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, January 8, 2020 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Swearing in New Council Members: Napua Rich and Sandy McArthur

Councilors Present
Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Jenna Goings, Councilor Nickolas Wilkinson, Councilor Napua Rich, Councilor Sandy McArthur and Mayor Michael Cape

Councilors Absent
None

Staff Present
City Administrator Michael Thomas, City Treasurer/Recorder Natasha Johnson and Public Works Gary Mathis

CONSENT AGENDA: Councilor Lehman moved to approve the Consent Agenda. Councilor Wilkinson seconded and with no further discussion motion passed 6-0.

CITIZEN COMMENTS/QUESTIONS:

A. DIG Report: Eve Silverman presented the DIG Report. Eve went over the Christmas tree lighting festival. The Daffodil Festival will be on March 14th. DIG is hoping for a good turnout this year. They are also hoping to have artists and vendors to be at the event. Mayor Cape thanked DIG for putting on the Christmas Tree Lighting and doing a really great job this year. Eve let Council and Citizens know if would like to help with any of the events to reach out and DIG always needs help at their events.

B. CITIZEN COMMENTS: Bobby F. asked Council regarding planning meeting laws. Mayor Cape explained the planning meetings and what the process is. Bobby F. asked if there is still a vacancy on the planning commission and how to apply. City Recorder Johnson let Bobby F. know there is a vacancy and how to apply. Bobby F. asked regarding Dollar General and why it was denied before. Mayor Cape explained the previous denial of Dollar General. He explained that there is a legal process and the city must follow. City Administrator Thomas explained further on planning meetings and how the current Dollar General application is a site design review and it is just planning commission approval unless gets appealed to Council.

OLD BUSINESS:

NONE

NEW BUSINESS:

A. Discussion on Goal Setting Session: Mayor Cape gave background regarding the Goal Setting Session to the Council. Council will go over goals and set goals, go over city survey, assign committees and what their tasks will be. Mayor Cape brought up Council training and to let him know if they would like to attend any trainings and he will coordinate with City Staff. Council all agreed on setting the date to February 22, 2020 at 8:30 am. Mayor Cape reminded Council to let him know if there is anything, they would like to discuss at the goal setting.

B. Election of Council President: Councilor Andrade nominated Councilor Lehman as the Council President for 2020. Councilor Goings seconded and with no further discussion motion passed 6-0.

C. Appoint Budget Officer & Approve Proposed Budget Calendar: Councilor Lehman moved to appoint City Administrator Michael Thomas as the budget officer for fiscal year 2020-21 and approve the proposed budget calendar. Councilor Wilkinson seconded and with no further discussion motion passed 6-0.

D. New City Hours: City Administrator Thomas went over the background regarding changing Public Works hours from 8a – 4:30p to 7a – 3:30p every day all year and changing the Library hours and modifying holiday closures. Mayor Cape asked regarding the Friday after holiday if holiday falls on Thursday if employees will get paid as a holiday or use vacation, Comp time or no pay. City Administrator said would be up to employee how to use that day and will not be a paid holiday. Councilor Goings asked how on-call would work and if there is a lot of requests for Public Works support after 3:30. City Recorder Johnson said she would prefer if Public Work hours changed if the person who is on-call that week could stay late. Councilor Lehman asked about what Public Works would be doing when it's dark out at 7am during the winter. City Administrator Thomas said they would be doing internal activities such as water quality testing and it would give them the opportunity to do the testing without any interruptions. Councilor Lehman explained their job is to serve the citizens of Amity and most citizens don't get home until after 3:30p. Mayor Cape explained issues can happen at any time and would still need to call Public Works after hours. Councilor Lehman stated he would like the hours to stay the same. Councilor Goings asked if Public Works hours switch during the summer. The City Administrator explained once approved the hours would be year-round, but currently they switch in the summer. He also stated this would give them an hour before everyone else comes in and starts asking them to do stuff. Councilor Lehman asked if takes all three of them to do the testing. Councilor Andrade asked if this needs to be approved during this meeting. Mayor Cape said no that it can be put off the table today and postponed. Councilor Andrade requested to table it and have City Staff look more into it. City Administrator Thomas asked Council if wanted to table Public Works hours, could Council still decide on the proposed Library Hours. Mayor Cape said the Council should listen to the City Departments and think about what they are saying that if they want new hours Council should not get into micromanaging them. However, he agreed if Council request Staff spend more time to researching, then the idea of changing Public Works' hours can be postponed. Mayor Cape also tabled the proposal of providing extra days off for holidays; about which citizen Rob K. asked for clarification regarding the procedure to do so. Therefore, Councilor Lehman moved to approve only the Amity Public Library hours' change and table the discussion of the hours change for Amity Public Works. Councilor Goings seconded and with no further discussion motion passed 6-0.

E. Employee Handbook: City Administrator Thomas went over background for change to Employee Handbook. The changes pertain to the new Oregon state laws and to make Amity compliant with these new laws. Councilor Andrade asked City Administrator Thomas to confirm that this is State requirement. City Administrator Thomas said yes this is State Law, requiring the Council to approve their own restrictions. Councilor Goings asked regarding leave of absence for pregnancy. City Administrator Thomas said the City will follow what the law states regarding leave of absence. Councilor Lehman moved to approve the new Employee Policy Handbook in its updated form. Councilor Wilkinson seconded and with no further discussion motion passed 6-0.

