

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, September 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 Superintendent Gary Mathis

**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 DIG Report. DIG is keeping the Daffodil Festival. They will meet next week to start discussing festival and other ideas. The hanging baskets will be coming down. Mayor Cape asked Erin about the pumpkin event. Erin explained it's more the Council's job. Councilor Andrade asked about murals on businesses. Administrator Thomas mentions maybe City Hall can have murals on the white fire doors.
- B. Tourism Committee Report: Barb Bond presented TC Report. She gave an update on the branding project and that it should be completed by September. When the project is complete, she will share the results with Council. The City didn't receive the grant TC applied for but will try for another grant. She went over some ideas for projects the TC is discussing. Mayor Cape brought up lighting the signs coming into town. Barb explained TC ideas with lighting the signs. Councilor Andrade made suggestion regarding the lighting. Councilor Andrade asked Barb if TC works with DIG. Barb said yes, they do work with each other.

Citizen Alyssa Strahle went over concerns regarding property being sold on Oak to investor and what their planning on doing with the property. Administrator Thomas explained to her that Council can't discuss a pre-application for development, as that could make them biased, before the project is officially started. He let Alyssa know she is more than welcome to come and talk to him anytime during business hours. He went onto explain to Alyssa that there will be meetings where she can discuss her concerns and she will be notified if anything gets submitted to Planning.

She wanted to know what about law enforcement. Will there be more coverage if they develop multiple homes? Mayor Cape explained Council can listen to her concerns, but Council cannot respond. He went onto explain some of the requirements that would go with a new development if that is the owner's plans. He also went over the process if something does get submitted and she will be able to attend the meetings and express her concerns in those public forums as well. Then the Mayor explained his understanding of the officer – citizen ratio, which was different than Ms.

Strahle's determination of the ratio.

Next, Councilor Lehman explained and went over the current Sheriff's Office (SO) contract, how it automatically renewed, and that the contract's costs went up 7%. Ms. Strahle then asked about the \$10-month Public Safety Fee and its relation to the advertising for an Amity Police Department Police Chief. Mayor Cape explained the City advertised twice for the position but received no qualified applicants. She asked about the end of the SO contract and advertising. Mayor Cape explained that was a possibility, but the SO said they could not financially enter into a contract. Citizen Rachel King asked the Council to explain why there is a 7% increase to the contract and what it means. Councilor Lehman explained the contract and the increase.

Citizen Cheryl Clawer stated her disappointment with the Sheriff's Office; that she pays a lot of money for no apparent service. Mayor Cape let Ms. Clawer know he will have the City Administrator talk with the Sheriff's Office about her concerns. At this point, multiple citizens in the audience voiced their concerns regarding the Sheriff's Office, talking over each other making their comments inaudible. Councilor Andrade handed out Sheriff's Office crime sheet, while Councilor Lehman explained that the crime sheet reports statistics for all the 97101 ZIP Code, not just within city limits. Councilor Lehman explained that the statistics may, therefore, be skewed.

Citizen Linda Wilson then expressed her concern that there are too many speeders on Nursery, and she would like the SO to improve patrolling on Nursery to reduce speeding. Administrator Thomas let her know that he will talk with the Sheriff's Office about her concerns. Citizen Strahle, then asked if Sheriff's can watch the crosswalks more, as she thinks there is a high likelihood of a vehicle pedestrian accident. Administrator Thomas let the citizens know will address all these concerns with the Sheriff's Office. Mayor Cape also let Citizens know will have staff look into concerns.

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

- A. Utility Rate Increase Resolution 2019-09: City Administrator Thomas went over utility rate increase. First, he explained the USDA Loan and went over the figures. Then Administrator Thomas gave summary on how he came about the rate increase figure. He then concluded that the water base rate will need to increase \$5 a month per customer for the next three years starting January 2020.

Councilor Lehman moved to approve Resolution 2019-09, adjusting water utility rates, establishing charges and repealing and replacing Resolution 2018-19. Councilor Goings seconded motion. Then there was discussion with the Council. Councilor Lehman asked for verification that the only reason for this rate increase was to meet the USDA loan obligations. Administrator Thomas replied, 'yes this is in response to our loan obligation.' Councilor Goings asked at the end of the three years the rates will remain the same. Administrator Thomas replied that the rates can stay the same, but the City will need to make sure its rates match the current CPI going forward.

Citizen Andrea Bulat asked if there is a map where the repairs to the water infrastructure will be made. Administrator Thomas went over where the repairs are to go and why. He explained the water pipes will be replaced on an as needed basis. Also, included in the USDA contract is a clause to replace all the water meters in the city, if there is any money left at the end of the project.

Mayor Cape explained that the Council already passed motion in previous meeting to raise rates as part of the letter of conditions that he signed. If City decides not to raise rates, then the City would

lose all the funding. Tonight, was merely approving what the amount of the rate increase would be. Administrator Thomas said rates would increase January 1, 2020 and again over the next couple years. He went over how much grant money the City received and what the City needs to pay back. With no further discussion motion passed 3-0.

- B. Update on Public Safety Fee: Administrator Thomas went over his findings regarding the Public Safety Fee, as an informational use only reply to a task provided by the Mayor. He went over the summary on previous calculated rate and his finding with current data. The City could not find any documentation or justification supporting the \$3 fee. Administrator Thomas did explain that the fee would need to cover the budgetary gap between what having a Police Department would cost and what the Sheriff's Office does cost. He went over the previous budget and the gap. His findings were the minimum fee could be \$7 to a maximum of \$17. Therefore, the \$3 public safety fee should be discarded, as it is outside the reasonable range, and can't be justified. The \$10 fee currently is adequate; the City recommends retaining the \$10 fee for the time being.

