

CITY OF AMITY

AGENDA OF THE CITY COUNCIL

August 5, 2020

City Hall
109 Maddox Avenue
Amity, Oregon

REGULAR SESSION

CALL TO ORDER/FLAG SALUTE 7:00 pm

COUNCIL ROLL CALL: Robert Andrade, Ryan Lehman, Jenna Goings, Napua Rich, Sandy McArthur and Mayor Michael Cape

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 – Goal Setting 2-22-20
Regular 7-1-2020
Executive Session 7-1-2020
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 five (5) minutes.
 - a. DIG Report
3. **OLD BUSINESS:**

None
4. **NEW BUSINESS:**
 - a. Approval of Interagency Agreement for Park Structure
 - b. Approval to Extend or Cancel Resolution 2020-02 Declaration of a State of Emergency
 - c. Approval for Mayor to Attend 2020 LOC Virtual Conference

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. Law Enforcement Report by Sheriff's Office
- e. Library Report by Marcia Robbins
- f. City Engineer Billing Report
- g. City Attorney Report
- h. City Planner Report

6. BUSINESS FROM THE MAYOR & CITY COUNCILORS

- a. Mayor Report by Mayor Michael Cape
- b. Councilor Ryan Lehman & Finance Committee
- c. Councilor Sandy McArthur & Ordinance Committee
- d. Councilor Robert Andrade & Public Works Committee
- e. Councilor Jenna Goings & Community Engagement Committee
- f. Councilor Napua Ann Rich & Business Development Outreach Committee
- g. Vacant & Public Outreach, Education and Communication Committee

ADJOURNMENT

CITY OF AMITY

BUDGET VS. ACTUALS: FY 2020-21 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income	\$104,242.84	\$6,090,826.00	\$5,986,583.16	1.71 %
GROSS PROFIT	\$104,242.84	\$6,090,826.00	\$5,986,583.16	1.71 %
Expenses	\$87,639.15	\$6,044,146.00	\$5,956,506.85	1.45 %
NET OPERATING INCOME	\$16,603.69	\$46,680.00	\$30,076.31	35.57 %
Other Income	\$0.00	\$1,324,741.00	\$1,324,741.00	0.00%
Other Expenses	\$0.00	\$1,371,421.00	\$1,371,421.00	0.00%
NET OTHER INCOME	\$0.00	\$ -46,680.00	\$ -46,680.00	0.00%
NET INCOME	\$16,603.69	\$0.00	\$ -16,603.69	0.00%

WORK SESSION OF THE COUNCIL
CITY OF AMITY, OR

Minutes

Work Session of the City of Amity City Council was held at 8:30 a.m. on Saturday, February 22, 2020 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Ryan Lehman, Councilor Robert Andrade, Councilor Jenna Goings, Councilor Napua Rich, Councilor Nickolas Wilkinson and Mayor Michael Cape.

Councilors Absent

Councilor Sandy McArthur

Staff Present

City Administrator Michael Thomas, City Treasurer/Recorder Natasha Johnson

SURVEY RESULTS:

Mayor Cape, City Council, and City Staff reviewed the results from the 2020 Resident Survey. They discussed addressing the main complaints/concerns in the Amity Newsletter under a "Amity Info Corner" section. Council gave suggestions to City Staff on how to get information out to the public better. Overall, the City improved based off the results this year. The main topics of discussion were street repairs, water quality and code enforcement.

UPDATE COUNCIL GOALS:

The Council didn't make too many changes to the current goals. The added goals are: Council involvement community events, more school interaction, community physical improvement event, prioritize street repairs, frisbee golf, business engagement, annual business workshop and code codification. Council went over different community events or how to improve current community events. Council discussed goals regarding streets/storm drains, water and sewer and came up with a goal to communicate action and outreach on progress regarding these areas. Council discussed downtown parking options and decided to not have as a goal at this time. Council discussed a lot regarding businesses and came up with a new committee called business development outreach and to do an annual business workshop. Council discussed park options and current goals and where see park going in the future. Council discussed community relations with county and local interest and how to be more involved in community. One idea was serving on other committees within the county.

COMMITTEE ASSIGNMENTS:

Council went over committee assignments, removing and adding new committees. The list of committees is:

Finance Committee: Chair – Ryan Lehman, Co-Chair – Jenna Goings

Ordinance Committee: Chair – Sandy McArthur, Co-Chair – Napua Rich

Community Engagement Committee: Chair – Jenna Goings, Co-Chair – Ryan Lehman

Public Works Committee: Chair – Robert Andrade, Co-Chair – Nicholas Wilkinson

NEW Committee Business Development Outreach: Chair – Napua Rich, Co-Chair – Sandy MacArthur

NEW Committee Public Outreach/Education/Communication: Chair – Nicholas Wilkinson, Co-Chair – Robert Andrade

Council discussed date for Sheriff's Office workshop and decided to reach out to Sheriff's Office to see when available on a Saturday in March and to continue Goal – Setting workshop on updating Council Rules and Procedures.

Mayor Cape adjourned the work session.

Approved by City Council August 5, 2020

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder

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 1, 2020 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Ryan Lehman, Councilor Jenna Goings, Councilor Sandy McArthur, Councilor Napua Ann Rich and Mayor Michael Cape

Councilors Present via Zoom

Councilor Robert Andrade

Councilors Absent

Councilor Nicholas Wilkinson

Staff Present

City Recorder Natasha Johnson and City Administrator Mike Thomas

CONSENT AGENDA:

Councilor Lehman moved to approve the Consent Agenda. Councilor Goings seconded and with no further discussion motion passed 5-0.

CITIZEN COMMENTS/QUESTIONS:

- A. DIG Report: DIG did not submit a report
- B. No comments or questions from citizens

OLD BUSINESS:

None

NEW BUSINESS:

- A. Adopt Temporary Ordinance 664, Declaring an Emergency, Adapting the City's Charter, and Allowing for a Temporary Alternative Local Election Filing Process: Administrator Thomas went over background and explained to Council Ordinance 664, allowing for a fee being paid in lieu of collecting signatures for this election year. Councilor Lehman moved to adopt Ordinance 664, declaring an emergency, adapting the City's Charter, and allowing for a temporary alternative local election filing process. Councilor Goings seconded motion and with no further discussion motion passed 5-0.
- B. Approval of Participation Agreement for COVID-19 Funding: Administrator Thomas went over background regarding agreement. Councilor Lehman asked who the 3rd party would be. Administrator Thomas explained it is a non-profit organization in Sheridan or Willamina. Required to have a third party in order to receive the funds. Councilor Goings moved to accept and sign the agreement to apply for Covid-19 business relief funding in partnership with Willamina, Sheridan and Dayton. Councilor McArthur seconded motion. Mayor Cape

asked what the amount is that asking for. Administrator Thomas thought it was around 100k split four ways with the cities. Mayor Cape asked if the money would be split evenly. Administrator Thomas said up to the 3rd party to decide on the disbursement of the funds. They will try to make it even. Councilor Lehman asked for confirmation the business to qualify needs to be in city limits. Administrator Thomas confirmed business needs to be in city limits and the business needs to file or have a business license in the city. There was no more discussion. Motion passed 5-0.

- C. Approval of Accepting Councilor Wilkinson's Resignation: Mayor Cape explained to Council regarding Councilor's Wilkinson resignation. Councilor Lehman moved to accept the resignation of Councilor Wilkinson, effective immediately. Councilor Goings seconded motion. Mayor Cape thanked Councilor Wilkinson for serving on the Council. Administrator Thomas explained his position will stay vacant thru election. His position is up this year. With no further discussion motion passed 5-0.
- D. Approval of Grove, Mueller & Swank Audit Contract: Administrator Thomas went over the contract for the audit this year. Councilor Goings moved to approve Grove, Mueller & Swank Contract for FY 2020-21 services. Councilor McArthur seconded and with no further discussion motion passed 5-0.

Department Reports:

City Administrator Report: Administrator Thomas submitted report and added that he will be out of the office tomorrow. The City has started new budget cycle. Nothing else to add and no comments for City Administrator.

