

WORK SESSION OF THE COUNCIL  
CITY OF AMITY, OR

Minutes

Work Session of the City of Amity City Council was held at 5:00 p.m. on Wednesday, November 17, 2021, in the Council Chambers, City Hall, 109 Maddox, Amity, Oregon.

Councilors Present

Councilor Sandy McArthur (via Zoom), Councilor April Dyche, Councilor Napua Rich and Mayor Rachel King.

Councilors Absent

Councilor Robert Andrade and Councilor Cody Goings

Staff Present

City Administrator Michael Thomas

**BUSINESS FROM THE STAFF:**

City Administrator gave updates on any on-going City business and updated on status of projects.

**OPEN FORUM & DISCUSSION FROM MAYOR & CITY COUNCILORS:**

a. **Infrastructure** – No report given by Councilor Goings.

b. **Community Engagement** –

**Topic 1:** Discussed separate community surveys.

**Topic 2:** Discussed Christmas tree lighting, Fire department parade, decorated vehicles, 10 and the tree coming the 29<sup>th</sup> or 30<sup>th</sup> from Willamina.

**Topic 3:** Discussed signature for Siletz and PGE progress.

c. **Parks** – No report given by Councilor Andrade.

d. **City Services** – No report given by Councilor McArthur.

e. **Public Safety** – No report given by Councilor Dyche.

f. **Finance** –

**Topic 1:** Councilor Rich signed paperwork in the finance folder.

**Topic 2:** Mike informed council of an incident of a person backing into the fence at the city park. There are 2 bids in and waiting on 1 additional bid for the job. All parties are cooperating.

**Topic 3:** Update provided to council about Judge Ross. There will be an RFI in January that will give Judge Ross an opportunity to re-apply for the position if he so chooses.

g. **Mayor Report:**

**Topic #1 RDI Survey:** Council was given an overview of the history of work done up to this point by Staff, DIG, and business owners with Rural Development Initiatives. Mike detailed the survey that is currently being conducted within the community, expectations of planned meeting Dec. 9<sup>th</sup> and answered questions about what information we can expect to come from these efforts and opportunities to expand our collaborations, as a council and City, with this company after this initial stage of surveying and data compilation is completed.

**Topic #2 Damage to Park Fence:** Mike shared pertinent information about damage that had occurred to a section of fencing at the city park. He outlined the involvement of CIS, a private insurance company, public works, and the Yamhill County sheriff's office. An approximate timeline was given for the administrative paperwork and process and discussion was had about the possibility of an extended time frame needed in order for the repairs to be completed due to labor or supply issues. Council asked that caution tape or some other high visibility deterrents be placed around the area until repairs can be completed. It was confirmed that there are currently no outstanding safety hazards apparent.

**Topic #3 Tree Lighting/Parade Plans:** Up-to-date plans from DIG and the fire department were shared, by Mike, to Council. A question was raised about allowing additional entities to join into the parade and whether or not to charge entry fees. Additional participants will be limited to the school district, businesses, and local religious organizations. Mike will issue permits to the first ten individuals who request to participate. Council consensus was to not impose any entry fees. Discussion was had about adding a suggestion for donation to the fire departments Christmas toy fund in lieu of charging any participation fees. Council also discussed ways to promote donations for this cause, spoke about the giving tree tags at First federal, and brainstormed additional parade and charitable opportunities to consider in the future.

Council also discussed details of the tree, which was donated to Amity through Willamina Public works, and also the volunteer opportunity to help DIG members assemble gift bags for handout during the parade. This will occur Nov. 30 at 3:00.

**Topic #4 Municipal Court Judge:** Mike and I gave an update to Council regarding the finding of our search to establish the whereabouts of our existing contract with Amity's municipal court judge. After not locating a written contract in Amity, he and myself both reached out to the City of Carlton, as we are subcontractors through them. It was found that a current contract, or any contract for current services provided, was not able to be located by the City of Carlton. With the help and lead of Mayor Watkins and Carlton's City manager Shannon Beaucaire, a new contract will be written and outreach for interested parties for the position will start near the beginning of 2022. Our current Municipal Judge, Judge Ross, was made aware of the current situation and our need to reestablish a valid contract. He is free to decide if he wishes to reapply for the position he currently holds. Regardless of who fills this position in the future, contract negotiations will be forefront in the process and there will be financial implications and budgeting changes for the City to consider.

**Topic #5 Pumpkin Events Recap:** Council give input on strengths and weaknesses of our first annual pumpkin carving and decoration contest. Consensus was that the contest was a success and should be done again next year. Some aspects that could be improved are earlier and more complete advertisement of the event and more concise plans for picking winners and prize delivery. The City's pumpkin giveaway was also a success. Many thanks to donors and Staff! The city was able to hand out 60 pumpkins, gift bags, and library booklets to local children in about 3 hours.

**Topic #6 Christmas Done Bright:** I inquired of Mike the details of the Christmas done bright event from years past. He and Council discussed the details associated with this contest historically. Provisional plans for dates and council participants were nailed down and I will be working to establish specifics with Tasha as we get closer to the event. Judging will occur the weekend before Christmas and framework will be congruent with what has been done in the past.

**Topic #7 Infrastructure/Finance:** Two infrastructure and finance related updates were briefly discussed. Regarding the USDA water improvement intake project, the city is still waiting for a signature from the Siletz tribe on the established MOA agreement before next steps in funding the project can be taken. Mike has plans to speak with Holly from USDA for guidance on what is able to be done from Amity's perspective while we wait for this last signature to our agreement. Funding, bonding, bidding will be the next steps, but all await an official go ahead from various sources.

The second infrastructure/finance related update was in regard to the 2 million dollars in ARPA funds that Amity was granted through the Oregon legislature and Representatives Scharf and Nearman. Mike and I received last minute communications before the work session from Rep. Scharf, in regard to his inquiry for additional information and a status update.

Rep. Scharf was very helpful in sending our way the latest updates from the Department of Administrative Services that included their plans and timelines for the process and disbursement of CSFRF monies. As a grant recipient Amity can expect to receive a grant agreement for review and signature in the near future. Some grantees may receive these agreements before the end of November. No definite date can be given at this time. Once the agreement is received, signed and returned, funds for the projects will be received by the City.

**Approved by City Council December 1, 2021**

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Rachel King, Mayor

**Attest:**

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Natasha Johnson, City Recorder