

CITY OF AMITY

AGENDA OF THE CITY COUNCIL

August 4, 2021

City Hall
109 Maddox Avenue
Amity, Oregon

Zoom Meeting:

<https://us02web.zoom.us/j/81593223516?pwd=WTRLTlZyWG9qK0wzREY4RjhZZ0pMQT09>

Meeting ID: 815 9322 3516

Passcode: 041853

REGULAR SESSION

CALL TO ORDER/FLAG SALUTE 7:00 pm

SWEARING IN OF NEW COUNCILORS: Cody Goings

COUNCIL ROLL CALL: Robert Andrade, Napua Ann Rich, Sandy McArthur, April Dyché, Rachel King, Cody Goings, and Mayor Ryan Lehman

1. **CONSENT AGENDA:** *In order to make more efficient use of meeting time, resolutions, minutes, bills and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.*
 - a. Budget Vs. Actual
 - b. Minutes – Regular 7-7-2021
Work Session 7-21-2021
2. **CITIZEN COMMENTS/QUESTIONS** An opportunity to present items not on the regular agenda. Please state your name and address and limit your comments to ***three (3) minutes***.
 - a. Yamhill County Sheriff Office Report
 - b. DIG Report
 - c. Citizen Comments
3. **OLD BUSINESS:**
 - a. Update on audit conversion process and auditors

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Administrator's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Natasha Johnson, City Recorder, at 503-835-3711

4. NEW BUSINESS:

In order to make more efficient use of meeting time, all presentations must be 15 minutes or less. Exceptions may be granted on a case-by-case basis by the Mayor.

- a. PUBLIC HEARING for file #2105-01 LA, Legislative Amendment to the Amity Development Code allowing for 18 months for final plat recording for Partitions and Subdivisions.
- b. New Public Works Design Standards
- c. Appoint New Finance Committee Co-Chair

5. DEPARTMENT REPORTS:

- a. City Administrator Report by Michael Thomas
- b. City Recorder Report by Natasha Johnson
- c. Public Works Report by Gary Mathis
- d. Library Report by Anne Jenkins
- e. City Engineer Billing Report
- f. City Attorney and Planner Billing Report by COG

6. BUSINESS FROM THE MAYOR & CITY COUNCILORS

- a. Mayor's Report by Mayor Lehman
- b. Comments for the Good of the Order – Councilor Andrade
- c. Comments for the Good of the Order – Councilor Dyche
- d. Comments for the Good of the Order – Councilor King
- e. Comments for the Good of the Order – Councilor McArthur
- f. Comments for the Good of the Order – Councilor Rich
- g. Comments for the Good of the Order – Cody Goings

7. EXECUTIVE SESSION – ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

8. CONTINUE NEW BUSINESS

- d. Approval Salary Increase for the City Administrator

ADJOURNMENT

CITY OF AMITY

Budget vs. Actuals: FY 2020-21 - FY21 P&L

July 2020 - June 2021

			TOTAL		
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income					
20 4000 General Fund Revenue	785,807.90	730,100.00	-55,707.90	107.63 %	-7.63 %
30 4300 Street Fund Revenue	194,121.98	243,000.00	48,878.02	79.89 %	20.11 %
40 4401 Water Fund Revenue	1,133,123.16	4,247,642.00	3,114,518.84	26.68 %	73.32 %
50 4500 Sewer Revenue	593,168.73	622,400.00	29,231.27	95.30 %	4.70 %
75 4000 Governmental SDC Revenue	77,236.61	90,352.00	13,115.39	85.48 %	14.52 %
76 4100 Enterprise SDC Revenue	28,555.00	157,332.00	128,777.00	18.15 %	81.85 %
Total Income	\$2,812,013.38	\$6,090,826.00	\$3,278,812.62	46.17 %	53.83 %
GROSS PROFIT	\$2,812,013.38	\$6,090,826.00	\$3,278,812.62	46.17 %	53.83 %
Expenses					
20 5000 General Fund Expense	737,421.85	735,839.00	-1,582.85	100.22 %	-0.22 %
29 5000 Payroll & Admin Expense	9,575.24	0.00	-9,575.24		
30 5000 Street Expense	232,516.56	218,949.00	-13,567.56	106.20 %	-6.20 %
40 5000 Water Expense	1,081,703.19	4,261,644.00	3,179,940.81	25.38 %	74.62 %
50 5000 Sewer Expense	567,215.52	672,714.00	105,498.48	84.32 %	15.68 %
76 9100 Enterprise SDC Transfer Out	155,000.00	155,000.00	0.00	100.00 %	0.00 %
Total Expenses	\$2,783,432.36	\$6,044,146.00	\$3,260,713.64	46.05 %	53.95 %
NET OPERATING INCOME	\$28,581.02	\$46,680.00	\$18,098.98	61.23 %	38.77 %
Other Income	\$0.00	\$1,324,741.00	\$1,324,741.00	0.00%	100.00 %
Other Expenses					
20 9510 General, Ending Fund Balance		240,508.00	240,508.00		100.00 %
30 9530 Streets, Ending Fund Balance		82,736.00	82,736.00		100.00 %
40 9540 Water, Ending Fund Balance		366,609.00	366,609.00		100.00 %
50 9550 Sewer, Ending Fund Balance		119,760.00	119,760.00		100.00 %
75 9570 SDC Govt, Ending Fund Balance		380,118.00	380,118.00		100.00 %
76 9570 SDC Entrps, Ending Fund Balance		181,690.00	181,690.00		100.00 %
Total Other Expenses	\$0.00	\$1,371,421.00	\$1,371,421.00	0.00%	100.00 %
NET OTHER INCOME	\$0.00	\$ -46,680.00	\$ -46,680.00	0.00%	100.00 %
NET INCOME	\$28,581.02	\$0.00	\$ -28,581.02	0.00%	0.00%

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, July 7, 2021, in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present:

Councilor Rachel King, Councilor Sandy McArthur, Councilor Napua Ann Rich, Councilor Robert Andrade (late) and Mayor Ryan Lehman

Councilors Present via Zoom

Councilor April Dyche

Councilors Absent

None

Staff Present

City Administrator Mike Thomas via Zoom, City Recorder Tasha Johnson, Public Works Superintendent Gary Mathis and City Clerk Chris Worthington

CONSENT AGENDA:

Councilor Rich moved to approve the Consent Agenda. Councilor McArthur seconded and with no discussion motion passed 4-0.

CITIZEN COMMENTS/QUESTIONS:

- A. Yamhill County Sheriff's Report: YCSO was present. Deputy High introduced Deputy Rodriguez, Amity's newest deputy. Deputy Rodriguez introduced himself to Council. Deputy High updated Council regarding activity for the month of June in Amity. Deputy High updated Council regarding National Night Out on August 3. City Recorder Johnson added we will reach out to First Federal for assistance and we will have popcorn. Mayor Lehman asked regarding 4th of July and if there were any complaints. Deputy High said no fireworks complaints from the 3rd to the 5th. Councilor Rich asked if all of Yamhill County was banned for Fireworks. Mayor Lehman said just the city of Yamhill. There were no further comments or questions for YCSO.
- B. DIG Report: There was no one from DIG. There were no comments or questions for DIG.
- C. Citizen Comments: There were no public comments.

OLD BUSINESS:

A. None

NEW BUSINESS:

A. Presentation by Recology for Annual Rate Review: Dave Larmouth with Recology went over rate review report with Council and is recommending Council to not adopt the rate schedule that was presented to Council in their agenda. He explained and updated Council about the ongoing Landfill situation and why this situation changed the rate schedule that was originally presented. Councilor King asked Dave about their traffic plan. Dave explained Recology's traffic plan. Mayor Lehman asked if their long-term plan is to take Amity's garbage to Coffin Butte with McMinnville's trash, if the current Landfill does not reopen. Dave explained, yes, that is their plan. If McMinnville's Landfill reopens, Recology would ask the Landfill operator to put how long it will remain open in an agreement. Mayor Lehman asked, given the current situation, how long would it take to get an updated rate proposal. Dave explained the rates would most likely go in effect on November 1, 2021 to go with the next billing cycle; Council could possibly see the updated rate schedule at the September Council meeting. Councilor King asked Dave to explain how this change will alter the annual review of rates. Councilor King asked if there would be annual review in November and then again in April, since the rate review is presented to Council every year, typically in April. When a new change and agreement goes into effect this November, Councilor King wanted to know will there be another rate increase again in April. Dave explained the timeline. He explained if the rates don't change in response to the current situation, then unlikely the rates will change, but he can't be certain of that at this time. Mayor Lehman asked if the only rate change that will occur is the cost of the pickup of garbage? Dave said yes that is correct. Councilor Andrade asked Dave about the cost of extra bags. Dave explained the cost of the extra bags.

Mayor Lehman's recommendation is to table this until Recology comes back with the updated rates. Councilor Rich moved to table this until Recology comes back with accurate information regarding rates. Councilor McArthur seconded motion and with no further discussion motion passed 5-0.

B. Presentation of New Water Rates and Resolution 2021-11 for Adoption: Tim Tice with OAWU presented Council with the rate study that OAWU conducted. After Tim's presentation of how OAWU calculated our new rate structure, Councilor Andrade requested Tim further clarify how OAWU does or does not compare rates between similar cities. Mayor Lehman interjected to explain what OAWU meant by not comparing to other cities. Mayor Lehman then explained what the new rates will cover. Tim further described what the rates include and how they calculated the new rates. Councilor King asked for clarification regarding the difference in base rate information with allowed units and allowed gallons between what was presented and what was included in the proposed resolution. Tim explained that one was listed in cubic feet and not gallons; going further to state he will update the resolution with allowed gallons and the correct figures. Councilor King asked if the new water rates will allow the city to pay back city's obligation to the lenders. Tim answered that he will request more data from the City in a year to ensure the accuracy of the rates. Councilor King asked about the city getting new meters and if they accounted for that. He explained they are aware and he thinks that Amity's water revenues will go up around 8% due to the new meters.

Mayor Lehman explained if the Council decided to not approve the new rates, the lenders

will ask how the city will be paying back the debt. Mayor Lehman said he likes the new rates on that it is strictly on the size of meter now. Councilor King asked if the automatic 3% annual rate increase as stated in the resolution is arbitrary or based off the CPI. Tim stated it should be off CPI and that the resolution should be modified. But, he went on to state that the consumer price index has been around 4.1%.

Councilor Rich moved to accept both the rates as presented by OAWU and approve Resolution 2021-11, a Resolution implementing these new water rates effective January 1, 2022. Councilor King seconded motion and with no further discussion motion passed 4-0 (Councilor April Dyche did not vote).

- C. Council Vacancy: Mayor Lehman went over the background regarding Council Vacancy and the City's current applicant. He stated that the Applicant is renting a house from the city and water and sewer is included in the rent. For this reason, the city reached out to City Attorney for an ethics recommendation. The Attorney said there is no issue with the Applicant already renting from the city, but recommended applicant does a few things to ensure there are no violations. The Attorney recommend that the applicant call Oregon Ethics and tell them about the situation; ask for guidance what to do once in office regarding any issues; declare an actual conflict of interest if topic of rent charges; and a potential conflict of interest if the Council topic is about rate increases. Then Applicant Goings introduced himself to Council. Councilor King asked what made him decide to apply now. Applicant Goings explained he knew there was an opening, and he feels he could be an asset on Council. Councilor King asked how he feels about the guidance from the Attorney relevant to his situation. The Applicant explained he is comfortable with it. There were no more questions for applicant Goings.

Councilor Rich moved to appoint Cody Goings to Council with a term to expire December 31, 2024. Councilor McArthur seconded motion and with no further discussion motion passed 5-1 (Councilor April Dyche Abstained).

- D. OLCC Liquor License Application: Mayor Lehman went over background regarding OLCC Liquor License Application. Councilor Dyche asked for clarification if it's just an application for liquor or beer and wine. Mayor Lehman answered, then Councilor King explained only beer and wine; in Oregon you need another type of liquor license.

Councilor King made motion to approve liquor license application for Dollar General #21546 located at 102 S. Trade Street. Councilor McArthur seconded and with no further discussion motion passed 5-0.

DEPARTMENT REPORTS:

City Administrator Report: Administrator Thomas submitted his report and had nothing to add. There were no comments for City Administrator.

City Recorder/Treasurer Report: City Recorder Johnson submitted her report and had nothing to add. There were no comments for City Recorder.

Public Works Report: Superintendent Mathis submitted his report and added fixing the faucet in City Hall. Councilor McArthur let him know will get in touch regarding the Goat. Councilor

Andrade asked regarding park cameras and if there has been any activity. Superintendent Mathis let council know there has been no activity. He explained that the camera doesn't point directly into the covered area. Councilor Andrade asked him if he can figure out a way that the cameras could point into the covered area. Mayor Lehman explained the camera system you can add to it.

