.m. Councilors Tim Johnson, Kristin Schmidtgall and John Thompson were present at the time of roll call. Also attending was write-in candidate for Mayor, Colton Chase, Kelly Brady, Public Works, and Donna Grimes City Recorder. Councilor Alderson joined the Zoom meeting at 6:50 p.m.

**The Pledge of Allegiance was recited.**

**The published agenda was read.**

**E-Mail Action Items-Ulestad Letter:** A letter was sent; a reply was received and is on file at City Hall.

**The Consent Agenda-**Councilor Thompson moved to approve 11/9/2020 meeting minutes, financial statements, and bills for payment. There was a second by Councilor Schmidtgall and the motion passed with all voting in favor.

**Maintenance Report-**An “Outstanding Certificate” was issued following the recent inspection by Oregon Health Authority Drinking Water Services. Future inspections will move from a three to a five-year timetable

- Parks-Leaf removal was completed and the rose garden readied for winter.
- Streets-The road grader has been serviced and the chains put on ready for snow.
- General-The alternator was replaced on Kelly’s work truck by Councilor Tim Johnson.

### **Administrative Report**

- Wage Scale Research-Materials have been sent to Councilor Rost.
- Water Conservation Material-Sample materials have been received from Culver Company. A brochure will be ordered and sent out with the June water billing.
- Election Results-John Thompson was re-elected to Council position #3 and Graham Alderson has been re-elected to Council position #5. Timothy Johnson was elected as a write-in candidate for Council position #4. Colton Chase was elected to the position of Mayor as a write-in candidate. The results were certified on November 17, 2020. The

write in candidates will become official upon the County Elections Department receipt of their letter of acceptance which must be received by 5:00 p.m. on December 14, 2020.

- The new water service to 307 S. College has been installed but not billed.
- USDA Loan for Well #3-A payment of \$21,113.00 was made on November 30, 2020. Council is looking to refinance this loan if possible, for a lower interest rate. Banner Bank Commercial Loan Division is at 4.75-5.0% right now. Business Oregon, OHA Drinking Water State Revolving Fund, Rural Water Loan Fund and Oregon Water Resource Department Water Grants and Loans are all possible alternatives.
- The Oregon OSHA's temporary rules for COVID-19 requires all employers to provide workers with information and training regarding COVID-19. The required Risk Assessment, Notification Policy and Infection Control Plan are on file. All employees are required to take the online training modules 1-4 and certificates of completion will be placed in their personnel files.
- City Hall Maintenance-Doug's Septic Service will pump the septic tank on December 15, 2020. The system is scheduled to be pumped every 5 years.

**Library Report**-The Library Board met on December 7, 2020. A letter of interest was received from Macy Rawlins for the open Board position. The Board members present were in favor of recommending her to the Council for approval. Due to the new COVID-19 restrictions all in person programs have been canceled. The Library did receive the \$1000 Reading Grant from the Oregon State Library. The Library Board will be working on drafting by-laws to organize and govern the group more formally. A revised template provided by the Special Library District will be used to help explain the roles and responsibilities of the Library Board in relation to the Librarian and Adams City Council.

- Councilor Alderson moved to appoint Macy Rawlins to the Library Board, the term to run to 6/30/2022. Councilor Schmidtgall gave a second to the motion and it passed unanimously.

## **COMMITTEE REPORTS**

**Safety Committee Meeting**-All Councilors and staff present except Librarian Stephanie Partida.

- The parking stops have been installed in front of City Hall. It was decided to use the safety tape in the Spring to mark off the 'no parking' area between the parking stops. No other issues were presented.

**Administrative Committee**-The COVID-19 Training was again emphasized as mandatory and all employees are required to wear masks at all times while in City Hall/Library.

**Park Committee**-No Report.

**Street Committee**-No Report.

**Water Committee**-Chapters 3 & 4 of the WMCP being compiled by GSI have been sent to the committee for review. So far, Chapters 1-4 are complete. Discussion also centered around establishing a 'chain of command' in case of a water emergency. Who would have the authority to shut down the water system? This ties in with the Emergency Response Plan that is also under revision.

**Planning Commission**-Councilor Johnson reported that there was a letter of interest submitted from Jack Chase which if recommended, would keep the Commission at three members since current member Colton Chase may be leaving to assume the duties of Mayor. City Planner, Carla McLane joined the last meeting by Zoom and discussed the current zoning on Main Street. With the sale of a property on north Main, a question arose as to whether the new owner would be able to rebuild if the house were destroyed since it is zoned Commercial. Current zoning rules allow for current housing only and would not allow for rebuilding. She suggested there may be a way to add some textual changes to allow for multi-use which is an easier project than changing the zoning.

- Councilor Johnson moved to reappoint Hilary Stoupa to the Planning Commission. Her current term expires on December 31, 2020. Her new term will run to December 31, 2025. Councilor Alderson seconded the motion and it passed unanimously.

**Budget**-Resolution #20-20: Councilor Alderson moved to adopt Resolution #20-20 which transfers \$2587.50 in the Water Fund from Contingency to Contractual Services. Councilor Schmidtall seconded the motion. All Voted in favor.

**NHMP**-Umatilla County Committee will be meeting again on December 15, 2020. Eight buildings as well as the bridges and grain elevator with communications equipment have been added to the hazard planning assessment.

- Councilor Alderson asked to add Councilors Johnson and Schmidtall to the Committee.

**Code Enforcement**-Patrols are still curtailed due to the COVID-19 restrictions. Councilor Rost will contact Sheriff Terry Rowan to discuss the matter. There is a possibility of reviving the Neighborhood Watch if community members want to organize it.

### **UNFINISHED BUSINESS**

- Small City Allotment Grant-Preston Street Bridge
  - The City had been awarded \$100,000.00 Grant to repair and pave the Preston Street Bridge thanks to Councilor Kristin Schmidtall.
- Security Cameras at the Well House
  - Patrick Feller from Dynamic Computers toured the well house and will be sending a bid to install two security cameras.
- Emergency Response Plan
  - Establishing a chain of command in emergencies ties in with the WMCP, NHMP and the Emergency Response Plan.
  - Councilor Thompson noted that Cummins Northwest which is listed in the plan is no longer in business. This was referenced as a source for a generator to run the main pump in the event of an emergency. Another source is needed for supplying a generator and the size of generator needs to be determined as well.

### **NEW BUSINESS**

- Monthly Meeting Minutes-Councilor Alderson moved to have the Council Meeting minutes completed seven calendar days from the meeting date and sent by email to the City Council for comments and approval. Councilor Thompson seconded the motion. The motion was approved unanimously.

- **Action Items**-A list of assigned duties/responsibilities will be included with the minutes.
  - City Recorder
    - Public Works evaluation to be distributed to Council members before January 11, 2021 meeting.
    - Oaths of Office ready for swearing in.
    - Update City Directory-add emergency manager, add Mayor as member of Water Committee
    - Update State Ethics roster
    - Notify Jack Chase, Hilary Stoupa and Macy Rawlins of their appointments
  - Councilor Johnson & Kelly Brady
    - Generator-Size needed and where is it available
  - Councilor Schmidtgall
    - Small City Allotment Grant
  - Councilor Rost
    - Sherriff Terry Rowan
      - Code Enforcement
  - Councilor Johnson
    - Neighborhood Watch-Someone to organize

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

The next City Council meeting is set for January 11, 2021 at 6:30 p.m.



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Mayor



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City Recorder