

CITY OF AMITY

AGENDA OF THE CITY COUNCIL

August 7, 2019

City Hall
109 Maddox Avenue
Amity, Oregon

REGULAR SESSION

CALL TO ORDER/FLAG SALUTE 7:00 pm

SWEARING IN NEW COUNCIL MEMBER: Jenna Goings

COUNCIL ROLL CALL: Robert Andrade, Ryan Lehman, Jenna Goings, Nickolas Wilkinson 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. Review of bills for July 2019
 - b. Minutes~ 5-1-19
6-5-19
6-12-19
7-10-19
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
 - b. Tourism Committee Report
3. **OLD BUSINESS:**
4. **NEW BUSINESS:**
 - a. Appoint Michael Thomas YCAHC Board, Resolution 2019-08.
 - b. Census Proclamation.

5. DEPARTMENT REPORTS

- a. City Administrator Report by Mike Thomas
- a. City Recorder Report by Natasha Johnson
- b. Public Works Report by Gary Mathis
- c. Law Enforcement Report by Sheriff's Office
- d. Library Report by Marcia Robbins
- e. City Engineer Billing Report
- f. City Attorney Report
- g. City Planner Report

6. BUSINESS FROM THE MAYOR & CITY COUNCILORS

- a. Mayor Report by Mayor Michael Cape
- b. Councilor Robert Andrade & Water & Sewer Committee
- c. Councilor Jenna Goings & Community Engagement Committee
- d. Councilor Ryan Lehman Finance Committee & Police Committee
- e. Councilor Nickolas Wilkinson & Parks & Streets Committee

ADJOURNMENT

CITY OF AMITY

CHECK DETAIL

July 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10	1001 First Federal Checking					
07/01/2019	Check	121710	AT&T Mobility			-240.59
				Wtr Telephone - Due 08/01/19		80.20
				Swr Telephone - Due 08/01/19		80.20
				Admin Telephone - Due 08/01/19		80.19
07/01/2019	Check	121711	Carnaghie, Dominick	Refund Act #102379		-125.06
				Water Deposit Refund		70.00
				Sewer Deposit Refund		80.00
				Water Collection Fee		11.89
				Sewer Collection Fee		13.05
07/01/2019	Check	121712	Riegelmann, Scott	Refund act #102167		-106.87
				Water Deposit		70.00
				Sewer Deposit		80.00
				Water Collection Fee		14.03
				Sewer Collection Fee		16.10
				Water Line Repl Collection Fee		1.00
				Street maint collection fee		2.00
				Public Safety Collection Fee		10.00
07/01/2019	Check	121713	ORE VAC, Inc.			-780.00
				Swr Maint Inv 4714, Equip charge, clean contact chamber		780.00
07/01/2019	Check	121714	One Call Concepts, Inc			-30.36
				Invoice Number 9060313- Regular Tickets 23, Modem Deliv Tick: 23		15.18
				Invoice Number 9060313- Regular Tickets 23, Modem Deliv Tick: 23		15.18
07/01/2019	Check	121715	Edge Analytical Laboratories			-20.00
				Wtr Analysis, Invoice 19-23498		20.00
07/01/2019	Check	121716	Cascade Columbia Dist Co			-686.50
				Wtr Chemicals - inv 753534		686.50
07/01/2019	Check	121717	Recology -1080044131			-144.48
				401 E 3rd - Str Garbage		48.16
				401 E 3rd - Wtr Garbage		48.16
				401 E 3rd - Swr Garbage		48.16

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/01/2019	Check	121718	Wilco Farmers			-106.11
				Wtr Exp Inv 565557/1, test plug		16.12
				Str Mat Inv 5641832/1		89.99
07/01/2019	Check	121719	Sherwin-Williams Co	Account 6691-2317-6		-27.99
				Street Mat, Inv 061419		27.99
07/01/2019	Check	121720	Cascade Water Works, Inc			-1,204.50
				Wtr Maint, Inv #2019082, cleaned water and inspected pump		1,204.50
07/01/2019	Check	121721	Lowe's Companies, Inc.			-129.61
				Swr Mat, Inv 911335, cleaning supplies, batteries, and tp		25.97
				Wtr Mater, Inv 911335 cleaning supplies, batteries		25.96
				Swr Repair Inv 9100989, hose, washers		44.86
				Wtr Exp Inv 902051 & 905858		32.82
07/01/2019	Check	121722	Edge Analytical Laboratories			-86.40
				Wtr Analysis, Invoice 19-23498		20.00
				Swr Analysis Invoice 19-23499		66.40
07/01/2019	Check	121723	P.G.E.- 8133850000			-21.68
				304 E 3rd Ave - Due 08/01/19		21.68
07/01/2019	Check	121724	P.G.E.- 2835170000			-2,318.48
				306 E 3rd Ave - Due 08/01/19		2,318.48
07/01/2019	Check	121725	P.G.E.- 2735201000			-21.78
				SE Amity Vineyards Rd - Due 08/01/19		21.78
07/01/2019	Check	121726	P.G.E.- 2028731000			-1,144.11
				19918 SW Briedwell Rd- Due 08/01/19		1,144.11
07/01/2019	Check	121727	P.G.E.- 3098870000			-596.61
				Street Lights - Due 7/25/19		596.61
07/01/2019	Check	121728	Comcast- 0580166			-192.28
				Wtr Internet due7/25/19		48.07
				Swr Internet due 7/25/19		48.07
				Wtr Telephone due 7/25/19		48.07
				Swr Telephone due7/25/19		48.07
07/01/2019	Check	121729	Comcast- 0580141			-267.67
				Admin Internet due 6/25/19		69.62

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Admin Telephone due 6/25/19		198.05
07/01/2019	Check	121730	John Deere Financial	Refund on Citation #6442, Dk#0804-05JW		-589.66
				Wtr Equip - Tractor Payment due 7/23/19		294.83
				Swr Equip - Tractor Payment due 7/23/19		294.83
07/01/2019	Bill Payment (Check)	121732	Keller Associates			-87,313.00
						-87,313.00
07/01/2019	Check	121734	Mid-Willamette Valley Council of Gov.	Planner Fees/Annual Dinner		-2,214.15
				Planner Fees Inv 1819447, 1904-01, 1905-01, Code Research, admin		-747.75
				Shared Legal Fees Inv 1819428, Water System, Rothenbucher Easement		1,466.40
07/01/2019	Check	121735	US Bank -4485594555578176			-201.95
				Wtr Fuel		67.32
				Swr Fuel		67.32
				Str Fuel		67.31
07/02/2019	Check	121677	Oregon Laborers-Employers Trust Funds	07732		-4,720.00
				Union Medical Coverage - June 2019 Hours		-4,720.00
07/03/2019	Tax Payment		IRS	Tax Payment for Period: 06/26/2019-06/28/2019		-1,678.75
				Federal Taxes (941/944)		-1,678.75
07/03/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period: 06/26/2019-06/28/2019		-440.19
				OR Income Tax		-440.19
07/10/2019	Check	121678	Mahr, Terry			-224.00
				July 2019 Court Services		224.00
07/10/2019	Check	121679	Amiel, Christine	Interpreter Services		-40.00
				July 2019 Interpreter Services		40.00
07/10/2019	Check	121680	The Rainflower			-30.00
				Flowers C. Miller - thank you for being council		30.00
07/10/2019	Check	121681	Stauffer, Julie			-35.00
				Court Refund Stauffer, Julie 7/10/19		35.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/10/2019	Check	121682	Davis, Rebecca			-65.00
				Court Refund Davis. R for court June		65.00
07/10/2019	Check	121683	Bieze, Gerald			-150.00
				Refund Water/Sewer Deposit Water Deposit Refund Bieze, G.		70.00
				Sewer Deposit Refund, Bieze, G.		80.00
07/10/2019	Check	121684	City Sweepers, LLC			-370.00
				Str Maintenance - Inv 26057 Sweep Main St, & sidewalks, public works lot		370.00
07/10/2019	Check	121685	City County Insurance Services			-29,534.09
				Admin Insurance & Bond Interest		10,071.95
				Sewer Insurance & Bond Interest		6,487.38
				Water Insurance & Bond Interest		6,487.38
				Streets Insurance & Bond Interest		6,487.38
07/10/2019	Check	121686	Demco			-296.16
				Lib. Office Supplies Inv#6630032 pamphlet, wall display		296.16
07/10/2019	Check	121687	Frontier- 0169-010406-5			-40.46
				Swr Telephone - Due 7/21/19		40.46
07/10/2019	Check	121688	Frontier- 0667-111413-5			-42.49
				Swr Telephone - Due 7/18/19		42.49
07/10/2019	Check	121689	General Labor & Staffing			-2,303.00
				Customer ID 961 Temp Lopez. A Invoice 12448 Admin		1,548.00
				Temp D. Tooth PUblic Works		755.00
07/10/2019	Check	121690	Anne S Jenkins			-448.22
				Inv 05685 Lib Supplies- reimb A. Jenkins, Books SRP		448.22
07/10/2019	Check	121691	Kathy Taylor Consulting			-2,624.82
				Inv #1029, Admin Contract Financial Consultant Svcs June		2,624.82
07/10/2019	Check	121692	Oregon Association of Municipal Recorders			-530.00
				OAMR Conference N. Johnson		