Superintendent Mathis explained further the camera system and he was waiting for the budget to be final. There were no further comments for Public Works.

Library Report: Librarian Jenkins did not submit her report, as she had nothing new to report and was not present at the meeting. Mayor Lehman updated Council on the Magic Show in the park. Mayor Lehman asked if the library has been painted yet. Superintendent Mathis let council know it has not been painted yet. There were no further comments for the library.

City Engineer Billing Report: Billing report submitted. Councilor King asked regarding the Wastewater master plan and if there is an exact amount for it. Superintendent Mathis explained its \$140k and being paid by SDC. There were no further comments.

City Attorney/Planner Billing Report: Billing report submitted. Mayor Lehman asked Administrator Thomas to recommend to Planning to not allow cookie cutter lines for future developments. There were no further comments.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

Mayor's Comments: Mayor Lehman reported regarding Town Hall Meeting and hopes at the next one will have a better turnout. He also updated Council regarding meeting he had with USDA. He updated Council that he will not be able to attend the Mayor's Conference and will be around. Councilor Andrade said Mayor Lehman shouldn't be disappointed about the amount of people that come to our meetings since other cities are experiencing the same low turnout. Mayor Lehman said he is still planning on having another Town Hall meetings regardless of the attendance. Councilor Rich recommended that for the next Town Hall meeting staff should check Facebook and see what the hot topics are in the community and have the Mayor discuss that at the Town Hall.

Mayor Lehman updated council regarding the Dollar General opening. He stated that the city wouldn't sign off on the Final Occupancy until all the requirements from the city were met. Councilor Andrade asked if there are local residents working in the store. Councilor Rich answered yes, there are. She went on to say, and the store offers different stuff than the other stores in town. Councilor King said that Amity's Dollar General is the best looking one that she has seen. Mayor Lehman let Council know the design standards were held up throughout the process and is thanks to Planning Commission, City Staff, and Planner. There were no further comments for Mayor Lehman.

Councilor Sandy McArthur Comments: Councilor McArthur had nothing to report. There were no comments for Councilor McArthur.

Councilor Robert Andrade Comments: Councilor Andrade requested extra outlets for Council laptops to charge during meetings. Recorder Johnson explained we ordered extra

power strips. There were no comments for Councilor Andrade.

Councilor Napua Ann Rich Comments: Councilor Rich apologized for not making it to Town Hall Meeting. She asked if Mayor Lehman had a plan to have another one. He explained hoping to have one in September and then quarterly after that. There were no comments for Councilor Rich.

Councilor King Comments: Councilor King updated Council regarding low-income assistance program for paying utilities. She also let Council know about new state laws that are getting passed. One of them is regards the city allowing for tech support and another requires Council mandatory reporters. Councilor Rich asked if City needs to have an ordinance regarding tech support, then added that everyone should already be a mandatory reporter. Councilor King explained she was not sure if we need an ordinance regarding tech support.

Mayor Lehman added regarding utility assistance program that it is reassuring for customers who can't afford new utility rate increase. Councilor King added with the new software system maybe the city will have the capability of an assistance program.

City Recorder Johnson asked the Council who will now Co-Chair will be for Finance Committee. Mayor Lehman state he will appoint the person at the next meeting. There were no further comments for Councilor King.

Councilor Dyche Comments: Councilor Dyche let Council know Anna Scharf was appointed to fill Mike Nearman's spot. Mayor Lehman thanked Anna Scharf for keeping up with the City of Amity's request for funding for some projects. There were no further comments for Councilor Dyche.

Councilor Rich moved to adjourn meeting at 8:55 pm. Councilor Andrade seconded and without further discussion motion passed 5-0.

Approved by City August 4, 2021

Ryan Lehman, Mayor

Attest:

Natasha Johnson, City Recorder

WORK SESSION OF THE COUNCIL
CITY OF AMITY, OR

Minutes

Work Session of the City of Amity City Council was held at 5:00 p.m. on Wednesday, July 21, 2021, in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Mayor Ryan Lehman, Councilor April Dyche, Councilor Sandy McArthur, Councilor Rachel King.

Councilors Absent

Councilor Robert Andrade and Councilor Napua Ann Rich

Staff Present

City Administrator Michael Thomas

BUSINESS FROM THE STAFF:

City Administrator gave updates on any on-going City business and updated on status of projects.

OPEN FORUM & DISCUSSION FROM MAYOR & CITY COUNCILORS:

a. **Infrastructure –**

Topic #1: New Water Meters:

Update via Michael Thomas: The City's meter reading contract has been cancelled and that work has been taken over by City Public Works staff. City's A.R.P.A direct funds will be used for the purchase and installation of new meters to every customer. As of now, the expectation is that this process of meter swapping will begin as soon as September, with the goal of the project being completed by Thanksgiving.

Topic #2: Salt Creek Bridget Project:

City Administrator gave updates on ODOT bridge timelines concerning the salt creek bridge and how their progress will affect the timeline of the work Amity will be doing in the area to replace current water transmission line (attached to bridge) with a new line (underneath Salt Creek). We discussed procurement of needed easements and permits and the slow advancements of negotiations between USDA, SHPO, and Tribal leadership. All necessary actions on the part of the city are being taken to be shovel ready and have all necessary paperwork in order when given the go ahead to commence construction phase of this project.

b. **Community Engagement** – No Report given by Councilor Rich.

c. **Parks** – No report given by Councilor Andrade.

d. **City Services** – No report given by Councilor McArthur.

e. **Public Safety** -

Councilor Dyche reminded Council about National Night Out and City-Wide Garage Sale (which has already gone by).

f. **Finance** –

Topic #1: A.R.P.A Funds Expected by City:

Michael gave an update on the latest news from LOC, State and Feds concerning expected relief funding to the city. Final request paperwork is being submitted to the State of Oregon and the expectation is that those monies will be released from the State to Amity by mid-August.

The City of Amity will also be receiving \$2,000,000 in additional American Rescue Plan Act funds as granted by former Representative Nearman (and current Representative Scharf) for the purpose of fully funding two top priority water infrastructure upgrades. As of now this funding bill is still awaiting signature by the Governor and the City of Amity will most likely not receive this funding until the beginning of 2022 or later.

Topic #2: Franchise Agreement with Recology:

Council and staff discussed the need for an updated contract and franchise agreement between the City and Recology. The current agreement is 22 years old and outdated. Michael will initiate the steps needed to make changes on the City's end. Recology is expected to come before Council in September or October to discuss rate changes effective Nov. and new contract year would start Jan. 1.

Topic #3: Budget vs. Actuals:

I brought up recommendations found in last two audits about more oversight needed throughout the year in order to minimize over-expenditures and transfers. Discussion was had about the outlook for the next audit and the disruptions in previous and current budgeting forecasts because of Covid impacts. We also discussed how loan and grant funds and the timing of pending projects and fund disbursements will affect the budget for this fiscal year.

g. **Mayor Report:**

Topic 1:

I gave council an update on the MOA that USDA and tribal leadership have been working on accomplishing. We are close just trying to iron out a last few items and were waiting for the Siletz tribes to respond. they have limited staff and that is the reason for the slow response to the inquiry from USDA. We are happy to start building a relationship with the Tribe and their leadership and hope to have a strong relationship with them into the future.

Topic 2:

New gas tax and what it takes to get to voters. There were past talks about asking voters for an added gas tax on fuel sold in Amity to help pay for street improvements. Council asked staff to inquire what it takes to complete this task to refer this item to voters.

Topic 3:

I commended the work that former rep Nearman and current rep Scharf did to secure the funds for Amity, the 2 million will help with a new water project in the Goucher street area. City hopes to get our ARPA funds to start the water meter replacement and hope to get a commitment from the county from their ARPA funds to help pay for replacement of transmission line from water tanks into town.

Topic 4: We also talked about the new state law that requires the city to provide online meeting access. City will be looking into a new sound system for better quality and will be working out the logistics of this new requirement. I asked about state cost sharing for implementation.

Approved by City Council August 4, 2021

Ryan Lehman, Mayor

Attest:

Natasha Johnson, City Recorder



**Yamhill County Sheriff's Office
Crime Summary for AMITY
From 6/1/2021 to 6/30/2021**

City	UCR Description	6/1/2020 to 6/30/2020	6/1/2021 to 6/30/2021	Percentage Change	YTD	Prior Year
AMITY						
Part 1						
	Aggravated Assault	0	1		3	4
	Arson	0	0		1	2
	Burglary-Business	1	0		2	4
	Burglary-Non-Residence	1	0		2	6
	Burglary-Residence	0	0		3	2
	Larceny	3	1	-66.67 %	25	44
	Motor Vehicle Theft-Auto	0	0		4	6
	Robbery	0	0			1
Part 1 Total		5	2	-60.00 %	40	69
Part 2						
	All Other	3	0		5	17
	Disorderly Conduct	0	0		4	
	Drug Laws	0	0		5	12
	DUII	0	1		14	8
	Family Offenses	1	0			1
	Forgery	0	1		1	
	Fraud	0	0		2	6
	Kidnapping	0	0			1
	Runaway	0	0		2	
	Sex Offenses	0	0			1
	Simple Assault	2	0		11	29
	Stolen Property	1	0		2	4
	Tresspass/Prowler	3	2	-33.33 %	15	21
	Vandalism	2	1	-50.00 %	22	34
	Weapons	2	2		3	7
Part 2 Total		14	7	-50.00 %	86	141
Part 3						
	All Other	4	4		38	72
Total For AMITY		28	23	-17.86 %	219	381



**Yamhill County Sheriff's Office
Crime Summary for AMITY
From 6/1/2021 to 6/30/2021**

City	UCR Description	6/1/2020 to 6/30/2020	6/1/2021 to 6/30/2021	Percentage Change	YTD	Prior Year
AMITY						
	Non-Reportable Offenses	5	10	100.00 %	55	99
Part 3 Total		9	14	55.56 %	93	171
Total For AMITY		28	23	-17.86 %	219	381



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711

AGENDA ITEM

Subject: UPDATE: Audit and Accounting Requirements going forward
Date: August 4, 2021
Origin: Michael Thomas, City Administrator
Action Requested: None. Informational.

Background:

During the June 2, 2021 Council Meeting, Council tasked the City Administrator to accomplish two tasks and report back to Council at this meeting.

Task #1 was to establish a plan going forward to train City Staff to the new accounting and auditing standards.

This is our new plan going forward. We initially established a remote (ZOOM) training plan until we cross the 70% threshold, and the State drops the restrictions. Now that these thresholds are met, we will transition to in-person meetings, with all office Staff (Chrisy, Me, You, Tasha) meeting at City Hall. To ensure safety, all of us will remain masked indoors during your 4-hr visit. We will continue that process until either everyone on staff gets vaccinated or new health guidance allows everyone to work together without restrictions. If at any time anyone feels in-person is too risky or is too prone to interruptions or whatever, we can reestablish “remote learning.”

It is my intent to conduct the training on the 3rd Tuesday of each month 8am – 12pm or 9am – 1pm with Tasha and Kathy. It will be up to Kathy to establish the needed training tasks she needs to accomplish with Tasha. We expect to kick off this training plan this month – August.

Task #2 was to initiate the process of finding a new auditor to conduct the Fiscal Year 2021 – 22 Audit (calendar year 2022).

I contacted 10 (ten) separate auditors. I sent the following email to each company:

The City of Amity is seeking information on municipal auditing services. We're a city of 1,700+ people with an annual budget of \$5-6 million and we're managing a water project of approx. \$7 million. We'll be seeking an accrual-based audit, as

were transitioning from a cash-based system. We'll need a single audit for expending over \$750,000 in federal funding.

We may follow this up with a request for proposals and/or bids. However, right now, we're seeking information as to whether your firm will:

- 1) Take new municipal clients*
- 2) Conduct accrual based municipal audits*
- 3) Conduct single audits on federal funds use*

From the replies, I narrowed that down to 6 companies. I sent out Request for Bids to these firms between July 19th. I will provide updates on what information I get back from the companies I sought out.

It is important to note, we will get an audit done this year and it will be through our current auditor company.

Exhibits: None.

Staff recommends the following:

None for informational purposes only.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject Change to the Amity Development Code
Date: August 4, 2021
Origin: Amity Planning Commission, City Planner Holly Byram, & City Administrator Michael Thomas
Action Requested: Approve Code Change

Background: During the May 10, 2021 City Planning Commission Meeting, Commissioner Ruyle motioned, and the Commission approved a request to change the Amity Development Code. The Planning Commission would like to extend the time granted to individuals requesting a partition or a subdivision 18 months to complete the process. This is an extension of 6 months from the current code.

