

**CITY COUNCIL MEETING  
MAY 14, 2019**

**CALL TO ORDER/ROLL CALL/WELCOME - 6:00 P.M.**

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Mayor Christopher Kruebbe Called the Bay City Council meeting to order at 6:00 p.m. He invited everyone to stand and join him in the Flag Salute. The following Council members were present: David McCall, Kathy Baker, Helen Wright, Melissa Rondeau and Wendy Krostag. Others in attendance were City Attorney Lois Albright, Public Works Chance Steffey, Fire Chief Darrell Griffith and City Recorder Linda Downey.

See an attached list of visitors.

**VISITOR'S PROPOSITIONS**

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Mayor Kruebbe moved Unfinished Business 8F. Resolution No. 19-11 Enterprise Zone Re-designation forward on the agenda.

Terre Cooper Director of the Economic Development Council of Tillamook County attended the meeting to speak about the Enterprise Zone Re-designation. Every ten years a renewal of the Enterprise Zone is required by State law.

Motion by Councilor McCall and second by Councilor Krostag to approve Resolution No. 19-11 Enterprise Zone Re-designation. Motion carried 5-0.

**DEPARTMENT REPORTS**

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A. Fire

Fire Chief Darrell Griffith reviewed his report with the Council. Chief Griffith reviewed the call numbers and volunteer hours. Fire calls have increase due to the agreement to respond to structure fires at neighboring districts.

Chief Griffith spoke about the revised volunteer stipend rates.

Tom Imhoff asked if the mutual aid agreement have had an impact on the City's budget. Chief Griffith noted that there would likely be additional fuel costs.

B. City Hall:  
No Report

C. Public Works

The Council had Director Steffey's Public Works Report.

Director Chance Steffey reported a break in at the Public Works facilities and the theft of fuel.

Attorney Albright and Director Steffey are working on the SHN Contract. The

contract will be a two year extension of the City's Engineering Services.

- D. Police:  
Officers were not available. The monthly log was provided by Director Steffey.

**COMMITTEE REPORTS**

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- A. Administrative Committee  
Councilor Baker reviewed the items the Administrative Committee have been working on.

The Social Media Ordinance was discussed.

- B. Community Development  
No report.

- C. Emergency Management  
No Report

- D. Parks  
No Report

- E. Public Safety  
No Report

**MINUTES REVIEW**

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Minutes of the 04/08/2019 Council Workshop, 04/09/2019 Council Regular Meeting and 04/23/2019 Special Council Workshop/Meeting.

Minutes were reviewed. Minor errors were identified and corrections made.

Motion by Councilor McCall and second by Councilor Baker to approve the minutes of the 04/08/2019 Council Workshop and 04/09/2019 Council Regular Meeting as amended and 04/23/2019 Special Council Workshop/Meeting as presented. Motion carried 5-0.

**TREASURER'S REPORT**

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With no questions or corrections the report be filed for audit.

**BILLS AGAINST THE CITY**

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Councilor McCall, Councilor Rondeau and Councilor Wright reviewed bills with staff prior to the Monday night Council Workshop.

Motion by Councilor Rondeau and second by Councilor Krostag to approve payment of the

bills against the City in the amount of \$98,591.30. Motion carried 5-0.

## **UNFINISHED BUSINESS**

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A. Policies and Procedures for Department Head Complaints / In Committee

B. PUD Substation Property /SHN Contract Review  
The contract with SHN for a feasibility study was discussed.  
The feasibility study will be for the Public Works access. The Council was provided the information to determine if the City should move forward on the project.

Councilor McCall recommended the project be discussed with the Public Works Committee before proceeding.

Attorney Albright recommended Director Steffey contact PUD to determine the price of the property.

C. Revisions to Ordinance No. 380 / In Committee  
The Charter was adopted after Ordinance 380. The Charter over rules the ordinance.

Motion by Councilor McCall and second by Councilor Baker to set a public hearing June 11, 2019, at 6:00 p.m. to repeal Ordinance No. 380. Motion carried 5-0.

D. Social Media Administrative Policies / Draft Ordinance  
A brief discussion was held on the minor changes to the draft Social Media Policies.

Motion by Councilor Baker and second by Councilor Krostag to set a public hearing for the Social Media Administrative Policies Ordinance on June 11, 2019, at 6 p.m. Motion carried 5-0.

E. Charter Franchise Agreement  
A brief discussion was held on the Charter Franchise Agreement.

Motion by Councilor McCall and second by Councilor Baker to approve the Charter Franchise agreement as presented. Motion carried 5-0.