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Inv 01761 OAMR Conference N. Johnson Sept		530.00
07/10/2019	Check	121693	P.G.E.- 3604520000			-67.21
				1209 Jellison - Due 07/18/19		67.21
07/10/2019	Check	121694	P.G.E.- 6759480000			-156.73
				809 Oak St - Due 07/18/19		156.73
07/10/2019	Check	121695	P.G.E.- 0023270000			-29.87
				10903 SW Bellevue Hwy - Due 07/18/19		29.87
07/10/2019	Check	121696	Recology -A0004812			-366.87
				City Clean Up Event- June 1, 2019		366.87
07/10/2019	Check	121697	Recology -1080642546			-18.95
				Library Garbage Service		18.95
07/10/2019	Check	121698	Recology -1080008185			-144.48
				Amity Park Garbage		144.48
07/10/2019	Check	121699	Swank Motion Pictures, Inc.			-1,265.00
				Inv BO 1630914 Movies in the community center		1,265.00
07/10/2019	Check	121700	Waterlogic	Account #HXF0203		-30.00
				Inv CNIV691782, Rental Coolers		30.00
07/10/2019	Check	121701	Yamhill County Planning	Electrical Permit		-30.00
				Bldg Inspector Fees, Inv #43344, Inspections June 2019		30.00
07/10/2019	Check	121706	Yamhill County Sheriff's Office	July 2019 Contracting Svcs		-1,230.45
				July 2019 Contracting Svcs difference		1,230.45
07/10/2019	Check	121703	Frontier- 8181-021204-5			-86.15
				Library Telephone - Due 07/25/18		86.15
07/15/2019	Payroll Check	121704	Marcia K Robbins	Pay Period: 06/26/2019- 07/10/2019		-235.56
				Gross Pay - This is not a legal pay stub		269.28
				Employer Taxes		21.14
				OR Statewide Transit Taxes		0.27
				OR Employment Taxes		0.79
				OR Income Tax		12.58

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Federal Taxes (941/944)		41.22
07/15/2019	Payroll Check	DD	Christopher C Pasto	Pay Period: 06/26/2019-07/10/2019		-1,071.47
				Direct Deposit		-1,071.47
07/15/2019	Payroll Check	DD	Anne S Jenkins	Pay Period: 06/26/2019-07/10/2019		-195.20
				Direct Deposit		-195.20
07/15/2019	Payroll Check	DD	Gary N. Mathis	Pay Period: 06/26/2019-07/10/2019		-1,845.70
				Direct Deposit		-1,845.70
07/15/2019	Payroll Check	DD	Michael D. Thomas	Pay Period: 06/26/2019-07/10/2019		-1,479.08
				Direct Deposit		-1,479.08
07/15/2019	Payroll Check	DD	Patricia R. Desmarteau	Pay Period: 06/26/2019-07/10/2019		-120.47
				Direct Deposit		-120.47
07/15/2019	Payroll Check	DD	Natasha M. Johnson	Pay Period: 06/26/2019-07/10/2019		-1,516.98
				Direct Deposit		-1,516.98
07/15/2019	Payroll Check	DD	Gary Bacon	Pay Period: 06/26/2019-07/10/2019		-1,442.35
				Direct Deposit		-1,442.35
07/16/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2019-06/30/2019		-50.25
				OR Statewide Transit Taxes		-50.25
07/16/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period: 04/01/2019-06/30/2019		-104.66
				OR Employment Taxes		-104.66
				OR Employment Taxes		0.04
				OR Employment Taxes		0.04
07/16/2019	Check	121705	Andrews, Gloria	Refund act #100719, over payment		-300.00
				G. Andrews paid account to much, requested refund		150.00
				G. Andrews paid account to much, requested refund		150.00
07/19/2019	Tax Payment		IRS	Tax Payment for Period: 07/13/2019-07/16/2019		-2,202.65
				Federal Taxes (941/944)		-2,202.65
07/19/2019	Tax Payment		OR Department of Revenue	Tax Payment for Period:		-605.41

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				07/13/2019-07/16/2019		
				OR Income Tax		-605.41
07/19/2019	Check	121707	LIUNA, Local 320	City of Amity Dues		-40.00
				Union Dues - C. Pasto, G. Bacon		-40.00
07/19/2019	Check	121708	OR Department of Justice	CSP #067AAAL50741		-282.50
				CSP 067AAAL50741 - C. Pasto		-282.50
07/26/2019	Check	121709	Lopez, Amber			-28.41
				Water for Movies in CC		18.18
				Admin Staff Expense ,Gas		10.23
				Reimb 18.6 miles errands		
07/26/2019	Check	121731	US Bank -4485594555553880			-163.48
				Community Events ,Movies in CC, 2xmovies, AMAZON		33.56
				Wtr Mat, Gloves, and sediment cartridge, AMAZON		82.94
				SWR Mat Gloves, Amazon		46.98
07/30/2019	Check	121736	Pacific Office Automation - 2000013386	Customer #2000013386		-426.27
				Admin Contract Srvcs, Inv 33741131, Folding Machine		99.82
				Admin Contract Srvcs, Inv 33741130, Sharp Copier		326.45
07/30/2019	Check	121737	Kathy Taylor Consulting			-2,674.82
				Inv #1033, Admin Contract Financial Consultant Svcs July		2,674.82
07/30/2019	Check	121738	Yamhill County Sheriff's Office	July 2019 Contracting Svcs		-20,898.20
				August 2019 Contracting Svcs		20,898.20
07/30/2019	Check	121739	P.G.E.- 3121980000			-20.90
				307 S Trade - Due 8/6/19		20.90
07/30/2019	Check	121740	P.G.E.- 6497700000			-65.28
				307 S Trade St - Due 08/04/19		65.28
				Library		
07/30/2019	Check	121741	P.G.E.- 7049520000			-76.34
				313 4th St (Park Host) Due 08/1/19		76.34
07/30/2019	Check	121742	P.G.E.- 9590310000			-33.80
				ABT 312 Stanley st - Due 08/04/19		33.80

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/30/2019	Check	121743	P.G.E.- 7263511000			-33.07
				ABT 312 Stanley St - Due 08/06/19		33.07
07/30/2019	Check	121744	P.G.E.- 9381950000			-1,165.01
				14006 SW Bellevue Hwy - Due 08/06/19		1,165.01
07/30/2019	Check	121745	P.G.E.- 1341911000			-198.44
				200 N Trade - Due 08/06/19		198.44
07/30/2019	Check	121746	P.G.E.- 1636060000			-151.46
				401 S Trade St - Due 08/6/19		151.46
07/30/2019	Check	121747	P.G.E.- 2988660000			-113.79
				Nursery St and S Trade St - Due 08/6/19		113.79
07/30/2019	Check	121748	News Register	Act #3056		-660.63
				Admin legal ntc finding no significant impact, invoice 97416		660.63
07/30/2019	Check	121749	Wave			-25.00
				Admin Internet Services - Inv 09437919		25.00
07/31/2019	Payroll Check	DD	Gary N. Mathis	Pay Period: 07/11/2019- 07/25/2019		-1,845.56
				Direct Deposit		-1,845.56
07/31/2019	Payroll Check	DD	Gary Bacon	Pay Period: 07/11/2019- 07/25/2019		-1,442.18
				Direct Deposit		-1,442.18
07/31/2019	Payroll Check	DD	Patricia R. Desmarteau	Pay Period: 07/11/2019- 07/25/2019		-303.58
				Direct Deposit		-303.58
07/31/2019	Payroll Check	DD	Anne S Jenkins	Pay Period: 07/11/2019- 07/25/2019		-274.31
				Direct Deposit		-274.31
07/31/2019	Payroll Check	121733	Marcia K Robbins	Pay Period: 07/11/2019- 07/25/2019		-224.90
				Gross Pay - This is not a legal pay stub		257.04
				Employer Taxes		20.17
				OR Statewide Transit Taxes		0.26
				OR Employment Taxes		0.76
				OR Income Tax		11.97

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Federal Taxes (941/944)		39.32
07/31/2019	Payroll Check	DD	Christopher C Pasto	Pay Period: 07/11/2019-07/25/2019		-1,071.29
				Direct Deposit		-1,071.29
07/31/2019	Payroll Check	DD	Natasha M. Johnson	Pay Period: 07/11/2019-07/25/2019		-1,516.80
				Direct Deposit		-1,516.80
07/31/2019	Payroll Check	DD	Michael D. Thomas	Pay Period: 07/11/2019-07/25/2019		-1,957.33
				Direct Deposit		-1,957.33
07/31/2019	Check	121750	*Postmaster	W/S Utility Billing Postage		-406.70
				PW Utility Billing Postage July		385.00
				Business License Postage 31 x.70		21.70
07/31/2019	Check	121751	Lookout			-11,750.00
				Inv #308, Amity Branding Project Tourism Committee		11,750.00
07/31/2019	Check	121752	Yamhill Communications Agency			-3,334.34
				FY20-01-AMI, July User Fees		1,667.17
				FY20-02-AMI, August User Fees		1,667.17
07/31/2019	Check	121753	Hach Company	Acct #111431		-1,111.10
				Swr Mat Inv 11534060, buffer, ph		267.30
				Wtr Mat Inv 11534060, Chlorine, PH, Buffer		843.80
07/31/2019	Check	121754	Cascade Columbia Dist Co			-1,774.99
				Wtr Chemicals - inv 754091		1,774.99
07/31/2019	Check	121755	Haworth, Inc.			-3,411.50
				Wtr Maint, Inv 56461, backup River Water Pump		3,411.50
07/31/2019	Check	121756	Advanced American Construction, Inc.			-5,250.00
				Wtr Syst Maint Inv 7981, Dive Work		5,250.00
07/31/2019	Check	121757	Correct Equipment			-1,028.74
				Water Exp Inv 39753, 6x meters		1,028.74
07/31/2019	Check	121758	League of Oregon Cities	Acct #200178		-1,010.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Inv 12411, M. Cape LOC Annual Conference		500.00
				Inv 12412, M. Thomas LOC Annual Conference		510.00
07/31/2019	Check	121759	Mid-Willamette Valley Council of Gov.	Planner Fees/Annual Dinner		-1,226.00
				Inv 41863, project 302100 COG Membership Fee FY 19-20		1,076.00
				Inv 41863, Project 361900 Economic Dev Fee Fy 19-20		150.00
07/31/2019	Check	121760	General Labor & Staffing	Customer ID 961		-3,041.38
				Temp Lopez. A Invoice Inv 12981, 12792, 12619 Admin		2,026.38
				Temp D. Tooth PUblic Works Inv 12619,12792,12981		1,015.00
07/31/2019	Check	121761	Frontier- 0667-111413-5			-43.00
				Swr Telephone - Due 8/18/19		43.00