City Staff is in favor of the extension. Multiple cities have extended the timeline in the face of economic crises, the pandemic, and other extenuating circumstances. These cities have not seen a negative effect from this extension.

The Planning Commission voted unanimously in favor of this modification on July 12th.

Exhibits: Exhibit A – Amity Development Code (paper copy)
Exhibit B – Ordinance 670 Code Amendments
Exhibit C – Staff Report

Recommendation: Move to approve the change to the Amity Development Code, giving individuals 18 months to complete a partition or subdivision.

**CITY OF AMITY
ORDINANCE NO. 670**

**AN ORDINANCE AMENDING THE AMITY DEVELOPMENT CODE TO EXTEND
PLAT RECORDING DEADLINES FOR LAND DIVISIONS**

WHEREAS, the Planning Commission passed a motion on May 10, 2021 to initiate a Type IV land use action to perform minor amendments to the Amity Development Code to extend the land division approval platting deadline from one year to 18 months, applicable to partitions, subdivisions, and PUDs; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing to consider the recommended code amendments on July 12, 2021, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, at the close of the public hearing on July 12, 2021, the Planning Commission passed a motion recommending the City Council approve the recommended code amendments, as revised by the Planning Commission; and

WHEREAS, the City Council conducted a duly noticed public hearing to consider the recommended code amendments on August 4, 2021, at which time the public was given full opportunity to be present and heard on the matter; and

WHEREAS, at the close of the public hearing on August 4, 2021, the City Council determined the proposed amendments to the Amity Development Code were in compliance with applicable criteria, and passed a motion to adopt the findings in the July 26, 2021 staff report, and approve the package of code amendments as recommended by the Planning Commission.

NOW, THEREFORE, THE CITY OF AMITY ORDAINS AS FOLLOWS:

SECTION 1. The City of Amity Development Code dated 2000 and revised in 2015 and 2020, is hereby amended to reflect the approved code amendments attached as Exhibit A to the July 26, 2021 Attachment A Staff Report to the City Council.

SECTION 2. The findings showing compliance with the Amity Comprehensive Plan Goals and Policies and the Oregon Statewide Planning Goals, as included in the Attachment A Staff Report dated July 26, 2021, are hereby adopted in support of the Development Code Amendments.

SECTION 3. The Ordinance shall take effect 30 days after second reading and final passage.

1st Reading: Conducted and approved by the City Council the 4th day of August, 2021.

2nd Reading: Conducted and approved by the City Council this 1st day of September, 2021, by the following vote:

AYES:

NAYS:

ABSTENSIONS:

APPROVED BY THE MAYOR this _____ day of _____, 2021.

Ryan Lehman, Mayor

Attest:

Natasha Johnson, City Recorder/Treasurer

**STAFF REPORT
TO THE AMITY CITY COUNCIL**

REPORT DATE: July 26, 2021

HEARING DATE: August 4, 2021

FILE NO.: Legislative Amendment, City File #2105-01LA

APPLICANT: City of Amity

SUMMARY: The City of Amity proposes a Legislative Amendment to revise language in the Amity Development Code (ADC). The amendment would change the deadline for recording the final plat of an approved land division from one year (12 months) to 18 months. Revisions are proposed to ADC Sections 3.108.05 Partition Final Plat, 3.109.03 Subdivision and PUD Process, and 3.109.05 Subdivision Final Plat. All approved partitions, subdivisions, and PUDs would remain eligible for additional time extension requests. No other revisions are proposed to the ADC.

CRITERIA:

1. Oregon Statewide Planning Goals & Guidelines
2. Amity Comprehensive Plan

EXHIBITS: Exhibit A: Draft Code Amendments

I. PROCEDURE:

Pursuant to the Amity Development Code (ADC) section 3.101.04, a Legislative Amendment to the Development Code is a Type IV Action. A Type IV action is a legislative review in which the City considers and enacts or amends laws and policies. Private parties cannot request a Type IV action; it must be initiated by City staff, Planning Commission, or City Council. Public notice and hearings are provided in a Type IV process. Pursuant to ADC 3.207.02 Procedure for Type IV Actions, a public hearing shall be held by the Planning Commission on all proposed amendments to the Development Code. Following Planning Commission action, the City Council shall hold a public hearing to consider the Planning Commission's recommendation on proposed amendments. Notice shall be as specified in Section 3.202, which includes notice posted to the Oregon Department of Land Conservation and Development (DLCD) and published in the local newspaper.

II. BACKGROUND:

During their May 10, 2021 meeting, the Amity Planning Commission observed that 12 months was a relatively short timeline for a developer to complete detailed civil plans and construct all public improvements required prior to recording the final plat on either a partition or subdivision. The 12-month challenging timeline has recently been tightened by COVID-19 pandemic-related impacts upon construction industries. The discussion was in response to two recent time extension requests for approved Partitions within Amity city limits. At that meeting, the Amity Planning Commission voted, 4-0-0 to initiate a Legislative Amendment to revise the deadline for recording final plat from one year (12 months) to 18 months for both partitions and subdivisions approved by the City.

On Monday, July 12, 2021, the Amity Planning Commission held a noticed public hearing for the legislative Amendments described above, attached to this staff report as Exhibit A. On that date, the Planning Commission accepted public testimony from all interested parties in person, by phone, in writing, and by video call. No testimony was submitted. During deliberation, the Planning Commission discussed one additional code line of code language which should be revised to match the revision, which was ADC 3.109.03(B) under the Subdivisions and Planned Unit Development (PUD) section.

III. ANALYSIS OF APPLICABLE CRITERIA:

The Amity Development Code provides procedures for Legislative Amendments, but it does not provide approval criteria. Consequently, the City of Amity must consider its own Comprehensive Plan and the Oregon Statewide Planning Goals & Guidelines, when making amendments to the ADC. There are 19 Statewide Planning Goals. They are listed below, along with any pertinent language from the City's own Comprehensive Plan document. Generally, once a City's Comprehensive Plan has been acknowledged by the Oregon Department of Land Conservation and Development (DLCD), the plan is considered to be consistent with the Statewide Planning Goals. Amity's Comprehensive Plan was originally adopted in 1979. The most recent revisions were adopted in 2015 and 2020.

OREGON'S STATEWIDE PLANNING GOALS & GUIDELINES / AMITY COMPREHENSIVE PLAN

GOAL 1: CITIZEN INVOLVEMENT OAR 660-015-0000(1) *"To develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process."*

FINDINGS: Goal 1 addresses opportunities for citizen participation in the decision-making process. In a Consistent with a Type IV procedure, public hearings were held by both the Amity Planning Commission and the Amity City Council for this Legislative Amendment. Members of the public were invited to submit testimony in person, by zoom remote meeting platform, by representative, or in writing. Prior to the public hearings, there were certain public notices required to be provided for a legislative amendment. The Oregon Department of Land Conservation and Development (DLCD) requires a minimum 35-day notice prior to the first public hearing. Notice was provided to the DLCD on June 15, 2021. The ADC Section 3.202 Public Notice Requirements states that a Type IV Action requires a minimum 10-day newspaper publishing. A notice of both meeting dates was published in the Yamhill Valley News Register on Tuesday, June 22, 2021. The proposed amendment were posted on the City's website for review one week prior to each public hearing. If additional time is needed by the public to review the proposed amendment, a continuation may be requested during a public hearing. Opportunities for public review and participation were provided and were noticed. Goal 1 is satisfied.

GOAL 2: LAND USE PLANNING OAR 660-015-0000(2) *"To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions."*

FINDINGS: The proposal does not involve exceptions to the Statewide Goals. Goal 2 supports clear and thorough local procedures. The ADC Section 3.101 establishes the decision process for Legislative

Amendments which are Type IV Actions. Type IV actions require public hearings before both the Planning Commission and City Council with sufficient public notice, as detailed in ADC Section 3.202. The public hearings before the Planning Commission and City Council will be conducted in accordance with ADC 3.207 procedures. Goal 2 is satisfied.

GOAL 3: AGRICULTURAL LANDS OAR 660-015-0000(3) *“To preserve and maintain agricultural lands.”*

GOAL 4: FOREST LANDS OAR 660-015-0000(4) *“To conserve forest lands by maintaining the forest land base and to protect the state’s forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.”*

FINDINGS: The Amity Development Code applies to properties within the incorporated city limits where urban densities, uses, and facilities are available and required. As no expansion of city limits or urban growth boundary is proposed, Goals 3 and 4 do not apply.

GOAL 5: NATURAL RESOURCES, SCENIC AND HISTORIC AREAS, AND OPEN SPACES OAR 660-0150000(5) *“To protect natural resources and conserve scenic and historic areas and open spaces.”*

GOAL 6: AIR, WATER AND LAND RESOURCES QUALITY OAR 660-015-0000(6) *“To maintain and improve the quality of the air, water and land resources of the state.”*

FINDINGS: The development code amendments proposed herein are not expected to impact Goal 5 or 6 resources.

GOAL 7: AREAS SUBJECT TO NATURAL HAZARDS *“To protect people and property from natural hazards.”*

FINDINGS: The development code amendments proposed herein are not expected to affect either existing policies on Goal 7 areas, or the areas themselves.

GOAL 8: RECREATIONAL NEEDS OAR 660-015-0000(8) *“To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.”*

FINDINGS: The development code amendments proposed herein are not expected to impact Goal 8 facilities or related code provisions.

GOAL 9: ECONOMIC DEVELOPMENT OAR 660-015-0000(9) *“To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon’s citizens.”*

FINDINGS: The availability of developable and re-developable properties within Amity city limits with access to sufficient facilities and services is critical to the local economy. Developable employment and residential properties are created through land divisions. Land division developers are required to cover the expense of the new development by constructing the required facilities such as streets, sidewalks, street lights, water, sewer, stormwater, etc. Civil plans for quality development in compliance with the City's public works design and construction standards take time to be drafted, reviewed, and approved prior to construction. Anecdotally, the COVID-19 pandemic has increased timelines for many construction projects. The proposed amendments attached in Exhibit A are intended to support developers performing land divisions by allowing additional time to complete the steps prior to platting. Without the additional time, developers are obligated to closely track the approval expiration date, and potentially return to the Planning Commission requesting time extensions sooner, or else sign improvement deferral agreements. Time extensions and deferral agreements require staff time and potentially legal review to process. These extra procedural steps are not efficient for either the city or developer. The proposed amendments are intended to save developer and staff time, prior to platting. Goal 9 is supported by the proposed amendments.

GOAL 10: HOUSING OAR 660-015-0000(10) "To provide for the housing needs of citizens of the state."

FINDINGS: As addressed in the Goal 9 findings above, a serviced and shovel-ready supply of developable and re-developable property is critical in supporting a range of local housing types for Amity residents. The proposed code amendments expand the timeline for land division procedures required of a developer prior to platting. The proposed efficiency amendments support Goal 10.

GOAL 11: PUBLIC FACILITIES AND SERVICES OAR 660-015-0000(11) "To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development."

FINDINGS: The proposed code amendments are not anticipated to negatively impact the timely, orderly, and efficient arrangement of public facilities and services. The ADC continues to require public facilities and services to be in place to serve development prior to platting, unless otherwise guaranteed, and for developers to pay for those associated connections and improvements. The amendments simply provide developers additional time to do so, without having to request time extensions or deferral agreements. Goal 11 is supported.

GOAL 12: TRANSPORTATION OAR 660-015-0000(12) "To provide and encourage a safe, convenient and economic transportation system."

FINDINGS: No impacts to transportation are anticipated. The ADC continues to require public facilities and services, including streets and sidewalks, prior to platting, unless otherwise guaranteed, and for developers to pay for associated connections and upgrades. Goal 12 is satisfied.

GOAL 13: ENERGY CONSERVATION OAR 660-015-0000(13) "To conserve energy. Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles."

FINDINGS: Goal 13 does not apply.

GOAL 14: URBANIZATION OAR 660-015-0000(14) *The purpose of Goal 14 is to provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.*

FINDINGS: No change is proposed to the Urban Growth Boundary, city limits, land use designations, or zone districts. The proposed extended timeline to platting is not expected to impact the transition from rural to urban land uses. Goal 14 is not impacted.