City Recorder/Treasurer Report: Recorder Johnson submitted her report and nothing to add. Councilor Andrade asked about his report being submitted and if ok how he turned it in. Recorder Johnson let him know that it was fine how he did, or he could email as well. There were no more comments for City Recorder.

Public Works Report: Public Works Mathis was not present at the meeting but submitted his report. Mayor Cape received an email from Newport about not producing enough email and Mayor Cape told them they could reach out to Mathis. Councilor Goings asked about the City-Wide Clean-Up and if could do it. Administrator Thomas will talk to Mathis. Mayor Cape said there has been some questions on Facebook and he replied that it is suspended now but possibly could do one in the fall. He would like the city to still do one.

Law Enforcement Report: Deputy High explained the year report that was sent out and it is only for Amity. The Sheriff's Office is still working on a month to month report. Mayor Cape asked about the UCR Report and what it stands for. Deputy High explained it is a Uniform Crime Report for the FBI.

Mayor Cape likes the report that was given to the Council. Deputy High explained that we are the first city to ask for this kind of report. The Sheriff's Office is going to see how this report goes and possibly give out to other contract cities.

Deputy High went over the arrest report in Amity for last month. He went over some of the calls that the Deputies did last month.

Mayor Cape would like to see in the report a general time the deputies spend in different areas like ordinances, traffic and criminal. Deputy High explained they would have to log all the calls and would be time consuming. Mayor Cape said it doesn't need to be very specific, just general idea of how much time is spent. Councilor Andrade said we don't need to micromanage the deputies. Mayor Cape not micromanaging just an idea of how much time is being spent in different categories. Deputy High explained the city is getting 80 hours a week and it is spent on those areas. He said Council can do ride along with the deputies once the restrictions lift. Councilor Lehman said just a brief estimate on what the Deputy did during their shift. Councilor Rich explained how she is a State employee and has to log reports and doesn't see how the report would take to long for Deputy to fill out. It's not scrutiny but for the citizens. Mayor Cape explained further that would like to send to the citizens on where their time is being spent. Administrator Thomas will meet with Deputy High and brainstorm. Mayor Cape again likes the report and plot map and would like the plot map on a yearly basis and put on our Facebook page. There were no further comments for the Sheriff's Office.

Library Report: Head Librarian Robbins submitted report and was not present at the meeting. Mayor Cape asked Administrator Thomas about the UVC light. Administrator Thomas explained to Council how the UVC light and how it disinfects the surfaces. The City purchased one for City Hall and one for the Library. Mayor Cape explained the lights further and how he heard about them. There were no further comments for the Library.

City Engineer Billing Report: There were no comments.

City Attorney Billing Report: There were no comments.

City Planner Billing Report: There were no comments.

BUSINESS FROM THE MAYOR & CITY COUNCILORS:

Mayor's Report by Mayor Michael Cape: Mayor cape submitted his report and added that he will not be re-running for Mayor this year. He wants to spend more time with his family and his job. Council all thanked him for his dedication to the City. There were no further comments.

Councilor Ryan Lehman & Finance Committee Report: Councilor Lehman didn't submit his report. He approved bills to be paid. Administrator Thomas updated him on the projects. Councilor Goings came to the meeting but late and missed it. There were no further comments.

Councilor Sandy McArthur & Ordinance Committee Report: Councilor McArthur didn't submit report and nothing to add. Administrator Thomas thanked Councilor McArthur and Councilor Goings for all their help with the ordinance. There were no further comments.

Councilor Robert Andrade & Water & Sewer Committee Report: Councilor Andrade submitted report and nothing to add. There were no comments.

Councilor Jenna Goings & Community Engagement Committee Report: Councilor Goings didn't submit report and had nothing to add. There were no further comments.

Councilor Napua Ann Rich & Parks Committee Report: Councilor Rich will be going out to businesses when restrictions lift. There were no comments.

Streets Committee Report: None

Mayor Cape closed public hearing and read executive session script. Council met in 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.

Mayor Cape opened public hearing back up.

Continue New Business:

- E. Approval Salary Increase for the City Administrator: Mayor Cape went over salary increase for Administrator Thomas. Councilor Lehman moved to approve salary increase for City Administrator Thomas from a step 3 to a step 4. Councilor Goings seconded. Councilor Lehman appreciates Administrator Thomas and want to make sure compensate him accordingly and appreciate him. Administrator Thomas let Council know with the economy he is ok without a raise. There was no more discussion. Motion passed 5-0.

Councilor Lehman moved to adjourn meeting at 8:35. Councilor Goings seconded and without further discussion motion passed 5-0.

Approved by City Council August 5, 2020

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder

SPECIAL MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Special Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, July 1, 2020 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Jenna Goings, Ryan Lehman, Sandy McArthur, Napua Rich and Mayor Michael Cape.

Councilors Present Via Zoom

Robert Andrade

Councilors Absent

Nicholas Wilkinson

Staff Present

City Administrator Michael Thomas and City Recorder Natasha Johnson

NEW BUSINESS:

Executive Session pursuant to 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- Council conducted City Administrator Michael Thomas's one year evaluation.

Approved by City Council August 5, 2020

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder



CITY OF AMITY

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

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

AGENDA ITEM

Subject: Interagency Agreement for park structure
Date: August 5, 2020
Origin: Michael D. Thomas, City Administrator, & Chief Scott Law,
Amity Fire District
Action Requested: Approval

Background: Delayed due to COVID-19 priorities, Amity Fire District and City Staff finally completed the IA for the park structure and present it for Council approval.

Exhibits: Exhibit A - Final Park IA

Recommendation:

I move to approve the Interagency Agreement between the City, the Amity Fire District, and the Amity Volunteer Firefighters regarding the use of the facility in Amity's City Park.

BINDING AGREEMENT BETWEEN TWO AGENCIES FOR AMITY PARK SHELTER

This Interagency Agreement (the "IA") is entered into by and between the City of Amity (the "City") and the Amity Volunteer Firefighters (the "Volunteers") as of August 5, 2020.

RECITALS

- a. Whereas, the City of Amity and Amity Volunteer Firefighters desire to make the most efficient use of the cook shack, patio cover, fixtures, and patio area (referred to as "facility") located within the Amity City Park; and
- b. Whereas the Volunteers retain ownership of the water heater and refrigerator within the cook shack and the City owns, maintains, and insures the structure, with the exception of the with the exception of the propane tank; and
- c. Whereas, the City will be permitted to allow use of the facility for community events at the discretion of the City Mayor and/or City Administrator; and
- d. Whereas, the Volunteers will have right of first refusal to use the facility and surrounding area at no charge for their annual Easter Egg hunt (Saturday before Easter Sunday) and the annual Fire Department Pancake Feed (4th weekend in July); and
- e. Whereas, the Volunteers will be able to reserve the facility for no charge for any district event subject to availability as outlined by the City; and
- f. Whereas, the Volunteers will maintain, insure, and be responsible for the propane tank located adjacent to the facility. Use of the propane tank will be solely at the discretion of the Volunteers, who must be present to operate it, and it shall not be included in the City's rental of the facility; and
- g. Whereas, the Volunteers will be allowed to secure and store nonedible items in 2 cupboards inside the facility; and
- h. Whereas, the City will be allowed to collect a fee for the rental usage of the facility.

Now therefore, the parties agree as follows:

1) TERM

Any prior agreements are hereby terminated and replaced on the Effective Date of this Agreement. This Agreement shall be effective August 5, 2020 ("Effective Date"). This Agreement shall remain in effect until terminated by either party. Either party may terminate this Agreement by providing 365 days' written notice of termination to either party.

2) Responsibility of the Amity Volunteer Firefighters

Beginning with the effective date, and for the duration of this Agreement, the Amity Volunteers shall:

- a) Contact City Hall to schedule any event held at the facility beyond the annual Pancake Feed or Easter Egg Hunt.
- b) Contact City Hall as soon as practical to cancel any reservation made, including any cancellation of the Pancake Feed or Easter Egg Hunt.
- c) Provide copies of any temporary restaurant licenses required for any event sponsored by the Volunteers.
- d) Not charge the City for the Cities use of the facility.

- e) Clean and disinfect the facility and the immediate surrounding area after each use by the Volunteers and return the area to a condition equal to or cleaner than before any event.
- f) Hold the City harmless for any theft of Volunteer items stored inside the facility.