REGULAR MEETING OF THE COUNCIL
CITY OF AMITY, OR

Minutes

A Continuance from June 5, 2019 Regular Meeting of the City of Amity City Council was held at 7:00 p.m. on Wednesday, June 12, 2019 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Ryan Lehman, Councilor Caralyn Miller, Councilor Nickolas Wilkinson and Mayor Michael Cape

Councilors Absent

Robert Andrade and Joshua Simonson

Staff Present

City Treasurer/Recorder Natasha Johnson, and Public Works Superintendent Gary Mathis

CONSENT AGENDA: Councilor Miller moved to approve the Consent Agenda. Councilor Lehman seconded and with no further discussion motion passed 4-0.

OLD BUSINESS:

- A. Recology Annual Rate Review: Councilor Lehman move to approve Recology annual rate review and Councilor Miller seconded motion. With no further discussion motion passed 4-0.
- B. City Council Vacancy: Applicant Jenna Martinez was present. Councilor Lehman asked applicant why she wants to be on the Council. Applicant Martinez explained why she wants to be on the Council. Mayor Cape asked applicant what she thinks are the two issues with the city. Applicant Martinez explained not to involved in what has been going in the City. Mayor Cape explained Applicant hasn't been in city for a year yet and went over the different options. Applicant is 4 ½ weeks away from being a resident for a year. Councilor Miller brought up would be nice to have her on the Council now rather than an advisory position. Councilor Lehman moved to have Jenna Martinez as a pro temp councilor with her swear in following her one year with the City. Councilor Miller seconded motion. Mayor Cape asked if any further discussion. Councilor Lehman said this would give her time to get caught up with what has been going on. Councilor Miller went over when the committee meetings are. With no further discussion motion passed 4-0. Mayor Cape invited Martinez to join the Council and explained she can provide input but not vote on it.
- C. Joshua Simonson Resignation: Councilor Miller moved to approve Councilor Joshua Simonson Resignation and Councilor Lehman seconded. With no further discussion motion passed 4-0.
- D. Grate/Sidewalk sections to be fixed on Trade St.: Mayor Cape asked if any discussion and there was none. Public Works Gary Mathis did explain what Public Works was planning on doing regarding the item.
- E. MWVCOG Planning Services Contract Renewal: Mayor Cape gave explanation of planning contract and when current contract expires and if want to continue using them. Councilor Lehman moved to approve MWVCOG Planning Services Contract Renewal. Councilor Miller seconded motion and with no further discussion motion passed 4-0.

- F. Audit Contract & Discussion concerning June 30, 2019 Audit: Mayor Cape explained contract. City Recorder Johnson explained Auditor just sent email same day about cost changing due to City switching to Accrual Basis and not Cash Basis. Mayor Cape suggested table it until we have new contract. Council agreed to table and wait for new contract.
- G. Resolution for Issuance of a Water Revenue Bond – Resolution 2019-06: Mayor Cape explained resolution. The Resolution is issuance that the City will be able to pay back the loan to USDA, which would include raising customers using rates. Councilor Wilkinson moved to approve Resolution 2019-06. Councilor Miller seconded and with no further discussion motion passed 4-0.
- H. PUBLIC HEARING – Budget FY 2019-2020: Mayor Cape opened the public hearing for Budget FY 2019-20. Mayor Cape asked if anyone from the public had any comments. There were no comments from the Public. Mayor Michael Cape closed public hearing.
- I. Resolution to reclassify Budget 2018-19 appropriations to match revised fund structure and chart of accounts – Resolution 2019-07: Councilor Wilkinson moved to approve Resolution to reclassify Budget 2018-19 appropriations to match revised fund structure and chart of accounts – Resolution 2019-07. Councilor Lehman seconded motion and Mayor Cape asked if further discussion. Consultant Kathy went over the structure of accounts and how the amounts all matched. Without further discussion motion passed 4-0.
- J. Resolution to Adopt Modified Accrual Basis of Accounting as of June 30, 2019 for budgeting and for books of accounts 2019-01: Councilor Lehman moved to approve the Resolution to change the basis of accounting for the City of Amity from cash basis of accounting to modified accrual basis of accounting on or before June 30, 2019. Councilor Miller seconded motion and without further discussion motion passed 4-0.
- K. 2019-2020 Budget Appropriations – Resolution 2019-02: Councilor Wilkinson moved to approve the Budget FY 2019-20 as described by at Ad Valorem Tax rate 3.6105% per 1000 at collection to Yamhill county. Councilor Lehman seconded motion and motion passed 4-0.
- L. Election to Receive State Revenue Sharing – Resolution 2019-03: Mayor Cape explained this is an annual thing the City does to get State Revenue Sharing. Councilor Miller moved to approve Resolution 2019-03, a resolution declaring City of Amity's election to receive state revenues for FY 2019-20. Councilor Lehman seconded motion and without further discussion motion passed 4-0.
- M. Certifying the City meets all requirements to receive State Shared Revenue – Resolution 2019-04: Councilor Lehman moved to adopt Resolution 2019-04, a resolution certifying that the City of Amity meets all requirements to receive state shared revenues for FY 2019-20.

- N. Volunteers' Worker's Compensation Coverage – Resolution 2019-05: Councilor Miller moved to approve Resolution 2019-05, a resolution extending the City of Amity's Worker's Compensation coverage to volunteers of the City of Amity. Councilor Wilkinson seconded motion. Mayor Cape explained why this Resolution is so important. Without further discussion motion passed 4-0.
- O. CIS PC Package and Work/Comp Renewal: Councilor Miller moved to approve CIS PC Package and Work/Comp Renewal from July 1, 2019 to June 30, 2020. Mayor Cape asked City Recorder Johnson to explain the renewal. City Recorder Johnson explained it's the Insurance for automobiles and workers comp for City Employees. Without further discussion motion passed 4-0.

NEW BUSINESS:

- A. Emergency Water Filter Improvements: Mayor Cape explained one of the filter trains at the treatment plant isn't working and our Engineer Olsen said it's an emergency to get the filter replaced and to get this approved. Olsen explained since this work won't affect the environment then Rural Development is ok with the purchase of the equipment and to get it running correctly, as this is one of the conditions from USDA. City Attorney Monahan explained there are two options: one would be to get three bids to provide the equipment. Mayor Cape explained there are only two companies that provide the equipment. The second option is the Sole Source method. That is to hire company that has the equipment to do the work and make sure meets the specs and requirements and getting a good price. City Attorney said good idea to make Council aware of the Sole Source Method and no behind the back handshakes and that the Council approve the method. Mayor Cape explained typically the City Administrator would be the one to go thru all the paperwork to authorize the purchase of equipment. This would authorize Mayor Cape in lieu of Administrator to start the process to purchase the equipment and to work with the attorney and engineer. The estimate for the equipment is around 50k and will take around 12 weeks for the equipment to be delivered. The City can go thru the normal bid process to select contractor for the installation and work at the treatment plant to install equipment and this would happen when New City Administrator Michael Thomas will be working at the City and Michael Thomas can oversee the bid process. Councilor Lehman moved to approve the ability to use sole source precedent for the purchase of the equipment. Councilor Miller seconded motion and with no further discussion motion passed 4-0.
- B. 200 KG Reservoir inspection, cleaning and repair: Public Works Superintendent Mathis went over the background and explained that there is a leak at the reservoir. Mathis went over the two bids and explained the pricing and what is all included. Mathis never heard from the third bid. Councilor Lehman moved to approve Public Works to move forward with the AAC Diving Proposal. Councilor Wilkinson seconded and with no further discussion motion passed 4-0. Mayor Cape asked City Recorder Johnson if we have money in our budget to be able to do this. Mayor Cape went over when the process could start. Johnson went over how much is in the budget and there is approximately 30k left in the budget. Councilor Miller asked if this could be rolled over into the new project and Mathis explained it cannot. Mayor Cape said owe the owner of the property an apology. Councilor Lehman asked if causing damage to his property. Mathis explained what is happening to his property due to the leak.

- C. Mayor Cape went over the easement purchase agreement that he received from Planner Byram and that everyone that has been involved have all agreed on the offer and will be sending to property owner for her approval. There is a conference call next week with follow up on the easement and another extension for the CDBG project since it is set to expire in July. Explained tied up 2.5 million dollars and haven't spent it. The 50k for the emergency will show them were moving forward and will make them happy. Still waiting on the artifacts report to come back for the project.

