

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, March 6, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Robert Andrade, Councilor Ryan Lehman, Councilor Caralyn Miller, Councilor Joshua Simonson, and Mayor Michael Cape.

Councilors Absent

Councilor Max Walker

Staff Present

City Treasurer/Recorder Natasha Johnson, Public Works Superintendent Gary Mathis.

CONSENT AGENDA:

Councilor Miller moved to approve the consent agenda, which consisted of bills from February 2019. Councilor Lehman seconded the motion. With no discussion, the consent agenda was approved 4-0.

CITIZEN COMMENTS/QUESTIONS:

- A. Amity Fire District/McMinnville Fire District IGA Briefing: Chief Leipfert with McMinnville Fire Department gave briefing regarding IGA. Leipfert explained Amity Fire Chief Bruce Hubbard will be retiring July 2019. Leipfert wanted to brief the City that AFD will be having McMinnville provide services administrative requirements. AFD will remain the same but McMinnville will be in charge. MFD just wanted City to be aware of what is going on. AFD will be having an open house on March 16th. Mayor Cape asked if someone will be at AFD during business hours. FD explained there will be someone there along with a medic.
- b. Juliette's House Proclamation Request – National Child Abuse Prevention Month: Eli Cox gave a presentation regarding Child Prevention Month. Juliette's House is wanting the City to approve a proclamation declaring April as National Child Abuse Prevention Month. With making April NCAPM it's letting the community know what the month is about, and the national color is blue. They will be having a rally on April 10th in McMinnville. Juliette's House would like a donation from the City to help with supplies. Mayor Cape suggested to Council to donate \$200 towards supplies and check with leadership group at High School to help. Councilor Miller asked if it's something the City to put out the pinwheels and ribbon. Eli said they can do the work. Mayor Cape said he would really like the schools to help with it. Eli will talk with Kimi R. at the High School. Chad Olsen said City will type up proclamation on letter head and have Mayor Cape sign it and get them hung up. Eli will provide city with invoice. Citizen Rob Kistler donated \$20 to Juliette's House. Councilor Miller made motion to approve Juliette's House Proclamation in support of National Child Abuse Prevention Month with amendments updating showing City of Amity. Councilor Miller seconded motion. With no discussion, motion passed 4-0.

- C. Dig Report: Erin Rainy with DIG provided report. Updated Council on Daffodil Festival. DIG is finishing up finalizing and will be on March 16th at the Community Center. There will be vendors and plant sale. Erin mentioned News Register puts out a Visitor Guide and DIG is working on putting an ad in the Guide.
- D. Tourism Committee Report: Erin Rainey with the TC provided report. Councilor Andrade asked if there is an Amity Shirt. Erin said not yet, but there will be past Daffodil T-Shirts at the Festival.

Old Business:

- a. City Council Vacancy – Mayor Cape went over the 2 applicants that applied to be on the Council. The first Applicant Jerry Kizer didn't qualify due to not living in Amity City Limits. 2nd applicant Nickolas Wilkinson attended meeting and introduced himself. Mayor Cape asked Council if any questions for Nickolas. Councilor Lehman asked why he decided to move to Amity. Nickolas explained where they bought first house and will be here for a while. Mayor Cape explained being a Councilor can be busy. Went over all the meetings that are happening. Mayor Cape asked Nickolas his thoughts on the Public Safety Fee. Mayor Cape explained the Public Safety Fee. Nickolas thoughts on the fees are if collecting historically then he is for it. Councilor Lehman Moved to appoint Nickolas Wilkinson to the open council position. Councilor Andrade seconded motion. Mayor Cape asked if discussion. Councilor Simonson brought up making sure not conflict that they are neighbors. Chad Olsen said not conflict. There was no further discussion. Motion passed 4-0. Mayor Cape invited Nickolas to come to the Council Goal Setting on Saturday.
- b. Ordinance No. 660 Amending the Amity Comprehensive Plan Map and the Amity Zoning Map – 2nd and Final Reading and Adoption: Mayor Cape asked if any discussion. With no discussion motion passed 3-1

NEW BUSINESS:

- a. Ordinance No. 656 – Online NW Franchise Agreement- First Reading: Kathy Tate, CEO with Online NW gave presentation on what ONW is wanting to do in Amity. ONW is wanting to bring Fiber internet to Amity, starting with Amity Schools. Chad Olsen, Interim City Administrator went over agreement. Mayor Cape read ordinance first reading. Citizen Erin Rainey had question wants the wires to be underground and not on the poles. Erin wants to know who makes the decision? Mayor explained will have engineer see where can put the wires. Citizen Rob Kistler asked if city can dictate if Fiber goes underground or above ground. Chad Olsen explained can make determination for public improvement. Council Simonson asked how much wires they will be adding. Kathy Tate said they will just be adding one strand. ONW has been a local company for 20 years. Council Simonson asked what the estimated time is to offer to the public. Kathy Tate explained must have it available to the schools by July. ONW wants to come to Amity, just need to make sure enough customers will sign up. Mayor Cape asked anymore discussion. There was none. City will have on the April Agenda with second and final reading and a motion.

- b. Ratify Action Regarding Amendment No. 5 to Keller Task Order – WSI Project: Ratify amendment No. 5 to Keller task order – WSI Project. Mayor approved Geotech Engineering. Mayor Cape needs council to approve of the agreement. Mayor Cape explained what it is and to start construction on the water intake project. Council Lehman made motion to authorize the City Administrator to execute the attached Amendment No. 5 to the Keller Associates Task Order for the WSI Project in the amount of \$29,848. Councilor Miller seconded motion. Mayor asked if there was any discussion. Mayor Cape explained council that it will be about 3 months to get the report from Geotech. Chad Olsen explained what all Geotech is going to be doing and why the price change. Council Simonson asked if the new line will be where the old line is. Chad Olsen explained no, it will be a new line. With no further discussion Motion passed 4-0.
- c. Merseau Shannon Engagement Agreement: Chad Olsen explained what the agreement is. City will be hiring them to be City's bond council for the water bond. Council Lehman made motion to authorize City Administrator to execute the attached engagement letter with Merseau Shannon to act as the City's bond counsel for the Water System Improvement Project. Council Miller seconded motion. With no discussion motion passed 4-0.
- d. Authorize a New List of Check and Safety Deposit Box Signers: Mayor Cape said regarding check signers to strike President Max Walker, due to his resignation the Mayor received. Change the recommendation to not include Council Walker and to update City Clerk Natasha Johnson to Treasurer Natasha Johnson. Councilor Miller made motion to move to update the list of authorized check signers on the City of Amity's First Federal checking account to include Mayor Michael Cape, Finance Committee Members Caralyn Miller and Joshua Simonson and City Treasurer Natasha Johnson, contingent on passing the bank's credit Check and remove any and all others. In addition, update safety deposit box signers to include Mayor Michael Cape and City Treasurer Natasha Johnson contingent on passing a bank's credit check and remove any and all others. Councilor Robert Andrade seconded motion. Without further discussion motion passed 4-0.
- e. Donations as Recommended by Finance Committee: Mayor Cape explained in the past we get request to donate to different organizations. The Council goes over the request a couple of times a year. Mayor Cape asked Councilor Simonson if received any request. Councilor Simonson explained just received one from Homeward Bound Pets for \$500. Councilor Simonson wanted to know if can pull from police funds since this is where dogs go. Mayor Cape asked Councilor Simonson if he found out if can do that. Councilor Simonson said not at the time he didn't find out. Mayor Cape suggested tabling until Aprils Meeting to give time for Councilor Simonson to find out.

DEPARTMENT REPORTS:

Interim City Administrator by Chad Olsen: Olsen submitted a written report. Mayor Cape explained to Council that Chad Olsen sent email out regarding his contract and not being the Interim City Administrator. Mayor Cape talked with Recorder/Treasurer Natasha Johnson regarding staffing. Mayor Cape explained contract states give 30 days and Chad Olsen gave 7-10 days and that Mayor Cape is ok with the shorter notice. Councilor Simonson asked what the hiring process is looking like for the new Administrator. Mayor Cape explained where at with the process and contracting with Sean O'Day with Cog taking over the hiring process and the cost is around \$4500. Councilor Lehman only concern in releasing Chad Olsen early is making sure City will still be on track with the water project. Mayor Cape asked Sean O'Day to discuss with Renate with Cog and if she would be able to provide us with the assistance. Sean explained to Mayor that he would discuss it over with her. Councilor Simonson asked PW Superintendent Gary Mathis how comfortable he was with the Project. Gary said that he and Richard will be able to keep it going.