GOAL 15: WILLAMETTE RIVER GREENWAY OAR 660-015-0005;

GOAL 16: ESTUARINE RESOURCES OAR 660-015-0010(1);

GOAL 17: COASTAL SHORELANDS OAR 660-015-0010(2);

GOAL 18: BEACHES AND DUNES OAR 660-015-0010(3);

GOAL 19: OCEAN RESOURCES OAR 660-015-0010(4)

FINDINGS: The proposed Code amendments do not involve land within the Willamette Greenway, identified estuarine, coastal shorelands, beach, or ocean areas. Statewide Goals 15 through 19 do not apply.

IV. RECOMMENDATION:

The Amity Planning Commission and staff recommend that the City Council approve the proposed legislative amendments as revised by the Planning Commission, adopt the findings included in the staff report, and direct staff to present an enacting ordinance.

V. CITY COUNCIL ACTION:

The City Council may take one of the following actions:

- A. MOTION TO recommend the City Council APPROVE the proposed legislative amendments as presented in Exhibit A, adopt the findings included in the staff report dated July 26, 2021, and direct staff to present an enacting ordinance.
- B. MOTION TO recommend the City Council approve the proposed legislative amendments as presented in Exhibit A and as MODIFIED by the City Council, adopt the findings included in the staff report dated July 26, 2021, and direct staff to present an enacting ordinance.
- C. MOTION TO CONTINUE THE PUBLIC HEARING to a date and time certain, and state the additional information that is needed to inform a future decision.
- D. MOTION TO DENY the legislative amendments recommended by the Planning Commission, and state the reason for denial.

EXHIBIT A
PROPOSED CODE AMENDMENTS

The following amendments are proposed to Amity Development Code. Underlined words are proposed to be added. ~~Strikethrough~~ words are proposed to be omitted.

PROPOSED AMENDMENT	DISCUSSION
<p>3.108 PARTITIONS</p> <p>3.108.05 Final Plat Approval Within 1-year <u>18 months</u> of the final decision approving a preliminary plat, a final survey of the approved plat shall be recorded. If the final survey is not submitted <u>recorded</u> within 1-year <u>18 months</u>, the preliminary approval shall lapse. Final plats shall conform with the requirements of Section 3.108.04 and shall be reviewed in accordance with Section 3.201.02.</p>	<p>Extend 1 year to 18 months</p> <p>Submitted is different than recorded. Sentence prior states recorded. Revise for consistency.</p>
<p>3.109 SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS</p> <p>3.109.03 Process ... B. Approvals of any preliminary plats for a subdivision or PUD shall be valid for one-year <u>18 months</u> after the date of the written decision. A Final Plat for a subdivision shall be recorded within this time period or the approvals shall lapse. PUDs which do not involve the subdivision of property shall show substantial progress toward the construction of the project within the one-year period <u>18 months</u> or the approval shall lapse.</p> <p>C. The Planning Commission may extend the approval period for any subdivision or PUD for not more than one (1) additional year at a time. Requests for extension of approval time shall be submitted in writing thirty (30) days prior to the expiration date of the approval period.</p> <p>D. If the approval period is allowed to lapse, the applicant must resubmit the proposal, including all applicable fees, for public hearing before the Planning Commission. The applicant will be subject to all applicable standards currently in effect.</p>	<p>Extend 1 year to 18 months</p> <p>PUDs without land divisions are not common, but this section is revised for consistency.</p> <p>Eligibility for extensions remain. No changes proposed to this section.</p>

3.109.05 Final Plat Approval

A. Within ~~one (1) year~~ 18 months of the final decision approving a preliminary plat, a final approved plat shall be recorded with the County Recorder. If the final plat is not recorded within ~~one (1) year~~ 18 months, the preliminary approval shall lapse.

...

G. Effective Date ~~for~~ of Final Plat. ~~Approval. The approval process for a development shall become final upon the recording of the approved final plat together with any required documents with the County Recorder. Approved final plats shall become void one year after final City approval if they are not recorded. An approved subdivision shall become effective upon recording of the final plat at Yamhill County, together with any documents required by the County Recorder.~~

Extend 1 year to 18 months

Section G is redundant and inaccurate. Depending upon the type of development, "the approval process for a development" may include associated concurrent Site Development Review or other land use development time triggers beyond the land division, which could include building permits and final certificates of occupancy, etc.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711

AGENDA ITEM

Subject: Implementing New Amity Public Works Design Standards
Date: August 4, 2021
Origin: Michael Thomas, City Administrator
Action Requested: Approve

Background:

For the last 6 months, Public Works and Keller Associates have been updating the City's woefully outdated and inadequate design standards. While Public Works and Keller Associates have been aware for some time that the current document needed revisions, recent events have accelerated the need for the new standards.

Previously, City Staff budgeted the money for this project and now having the time, we undertook the work. Gary Mathis and Cody Stone were the lead for this project. And to save Amity both time and money, they utilized the best practices from other Yamhill County communities, predominantly larger communities that are both seeing growth and are held to a higher standard. Therefore, our product is similar to that of Newberg's and McMinnville's design standards.

The design standards are not the same as the Amity Development Code or the other standards the City has implemented in the past. These standards are focused upon the engineering and infrastructure needs of the City and are applicable to designers, developers, builders, and DIY'ers.

Exhibits: Exhibit A – Resolution 2021-12
Exhibit B – Amity Public Works Design Standards (paper copy)

Staff recommends the following motion:

I move to approve Resolution 2021-12, implementing the new Amity Public Works Design Standards.

RESOLUTION NO. 2021-12

A RESOLUTION ADOPTING AND IMPLEMENTING AMITY'S NEW DESIGN STANDARDS AND REPEALING ALL PREVIOUS VERSIONS.

WHEREAS, the City of Amity seeks to improve the quality of life for the community and expects future growth and development; and

WHEREAS, the City of Amity has the authority to ensure the compliance of its buildings and infrastructure to current developmental guidance, regulations, and statutes; and

WHEREAS, the City of Amity seeks to remain competitive in a dynamic development market, by providing a coherent set of standards to designers, developers, builders, and "do it yourself" types; and

WHEREAS, the City of Amity is been operating with Public Works Design Standards that are woefully outdated.

NOW, THEREFORE, THE CITY OF AMITY RESOLVES AS FOLLOWS:

SECTION 1. The Amity City Council implements the 2021 Public Works Design Standards upon all development, building, and construction projects within the City.

SECTION 2. All previous versions of the City's Public Works Design Standards are hereby repealed and rescinded.

SECTION 3. The Amity City Council directs Staff to update and revise these Public Works Design Standards every five (5) to ten (10) years, to ensure currency and applicability.

SECTION 4. This Resolution shall become effective immediately.

ADOPTED BY the City Council of the City of Amity, Oregon this 4th day of August 2021.

Ryan Lehman, Mayor

Attest:

Natasha Johnson, City Recorder/Treasurer



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711

AGENDA ITEM

Subject: Appoint New Finance Committee Co-chair
Date: August 4, 2021
Origin: Mayor Lehman
Action Requested: Select Individual

Background:

During the July 7, 2021 Council Meeting, Mayor Lehman stated on the record that during the next (tonight's) meeting he would appoint a new Finance Committee Co-chair. Mayor Lehman stated previously that he was holding off until the Council dais was filled again.

Therefore, with the swearing-in of Councilor Goings, it is time to select the new Co-chair. Mayor Lehman will run the process.

Exhibits: None.

Staff recommends the following:

None.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

To: The Mayor and Members of the City Council
Origin: City Administrator Mike Thomas
Date: August 4, 2021
Subject: City Administrator Staff Report

1. I want to thank Tim Tice, OAWU, and Cody Stone, Keller Assoc., for their work in completing our water rates survey and new design standards, respectively.
2. The OCCMA conference was informative. Thank you for allowing me to attend. We discussed the ARPA money, demographics from the US Census, and how many cities are returning to work as the State reopens. Some of this information I've shared with Council.
3. The City should get its ARPA money this month and begin work on the meter replacement. Estimates for the funding range from \$330,000 - \$380,000. I still expect Amity will get \$350,000.
4. We are making slow progress on the USDA funded water project. We have submitted our revised plans to SHPO and are in negotiations with the Tribal Leadership, having heard back from both Tribal Governments.
6. I spent an afternoon, with the Managers of Dayton and Willamina, interviewing the Manager candidates for Sheridan. Sheridan has hired Heidi Bell, former Amity City Clerk, to be their new Manager.
7. I've applied for a grant with First Federal to purchase a speed feedback sign for Nursery Ave. And I've applied for a grant through the Siletz Nation to fund wood chip materials for our park.
8. I've initiated franchise agreement negotiations with Recology.

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711



Monthly Report from City Recorder/Treasurer

August 2021 for July 2021

Respectfully Submitted by: Natasha Johnson

Regular Tasks:

- Payroll- 2X (Prepared and paid liabilities, PERS Reports, per pay period, print checks, get signed, and distribute OR send to payroll center for direct deposit)
- Reconciliations (LGIP Account, First Federal Account), Deposit Entries
- Paid city bills
- Minutes for City Council Meetings
- Council Packets, Council Meeting Follow-up ~ completed tasks as requested
- Miscellaneous walk-in customers, response letters, etc.
- Human Resource Items (set up new employees, update employee files, close out former employees, insurance claims, etc.)
- Completed July billing for water/sewer and August newsletter

Other Items

- Worked on new building files
- Worked on planning files
- Completed 48's and Shutoffs
- Completed and held Municipal Court
- Continued training new City Clerk
- Working on Audit Prep

*****NEW*** Complaints Received**

[illegible]

CITY OF AMITY
CITIZENS' COMPLAINT FORM



Date: 7-19-21

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101
Ph: (503) 835-3711
Fax: (503) 835-3780

I, _____ wish to make the following complaint:
(Print Name)

- ☐ Public Nuisance at _____
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☐ Other _____

Please give a detailed description of your complaint: (use an additional sheet a paper if necessary)

The complaint location is critical. If an address is not visible, give clear directions, like, "The vacant lot just north of 123 2nd Street". If the complaint is not visible from the street, please describe where it can be seen. If you are unable to give clear directions, be sure to put your contact phone number on the form so we can call to clarify.

Your name and contact info is not required, but can be very helpful. If the complaint is only visible from private property, we will have to contact you directly to get permission to enter your property to observe the problem. If we are unable to locate the complaint, and are unable to contact you for clarification, the complaint may be closed with no action taken.

I understand that city staff will investigate and take appropriate action.

Complainant Signature

Address: _____

Phone: _____

Email: _____

☐ I wish to be contacted by staff as a follow-up

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: Gary Mathis

Date complaint was given to supervisor: 7-20-2021

Supervisor Comments:

We cut the branches back,

Gary Mathis / Superintendent

Written By: Name/Title

7-20-2021 / 11:05 AM

Date & Time

Additional Info:

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

Copy given to (original on file with recorder):

☐ Mayor ☐ City Administrator ☐ Police Chief

Date: _____ Emp. Int. _____

The speed limit sign West of town
coming onto the bridge is obstructed
by tree limbs. This should be
on someone's list to correct.

- Laura Lehman

Library Report to City Council 7/7/21

APL continues to process holds for patrons—about 25-75 items daily—and is open to the public Tuesday, Thursday and Saturday. We find ourselves offering services to those outside our area, as some libraries are not as accessible at this time.

Report for 8/4/21

The library is winding down its Summer Reading Program, offering prizes to kids who completed 10 hours of reading in the past six weeks, and encouraging adults with Reading Journals and prizes as well!

We've increased our open times to include lunch hours on Mondays and Wednesdays (12 to 1), as our courier service has expanded to 4 days a week. We average 10 patrons a day, with our record being 37!