**Approved by City Council August 7,
2019**

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

Approve Resolution 2019-08 to appoint Michael Thomas to the YCAHC Board

Date:

August 7, 2019

Origin:

Natasha Johnson, City Recorder/Treasurer

Action Requested:

Appoint Michael Thomas to the YCAHC Board

Background: Justin Hogue had been the city's representative on the Yamhill County Affordable Housing Corporation (YCAHC) Regional Housing Rehabilitation Collaborative and Board of Directors, but with his leaving, the city needs to appoint a new representative. Staff recommends the council appoint Michael Thomas as his replacement.

Exhibits:

Resolution No. 2019-08

Recommendation:

Approve Resolution 2019-08, appointing Michael Thomas to the YCAHC Board of Directors

RESOLUTION 2019-08

A RESOLUTION SUPPORTING THE CITY OF AMITY'S ONGOING PARTICIPATION AS A MEMBER OF THE YAMHILL COUNTY AFFORDABLE HOUSING CORPORATION'S (YCAHC) REGIONAL HOUSING REHABILITATION COLLABORATIVE AND BOARD OF DIRECTORS, AND TO APPOINT THE CITY ADMINISTRATOR MICHAEL D. THOMAS AS THE SUCCESSOR TO THE FORMER BOARD MEMBER JUSTIN HOGUE.

RECITALS:

The Yamhill County Housing Rehabilitation program and the resulting county wide regional collaborative began in 1980 with its first Housing Rehabilitation Community Development Block Grant (CDBG) award. The City of Amity has participated with the collaborative since 1994 when it received its first CDBG award.

The program continues to assist homeowners county wide with the revolving loan fund that has resulted from past CDBG awards. This revolving fund currently has more than \$3,600,000.00 in receivables that are loaned back out to families for Housing Rehabilitation or other programs specifically focused on sustaining affordable housing in our region.

The YCAHC Board makes all final decisions regarding the expenditures and use of these revolving loan funds.

Justin Hogue served as the YCAHC board until his departure in November 2018.

The City Administrator Michael Thomas has volunteered to serve as a board member, and formal appointment of the next City of Amity's YCAHC board member is required by the Amity City Council.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF AMITY, OREGON as follows:

1. The City of Amity continues to support efforts to achieve affordable housing solutions for all of its residents.
2. The City of Amity supports the efforts of the YCAHC programs and wishes to continue participating in the regional collaborative.
3. The City Council hereby appoints the City Administrator, Michael Thomas as the member of the YCAHC Board representing the City of Amity.

EFFECTIVE DATE:

The effective date of this Resolution shall be effective immediately upon its passage.

Passed by the City Council this 7th day of August, 2019

Approved by the Mayor this 7th day of August, 2019

Michael Cape, Mayor

Attest:

Natasha Johnson, City Recorder



CITY OF AMITY

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AGENDA ITEM

Subject 2019 Census Proclamation
Date: August 7, 2019
Origin: Natasha Johnson, City Recorder/Treasurer
Action Requested: 2019 Census Proclamation

Background: The US Census Bureau has requested that the city join them in their efforts to obtain a full and accurate count in the 2019 Census.

Exhibits: Proclamation, Census overview, Census 101 what you need to know

Recommendation: Staff recommends the following:

Move to proclaim Amity committed to partnering with the US Census Bureau to help ensure to full and accurate count in 2019.

City of Amity

WHEREAS, the Bureau of the Census in the United States Department of Commerce conducts the census and the federal government funds the cost of the census; and

WHEREAS, it takes the cooperation and investment of states, local government, and community partners working in conjunction with the federal government to ensure that the census is fully executed and represents a complete and accurate count of the people within each jurisdiction; and

WHEREAS, the results of the census are the foundation for many important decisions made by federal, state, and local government including the disbursement of federal funds to states, counties, and municipalities; and the apportionment of political representation based on population; and

WHEREAS, census data guides local decision-makers in important community planning efforts, including locations for schools, roads, hospitals, child-care and senior citizen centers, et cetera;

NOW, THEREFORE, the City Council of the City of Amity hereby proclaims its support for the efforts of the 2020 Census and calls upon the community to participate

BE IT FURTHER RESOLVED, that the City Council calls on city officials, community leaders, representatives of faith-based and non-profit organizations, and representatives of historically undercounted populations to ensure that the City of Amity is properly and fully counted in the 2020 census.

Signed, Mayor Michael Cape



The Road to 2020 Hard-To-Count Populations Amity, Oregon

August 7, 2019

Jim Graham
Partnership Specialist

Why Conduct The Decennial Census?

United States Constitution – 1787 Article 1, Section 2



“Representatives and direct Taxes shall be apportioned among the several States which may be included within this union, **according to their respective Numbers ...**

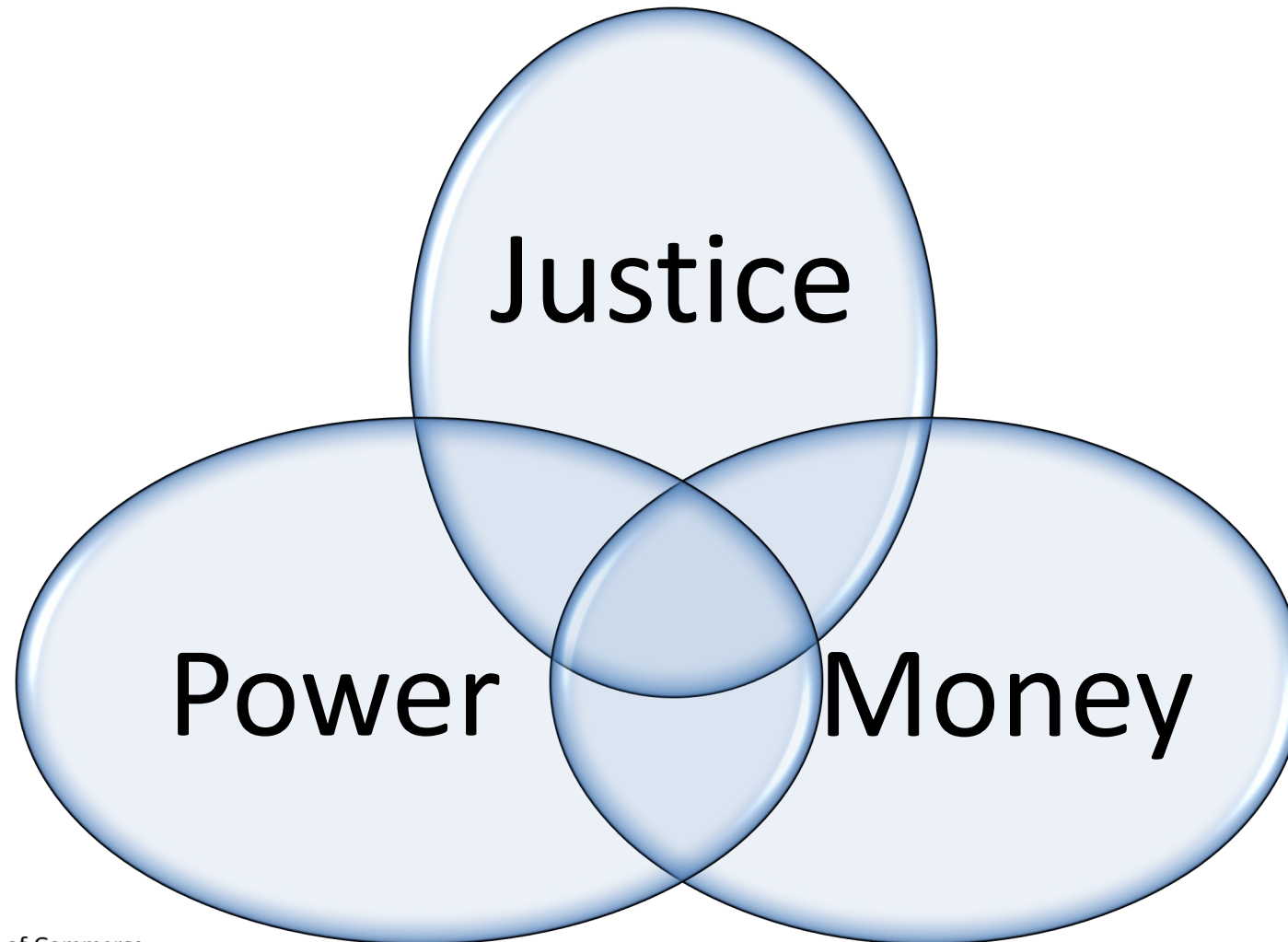
The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and **within every subsequent Term of ten years**, in such Manner as they shall by Law direct.”

The Census is **Important**

The Census is **Easy**

The Census is **Safe**

What Is In It For Amity?



Justice

- Fair Labor
- Affirmative Action
- Equal Pay
- Voting Rights
- Fair Rents
- Fair Lending
- Public Safety
- Poverty Services and Programs
- ESL Services and Support
- Housing Assistance
- Housing Rehabilitation
- Equal Employment Opportunity

Power

- US House of Representatives
- Federal, State, and Local Legislative Districts
- School Districts
- Voting Districts
- Special Districts
- Programs, Infrastructure, Investment, and Development Planning

Money

\$675B – Federal

- Transportation
- Housing
- Healthcare
- Education
- Public Safety
- Disaster Response

\$13.5B - Oregon

- Assistance Programs
 - Poverty
 - ESL
 - Housing
 - Nutrition
 - Employment

EASY: What Do We Ask?