F. Resolution No. 19-11 Enterprise Zone Re-designation  
This item was addressed under Visitor's Propositions.

## **NEW BUSINESS**

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A. Resolution No. 19-12 Supplemental Budget /SCA Grant  
Public Works Director Steffey spoke about the SCA Grant awarded to the City in the amount of \$100,000. The City budgeted \$50,000. The supplemental Budget is needed to spend the full grant amount.

Motion by Councilor Baker and second by Councilor Wright to adopt Resolution No. 19-12 Supplemental Budget for the SCA Grant. Motion carried 5-0.

B. State of Oregon SCA Contract

Director Steffey explained the contract was for the State of Oregon and the SCA Grant Funding.

Motion by Councilor McCall and second by Councilor Rondeau to approve the 2019 Small Cities Allotment Agreement No. A051-G041918 between the City of Bay City and the State Oregon as presented. Motion carried 5-0.

C. SHN Contract Hobsonville Point Road

The contract is for SHN's engineering design and construction services for on the Hobsonville Point Road project.

Motion by Councilor Krostag and second by Councilor McCall to approve the SHN Consulting overlay project contract for Hobsonville Point Road. Motion carried 5-0.

D. Part-time Fire Chief Position

Councilor McCall summarized the issue. Chief Griffith requested to make the Fire Chief's position a part-time position with the recommendation to change the current stipend of \$1,200 monthly to \$3,300 a month plus benefits. It was presented to the Budget Committee and the Budget Committee discussed and felt assured that the levy funds were being used for the levy items and the part-time Fire Chief's position would be paid out of the General Fund and therefore supportable. A discussion held at the workshop and the question was asked "if the position was a new position did the position need to be advertise?" Earlier this question was brought up at the Emergency Preparedness Committee and the chair of the Committee was going to ask the City Attorney if the City was required to advertise the position.

The Council asked Attorney Albright if the City is required to advertise the position. Attorney Albright stated that she would research it.

Councilor McCall explained that if the City was unsure would it be better to error on the side of public policy and advertise the position. He felt the consensus was that it was unlikely to draw a large number of applicants but it would be the best practice to advertise. Attorney Albright indicated that the City would not be in trouble for advertising.

Discussion was held on the reference in the job description that the Fire Chief position is recommended by the Fire Fighter's Association and hired by the City Council. Revisions will be made to remove reference to the Fire Fighter's Association.

Attorney Albright recommended that the Ordinance be set for public hearing if the position was to start July 1, 2019.

Motion by Councilor McCall and second by Councilor Wright to instruct staff to prepare the modifications to the personnel policy revising the position of Fire Chief to a half time position as discussed and to set a public hearing for the personnel ordinance for June 11, 2019, 6:00 p.m. Motion carried 5-0.

Councilor McCall asked Attorney Albright how to proceed. Attorney Albright indicated that a motion could be made to advertise and if something changed all applicants could be rejected.

Bay City citizen Pat Vining asked for clarification on why the job requires to be advertised. He believed it was a promotion for Chief Griffith and had not heard talk of a new position.

Councilor Krostag stated she felt it was a new position because the City does not currently have a part-time paid Fire Chief, but a volunteer Fire Chief that receives a stipend.

Councilor Krostag stated that the requirement to advertise was no reflection on Chief Griffith but a legality of what the City has to do.

Motion by Councilor McCall and second by Councilor Baker to instruct staff to prepare the hiring notice for the position of part-time Fire Chief position to be advertised in the Headlight Herald, a fire related publication and the City's website with an application deadline of June 14, 2019, and request the Public Safety Committee organize the opening and evaluations of the applications and make a recommendation to the City Council. Motion carried 5-0.

## **MAYOR'S PRESENTATION**

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- A. Mayor Kruebbe noted that Joe Travers from the Department of Forestry attended the workshop last night and spoke about the three new gates that will be installed in the forestry area northeast of Bay City. The gates are required to help prevent unauthorized tree cutting, debris dumping and vehicle dumping.

## **CITY COUNCIL PRESENTATION**

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Councilor Wright expressed her disappointment that the City Planner was not in attendance for the meeting. Councilor Wright expected her to provide information on the development ordinance revisions regarding animals.

Councilor McCall suggested the Council review the discussion held at the workshop for the citizens in attendance.

Mayor Kruebbe reviewed the proposed Planning and Council public hearing schedule on the ordinance revision.

A brief discussion was held on the development ordinance revisions.

The Council was asked to provide recommendations for revisions to Councilor Baker. Councilor Baker will submit the recommendations to the Planning Commission at tomorrow's Planning Commission meeting.

**ATTORNEY PRESENTATION**

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No Report.

**ADJOURNMENT**

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Motion by Councilor Wright second by Councilor Baker to adjourn at 7:22 p.m. Motion carried 5-0.

Christopher Kruebbe /s/

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Christopher Kruebbe, Mayor

Linda Downey /s/

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Linda Downey, City Recorder