

REGULAR MEETING OF THE COUNCIL  
CITY OF AMITY, OR

Minutes

A Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, December 4, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Jenna Goings and Mayor Michael Cape

Councilors Absent

Councilor Nickolas Wilkinson

Staff Present

City Administrator Michael Thomas, City Treasurer/Recorder Natasha Johnson and Public Works Gary Bacon

**CONSENT AGENDA:** Councilor Lehman moved to approve the Consent Agenda. Councilor Andrade seconded and with no further discussion motion passed 3-0.

**CITIZEN COMMENTS/QUESTIONS:**

- A. DIG Report: Erin Rainey presented the DIG Report. DIG is continuing the Daffodil Festival this year. The date is set for March 14<sup>th</sup>. There is no DIG meeting this week. DIG is ready for the Tree Lighting on Friday. Mayor Cape will be at the Tree Lighting. There was nothing further from DIG.
- B. CITIZEN COMMENTS: None

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

- A. Survey – General Discussion: Mayor Cape asked Council if all good with the survey for this year. The Councilors are all good with the survey and recommended no changes. Staff will work on finishing the survey and sending out in the January's billings and post online.
- B. Updating Consent Agenda – General Discussion: City Recorder Johnson went over the different options for the Consent Agenda. She asked Council if they want to continue including the check detail only, include check detail and add include "budget vs. actual" or just include "budget vs. actual" printout with explanation of anything that happened that month that would affect the budget. Currently the Finance Committee goes over the checking account statement and checks written and approves the reconciliation. Mayor Cape went over the history and why the check detail was always included. Councilor Andrade asked if he can come in and go over any questions he has regarding the checking statements. Staff stated that Councilors can come in at any time and look over what checks were paid for the month. Finance Committee is open to the public as well. There was discussion regarding what the Council would like to see and include in the monthly Consent Agenda. Council all agreed to just include the "budget vs. actual" document with an explanation of any budget discrepancies.
- C. Council Vacancy: Applicant Sandy McArthur introduced herself to Council. Mayor Cape asked the applicant if she was aware that City Councilors are ultimately responsible if something bad happens in the City and could be potentially legally liable. Applicant is aware and desires to take on the responsibilities. Mayor Cape asked if she was aware of the time commitments. Applicant said there could be some nights that she might have work an emergency shift, but she has the time overall.

Councilor Andrade explained it is a significant commitment to be on the Council. Councilor Lehman asked applicant what is one thing she hopes to accomplish being on Council. Applicant replied she would love to see illegally parked vehicles get removed and towed throughout town. Mayor Cape asked besides towing cars, what other issues she wants to tackle during her tenure. The applicant would also like to see Animal Control improve in Amity and get the community educated regarding state leash laws. Finally, she would like to attract new businesses to Amity.

Councilor Goings asked applicant what Committee she is interested in joining. The applicant replied she would like to be on the ordinance committee. Councilor Goings asked applicant if she will be willing to come to the community events hosted or organized by the City. Applicant replied she is fine with attending community events.

Applicant Napua Rich then introduced herself to the Council. Councilor Lehman asked the applicant what makes her desire to join City Government. She works in state government and now she would like to get involved at a City level. Mayor Cape asked applicant if she is ok with the legal aspect of being on Council. She said she is okay with the legal aspects. Councilor Lehman asked what she would like to see accomplished being on Council. She would like to get involved in Parks Committee and possibly looking into adding Frisbee park-area within the City. Councilor Goings asked if she is good with the time commitments. She replied, yes, she is. Councilor Andrade went over the park committee and what he is looking into adding to the park.

Mayor Cape asked applicant what three big items are happening in the City that she is aware of. She replied that she is aware of the tree crashing down in the park and some of the crimes that have been happening.

Mayor Cape then discussed what positions the new Councilors would like to fill on the Council. Applicant McArthur accepted Position 1 with a term ending in December 2020 and applicant Rich would like to be Position 6 with a term ending December 2022. Councilor Lehman moved to accept Sandy McArthur to Council Position 1 and Napua Rich to Council Position 2. Councilor Andrade seconded. With no further discussion, the motion passed 3-0. Councilor Cape explained to the applicants they will be sworn in at the January 8, 2020 Council meeting and that they are free to come to Council's Special Meeting on December 12<sup>th</sup>. Mayor Cape will also get in touch to sit down and meet with each of them and answer any questions they may have. Also, City Staff will provide them both with Council Welcome Packets.

#### **DEPARTMENT REPORTS:**

- A. City Recorder Report by Natasha Johnson: City Recorder Natasha Johnson submitted her report and went over upcoming events.
- B. City Administrator Report by Mike Thomas: City Administrator Thomas submitted his report and went over last year's Council goals and what all has been met and if the goals haven't been met what is happening to meet the goals. According to City Administrator Thomas's calculations, the City has met about 75% of its stated goals. Councilor Lehman asked about the park's goals. City Administrator Thomas replied that they haven't made much progress, but that he applied for a grant to fund both the dog park and splash pad. There were no additional comments for the City Administrator.
- C. Public Works Report by Gary Bacon: Public Works Utility Worker Gary Bacon updated the Council regarding the tree that fell over in the park. He stated that a local company, A&R, cleaned up the tree and that Public Works met with the insurance company that morning. He also mentioned that in addition to the activities centered on cleaning up the tree, the local Boy Scouts did some painting, laid down bark dust, and hung up bat houses throughout the park. Plus, the Yamhill County jail crew came in and cleaned up the leaves in the park. There were no additional comments for Public Works.