KELLER ENGINEERING REPORT

Date: July 2021

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000042/211911	980.00	191,618.86	192,598.86
215108-002	SEWER SYSTEM SERVICES	00000016	131.25	14,160.00	14,291.25
215108-003	MUNICIPAL PLANNING SERVICE	0000045/211922	2,010.00	109,995.00	112,005.00
215108-004	STREETS INFRASTRUCTURE SERVICES	0000034/211994	1,491.25	240,092.50	241,583.75
215108-005	WATER SYSTEM IMPROVEMENTS	0000037	11,335.17	679,159.83	690,495.00
215108-015	WATER SYSTEM IMPROVEMENTS	0000001	10,362.28		10,362.28
215108-011	WATER SYSTEM IMPROVEMENTS USDA)	00000013	90.00	101,539.80	101,629.80
215108-013	WATER SYSTEM IMPROVEMENTS (EFI)	0000001	5,653.75		5,653.75
215108-006	WATER RESERVOIR IMPROVMENTS	0000010	0.00	54,740.00	54,740.00
215108-012	WASTEWATER FPS	0000013/211996	3,202.45	77,093.72	80,296.17
215108-014	AMITY SALT CREEK RELOCATION PROJ	000005/211735	464.00	35,804.42	36,268.42
215108-009	ROAD REHAB PROJECT	00000011	55.00	17,776.63	17,831.63

215108-008	GIS GRANT SUPPORT	0000009	0.00	3,832.50	3,832.50
			\$ 16,002.67	\$ 1,311,375.32	\$ 1,561,588.41



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 23, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211911 – Water System Services

Dear Mr. Thomas:

Please find attached invoices in the amount of \$980.00 for project number 215108-001. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- West feeder line and Goucher loop water projects site visit
- IFA board meeting for SDWRLF
- Coordination with Contractor, City, and funding agency for reservoir project warranty issues

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

July 18, 2021

Project No: 215108-001

Invoice No: 0211991

Project 215108-001 Amity - Water System Services

Project Manager:

Professional Services from June 1, 2021 to June 30, 2021

Professional Personnel

	Hours	Rate	Amount
Greene, Kiah	.25	70.00	17.50
McFetridge, Abby	1.50	70.00	105.00
Olsen, Peter	1.25	180.00	225.00
Stone, Cody	5.50	115.00	632.50
Totals	8.50		980.00
Total Labor			980.00

Total this Invoice \$980.00

Outstanding Invoices

Number	Date	Balance
0210770	4/1/2021	500.00
0211513	6/16/2021	276.25
		776.25

Billings to Date

	Current	Prior	Total
Labor	980.00	189,637.00	190,617.00
Consultant	0.00	249.50	249.50
Expense	0.00	866.11	866.11
Totals	980.00	190,752.61	191,732.61



Project	215108-001	Amity - Water System Services	Invoice	0211991
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Billing Backup

Keller Associates, Inc.

Invoice 0211991 Dated 7/18/2021

Sunday, July 18, 2021

9:49:13 PM

Project	215108-001	Amity - Water System Services
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Professional Personnel

			Hours	Rate	Amount	
00265	Greene, Kiah	6/16/2021	.25	70.00	17.50	
	Project administration					
00261	McFetridge, Abby	6/30/2021	1.50	70.00	105.00	
	West feeder line and Goucher loop water projects site visit					
00031	Olsen, Peter	6/4/2021	1.25	180.00	225.00	
	IFA board mtg for SDWRLF approval					
00218	Stone, Cody	6/9/2021	3.50	115.00	402.50	
	Call with Gary, chat with Backenan about reservoir work today, Site visit (personal rig 40 miles)					
00218	Stone, Cody	6/28/2021	.50	115.00	57.50	
	call with Gary about new grant funding for water line upsizing					
00218	Stone, Cody	6/30/2021	1.50	115.00	172.50	
	west feeder line and Goucher loop water projects site visit					
	Totals		8.50		980.00	
	Total Labor					980.00
				Total this Project		\$980.00
				Total this Report		\$980.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 210770 – Water System Services

Dear Mr. Thomas:

Please find attached invoices in the amount of \$500.00 for project number 215108-001. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Direct procurement concept discussions with USDA-RD and CDBG
- Draft letter to CDBG for direct procurement concept
- Power outage support for generator sizing

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Peter Olsen". The signature is written in a cursive, flowing style.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

April 1, 2021

Project No: 215108-001

Invoice No: 0210770

Project 215108-001 Amity - Water System Services

Project Manager: *Peter Olsen*

Professional Services from December 1, 2020 to February 28, 2021

Professional Personnel

	Hours	Rate	Amount
Olsen, Peter	1.25	180.00	225.00
Paymon, Rahina	1.25	105.00	131.25
Stone, Cody	.75	115.00	86.25
Thorley, Elizabeth	.50	115.00	57.50
Totals	3.75		500.00

Total Labor

500.00

Total this Invoice \$500.00

Billings to Date

	Current	Prior	Total
Labor	500.00	188,399.50	188,899.50
Consultant	0.00	249.50	249.50
Expense	0.00	866.11	866.11
Totals	500.00	189,515.11	190,015.11



Billing Backup

Thursday, April 1, 2021

Keller Associates, Inc.

Invoice 0210770 Dated 4/1/2021

9:54:36 AM

Project 215108-001 Amity - Water System Services

Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	2/2/2021	.50	180.00	90.00	
	direct procurement discussion for water project					
00031	Olsen, Peter	2/5/2021	.50	180.00	90.00	
	direct procurement discussion with USDA-RD and CDBG					
00031	Olsen, Peter	2/8/2021	.25	180.00	45.00	
	direct procurement letter to CDBG					
00241	Paymon, Rahina	2/15/2021	.50	105.00	52.50	
	power outage/gen sizing					
00241	Paymon, Rahina	2/25/2021	.75	105.00	78.75	
	coord.					
00218	Stone, Cody	2/15/2021	.75	115.00	86.25	
	Calls with Gary, Liz, Peter, Rahina to get power on at the water plant					
00211	Thorley, Elizabeth	2/15/2021	.50	115.00	57.50	
	Emergency support for generator design					
	Totals		3.75		500.00	
	Total Labor					500.00
				Total this Project		\$500.00
				Total this Report		\$500.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211513 – Water System Services

Dear Mr. Thomas:

Please find attached invoices in the amount of \$276.25 for project number 215108-001. During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Coordination with Contractor, City, and funding agency for reservoir project warranty issues

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 16, 2021

Project No: 215108-001

Invoice No: 0211513

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-001 (Amity - Water System Services)

Project Manager: *Patricia Olson*

Professional Services from May 1, 2021 to May 31, 2021

Professional Personnel

	Hours	Rate	Amount
Greene, Kiah	.25	70.00	17.50
Stone, Cody	2.25	115.00	258.75
Totals	2.50		276.25

Total Labor

276.25

Total this Invoice \$276.25

Outstanding Invoices

Number	Date	Balance
0210770	4/1/2021	500.00
0211349	5/25/2021	461.25
		961.25

Billings to Date

	Current	Prior	Total
Labor	276.25	189,360.75	189,637.00
Consultant	0.00	249.50	249.50
Expense	0.00	866.11	866.11
Totals	276.25	190,476.36	190,752.61

Billing Backup

Wednesday, June 16, 2021

Keller Associates, Inc.

Invoice 0211513 Dated 6/16/2021

2:49:01 PM

Project	215108-001	Amity - Water System Services
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Professional Personnel

			Hours	Rate	Amount
00265	Greene, Kiah	5/25/2021	.25	70.00	17.50
	Project administration				
00218	Stone, Cody	5/5/2021	.50	115.00	57.50
	emails with Gary Backenan and Mathis, call with Gary Backenan				
00218	Stone, Cody	5/25/2021	1.50	115.00	172.50
	searching for info for EFI and Res project				
00218	Stone, Cody	5/26/2021	.25	115.00	28.75
	Coordination with city and funding agency for reservoir project				
	Totals		2.50		276.25
	Total Labor				276.25

Total this Project	\$276.25
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Total this Report	\$276.25
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245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 23, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211922 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$2,010.00 for project number 215108-003. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- Dollar General (\$598.75)
 - ADA coordination
 - Correspondence and coordination
- Sunrise Court (\$1,200.00)
 - Subdivision plan review
 - Coordination and correspondence
 - ODOT comment coordination
- 408 Rosedell Ave driveway (\$118.75)
- Amity Oaks hydrant test data review (\$30.00)

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

July 18, 2021

Project No: 215108-003

Invoice No: 0211992

Project 215108-003 Amity - Municipal Planning Services

Project Manager: *Peter Olsen*

Professional Services from June 1, 2021 to June 30, 2021

Professional Personnel

	Hours	Rate	Amount
Fields, Jesse	15.00	120.00	1,800.00
Greene, Kiah	.25	70.00	17.50
Olsen, Peter	.75	180.00	135.00
Stone, Cody	.50	115.00	57.50
Totals	16.50		2,010.00
Total Labor			2,010.00

Total this Invoice \$2,010.00

Outstanding Invoices

Number	Date	Balance
0210641	3/18/2021	2,793.75
0211514	6/16/2021	347.50
		3,141.25

Billings to Date

	Current	Prior	Total
Labor	2,010.00	68,842.50	70,852.50
Totals	2,010.00	68,842.50	70,852.50



Project	215108-003	Amity - Municipal Planning Services	Invoice	0211992
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Billing Backup

Keller Associates, Inc.

Invoice 0211992 Dated 7/18/2021

Sunday, July 18, 2021

9:38:07 PM

Project	215108-003	Amity - Municipal Planning Services
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Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse	6/1/2021	.50	120.00	60.00	
	dollar general ADA coordination					
00166	Fields, Jesse	6/2/2021	3.75	120.00	450.00	
	Sunrise ct subdivision review					
00166	Fields, Jesse	6/3/2021	3.50	120.00	420.00	
	Sunrise ct subdivision review					
00166	Fields, Jesse	6/4/2021	1.50	120.00	180.00	
	Sunrise ct subdivision review					
00166	Fields, Jesse	6/7/2021	.25	120.00	30.00	
	sunrise ct. followup with Holly					
00166	Fields, Jesse	6/9/2021	.25	120.00	30.00	
	rosedell sidewalk question					
00166	Fields, Jesse	6/11/2021	.25	120.00	30.00	
	dollar general emails					
00166	Fields, Jesse	6/17/2021	.50	120.00	60.00	
	dollar general approval discussion with Mike					
00166	Fields, Jesse	6/18/2021	.25	120.00	30.00	
	review Amity Oaks hydant test data					
00166	Fields, Jesse	6/22/2021	3.50	120.00	420.00	
	review for certificate of occupancy review					
00166	Fields, Jesse	6/28/2021	.50	120.00	60.00	
	408 Rosedell Ave driveway response					
00166	Fields, Jesse	6/30/2021	.25	120.00	30.00	
	sunrise ct ODOT comment coordination					
00265	Greene, Kiah	6/16/2021	.25	70.00	17.50	
	Project administration					
00031	Olsen, Peter	6/3/2021	.25	180.00	45.00	
	PM					
00031	Olsen, Peter	6/4/2021	.50	180.00	90.00	
	sunrise ct plan review					
00218	Stone, Cody	6/1/2021	.25	115.00	28.75	
	Dollar General TCO emails					
00218	Stone, Cody	6/9/2021	.25	115.00	28.75	
	Site visit to Rosedell concrete project					
	Totals		16.50		2,010.00	
	Total Labor					2,010.00
				Total this Project		\$2,010.00
				Total this Report		\$2,010.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 210641 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoices in the amount of \$2,793.75 for project number 215108-003. During the month of February, Keller Associates completed the following engineering services:

- Project management
- City Design Standards coordination (\$150.00)
- Amity Oaks / Olson Partition (\$480.00)
- Deraeve Partition (\$720.00)
- Dollar General engineer construction services question (\$930.00)
- Cannabros Development (\$90.00)
- Hake Partition Preapp (\$180.00)

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Peter Olsen', is written over a horizontal line.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

March 18, 2021

Project No: 215108-003

Invoice No: 0210641

Project 215108-003 Amity - Municipal Planning Services
Project Manager: *Peter Olsen*

Professional Services from February 1, 2021 to February 28, 2021

Professional Personnel

	Hours	Rate	Amount
Fields, Jesse	19.75	120.00	2,370.00
Larew, Serena	.25	75.00	18.75
Olsen, Peter	2.25	180.00	405.00
Totals	22.25		2,793.75

Total Labor

2,793.75

Total this Invoice \$2,793.75

Outstanding Invoices

Number	Date	Balance
0210354	2/12/2021	2,087.50
		2,087.50

Billings to Date

	Current	Prior	Total
Labor	2,793.75	60,743.75	63,537.50
Totals	2,793.75	60,743.75	63,537.50



Billing Backup

Thursday, March 18, 2021

Keller Associates, Inc.