1. Address
2. Phone Number
3. Count of Each Person At That Address
4. Name
5. Gender
6. Age and Date of Birth
7. Race
8. Hispanic, Latino or Spanish Origin
9. Whether Someone Lives Somewhere Else
10. Relationship



EASY: Three Methods; Many Languages

- Paper Census Forms
- Telephone
- Online
- Nonresponse Followup (NRFU)
- English / Spanish:
 - Paper Forms and Mailings
 - Enumerators
- 13 Languages
 - Internet Self-Response
 - Telephone Call Centers
- 59 Languages
 - Guides and Language Cards
- Braille, ASL, Large Print

SAFE: Private and Confidential

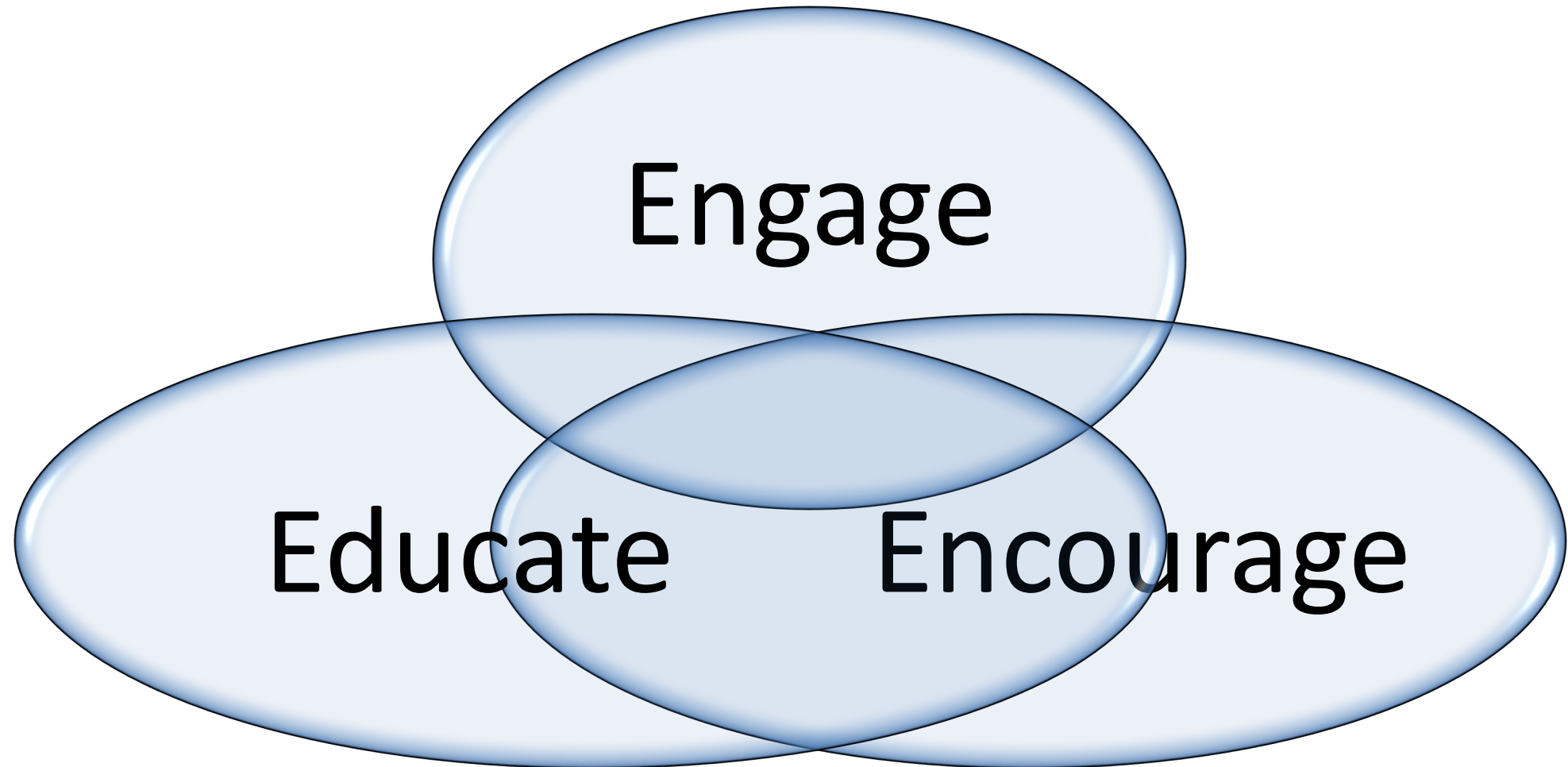
- Data reported in aggregate only
- Prohibited by law from releasing personal information to any:
 - Person
 - Organization
 - Government Agency
(Title 13 and Title 26)

Challenges to an Accurate Census

- Identify
- Reach
- Interview
- Persuade

These factors describe
Hard to Count Populations

National Partnership Program



Thank You

James S Graham

Partnership Specialist

United States Department of Commerce
U.S. Census Bureau

James.S.Graham@2020Census.gov

971-388-9825

We're Hiring

**Supervisory
&
Non-supervisory
positions available in
Yamhill County, OR**

\$17.50 - \$19.50 per hour



JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

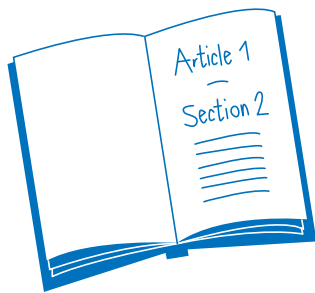
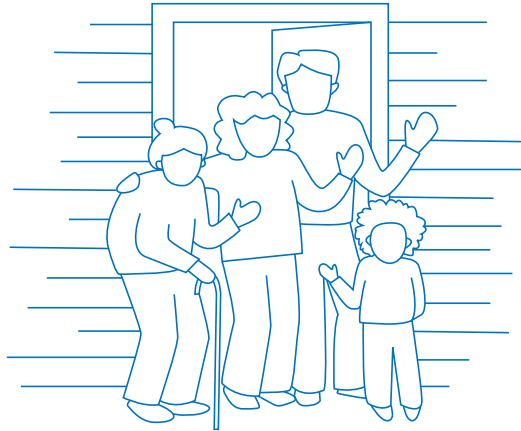


CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.

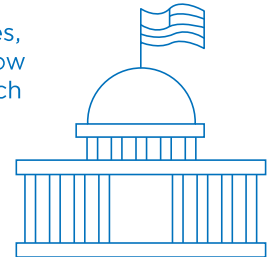


It's in the constitution.

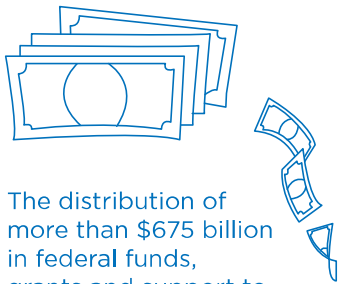
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about fair representation.

Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.

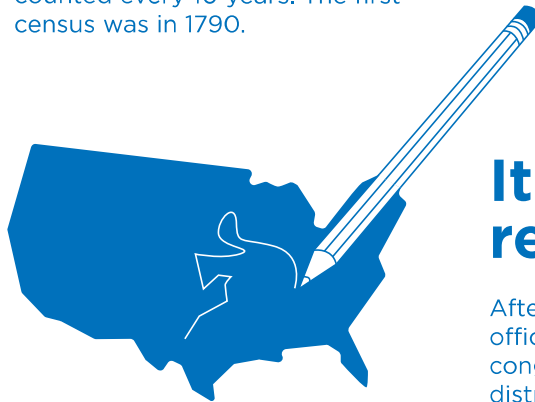


It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

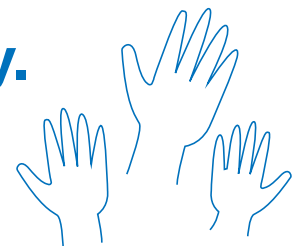


It's about redistricting.

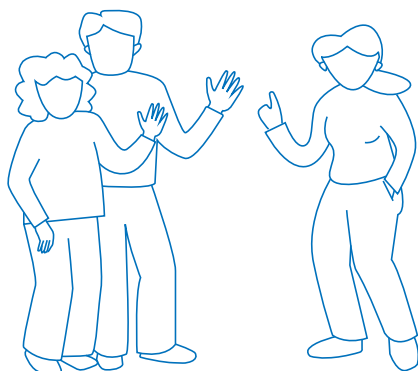
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

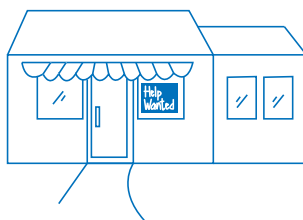
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



Census data are being used all around you.

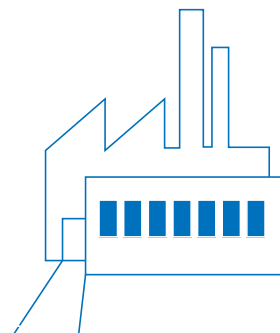
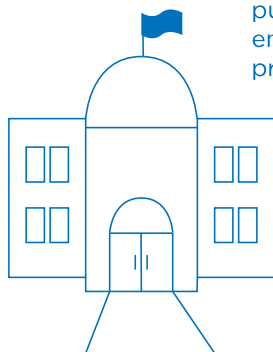


Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



Businesses use census data to decide where to build factories, offices and stores, which create jobs.

Local governments use the census for public safety and emergency preparedness.