F. City Administrator Evaluation: Mayor Cape went over process of evaluation for City Administrator Thomas. The City Administrator asked to have his evaluation done in a public forum. Mayor Cape explained to Council that the evaluation is in the agenda packet and if Council can fill out the evaluation and submit them to the Mayor, then he will put it all into a document and go over it at the February Council meeting. He asked to have them all turned into him by January 15th Committee Meetings. Mayor Cape explained to the new Councilors that if they don't feel comfortable filling out the evaluation that they don't need to do so. There was no further discussion regarding this, and it has been tabled to the February meeting, where it will be concluded.

DEPARTMENT REPORTS:

A. City Administrator Report by Mike Thomas: City Administrator Thomas submitted his report and nothing else to add. There were no additional comments for the City Administrator.

B. City Recorder Report by Natasha Johnson: City Recorder Johnson submitted her report and nothing else to add. There were no additional comments for the City Recorder.

C. Public Works Report by Gary Mathis: Public Works Superintendent Mathis gave his report. He only worked 1 ½ days last month due to surgery. There were no additional comments for Public Works.

D. Law Enforcement Report by Sheriff's Office: Deputy High gave Sheriff Office report. The SO will be at the State of the City and the Sheriff will give a yearly report there. There were no additional comments for the YCSO.

E. Library Report by Marcia Robbins: The Head Librarian, Marcia Robbins, submitted a report as she was not present at the meeting. There were no comments for the Library.

F. City Engineer Billing Report: There was nothing to add. There were no comments for the City Engineer.

G. City Attorney Report: See attached billing and nothing to add. There were no comments for the City Attorney.

H. City Planner Report: See attached billing and nothing to add. There were no comments for the City Planner.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

A. Mayor Report by Mayor Michael Cape: Mayor Cape submitted his report and went over to Council to submit their reports to City Recorder Johnson so she can include them in the monthly Agenda Packet as it helps the meetings to go faster. The City does have a template that the City Recorder can send to Council. Councilor Andrade submitted an email to the City Recorder this month. City Recorder Johnson let Council know that she will send the template out to the Council.

Mayor Cape went over the upcoming State of the City Address and the City is doing things a little differently than other Cities; this is the first year the City is putting on an event. He went over all the entities that will be there presenting at the State of the City. There were no additional comments for Mayor Cape.

B. Councilor Jenna Goings Report: Councilor Goings went over the Christmas Done Bright and excited for next year. She really enjoyed doing it and getting to know the Mayor and his Daughter. There were no additional comments for Councilor Goings.

C. Councilor Ryan Lehman Report: Councilor Lehman went over his report; having nothing to report for the Finance Committee. However, he had other questions he wanted to go over. One of his questions regards the undercover area at the park and how to best spend the City's money when needing to replace the damaged undercover area.

His second question was about the Eola-Amity Hills signs that need to be replaced coming into town at all entrances, per ODOT. He asked is there a time frame or penalty? He asked, could the City use Tourism funds and general funds to replace the signs? Councilor Goings asked if there are grants for the replacement. City Administrator Thomas said he will look into it and he updated our new Councilors

about these Amity Signs and why they need replaced. Councilor Andrade asked if it is a statewide requirement. The City Administrator explained they are on ODOT highway and City must follow their requirements. Mayor Cape explained frustrations since they were approved by ODOT when they were put in but now ODOT says they need fixed. Mayor Cape also explained that there are no grants thru ODOT to replace the signs and ODOT will work with the City. Councilor Rich asked if there was a change in ODOT's requirement since the initial approval that brought this on. Mayor Cape explained that there was no change in requirement. Public Works Supt. Mathis explained that ODOT didn't even have the City's previous permit(s) on file. City Administrator Thomas is currently working on improving the signs with the local wine growers association (who initially wanted them). ODOT says the City is responsible to fix or replace the signs that the City signed off on previously. There were no additional comments for Councilor Lehman.

D. Councilor Robert Andrade report: Councilor Andrade submitted report and added that he has been researching into splash pads and a Frisbee golf area at the park. Frisbee Golf will cost around $49 per hole and would need nine holes. Councilor Andrade asked Public Works regarding using a certain type of pavement patch material for the streets. Public Works Supt. Mathis will get the information from Andrade and respond back to him. There were no additional comments for Councilor Andrade.

E. Councilor Nickolas Wilkinson report: Councilor Wilkinson had nothing to report. There were no comments for Councilor Wilkinson.

F. Councilor Napua Rich Report: Councilor Rich is glad to be apart of the Council and is looking forward to being on the Council. Councilor Lehman asked Councilor Andrade to include Councilor Rich in emails regarding the park since she is now on the Committee. Councilor Andrade said he is including her. There were no comments for Councilor Rich.

G. Councilor Sandy McArthur: Councilor McArthur is looking forward to being on the Council and nothing else to report. There were no comments for Councilor McArthur.

Councilor Lehman moved to adjourn. Councilor Andrade seconded the motion. Motion passed 6-0.

Approved by City February 5, 2020

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Michael Cape, Mayor

Attest:

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Natasha Johnson, City Recorder