Invoice 0210641 Dated 3/18/2021

9:22:00 AM

Project	215108-003	Amity - Municipal Planning Services
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Professional Personnel

			Hours	Rate	Amount
00166	Fields, Jesse	2/1/2021	2.75	120.00	330.00
	Dollar general meeting drive and prep, City standards update (.5)				
00166	Fields, Jesse	2/2/2021	1.00	120.00	120.00
	respond to Cannabro developer questions(0.5), review Deraeve partition(0.5)				
00166	Fields, Jesse	2/4/2021	1.25	120.00	150.00
	Dollar general approval documentation support (1), Cannabros developer question (0.25)				
00166	Fields, Jesse	2/5/2021	2.00	120.00	240.00
	Dollar general approval documentation support and submittal review with Gary (1.75), emails				
00166	Fields, Jesse	2/8/2021	.25	120.00	30.00
	emails				
00166	Fields, Jesse	2/9/2021	1.00	120.00	120.00
	Revise improvement language in oak street partition performance agreement				
00166	Fields, Jesse	2/15/2021	5.00	120.00	600.00
	Review olson (oak) partition deferment agreement(.25), dollar general construction submittal review email (0.5), DeRaeve partition review (4.25)				
00166	Fields, Jesse	2/16/2021	2.00	120.00	240.00
	(.5) DeRaeve partition comments, (1.25) Olsen partition deferment agreement				
00166	Fields, Jesse	2/17/2021	1.50	120.00	180.00
	dollar general submittal review				
00166	Fields, Jesse	2/18/2021	1.00	120.00	120.00
	Hake partition pre app meeting				
00166	Fields, Jesse	2/19/2021	.50	120.00	60.00
	Hake preapp emails				
00166	Fields, Jesse	2/22/2021	.50	120.00	60.00
	dollar general cast in place manhole question				
00166	Fields, Jesse	2/24/2021	.25	120.00	30.00
	dollar general construction meeting coordination				
00166	Fields, Jesse	2/26/2021	.75	120.00	90.00
	Olson partition question responses to Holly				
00197	Larew, Serena	2/5/2021	.25	75.00	18.75
	document administration				
00031	Olsen, Peter	2/1/2021	.25	180.00	45.00
	PM				
00031	Olsen, Peter	2/3/2021	.25	180.00	45.00
	PM				
00031	Olsen, Peter	2/8/2021	.25	180.00	45.00
	PM				
00031	Olsen, Peter	2/15/2021	1.00	180.00	180.00
	Olson partition agreement (0.5), design standards coordination (0.5)				
00031	Olsen, Peter	2/16/2021	.50	180.00	90.00
	DeRaeve partition review				
	Totals		22.25		2,793.75

Total Labor2,793.75

Total this Project\$2,793.75

Total this Report\$2,793.75



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211514 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$347.50 for project number 215108-003. During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Amity Oaks hydrant testing and fire flow coordination (\$255.00)
- Sunrise Court subdivision coordination (\$30.00)

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen", is written over the printed name.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 16, 2021

Project No: 215108-003

Invoice No: 0211514

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-003 (Amity - Municipal Planning Services)

Project Manager: *Peter Olsen*

Professional Services from May 1, 2021 to May 31, 2021

Professional Personnel

	Hours	Rate	Amount
Fields, Jesse	2.00	120.00	240.00
Greene, Kiah	.25	70.00	17.50
Olsen, Peter	.50	180.00	90.00
Totals	2.75		347.50

Total Labor

347.50

Total this Invoice \$347.50

Outstanding Invoices

Number	Date	Balance
0210641	3/18/2021	2,793.75
0211350	5/25/2021	2,348.75
		5,142.50

Billings to Date

	Current	Prior	Total
Labor	347.50	68,495.00	68,842.50
Totals	347.50	68,495.00	68,842.50



Billing Backup

Wednesday, June 16, 2021

Keller Associates, Inc.

Invoice 0211514 Dated 6/16/2021

2:52:04 PM

Project 215108-003 Amity - Municipal Planning Services

Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse	5/17/2021	1.50	120.00	180.00	
	Amity oaks hydrant testing					
00166	Fields, Jesse	5/25/2021	.25	120.00	30.00	
	Amity Oaks fire flow coordination					
00166	Fields, Jesse	5/26/2021	.25	120.00	30.00	
	sunrise ct subdivision coordination					
00265	Greene, Kiah	5/25/2021	.25	70.00	17.50	
	Project administration					
00031	Olsen, Peter	5/7/2021	.25	180.00	45.00	
	PM					
00031	Olsen, Peter	5/17/2021	.25	180.00	45.00	
	conversation about Bieze fire flow request					
	Totals		2.75		347.50	
	Total Labor					347.50
				Total this Project		\$347.50
				Total this Report		\$347.50



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211522, Streets Infrastructure Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$2,475.00 for project number 215108-004. During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Mercury TMDL coordination
- SCA 2021 scoping and site visit
- SCA 2022 application
- Review of CCTV

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

June 17, 2021

Project No: 215108-004

Invoice No: 0211522

Project 215108-004 (Amity - Streets Infrastructure Services)

Project Manager: *Peter Olsen*

Professional Services from May 1, 2021 to May 31, 2021

Professional Personnel

	Hours	Rate	Amount
Greene, Kiah	.25	70.00	17.50
Olsen, Peter	.50	180.00	90.00
Stone, Cody	14.50	115.00	1,667.50
Williams, Shannon	3.50	200.00	700.00
Totals	18.75		2,475.00

Total Labor

2,475.00

Total this Invoice \$2,475.00

Outstanding Invoices

Number	Date	Balance
0211351	5/25/2021	567.50
		567.50

Billings to Date

	Current	Prior	Total
Labor	2,475.00	27,197.50	29,672.50
Expense	0.00	420.00	420.00
Totals	2,475.00	27,617.50	30,092.50



Billing Backup

Thursday, June 17, 2021

Keller Associates, Inc.

Invoice 0211522 Dated 6/17/2021

12:59:27 PM

Project 215108-004 Amity - Streets Infrastructure Services

Professional Personnel

			Hours	Rate	Amount	
00265	Greene, Kiah	5/25/2021	.25	70.00	17.50	
	Project administration					
00031	Olsen, Peter	5/7/2021	.25	180.00	45.00	
	PM					
00031	Olsen, Peter	5/12/2021	.25	180.00	45.00	
	Mercury TMDL coordination					
00218	Stone, Cody	5/13/2021	2.75	115.00	316.25	
	Amity Site visit to scope 2021 SCA (Personal Vehicle 40 miles)					
00218	Stone, Cody	5/14/2021	2.00	115.00	230.00	
	SCA 2022 application					
00218	Stone, Cody	5/17/2021	2.75	115.00	316.25	
	cost estimating, ADA guidance review					
00218	Stone, Cody	5/20/2021	.50	115.00	57.50	
	call with Gary about SCA grant, picking up storm cctv (Personal Rig 40 miles)					
00218	Stone, Cody	5/21/2021	3.00	115.00	345.00	
	Filing and reviewing storm CCTV, call with Shannon, call with Gary B., Email to City					
00218	Stone, Cody	5/26/2021	.50	115.00	57.50	
	call with Gary about storm improvements for SCA					
00218	Stone, Cody	5/27/2021	3.00	115.00	345.00	
	Site visit and storm cctv review with Gary (Personal Rig 40 miles)					
00244	Williams, Shannon	5/13/2021	3.00	200.00	600.00	
	ODOT SCA scoping discussions and site visit					
00244	Williams, Shannon	5/20/2021	.50	200.00	100.00	
	Totals		18.75		2,475.00	
	Total Labor					2,475.00
				Total this Project		\$2,475.00
				Total this Report		\$2,475.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 23, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211994, Streets Infrastructure Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$1,491.25 for project number 215108-004. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- SCA 2022
 - Grant application
 - Coordination with ODOT
 - Cost estimate
 - Site visit

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

July 18, 2021

Project No: 215108-004

Invoice No: 0211994

Project 215108-004 Amity - Streets Infrastructure Services

Project Manager: *Peter Olsen*

Professional Services from July 1, 2021 to July 31, 2021

Professional Personnel

	Hours	Rate	Amount
Greene, Kiah	.25	70.00	17.50
Olsen, Peter	.25	180.00	45.00
Stone, Cody	10.25	115.00	1,178.75
Williams, Shannon	1.25	200.00	250.00
Totals	12.00		1,491.25
Total Labor			1,491.25

Total this Invoice \$1,491.25

Outstanding Invoices

Number	Date	Balance
0211351	5/25/2021	567.50
0211522	6/17/2021	2,475.00
		3,042.50

Billings to Date

	Current	Prior	Total
Labor	1,491.25	29,672.50	31,163.75
Expense	0.00	420.00	420.00
Totals	1,491.25	30,092.50	31,583.75



Project	215108-004	Amity - Streets Infrastructure Services	Invoice	0211994
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Billing Backup

Keller Associates, Inc.

Invoice 0211994 Dated 7/18/2021

Sunday, July 18, 2021

9:54:42 PM

Project	215108-004	Amity - Streets Infrastructure Services
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Professional Personnel

			Hours	Rate	Amount	
00265	Greene, Kiah	6/17/2021	.25	70.00	17.50	
	Project administration					
00031	Olsen, Peter	6/3/2021	.25	180.00	45.00	
	PM					
00218	Stone, Cody	6/7/2021	2.25	115.00	258.75	
	2022 SCA grant application					
00218	Stone, Cody	6/8/2021	3.25	115.00	373.75	
	2022 SCA grant application, emails with ODOT, Cost Estiamte					
00218	Stone, Cody	6/9/2021	1.75	115.00	201.25	
	Call with Gary, Chat with Jesse, emails, site visit for sidewalk widths					
00218	Stone, Cody	6/10/2021	2.25	115.00	258.75	
	2022 SCA grant work and submission					
00218	Stone, Cody	6/11/2021	.75	115.00	86.25	
	2022 SCA ramp replacement email					
00244	Williams, Shannon	6/4/2021	.25	200.00	50.00	
00244	Williams, Shannon	6/10/2021	1.00	200.00	200.00	
	Totals		12.00		1,491.25	
	Total Labor					1,491.25
				Total this Project		\$1,491.25
				Total this Report		\$1,491.25



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 210642, Amity – Wastewater FPS

Dear Mr. Thomas:

Please find attached invoice in the amount of \$8,276.91, for project number 215108-012. During the month of February, Keller Associates completed the following engineering services:

- Project management
- Project internal coordination
- Flow monitoring coordination, moving, and monitoring
- Process flow monitoring data
- Regulatory requirements section writeup and tables
- WWTP process diagram
- Model development for existing system

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

March 18, 2021

Project No: 215108-012

Invoice No: 0210642

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-012 Amity - Wastewater FPS

Project Manager: *[Signature]*

Professional Services from February 1, 2021 to February 28, 2021

Task	001	Project Management		
Fee				
Total Fee		8,250.00		
Percent Complete		78.40	Total Earned	6,468.00
			Previous Fee Billing	6,088.50
			Current Fee Billing	379.50
			Total Fee	379.50
			Total this Task	\$379.50

Task	002	Data Acquisition & Facility Tours		
Fee				
Total Fee		30,750.00		
Percent Complete		96.00	Total Earned	29,520.00
			Previous Fee Billing	22,232.25
			Current Fee Billing	7,287.75
			Total Fee	7,287.75
			Total this Task	\$7,287.75

Task	003	Project Planning		
Fee				
Total Fee		12,115.00		
Percent Complete		57.70	Total Earned	6,990.36
			Previous Fee Billing	6,626.91
			Current Fee Billing	363.45
			Total Fee	363.45
			Total this Task	\$363.45

Task	004	Existing Facilities Evaluation			
Fee					
Total Fee		41,035.00			
Percent Complete		25.10	Total Earned	10,299.79	
			Previous Fee Billing	10,053.58	
			Current Fee Billing	246.21	
			Total Fee		246.21
				Total this Task	\$246.21
<hr/>					
Task	005	Need for System Improvements			
Fee					
Total Fee		2,470.00			
Percent Complete		0.00	Total Earned	0.00	
			Previous Fee Billing	0.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00
<hr/>					
Task	006	Collection System Alternatives			
Fee					
Total Fee		7,420.00			
Percent Complete		0.00	Total Earned	0.00	
			Previous Fee Billing	0.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00
<hr/>					
Task	007	Treatment System Alternatives			
Fee					
Total Fee		10,085.00			
Percent Complete		0.00	Total Earned	0.00	
			Previous Fee Billing	0.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00
<hr/>					
Task	008	Proposed Project (Recommended)			
Fee					
Total Fee		11,655.00			
Percent Complete		0.00	Total Earned	0.00	
			Previous Fee Billing	0.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00

Task	009	Facilities Plan Document/Council Meeting		
Fee				
Total Fee		8,855.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
			Total this Invoice	\$8,276.91

Outstanding Invoices

Number	Date	Balance
0210356	2/12/2021	3,393.00
		3,393.00

Billings to Date

	Current	Prior	Total
Fee	8,276.91	45,001.24	53,278.15
Totals	8,276.91	45,001.24	53,278.15



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211523, Amity – Wastewater FPS

Dear Mr. Thomas:

Please find attached invoice in the amount of \$11,125.40, for project number 215108-012. During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Meetings, minutes, and correspondence
- Investigate ammonia permit limits
- Analyzing system flows
- Model calibration and review
- WWTP model assessment
- Review pumpstation elevation and set points
- Report draft

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 17, 2021

Project No: 215108-012

Invoice No: 0211523

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-012 Amity - Wastewater FPS
Project Manager: *Patricia Olson*

Professional Services from May 1, 2021 to May 31, 2021

Task	001	Project Management		
Fee				
Total Fee		8,250.00		
Percent Complete		93.00	Total Earned	7,672.50
			Previous Fee Billing	7,260.00
			Current Fee Billing	412.50
			Total Fee	412.50
			Total this Task	\$412.50

Task	002	Data Acquisition & Facility Tours		
Fee				
Total Fee		30,750.00		
Percent Complete		100.00	Total Earned	30,750.00
			Previous Fee Billing	30,750.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	003	Project Planning		
Fee				
Total Fee		12,115.00		
Percent Complete		100.00	Total Earned	12,115.00
			Previous Fee Billing	12,115.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00



Task	004	Existing Facilities Evaluation		
Fee				
Total Fee		41,035.00		
Percent Complete		72.00	Total Earned	29,545.20
			Previous Fee Billing	19,696.80
			Current Fee Billing	9,848.40
			Total Fee	9,848.40
			Total this Task	\$9,848.40

Task	005	Need for System Improvements		
Fee				
Total Fee		2,470.00		
Percent Complete		50.00	Total Earned	1,235.00
			Previous Fee Billing	370.50
			Current Fee Billing	864.50
			Total Fee	864.50
			Total this Task	\$864.50

Task	006	Collection System Alternatives		
Fee				
Total Fee		7,420.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	007	Treatment System Alternatives		
Fee				
Total Fee		10,085.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	008	Proposed Project (Recommended)		
Fee				
Total Fee		11,655.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	009	Facilities Plan Document/Council Meeting		
Fee				
Total Fee		8,855.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
			Total this Invoice	\$11,125.40

Outstanding Invoices

Number	Date	Balance
0210642	3/18/2021	8,276.91
0211352	5/25/2021	4,718.45
		12,995.36

Billings to Date

	Current	Prior	Total
Fee	11,125.40	70,192.30	81,317.70
Totals	11,125.40	70,192.30	81,317.70



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 23, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211996, Amity – Wastewater FPS

Dear Mr. Thomas:

Please find attached invoice in the amount of \$3,202.45, for project number 215108-012. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- Correspondence
- Meeting preparation
- Investigate ammonia permit limits, RPA
- Wastewater treatment plant evaluation of conditions and performance
- Site visit to Jellison and Rosedell manhole and Jellison pump station
- Update model calibration
- Adding future scenario improvement options to collection system model
- Review report sections

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen", is written over the printed name.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

July 19, 2021

Project No: 215108-012

Invoice No: 0211996

Project 215108-012 Amity - Wastewater FPS

Project Manager: *[Signature]*

Professional Services from June 1, 2021 to June 30, 2021

Task	001	Project Management
Fee		

Total Fee	8,250.00		
Percent Complete	97.00	Total Earned	8,002.50
		Previous Fee Billing	7,672.50
		Current Fee Billing	330.00
		Total Fee	330.00
		Total this Task	\$330.00

Task	002	Data Acquisition & Facility Tours
Fee		

Total Fee	30,750.00		
Percent Complete	100.00	Total Earned	30,750.00
		Previous Fee Billing	30,750.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	003	Project Planning
Fee		

Total Fee	12,115.00		
Percent Complete	100.00	Total Earned	12,115.00
		Previous Fee Billing	12,115.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	004	Existing Facilities Evaluation
Fee		

Total Fee	41,035.00		
Percent Complete	79.00	Total Earned	32,417.65
		Previous Fee Billing	29,545.20
		Current Fee Billing	2,872.45
		Total Fee	2,872.45
		Total this Task	\$2,872.45

Project	215108-012	Amity - Wastewater FPS	Invoice	0211996
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Task	005	Need for System Improvements		
Fee				
Total Fee		2,470.00		
Percent Complete	50.00	Total Earned	1,235.00	
		Previous Fee Billing	1,235.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	006	Collection System Alternatives		
Fee				
Total Fee		7,420.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	007	Treatment System Alternatives		
Fee				
Total Fee		10,085.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	008	Proposed Project (Recommended)		
Fee				
Total Fee		11,655.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	009	Facilities Plan Document/Council Meeting		
Fee				
Total Fee		8,855.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Project	215108-012	Amity - Wastewater FPS	Invoice	0211996
			Total this Invoice	<u><u>\$3,202.45</u></u>

Outstanding Invoices

Number	Date	Balance
0210642	3/18/2021	8,276.91
0211523	6/17/2021	11,125.40
		19,402.31

Billings to Date

	Current	Prior	Total
Fee	3,202.45	81,317.70	84,520.15
Totals	3,202.45	81,317.70	84,520.15



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 7, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211735, Amity – Amity Salt Creek Main Relocation Project

Dear Mr. Thomas:

Please find attached invoice in the amount of \$464.00. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- Easement support

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Elizabeth Thorley', is written over a horizontal line.

Elizabeth Thorley, EI
Project Engineer



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

Project No: 215108-014

Invoice No: 0211735

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-014 Amity - Salt Creek Main Relocation Project

Project Manager: [Signature]

Professional Services from June 1, 2021 to June 30, 2021

Task	001	Project Management			
Fee					
Total Fee		10,560.00			
Percent Complete		58.00	Total Earned	6,124.80	
			Previous Fee Billing	6,124.80	
			Current Fee Billing	0.00	
			Total Fee		0.00
Billing Limits			Current	Prior	To-Date
Total Billings			0.00	6,124.80	6,124.80
Limit					10,560.00
Remaining					4,435.20
			Total this Task		0.00

Task	002	Geotechnical Feasibility Evaluation			
Fee					
Total Fee		7,040.00			
Percent Complete		100.00	Total Earned	7,040.00	
			Previous Fee Billing	7,040.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Task		0.00

Task	003	Conceptual Design			
Fee					
Total Fee		4,710.00			
Percent Complete		100.00	Total Earned	4,710.00	
			Previous Fee Billing	4,710.00	
			Current Fee Billing	0.00	
			Total Fee		0.00

Billing Limits		Current	Prior	To-Date
Total Billings		0.00	4,710.00	4,710.00
Limit				4,710.00
Total this Task				0.00

Task	004	Easement Support		
Fee				
Total Fee		2,320.00		
Percent Complete		50.00	Total Earned	1,160.00
			Previous Fee Billing	696.00
			Current Fee Billing	464.00
			Total Fee	464.00

Billing Limits		Current	Prior	To-Date
Total Billings		464.00	696.00	1,160.00
Limit				2,320.00
Remaining				1,160.00
Total this Task				\$464.00

Task	005	Permit Support		
Fee				
Total Fee		13,310.00		
Percent Complete		20.00	Total Earned	2,662.00
			Previous Fee Billing	2,662.00
			Current Fee Billing	0.00
			Total Fee	0.00

Billing Limits		Current	Prior	To-Date
Total Billings		0.00	2,662.00	2,662.00
Limit				13,310.00
Remaining				10,648.00
Total this Task				0.00

Task	006	Environmental Review		
Fee				
Total Fee		5,140.00		
Percent Complete		30.00	Total Earned	1,542.00
			Previous Fee Billing	1,542.00
			Current Fee Billing	0.00
			Total Fee	0.00

Billing Limits		Current	Prior	To-Date
Total Billings		0.00	1,542.00	1,542.00
Limit				5,140.00
Remaining				3,598.00
Total this Task				0.00

Task	007	30% Design		
Fee				
Total Fee		13,255.00		
Percent Complete		100.00	Total Earned	13,255.00
			Previous Fee Billing	13,255.00
			Current Fee Billing	0.00
			Total Fee	0.00
Billing Limits				
		Current	Prior	To-Date
Total Billings		0.00	13,255.00	13,255.00
Limit				13,255.00
			Total this Task	0.00

Task	008	Final Design		
Fee				
Total Fee		24,640.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Billing Limits				
		Current	Prior	To-Date
Total Billings		0.00	0.00	0.00
Limit				24,640.00
Remaining				24,640.00
			Total this Task	0.00

Task	009	Bidding Phase Services		
Fee				
Total Fee		4,560.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Billing Limits				
		Current	Prior	To-Date
Total Billings		0.00	0.00	0.00
Limit				4,560.00
Remaining				4,560.00
			Total this Task	0.00

Task	010	Construction Phase Services		
Fee				
Total Fee		16,750.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			16,750.00
Remaining			16,750.00
		Total this Task	0.00
		Total this Invoice	<u><u>\$464.00</u></u>

Billings to Date	Current	Prior	Total
Fee	464.00	36,029.80	36,493.80
Totals	464.00	36,029.80	36,493.80



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

April 2, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 210643, Amity – Design Standards Update

Dear Mr. Thomas:

Please find attached invoice in the amount of \$3,505.00. During the month of February, Keller Associates completed the following engineering services:

- Project management and administration
- Coordination and standards review with City staff
- Coordination with other communities' staff regarding their standards

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Peter Olsen'.

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

March 18, 2021

Project No: 215108-016

Invoice No: 0210643

City of Amity
Attn: Michael Thomas
PO Box 159
Amity, OR 97101

Project 215108-016 Amity - Design Standards Update

Project Manager: *Peter Olsen*

Professional Services from February 1, 2021 to February 28, 2021

Professional Personnel

	Hours	Rate	Amount
Cushing, Morgan	.50	75.00	37.50
Fields, Jesse	11.00	120.00	1,320.00
Olsen, Peter	.75	180.00	135.00
Stone, Cody	17.50	115.00	2,012.50
Totals	29.75		3,505.00

Total Labor

3,505.00

Billing Limits

	Current	Prior	To-Date
Total Billings	3,505.00	0.00	3,505.00
Limit			10,920.00
Remaining			7,415.00

Total this Invoice \$3,505.00

Billings to Date

	Current	Prior	Total
Labor	3,505.00	0.00	3,505.00
Totals	3,505.00	0.00	3,505.00



Billing Backup

Thursday, March 18, 2021

Keller Associates, Inc.

Invoice 0210643 Dated 3/18/2021

9:28:33 AM

Project 215108-016 Amity - Design Standards Update

Professional Personnel

			Hours	Rate	Amount	
00167	Cushing, Morgan	2/4/2021	.25	75.00	18.75	
	Project setup					
00167	Cushing, Morgan	2/23/2021	.25	75.00	18.75	
	Project administration					
00166	Fields, Jesse	2/9/2021	6.50	120.00	780.00	
	Highlight items in Newberg standards for discussion with Gary					
00166	Fields, Jesse	2/10/2021	3.50	120.00	420.00	
	standards review with Gary at City					
00166	Fields, Jesse	2/15/2021	.75	120.00	90.00	
	Review scope and budget with Cody/Peter					
00166	Fields, Jesse	2/18/2021	.25	120.00	30.00	
	Scoping					
00031	Olsen, Peter	2/4/2021	.25	180.00	45.00	
	project setup					
00031	Olsen, Peter	2/17/2021	.25	180.00	45.00	
	call to Newberg					
00031	Olsen, Peter	2/22/2021	.25	180.00	45.00	
	project setup					
00218	Stone, Cody	2/2/2021	.75	115.00	86.25	
	City Standards Update					
00218	Stone, Cody	2/3/2021	1.00	115.00	115.00	
	Revising Standards					
00218	Stone, Cody	2/4/2021	1.50	115.00	172.50	
	commenting on Newberg standards					
00218	Stone, Cody	2/5/2021	2.00	115.00	230.00	
	commenting on Newberg standards					
00218	Stone, Cody	2/8/2021	.25	115.00	28.75	
	call with Gary					
00218	Stone, Cody	2/9/2021	4.00	115.00	460.00	
	Newberg standards review for meeting with Gary, setting up project file and word docs, call with Jesse					
00218	Stone, Cody	2/10/2021	4.50	115.00	517.50	
	meeting at City (Personal Rig 25 miles)					
00218	Stone, Cody	2/11/2021	2.25	115.00	258.75	
	email to peter, working on TO and hour estimate					
00218	Stone, Cody	2/15/2021	.75	115.00	86.25	
	Meeting with Peter and Jesse about TO and SOW, email with Peter and Jesse					
00218	Stone, Cody	2/18/2021	.25	115.00	28.75	
	TO revisions, email to Peter					
00218	Stone, Cody	2/22/2021	.25	115.00	28.75	
	New project checklist update					
	Totals		29.75		3,505.00	
	Total Labor					3,505.00
				Total this Project		\$3,505.00
				Total this Report		\$3,505.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 6, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211546, Amity – Design Standards Update

Dear Mr. Thomas:

Please find attached invoice in the amount of \$2,015.00 During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Comment review and revisions
- Design Standards formatting

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Peter Olsen".

Peter Olsen, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 18, 2021

Project No: 215108-016

Invoice No: 0211546

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-016 (Amity - Design Standards Update)

Project Manager: *Patricia Olson*

Professional Services from May 1, 2021 to May 31, 2021

Professional Personnel

	Hours	Rate	Amount
Cornelison, Phoenix	12.00	70.00	840.00
Cushing, Morgan	4.00	75.00	300.00
Fields, Jesse	.25	120.00	30.00
Greene, Kiah	.25	70.00	17.50
Stone, Cody	8.75	115.00	1,006.25
Williams, Shannon	5.50	200.00	1,100.00
Totals	30.75		3,293.75

Total Labor

3,293.75

Billing Limits

	Current	Prior	To-Date
Total Billings	3,293.75	8,905.00	12,198.75
Limit			10,920.00

Adjustment

-1,278.75

Total this Invoice \$2,015.00

Outstanding Invoices

Number	Date	Balance
0210643	3/18/2021	3,505.00
0211353	5/25/2021	2,416.25
		5,921.25

Billings to Date

	Current	Prior	Total
Labor	2,015.00	8,905.00	10,920.00
Totals	2,015.00	8,905.00	10,920.00



Billing Backup

Friday, June 18, 2021

Keller Associates, Inc.

Invoice 0211546 Dated 6/18/2021

2:14:15 PM

Project 215108-016 Amity - Design Standards Update

Professional Personnel

			Hours	Rate	Amount	
00269	Cornelison, Phoenix	5/19/2021	2.25	70.00	157.50	
	Design Standard formatting					
00269	Cornelison, Phoenix	5/20/2021	3.00	70.00	210.00	
	Design Standard formatting					
00269	Cornelison, Phoenix	5/21/2021	4.00	70.00	280.00	
	Design Standard formatting					
00269	Cornelison, Phoenix	5/24/2021	1.25	70.00	87.50	
	Design Standard formatting					
00269	Cornelison, Phoenix	5/25/2021	1.50	70.00	105.00	
	Design Standard formatting					
00167	Cushing, Morgan	5/21/2021	4.00	75.00	300.00	
	Project Administration					
00166	Fields, Jesse	5/18/2021	.25	120.00	30.00	
	storm coordination					
00265	Greene, Kiah	5/25/2021	.25	70.00	17.50	
	Project administration					
00218	Stone, Cody	5/3/2021	.25	115.00	28.75	
	Reviewing email from Gary					
00218	Stone, Cody	5/6/2021	1.75	115.00	201.25	
	Adding fire dpmt comments					
00218	Stone, Cody	5/18/2021	4.25	115.00	488.75	
	adding final comments from shannon					
00218	Stone, Cody	5/24/2021	.75	115.00	86.25	
	Review of admin's work					
00218	Stone, Cody	5/26/2021	.50	115.00	57.50	
	Emails about meter box changes, call with Peter					
00218	Stone, Cody	5/27/2021	1.25	115.00	143.75	
	Reviewing standards file, changing meter box brand, call with Gary					
00244	Williams, Shannon	5/17/2021	5.50	200.00	1,100.00	
	stormwater design standards review / edit /comment					
	Totals		30.75		3,293.75	
	Total Labor					3,293.75
				Total this Project		\$3,293.75
				Total this Report		\$3,293.75



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 19, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211906, Amity – Ramp (SCA 2020)

Dear Mr. Thomas:

Please find attached invoice in the amount of \$2,860.50. During the month of June, Keller Associates completed the following engineering services:

- Project management and administration
- Survey and basemapping
- Cost estimating and quantities
- Draft plan set
- ODOT coordination
- Drafting specifications

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Shannon Williams".

Shannon Williams, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

July 11, 2021

Project No: 215108-017

Invoice No: 0211906

Project 215108-017 Amity - Ramp (SCA 2020)

Project Manager: *Shannon Williams*

Professional Services from June 1, 2021 to June 31, 2021

Task	001	Survey and Basemapping
Fee		

Total Fee	3,630.00		
Percent Complete	100.00	Total Earned	3,630.00
		Previous Fee Billing	3,630.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	002	100% PS&E
Fee		

Total Fee	9,535.00		
Percent Complete	32.00	Total Earned	3,051.20
		Previous Fee Billing	190.70
		Current Fee Billing	2,860.50
		Total Fee	2,860.50
		Total this Task	\$2,860.50

Task	003	Services During Bidding
Fee		

Total Fee	1,835.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	004	Construction Phase Services
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Total this Task	0.00
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Total this Invoice	<u>\$2,860.50</u>
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Project	215108-017	Amity - Ramp (SCA 2020)	Invoice	0211906
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Outstanding Invoices

Number	Date	Balance
0211677	6/29/2021	3,675.50
		3,675.50

Billings to Date

	Current	Prior	Total
Fee	2,860.50	3,820.70	6,681.20
Totals	2,860.50	3,820.70	6,681.20



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 1, 2021

City of Amity
Michael Thomas
P.O. Box 159
Amity, OR 97101

Transmitting Invoice No. 211677, Amity – Ramp (SCA 2020)

Dear Mr. Thomas:

Please find attached invoice in the amount of \$3,675.50. During the month of May, Keller Associates completed the following engineering services:

- Project management and administration
- Survey and basemapping
- CAD file set up

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Shannon Williams".

Shannon Williams, PE
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 29, 2021

Project No: 215108-017

Invoice No: 0211677

City of Amity
Attn: Michael Thomas
E-Mail: mthomas@ci.amity.or.us
PO Box 159
Amity, OR 97101

Project 215108-017 Amity - Ramp (SCA 2020)

Project Manager: *Gannon Chivellano*

Professional Services from May 1, 2021 to May 31, 2021

Task	001	Survey and Basemapping		
Fee				
Total Fee		3,630.00		
Percent Complete		100.00	Total Earned	3,630.00
			Previous Fee Billing	145.20
			Current Fee Billing	3,484.80
			Total Fee	3,484.80
			Total this Task	\$3,484.80

Task	002	100% PS&E		
Fee				
Total Fee		9,535.00		
Percent Complete		2.00	Total Earned	190.70
			Previous Fee Billing	0.00
			Current Fee Billing	190.70
			Total Fee	190.70
			Total this Task	\$190.70

Task	003	Services During Bidding		
Fee				
Total Fee		1,835.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	004	Construction Phase Services		
			Total this Task	0.00
			Total this Invoice	<u><u>\$3,675.50</u></u>

Outstanding Invoices

Number	Date	Balance
0211172	5/13/2021	145.20
		145.20

Billings to Date

	Current	Prior	Total
Fee	3,675.50	145.20	3,820.70
Totals	3,675.50	145.20	3,820.70

**Mid-Willamette Valley
Council of Governments**

100 High Street SE Suite 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094

INVOICE

City of Amity
Mike Thomas, City Administrator
PO Box 159
Amity, OR 97101

Date: July 13, 2021
Invoice No: 202106AMITYLEGAL

Payee #	Project	Revenue	Amount
2061	302440	41863	\$148.50
2061	302442	41863	\$165.00
Total Due			\$313.50

Description			Amount
	Hours	Rate	
Legal Services - June			
General -	0.9	\$ 165.00	\$148.50
Water project -	1	\$ 165.00	\$165.00
Due to MWVCOG accounting deadlines, the hours may include hours recorded at the end of the previous month.			
Total			\$313.50

White - Customer Copy
Yellow - Return With Remittance

RECEIVED
JUL 15 2021

BY:

Amity June 2021 Timesheet – – Bill Monahan

6/1/2021	Amity – Planning – Dollar General	Review and provide input to questions pertaining to temporary occupancy permit	.2
6/4/2021	Amity - Sewer	Review emails regarding rate increases; provide input to Mayor Lehman via email	.2
6/8/2021	Amity - Water	Review issues presented by City Administrator Mike Thomas regarding water meter tampering; research city ordinances and resolution; prepare email to Mr. Thomas with input	1.0
6/22/2021	Amity - Council	Review and respond to City Administrator Mike Thomas' question about council candidate qualifications.	.2
6/22/2021	Amity - Planning	Review email chain regarding recent partition approval and applicant request to modify access; review Planner Holly Byram's email with a proposed course of action; respond to Ms. Byram with input	.3
		Total hours for June 2021	1.9

**Mid-Willamette Valley
Council of Governments**
100 High Street SE Ste 200
Salem, Oregon 97301
Phone (503) 540-1604
Fax (503) 588-6094

INVOICE

City of Amity
PO Box 159
Amity, OR 97101

Date: July 1, 2021
Invoice No: 202106AMITYLUP

Payee #	Project	Revenue	Amount
2061	340351	41863	\$1,631.25

Description			Amount
	Rate	Hours	
Land Use Planning Services for FY 2020-2021 - June 2021			
Associate Land Use Planner	\$ 87.00	18.75	\$1,631.25
Senior Planner	\$ 90.00		\$0.00
GIS/Transportation Planner	\$ 120.00		\$0.00
Support Staff	\$ 62.00	0	\$0.00
Due to MWVCOG accounting deadlines, the hours may include hours recorded at the end of the previous month.			
Total			\$1,631.25

White - Customer Copy
Yellow - Return With Remittance

RECEIVED
JUL 1 2 2021

BY:

Memorandum
MID WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
100 HIGH STREET S.E., SUITE 200, SALEM, OR 97301-3067
TELEPHONE: (503)588-6177 FAX: (503)588-6094

The following is an account of the hours billed:

340351 LUP - Amity

201 General Planning

Code research; responding to questions from the public; file maintenance; preparation and review letters; agendas; memos monthly reports; planning commission meetings and follow up requests from City staff and planning commission.

Total Hours 3.50

203 Applications

Employee:	Hours Spent:	Project:
Holly Byram	1.00	Hake Pre-App 1304 S Oak - notes wrap up & follow-up
Holly Byram	2.25	Ruyle SUB comments, time extention request
Holly Byram	4.25	Dollar General SDR 102 S Trade - final Certificate of Occupancy, conditions of approval review, lights complaint, bond, correspondence
Holly Byram	1.50	DeRaeve Partition inquiry - procedures for modification to CC decision? Research, discuss w City Attorney
Holly Byram	3.75	City Legislative Amendment - newspaper notice, staff report
Holly Byram	2.50	Hake Partition, 1304 S Oak new application received

Total Hours 15.25

TOTAL HOURS 18.75



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject: Evaluation of City Administrator
Date: August 4, 2021
Origin: Michael D. Thomas, City Administrator
Action Requested: Commence Evaluation Process

Background

The signed contract between the City of Amity (CITY) and the City Administrator (EMPLOYEE), states in Section 4 Paragraph 2, the following:

“At the six month employment mark (January 1, 2020) and then annually, on or before the anniversary date of this employment agreement, the mayor, with council’s approval, and EMPLOYEE shall conduct a performance evaluation and define goals, performance objectives, and priorities which they determine necessary for the proper operation of CITY and attainment of the city council’s policy objectives. As a result of that evaluation, the council may increase EMPLOYEE’S base salary in an amount the council, in their sole discretion, deems appropriate.”

The City Administrator’s contract does not specify the manner or means of conducting the evaluation beyond what is stated in the contract (see above). However, the Mayor and City Council may choose three options upon completion of the evaluation. **First**, the Mayor and City Council may follow the guidance of the contract (see above) and vote to retain the City Administrator and increase the base salary. **Second**, the Mayor and City Council in their discretion may vote to retain the City Administrator, but not increase base salary at this time. Finally, **third**, the Mayor and City Council may also choose in their discretion, in accordance with Sections 17 and 18 of the City Administrator’s contract, to terminate the City Administrator’s contract and pay the required severance pay.

Exhibits / Further Information

The City Administrator requests an Executive Session in which to conduct his evaluation. There are no exhibits to provide as the Evaluation Forms have been provided to Mayor Lehman directly.

Staff Recommends the following Action(s)

I move to initiate an Executive Session to conduct the evaluation of the City Administrator.



CITY OF AMITY

109 Maddox Avenue
P.O. Box 159
Amity, OR 97101

Ph: (503) 835-3711
Fax: (503) 835-3780

AGENDA ITEM

Subject: City Administrator Compensation
Date: August 4, 2021
Origin: Natasha Johnson – City Recorder
Action Requested: Consider a salary increase for the City Administrator

Background: The Council was presented the City Administrator's one-year evaluation conducted by Mayor Lehman at the August 4, 2021 City Council Meeting.

Exhibits: None

Staff provides the following motion options:

I move to increase City Administrator Thomas's salary by 3% step increase from step 6 to step 7.

I move to decline a salary increase for City Administrator Thomas.