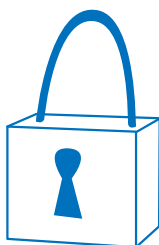
Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

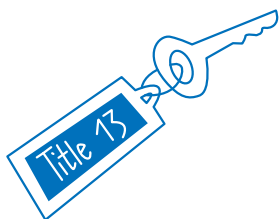
It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



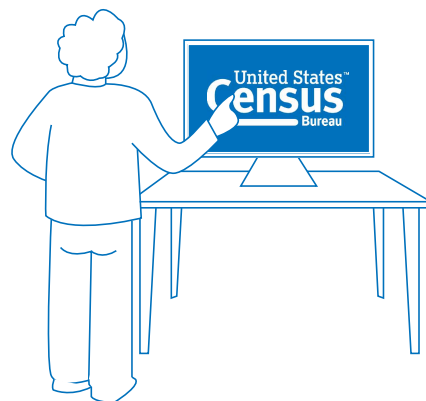
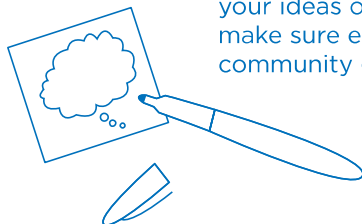
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.



Common situations where young children aren't counted

How you can help?



The **child splits time between two homes**.

The child lives or stays with **another family or with another relative such as a grandparent**.

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



The child lives in a **lower income household**.

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



The child lives in a household with **young parents or a young, single mom**.

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.



The child is a **newborn**.

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.

Common situations where young children aren't counted

How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families**.

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved**.

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential**.
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults**.

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



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 7, 2018
Subject: City Administrator Staff Report – August 7, 2019

1. The Mayor and I met with USDA on July 31, 2019, to discuss the Letter of Conditions regarding the \$1,635,000 loan they (USDA) approved. This loan will support our ongoing project to improve and overhaul our City's water infrastructure. The City signed the letter. There are many requirements we are now obligated to meet as conditions of the loan. Many of these obligations I, as City Administrator, will execute with City Staff. The remainder I will need the support of Council. There are three immediate requirements.
 - a. Establishment of a new utilities rate for the City beginning in this Fiscal Year. This will need to be approved during the September 2019 City Council meeting. I will discuss the details of this with the Finance Committee in August. Of note, the setting of a new rate was authorized by City Resolution in January 2019.

It is expected that the utilities rate shall increase. Therefore, I suggest that the City Council should consider the extent of public engagement it desires in notifying its utilities consumers in preparation for this possibility. The Council could announce that a utilities rate change is being proposed and seek public opinion at (or before) the September 2019 City Council Meeting - prior to any potential vote.
 - b. Establishment of a Revenue Bond for the City in the amount of \$2,000,000. The city will need to work with its lawyer and a Bond Council (experts who manage municipal bond sales) to establish this process and draft the necessary ordinance or resolution. Chad Olsen and Justin Hogue, my predecessors, initiated contact with a Bond Council in anticipation of this requirement.
 - c. Establishment of intermediary financing. This is a requirement USDA places upon the City that allows the City to accept and receive short-term advances upon the \$1.6 million amount. As the City completes the project, this financial obligation will be incorporated into overall loan and settled. Again, Chad Olsen and Justin Hogue, my predecessors, initiated outreach with financial institutions in anticipation of this requirement.
2. The Mayor also tasked me to review the City's Public Safety Fee and to report back to him and Council. I have initiated my research and will make my report in September's City Council Meeting (October at the latest).
3. Yesterday, August 6th, the City completed its required 10-day public notice requirement for "Sole Source Contracting" regarding the Water Treatment Facility. The Sole Source Contract

was approved during the June 12, 2019 City Council Meeting; this is the last required step in the process. At this time, there are/are no objections to the Sole Source Contract and we may/may not begin the purchase of the required equipment.

4. City staff has been updating its Facebook and website pages in the last month. We have received mostly positive feedback for our efforts. Two items of note, we have posted city related vacancies (both the Tourism Committee and our City Council's two vacancies) and our 2019 water quality report, to our city's website.
5. I began work on 1 July 2019. It's been 1 month and 1 week since I started. In that time, I have managed to move into a residence inside city limits, charged full speed into many City functions, have participated in multiple City events, and have met with many of the community's members. I remain honored and humbled to serve you. I look forward to the next few years.

CITY OF AMITY

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Monthly Report from City Recorder/Treasurer

August 2019 for July 2019

Respectfully Submitted by: Natasha Johnson

Regular Tasks:

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

Other Items

- Training Amber for City Clerk.
- Worked with Kathy Taylor on preparing audit.
- Helped with Movies at the Community Center.
- Worked on Planning Files.
- Worked on Building Files.

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

Date Received	Subject	Resolution/Outcome	Copy to
6/12/19	Public Nuisance	SO spoke w/owner and will fix it	SO, Recorder and Mayor
7/3/19	Pot Holes	PW fixed the pothole	PW, Administrator & Mayor

CITY OF AMITY
CITIZENS' COMPLAINT FORM



Date: 6/12/19

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

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

- ☒ Public Nuisance at 208 W 1st St
- ☐ Discourteous or unresponsive city employee _____
- ☐ Obstruction of a city street or sidewalk at _____
- ☐ Illegal parking _____
- ☐ Trailer or RV being used as a residence at _____
- ☐ Possible unpermitted construction activity at _____
- ☐ Other _____

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

30x10 FOOT high black berries
ruining my fence!
(507 Stanley St) called 2 wks ago
NO LUCK!!

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

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

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

Sarah Bacon
Complainant Signature

Address: 507 Stanley St
Phone: 971-237-0803
Email: _____

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

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: _____

Date complaint was given to supervisor: _____

Supervisor Comments:

Written By: Name/Title

Date & Time

Additional Info:

Took picture of blackberries from backyard of 507 Stanley.
I gave Steven Miller ^(208 6th) a door hanger explaining the iss and a copy of the ordinance.

On 6-18-19, Sst. Whitton spoke w/ Debbie Miller a resident @ 208 6th 503-312-4278. She is working to get them taken out. Has help coming from neighbors. (TW)

Dep. Jones

Written By: Name/Title

6/15/19 1600

Date & Time

Complaint Sarah Bacon was notified. Pic's taken by Dep. Jones.

(TW)

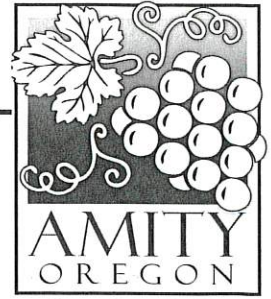
☐ Additional Documents Attached

Copy given to (original on file with recorder):

☐ Mayor ☐ City Administrator ☐ Police Chief

Date: _____ Emp. Int. _____

CITY OF AMITY
CITIZENS' COMPLAINT FORM



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

Date: July
June 3, 2019

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

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

☒ Other pot hole growing bigger & bigger at Trade
end of 3rd St/Ave

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

pot hole at end of 3rd Ave/st is getting
bigger & bigger day by day. Have to pull
up on other side of road to get on to Trade
w/my car

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

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

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

Teresa Groves
Complainant Signature

Address: _____

Phone: 971-237-2388

Email: _____

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

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Name of supervisor receiving complaint: Gary Mathis

Date complaint was given to supervisor: 7/3/19

Supervisor Comments:

We are aware of the problem & will be fixing Monday mid morning. It was already on our list to fix before complaint was left @ city hall.

Gary Mathis PW Superintendent
Written By: Name/Title

7/3/19 @ 1pm
Date & Time

Additional Info:

Written By: Name/Title

Date & Time

☐ Additional Documents Attached

Copy given to (original on file with recorder):

☐ Mayor ☐ City Administrator ☐ Police Chief Date: _____ Emp. Int. _____

KELLER ENGINEERING REPORT

Date: July 2019

PROJECT NO	DESCRIPTION	INVOICE	CURRENT AMOUNT	PRIOR BILLED	PROJECT TOTAL
215108-001	WATER SYSTEM SERVICES	0000025	18,140.00	67,283.25	85,423.25
215108-002	SEWER SYSTEM SERVICES	0000012	42.50	13,736.25	13,778.75
215108-003	MUNICIPAL PLANNING SERVICE	0000023	1,772.50	36,007.50	37,780.00
215108-004	STREETS INFRASTRUCTURE SERVICES	0000020	535.00	17,685.00	18,220.00
215108-005	WATER SYSTEM IMPROVEMENTS	0000028	67,188.00	305,032.80	372,220.80
215108-006	WATER RESERVOIR IMPROVMENTS	0000008	118.00	50,004.00	50,122.00
215108-007	ROAD REHAB PROJECT	0000001	0.00	12,681.00	12,681.00
215108-008	GIS GRANT SUPPORT	0000005	170.00	1,842.50	2,012.50
			\$ 87,966.00	\$ 504,272.30	\$ 592,238.30



July 16, 2019

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

RECEIVED
JUL 19 2019

Michael Thomas

Transmitting Invoice No. 23 - Municipal Planning Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$1,772.50. During the months of May through June, Keller Associates completed the following engineering services:

- Project Management
- DeRaeve Family request for comments - \$270
- 2019 SCA Grant application support - \$180
- McRae partition - \$360
- Amity Heights (\$920)
 - Plan changes
 - ADA compliance
 - Final walk through
 - Final plat review and signature
 - Final acceptance

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

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, P.E.
Salem Office 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 11, 2019
Project No: 215108-003
Invoice No: 0000023

Project 215108-003 Amity - Municipal Planning Services

Project Manager: *[Signature]*

Professional Services from May 1, 2019 to June 30, 2019

Professional Personnel

	Hours	Rate	Amount
Olsen, Peter	.25	170.00	42.50
Owens, Mark	8.50	180.00	1,530.00
Stone, Cody	2.00	100.00	200.00
Totals	10.75		1,772.50
Total Labor			1,772.50

Total this Invoice \$1,772.50

Billings to Date

	Current	Prior	Total
Labor	1,772.50	36,007.50	37,780.00
Totals	1,772.50	36,007.50	37,780.00

Billing Backup

Keller Associates, Inc.