3) **Responsibility of the City of Amity**

Beginning with the effective date, and for the duration of this Agreement, the City shall:

- a) Provide insurance on the building and surrounding area.
- b) Maintain the facility and fixtures to a usable condition.
- c) Winterize the facility as needed.
- d) Provide basic utilities (water, sewage, and power) for normal or reasonable use, to the facility at no charge to the Volunteers.
- e) Provide the Volunteers storage for _____picnic tables and _____cooking grills at a City owned building at no charge to the Volunteers.
- f) Be able to charge a rental fee to use the facility; which shall be retained by the City.
- g) Maintain a scheduling calendar for the facility.
- h) Ensure the facility and immediate surrounding area is cleaned and disinfected after each rental or City use to a condition equal to or cleaner than before any event.

Agreed to on this 5th day of August, 2020.

Justin Bobbett

Amity Volunteer Firefighters President

Michael Cape

Mayor of Amity



CITY OF AMITY

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

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

AGENDA ITEM

Subject: Status of the Declaration of a State of Emergency
Date: August 5, 2020
Origin: Michael D. Thomas, City Administrator
Action Requested: Extend Resolution 2020-02 Declaration of a State of Emergency

Background:

The City of Amity:

1. Is in Phase II of reopening, but since mid-June the County has seen a spike in cases.
 - a. The Governor extended the state's Emergency Declaration through September.
2. Has received \$1505 from the Federal or State Government in response to COVID-19
3. Intends to resume water shutoffs in the first billing cycle after the City terminates the State of Emergency.
 - a. Losing water revenue due to non-payment; we may lose ~ \$20,000 in total
4. Has not taken additional legislative style action in response to the Declaration
 - a. Although we may need to do so, if there is a spike in cases and we're required to shut the City down, again. The declaration may give us more authority.
 - b. Staff has been cautious about exercising any authority given in the declaration.
7. Knows that the local mood to keep COVID-19 responses in place is decreasing.

The Council has the choice as to how long it may continue the declaration! Possible options are (based on the current situation) 2 weeks, 1 month, next Council Meeting, 2 months, 3 months, through an arbitrary date (like a holiday or the start of school), or until the end of the calendar year.

City Staff recommends that Council extends the Declaration until the next Council Meeting. This will have the City under a state of Emergency for 5 months, while suspending water shut offs for 7 billing cycles.

Exhibits: Resolution 2020-02, Emergency Declaration

Staff recommends the following: Council may choose:

I move to extend the Emergency Declaration for another _____. (insert preferred timeframe)

-- OR --

I move to end the Emergency Declaration as of today, Aug 5, 2020, and terminate the additional authorities granted therein.

CITY OF AMITY
ADMINISTRATIVE ORDER NO. 2020-01
STATE OF EMERGENCY DECLARATION
April 8, 2020

WHEREAS, the City of Amity ("City"), an Oregon municipal corporation, under the provisions of ORS 401.305, all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City has the authority to act as an Emergency Management Agency; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, the City has the authority to declare an emergency as defined to include, without limitation, a natural event, including disease, that threatens the health, safety, and/or welfare of City and its citizens and/or causes (or may cause) damage, injury, and/or death to persons and/or property in City; and

WHEREAS, the City may adopt procedures and policies to prevent, prepare for, minimize, respond to, and/or recover from an emergency, including, without limitation, adopting such measures and/or actions necessary for the protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment; and

WHEREAS, the City Administrator has already taken action in the City's, City Staff's, and community's best interest, but has done so only in reaction to the demands of the pandemic within the limits of his/her authority; and

WHEREAS, the Mayor and the City Administrator agree that the response necessary to sustain the City and the City's residents through the pandemic, may require further action, policies, and procedures; and

WHEREAS, the unknown nature of the duration of the pandemic may have a significant impact on the City of Amity, its residents, and the community at large; and

WHEREAS, the unknown nature of the pandemic requires a flexible response; and

WHEREAS, State or Federal assistance to municipalities responding to the pandemic may be determined upon the declaration of an emergency being "in-place"; and

RESOLUTION NO. 2020-02

A RESOLUTION OF CITY OF AMITY DECLARING A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 PANDEMIC; AND AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ACTIONS NECESSARY AND APPROPRIATE TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE CITY AND CITY'S CITIZENS.

WHEREAS, the City of Amity ("City"), an Oregon municipal corporation, under the provisions of ORS 401.305, all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City has the authority to act as an Emergency Management Agency; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, the City has the authority to declare an emergency as defined to include, without limitation, a natural event, including disease, that threatens the health, safety, and/or welfare of City and its citizens and/or causes (or may cause) damage, injury, and/or death to persons and/or property in City; and

WHEREAS, the City may adopt procedures and policies to prevent, prepare for, minimize, respond to, and/or recover from an emergency, including, without limitation, adopting such measures and/or actions necessary for the protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment; and

WHEREAS, the City Administrator has already taken action in the City's, City Staff's, and community's best interest, but has done so only in reaction to the demands of the pandemic within the limits of his/her authority; and

WHEREAS, the Mayor and the City Administrator agree that the response necessary to sustain the City and the City's residents through the pandemic, may require further action, policies, and procedures; and

WHEREAS, the unknown nature of the duration of the pandemic may have a significant impact on the City of Amity, its residents, and the community at large; and

WHEREAS, the unknown nature of the pandemic requires a flexible response; and

WHEREAS, State or Federal assistance to municipalities responding to the pandemic may be determined upon the declaration of an emergency being "in-place"; and

WHEREAS, the Amity City Council (the "Council") will ratify, by resolution, the proposed declaration at the first available opportunity; and

WHEREAS, the Council finds that COVID-19 is a public health crisis that threatens the health, safety, and welfare of City and City's citizens and constitutes an imminent threat of severe damage, injury, illness, human suffering, financial loss, and/or loss of life; and

WHEREAS, the Council finds that COVID-19 necessitates a state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Amity resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2020-02 (this "Resolution") are hereby adopted. Without otherwise limiting the generality of the immediately preceding sentence, the Council finds that COVID-19 threatens the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City.

2. Emergency Declaration; Notice. In accordance with Authority invested in the City, Council hereby approves, ratifies, and confirms this Emergency Declaration in response to the COVID-19 health crisis, including all actions described herein and all actions taken in furtherance therefor, and further declares a state of emergency commencing April 8, 2020 and ending June 3, 2020; provided, however, if the City Administrator determines that emergency conditions exist as of June 3, 2020, the City Administrator may, with approval of the Mayor, extend the emergency declaration by administrative order for another two (2) weeks at a time. However, the City Administrator may, using Federal and State guidance, recommend to the Mayor and/or Council that a curtailment of this declaration is warranted, and seek approval to do so, prior to June 3, 2020. The emergency declared in this Resolution applies to all areas within City's incorporated limits. City will give notice of the emergency declaration through press releases, public media, and such other means the Council deems reasonable under the circumstances.


3. Temporary Regulations. For purposes of preventing, preparing for, minimizing, responding to, and/or recovering from the emergency, City may, to the fullest extent permitted under applicable law, adopt such procedures, measures, and/or actions necessary for protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment. Without otherwise limiting the generality of the immediately preceding sentence, City is hereby authorized to take such actions necessary to prepare for, prevent, mitigate, and/or respond to the emergency, including, without limitation, the following: (a) transferring and/or redirecting any City funds necessary or appropriate for uses and/or purposes related to the emergency; (b) suspending City's public contracting and/or procurement rules, procedures, and/or requirements for any contract or purchase necessary and/or appropriate to respond to the emergency, including, without limitation, contracts for goods, services, and/or construction services; (c) cancelling non-essential City meetings and/or events, including, without limitation, committee, commission, task force, and other City meetings, and/or modifying the manner and/or method in which essential City meetings are held and conducted; (d) suspending code enforcement actions; (e) approving the continuation of actions currently taken by the City Administrator in response to the COVID-19 pandemic, to include suspension of utility shut-offs and/or utility service terminations; closing and/or limiting access to City property and City buildings, including City Hall, the library, and park facilities; adopting, modifying, and/or suspending City personnel policies, including, without limitation, adjusting work schedules, adopting remote work policies, and/or

modifying leave policies; (f) applying, obtaining or securing, and distributing funding from any appropriate entity (to include, private, County, State, and Federal entities) necessary to provide financial assistance for City functions/projects, residents, and businesses, within the legal jurisdiction of the City of Amity, at the City Administrator's discretion; (g) any actions authorized under ORS chapter 401; and/or (h) adopting and implementing such actions, precautions, policies, Executive Orders, measures, and/or procedures recommended by federal, state, and/or local governments and/or agencies, including, without limitation, the Centers for Disease Control and Prevention, Oregon Health Authority, and/or Yamhill County Health Authority.

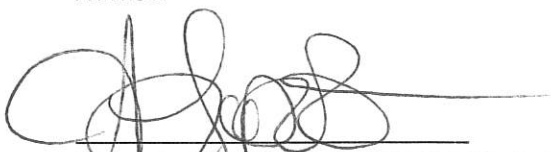
4. Authorization. The Council authorizes, approves, and directs the City Administrator acting individually and without further Council approval and/or authorization, to take all actions necessary or appropriate to prevent, prepare for, minimize, respond to, and/or recover from the emergency, including, without limitation, adopting, implementing, administering, and/or effectuating any policy, procedure, measure, and/or action described in Sections 2, 3, and 4 of this Resolution. The approval and authority provided under this Section 4 will remain in full force and effect until the earlier of (a) conclusion of the state of emergency declaration provided under Section 2 of this Resolution, or (b) revocation by a Council vote. The City Administrator is further authorized to coordinate with other federal, state, and/or local agencies concerning City's response to, and recovery from, the emergency, including, without limitation, requesting assistance and reimbursement from the State of Oregon and/or appropriate federal agencies.

5. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Amity and signed by the Mayor this 8th day of April 2020.


Michael Cape, Mayor

ATTEST:


Amber Lopez, City Clerk (IN LIEU OF: Natasha Johnson, City Recorder)



CITY OF AMITY

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

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

AGENDA ITEM

Subject

Approval for Mayor to attend LOC Virtual Conference 2020

Date:

August 5, 2020

Origin:

Natasha Johnson, City Recorder

Action Requested:

Approve Mayor to attend LOC Virtual Conference 2020

Background: The Mayor would like to attend the annual LOC Conference in October, which is being held virtually this year. The cost is \$65.00 to attend the conference and \$25.00 to attend the Mayor's workshop and it is on October 14, 2020.

Exhibits:

LOC Virtual Conference Info

Recommendation: Approve the Mayor to attend 2020 LOC Virtual Conference and Mayor's workshop on October 14, 2020.

Under 1,000	35.00
<input type="radio"/> Member Registration - Cities With Population 1,001 - 7,500	60.00
<input type="radio"/> Member Registration - Cities With Population Over 7,501	85.00
<input type="radio"/> Non-Member Government Registration	170.00
<input type="radio"/> Registration - LOC Business Partners	150.00
<input type="radio"/> Non-Member Corporate Registration	800.00
<input type="radio"/> Councilors Workshop Only	25.00
<input type="radio"/> Mayors Workshop Only	25.00
<input type="radio"/> Managers Workshop Only	25.00

Select Additional Program Options

☐ Only display program items in registrant's itinerary

Wednesday, 14 October 2020



401410000

Guest Registration



10/14/2020

Guest Registration

Guests may register to attend the conference events by selecting this option. Any guest who wishes to attend any educational sessions, must register using this fee. Guests may not be city officials themselves to use this option. All city officials must register individually using the member registration fee above.

Price 30.00

Time

10/14/2020 - 10/15/2020

10/14/2020 9:00
AM

Councilors Workshop

Price 25.00

Time 9:00 AM - 11:00 AM

10/14/2020 9:00
AM

Mayors Workshop

Price 25.00

Time 9:00 AM - 11:00 AM

10/14/2020 9:45
AM

Managers Worksop

Price 25.00

Time 9:45 AM - 11:45 AM



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: Michael Thomas, City Administrator
Date: August 5, 2020
Subject: City Administrator Staff Report

1. The City will begin "smoke testing" the sewer system between August 10-14th as a part of the Wastewater Facilities/Master Plan (project) previously approved.
2. We are prepared for the audit. Tasha and Kathy did remarkable work preparing us for the Audit which will begin on the 17th.
3. I will be on vacation on August 7th and then again from August 13-17th. I'll be back in the office on the 18th.

CITY OF AMITY

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

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



Monthly Report from City Recorder/Treasurer

August 2020 for July 2020

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 May billing for water/sewer and June newsletter

Other Items

- Worked on finalizing budget.
- Worked on Election Stuff.
- Worked on new building files.
- Worked on Planning Files.
- Worked on Audit Preparation.

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

	Subject	Resolution/Outcome	Copy to

Public Works Report to Council

July 2020

Water:

- Blew off infiltration gallery twice to maintain low turbidity and good water levels so that the WTP will continue to run efficiently.
- We had to install an inserta-valve for the reservoir project and move Curt Green's water service.
- Elk Mountain shut down both smaller reservoirs to reconnect the West feed line. They will also be cleaning and sanitizing both smaller reservoirs. They also found that one of the lines we are abandoning was cracked all the way around. We should see substantial water loss reduction; we will know for sure once that line is "hot" again.
- Stettler Supply finished the work on Train #1. This train went way faster than the first one, knowing what to expect really helped. Owen, & and Chris from Stettler did an exceptional job it was a pleasure to work with them. Both were very knowledgeable and willing to go the extra mile for us. I hope to work with them again in the future.
- We had our temp pump @ the intake fixed. It was hit last winter during high water putting it on its side and messed up the wiring.
- All information above leads us to the decision that we need to keep the water restrictions on going until further notice. We recognize that this is an inconvenience however I would rather be safe than sorry.
- We are still waiting to hear what our mitigation will look like for the new intake pipeline. We are really hoping it is sooner than later.

Sewer:

- We got the grass mowed and the goats seem happy.
- We started irrigating. Jeff and the Ketchum crew really came through for us getting the crop off so we could start. In fact, we are 15 days ahead of last year.
- We have started the long process of the Wastewater Facilities Plan.

Streets:

- We patched potholes the best we could.
- We have applied for the 2021 SCA & Grant. We will also be applying for the 2021 SRTS grants. Between the 2 grants we are hoping for an \$831K project. Which would include curb, gutter, and sidewalks from the High School to the Elementary School. Also Overlaying from basically where we stopped just before Rosedell on Jellison to Rice Ln on Jellison. The most we can expect for a match from the City on this project is \$122k. We could budget over the next 2 budget years if awarded, since you have 2 years to use this grant money.
- The street sweeper came through, cleaned the streets, and blew off sidewalks downtown.

Parks:

- Gary has the park looking top notch.
- Construction on the covered area at the park has finished, and we are hoping to re-open the park in early August.

Other:

- We had our team training and I hope everyone was able to take something away from it that we can do better at.

Respectfully Submitted,
Gary Mathis
Amity Public Works

Amity Public Library

City Council Report

August 5, 2020

New Hours:

1. The library has decided that we will narrow our hours temporarily (possible full reopening in September). We have found that the number of people coming into the library does not warrant having the library open full time at this time. The cost of running lights, air conditioner, etc. is too high to warrant running full time.
Here is what we are proposing: open Tuesday 1-5, Thursday, 1-5, Saturday, 10-2. I will continue to monitor the library from home on the days it is not open, attending various zoom meetings and doing the paperwork involved in library work.
2. Summer Reading Program continues. The numbers of children are down for this summer, but children continue to pick up packets and read the required numbers of books. Thanks to Anne Jenkins for all her hard work on this project.



**Yamhill County Sheriff's Office
Crime Summary for AMITY
From 7/1/2020 to 7/31/2020**

City	UCR Description	7/2/2019 to 8/1/2019	7/1/2020 to 7/31/2020	Percentage Change	YTD	Prior Year
AMITY						
Part 1						
	Aggravated Assault	0	1		1	1
	Arson	0	0		1	2
	Burglary-Business	0	2		3	2
	Burglary-Non-Residence	0	1		3	2
	Burglary-Residence	1	1		2	5
	Larceny	4	4		23	51
	Motor Vehicle Theft-Auto	0	0		4	2
	Rape	0	0			1
Part 1 Total		5	9	44.44 %	37	66
Part 2						
	All Other	1	3	200.00 %	11	6
	Animal Problems	0	0			1
	Disorderly Conduct	0	0			9
	Drug Laws	2	0		5	18
	DUII	0	0		3	3
	Family Offenses	0	0		1	
	Forgery	0	0			1
	Fraud	0	0		5	6
	Kidnapping	0	0			1
	Liquor Laws	0	0			2
	Runaway	0	0			7
	Sex Offenses	0	0		1	5
	Simple Assault	2	3	50.00 %	15	22
	Stolen Property	0	1		2	1
	Tresspass/Prowler	0	3		14	19
	Vandalism	0	5		17	13
	Weapons	0	0		2	2
Part 2 Total		5	15	66.67 %	76	116
Total For AMITY		28	35	20.00 %	200	390

Report run date: 8/3/2020



**Yamhill County Sheriff's Office
Crime Summary for AMITY
From 7/1/2020 to 7/31/2020**

City	UCR Description	7/2/2019 to 8/1/2019	7/1/2020 to 7/31/2020	Percentage Change	YTD	Prior Year
AMITY						
Part 3						
	All Other	8	7	-12.50 %	38	73
	Non-Reportable Offenses	10	4	-60.00 %	49	135
	Part 3 Total	18	11	-38.89 %	87	208
	Total For AMITY	28	35	20.00 %	200	390

KELLER ENGINEERING REPORT

Date: August 2020

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000035	4,970.00	183,153.86	188,123.86
215108-002	SEWER SYSTEM SERVICES	00000015	0.00	14,160.00	14,160.00
215108-003	MUNICIPAL PLANNING SERVICE	0000033	1,168.75	91,485.00	92,653.75
215108-004	STREETS INFRASTRUCTURE SERVICES	0000025	110.00	20,783.75	20,893.75
215108-005	WATER SYSTEM IMPROVEMENTS	0000037	11,335.17	679,159.83	690,495.00
215108-011	WATER SYSTEM IMPROVEMENTS	0000006	11,143.92	68,010.06	79,153.98
215108-006	WATER RESERVOIR IMPROVMENTS	0000010	0.00	54,740.00	54,740.00
215108-012	WASTEWATER FPS	0000001	6,036.20	0.00	6,036.20
215108-009	ROAD REHAB PROJECT	0000007	698.75	14,897.00	15,595.75
215108-008	GIS GRANT SUPPORT	0000009	0.00	3,832.50	3,832.50
			\$ 18,282.67	\$ 1,062,211.94	\$ 1,165,684.79



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

August 4, 2020

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

Transmitting Invoice No. 7 – Amity – Jellison & 3rd Paving (SCA 2020)

Dear Mr. Thomas:

Please find attached invoice in the amount of \$698.75. During the month of June, Keller Associates completed the following engineering services:

- Project management
- ODOT coordination regarding the ADA crossing and close out of the SCA grant
- CE& I 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, reading "Shannon Williams". The signature is fluid and cursive, with the first and last names clearly legible.

Shannon Williams, P.E.
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 24, 2020

Project No: 215108-009

Invoice No: 0000007

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

Project 215108-009 Amity - Jellison & 3rd Paving (SCA2020)

Project Manager: *Shannon Noellans*

Professional Services from June 1, 2020 to June 30, 2020

Task 001 Plans, Specifications, and Cost Estimate

Fee

Total Fee	7,510.00		
Percent Complete	100.00	Total Earned	7,510.00
		Previous Fee Billing	7,510.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task 002 Bidding and Construction Support

Fee

Total Fee	4,190.00		
Percent Complete	100.00	Total Earned	4,190.00
		Previous Fee Billing	4,190.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task 003 Project Management

Fee

Total Fee	1,160.00		
Percent Complete	95.00	Total Earned	1,102.00
		Previous Fee Billing	1,102.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	004	CEI Support Services		
Professional Personnel				
		Hours	Rate	Amount
Stone, Cody		3.25	110.00	357.50
Williams, Shannon		1.75	195.00	341.25
	Totals	5.00		698.75
	Total Labor			698.75
			Total this Task	\$698.75
			Total this Invoice	<u><u>\$698.75</u></u>

Billings to Date

	Current	Prior	Total
Fee	0.00	12,802.00	12,802.00
Labor	698.75	2,095.00	2,793.75
Totals	698.75	14,897.00	15,595.75

Billing Backup

Friday, July 24, 2020

Keller Associates, Inc.

Invoice 0000007 Dated 7/24/2020

9:06:48 AM

Project	215108-009	Amity - Jellison & 3rd Paving (SCA2020)
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Task	004	CEI Support Services
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Professional Personnel

			Hours	Rate	Amount	
00218	Stone, Cody	6/3/2020	1.00	110.00	110.00	
00218	Stone, Cody	6/15/2020	.50	110.00	55.00	
00218	Stone, Cody	6/19/2020	.25	110.00	27.50	
00218	Stone, Cody	6/23/2020	.25	110.00	27.50	
00218	Stone, Cody	6/30/2020	1.25	110.00	137.50	
00244	Williams, Shannon	6/8/2020	.25	195.00	48.75	
00244	Williams, Shannon	6/15/2020	.50	195.00	97.50	
00244	Williams, Shannon	6/23/2020	.50	195.00	97.50	
00244	Williams, Shannon	6/26/2020	.50	195.00	97.50	
	Totals		5.00		698.75	
	Total Labor					698.75

Total this Task	\$698.75
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Total this Project	\$698.75
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Total this Report	\$698.75
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245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

August 4, 2020

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

Transmitting Invoice No. 4 – Amity – Park Building Insurance Claim

Dear Mr. Thomas:

Please find attached invoice in the amount of \$925.00. During the months of June, Keller Associates completed the following engineering services:

- Project management
- Request for information
- Addressed hanger issue

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, P.E.
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 24, 2020

Project No: 215108-010

Invoice No: 0000004

City of Amity
Attn: Charles Eaton, P.E.
PO Box 159
Amity, OR 97101

Project 215108-010 Amity - Park Building Insurance Claim

Project Manager: *Shannon McWilliams*

Professional Services from June 1, 2020 to June 30, 2020

Task	001	Emergency Response Support			
Fee					
Total Fee		3,900.00			
Percent Complete		100.00	Total Earned	3,900.00	
			Previous Fee Billing	3,900.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Task		0.00
Task	002	Project Management			
Fee					
Total Fee		1,150.00			
Percent Complete		90.00	Total Earned	1,035.00	
			Previous Fee Billing	1,035.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Task		0.00
Task	003	Construction Plans			
Fee					
Total Fee		6,000.00			
Percent Complete		100.00	Total Earned	6,000.00	
			Previous Fee Billing	6,000.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Task		0.00

Task	004	Bidding & Construction Support			
Fee					
Total Fee		3,700.00			
Percent Complete		75.00	Total Earned	2,775.00	
			Previous Fee Billing	1,850.00	
			Current Fee Billing	925.00	
			Total Fee		925.00
			Total this Task		\$925.00
			Total this Invoice		<u>\$925.00</u>

Billings to Date				
	Current	Prior	Total	
Fee	925.00	12,785.00	13,710.00	
Totals	925.00	12,785.00	13,710.00	



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 28, 2020

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

Transmitting Invoice No. 1, Amity – Wastewater FPS

Dear Mr. Thomas:

Please find attached invoice in the amount of \$6,036.20. During the month of June, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Project set-up
- System digitizing
- Requests for information
- Equipment preparation and testing
- Kick-off meeting preparation and agenda
- GIS mapping

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

July 23, 2020

Project No: 215108-012

Invoice No: 0000001

City of Amity
Attn: Charles Eaton, P.E.
PO Box 159
Amity, OR 97101

Project 215108-012 Amity - Wastewater FPS

Project Manager: *Patricia Olson*

Professional Services from June 1, 2020 to June 30, 2020

Task	001	Project Management
Fee		
Total Fee	8,250.00	
Percent Complete	16.00	Total Earned 1,320.00
		Previous Fee Billing 0.00
		Current Fee Billing 1,320.00
		Total Fee 1,320.00
		Total this Task \$1,320.00

Task	002	Data Acquisition & Facility Tours
Fee		
Total Fee	30,750.00	
Percent Complete	7.00	Total Earned 2,152.50
		Previous Fee Billing 0.00
		Current Fee Billing 2,152.50
		Total Fee 2,152.50
		Total this Task \$2,152.50

Task	003	Project Planning
Fee		
Total Fee	12,115.00	
Percent Complete	11.00	Total Earned 1,332.65
		Previous Fee Billing 0.00
		Current Fee Billing 1,332.65
		Total Fee 1,332.65
		Total this Task \$1,332.65



Task	004	Existing Facilities Evaluation		
Fee				
Total Fee		41,035.00		
Percent Complete		3.00	Total Earned	1,231.05
			Previous Fee Billing	0.00
			Current Fee Billing	1,231.05
			Total Fee	1,231.05
			Total this Task	\$1,231.05

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

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		\$6,036.20

Billings to Date				
	Current	Prior	Total	
Fee	6,036.20	0.00	6,036.20	
Totals	6,036.20	0.00	6,036.20	



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 28, 2020

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

Transmitting Invoice No. 6, Amity – Water System Improvements (USDA)

Dear Mr. Thomas:

Please find attached invoice in the amount of \$11,143.92. During the month of June, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Construction administration
 - Water shut off issues
 - Change orders
 - Wage rate coordination
 - East feeder isolation and coordination
 - Field order 2
 - Pay applications
 - Potholing coordination
 - Meeting minutes
- Site visits and observation reports
- Schedule coordination
- Isolation valve coordination
- Tie-in coordination
- West feeder shut down coordination
- Support for inserting valve on Rice Lane

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

July 23, 2020

Project No: 215108-011

Invoice No: 0000006

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

Project 215108-011 Amity - Water System Improvements (USDA)

Project Manager: *Peter Olsen*

Professional Services from June 1, 2020 to June 30, 2020

Task	1	Basic Services- Bidding & Negotiating Phase			
Fee					
Total Fee		41,900.00			
Percent Complete		14.3198	Total Earned	6,000.00	
			Previous Fee Billing	6,000.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00
				Total this Task	0.00

Task	2	Basic Services - Construction Phase			
Fee					
Total Fee		178,200.00			
Percent Complete		12.70	Total Earned	22,631.40	
			Previous Fee Billing	22,631.40	
			Current Fee Billing	0.00	
			Total Fee		0.00
				Total this Task	0.00
				Total this Task	0.00

Task	3	Resident Project Representative		
Professional Personnel				
		Hours	Rate	Amount
Olsen, Peter		10.75	175.00	1,881.25
Stone, Cody		80.50	110.00	8,855.00
Totals		91.25		10,736.25
Total Labor				10,736.25

Reimbursable Expenses

Travel, Meals & Lodging - Line Item

7/14/2020	Cody Stone	Meals - C. Stone	215.88
7/14/2020	Cody Stone	Fuel - C. Stone	168.59
7/14/2020	Cody Stone	Mileage - C. Stone	23.20

Total Reimbursables	1.0 times	407.67	407.67
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Total this Task	\$11,143.92
------------------------	--------------------

Billing Limits

	Current	Prior	To-Date
Total Billings	11,143.92	43,878.66	55,022.58
Limit			55,969.00
Remaining			946.42

Total this Task	\$11,143.92
------------------------	--------------------

Total this Invoice	\$11,143.92
---------------------------	--------------------

Billings to Date

	Current	Prior	Total
Fee	0.00	28,631.40	28,631.40
Labor	10,736.25	42,587.50	53,323.75
Expense	407.67	1,291.16	1,698.83
Totals	11,143.92	72,510.06	83,653.98

Billing Backup

Keller Associates, Inc.

Invoice 0000006 Dated 7/23/2020

Thursday, July 23, 2020

10:41:24 AM

Project 215108-011 Amity - Water System Improvements (USDA)

Task 3 Resident Project Representative

Professional Personnel

			Hours	Rate	Amount
00031	Olsen, Peter	6/1/2020	.50	175.00	87.50
00031	Olsen, Peter	6/2/2020	.50	175.00	87.50
00031	Olsen, Peter	6/3/2020	.25	175.00	43.75
00031	Olsen, Peter	6/4/2020	2.25	175.00	393.75
00031	Olsen, Peter	6/8/2020	.25	175.00	43.75
00031	Olsen, Peter	6/9/2020	.75	175.00	131.25
00031	Olsen, Peter	6/10/2020	.25	175.00	43.75
00031	Olsen, Peter	6/12/2020	.25	175.00	43.75
00031	Olsen, Peter	6/16/2020	1.50	175.00	262.50
00031	Olsen, Peter	6/17/2020	1.50	175.00	262.50
00031	Olsen, Peter	6/23/2020	1.00	175.00	175.00
00031	Olsen, Peter	6/24/2020	.50	175.00	87.50
00031	Olsen, Peter	6/25/2020	.75	175.00	131.25
00031	Olsen, Peter	6/30/2020	.50	175.00	87.50
00218	Stone, Cody	6/1/2020	4.00	110.00	440.00
00218	Stone, Cody	6/2/2020	7.25	110.00	797.50
00218	Stone, Cody	6/3/2020	1.00	110.00	110.00
00218	Stone, Cody	6/5/2020	2.50	110.00	275.00
00218	Stone, Cody	6/8/2020	5.50	110.00	605.00
00218	Stone, Cody	6/9/2020	6.00	110.00	660.00
00218	Stone, Cody	6/10/2020	6.75	110.00	742.50
00218	Stone, Cody	6/11/2020	1.75	110.00	192.50
00218	Stone, Cody	6/12/2020	6.00	110.00	660.00
00218	Stone, Cody	6/15/2020	2.00	110.00	220.00
00218	Stone, Cody	6/16/2020	3.00	110.00	330.00
00218	Stone, Cody	6/19/2020	.75	110.00	82.50
00218	Stone, Cody	6/23/2020	6.75	110.00	742.50
00218	Stone, Cody	6/24/2020	9.00	110.00	990.00
00218	Stone, Cody	6/25/2020	5.50	110.00	605.00
00218	Stone, Cody	6/26/2020	5.50	110.00	605.00
00218	Stone, Cody	6/29/2020	6.75	110.00	742.50
00218	Stone, Cody	6/30/2020	.50	110.00	55.00
Totals			91.25		10,736.25
Total Labor					10,736.25

Reimbursable Expenses

Travel, Meals & Lodging - Line Item

AP 0037296	7/14/2020	Cody Stone / Meals - C. Stone	215.88
AP 0037296	7/14/2020	Cody Stone / Fuel - C. Stone	168.59

AP 0037296	7/14/2020	Cody Stone / Mileage - C. Stone	23.20	
	Total Reimbursables	1.0 times	407.67	407.67

Total this Task	\$11,143.92
------------------------	--------------------

Total this Task	\$11,143.92
------------------------	--------------------

Total this Project	\$11,143.92
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Total this Report	\$11,143.92
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245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 28, 2020

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

Transmitting Invoice No. 25, Streets Infrastructure Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$110.00. During the month of June, Keller Associates completed the following engineering services:

- ADA ramp cost estimating (3rd & OR99W)

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, P.E.
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 23, 2020

Project No: 215108-004

Invoice No: 0000025

City of Amity
Attn: Chad Olsen
P.O. Box 159
Amity, OR 97101

Project 215108-004 Amity - Streets Infrastructure Services

Project Manager: Chad Olsen

Professional Services from June 1, 2020 to June 30, 2020

Professional Personnel

	Hours	Rate	Amount
Stone, Cody	1.00	110.00	110.00
Totals	1.00		110.00
Total Labor			110.00

Total this Invoice \$110.00

Billings to Date

	Current	Prior	Total
Labor	110.00	20,363.75	20,473.75
Expense	0.00	420.00	420.00
Totals	110.00	20,783.75	20,893.75



Billing Backup

Thursday, July 23, 2020

Keller Associates, Inc.

Invoice 0000025 Dated 7/23/2020

10:39:17 AM

Project 215108-004 Amity - Streets Infrastructure Services

Professional Personnel

			Hours	Rate	Amount	
00218	Stone, Cody	6/10/2020	1.00	110.00	110.00	
	Started CE for the 2 ADA ramps at 3rd and OR99W					
	Totals		1.00		110.00	
	Total Labor					110.00
				Total this Project		\$110.00
				Total this Report		\$110.00



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

July 28, 2020

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

Transmitting Invoice No. 33 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoices in the amount of \$1,168.75. During the month of June, Keller Associates completed the following engineering services:

- Project management
- Ruyl Nursery subdivision application review (\$705.00)
- Amity Oaks sewer concept plan review (\$288.75)
- Merlot Estates site meeting and follow up (\$175.00)

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: Chad Olsen
P.O. Box 159
Amity, OR 97101

July 23, 2020

Project No: 215108-003

Invoice No: 0000033

Project 215108-003 Amity - Municipal Planning Services

Project Manager: *Chad Olsen*

Professional Services from June 1, 2020 to June 30, 2020

Professional Personnel

	Hours	Rate	Amount
Fields, Jesse	7.50	115.00	862.50
Olsen, Peter	1.75	175.00	306.25
Totals	9.25		1,168.75
Total Labor			1,168.75

Total this Invoice \$1,168.75

Billings to Date

	Current	Prior	Total
Labor	1,168.75	50,332.50	51,501.25
Totals	1,168.75	50,332.50	51,501.25



Billing Backup

Keller Associates, Inc.

Invoice 0000033 Dated 7/23/2020

Thursday, July 23, 2020

10:36:54 AM

Project 215108-003 Amity - Municipal Planning Services

Professional Personnel

			Hours	Rate	Amount	
00166	Fields, Jesse	6/4/2020	.50	115.00	57.50	
	Ruyi Nursery subdivision application review					
00166	Fields, Jesse	6/8/2020	4.75	115.00	546.25	
	Ruyi Nursery subdivision application review					
00166	Fields, Jesse	6/9/2020	.50	115.00	57.50	
	Nursery Subdivision review - Finalize comments and review with Peter					
00166	Fields, Jesse	6/17/2020	.25	115.00	28.75	
	Amity Oaks Sewer plan review					
00166	Fields, Jesse	6/23/2020	1.50	115.00	172.50	
	Amity Oaks donceptual sanitary review					
00031	Olsen, Peter	6/4/2020	.50	175.00	87.50	
	Merlot Estates mtg with Surgi and Gary on site					
00031	Olsen, Peter	6/6/2020	.50	175.00	87.50	
	Merlot estates follow up					
00031	Olsen, Peter	6/9/2020	.25	175.00	43.75	
	Nursery subdivision application					
00031	Olsen, Peter	6/17/2020	.25	175.00	43.75	
	Oak St Sewer review					
00031	Olsen, Peter	6/23/2020	.25	175.00	43.75	
	Amity Oaks sewer concept review					
	Totals		9.25		1,168.75	
	Total Labor					1,168.75
				Total this Project		\$1,168.75
				Total this Report		\$1,168.75



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 29, 2020

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

Transmitting Invoice No. 6 – Amity – Jellison & 3rd Paving (SCA 2020)

Dear Mr. Thomas:

Please find attached invoice in the amount of \$2,074.50. During the month of May, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- Pothole issue coordination
- ODOT coordination regarding ADA and close out of the SCA grant
- Certificate of Completion

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, P.E.
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

June 18, 2020

Project No: 215108-009

Invoice No: 0000006

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

Project 215108-009 Amity - Jellison & 3rd Paving (SCA2020)

Project Manager: *Shannon Moulton*

Professional Services from May 1, 2020 to May 31, 2020

Task	001	Plans, Specifications, and Cost Estimate		
Fee				
Total Fee		7,510.00		
Percent Complete		100.00	Total Earned	7,510.00
			Previous Fee Billing	7,510.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	002	Bidding and Construction Support		
Fee				
Total Fee		4,190.00		
Percent Complete		100.00	Total Earned	4,190.00
			Previous Fee Billing	2,723.50
			Current Fee Billing	1,466.50
			Total Fee	1,466.50
			Total this Task	\$1,466.50

Task	003	Project Management		
Fee				
Total Fee		1,160.00		
Percent Complete		95.00	Total Earned	1,102.00
			Previous Fee Billing	1,044.00
			Current Fee Billing	58.00
			Total Fee	58.00
			Total this Task	\$58.00

Task	004	CEI Support Services		
Professional Personnel				
			Hours	Rate
Stone, Cody			5.00	110.00
Totals			5.00	550.00
Total Labor				550.00
			Total this Task	\$550.00

Project	215108-009	Amity - Jellison & 3rd Paving (SCA2020)	Invoice	0000006
			Total this Invoice	<u><u>\$2,074.50</u></u>

Outstanding Invoices

Number	Date	Balance
0000005	5/27/2020	3,423.40
		3,423.40

Billings to Date

	Current	Prior	Total
Fee	1,524.50	11,277.50	12,802.00
Labor	550.00	1,545.00	2,095.00
Totals	2,074.50	12,822.50	14,897.00

Project	215108-009	Amity - Jellison & 3rd Paving (SCA2020)	Invoice	0000006
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Billing Backup

Thursday, June 18, 2020

Keller Associates, Inc.

Invoice 0000006 Dated 6/18/2020

3:42:06 PM

Project	215108-009	Amity - Jellison & 3rd Paving (SCA2020)
Task	004	CEI Support Services

Professional Personnel

			Hours	Rate	Amount	
00218	Stone, Cody	5/11/2020	.50	110.00	55.00	
00218	Stone, Cody	5/12/2020	.50	110.00	55.00	
00218	Stone, Cody	5/13/2020	1.00	110.00	110.00	
00218	Stone, Cody	5/14/2020	2.50	110.00	275.00	
00218	Stone, Cody	5/15/2020	.25	110.00	27.50	
00218	Stone, Cody	5/25/2020	.25	110.00	27.50	
	Totals		5.00		550.00	
	Total Labor					550.00

Total this Task **\$550.00**

Total this Project **\$550.00**

Total this Report **\$550.00**



245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

June 29, 2020

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

Transmitting Invoice No. 3 – Amity – Park Building Insurance Claim

Dear Mr. Thomas:

Please find attached invoice in the amount of \$612.50. During the months of May, Keller Associates completed the following engineering services:

- Project management
- Correspondence and meetings
- Permitting assistance
- Contract administration support
- Preconstruction meeting

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, P.E.
Project Manager



245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002

June 18, 2020

Project No: 215108-010

Invoice No: 0000003

City of Amity
Attn: Charles Eaton, P.E.
PO Box 159
Amity, OR 97101

Project 215108-010 Amity - Park Building Insurance Claim

Project Manager: *Charles Eaton*

Professional Services from May 1, 2020 to May 31, 2020

Task	001	Emergency Response Support		
Fee				
Total Fee		3,900.00		
Percent Complete		100.00	Total Earned	3,900.00
			Previous Fee Billing	3,900.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	002	Project Management		
Fee				
Total Fee		1,150.00		
Percent Complete		90.00	Total Earned	1,035.00
			Previous Fee Billing	977.50
			Current Fee Billing	57.50
			Total Fee	57.50
			Total this Task	\$57.50

Task	003	Construction Plans		
Fee				
Total Fee		6,000.00		
Percent Complete		100.00	Total Earned	6,000.00
			Previous Fee Billing	6,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00

Task	004	Bidding & Construction Support		
Fee				
Total Fee		3,700.00		
Percent Complete		50.00	Total Earned	1,850.00
			Previous Fee Billing	1,295.00
			Current Fee Billing	555.00
			Total Fee	555.00

Project	215108-010	Amity - Park Bldg Ins Claim	Invoice	0000003
			Total this Task	\$555.00
			Total this Invoice	<u>\$612.50</u>

Outstanding Invoices

Number	Date	Balance
0000002	5/27/2020	1,167.50
		1,167.50

Billings to Date

	Current	Prior	Total
Fee	612.50	12,172.50	12,785.00
Totals	612.50	12,172.50	12,785.00

**Mid-Willamette Valley
Council of Governments**

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

RECEIVED
JUL 08 2020

INVOICE

BY:

Date: July 6, 2020

Invoice No: 1920489

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

Payee #	Project	Revenue	Amount
2061	302440	41863	\$156.00
2061	302442	41863	\$93.60

Description

Amount

Legal Services - June

Land Use Planning - .6 hrs
General - .4 hrs
Water - .6 hrs

1.6 hrs @ \$156.00/hour

\$249.60

Total **\$249.60**

White - Customer Copy
Yellow - Return With Remittance

BY:

1

**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 9, 2020
Invoice No: 1920510

Payee #	Project	Revenue	Amount
2061	340091	41863	\$2,416.75

Description	Amount
Land Use Planning Services for FY 2019-2020	
Land Use Planning Services for the month of June, 2020	
20.75 hrs Associate Land Use Planner @ \$85.00/hr	\$1,763.75
.5 hrs Secretarial Support @ \$60.00/hr	\$30.00
7.0 hrs GIS Specialist @ \$89.00/hr	\$623.00
Total	\$2,416.75

White - Customer Copy
Yellow - Return With Remittance

Memorandum

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

To: City of Amity
From: Holly Byram, City Planner
Date: July 9, 2020
Subject: Billing for June, 2020

The hours billed during the month of June included 20.75 for land use planning services, 7.00 for GIS services, and 0.50 for secretarial services. The following is an account of the hours billed:

TASK	DESCRIPTION	HOURS
General	Code research, responding to questions from the staff and public, file maintenance, billings, review of agendas and meeting minutes, etc.	4.25
Building Permits	205 Getchell pole barn - resubmitted plans with setbacks labeled	0.50
	High School shop building - need site plan for setbacks	0.25
Applications		
	APPEAL OF 1910-01 SDR, 102 S Trade St Dollar General - Confirm no appeal, file update	0.25
	1911-02 LLA 102 S Trade -	0.00
	2001-01 SDR & 2003-01 P 110 4th Street Bieze -	0.00
	2003-02P 919 Oak, Olson -	0.00
	1905-01P Fuentes Partition - revise extension letter, deferral agreement template, conference call with applicant	2.50
	1912-01 LLA Steve Ruyle -	0.00
	1905-01 SUB 514 Nursery Ruyle - File review, complete, newspaper notice, neighbor notice, RFC out to agencies, RFC reminder, draft staff report,	10.00
Other	DeRaeve Family partition appeal inquiry & call with Margaret at SG Law	0.50
	Ron Pomeroy for Bieze Amity Oaks 1204 Oak St - Pre-Application discussion, revised plat w cul-de-sac, list of questions, code research, scheduling	2.50
Secretarial Services		
	Mailing for Ruyle Subdivision	0.50
GIS Services	Addressing Maps	7.00
TOTAL		28.25

Note: Due to MWVCOG accounting deadlines, the above may include some hours from one or several days recorded at the end of the previous month.

July 29, 2020

Once again this month has just been a blur. Time has gone by very quickly. First, I really enjoyed the time with my family on the 4th of July. We lit off several fireworks and it was a great time to reflect. I hope everyone was able to do so as well and just take a breather for a few hours and celebrate the independence of our country.

This month I have had several conversations with Captain Ray and Sheriff Svenson about the report as was requested by the council last month. The Sheriff's Office is concerned about micromanaging the officers and wasting time with minute by minute or hour by hour reporting of their time. I have really tried to reiterate that is not the intent of the council. I think once I was able to finally discuss this matter with Sheriff Svenson, we were able to understand the need and request a little bit better. The Sheriff is planning on attending our next council meeting to share some ideas for their report to the council. I understand their new software should be fully online within the next few months and we may be able to get the information the council is asking for once that is completed. It may require a little bit of patience on our part.

I have continued to attend the weekly LOC COVID-19 Conference call. As well as the twice weekly Yamhill County Elected Officials Conference call, although my work schedule did not allow me to attend on 7/28/2020. I did listen in on the community Town Hall Conference call from Congresswoman Bonimici. She will be having another meeting, just for elected officials, soon that I will also plan on attending.

Due to the Governors Executive Order's there have not been any of the regular Mayor's Coalition meetings that I normally attend every other month. There has been some talk of resuming those meeting, possibly using Zoom, in the near future.

I will be attend the Summer OMA conference on Aug 6-7. It will be a virtual conference this year, which will be interesting to see how that all comes together. The conference ends each day at 1:00 and will be concluded with a message from the Governor. I will also look to register for the LOC Fall Conference soon which will be held in September, also virtually.

Finance Committee report

From : Ryan Lehman
<rlehman@ci.amity.or.us>

Mon, Jul 27, 2020 02:53 PM

Subject : Finance Committee report

To : njohnson <njohnson@ci.amity.or.us>,
mthomas <mthomas@ci.amity.or.us>

Not a lot to report this month, my self and mike(city admin.) were only ones Present at meeting.

Bills were paid and reconciliation reports were reviewed and approved.

There was also a rate payer water bill refund request that was sent to me by staff for review and Guidance. Item was a reimbursement request after a water leak fix and extenuating circumstances warranted a review and action. I Directed staff to approve the reimbursement as submitted with the documentation to me. (reimbursement was approved)

Mike filled me in on Park structure work Status and water Improvement project Status.

That's all I have to report at this time

CITY OF AMITY

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

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



Minutes of the Committee

July 15th, 2020 email correspondence

- | | |
|-------------------------|--------------------|
| ○ Water & Sewer | ○ Finance |
| ○ Police | ○ Ordinance |
| ○ Community Development | ○ Parks & Streets |

Attendance

Chair: Sandy McArthur	Co-Chair:
Staff Members: Michael Thomas	Audience Members: Sgt High via email

Topics for Discussion

Topic #1: Codification

The codification project is moving forward after the City Council approved the \$10,000 budget for this project. Mr Thomas, with the aid of our City attorney, is soliciting bids to cover the project, which includes Codification, Compilation, and Consolidation of Amity's City Ordinances (hereafter referred to as "Code") Deliverable / Due Date: 6/30/2021

How much Code media : Approximately 400 pages of documents

What type of Code media: Mixture of loose paper, bound, and electronic

What constitutes the Code media: City of Amity Ordinances and documents that pertain to the general and/or special organization, operation, and standards of the City.

Topic #2: YCSO deputies brought to our attention a “glitch” with our current parking ordinance. City Ordinance 555 contradicts the State's ORS regarding vehicle towing authority. A resident challenged a ticket and subsequently won. YSCO absorbed the cost of towing and the ticket, and the City lost the \$350 fee. I directed Mr Thomas to draft an update to our Ordinance to better align with the ORS to be submitted with our Codification project. Sgt High has made additional edits. Updated version will be submitted with our Codification project.

Re: Department Reports

From : Napua Ann Rich
<nrich@ci.amity.or.us>

Wed, Jul 29, 2020 05:23 PM

Subject : Re: Department Reports

To : Natasha Johnson
<njohnson@ci.amity.or.us>

Sorry I missed this, Natasha. I did not attend committee and have nothing new to add.

----- Original Message -----

From: "Natasha Johnson" <njohnson@ci.amity.or.us>
To: "Gary Mathis" <gmthis@ci.amity.or.us>, "frankayrob" <frankayrob@comcast.net>, "mcape" <mcape@ci.amity.or.us>, "Jenna Martinez" <jenna@general-lbr.com>, "ryan lehman" <rlehman@ci.amity.or.us>, "randrade" <randrade@ci.amity.or.us>, "Sandy McArthur" <smcarthur@ci.amity.or.us>, "nrich" <nrich@ci.amity.or.us>
Cc: "Michael Thomas" <mthomas@ci.amity.or.us>
Sent: Monday, 27 July, 2020 12:32:15
Subject: Department Reports

Please email myself and Mike your report no later than July 29 by noon, thanks

--

Natasha Johnson
City Recorder/Treasurer
City of Amity
503-835-3711