Mayor Cape said it is more with the financing part of the Grant that we would need help with. Councilor Miller asked if there would be a cost with having help from COG. Mayor Cape explained yes there will be a cost but will still have the same cost if have Administrator do the work. Councilor Miller just concerned with the budget coming up and Recorder Johnson needing help with it this year and what the cost would look like. Mayor Cape Council could look into having another interim for 2 months, but not sure how successful that will be. Councilor Lehman suggest Chad Olsen stays the 30 days as stated in the contract as it is what would be best in the interest of the city and keep the ball rolling with the project. Councilor Miller only question is would council have more information at the goal setting on Saturday. Mayor Cape explained Chad said he can wrap up anything with the project in the next 5-10 days. Mayor Cape confident City can get thru the process. Mayor Cape is confident that Recorder Johnson can learn and reach out for the budget at the training she is attending next week. Mayor Cape biggest concern is the project. Renate with COG knows about the grants and helping with them. Councilor Simonson went over the figures of having an administrator. If go with Renate would be around the same. Chad explained would be around the same. Councilor Simonson asked Chad if went over applications and if anyone would be interested in being an interim. Chad explained City wouldn't want to do that. Mayor Cape explained that when someone is ready to leave a job to let them and, in this case, would be the best and that he recognizes Councilor Lehman's concerns. Mayor Cape is asking the Council to approve the contract with COG and set Chads final day. Mayor Cape explained according to city charter if the City doesn't have an administrator then the duties do fall on the mayor. Mayor Cape is willing to pick up as much as he can but can't do all of it. Chad Olsen is offering to stay on to help oversee the water project, budget and finish out the first part of the hiring process. Councilor Simonson asked if it would be remote or would Chad come in. Chad said he would only come in when needed and he is willing to do it until the City finds an administrator. Chad isn't sure if need to amend his contract, just the City would know Chad wouldn't be doing the daily duties. Councilor Simonson said that seems the easiest to keep Chad on. Councilor Lehman stated he would feel more comfortable keeping Chad on and releasing his obligation early and have Chad just help with certain project. Mayor Cape wanted to make the recruitment process clear. Chad would help thru March with the rakings then Sean would take on from there. Chad would still be managing projects then hand off project to the new Administrator. Chad explained the budget process and that Recorder Johnson could do the budget but that she never has done one before and can be hard the first year. Mayor Cape suggested that City should still contract with COG for the recruitment process and Sean will give us the final cost on what it will be. Mayor Cape explained he thinks Chad can work the Recorder Johnson on the budget and the Water Project but wants to make sure respectful to Chad's decision and that city says goodbye on good terms. Councilor Simonson said would give Chad more time to focus just on the projects. Councilor Simonson asked what the purpose would be behind hiring cog for the recruitment. Chad Olsen explained very time consuming and the rest of the process with hiring. Councilor Simonson asked if Chad is willing to continue to do it and Chad explained he would be if Recorder Johnson will help coordinate and he would delegate to Johnson. Chad said he would prefer not to do the recruitment process and suggest having Sean continue or the Mayor. Mayor Cape would feel safer if have something with the COG if anything for backup if Chad decides doesn't want to do it. Councilor Lehman made suggestion the city contract with cog to handle recruitment and to have Chad Olsen continue with Water Project and to assist with budget as needed. Councilor Simonson agrees with it. Councilor Lehman says that allows the City to release him of his obligations. Chad said he would be as needed for the budget and water project but would also be proactive as needed. Councilor Lehman says city can terminate the agreement at any time with 30 days' notice. Councilor Simonson made motion for Mayor Cape to contract with COG for the City Administrator Recruitment and to negotiate with Chad Olsen as needed to manage the projects. Councilor Lehman seconded motion. Without further discussion motion passed 4-0. Mayor Cape asked Chad Olsen how many applications the City has received as of now. Chad Olsen said around 20-25 applications.