Invoice 0000023 Dated 7/11/2019

Thursday, July 11, 2019

9:48:54 AM

Project	215108-003	Amity - Municipal Planning Services
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Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	5/21/2019	.25	170.00	42.50	
	PM					
00222	Owens, Mark	5/1/2019	.50	180.00	90.00	
	Meeting with Pacific National - Amity Heights Plan Changes and ADA Compliance					
00222	Owens, Mark	5/6/2019	2.00	180.00	360.00	
	Amity Heights Final Walk Through					
00222	Owens, Mark	5/7/2019	1.00	180.00	180.00	
	Amity Height Final Plat Review and Signature					
00222	Owens, Mark	6/12/2019	1.50	180.00	270.00	
	DeRaeve Family Request for Comments					
00222	Owens, Mark	6/17/2019	.50	180.00	90.00	
	Emergency Repair - Bray Valves					
00222	Owens, Mark	6/18/2019	.50	180.00	90.00	
	2019 SCA Grant Application					
00222	Owens, Mark	6/25/2019	1.00	180.00	180.00	
	McRae Partition					
00222	Owens, Mark	6/26/2019	1.00	180.00	180.00	
	McRae Partition					
00222	Owens, Mark	6/27/2019	.50	180.00	90.00	
	Amity Heights Final Acceptance					
00218	Stone, Cody	5/1/2019	2.00	100.00	200.00	
	ADA Ramp form inspection					
	Totals		10.75		1,772.50	
	Total Labor					1,772.50
				Total this Project		\$1,772.50
				Total this Report		\$1,772.50



July 16, 2019

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

RECEIVED
JUL 19 2019
Michael Thomas

Transmitting Invoice No. 12 - Sewer System Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$42.50. During the months of March through June, Keller Associates completed the following engineering services:

- Support for development of City budget

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

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, P.E.
Salem Office Manager





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

July 11, 2019
Project No: 215108-002
Invoice No: 0000012

Project 215108-002 Amity - Sewer System Services

Project Manager: *[Signature]*
Professional Services from March 1, 2019 to June 30, 2019

Professional Personnel

	Hours	Rate	Amount
Olsen, Peter	.25	170.00	42.50
Totals	.25		42.50
Total Labor			42.50
Total this Invoice			<u>\$42.50</u>

Billings to Date

	Current	Prior	Total
Labor	42.50	13,736.25	13,778.75
Totals	42.50	13,736.25	13,778.75

Project	215108-002	Amity - Sewer System Services	Invoice	0000012
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Billing Backup

Keller Associates, Inc.

Invoice 0000012 Dated 7/11/2019

Thursday, July 11, 2019

9:45:46 AM

Project	215108-002	Amity - Sewer System Services
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Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	5/14/2019	.25	170.00	42.50	
	budget support					
	Totals		.25		42.50	
	Total Labor					42.50

Total this Project	\$42.50
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Total this Report	\$42.50
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July 16, 2019

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

RECEIVED
JUL 19 2019

Michael Thomas

Transmitting Invoice No. 20, Streets Infrastructure Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$535.00. During the months of March through June, Keller Associates completed the following engineering services:

- Project management
 - 2020 SCA Grant application discussion and coordination

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

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, P.E.
Salem Office 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 11, 2019

Project No: 215108-004

Invoice No: 0000020

Project 215108-004 Amity - Streets Infrastructure Services

Project Manager: *[Signature]*

Professional Services from March 1, 2019 to June 30, 2019

Professional Personnel

	Hours	Rate	Amount
Olsen, Peter	.50	170.00	85.00
Stone, Cody	4.50	100.00	450.00
Totals	5.00		535.00
Total Labor			535.00

Total this Invoice \$535.00

Billings to Date

	Current	Prior	Total
Labor	535.00	17,265.00	17,800.00
Expense	0.00	420.00	420.00
Totals	535.00	17,685.00	18,220.00

Project	215108-004	Amity - Streets Infrastructure Services	Invoice	0000020
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Billing Backup

Keller Associates, Inc.

Invoice 0000020 Dated 7/11/2019

Thursday, July 11, 2019

10:54:27 AM

Project	215108-004	Amity - Streets Infrastructure Services
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Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	6/5/2019	.50	170.00	85.00	
	2020 SCA coordination					
00218	Stone, Cody	6/17/2019	4.50	100.00	450.00	
	2019 SCA Grant App and quick plans					
	Totals		5.00		535.00	
	Total Labor					535.00

Total this Project	\$535.00
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Total this Report	\$535.00
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July 16, 2019

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

RECEIVED
JUL 19 2019

Michael Thomas

Transmitting Invoice No. 25, Water System Services

Dear Mr. Thomas:

Please find attached invoice in the amount of \$18,140.00. During the months of May through June, Keller Associates completed the following engineering services:

- Emergency Filter Improvements Support - \$17,747.50
 - Meetings and meeting preparation
 - Correspondence
 - Valve, switch and solenoid research and review
 - Budget support
 - Filter improvement design, discussions, coordination and reviews
 - Emergency filter spec writing, review and revisions
 - Filter funding planning
 - Salt Creek pipeline support
 - Updates to contract documents
 - Underdrain system coordination, research and review
 - Blower sizing
 - Hydraulic balance review
 - Air manifold design
- Salt Creek Pipeline Support - \$392.50

The Emergency Filter Improvements Support was supposed to be paid for by the CDBG contingency line item per Arthur Chaput. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, P.E.
Salem Office 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 11, 2019
Project No: 215108-001
Invoice No: 0000025

Project 215108-001 Amity - Water System Services

Project Manager: *[Signature]*

Professional Services from May 1, 2019 to June 30, 2019

Professional Personnel

	Hours	Rate	Amount
Bledsoe, James	.25	190.00	47.50
Heald, Timothy	2.00	140.00	280.00
Neiwert, Adam	.25	160.00	40.00
Olsen, Peter	19.75	170.00	3,357.50
Phinney, Bryan	3.00	175.00	525.00
Thorley, Elizabeth	36.00	100.00	3,600.00
Zoebelein, Conor	98.00	105.00	10,290.00
Totals	159.25		18,140.00
Total Labor			18,140.00
Total this Invoice			<u>\$18,140.00</u>

Billings to Date

	Current	Prior	Total
Labor	18,140.00	66,955.75	85,095.75
Consultant	0.00	249.50	249.50
Expense	0.00	78.00	78.00
Totals	18,140.00	67,283.25	85,423.25

Billing Backup

Thursday, July 11, 2019

Keller Associates, Inc.

Invoice 0000025 Dated 7/11/2019

9:41:44 AM

Project	215108-001	Amity - Water System Services
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Professional Personnel

			Hours	Rate	Amount
00008	Bledsoe, James	6/12/2019	.25	190.00	47.50
00226	Heald, Timothy	6/3/2019	.25	140.00	35.00
	Reviewed butterfly spec for Conor and replied in email. He has the correct parts spec'd for him by sales so he is ready to order.				
00226	Heald, Timothy	6/4/2019	1.75	140.00	245.00
	Researched the butterfly valves, solenoids and switches for Conor. Emailed and discussed the situation with him. Reviewed prints with him and confirmed that the control for the system is likely 120 VAC				
00158	Neiwert, Adam	5/29/2019	.25	160.00	40.00
	phone call with Conor for valve replacement support				
00031	Olsen, Peter	5/14/2019	.25	170.00	42.50
	budget support				
00031	Olsen, Peter	5/24/2019	1.00	170.00	170.00
	filter emergency bid package				
00031	Olsen, Peter	5/28/2019	1.50	170.00	255.00
	filter issue, coordination with IFA, bid docs				
00031	Olsen, Peter	5/29/2019	.75	170.00	127.50
	emergency project description				
00031	Olsen, Peter	5/30/2019	1.00	170.00	170.00
	Mike Beyer conversation about filter improvements, coordination with Conor				
00031	Olsen, Peter	5/31/2019	1.00	170.00	170.00
	Emerg Filter imp - coordination				
00031	Olsen, Peter	6/3/2019	1.50	170.00	255.00
	filter improvements				
00031	Olsen, Peter	6/4/2019	4.50	170.00	765.00
	mtg with Gary for filter improvements, actuator specs, coordination with RD and Oregon Business, and City attorney				
00031	Olsen, Peter	6/5/2019	2.75	170.00	467.50
	roughing filter media disc. and coordination with manufacturer				
00031	Olsen, Peter	6/7/2019	.75	170.00	127.50
00031	Olsen, Peter	6/11/2019	.25	170.00	42.50
	salt creek pipeline support, 0.25 tech specs for water filters				
00031	Olsen, Peter	6/13/2019	.50	170.00	85.00
	Bray valve actuator				
00031	Olsen, Peter	6/18/2019	.50	170.00	85.00
	Bray valve actuator				
00031	Olsen, Peter	6/24/2019	2.00	170.00	340.00
	update phone call with Oregon Business				
00031	Olsen, Peter	6/25/2019	.50	170.00	85.00
00031	Olsen, Peter	6/26/2019	1.00	170.00	170.00
00012	Phinney, Bryan	5/24/2019	1.00	175.00	175.00
	Filter Coordination				
00012	Phinney, Bryan	5/31/2019	2.00	175.00	350.00
	Review				
00211	Thorley, Elizabeth	6/7/2019	2.25	100.00	225.00
	Reformatting and template gathering of emergency filter specs				
00211	Thorley, Elizabeth	6/11/2019	1.75	100.00	175.00
	Updates to emergency filter specs and templates				

