

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, February 3, 2021 in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Rachel King, Councilor Ryan Lehman, Councilor Sandy McArthur, Councilor Napua Ann Rich, Councilor April Dyche and Mayor Joshua Clark

Councilors Present via Zoom

None

Councilors Absent

Councilor Robert Andrade

Staff Present

City Recorder Natasha Johnson and City Administrator Mike Thomas

**CONSENT AGENDA:**

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

**CITIZEN COMMENTS/QUESTIONS:**

- A. Yamhill County Sheriff's Report: Deputy High went over some changes that are happening. Deputy Jones is rotating out of the contract and his last day in Amity will be on February 5<sup>th</sup>. Deputy Bartlett will be rotating into Deputy Jones position for Amity on February 10<sup>th</sup>. Deputy Bartlett introduced himself to Council. Deputy High explained that Deputy Summers will still be the deputy for day shift for Amity. Deputy High updated Council regarding a crime spree and that they are wrapping up the investigation. They are working on search warrants for crimes that have happened in the Amity area. Councilor Lehman asked for clarification on when Deputy Bartlett will be on shift. Deputy High explained will be on February 10<sup>th</sup>. Councilor Lehman asked if that leaves Amity without a deputy for in between the days. Deputy High said there should not be a gap. There were no further questions or comments for the Yamhill County Sheriff's Office.
- B. DIG Report: DIG was not able to attend and did not submit a report. Administrator Thomas gave update that DIG is working with community partners regarding the Daffodil Festival and that DIG will give more of an update later. There were no comments for DIG.
- C. Citizen Comments: None

**OLD BUSINESS:**

- A. None

**NEW BUSINESS:**

- A. Accept the Fiscal Year 2020-21 Audit Report: Administrator Thomas introduced Kathy Taylor; she is the City's contracted CFO. Kathy went over the audit. She found nothing unusual or shocking to her. She said there were no negative comments that were concerning. She explained to Council to read the opinion of the auditor and the opinion was clean. Councilor King asked for clarification that the City will be running on accrual basis and not cash. Kathy explained in the future the City will be going to Accrual Basis, but it takes a lot to change over. Councilor Lehman moved to accept the 2020-21 Fiscal Year Audit as prepared by Grove, Mueller, & Swank. Councilor Dyche seconded. Councilor Lehman asked Kathy that legally the City is ok operating still on cash basis. Kathy explained that if Auditors are willing to give it a go this year then it would be better to start and no reason not to migrate to the new system. The City needs to change accounting from Cash Basis to Accrual soon as the City is getting too big to operate on Cash Basis. She recommends for sure next year to migrate over, but this year might be difficult with the times. Administrator Thomas explained further. Councilor King asked for clarification that the City will be operating on Accrual basis come next fiscal year. Administrator Thomas explained that is the plan. With no further discussion motion passed 5-0.
- B. Approve Ordinance 667 Authorizing the Issuance of a Water Revenue Bond & Directing the Publishing of a Notice of Intent to Issue the Revenue Bond: Administrator Thomas went over background regarding the approval of Ordinance 667. Councilor Dyche asked for clarification of the cost. Administrator Thomas explained the amount. Councilor King asked for clarification of the max amount. Councilor Lehman moved to approve Ordinance 667 Authorizing the Issuance of a Water Revenue Bond and Directing the Publishing of a Notice of Intent to Issue a Water Revenue Bond in Compliance with Oregon Statutes and Evidencing its Official Intent to Reimburse Capital Expenditures. Councilor McArthur seconded motion and with no further discussion motion passed 5-0.
- C. Approve RUS Buleting 1780-27 Authorizing Sub Loan Funding Resolution: Administrator Thomas went over background regarding RUS Buleting 1780-27 Authorizing Sub Loan Funding Resolution. Councilor Rich moved to Approve RUS Buleting 1780-27 Sub Loan Funding Resolution. Councilor McArthur seconded and with no further discussion motion passed 5-0.
- D. Park Surveillance Cameras: Administrator Thomas went over the background regarding Park Surveillance Cameras. Councilor King asked about the subscription and what you get with it. Administrator Thomas explained what all is included in the subscription. Councilor Lehman asked about going with option 3 and adding more cameras down the road to other locations. Administrator Thomas wasn't sure, and he would look into it with the vendor. Councilor Dyche would also like more info. Councilor Lehman moved to table this for 30 days to March 3, 2021 Council Meeting. Councilor Rich seconded. With no further discussion motion passed 5-0.
- E. Drug & Alcohol Policy for Elected and Appointed Volunteers of the City: Councilor King went over her thought regarding a Resolution implementing a drug and alcohol policy and stating expectations. Councilor Rich made motion that the City Staff draft and prepare a resolution implementing a drug and alcohol policy for all appointees and elected members; including,