City Recorder by Natasha Johnson: Johnson submitted a written report and had nothing to add. Mayor Cape announced that Natasha Johnson is the official City Recorder/Treasurer for the City of Amity. As part of all the changes there will be a lot of added duties to Recorder Johnson and fair to compensate Johnson for all the extra work. Johnson for the last month was doing the Recorder/Treasurer duties as the City Clerk. Mayor Cape is proposing a onetime bonus of \$1000 and look at another bonus potentially around May when done with the recruitment process and go over all the extra work Recorder Johnson put in and if work load is exceptional then look at a possible bonus. Councilor Miller made motion to give Recorder Natasha Johnson a onetime bonus of \$1000 for the work done in February. Councilor Andrade seconded motion. Citizen Erin Rainey asked if going to replace Natasha Johnson's City Clerk Position. Mayor Cape explained Natasha Johnson is the department head and up to her on what would like to do. As of now the City has a temp filling in the City Clerk Position. Councilor Simonson made motion to approve the \$1000 bonus for the month of February for Natasha Johnson. Councilor Miller seconded motion. Councilor Lehman asked Natasha Johnson is currently now getting paid Recorder/Treasurer pay. Mayor Cape explained getting paid step one on the Recorder/Treasurer scale. Without further discussion motion passed 4-0. There were no more questions for Johnson.

Public Works Report by Gary Mathis: Public Works Superintendent Mathis submitted a written report. Gary Mathis had nothing to add to his report. Chad Olsen asked Mathis if anything has happened. Mathis said nothing has happened. Councilor Simonson asked if there was a plan where the apartments are for them to patch the road back. Mathis explained yes, they will fix it. Councilor Andrade asked about the bridge leaving Amity by the park and if plans to fix it, Mathis said there are plans to replace the whole bridge in 2022. Mathis explained the hold up and that ODOT would have to close the whole bridge and would add 10-15 minutes to Fire Calls. Councilor Simonson asked if they know how long to keep it closed. Mathis said from around May to September. Mayor Cape asked Mathis to touch base before head to the meeting. Mayor Cape asked if any one had any questions. There were no more questions for Richard.

Law Enforcement Report by Sheriff's Office: Todd Whitlow with SO submitted report. Whitlow went over the Crime Report for February. The remodel of the office is all done and wanting to do an open house in May two hours before council meeting. Whitlow asked if the council is aware of the drug take back policy. Explained that the vault at the FD will be brought down to SO in Amity and if anyone has medications to get rid of, they can bring it to SO in Amity. SO, will be having a radar trailer in Amity and it is operated on a solar panel and will record the speed of every car that goes by and the average of the speed. Whitlow went over Ordinances and what SO is focusing on. Whitlow gave Recorder Johnson a copy of a sample of a door hanger to hand out for violation of ordinances. Mayor Cape let SO know that the comments Mayor is seeing have been positive. There were no more questions for Whitlow.

Library Report by Marcia Robbins: Head Librarian Robbins submitted a report. There were no questions for Robbins.

City Engineer Billing Report: There was a billing report submitted. There were no questions for the City Engineer.

City Planner/Attorney Report: an itemized invoice was presented to the Council. There were no questions for the City Planner.

REPORTS FROM MAYOR AND COUNCILORS:

Mayor Cape- Mayor Cape submitted a written report and that it has been a busy month. Mayor Cape reminded Council about the Goal Setting scheduled on Saturday at 8:30. Mayor Cape reminded Council to look over survey results and if have any questions to bring them. Citizen Erin Rainey asked if it is a public meeting. Mayor Cape let her know that it is a public meeting. There were no questions for the mayor.

Councilor Miller- Chairperson for the Community Engagement Committee did not submit a report but was present and talked about the City-Wide Cleanup and coordinating with PW Mathis. The date for City Wide cleanup will be June 1 at 8 am. Whitlow asked if City would like a work crew and supervisor to assist with helping and to let Whitlow know. Councilor Miller asked if send email and Whitlow said yes on the email. There were no questions for Councilor Miller.

Councilor Simonson- Chairperson for the Finance Committee did not have anything to report. The only thing that was discussed were the donations. There were no questions for Councilor Simonson.

Councilor Lehman – Councilor Lehman had nothing to report. There were no questions for Councilor Lehman.

Councilor Andrade- Councilor Andrade had nothing to report. There were no questions for Councilor Andrade.

Councilor Walker – Mayor Cape went over Councilor Walker's report. Councilor Walker was working on the Council Rules and submitted what he had. Mayor Cape will send out what has been done on the Council Rules to the Council. There were no questions for Councilor Walker.

Mayor Cape asked Council if anything else to add. There was nothing else to add from the Council
Councilor Lehman moved to adjourn. Councilor Andrade seconded the motion. Motion passed 4-0.

Approved by City Council April 3, 2019

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder