



**City Council Meeting
November 10th, 2020**

Council Present:

Brad Smith
Sue Holliday
Barbara Northington
Lilly Foster
Melissa Pettyjohn

Public Present:

Council meeting held via public phone conference due to Covid. Minutes taken and recorded by City Manager/Recorder Amanda Born

Meeting called to order by Mayor Smith at 6:00pm.

Open Floor: Mayor Smith read the agenda item aloud and asked for open floor items. There were no open floor items.

Approval of October 27th Special Council Meeting Minutes: Mayor Smith read the agenda item aloud and asked for any corrections or changes. Mayor Smith called for a motion to approve and sign the minutes.

-Councilor Northington made the motion, Councilor Foster seconded it. All in favor, motion passed to approve and sign the minutes.

Coronavirus Relief Fund: Mayor Smith read the agenda item aloud. Manager Born said that there isn't anything finalized yet and that the small business grant that would be administered through Community Lending Works is being reviewed by the City Attorney. The November 6th date that was thought to be the deadline for using the Coronavirus Relief Funding was inaccurate. That date was put out by the League of Oregon Cities because some cities were dragging their feet on utilizing the funding and they wanted to know if a city isn't going to use their funding because they are looking into using unused funds to help cities that have already used up their allocations. Councilor Northington said she thought we should wait because she has spoken with the Seneca School and they have bought Chromebooks which she thought was an expense that the City could help with and we should use some of the funding to buy supplies, masks, etc to have at City Hall. Mayor Smith asked if the City Manager had heard anything new. Manager Born said that there hasn't been any response to the newsletter asking if people were financially impacted by Covid. Grant County CoWorks sent a quote on what it would cost to run fiber from the Seneca School to their building and that is being reviewed by the City Attorney. Councilor Northington said that if we wait for a few weeks to find out what we could use the funds for, there should be time enough to kick the funds to someone else if we aren't going to be able to use the funds. Manager Born informed the Council that Community Lending Works would like to run the application process for the small business grant from November 18th to December 18th. Mayor Smith



said that the potential to help the School and Grant County CoWorks is a good idea. The Council discussed that, if the City hasn't been informed of a need in the community for assistance, that we should prioritize helping the school.

FY 2019-2020 Audit: Mayor Smith read the agenda item aloud.

A)Plan of Action: Manager Born explained that, as with prior years, there is a Plan of Action that the City needs to approve & adopt as a result of the audit. The Council discussed the deficiencies related to segregation of duties and financial statement preparation that were found during the audit.

-Councilor Northington made the motion to accept the Fiscal Year 2019-20 Audit and approve the Plan of Action, Councilor Foster seconded it. All in favor, motion passed.

B)ORS 297.466 Resolution: Manager Born explained that, during the audit process, it was discovered that the City went over budget in spending on personnel services and the resolution states that the City didn't conform to local budget laws and states the measures needed to correct that. Mayor Smith read the Resolution ORS 297.466 aloud in its entirety.

-Councilor Pettyjohn made the motion to adopt Resolution ORS 297.466 a Resolution Setting Forth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report, Councilor Holliday seconded it. All in favor, motion passed.

Shirrtail Creek Subdivision Lot 6 Counter Offer: Mayor Smith read the agenda item aloud. The Counter Offer has been signed by Angela Tucker & Mark Loman. Councilor Northington noted that they agreed to remove the RV pads and cabins and that they have no plans for a B&B in the residence. Councilor Pettyjohn said she missed the last meeting and ask if we found out if the RV pads and cabins weren't allowed. Councilor Northington said that the Council decided that it didn't fit in with the zoning of the residential area. The Counter Offer was in regards to removing the language of the RV pads & cabins in the original proposal and inquiring how many, if any, rooms of the residence would be used for a B&B. There was a discussion about if the proposal needed to be graded and the Council decided that, since it was the only proposal, there isn't a need to grade it.

-Councilor Northington made the motion to approve the Counter Offer, Councilor Holliday seconded it. All in favor, motion passed.

The City of Seneca approves the sale of Lot 6 of the Shirrtail Creek Subdivision for the asking price and proposed offered price of \$26,000.



Bills Before Council/Signatures: Mayor Smith read the agenda item aloud and called for a motion to pay the bills. Manager Born said that there is one addition to the list of the bills before Council, that the Council members were given before the meeting, in the amount of \$150.00 paid to the Secretary of the State for the audit filing fee.

-Councilor Pettyjohn made the motion to approve and sign the bills, Councilor Holliday seconded it. All in favor, motion passed.

Manager Born said that the QuickBooks budget reports for each fund now shows the cash carryover for each fund and the approved transfers between funds is now reflected in the reports.

Meeting adjourned at 6:26pm.

Attest: _____

A handwritten signature in blue ink that reads "Brad R. Smith". The signature is written over a horizontal line that serves as a signature line.

Mayor