City Councilors, the Mayor, Commissioners, and those serving as Committee members, and present the resolution to the Council no later than April 7, 2021. Councilor McArthur seconded motion. Councilor Lehman made an amendment to include volunteers as well. Council all agreed. Council King wanted clarification that the Resolution would work. Councilor Dyche said as long as everyone is aware of the Resolution when the sign on. With no further discussion motion passed 5-0.

- E. Resignation of Tourism Committee Member: Administrator Thomas went over resignation of Tourism Committee Member Barb Bond. Councilor Lehman moved to accept the resignation letter from Barb Bond. Councilor McArthur seconded. Councilor Lehman thanked her for all her hard work and dedication to the Tourism Committee and that it didn't go unnoticed. With no further discussion motion passed 5-0.

### **DEPARTMENT REPORTS:**

City Administrator Report: Administrator Thomas submitted his report and added that City Clerk A. Lopez resigned, and that the City is actively advertising for a new hire. Plan is to have someone on board by March 11, 2021. Councilor Rich thanked Staff for all the extra work they are doing There were no additional comments for City Administrator.

City Recorder/Treasurer Report: City Recorder Johnson submitted her report and added reminder of the training on Saturday. There were no comments for City Recorder.

Public Works Report: Submitted his report and was not present at the meeting. There were no additional comments for Public Works.

Library Report: Librarian Jenkins didn't submit her report and was not present at the meeting. Administrator Thomas brought up a library goal that he has been talking with Librarian Jenkins about regarding upgrading the Library. Councilor Lehman suggested looking into State Surplus. There were no comments for the library.

City Engineer Billing Report: Billing report submitted. There were no comments.

City Attorney Billing Report: Billing report submitted and there were no comments.

City Planner Billing Report: Billing report submitted and there were no comments

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

Mayor's Comments from Mayor Clark: Didn't submit a report and had nothing to discuss. There were no comments for Mayor Clark.

Councilor Ryan Lehman & Finance Committee Report & Community Engagement Committee: Councilor Lehman didn't submit report. He updated Council on the Face Mask and they went out. He discussed the City applying for a \$50,000 grant from the

State of Oregon. Possibly buying a lot downtown and turning it into an outdoor eating area using the grant funds. Councilor King asked what the actual name of the grant is. Administrator Thomas said the name is The Ready Development Grant for Oregon Tourism. Councilor Lehman went over the different options the City can use the grant for. Councilor Rich asked if property in mind. Councilor Lehman said possibly one across from Post Office or next to El Torro Mexican Rest. Administrator Thomas said majority of the money would have to go to the property and then anything left would go to make the property feasible, if get the funding. Councilor Lehman said the idea came from Barb Bond and another member from DIG. Councilor King let Council know that she has been keeping an eye out for Grants too. There were no further comments for Councilor Lehman.

Councilor Sandy McArthur & Ordinance Committee Report: Councilor McArthur submitted her report and corrected the date on her report and had nothing else to add. There were no comments for Councilor McArthur.

Councilor Robert Andrade & Public Works Committee Report: Councilor Andrade did not submit his report and was not present at the meeting. There were no comments for Councilor Andrade.

Councilor Napua Ann Rich & Business Development Outreach Committee Report: Councilor Rich submitted her report and had nothing to add. There were no comments for Councilor Rich.

Councilor King: She did not submit report but reminded Council of the upcoming blood drive on March 17<sup>th</sup> at City Hall. There are currently 8 reservations out of the 25 spots. She also let Council know about the MWV Business outreach that just launched. Councilor Rich said she just heard about that and thanked Councilor King for mentioning it. There were no further comments for Councilor King.

Councilor Dyche: Councilor Dyche didn't submit a report and had nothing to discuss. There were no comments for Councilor Dyche.

Councilor Lehman moved to adjourn meeting at 7:55. Councilor Rich seconded and without further discussion motion passed 5-0.

**Approved by City Council March 3, 2021**

---

Joshua Clark, Mayor

**Attest:**

---

Natasha Johnson, City Recorder