Ms. King asked about the City's findings and how the Public Safety Fee was initially presented to the Citizens as a \$3 amount and was that a mistake. She also wanted to know why this gap was not anticipated in the previous figures. Mayor Cape explained that he tasked the Administrator to project what the budget gap would now that the City has the actual dollar amounts to make such a determination. Administrator Thomas explained previous Public Safety Fee amounts were not valid data. He couldn't find any documentation from the previous Administrator. At the time it was a good data point, but he couldn't find where the previous Administrator started from. Yet, moving forward Administrator Thomas stated the dollar amounts are based upon valid data. Citizen King asked Administrator Thomas if he will make sure documentation will be available in the future. Administrator Thomas replied that he would keep all documentation per the Oregon Records Statutes.

Councilor Lehman went over Administrator Thomas's figures in Table 2 of his report regarding the CPI figures. Councilor Lehman asked, based on these numbers would it be cheaper to have a Police Department instead of a Sheriff's Office? Administrator Thomas explained how he determined the dollar amounts presented and replied no. Mayor Cape also asked about the math difference. Administrator Thomas explained further that his math presented both best and worst cases for budgeting and from that work his conclusion is to retain the \$10 Public Safety Fee. Mayor Cape thanked Administrator Thomas for giving the update.

- C. OLCC Liquor License Application: Mayor Cape went over OLCC application. Councilor Lehman moved to approve Liquor License Application for PFCH, LLC located at 510 S Trade St. Councilor Goings seconded motion and with no further discussion motion passed 3-0.

#### **DEPARTMENT REPORTS:**

- A. Law Enforcement Report by Sheriff's Office: Sheriff's Office submitted its Crime Stats Report, was not present at the meeting. Councilor Lehman asked staff if there will be a representative from the Sheriff's office at the meetings. Administrator Thomas explained he will double-check with the SO to make sure a representative will be at the meetings.
- B. City Administrator Report by Mike Thomas: Administrator Thomas submitted his report and had nothing to add.

- C. City Recorder Report by Natasha Johnson: The Recorder, Natasha Johnson, submitted her report and updated the Council on the Summer Night Movies. She made suggestion to have a movie in winter and one in the summer, by going over the declining attendance numbers for the summer movies. By the last movie, there were only a handful of people that showed. Councilor Andrade asked about why City must pay licensing fee if not charging. Mayor Cape and Administrator Thomas explained the fee and why the City is getting a reduction in the rate. Ms. Bulat asked about the advertising. Recorder Johnson went over all the places that the City advertised summer movie nights. Mayor Cape said this would be good discussion to have at the Committee Meetings and to have citizens come with their ideas to the committee meeting.
- D. Public Works Report by Gary Mathis: The Public Works Supt., Gary Mathis, submitted his report and had nothing to add. Councilor Andrade asked Mathis about trimming the trees on the public sidewalks throughout town. Supt. Mathis said it is on Public Works list and they will trim the trees in the Fall. Councilor Andrade also mentioned that delivery trucks are driving on the sidewalks and damaging it, as well as blocking the public's right-of-way, when delivering to Amity Market. He asked to whom he should address his concerns. Administrator Thomas said he would with the Sheriff's Office.

Councilor Lehman asked Supt. Mathis to drive by and look at the vegetation growing along Nursery Rd. as it blocks the sidewalks. Supt. Mathis said he will go check it out.

- E. Library Report by Marcia Robbins: The Librarian, Marcia Robbins, submitted a report (not included in the packet) and was not she was not present at the meeting. Administrator Thomas updated Council on Librarian Robbins work regarding her State Library Report.
- F. City Engineer Billing Report: See attached billing and nothing to add.
- G. City Attorney Report: See attached billing. Mayor Cape explained to Citizens that the City contracts with Mid-Willamette Council of Governments (MWVCOG or COG) for City Attorney and City Planner services and what that entails. He also asked staff know to contact COG to update its billing to show Mike Thomas as the current Administrator and remove Justin Hogue.
- 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 report and stated he will add a couple of things at the end of the meeting.
- B. Councilor Robert Andrade Report: Councilor Andrade had nothing to report.
- C. Councilor Jenna Goings: Councilor Goings just reminded Mayor about Committee Assignments. Mayor Cape will be updating the assignments at the end.
- D. Councilor Ryan Lehman report: Councilor Lehman went over all the current vacancies within the City to the public and reiterated that the City could really use the help and needs community members to step-up.

- E. Councilor Nickolas Wilkinson report: Councilor Wilkinson was not present at the meeting.
- F. Council Committee Assignments: Mayor Cape went over the Committee Assignments; they are as follows:
- Finance Committee:  
Chairperson – Ryan Lehman, Co-Chair – Jenna Goings
  - Community Engagement Committee:  
Chairperson – Jenna Goings, Co-Chair – Ryan Lehman
  - Water and Sewer Committee:  
Chairperson – Nickolas Wilkinson, Co-Chair – Robert Andrade
  - Parks and Streets Committee:  
Chairperson – Robert Andrade, Co-Chair – Nickolas Wilkinson
  - Police Committee:  
Eliminated at this time since contracted with SO.  
Will make changes to this Committee when the City has a full Council.

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

**Approved by City Council October 2, 2019**

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Michael Cape, Mayor

**Attest:**

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Natasha Johnson, City Recorder