- D. Law Enforcement Report by Sheriff's Office: Deputy Jones updated Council on the city ordinance issues. Last month they focused on tagging and towing illegally parked cars around town. Mayor Cape asked what crimes fall under larceny as described within the monthly crime report. Deputy Jones explained the difference between larceny and burglary. Mayor Cape asked if the YCSO could submit an article to add to the upcoming City Newsletter and on public Facebook pages for public awareness regarding steps to take to protect your property. Deputy Jones said he can check with his Supervisor to see about submitting an article. Councilor Lehman asked if the YCSO can add ordinances to the monthly report. Deputy Jones said the report is just for the crimes committed. Deputy Jones can check to see if it is something that can be added to the monthly report. There were no additional comments for the YCSO.
- E. Library Report by Marcia Robbins: The Librarian, Marcia Robbins, submitted a report as she was not present at the meeting. Mayor Cape went over highlights from the report. These highlights included changing the library hours, new dates for the summer reading program, and possibly adding preschool reading days. Councilor Lehman asked if Staff would pass the new hours to our media. City Administrator Thomas explained he cannot do so yet, as Council needs to approve the hours change at the next City Council meeting. There were no additional comments for the Library.
- F. City Engineer Billing Report: There was nothing to add.
- G. City Attorney Report: See attached billing and nothing to add.
- H. City Planner Report: See attached billing and nothing to add.

#### **BUSINESS FROM THE MAYOR & CITY COUNCILORS:**

- A. Mayor Report by Mayor Michael Cape: Mayor Cape submitted his report and went over the Special City Council Meeting coming up on December 12th. He discussed the purpose of the meeting, which is to approve the bids for upcoming projects. He went over the timeline and why the City needs to meet the following week. The Councilors all agreed to have the meeting on December 12<sup>th</sup> at 6:30 pm. There were no additional comments for Mayor Cape.

Next, City Recorder Johnson brought up the State of the City and asked the Council for a date that would work for everyone, so she can reach out to other entities and get the event scheduled. Mayor Cape asked if there is enough planned to do the State of the City. City Administrator Thomas said he could probably come up with something simple and small – addressing and highlighting what the City accomplished in 2019. Councilor Lehman asked could we do this at a Council Meeting. Mayor Cape thinks the City should do something more than a Council Meeting announcement. So, Council all decided to plan for a date during the 2<sup>nd</sup> week in January. City Recorder Johnson will check with other entities and start planning. She is thinking of inviting the School District and Fire Department and serving light refreshments.

Mayor Cape went over the need to accomplish a goal setting work session and to plan for this in February. He would like to set the date at the January Council Meeting. If any Council would like any training ideas as well, they should let him know. There were no additional comments for Mayor Cape.

- B. Councilor Robert Andrade Report: Councilor Andrade had nothing to report this month. He asked Public Works about using a cold patch on the roads. Public Works Bacon said that Public Works currently is using the cold patch. There were no additional comments for Councilor Andrade.
- C. Councilor Jenna Goings: Councilor Goings picked up the tree lights and will be at the tree lighting on Friday. For the "Christmas Done Bright" light competition winners, Councilor Goings said they will be receiving snow globes with the year 2019 on them. Mayor Cape confirmed that the competition is still on

for December 20<sup>th</sup>. There were no additional comments for Councilor Goings.

Tourism Committee is on hold for a few months during the holidays. There were no comments for the Tourism Committee.

- D. Councilor Ryan Lehman report: Councilor Lehman received follow up regarding the crosswalk light. City Administrator Thomas said Public Works will trim the trees and the battery for the crosswalk is good for the next 8-10 months. Councilor Goings asked about a dumpster parked in the roadway on Oak and how long it can be there for. City Administrator Thomas will let the Sheriff Office know about it. There were no additional comments for Councilor Lehman.
- E. Councilor Nickolas Wilkinson report: Councilor Wilkinson was not present at the meeting. Councilor Lehman will try to reach out to him. Mayor Cape will as well. Councilor Goings asked about how long a Councilor can go without attending meetings before they need to step down. Mayor Cape said two unexcused meetings, but Councilor Wilkinson let Mayor know will not be able to attend meetings until December due to his work schedule. There were no additional comments for Councilor Wilkinson.

Councilor Lehman moved to adjourn. Councilor Goings seconded the motion. Motion passed 3-0.

**Approved by City January 8, 2020**

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Michael Cape, Mayor

**Attest:**

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Natasha Johnson, City Recorder