Project	215108-001	Amity - Water System Services	Invoice	0000025
00211	Thorley, Elizabeth	6/13/2019	.50 100.00	50.00
	Emergency Filter: iscussion on contract docs; updates to folder setup and time allocation			
00211	Thorley, Elizabeth	6/14/2019	4.75 100.00	475.00
	Emergency filter: contract doc updates			
00211	Thorley, Elizabeth	6/17/2019	1.00 100.00	100.00
	Emergency Filter Improvements: updates to contract docs			
00211	Thorley, Elizabeth	6/18/2019	2.50 100.00	250.00
	Emergency Filter Improvements: updates to contract docs			
00211	Thorley, Elizabeth	6/19/2019	5.00 100.00	500.00
	0.25: Update to Conor on Emergency Filter specs 4.75: Salt Creek Bridge Crossing memo for ODOT			
00211	Thorley, Elizabeth	6/20/2019	1.00 100.00	100.00
	Salt Creek Bridge Crossing memo for ODOT			
00211	Thorley, Elizabeth	6/21/2019	1.75 100.00	175.00
	Salt Creek Bridge Crossing memo for ODOT			
00211	Thorley, Elizabeth	6/24/2019	.25 100.00	25.00
	Coordination on Salt Creek Bridge meeting			
00211	Thorley, Elizabeth	6/26/2019	6.75 100.00	675.00
	Salt Creek Relocation: 30 min on memo revisions Emergency Filters: 6.25 hours on spec writing			
00211	Thorley, Elizabeth	6/27/2019	8.00 100.00	800.00
	Emergency Filters: Spec writing			
00211	Thorley, Elizabeth	6/28/2019	.50 100.00	50.00
	Emergency Filters: Spec writing			
00183	Zoebelein, Conor	5/22/2019	1.50 105.00	157.50
	City filter troubleshooting/ specifications/ City Coord/			
00183	Zoebelein, Conor	5/23/2019	1.00 105.00	105.00
	City filter troubleshooting/ specifications/ City Coord/			
00183	Zoebelein, Conor	5/24/2019	7.75 105.00	813.75
	Filter emergency improvements funding planning/ specifications/ Filter underdrain system qoute, information, drawings/ undrain system drawings/ Valve qoute, specs/ Cityt CORR/			
00183	Zoebelein, Conor	5/28/2019	4.25 105.00	446.25
	Filter underdrain system qoute, information, drawings/ undrain system drawings/ Valve qoute, specs/ Cityt CORR/ Conference call/			
00183	Zoebelein, Conor	5/29/2019	6.25 105.00	656.25
	Manufacturer underdrain design, qoute, and information/ design meeting/ specifications outline/ written description			
00183	Zoebelein, Conor	5/30/2019	6.25 105.00	656.25
	Supplier coord/ USDA-RD CORR/ Underdrain qoute and information/ engineering cost estimate/ air manifold design			
00183	Zoebelein, Conor	5/31/2019	6.75 105.00	708.75
	/ Underdrain qoute and information/ engineering cost estimate/ Project planning/ specifications			
00183	Zoebelein, Conor	6/3/2019	4.25 105.00	446.25
	Butterfly valve specifications/ engineer's cost estimate/ project timeleine/ City Coord/ emergency filter improvements design/			
00183	Zoebelein, Conor	6/4/2019	7.75 105.00	813.75
	Emergency filter replacement City meeting/ USDA-RD call/ CDBG call/ air acutator power suppply and specifications/ Blower calculations/ City attourney CORR/ emergency filter improvements design/			
00183	Zoebelein, Conor	6/5/2019	8.00 105.00	840.00
	AWI proposal communication/ Existing pump curves manufacturer/ emergency filter improvements design/			
00183	Zoebelein, Conor	6/19/2019	3.50 105.00	367.50
	Emergency filter replacement meeting/ water quality data/ EFR specifications/ AWI proposal/ emergency filter improvements design/			

Project	215108-001	Amity - Water System Services	Invoice	0000025
00183	Zoebelein, Conor	6/20/2019	6.25	105.00
	emergency filter improvements design/ blower sizing and hydraulic energy balance			656.25
00183	Zoebelein, Conor	6/21/2019	7.25	105.00
	emergency filter improvements design/ blower sizing and hydraulic energy balance calculations			761.25
00183	Zoebelein, Conor	6/24/2019	4.50	105.00
	Amity WSI coordination call/ blower sizing and air manifold design/ emergency filter improvements design/			472.50
00183	Zoebelein, Conor	6/25/2019	4.50	105.00
	City call/ Blower manufacturer CORR/ Blower and air manifold calculations/ City measurements CORR/ emergency filter improvements design/			472.50
00183	Zoebelein, Conor	6/26/2019	7.50	105.00
	emergency filter improvements design/Blower and air manifold calculations/ City measurements CORR/			787.50
00183	Zoebelein, Conor	6/27/2019	6.75	105.00
	emergency filter improvements design/ blower manufacturer sizing and information/ City data collection/ Pump testing/ driving to/from WTP/			708.75
00183	Zoebelein, Conor	6/28/2019	4.00	105.00
	emergency filter improvements design/ hydraulic calculations/ AWI design information/ blower manufacturer/ design CORR/			420.00
	Totals		159.25	18,140.00
	Total Labor			18,140.00
		Total this Project		\$18,140.00
		Total this Report		\$18,140.00



July 16, 2019

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

RECEIVED
JUL 19 2019

BY: *Michael Thomas*

Transmitting Invoice No. 5 – GIS Grant Support

Dear Mr. Thomas:

Please find attached invoice in the amount of \$170.00. During the months of March through June, Keller Associates completed the following engineering services:

- Coordination with City and intern

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

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen

Peter Olsen, P.E.
Project Manager



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

July 11, 2019

Project No: 215108-008

Invoice No: 0000005

Project 215108-008 Amity - GIS Grant Support

Project Manager: *[Signature]*

Professional Services from March 1, 2019 to June 30, 2019

Professional Personnel

	Hours	Rate	Amount
Olsen, Peter	1.00	170.00	170.00
Totals	1.00		170.00
Total Labor			170.00

Billing Limits

	Current	Prior	To-Date
Total Billings	170.00	1,842.50	2,012.50
Limit			3,000.00
Remaining			987.50

Total this Invoice \$170.00

Billings to Date

	Current	Prior	Total
Labor	170.00	1,842.50	2,012.50
Totals	170.00	1,842.50	2,012.50

Project	215108-008	Amity - GIS Grant Support	Invoice	0000005
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Billing Backup

Keller Associates, Inc.

Invoice 0000005 Dated 7/11/2019

Thursday, July 11, 2019

9:53:54 AM

Project	215108-008	Amity - GIS Grant Support
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Professional Personnel

			Hours	Rate	Amount	
00031	Olsen, Peter	5/9/2019	.50	170.00	85.00	
00031	Olsen, Peter	5/15/2019	.25	170.00	42.50	
00031	Olsen, Peter	6/4/2019	.25	170.00	42.50	
	Totals		1.00		170.00	
	Total Labor					170.00

Total this Project	\$170.00
---------------------------	-----------------

Total this Report	\$170.00
--------------------------	-----------------

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

INVOICE

City of Amity
Justin Hogue, City Administrator
PO Box 159
Amity, OR 97101

Date: July 8, 2019
Invoice No: 1819428

Payee #	Project	Revenue	Amount
2061	302440	41863	\$1,466.40

Description	Amount
Legal Services	
Water System - 2.5 hrs	
Rothenbucher Easement - 6.9 hrs	
9.4 hrs @ \$156.00/hour	\$1,466.40
Total	\$1,466.40

White - Customer Copy
Yellow - Return With Remittance


**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 10, 2019
Invoice No: 1819447

Payee #	Project	Revenue	Amount
2061	340061	41863	\$747.75

Description	Amount
Land Use Planning Services for FY 2018-2019	
Land Use Planning Services for the month of June, 2019	
8.75 hrs Land Use Planner @ \$81.00/hr	\$708.75
.75 Secretarial Support @ \$52.00/hr	\$39.00
	
Total	\$747.75

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 & McRae Carmichael, City Planners
Date: July 10, 2019
Subject: Billing for June, 2019

The hours billed during the month of June included 8.75 for land use planning services, 0.00 for GIS services, and 0.75 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 minutes, etc.	0.50
Building Permits		
Applications		
	1904-01 P: Finaled staff report, easement, neighbor comment, noticing	2.50
	1905-01 P: Noticing, staff report	5.00
Other		
	SRC Mngt easement discussion w/ public works & legal counsel	0.25
	DLCD Grant closeout scope discussion	0.25
	Developer inquiry about pre-application	0.25
Secretarial Services	Public notice mailing file#1904-01P	0.50
	Public notice mailing file#1905-01P	0.25
GIS Services		
TOTAL		9.50

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.